

Program of Requirements (PoR)

Health, Safety, Security and Environment (HSSE)

*To support the Installation and Maintenance Services
of Charging Solutions in Europe.*



Date: April 7, 2021
Version: 6.2
Owner: HSEQ Manager
Status: Final

Version	Name	Date	Description of changes
1.0	Fred van der Heijden	25-11-2016	Initial document covering NL, GE and BE HSE requirements
2.0	Jeroen de Kuijer	16-02-2018	Updating country specific requirements, HSSEQ policy and nomination documented in safety passport
2.1	Jeroen de Kuijer	21-02-2018	Updating requirements for Republic of Ireland
2.2	Jeroen de Kuijer	28-02-2018	Highlighted requested HSE evidence from supplier
4.0	Jeroen de Kuijer	11-07-2018	Updating country specific requirements
5.0	Jeroen de Kuijer	08-11-2018	Added country specific requirements for Finland and Spain
6.0	HSEQ: Jeroen de Kuijer	18-03-2019	Added country specific requirements for Poland and Italy
6.1	HSEQ: Gerben van Geel	23-05-2019	Added subcontractor requirements and access key requirements
6.2	HSEQ: Jeroen de Kuijer	07-04-2021	Added countries Lithuania, Estonia and Latvia. Minor adjustments

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Appendix C1_Program of Requirements HSSE

1 General HSSE Requirements

On behalf of municipalities, businesses and public transport companies Allego manages user-friendly and future-proof charging solutions for electric vehicles. Allego is independent & innovative and is operating as a Pan European company. The installation, operations and maintenance of charging solutions can lead to safety issues for the general public, our suppliers and Allego employees and can also have impact on the environment. Allego specifies its General Health, Safety, Security and Environmental (HSSE) requirements in the following topics.

HSSEQ policy

Supplier must actively endorse the Allego HSSEQ policy and work in accordance with this policy.

Allego Supplier code of conduct

Supplier must actively endorse Allego supplier code of conduct and work in accordance with this code.

Safety rules

Supplier must actively endorse the Allego safety rules and work in accordance with these safety rules.

Risk Identification & Evaluation

Supplier has a regularly updated Risk Identification & Evaluation(RI&E) report in place concerning all risks identified for safe working.

Requirements on certifications

Supplier has an integrated management system concerning health, safety, environmental and quality management (e.g. by certification or similar). Supplier shall prove certification (or similar) by sharing a valid copy of certifications (or similar). Supplier allows Allego the right to audit with access to all applicable locations and requested information.

2 Requirements based on EN50110

2.1 Responsibilities

Supplier is responsible for nominating Skilled persons and Instructed persons according to EN50110. For electro technical work concerning a charging solution the employee should be nominated in accordance to EN 50110. The installation technicians and maintenance technicians should be nominated as skilled persons with a minimum required educational competence level according to EN50110. Unless explicitly agreed differently, the responsibility of safe working lies with the supplier. This means the supplier nominates the person in control of a work activity according to EN50110. For electro technical work concerning the grid the employee should have the valid nomination/ certification for the specific country (e.g. in the Netherlands BEI, in Belgium AREI/EN50110 and in Germany VDE0105-100). In case of lifting operations, the person doing this work has a valid and applicable lifting hoist certificate. In case of driving the driver must have a valid driver's license for the appropriate vehicle category.

According to EN50110 Allego and supplier have responsibilities as follows:

EN50110 nomination	Responsibility
Nominated person in control of an electrical installation	Allego
Nominated person in control of a work activity	Supplier
Skilled person	Supplier
Instructed person	Supplier

2.2 Overview nominations and minimal required competences

All nominated persons must attend an external course (of 1 or 2 days, with repetition after 3 years) on EN50110 (or country specific versions) and internal instructions on company-specific installations, their operation and their hazards (with training on the job and yearly refreshing meetings). Allego must be able to verify if employees have sufficient and adequate qualifications for executing the involved work. The use of an employee specific safety passport is mandatory.

Europe EN 50110	Austria ÖVE EN EN 50110-1	Belgium EN 50110	Denmark EN 50110
Nominated person in control of an electrical installation	Anlagenverantwortlicher	Installatie verantwoordelijke/ le chargé de l'installation électrique	Virksomheds Autoriseret/Faglig ansvarlig
Education	Meisterbrief or Techniker	Formally: no requirement Practically: tso or bso-7	No formal education required
Nominated person in control of a work activity	Arbeitsverantwortlicher	Werk verantwoordelijke/ le chargé des travaux	Faglig ansvarlig
Education	Meisterbrief or Techniker	Formally: no requirement Practically: tso or bso-7	No formal education required
Skilled person	Elektrofachkraft	Vakbekwaam persoon/ personne qualifiée, code BA5	Sagkyndig person
Education	Gesellenbrief	Formally: no requirement Practically: tso or bso-6	No formal education required
Instructed person	elektrotechnisch unterwiesene Person, EuP	Gewaarschuwd persoon/ personne avertie, code BA4	Instrueret person
Education	No formal education required	No formal education required	No formal education required

Europe EN 50110	Estonia EVS EN 50110	Finland SFS 6002	France NF C-18510
Nominated person in control of an electrical installation	Kasutamise järelevaataja A- klassi pädevustunnistus, B- klassi pädevustunnistus; Käidukorralduseks sobilike elektrialaste, kutsetunnistuste	Not separately specified, this is part of the role of the certified supervisor of electrical work activities	B 2 V *
Education	tasemed 5-8		No formal education required
Nominated person in control of a work activity	Kasutamise järelevaataja A- klassi pädevustunnistus, B- klassi pädevustunnistus; Käidukorralduseks sobilike elektrialaste, kutsetunnistuste	Certified supervisor of electrical work activities	B 2 V
Education	tasemed 5-8	S1, S2, S3	No formal education required
Skilled person	kvalifitseeritud personal	Skilled person	B 1 V or (B 1 V and B C)
Education	No formal education required	No formal education required	No formal education required
Instructed person	juhendatud inimene	Instructed person	B 0 V
Education	No formal education required	No formal education required	No formal education required

Europe EN 50110	Germany VDE 0105-100	Italy CEI 11-27	Latvia EN 50110
Nominated person in control of an electrical installation	Anlagenverantwortlicher	Persona o Unità Responsabile dell’Impianto elettrico (URI), that is a PES if URI is a person	Safety group Cz
Education	Meisterbrief or Techniker	No formal education required	Secondary education
Nominated person in control of a work activity	Arbeitsverantwortlicher	Persona o Unità Responsabile della realizzazione del lavoro (URL), that is a PES if URL is a person	Safety group Cz
Education	Meisterbrief or Techniker	No formal education required	Secondary education
Skilled person	Elektrofachkraft	Persona Esperta (PES), Persona Avvertita (PAV), Persona Idonea (PEI)	Safety group Bz
Education	Gesellenbrief	1A + 1B knowledge level (voltage-free) 2A + 2B knowledge level (under voltage)	No formal education required
Instructed person	Elektrotechnisch unterwiesene Person	Persona Comune (PEC)	Safety group A
Education	No formal education required	No formal education required	No formal education required

Europe EN 50110	Lithuania EN 50110	Luxemburg EN 50110	Norway FEK
Nominated person in control of an electrical installation	Įmonių vadovai (pavaduotojai) (Appendix 1.16)	Nominated person in control of an electrical installation	Driftsansvarlig
Education	Formal education and experience	Formally: no requirement; Practically: NVQ level 3 Diploma electrotechnical, and Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations	Technical Master's or Bachelor's degree or a two-year secondary education as an electrical technician.
Nominated person in control of a work activity	Darbų organizavimo vadovai ir darbų vadovai (Appendix 1.18)	Nominated person in control of a work activity	Faglig ansvarlig
Education	Required education	Formally: no requirement; Practically: NVQ level 3 Diploma electrotechnical, and Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations	Technical Master's or Bachelor's degree or a two- year secondary education as an electrical technician. The person must also have at least 3 years of relevant experience after graduation. After 3 years of experience, the person should pass the Electrical Installation Exam (<i>Elektroinstall atørprøven</i>) given by the Norwegian Directorate for Civil Protection (DSB).
Skilled person	Specialistas (Appendix 1.17)	Skilled person	Sakkyndig person
Education	required formal education	Formally: no requirement; Practically: NVQ level 3 Diploma electrotechnical	Person with a two- year secondary education as an electrical technician, Bachelor or Master degree within electrical engineering (DSB approval)
Instructed person	Darbininkas (Appendix 1.19)	Instructed person	Instruert person
Education	formal vocational and in-house training	No formal education required	No formal education required

Europe EN 50110	Poland EN 50110	Portugal Law no. 14/2015	Republic of Ireland EN 50110
Nominated person in control of an electrical installation	Wykształcenie wyższe (inżynier lub magister)	Technicians responsible for electrical installations	Nominated person in control of an electrical installation
Education	Tertiary education (engineer or master) + appropriate construction licence	NQS level 6	No formal education required
Nominated person in control of a work activity	Wykształcenie wyższe (inżynier lub magister)	Technicians responsible for working on electrical installations	Nominated person in control of a work activity
Education	Tertiary education (engineer or master) + appropriate construction licence	NQS level 6	No formal education required
Skilled person	Technik lub tytuł zawodowy	Technicians working on electrical installations	Skilled person
Education	Technician or secondary title	NQS level 4	No formal education required
Instructed person	Uprawnienia elektryczne	Instructed person	Instructed person
Education	No formal education required	No formal education required	No formal education required

Europe EN 50110	Spain UNE-EN 50110:2014	Sweden ESA 14	Switzerland EN 50110 & NIV
Nominated person in control of an electrical installation	Nominated person in control of an electrical installation	Eldriftledare	Fachkundiger Leiter
Education	Certification of Qualification in Low Voltage	No formal education required	Secondary vocational education as an electrical technician and three years of working experience
Nominated person in control of a work activity	Nominated person in control of a work activity	Elsäkerhetsledare	Fachkundiger Leiter
Education	Certification of Qualification in Low Voltage	No formal education required	Secondary vocational education as an electrical technician and three years of working experience
Skilled person	Qualified Operators	Fackkunnig person	Fachkundige Person
Education	No formal education required	No formal education required	Secondary vocational education as an electrical technician and three years of working experience
Instructed person	Instructed person	Instruerad person	Elektroinstallateur (with diploma), Montage-Elektriker (with diploma), Lernende ('work & learn') or Hilfskräfte (non-technical workers)
Education	No formal education required	No formal education required	No formal education required

Europe EN 50110	The Netherlands NEN 3140	United Kingdom BS EN 50110
Nominated person in control of an electrical installation	Installatieverantwoordelijke	Nominated person in control of an electrical installation
Education	Technical MBO level 4	Formally: no requirement Practically: NVQ level 3 Diploma electro technical, and Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations
Nominated person in control of a work activity	Werkverantwoordelijke	Nominated person in control of a work activity
Education	Technical MBO level 4	Formally: no requirement Practically: NVQ level 3 Diploma electro technical, and Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations
Skilled person	Vakbekwaam person	Skilled person
Education	Technical MBO level 2	Formally: no requirement; Practically: NVQ level 3 Diploma electro technical
Instructed person	Voldoende onderricht persoon	Instructed person
Education	No formal education required	No formal education required

3 Country specific requirements

3.1 Austria

- a. The supplier (contractor or service supplier) has a trade authority (*Gewerbeberechtigung*) for the range of their work.
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions is instructed according the national law for employee safety (*ArbeitnehmerInnenschutzgesetz*).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a copy of a valid trade authority

3.2 Belgium

- a. The supplier (contractor or service supplier) has a valid VCA certification (VCU in case applicable).
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid VCA-VOL of VCA-basis.
- c. Supplier ensures that Allego has valid copy of VCA (VCU in case applicable) company certification (valid copies of VCA employee's certification shall be available on site).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a copy of a valid VCA certification (VCU in case applicable)

3.3 Denmark

- a. The supplier (contractor or service supplier) is authorized by Danish Safety Technology Authority (*Sikkerhedsstyrelsen*).
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions has passed an Authorization exam provided by the Danish Safety Technology Authority.
- c. Supplier ensures that Allego has valid copy of its authorization by Danish Safety Technology Authority.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of its authorization by Danish Safety Technology Authority

3.4 Estonia

- a. The supplier (contractor or service supplier) is registered with the registrar of Ministry of Economic Affairs and Communications (Majandus ja Kommunikatsiooniministeerium).
- b. Supplier ensures that Allego has valid copy of its registration with the registrar of Ministry of Economic Affairs and Communications (Majandus ja Kommunikatsiooniministeerium).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of registration with Ministry of Economic Affairs and Communications (Majandus ja Kommunikatsiooniministeerium)

3.5 Finland

- a. The supplier (contractor or service supplier) has a valid registration in the Electrical Entrepreneurs register (<http://rekisterit.tukes.fi/urakoitsijat/>).
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid Occupational Safety Card from the Centre for Occupational Safety (TKK).
- c. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid training certificate according to standard SFS 6002.
- d. Supplier ensures that Allego has a valid copy of registration in the Electrical Entrepreneurs register.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of registration in the Electrical Entrepreneurs register.

3.6 France

- a. The supplier (contractor or service supplier) has a valid Qualifelec or Afnor certification. Concerning works and activities on major risk sites (such as petrol forecourts) the supplier has a valid MASE certification.
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid Electrical Habilitation Certificate.
- c. Supplier ensures that Allego has valid copy of Qualifelec or Afnor company certification (valid copies of employee's Electrical Habilitation Certificate shall be available on site).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier

- name of HSEQ accountable person
- a copy of a valid Qualifelec or Afnor certification.
- a copy of a valid MASE certification (where applicable)

3.7 Germany

- a. The supplier (contractor or service supplier) has a valid SCC certification.
- b. The employees of the supplier (contractor or service supplier) have a valid SCC certification (*Operativtätige Mitarbeiter and SCC Operativtätige Führungskraft -only SCC-certificates based on document nr. 018 of U-SK-SCC or 017 of DAkKS/TGA are acknowledged*).
- c. Supplier ensures that Allego has valid copy of SSC company certification (valid copies of SCC employee's certification shall be available on site).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a copy of a valid SCC certification

3.8 Italy

- a. The supplier (contractor or service supplier) will follow the requirements of the National Safety Standard CEI 11-27 to make sure all employees and others can work safely.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person

3.9 Latvia

- a. The supplier (contractor or service supplier) is certified according to Latvian Power Standard LEK 025.
- b. Supplier ensures that Allego has valid copy of its certification according to Latvian Power Standard LEK 025.
- c. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid certificate as an electrician according to LEK25 (safety group Bz as a minimum).

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of certification according to LEK 25

3.10 Lithuania

- a. The supplier (contractor or service supplier) will follow the legal requirements of the National Labor Inspection to make sure all employees and others can work safely.

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person

3.11 Luxemburg

- b. The supplier (contractor or service supplier) will follow the legal requirements of the Code du Travail to make sure all employees and others can work safely.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person

3.12 Norway

- a. The supplier (contractor or service supplier) is registered in Electrical Enterprise Register (Elvirksomhetsregister) at the Norwegian Directorate for Civil Protection (DSB) with the correct range of work (virkeområde) according to the regulation FEK (Forskrift om elektroforetak og kvalifikasjonskrav for arbeid knyttet til elektriske anlegg og elektrisk utstyr).
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid certificate as an electrician according to FEK (par. 6).
- c. Supplier ensures that Allego has valid copy of the registration in the Electrical Enterprise Register at the Norwegian Directorate for Civil Protection (DSB). Valid copies of employee's certification shall be available on site.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a copy of the valid registration in the Electrical Enterprise Register (Elvirksomhetsregister) at the Norwegian Directorate for Civil Protection (DSB) with the correct range of work (virkeområde) according to the regulation FEK (Forskrift om elektroforetak og kvalifikasjonskrav for arbeid knyttet til elektriske anlegg og elektrisk utstyr).

3.13 Poland

- a. The supplier (contractor or service supplier) will follow the legal requirements of the Health and Safety standards (BHP, section 8) to make sure all employees and others can work safely.

- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid certificate of qualification from group G1 based on the Polish Energy Law.
- c. Valid copies of employee's certification shall be available on site.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person

3.14 Portugal

- a. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid certificate for a safety training from ISQ, Bureau Veritas or equivalent and competences adequate to the work to be performed by them.
- b. Supplier ensures that Allego has a valid copy of: (1) employee's training records (including safety training), (2) PPEs distribution list for employees, (3) supplier's insurance against accidents at work, (4) supplier's social security registration, (5) supplier's liability insurance, (6) employee's medical fitness certificate
- c. Valid copies of employee's certification for a safety training from ISQ, Bureau Veritas or equivalent shall be available on site.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of: (1) employee's training records (including safety training), (2) PPEs distribution list for employees, (3) supplier's insurance against accidents at work, (4) supplier's social security registration, (5) supplier's liability insurance
- the following information is available on request of Allego: (6) employee's medical fitness certificate

3.15 Republic of Ireland

- a. The supplier (contractor or service supplier) is a member of Electrical Contractors Safety & Standards Association (ECSSA) or Register of Electrical Contractors of Ireland (RECI).
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid Safe Pass Registration Card and, where applicable, a relevant Construction Skills Certification Scheme (CSCS) Registration Card.
- c. Supplier ensures that Allego has a valid copy of company membership to either ECSSA or RECI (valid copies of employee's Safe Pass Registration Card and CSCS Registration Card shall be available on site).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier

- name of HSEQ accountable person
- a valid copy of its membership of the Electrical Contractors Safety & Standards Association (ECSSA) or Register of Electrical Contractors of Ireland (RECI)

3.16 Spain

- a. The supplier (contractor or service supplier) has a valid Authorization of Installer in Low Voltage according to the ITC-BT-03.
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid Certification of Qualification in Low Voltage according to the ITC-BT-03.
- c. Supplier ensures that Allego has valid copy of Authorization of Installer in Low Voltage according to the ITC-BT-03.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a copy of a valid Authorization of Installer in Low Voltage according to the ITC-BT-03

3.17 Sweden

- a. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions is authorized as an electrician by the Swedish Electrical safety Authority (*Elsäkerhetsverket*).
- b. Supplier ensures that valid copies of employee's authorization is available on site.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person

3.18 Switzerland

- a. The supplier (contractor or service supplier) must follow the legal requirements of the *Arbeitsgesetz* (Labor law) to make sure all employees and other workers can work safely.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person

3.19 The Netherlands

- a. The supplier (contractor or service supplier) has a valid VCA certification (VCU in case applicable)
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid VCA-VOL of VCA-basis.

- c. Supplier ensures that Allego has a valid copy of VCA (VCU in case applicable) company certification (valid copies of VCA employee's certification shall be available on site).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of a valid VCA certification (VCU in case applicable)

3.20 United Kingdom

- a. The supplier (contractor or service supplier) has a valid NICEIC, ELECSA or equivalent certification
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid CBRE HSSE passport or equivalent. On top of this, the UK PIA SPA safety passport is required for work at petrol stations.
- c. Supplier ensures that Allego has a valid copy of company certification (valid copies of employee's certification shall be available on site).

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of a valid NICEIC, ELECSA or equivalent certification

3.21 Other countries

- a. The supplier (contractor or service supplier) has a valid certification in line with or similar to VCA (applicable in specific country).
- b. The employees of the supplier (contractor or service supplier) installing or maintaining the charging solutions have a valid certification in line with or similar to VCA (applicable in specific country).
- c. Supplier ensures that Allego has a valid copy of company certification (valid copies of employee's certification in line with or similar to VCA (applicable in specific country) shall be available on site).
- d. Allego will review the provided certification based on the advice of a safety expert.

Supplier shall provide the following to Allego:

- Proof of certification (or similar) of its management system for HSEQ by sharing a valid copy of certifications (or similar)
- a copy of HSE plan from supplier
- a copy of RI&E from supplier
- name of HSEQ accountable person
- a valid copy of certification in line with or similar to VCA (applicable in specific country).

4 Training requirements for working on charging solutions

For installation and maintenance work the supplier must meet the following training requirements.

Activity	Type of installation	Additional training requirement
Installation	AC installations	No
	DC installations (also HPC)-	Mandatory training by hardware manufacturer
Maintenance	AC installations	No
	DC installations (also HPC)-	Mandatory training by hardware manufacturer

5 Reporting requirements

Allego considers close co-operation with their suppliers as essential for being successful in the market. Safe working and clear attention to our life cycle processes are crucial in order to cause least impact on our environment. Allego organizes operational, tactical and strategic alignment sessions with all of the suppliers for the evaluation of work. Health, Safety, Security and Environment (HSSE) is a standard agenda point in this meeting structure.

(Near-)accidents and other unsafe working situations are reported directly to Allego

Periodically supplier provides Allego the following:

- any changes in HSE accountable and responsible employees
- an overview the applicable HSE certificates and provides information on key evaluation results of and improvements in the used management system
- an analysis of executed toolbox, the lessons learned and the preventive and corrective actions
- an overview of executed HSE campaigns by supplier to promote safe working and results
- an overview of the procedure to perform a LMRA
- an overview of the procedure to report and examine a (near-) accident or incident
- at least a quarterly report on the number and type of (near-) accidents, incidents and the lessons learned as well as the preventive and corrective actions taken by supplier
- at least on a two-yearly basis an overview of the executed work place inspections/ observations by the supplier, the lessons learned and the preventive and corrective actions taken by the supplier
- the suppliers HSE plan, RI&E (risk identification and evaluation report) and used Job Safety Analysis (JSA's)
- the suppliers HSE trainings matrix
- the evaluation of the tested emergency plan
- at yearly basis an evaluation of Allegos HSE activities in order to support continuous improvement in the whole chain
- the evaluation on the contribution to sustainable processes in the life cycle of Allego products and services and planned actions for further improvement (in order to cause the least possible impact on our environment and planned actions for further improvement)

6 Subcontractors

Subcontractors must meet the following requirements:

- This PoR HSSE does also apply to subcontractors.
- Contractors - engaged by Allego - are responsible for checking the suitability of the subcontractors they hire.
- Contractors must be able to provide evidence on request that subcontractors meet the same (HSSE) conditions regarding contractors.

7 Lock and Key management

Allego maintains a hard key security and management policy for their EV charging infrastructure that ensures positive control of all keys and locks for Allego owned or serviced installations. The plan, which includes mechanisms for central issue, return, and periodic inventory of keys, also establishes approval authorities for various types of key distribution in order to safeguard the personal safety of those who work at our chargers, protect the assets of Allego, and comply with relevant standards and guidelines such as the EN 50110.

7.1 Requesting keys for Contractors

- Contractors may be issued keys to access charging solutions for installation or maintenance services for a specific duration. HSEQ performs the key management to issue keys on behalf of Allego.
- The Applicant act as the key holder and will be registered as such in the Allego key register.
- For issuing keys; a key declaration form must be completed and signed by the applicant, including a valid nomination letter as a Skilled Person minimum (in accordance with EN 50110) signed by the company they work for.

7.2 Returning keys

Keys need to be returned when:

- The contract period of the contractor has ended.
- The key holder left the contractors company or changed function whereby access to the chargers is no longer part of his duties.
- The validity of the key holders nomination letter has expired (and it's not renewed).
- Key is damaged (see 7.3).

7.3 Damaged keys

- Keys that are damaged (e.g. broken, bent, worn out) must be returned to Allego as soon as possible to prevent further damage to the Allego cylinders.
- For replacement of damaged keys a new key declaration form must be completed and signed by the contractors key holder.

7.4 Reporting Lost or Stolen Keys

- For replacement of misplaced or lost keys follow the Requesting keys for Contractors Process.
- If a new key is needed for security reasons, the Contractor responsible for the key(s) can be placed responsible for all cost by Allego.

Appendix C2_PoR SAFETY_General safety rules

DOCUMENT General Safety rules for the supplier employees (country independent version)

1 Introduction

Allego wants to prevent accidents and safety incidents and promote safe behavior by its employees and by the employees of its suppliers. All relevant employees of suppliers should be familiar with the contents of this document at all times, so that they act accordingly.

Definition of suppliers

All core supplier of products, the manufacturers, Installation and Maintenance Services (Contractors), ICT Services and Software and all supporting suppliers of supporting IT systems, services and products

2 Certification and Nomination requirements

All employees working on installing or maintaining charging solutions for Allego must be certified.

- If electrical operations are performed to the grid or connection, the person must have a mandatory nomination according to EN50110 or local equivalent.
- If electrical operations to be carried out on a charging station, the person must have the appropriate designation/ competence according to EN50110 or local equivalent.
- In the case of lifting, operations should be done by a person in possession of a certificate or lifting hoist. In the case of excavation work a lifting certificate is not required. At the request of Allego (before, during or after work) the applicable diploma, certificate, nomination or license must be available for inspection.
- Supplier employees have a safety passport and this passport is available for inspection during all work activities. Safety passport of supplier employees shall include the suppliers nomination.
- For driving a vehicle a valid driver's license for the appropriate vehicle category is mandatory.

3 Safe working

Before the start of the project involving the installation or maintenance of charging infrastructure, the contractor ensures that every person involved has in their possession and has read the applicable instructions and work instructions, as well as the applicable Job Safety Analysis (JSA). Execution of the work is in accordance with these instructions, work instructions and JSA.

Everyone should only use tools and equipment such as hoists, ladders, or other equipment, which are considered to be suitable (i.e. certified / calibrated) for the intended purpose. Their application should be carried out in the prescribed manner and after verifying proper operation. Performing electro technical activities is in accordance with NEN50110 requirements and country specific requirements

In the working area, deposits are placed according to **country traffic legislation** so that bystanders are not endangered.

Everyone must help to promote safety. Leaders lead by example.

- Prior to any work, all employees working for Allego take care that all applicable safety rules, regulations, and specific risks are known. In case that employees working for Allego are not aware of the Safety rules, one must first ask the supervisor for the applicable rules and dangers. In case these are not known, one has to stop the work.
- Everyone is obliged to adhere to the safety instructions in force at the location.

- Everyone is required to intervene in case another person is operating unsafe, behaves unsafe or otherwise violates the rules. Particularly, additional attention should be given to new or temporary staff.
- Anyone who perceives an unsafe situation and/ or action, shall inform the responsible supervisor or his superior. In an acute dangerous situation, direct intervention is expected.
- Everyone is expected to maintain a clean and organized working environment. Everyone is expected to clean up all the tools and material after stopping the work.
- Walkways inside and outside the buildings should remain passable.

4 Work Permit System

During the term of the agreement (with a maximum duration of one year) between Allego and the contractor, a work permit is issued by the contractor to persons that meet the training requirements and who know the safety rules, the current health and safety rules and regulations and specific instructions and possession. The persons must sign this during a work start meeting and must have the work permit with them during the work. The work permit system is in accordance with EN50110 and country specific requirements

5 Use of personal protective equipment (PPE)

The supplier is required to have its own HSE (Health Safety Environment) plan. In this HSE plan the used PPEs are described. Allego has general rules in place:

- Everyone is obliged to use the applicable working instruction for using personal protective equipment.
- Personal protective equipment must be used properly (according to the user), maintained and stored.
- Staff of the contractor must be provided with employer's own personal protection.
- Non-limiting examples of PPE to be used are:
 - The wearing of safety helmets is mandatory for everyone working in lifting operations and excavator work.
 - Safety shoes or boots should be worn when performing tasks.
- Work carried out on the highway, or in places where they must be clearly visible, must be done in accordance with the country traffic legislation and traffic vests must be worn.
- In case applicable, used tools must be tested and calibrated and as evidence to be provided with a valid inspection sticker.

6 Performing Last Minute Risk Analysis (LMRA)

Before the start of any work, a LMRA (Last Minute Risk Analysis) should be performed. This should also happen when a significant change has occurred in the situation since the previous LMRA. At the request of Allego the supplier can demonstrate how the process of performing a MRA is secured in the organization.

7 Emergencies and Emergency Plan

The supplier must establish its own emergency plan and take care that it is part of the suppliers HSE plan. On Allego's request, the supplier's emergency plan is shared for review. During working activities, a first aid kit as well as a fire extinguisher is readily available. Allego is always and direct informed on any emergencies during work activities for Allego on +31(0)8003745337.

8 (Near-) Accidents, safety incidents and unsafe situations

Always inform Allego directly about (near-) accidents, safety incidents and unsafe situations that occur while performing work for Allego (call +31(0)8003745337).

9 Inspections and observations

The supplier is expected to perform Work Place Inspections and Safety Observations while performing work activities for Allego and provide Allego with copies of the results. Allego performs sampling (Work Place) Inspections and observations during supplier's work. The supplier will ensure an appropriate follow-up with corrective and preventive actions based on inspection reports and other observations.

Appendix C3_PoR_SAFETY_Approved HSSEQ policy

Policy statement

Allego provides reliable charging solutions to cities, companies and consumers. We deliver charging facilities that can be used by all electric cars and every EV driver, providing a seamless charging experience. Creating a sustainable, secure and safe environment for charging is part of the quality of our products and services. Our efforts in the areas of HSSEQ are directed by the following policy statement.

Safe working

- **We work safe or not at all.**
- Allego and its suppliers are committed towards:
 - Protecting the health and safety of all people working at our offices or visiting our charging solutions
 - Preventing accidents and ill health at work (including site-based activities)

Customer focus

- Allego puts strong effort in continuous improvement in order to meet and exceed the requirements, expectations and specifications from customers and stakeholders.

Risk-based approach

- Allego defines, analyses, controls and mitigates (safety & security) risks related to the installation and operations of our charging solutions and EV Cloud.

Privacy & Personal data

- Allego ensures that the confidentiality, integrity and availability of (personal) data is safeguarded. This is embedded in our way of working and is also transferred to our suppliers.

Sustainability

- Allego stimulates clean electric mobility in society and sees to it that its own mobility is as clean as possible. Sustainable processes are embedded in the life cycle of Allego products and services in order to have the best possible impact on our environment.

Working conditions

- Allego provides safe and secure working conditions for its employees and contingent workers. This includes both tangible working conditions (e.g. climate, office area) as well as intangible working conditions (e.g. employee's health, work-life balance).

Regulations and legislation

- We plan, manage, conduct and supervise our work in compliance with all relevant HSSEQ legislation and industry best practice. We regularly scan changes in regulations or legislation that affect our markets, our partners or our way of working.

Contractor Performance

- We recognize that our contractors are essential to achieving our HSSEQ goals. We will require our contractors to work closely with us to promote an excellent standard of HSSEQ compliance and performance and to conform to the Allego HSSE requirements.