

General and practical working conditions

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Revision

Date	Version	Author	Approved	Comments
2020.02.03	1.0	MCHS		Translated into English
2020.10.02	2.0	MCHS	TSMA	PTW added to section 2.6
2022.02.11	3.0	MACH	TSMA	<ul style="list-style-type: none"> Section 2.4. Alteration: from “Scandinavian speaking” to “danish speaking” The Canteen is open from 7.00 (not 5.30) Section 2.7 Alteration: “...or at the reception” included.
2023.05.17	3.0	MACH	TSMA	Editorial corrections related to ARCTuelt
2023.12.05	4.0	TSMA	TSMA	Minor changes section 2.3, 2.5, 3.4, 3.5,

1 Validity

This procedure is applicable for all who performs works at ARC premises at Vindmoellevej 6.

2 Access control

ARC uses electronic access control. An electronic access card is required in order to gain access to the production facility.

Supplier/Contractor will receive an electronic chip through their contact person at ARC.

2.1 Vehicular access and parking

Vehicular access to ARC is obtained through Vindmoellevej 6 and parking lots are available in front of the building.

Marked parking lots stating; "Gæsteparkering" (guest-parking) are not to be used by Supplier/Contractor.

Bicycle parking is possible in the shed right in front of the administration building.

There is a general speed limit of 20 km/h.

2.2 Working hours

Normal daily working hours are from Monday to Friday from 6 AM to 5 PM.

No work must start, commence or end outside normal working hours without a written agreement with Supplier's/Contractor's contact person at ARC.

If work is started outside normal working hours, the control is to be notified prior hereto. Phone number for the control room is +45 32 68 94 06.

2.3 Canteen

The canteen situated at 7th floor can be used by the Supplier/Contractor after agreement with ARC contact person. Breakfast and lunch must be paid for.

The canteen's opening hours are from 11 AM to 1 PM. At lunch a buffet is served.

2.4 Language

The daily language at ARC is Danish.

Supplier/Contractor has responsibility that one trusted danish speaking employee always is available during their activities at ARC. This to ensure communication with ARC employees and other Suppliers/Contractors.

It is the sole responsibility of the Supplier/Contractor to ensure that all personnel, Danish as well as none Danish, are fully informed of the provisions applicable for working at ARC.

2.5 None-Danish employees

It is the responsibility of the Supplier/Contractor to ensure that all none-Danish workers follow applicable Danish legislation in respect to training and education. The Danish Working Environment Authorities (AT) require that training obtained outside Denmark, is approved prior to initiation of activities. Approval can take up to one month after correct application for approval has been sent, and as long as three months if the submission form has been filled in incorrect.

<https://at.dk/regler/bekendtgørelser/anerkendelse-erhvervsmaessige-kvalifikationer-udlandet-1295/>

<https://at.dk/regler/at-vejledninger/anerkendelse-erhvervsmaessige-kvalifikationer-f-1-7/>

<https://at.dk/selvbetjening/anerkendelse-af-kvalifikationer/>

All foreign companies that perform temporary work in Denmark must be registered in RUT (Registrering af udenlandske tjenester, Registration of foreign services)

[Registrering af udenlandske tjenesteydere \(RUT\) | erhvervsstyrelsen.dk](#)

2.6 Work order and reporting the works

Before any work is initiated, Supplier/Contractor will receive a written work order and an approved permit to work (PTW) from ARC.

When the works are finalised Supplier/Contractor must hand over a written report stating what has been done. The format of the report is decided by ARC contact person.

The report must as a minimum contain;

- Description of work carried out
- Total sum of used hours
- Use of consumables

The format of the PTW shall always be in paper, and a copy of which must be brought to the workplace. The PTW must be ended in accordance with the ARC system.

2.7 Labour recording

Due to safety and potential evacuation considerations, all external personnel must register in the log sheet at the control room or at the reception. Registration must be done prior to entering the production facility as well as signing out when leaving again.

Supplier/Contractor must, either on a daily basis or after the work is finished, deliver a timesheet for hours spent on the job.

3 Limits in deliverables

3.1 Tools, Personal Protective Equipment (PPE) etc.

Supplier/Contractor must bring all equipment necessary to execute the job. This includes, but is not limited to; tools, PPE and other materials necessary to fulfil the requirements.

Equipment must be approved in accordance to applicable regulations and it must be marked accordingly. Supplier/Contractor is committed to use only CE-marked equipment. Further, all equipment must be clearly marked with company name, so it is easily identifiable.

It is the sole responsibility of Supplier/Contractor to ensure that His equipment is stored and used in a way to minimise the risk of theft and damage. ARC has no responsibility in either.

3.2 Truck, passenger hoists/-lifts and cherry pickers

Supplier/Contractor must bring His own lift, trucks etc. unless otherwise agreed with ARC contact person.

3.3 Scaffolding

ARC generally supplies scaffolding for works to be carried out on ARC premises. Scaffolds are erected, mounted, altered and dismantled by an ARC appointed scaffolding company and for ARC expenses. Prior to dismantling a scaffold, the last Supplier/Contractor using the scaffold must clean the deck. In special cases, deviations from the above stated must be part of contractual agreement between ARC and Supplier/Contractor.

Loose items are not allowed on the scaffold. Supplier/Contractor must ensure that His personnel keep items such as bolts, nuts etc. in a bucket or similar. Tools must be secured from dropping. All materials and debris not related to the work in progress shall not be allowed to accumulate on platforms

3.4 Welfare facilities

ARC supplies welfare facilities for Supplier/Contractor personnel according to agreement. This may include office facilities, dressing- and shower facilities, shed and canteen.

Supplier/Contractor is not allowed to bring and establish their own welfare facilities unless a special agreement has been made.

It is not allowed to stay overnight at ARC premises.

3.5 Workshops

ARC supplies workshop facilities for Supplier/Contractor, however with certain limitations for minor maintenance jobs etc. If Supplier/Contractor brings their own facilities, it will be so stated within contractual agreement.

3.6 Storage and area for stock

ARC contact person assigns storage area for Supplier/Contractor in those cases where this shows necessary.

Supplier/Contractor is responsible for logistics in such a way that temporary storage is minimised as much as possible.

Supplier/Contractor is responsible for ensuring the right equipment is available for unloading of materials.

4 Requirements for safety, work environment and quality assurance

ARC holds certificates for both Work Environment and External Environment, hence ARC expects all Suppliers/Contractors cooperates to ensure a safe and sound environment.

All works at ARC must be conducted in compliance with commonly recognised knowledge, including applicable legislation. For specific conditions for ARC, please refer to; **“General HSE conditions when working at ARC”**.

Are any deviations observed, either illegitimate or defects in the constructions in respect to the works carried out, Supplier/Contractor must advise ARC contact person immediately.

Supplier/Contractor shall on a continuous basis quality assure the deliveries/works He is responsible for. The quality control must be documented in writing in accordance with the contractually stipulated requirements. ARC can require specific demands to Supplier/Contractor quality assurance.

ARC may perform random check of the Supplier/Contractor quality assurance.

4.1 Sanctions

Where Supplier/Contractor fail to comply to those by ARC stipulated requirements for QHSE, ARC reserves the right to sanction Supplier/Contractor depending on the level of failure.

- Instruction

- Safety approval withdrawn, and work cannot commence until a new safety induction has been completed. Any costs in relation to the delay is of no concern to ARC. It is always ARC, which assess whether the safety approval is withdrawn due to safety violations from either the individual or the Supplier/Contractor.
- Expulsion of the individual and/or Supplier/Contractor.

The below table is used in respect to violations according to risk level.

Risk level YELLOW = Moderate hazard

Recommendation: 1st time and moderate hazard level

Actions to lower the risk level must be taken. Not considered an acceptable risk.

Consequence: Verbal reprimand and written notification to Supplier/Contractor

Risk level ORANGE = Serious hazard

Warning: multiple recommendations and/or serious hazards

Additional actions are to be taken in order to lower the risk. No work can commence before a new risk assessment has been conducted.

Consequence: Written warning and written notification to Supplier/Contractor

Risk level RED = Unacceptable danger/hazard

Expulsion: Repetitive warnings and/or unacceptable hazard to people or environment

Work activity is stopped until measures are taken, and risk level is lowered.

Consequence: Expulsion of employee and written orientation to Supplier/Contractor