

Procedure for Selection & Management of Sub-Contractors

Document revision history

Document Reference	Version	Introduced/Changed by	Summary of changes	Approval date	Date of review
QD124	V1	Dave Chambers	Responsibilities refresh	09/09/24	01/09/24

Selection/Recruitment

Selection and recruitment of sub-contracting arrangements will be organised by the relevant Operations or Line Manager. The use of sub-contractors will only be considered where there is a justifiable business need (e.g. subject specialism, short term or ad-hoc requirement, etc.). The Operations or Line Manager will decide what medium will be used to advertise the position (e.g. local or national advertising, personal recommendation, reputation, etc.). In the first instance the Operations or Line Manager, or his nominated deputy, will facilitate a face to face interview with the prospective candidate or authorised representative(s) of the subcontracting organisation.

1.1 Identify Suitable Contractor

Sub-contractor identified by Gen2 to engage in work carried out on Sellafield Ltd Managed Sites.

1.2 Carry out competency assessment of Sub-contractor

Gen2 will maintain evidence on site of their assessment of Sub-contractors as competent to work at site (e.g. Sub-contractor Pre-qualification Questionnaire, Gen2 HS056 Contractor Health & Safety Evaluation Questionnaire, etc.) for SL to audit if required, on SLF 3.02.33 Appointment of Managers & Supervisors with Safety Responsibilities.

1.3 Appointment of competent Person to manage / supervise Sub-contractor

Gen2 are responsible for the safe management of all sub-contractors who the company sends onto the Sellafield Site. Gen2 must ensure that a Competent Person from its own organisation is made responsible for the safety management of each Sub-contractor carrying out work on the site.

This Competent Person shall be appointed in writing. The Competent Person shall be of management/supervisory status and shall be appointed in writing by Gen2's own auditable system for appointment.

Procedure for Selection & Management of Sub-Contractors

The Competent Person appointed to manage any sub-contractors will be allocated sufficient time and resources to carry out the management of sub-contractors. Any Competent Person appointed as above shall ensure that:

- All the Sub-contractors' personnel hold a minimum of baseline security clearance and that recognition has been given to the requirement for a higher level of security clearance where relevant
- All the Sub-contractor's personnel have attended the Sellafield Site Induction Course;
- All the Sub-contractor's personnel have attended the Contractor's own Induction Course;
- All Sub-contractor's employees have been assessed against, and meet the requirements of the relevant Sellafield Suitably Qualified and Experienced Person (SQEP) role assessment specifications; SR0717 Safety Practitioner (Contractors), SR0718 Supervisor (Contractors) and SR0719 Operative (Contractors). Adequate records of this assessment must be kept on site to ensure that auditable evidence of competency can be demonstrated;
- Where necessary, effective Risk Assessments/Safe Systems of Work are produced and recorded;
- All work undertaken by the Sub-contractor is in accordance with any relevant Risk Assessments/Safe Systems of Work, Sellafield Ltd Practices (SLPs)/Sellafield Ltd Supporting Practices (SLSPs) and all contractual requirements, etc;
- The Sub-contractor's Managers/Supervisors liaise with the Main Contractor and carry out their duties effectively, where applicable;
- The Main Contractor ensures they have completed and have approval via SL IR Manager on SLF 3.02.21 IR Questionnaire (previously SSF 8.02.02/03_01) for their Sub-contractor(s);
- Gen2 must ensure they have approval of all Sub-contractors & Suppliers by completing SLF 1.03.107 Contractors Proposed Control of Sub Contractors and Suppliers, and endorsed by SL.

Gen2 will ensure that suitable and sufficient Management and Supervision of on site activities is always available whenever their Sub-contractors are undertaking work on site. The reasons for this are:

- The Site Licence Company has the contract with the Main Contractor and can only instruct work through this route
- The Site Licence requires that appropriate Command, Control and Supervision arrangements are in place both for Control of Operations (SLC26) and Site Emergency arrangements (SLC11). To meet these requirements site arrangements for contracted work requires the Main Contractor to adequately supervise their Sub-contractors
- As Site Operator the Site Licence Company also has responsibilities for the safety of others working on their undertaking. The site discharges these responsibilities for others (Sub-contractors) by ensuring the Main Contractors are on site whenever work is being undertaken.

1.4 Carry out competent person SQEP reviews

Gen2 will ensure that auditable evidence is available to demonstrate that persons appointed to carry out supervision over Sub-contractor activities have sufficient training and instruction on the basic safety requirements associated with the particular work being supervised.

Procedure for Selection & Management of Sub-Contractors

1.5 Assess Sub-contractor task and safety related training against SL Site requirements

Gen2 will carry out checks to ensure that Sub-contractors task related training meets the relevant site requirements and that Sub-contractors safety training meets the site requirements detailed in SLSP 3.02.17 wherever this is applicable and relevant. Gen2 will hold auditable evidence to demonstrate that these checks have been carried out.

1.8 Dissemination of information from the Sellafield Ltd Management System to Sub-contractor

Gen2 will ensure that the Sub-contractor is provided with copies of all relevant information from the Sellafield Ltd Management System (i.e. relevant SLPs, SLSPs and forms/templates SLFs) and from the Sellafield Ltd Intranet (e.g. site Notices, OEF and SQEP packages). Gen2 will maintain an auditable system to record the dissemination of information from the Sellafield Ltd Management System and Intranet to their Sub-contractors.

Validation & Verification

Once a suitable candidate has been identified the Operations or Line Manager will request that the subcontractor provide the relevant information detailed in the second box of QD113 - Contractor Checklist (e.g. CV, Qualifications, etc.) to the Q&C Department. The Operations or Line Manager will inform the Q&C Department, in writing, of the potential suitability of the subcontractor and request that a contract be raised for the subcontracting arrangement outlining both the terms of engagement and the daily remuneration negotiated.

The Q&C Department will quality assure the submissions from the subcontractor by ensuring that they are appropriate for the service being provided and consistent with the Gen2 Q&C principles. The Q&C Department will then photocopy and scan the information provided after first validating the documentation authenticity by ensuring that the originals are always viewed (e.g. qualifications, insurance certificates, etc.). The Q&C Department will then raise the relevant contract documents and mail them to the subcontractor along with copies of the relevant Gen2 Policy documents, the Gen2 (and where appropriate the Sellafield Ltd) Standards and Expectations booklet(s) and the "Gen2 Subcontractor Rule Book".

The subcontractor will then return the signed contract documents to the Gen2 Q&C Department along with the signed and completed QD113. The Q&C Department then compile a subcontractor file comprising all the relevant documentation acquired from them.

The final signature on the contract document will always be that of a Gen2 Director. The Q&C Department will then ensure that all signatories and documents have been completed prior to approving the subcontractor for hire.

The Q&C Department will then inform the Gen2 Finance Department that the subcontractor can be added to the Approved Supplier Database on SAGE and that Purchase Orders and Invoices can be processed accordingly.

Monitoring

All sub-contractors are monitored and audited according to the Gen2 Integrated Management System (IMS – comprising BS EN ISO 9001:2015; BS EN ISO 14001:2015; & BS OHSAS

Procedure for Selection & Management of Sub-Contractors

18001:2007;), awarding and accrediting bodies such as City & Guilds, ECITB, Ofsted, etc. and for the delivery of training by the annual Gen2 Observation of Teaching, Learning & Assessment (OTLA) process. In other words they are treated no differently to Gen2 staff in relation to their performance criteria.

Sub-contractors who fail to meet the standard or expectations of either Gen2, its customers or clients will be discontinued from use.

Security

Sub-contractors are not supplied with any commercially sensitive or personal information by Gen2. This type of information is managed by Gen2 personnel only. It is deemed that the relevant sections of the contract documentation adequately addresses the security and data protection issues of supplying the subcontractor with a course register that details the names of candidates attending courses. Apart from course registers no sensitive or personal information is made available to subcontractors.