

Contractor Control

1.0 Purpose/Scope

This procedure defines the process for controlling the environmental aspects of on-site contractors and their sub-contractors at the *Facility/Plant Name*.

2.0 Activities Affected

All areas and departments authorizing contractors to work on-site.

3.0 Forms Used

Environmental Briefing Packet and Contractor Method Statement template

4.0 References

ISO 14001:1996, Element 4.4.6

5.0 Definitions

Method Statement: a written statement prepared by a contractor which outlines the work to be undertaken and the method(s) for minimizing and managing environmental impacts. The method statement includes an assessment of the environmental issues associated with specified work activities and measures necessary to minimize environmental impacts.

6.0 Exclusions

- 6.1 Contractor activities and services that are not performed at the Facility/Plant.
- 6.2 Contractors performing emergency services.
- 6.3 Contractors providing clerical, accounting or other similar administrative services.

7.0 Procedure

- 7.1 A Cross Functional Team led by the EMR or designee develops a process to obtain and review contractor method statements.
- 7.2 The need for contractor services is identified and a request for a Method Statement is prepared by the initiating activity.
- 7.3 Information related to contractor on-site activities shall be documented by the contractor using a Contractor Method Statement.
- 7.4 Completed contractor method statement forms will be submitted to the initiating activity. The EMR or designee will evaluate method statements to identify potential environmental issues and concerns.
- 7.5 Prior to on-site work contractors shall:
 - 7.5.1 Be provided with information and documents to ensure their awareness of the *Facility/Plant Name* Environmental Management System and their conformance to it.

Facility/Plant Name Environmental Procedure
Procedure # EP-011

7.5.2 Submit a completed Contractor Method Statement to the initiating activity.

7.6 While on-site contractors shall conform to the *Facility/Plant Name* Environmental Management System, and to all applicable legal and other requirements.

7.7 Contractors shall maintain records as specified by the environmental management system and by contract requirements.

8.0 General Rules

Contractors shall ensure their on-site staff is aware of environmental management system requirements.

9.0 Records

Records shall be retained consistent with EP-013.

Record of Revisions

Revision Date	Description	Sections Affected