1. General Rules

All suppliers requiring access to Navantia's facilities and other external facilities where required by Navantia, must have been previously evaluated in accordance with Navantia's procedure P-APR-002 Supplier Evaluation and contracted to carry out the corresponding work/service, except for companies contracted by the client/shipowner and by civil works contractors, and technical assistance.

Suppliers whose workers are to provide services at Navantia's facilities must submit all documentation required for access and renew it at the specified intervals, notify Navantia of any changes affecting their contractual relationship and report when workers cease to be assigned to the work so that their access authorisation can be revoked.

Suppliers wishing to subcontract part of their work must submit the form in ANNEX 2, "P-APR-003.02 Request for 2nd-Level Subcontracting", to the Procurement Department for approval by the relevant Head of Procurement. Companies contracted by the client/shipowner or by civil works contractors, as well as technical assistance providers, are not considered subcontractors under this procedure.

The proposed companies must be evaluated by Navantia, and subcontracting will only be allowed up to the second level. Access will not be granted to ancillary industry personnel hired through temporary employment agencies or to trainees who are not participating in an FP Dual Training placement.

2. Web Platform - Supplier Portal

SAP Fieldglass is the corporate tool that is used to process and manage the necessary documentation that suppliers, clients/shipowners and partners shall submit to obtain access authorisation for their workers to carry out the contracted activities at Navantia's facilities

The supplier, client/shipowner or partner must request that the relevant regional OCA invite the user responsible for processing the documentation to access the corporate tool as the sole administrator. The sole administrator may then directly assign other users to perform these functions on the platform.

- oca_madrid@navantia.es
- oca.cartagena@navantia.es
- oca.cadiz@navantia.es
- oca.bc@navantia.es
- oca.fe@navantia.es
- ocanavy@navantia.es / acastejon@navantia.es

The supplier or client/shipowner must use this corporate tool to submit all required documentation relating to the company and its workers and, where applicable, the general information of any second-level subcontractors not registered on the Fieldglass Platform. This information must be submitted sufficiently in advance, with at least two working days recommended. All mandatory documentation must be validated by Navantia before access to its facilities can be granted for the contracted or subcontracted activity.

3. Required Documents

All suppliers must upload the documentation required for their supplier and worker categories to the Platform indicated in the following sections before starting any activity. The documentation must be renewed periodically in accordance with the validity period specified for each document.

3.1. Required Documents from Suppliers

3.1.1. Per Supplier and per Order

The documents to be submitted will depend on the type of company.

CODE	COMPANY TYPE	NATIONAL ADMIN. SOW								REGIONAL ADMIN. SOW				OPERATIONAL SOW - CASE FILE
1A	Spanish Partner Companies - Mixed Prevention Service	ADM001	ADM020	ADM016-V2	ADM018-V2	ADM019	ADM012-V4	ADM013-V3	ADM014	ADM006	ADM007	ADM010	ADM011	OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	01HSE - In-House or Joint Prevention Service Establishment Record	01HSE - External Audit Approval Certificate	01HSE - Certificate of Association with an External Prevention Service	01HSE - Proof of Payment for the External Prevention Service	01HSE - P-APR-003.05 Environmental Information	01HSE - P-APR-003.06 Occupational Health and Safety Information	01HSE - Certificate of Association with a Work Accident and Occupational Illness Mutual Insurance Society	02SLB - Certificate of Good Standing with Social Security Payments	02SLB - Social Security Contribution Settlement and Payment	01HSE - Prevention Plan	01HSE - P-APR-003.04 Appointment of Responsible Personnel	01HSE - P-APR-003.03.1 General Order Prevention Plan
1B	Spanish Partner Companies - In-House Prevention Service	ADM001	ADM020	ADM016-V2	ADM012-V4	ADM013-V3	ADM014			ADM006	ADM007	ADM010	ADM011	OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	01HSE - In-House or Joint Prevention Service Establishment Record	01HSE - External Audit Approval Certificate	01HSE - P-APR-003.05 Environmental Information	01HSE - P-APR-003.06 Occupational Health and Safety Information	01HSE - Certificate of Association with a Work Accident and Occupational Illness Mutual Insurance Society			02SLB - Certificate of Good Standing with Social Security Payments	02SLB - Social Security Contribution Settlement and Payment	01HSE - Prevention Plan	01HSE - P-APR-003.04 Appointment of Responsible Personnel	01HSE - P-APR-003.03.1 General Order Prevention Plan
1C	Spanish Partner Companies - External Prevention Service	ADM001	ADM018-V2	ADM019	ADM012-V4	ADM013-V3	ADM014			ADM006	ADM007	ADM010	ADM011	OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	01HSE - Certificate of Association with an External Prevention Service	01HSE - Proof of Payment for the External Prevention Service	01HSE - P-APR-003.05 Environmental Information	01HSE - P-APR-003.06 Occupational Health and Safety Information	01HSE - Certificate of Association with a Work Accident and Occupational Illness Mutual			02SLB - Certificate of Good Standing with Social Security Payments	02SLB - Social Security Contribution Settlement and Payment	01HSE - Prevention Plan	01HSE - P-APR-003.04 Appointment of Responsible Personnel	01HSE - P-APR-003.03.1 General Order Prevention Plan
1D	Spanish Partner Companies - Prevention Undertaken by the Employer	ADM001	ADM017	ADM012-V4	ADM013-V3	ADM014				ADM006	ADM007	ADM010	ADM011	OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	01HSE - Employer's Affidavit Assuming Responsibility for Prevention	01HSE - P-APR-003.05 Environmental Information	01HSE - P-APR-003.06 Occupational Health and Safety Information	01HSE - Certificate of Association with a Work Accident and Occupational Illness Mutual Insurance Society				02SLB - Certificate of Good Standing with Social Security Payments	02SLB - Social Security Contribution Settlement and Payment	01HSE - Prevention Plan	01HSE - P-APR-003.04 Appointment of Responsible Personnel	01HSE - P-APR-003.03.1 General Order Prevention Plan
1E	Spanish Partner Companies - Designated Workers	ADM001	ADM015	ADM016-V2	ADM012-V4	ADM013-V3	ADM014			ADM006	ADM007	ADM010	ADM011	OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	01HSE - Designated Workers Appointment Record	01HSE - External Audit Approval Certificate	01HSE - P-APR-003.05 Environmental Information	01HSE - P-APR-003.06 Occupational Health and Safety Information	01HSE - Certificate of Association with a Work Accident and Occupational			02SLB - Certificate of Good Standing with Social Security	02SLB - Social Security Contribution Settlement and Payment	01HSE - Prevention Plan	01HSE - P-APR-003.04 Appointment of Responsible Personnel	01HSE - P-APR-003.03.1 General Order Prevention Plan

3.1.2. Per Worker

The documents to be submitted for each worker will depend on the type of worker.

WORKER TYPE	TRA001 02SLB - P-APR-003.07 Privacy Policy and Acceptance of the Code of Conduct	TRA003 01HSE - Occupational Risk Prevention Training Certificate	TRA004 01HSE - Environmental Training Certificate	TRA002 01HSE - Medical Fitness Certificate	TRA006 01HSE - P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures and Other Relevant Information	TRA007 P-APR-003.01.5 Responsible Declaration for Non-Employment Vocational Training Internships	TRA010 02SLB - TA2, Contribution Data Report (IDC) or Registration of Employees Report (ITA)	TRA011 02SLB - Self-Employed Worker Social Security Payment Receipt	TRA012 02SLB - Social Security Certificate (A1/E101)	TRA013 02SLB - P-APR-003.13 Certificate of Insurance Cover for Foreign Technicians
CAJE-001 - Employee - Permanent	x	x	x	x	x		x			
CAJE-002 - Employee - Temporary	x	x	x	x	x		x			
CAJE-003 - Employee - Trainee	x	x	x	x	x		x			
EEXT-001 - Foreign Company Worker	x			x	x				ONE OR THE OTHER	
AUTO-001 - Self-Employed Worker	x	x	x	x	x			x		
FPDU-001 - Non-Employment Internship - Dual Vocational Training	x	x			x	x				

3.2. Required Documents from other groups

3.2.1. Per supplier and per order

CODE	COMPANY TYPE	NATIONAL ADMIN. SOW	REGIONAL ADMIN. SOW		OPERATIONAL SOW - CASE FILE
2	Other Spanish Groups	ADM001	ADM006	ADM007	OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	02SLB - Certificate of Good Standing with Social Security Payments	02SLB - Social Security Contribution Settlement and Payment	01HSE - P-APR-003.03.1 General Order Prevention Plan
3	Other Foreign Groups	ADM001			OPE001-XX
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners			01HSE - P-APR-003.03.1 General Order Prevention Plan

3.2.2. Per worker

WORKER TYPE	TRA001	TRA003	TRA002	TRA006	TRA007	TRA011	TRA012	TRA013
	02SLB - P-APR-003.07 Privacy Policy and Acceptance of the Code of Conduct	01HSE - Occupational Risk Prevention Training Certificate	01HSE - Medical Fitness Certificate	01HSE - P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures and Other Relevant Information	P-APR-003.01.5 Responsible Declaration for Non-Employment Vocational Training Internships	02SLB - Self-Employed Worker Social Security Payment Receipt	02SLB - Social Security Certificate (A1/E101)	02SLB - P-APR-003.13 Certificate of Insurance Cover for Foreign Technicians
FPDU-001 - Non-Employment Internship - Dual Vocational Training	x	x		x	x			
COLN-001 - Spanish Group - No Occupational Risk	x			x				
COLE-001 - Foreign Group - No Occupational Risk	x			x			ONE OR THE OTHER	
COLN-002 - Spanish Group - Self-Employed - No Occupational Risk	x			x		x		
COLN-003 - Spanish Group - Self-Employed - With Occupational Risk	x		x	x		x		
COLN-004 - Spanish Group - With Occupational Risk	x		x	x				
COLE-002 - Foreign Group - With Occupational Risk	x		x	x			ONE OR THE OTHER	

3.3. Required Documents for Technical Assistance Workers Requested by Suppliers

The documents to be submitted for each worker will depend on the type of worker and whether the activity involves occupational risks.

WORKER TYPE	TRA001	TRA002	TRA006	TRA010	TRA011	TRA012	TRA013	ATE001	TRA016-V2	TRA020
	02SLB - P-APR-003.07 Privacy Policy and Acceptance of the Code of Conduct	01HSE - Medical Fitness Certificate	01HSE - P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures and Other Relevant Information	02SLB - TA2, Contribution Data Report (IDC) or Registration of Employees Report (ITA)	02SLB - Self-Employed Worker Social Security Payment Receipt	02SLB - Social Security Certificate (A1/E101)	02SLB - P-APR-003.13 Certificate of Insurance Cover for Foreign Technicians	02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners (Worker)	P-APR-003.12.1 Technical Assistance Request	P-APR-003.12.1 Technical Assistance Request and Occupational Risk Assessment
ATNC-001 - Technical Assistance - Spanish Worker - No Occupational Risk	x		x	x				x	x	
ATNC-002 - Technical Assistance - Spanish Worker - With Occupational Risk	x	x	x	x				x		x
ATAU-001 - Technical Assistance - Self-Employed Worker - No Occupational Risk	x		x		x			x	x	
ATAU-002 - Technical Assistance - Self-Employed Worker - With Occupational Risk	x	x	x		x			x		x
ATEX-001 - Technical Assistance - Foreign Worker - No Occupational Risk	x		x			**ONE OR THE OTHER**		x	x	
ATEX-002 - Technical Assistance - Foreign Worker - With Occupational Risk	x	x	x			**ONE OR THE OTHER**		x		x

3.4. Required Documents for Foreign Technical Assistance Workers at Ship Repair Facilities

CODE	COMPANY TYPE	OPERATIONAL SOW - CASE FILE
		OPE004
4	Technical Assistance for Ship Repairs	01HSE - P-APR-003.12.3 FORM 2. Health, Safety and Environmental Documentation

WORKER TYPE	TRA012	OPE005
	02SLB - Social Security Certificate (A1/E101)	01HSE - P-APR-003.12.4 FORM 3. Technical Service Request for the Ship Repair Business
ATRE-001 - Technical Assistance Workers - Ship Repairs	x	x

3.5. Required Documents for Technical Assistance Workers Requested by Navantia

3.5.1. Per Supplier

CODE	COMPANY TYPE	OPERATIONAL SOW - CASE FILE		
11.1	Technical Assistance Requested by Navantia NO OCCUPATIONAL RISK	ADM001	TRA016-V3	
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	P-APR-003.12.1 Technical Assistance Request	
11.2	Technical Assistance Requested by Navantia WITH OCCUPATIONAL RISK	ADM001	TRA020-V2	
		02SLB - P-APR-003.01.1 Responsible Declaration for Suppliers, Subsidiaries and Partners	P-APR-003.12.1 Technical Assistance Request and Occupational Risk Assessment	

3.5.2. Per Worker

WORKER TYPE	TRA001	TRA002	TRA006	TRA010	TRA011	TRA012	TRA013
	02SLB - P-APR-003.07 Privacy Policy and Acceptance of the Code of Conduct	01HSE - Medical Fitness Certificate	01HSE - P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures and Other Relevant Information	02SLB - TA2, Contribution Data Report (IDC) or Registration of Employees Report (ITA)	02SLB - Self-Employed Worker Social Security Payment Receipt	02SLB - Social Security Certificate (A1/E101)	02SLB - P-APR-003.13 Certificate of Insurance Cover for Foreign Technicians
ATNC-001N - Navantia Technical Assistance - Spanish Worker - No Occupational Risk	x		x	x			
ATNC-002N - Navantia Technical Assistance - Spanish Worker - With Occupational Risk	x	x	x	x			
ATAU-001N - Navantia Technical Assistance - Self-Employed Worker - No Occupational Risk	x		x		x		
ATAU-002N - Navantia Technical Assistance - Self-Employed Worker - With Occupational Risk	x	x	x		x		
ATEX-001N - Navantia Technical Assistance - Foreign Worker - No Occupational Risk	x		x			ONE OR THE OTHER	
ATEX-002N - Navantia Technical Assistance - Foreign Worker - With Occupational Risk	x	x	x			ONE OR THE OTHER	

3.6. Required Documents for Temporary Work Agencies

3.6.1. Per Supplier and per Order

COMPANY TYPE	NATIONAL ADMIN. SOW	REGIONAL ADMIN. SOW	OPERATIONAL SOW - CASE FILE
	ADM003	ADM010	OPE001-XX
Temporary Employment Agencies	02SLB - P-APR-003.01.3 Responsible Declaration for Temporary Employment Agencies	01HSE - Prevention Plan	01HSE - P-APR-003.03.1 General Order Prevention Plan **(one instance per affected gate)**

3.6.2. Per worker

	WORKER ACTIVITIES						
WORKER TYPE	TRA001	TRA003	TRA004	TRA002	TRA006	TRA007	TRA015
	02SLB - P-APR-003.07 Privacy Policy and Acceptance of the Code of Conduct	01HSE - Occupational Risk Prevention Training Certificate	01HSE - Environmental Training Certificate	01HSE - Medical Fitness Certificate	01HSE - P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures and Other Relevant Information	P-APR-003.01.5 Responsible Declaration for Non-Employment Vocational Training Internships	02SLB - Temporary Worker Assignment Contract
EETT-001 - Temporary Employment Agency Worker	x	x	x	x	x		x

3.7. Required Documents for Client/Owner and their contracted companies

3.7.1. Per company type

CODE	COMPANY TYPE	OPERATIONAL SOW - CASE FILE	
		ADM028	
5	Client	02SLB - P-APR-003.01.2 Client Responsible Declaration	
		OPE003	**OPE014**
5.1	Company Contracted by the Client	01HSE - P-APR-003.03.2 Client/Shipowner Project Prevention Plan	01HSE - Notice of Authorisation to Start the Activity

3.7.2. Per worker

WORKER TYPE	02SLB - P-APR-003.07 Privacy Policy and Acceptance of the Code of Conduct	01HSE - Medical Fitness Certificate	01HSE - P-APR-003.08 Acknowledgement of Receipt of Information on Risks, Preventive Measures and Other Relevant Information
CLIE-003 - Worker of a Company Contracted by the Client	**x**	**x**	**x**

3.8. Companies Directly Contracted by the Shipowner for Ship Repair Work

In the case of the repair business, the following documentation must be submitted to grant access to companies contracted by the shipowner

i- **ANNEX 1 P-APR-003.01.4 Responsible declaration of the shipowner/customer representative for ships in Navantia Shiprepair**, listing the companies whose access to the shipyard and vessel is under the responsibility of the shipowner.

ii- The shipowner, or the person designated, must include in Fieldglass the workers of the companies contracted by the shipowner to enable their access, and must be registered as CRUC-002 - Worker of Company Contracted by Shipowner/Cruise Ship

3.9. Companies Contracted for Civil Works Subject to R.D. 1627/1997 and Required to Establish Their Own Work Centre

Access for companies and workers will be managed using the following documentation, which will be included in Fieldglass by the Contractor supplier or the coordinator of the contracted work:

i- **ANNEX 1.6 P-APR-003.01.6. Contractor's declaration of responsibility**, which lists the contractor's companies (subcontractors) whose access to the shipyard is under its responsibility.

ii- **ANNEX 1.6b P-APR-003.01.6b. List of workers issued by the health and safety coordinator** , listing the workers whose access to the shipyard is requested.

The contractor must include in Fieldglass all the workers of the contracted companies to enable their access, indicating which company they belong to, and they must identify themselves as OBCV-001 - Civil Works Worker.

4. Required Documents for Industrial Vehicles

Access for all industrial vehicles must be requested through the designated channel. The driver must present a valid driving licence and, depending on the type of vehicle, the following additional documentation must also be provided:

4.1. Industrial Vehicles

- Industrial vehicles shall be duly identified with the name of the Company.
- Authorisations will be limited by the characteristics of the activity and the availability of space in the shipyard.

4.2. Self-Propelled Lifting Elements

- Crane inspection certificate issued by an authorised inspection body
- Equipment Review Certificate

4.3. Heavy machinery

- CE marking certificate.
- Equipment Review Certificate

5. Site Huts

Suppliers requiring site huts to be brought onto Navantia's premises must request access through the designated system and follow the applicable procedures.

6. Entry, Maintenance and Exit of Machines, Equipment and Tools

The supplier must submit to Industrial Management and/or Industrial Safety, as appropriate, a list of all equipment and tools they wish to bring onto the premises.

The instructions in force at each production unit regarding this matter must be followed. Industrial Management will check and review the list of machines, equipment and tools belonging to the ancillary industry to verify that they meet the applicable regulatory and documentation requirements, including approval and condition requirements.

Tools will be clearly marked for identification. Tools in poor condition or without identification may be removed until the situation is corrected.

Supplier equipment that is left at Navantia's facilities may only be subjected to maintenance work during the term of the contract/order and must be taken out of service until a new contract/order is placed.

7. Rules for Access of Ancillary Industry Personnel

- Ancillary Industry personnel must keep their access cards visible at all times and present them to Industrial Safety upon request.
- All authorised Ancillary Industry personnel are required to record their entries and exits from the centre using the identification card provided on the first day. Companies will ensure that their workers comply with this standard.
- When Navantia and the client/shipowner contract the same ancillary industry company to work on the same ship, different workers must be assigned to each contract.
- All companies must ensure that newly hired workers attend the first scheduled orientation session and any subsequent refresher sessions arranged periodically by each centre. Ancillary Industry personnel who fail to attend will be denied access to the centre until they have completed the required session.
- Ancillary Industry personnel will wear work clothes different from those worn by the centre's staff, with their Company's name or logo printed on them. In some work centres, clothing may have specific characteristics as required by the Labour Authority, and the Ancillary Industry must adapt to those requirements.

- Ancillary Industry personnel will wear work clothes different from those worn by the centre's staff, with their Company's name or logo printed on them. In some work centres, clothing may have specific characteristics as required by the Labour Authority, and the Ancillary Industry must adapt to those requirements.
- The working hours of ancillary industry personnel will be adjusted to meet the requirements of the services provided. When work outside the usual working hours is required, the ancillary industry must seek approval from the person in charge of the centre during the coordination meetings so that the necessary business activity and Industrial Safety arrangements can be made. The person in charge at Navantia must also notify Industrial Safety by email of the extended working hours.
- The OHS technician, safety officer and/or the occupational risk prevention coordinator will act as the liaison for these matters with Navantia's business activities coordinator and the staff of Navantia's occupational health and safety (SSL) department. They will attend the coordination meetings established by Navantia's SSL Management System, will inform the workers of their companies about the risks and will coordinate the activities with the other coordinators and responsible personnel.
- The environmental manager will act as the designated point of contact for environmental matters, attend scheduled meetings and participate in internal audits carried out by Navantia personnel.

8. Services and Rates

Navantia offers ancillary industries a range of services to support the performance of their activities. These services may be subject to charges at the applicable rates:

- **Changing rooms and lockers:** Any ancillary industry (with current contract/order) may submit a request through the designated channel, and if appropriate, the allocation of changing rooms and the provision of lockers for its personnel and for the personnel of any of its subcontractors. Charges for this service will continue until its cancellation has been notified and the locker keys have been returned to Industrial Management.
- **Access cards**: ancillary industries will be billed for the issuance, replacement and renewal of each card.
- **Offices, work shelters and storerooms:** The ancillary industry may request the use of offices and permission to bring work shelters or storerooms onto the premises. Once the work has been completed, the work shelters or storerooms must be removed within 15 days. Offices, work shelters and storerooms will be invoiced at the applicable rates for as long as they remain on the premises.
- The ancillary industry will be responsible **for fencing off the surrounding areas** and for the custody and safekeeping of their contents. Navantia will not be liable for any damage to or theft of these materials.

- **Medical assistance:** In the event of an accident or medical emergency during the activity, Occupational Health and Safety must be notified, and the on-site Medical Service may be contacted to provide initial assistance. This service will be billed at the rates established by the Medical Service.
- Where Navantia is responsible for **transporting the materials**, the supplier must unload them and return the transport skips within two days.
- **Navantia services supporting compliance with occupational risk prevention obligations**: These include any services provided by Navantia to support compliance with occupational risk prevention obligations relating to personal or collective protective equipment
- **Tools, machinery and communication equipment**: The ancillary industry may request the use of tools, machinery and communication equipment on a rental basis. The billing of this service will be in accordance with the current rates.

9. Requirements for Occupational Risk Prevention Documentation

9.1. Prevention Plan

The occupational risk prevention plan must include:

A) Identification of the company and its business activities, the number and characteristics of its workplaces, and the number of workers and any characteristics relevant to occupational risk prevention.

B) The company's organisational structure, identifying the functions and responsibilities at each hierarchical level in relation to occupational risk prevention.

C) A description of the work to be carried out, specifying only the trades or professions that will perform work at Navantia.

D) The company's technical processes, working practices and organisational procedures relating to occupational risk prevention.

E) The company's prevention arrangements, including the chosen organisational model and the existing employee representative bodies.

F) The policy, objectives and targets that the company intends to achieve in the field of occupational risk prevention.

G) Emergency response arrangements, which must comply with Navantia's emergency plans.

The essential tools for managing and implementing the occupational risk prevention plan are **risk assessment** and **the planning of preventive activities**.

9.2. Risk Assessment

The risk assessment must relate exclusively to the work to be carried out at Navantia and must include:

a) Introduction

b) Methodology used

c) Company description
   - c.1) General description of its activities, processes and facilities
   - c.2) Workstations and associated tasks
   - c.3) Physical resources
     - i. Work equipment
     - ii. Substances and products used

d) Risk assessment
   - d.1) Assessment by workstation
   - d.2) Preventive measures

9.3. Planning of Preventive Activities

The planning of preventive activities must include:

a) The human and material resources required, together with the financial resources needed to achieve the established objectives.

b) The emergency and health surveillance measures provided for in Articles 20 and 22 of the Occupational Risk Prevention Act, as well as the information and training to be provided to workers on occupational risk prevention.

c) A defined implementation period, including the phases and priorities for its development, based on the magnitude of the risks and the number of workers exposed, together with arrangements for periodic monitoring and control.

d) Where preventive activities extend over more than one year, an annual program of activities must be established.