



Internal Regulation for Construction and Services



CRISAL, SA

11/10/2023



PROCEDURE

Internal Regulation for Construction and Services

PR065
2023-10-11

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1. SCOPE

This Regulation applies to service providers/Suppliers and/or their representatives who perform any services on the premises of **CRISAL – Cristalaria Automática, SA.**, establishing some rules to be verified when present, moving and/or acting within the premises, aiming for a safe and healthy work environment.

In everything that this regulation is silent on, current legislation and good practices in the field of Occupational Health and Safety, as well as the Environment, must be complied with.

2. GENERAL TERMS

The security and privacy of your data, employees and company, are important to us, for this reason the collection and processing of data was designed to comply with European Union Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR).

The information collected is limited to information strictly necessary within the scope of AHS.

We recently updated our privacy policy to comply with the GDPR.

3. DOCUMENTATION

3.1. SUPPLIER / VISITOR

Signing the leaflet with Environmental and Safety instructions (Annex 1)

3.2. SERVICE PROVIDER

The documentation to be sent depends on the type of work to be carried out, according to the inherent risks, and for this it is necessary to complete the Work permission (Annex 2).

Before starting work, you must send CRISAL the following elements (must be sent 15 days in advance):

- Signed declaration of acknowledgment of these Regulations (Annex 3).
- Identification of the service provider responsible for coordinating/supervising the work (Annex 4);
- List of personnel who will be working at the facilities (Annex 4);
- List of vehicles that may need to enter the premises (Appendix 5).
- List of material that will enter the premises (Annex 6 - To be delivered to the reception upon entry).
- Contractor's certificate/Permit (when applicable);



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- Work Accident Insurance Policy and respective updated receipt or proof of payment, as well as particular conditions of the policy;
 - Civil Liability Insurance Policy and respective updated receipt or proof of payment
 - Working hours inside installation;
 - Certificate issued by the competent Finance Department, proving registration and regular contributions (updated);
 - Certificate issued by the Social Security Institute (ISS), proving registration and contributory regularity (updated);
 - Purchase order for the work to be carried out
 - Risk Assessment (RA) of the activity(ies)/Safety Prevention Sheet (SPS) for the activity(ies) to be carried out at the installation (see Annex 2)
 - Emergency plan (Annex 7)
 - Safety data sheets in Portuguese for the products to be used (when applicable)

3.3. EMPLOYEES

- Proof of registration with Social Security (if applicable);
- Medical Aptitude Form (updated);
- Training record relating to the activity to be carried out at the installation, in accordance with the respective AR/FPS.
- Personal Protective Equipment distribution form;
- Shunting driver qualification certificate (when applicable);
- Residence visa / Authorization / Residence Title (when applicable);
- Employment contract communicated to ACT, and respective proof (if applicable).

3.4. INDEPENDENT EMPLOYEES

The same as foreseen in the previous points (2.2 and 2.3).

3.5. EQUIPMENT (WHEN APPLICABLE) / LIFTING ACCESSORIES

- CE Declaration of Conformity in Portuguese / Declaration of Suitability for Service or equivalent (Equipment manufactured prior to 1995);
- Civil Liability Policy and respective updated receipt;
- Motor vehicle insurance policy (if applicable);
- Record of the last review/maintenance;
- Maintenance plan (from the Manufacturer);



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- Instruction manual available on equipment in Portuguese.
- Latest verification report in accordance with Decree-Law nº 50/2005, of 25/02.

4. ENVIRONMENT, HEALTH AND SAFETY (EHS)

4.1. RESPONSIBILITIES

4.1.1. RESPONSIBLE FOR CRISAL

The person who requests the work from outside is responsible for monitoring the work and whose mission is to ensure compliance with what is planned in accordance with good practices and standards in force (safety, environment, quality,...). This person is the supplier's contact person.

4.2. SERVICE PROVIDER/SUPPLIER

Is responsible for:

- a) Comply with and enforce current legislation in the field of Environment and Safety at Work.
- b) Provide the work areas with the necessary signage and protection to carry out your activity, as well as the delimitation of your site.
- c) Ensure that its employees comply with all rules and standards in the field of Environment and Safety at Work, and they must be fully aware of these regulations.
- d) Prohibit your employees from any interaction with equipment/facilities belonging to CRISAL without prior authorization, except in social facilities (cafeteria and restrooms).
- e) Reserve the use of your equipment (machines, materials, tools, ...) only for your employees. CRISAL is not responsible for misuse by any of its employees. If the situation arises, it must be communicated to the person responsible for monitoring CRISAL's work.

4.3. GENERAL CONSIDERATIONS

- a) CRISAL is not responsible for theft/disappearance of materials and/or equipment and must be reported to CRISAL so that there is no possibility of contamination of your final product.
- b) Access to CRISAL's facilities is via an RFID card given at the entrance.
- c) Working hours: the hours to be practiced by the Service Provider/Supplier must be discussed and approved by CRISAL, namely by the person responsible for monitoring the activity.
- d) In the absence of a CRISAL manager, all those authorized to enter must comply with the security guards' instructions.
- e) Control of entry and exit of personnel, vehicles and equipment is carried out by security guards.



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4.4. WASTE

Waste produced during the execution of the work will be the responsibility of the Supplier, as well as its disposal or recovery, unless otherwise indicated by CRISAL.

Authorization to remove waste from the facilities must always be issued by the AHS department.

Whenever possible, waste recovery should be chosen.

4.5. WORKS

4.5.1. Active track work

- In the case of carrying out work on the active road (inside the facilities), the work must be organized in such a way as to minimize interference with the road, and the work must be properly delimited and signposted.
- Employees involved in work on the active road or moving loads must wear reflective vests (class 3).

4.5.2. Work at height

Whenever work is carried out at heights where it is not possible to mount collective protection equipment, employees must use a safety harness properly tied to structures that offer resistance, always favoring a double rope.

4.5.3. Mechanical movement of loads

All mechanical movement of loads may only be carried out by qualified, experienced people and after taking all necessary precautions. The movement of loads over people is prohibited.

4.5.4. High risk jobs

High-risk work cannot be carried out without prior agreement from CRISAL's Environmental and Safety Officer, who must confirm that appropriate protective measures have been adopted. High risk work is considered in accordance with the provisions of Law 102/2009 of September 10 (Article 79) – Annex 2.

4.5.5. Conclusion of work

- Before completing the work, the person responsible for monitoring the work must carry out a check to certify that the initial cleaning and tidy conditions are guaranteed.
- After completing the work, the service provider/supplier cannot leave any waste, materials, tools and/or other objects unattended.

NOTE: Any CRISAL Manager may intervene at any time and suspend work if they consider that the safety measures are not being complied with or are not satisfactory. Any and all changes to what is planned must be communicated to the person responsible for monitoring the work and to the person responsible for the Environment and Safety department, in order to analyse their implications within the scope of Environment and Safety at Work.



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4.6. PERSONAL PROTECTIVE EQUIPMENT (PPE):

All employees of external entities who access the interior of the workshop area, industrial buildings, Finished Product Warehouse and other warehouses must be equipped.

It is mandatory to use protective glasses, ear protectors and safety shoes (S3 or S1P protection).

The use of a protective helmet is mandatory whenever the nature of the work risks justify it (e.g.: Risk of falling objects, work in confined spaces with low ceiling heights, etc.).

4.7. EMERGENCY

4.7.1. Work accident:

- In the event of an accident at work, you must immediately inform the CRISAL Manager so that first aid can be provided and the necessary/appropriate corrective measures can be adopted.
- The report describing the work accident, with a proposal for preventive/corrective measures, must also be sent to the AHS department (lcgc.dl.ahs@lcfglass.com) within a maximum period of 24 hours after the accident.

4.7.2. Emergency siren:

If you hear the emergency siren, you must take the following into consideration:

- 1 continuous ring (1.5min) – total evacuation – go immediately to the meeting point (see location in Annex 8)
- 4 discontinuous rings (15 seconds each) – partial or simulated evacuation – wait for instructions from a company manager on whether it is necessary to go to the meeting point.

4.8. FIRE PROTECTION

To this end, the supplier/service provider:

- Give your employees the necessary instructions to ensure fire prevention;
- Give your employees instructions on the procedures to adopt in the event of a fire;
- Will not allow the use of any burning appliances inside or outside the premises that are not essential for carrying out the work and are duly approved;
- Smoking ban:



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- Smoking is prohibited outside the areas defined for this purpose, which are as follows: entrances to the Administrative and Social buildings, pier no. 1A, entrance to the cold end zone, entrance to manufacturing and entrance to Printglass.
 - This rule also applies to vehicle drivers who must circulate within the company premises, even when inside the vehicle, to avoid the projection of cigarette butts to the outside, while circulating within the company's premises. CRYSAL.
 - In case of non-compliance, the supplier accepts that the non-compliant employee immediately leaves the premises.
 - Cutting and welding permit:
 - Fire, hot cutting or welding operations are prohibited without the respective authorization being duly completed and posted on site (e.g., oxyacetylene cuts, operations with angle grinders and others), with approval from the person responsible for monitoring the work.
 - The person responsible for monitoring the work assumes the responsibility for authorizing and checking that everything is carried out in accordance with the instructions of the permit for hot work, as well as carrying out the indicated surveillance after the work is completed, signing, and subsequently returning the authorization for filing in the Environment and Safety department. This situation only applies to work carried out outside maintenance workshops.
 - All flammable and/or explosive materials must be subject to special storage, with prior approval from the CRISAL Safety Manager.

4.9. PSYCHOTROPIC SUBSTANCES

- It is prohibited to work under the influence of alcohol or drugs on CRISAL premises. In case of non-compliance, the supplier accepts that the employee who is under the influence of any of these substances leaves the premises immediately.
- If any employee is identified consuming this type of substance, for their safety and that of others, the person responsible for the supplier/service provider will be asked to immediately remove the employee from the premises, and they will not be able to continue carrying out any activity, at least for this day.
- Whenever behavioural changes occur due to suspected consumption of these substances, the person responsible for the supplier/service provider will be asked to immediately remove the employee from the premises, and they will not be able to continue carrying out any activity, at least during that day.



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5. FINAL DISPOSITION

The Supplier accepts that, in the event of infringement of these Regulations by its personnel, posted at CRISAL's facilities, they will be excluded from the work/services provided.

Supplier also accepts that, if there is a need to resort to its own or third party means to remedy or correct anomalies caused by such infractions, CRISAL will debit the respective charges.

6. CHANGES LOG

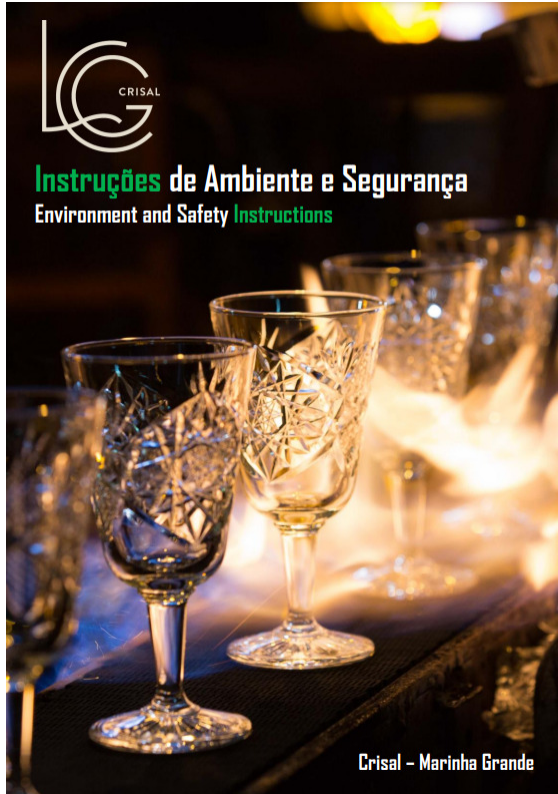
DATE	POINTS	RESP
2022/11/23	General review of the document	ISA PAIXÃO
2023/01/30	Change to the department's general email	PMF
2023/10/11	Translation of the document into English	PMF

Elaborado por	Aprovado por
GESTOR DO SIG	Direcção Geral

7. ATTACHMENTS

- Annex 1 – Leaflet “Environmental and Safety Instructions”*
- Annex 2 – Work permission*
- Annex 3 – Declaration of acknowledgment of the regulation*
- Annex 4 – List of employees*
- Annex 5 – List of vehicles*
- Annex 6 – Material list*
- Annex 7 – Emergency plan*
- Annex 8 – Plan*

Annex 1 – Leaflet “Environmental and Safety Instructions”



Instruções de Ambiente e Segurança

INDICAÇÕES GERAIS GENERAL INFORMATION

Para que a sua visita decorra de forma agradável e segura, leia os procedimentos e regras de segurança que deverá respeitar nas instalações da Empresa. (You must comply with CRISAL's procedures and safety rules, so that your visit is performed nicely and safe.)

Durante a visita, terá que estar sempre acompanhado por um colaborador da Empresa. (During your visit, you must be escorted by a CRISAL employee.)

À entrada e à saída das instalações, caso seja solicitado pelo Vigilante, deverá mostrar todo e qualquer volume, mala, pacote, ou outro que transporte consigo. (When entering or leaving the premises if requested by Securitas, you should show any volume carried.)

Respeite a sinalização existente. (Always comply with warning signs.)

Media: não é permitido tirar fotos nem efectuar filmagens sem autorização prévia do representante da Empresa. (It is not allowed to take pictures or film without previous permission of the Company representative.)

EM CASO DE ACIDENTE/EMERGÊNCIA IN CASE OF ACCIDENT/EMERGENCY

Comunicar de imediato
911178956

SIRENE DE EMERGÊNCIA EMERGENCY ALARM

- 1 toque contínuo (1,5min) – dirija-se imediatamente para o ponto de encontro (1 continuous alarm sound – go to meeting point)
- 4 toques descontinuos (15 seg. cada) – aguarde por instruções de um responsável da empresa (4 discontinuous alarm sounds – wait for instructions)

INDICAÇÕES DE AMBIENTE ENVIRONMENT INFORMATION

Todos os danos ambientais, independentemente da gravidade, deverão ser comunicados ao Dep. AHS, incluindo emissões acidentais para o solo, água ou ar, ruído ou odores anormais. (All environmental damages, no matter how serious, should be reported to EHS department, including accidental releases to the soil, water or air, atypical noise or odors.)

AHS (EHS)

Instruções de Ambiente e Segurança

INDICAÇÕES DE SEGURANÇA SAFETY INFORMATION

É obrigatória a utilização de Equipamentos de Protecção Individual (EPI), de acordo com a sinalização existente nos locais. (It is mandatory the use of Personal Protective Equipment - PPE- according to existing signs at the facility.)

Na generalidade das instalações é obrigatório utilizar:

Saídas de emergência: esteja atento à sinalização de emergência aquando da entrada nas nossas instalações. (Be aware of the emergency routes when you arrive at this facility.)

Esteja atento à circulação de empilhadores e outros equipamentos móveis. (Be aware of forklift traffic and other mobile devices.)

Não fumar nem foguear: não é permitido fumar nas instalações da CRISAL (incluindo dentro de veículos) excepto nas áreas designadas para o efeito. (Smoking is not allowed in this facility except in designated areas.) Não é permitido foguear nem efectuar operações que envolvam fogo sem uma autorização prévia. (Fire, open flames and flammable operations are not allowed without a previous permission.)

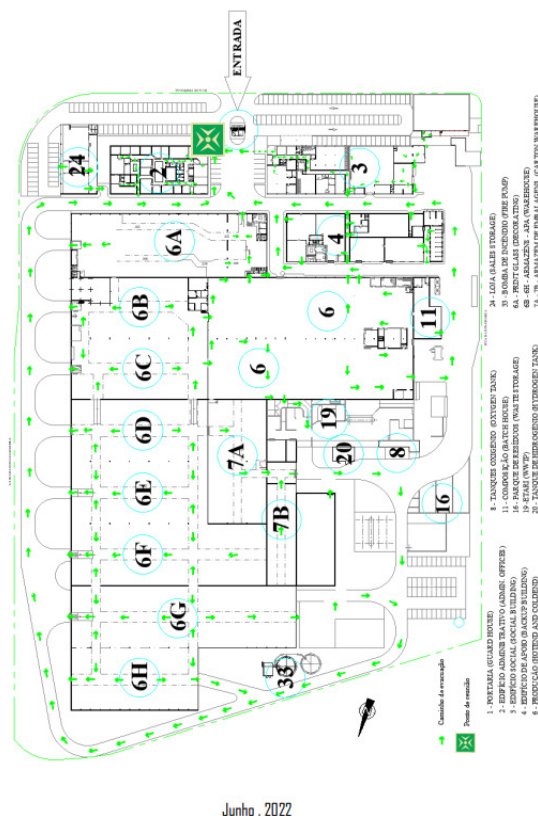
Condução: dentro das instalações terá de cumprir com as regras do Código da Estrada. (Within this facility, you must comply with the traffic rules.)

Velocidade máxima: a velocidade máxima para todos os veículos é de 20 km/hora. (For all vehicles, maximum speed allowed is 20km/hour)

É proibida a entrada de produtos tóxicos, armas brancas e de fogo, bem como de bebidas alcoólicas e estupefacientes. (It is forbidden the entrance of toxic products, weapons, as well as alcoholic drinks and drugs.)

A CRISAL reconhece a gestão ambiental, segurança e saúde no trabalho, como prioridade em todas as actividades, produtos e serviços. (CRISAL recognizes environmental management, safety and health at work, as a priority in all activities, products and services.)

AHS (EHS)





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Annex 2 – Work Permit

Company Name::		
Work Location::	Job description:	
Date/Time:		
WORK WITH THE POTENTIAL OF INVOLVING HIGH RISKS (it is mandatory to send the risk assessment/Special risk work plan)		
<input type="checkbox"/> Hot work (in manufacturing)	<input type="checkbox"/> Work at height (above 1.5m)	
<input type="checkbox"/> Work with exposure to carcinogenic, mutagenic or reproductive toxic agents	<input type="checkbox"/> Work with exposure to group 3 or 4 biological agents	
<input type="checkbox"/> Excavation work/risk of burial	<input type="checkbox"/> Work inside the composition building	
<input type="checkbox"/> Intervention in fuel networks	<input type="checkbox"/> Construction/Demolition	
<input type="checkbox"/> Hyperbaric	<input type="checkbox"/> Contact with electrical current (medium/high voltage)	
<input type="checkbox"/> Work with exposure to ionizing radiation	<input type="checkbox"/> Isolated work	
<input type="checkbox"/> Use of dangerous chemicals	<input type="checkbox"/> Work with exposure to thermal stress	
OTHER TYPE(S) OF WORK		
<input type="checkbox"/> Mechanical movement of loads	<input type="checkbox"/> Manual handling of loads	
<input type="checkbox"/> Equipment calibration	<input type="checkbox"/> Consumables replacement	
<input type="checkbox"/> Maintenance for forklifts/stacker/pallet trucks	<input type="checkbox"/> Technical visit/quote	
<input type="checkbox"/> Other (which):		
OTHER TYPE(S) OF WORK PERSONAL PROTECTIVE EQUIPMENT THAT WILL BE USED		
<input type="checkbox"/> Protective goggles	<input type="checkbox"/> Ear protectors	
<input type="checkbox"/> Protective footwear (S3 or S1P)	<input type="checkbox"/> Particle mask	
<input type="checkbox"/> Mask for gases and vapors	<input type="checkbox"/> Another Mask (which one):	
<input type="checkbox"/> Protective gloves (which):	<input type="checkbox"/> Face protection	
<input type="checkbox"/> Tyvek suit	<input type="checkbox"/> Tychem suit	
<input type="checkbox"/> Other (which):		
GENERAL CONSIDERATIONS		
<ul style="list-style-type: none"> • Hot work is expressly prohibited in Finished Product and Packaging Warehouses. • You must ensure that there are no incompatible activities at the same time. • Before starting work: <ol style="list-style-type: none"> i. Ensure that all employees involved have been alerted to existing risks. ii. Know the emergency exits and meeting point location. iii. Isolate/mark the area according to the risks involved. iv. Know the location of the emergency shower and eyewash. 		
VALIDITY OF WORK PERMIT		
Date: from ___/___/___ to ___/___/___	Start time: _____ End time: _____	
WORK PERMIT APPROVAL		
	Company/Area Subscription	Signature
Area manager to intervene		
Responsible for carrying out the work		
CRISAL responsible for work monitoring		





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Annex 4 – LIST OF EMPLOYEES

We declare the veracity of the information below regarding the employees of the company _____ who will be present at CRISAL, S.A., to carry out work, in the period between ____/____/____ and ____/____/____.

Employees name	ID number/Citizenship Card	Date of birth	FAM result (Fit/Cond. Fit/Unfit) ¹	Medical Aptitude Record Date	Professional category	Qualification for the role (Yes / No)

¹If the Fitness for Work Form has a result other than “Fit”, it is necessary to send form to lcgc.dl.ahs@lcfglass.com

Name of person responsible for coordinating/supervising the work: _____

Contact: _____

The management
(Company Signature and Stamp)





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Annex 5 – List of vehicles

Company vehicles _____ that will need to enter the CRISAL, S.A. facilities, in the period between ____/____/____ and ____/____/____.

Brand	Model	Registration

The management
(Company Signature and Stamp)








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Annex 7 – Emergency plan

Person responsible for the external company at the installation:	Name:	Contact:
CRISAL responsible:	Name:	Contact:
Responsible for the Environment and Safety department::	Rodrigo Serra	
Environment and Safety Technician:	Paulo M. Figueiredo	
Environment and Safety Technician:	Isa Paixão	
Emergency contact to provide first aid, report fires and other emergencies	Shift manager	Contact: 911 178 956
Location of stretcher, trauma bag	Brigade room (below the furnace control room)	
Other emergency contacts		
	National emergency number:	112
	Leiria-Pombal Hospital Center (CHLP):	244 817 000
	M. Grande Health Center	244 572 920
	Public Security Police - Marinha Grande	244 573 500
	M. Grande Volunteer Firefighters	244 575 110
	Poison Information Center	808 250 250
Responsible service provider	Date:	Signature:
Responsible for CRISAL	Date:	Signature:

