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Annex 5 - II

QHSE Requirements for Certification Site characterisation studies

Wind Farm Zones Nederwiek and Doordewind

Colophon

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1 General requirements

1.1 Introduction

This document sets out Contracting Authority's requirements in respect of Quality, Health, Safety and Environmental (QHSE) issues.

This document sets out the minimum standards, which The Contracting Authority requires in respect of QHSE issues for the certification of Site Characterisation Studies to be carried out for the Wind Farm Zones Nederwiek and Doordewind in the Dutch EEZ.

1.2 Compliance with QHSE policy

It is Contracting Authority's policy to manage all of its activities, including those, which involve sub-contracted services in a responsible and effective manner. The primary objectives are:

- to ensure that the health and safety of all employees, Contractors, sub-Contractors and all members of the public are protected at all times
- to ensure that any impacts on the environment are kept to the minimum level.
- to ensure compliance with all applicable quality, health, safety and environmental regulatory requirements

Contracting Authority requires that the Contractors QHSE policy and procedures are compliant with Contracting Authority's QHSE requirements as set out in this document.

1.3 Compliance statutory provisions

The Contractor shall observe and comply with all relevant and current statutory requirements, approved codes of practice and industry guidance on QHSE matters relevant to the Services.

The Contractor shall ensure that all components of the Services comply with all appropriate statutory acts and regulations including, but not limited to, the latest revisions applicable and according to Dutch Law.

The Contractor shall be responsible for ensuring that all of the Contractor's personnel and all of the Contractor's supply chain personnel, i.e. sub-Contractors comply with all of the relevant QHSE legislation and guidance.

2 Quality assurance requirements

2.1 Quality management system

The Contractor shall be responsible for all management of Quality processes to ensure full compliance with both statutory and procedural requirements.

The Contractor shall have a Quality Management System in place that is certified with:

- ISO 9001 or equivalent for quality management

2.2 Project Execution Plan

The Contractor shall implement a management system assuring the safe and adequate management of the Work covering all (Work) preparation, engineering, transportation, measurement/ inspection, quality, health, safety, environmental and interface aspects, all in accordance with the requirements of the Contract.

The overall management structure of the project shall be described in a Project Execution Plan to be submitted by Contractor. The Project Execution Plan shall describe the implemented procedures with regard to, but not limited to, the management of:

- The overall project;
- Scope;
- Planning;
- Organisation;
- Communication and Information;
- Risks;

The Contractor shall ensure that the Project Execution Plan is approved by the Contracting Authority at least one week before the work under the Contract is commenced, and that any subsequent amendment to it by the Contractor is notified to the Contracting Authority.

Contractor shall allow for sufficient time for review and revision taking into account the review periods by Contracting Authority of at least 10 working days for the first revision and 5 working days for each revision thereafter.

Contractor shall issue a draft version of the Project Execution Plan with the proposal. The quality and completeness of the Project Execution Plan shall be valued and used as assessment criterion in the tender selection process.

The Contracting Authority reserves the right to plan any other meetings that are deemed necessary during the execution of the Work. Contractor shall make relevant representatives available for these meetings.

Contractor shall issue a draft version of the Project Execution Plan with the proposal. The approach, quality and completeness of the Project Execution Plan shall be valued and used as assessment criterion in the tender selection process.

2.3 Project Quality Plan

Contractor shall prepare a Project Quality Plan (PQP) describing how its quality policy is implemented for the Work. The PQP shall address the systems and specific Quality Assurance (QA) requirements mentioned in this section, taking into account all relevant provisions in this Section of the Contract and the other Sections of the Contract. The PQP shall be in accordance with Contractor's documented quality management system and shall describe, as a minimum, all quality assurance and quality control issues that are relevant for all activities of the Works awarded under the Contract. The PQP shall describe at least:

- Quality management and staffing (including but not limited to organisation charts, CV's, qualifications, etc.);
- Quality Management procedures;
- Project Control procedures;
- Procedure handling of documents;
- Calibration and checks of use of numerical models;
- Project audit plan.

All activities by Contractor and his subcontractors shall be carried out in compliance with the Project Quality Plan.

The Contractor shall ensure that the Project Quality Plan is approved by the Contracting Authority at least one week before the work under the Contract is commenced, and that any subsequent amendment to it by the Contractor is notified to the Contracting Authority.

Contractor shall allow for sufficient time for review and revision taking into account the review periods by Contracting Authority of at least 10 working days for the first revision and 5 working days for each revision thereafter.

Contractor shall issue a draft version of the Project Quality Plan with the proposal. The quality and completeness of the Project Quality Plan shall be valued and used as assessment criterion in the tender selection process.

3 HSE management

As all activities are expected to be in an office environment no special requirements to HSE management are set.

4 Document Management

4.1 Document management system

Contractor shall implement a document management system in which all documents are uniform, in which they have a unique number, in which they can be traced, and in which they are kept in a safe and easy way. The following naming code is required for all documents produced within the project:

Document control requirements

The naming of the documents shall be standardized in order to facilitate the document control during the whole project. The naming code is required for all documents produced within the project and is specified in section 4.5 of Annex 9 Starting Points and Assumptions.

Document revision requirements.

The first page of the document shows the status. This is either a 'draft' or 'final' for finalized and approved documents.

The second page shows the version number. This is either V0x_D for draft versions or the date (e.g. 20230624_F) for revised and finalised documents.

The third page shows a table with the revision history of the document. The first row always states the first publication date. Please note that a small comment and page number suffices to clarify the revision.

E.g.: "DDW_20230624_RVO_Cert_Annex 9-II_SPA_V1.0_F"

Please note that 20230624 corresponds with date (date of document transmission).

Abbreviation requirements in title header

Abbreviation	Clarification
Areas	
HKZ	Hollandse Kust (zuid)
HKN	Hollandse Kust (noord)
HKW	Hollandse Kust (west)
BOR	Borssele
TNW	Ten noorden van de Waddeneilanden
IJV	IJmuiden Ver
NW	Nederwiek
DDW	Doordewind
Studies	
GEO	Geology
UXO	Unexploded Objects
ARCI	Archaeology, for phase II and III this becomes ARCII en ARCIII
MA	Metocean Assessment
MCA	Metocean Campaign
MOR	Morphodynamics
GeoP	Geophysical
GeoT	Geotechnical
CERT	Certification

4.2 Document flow

Contractor shall provide Contracting Authority with a procedure describing its document flow system: every document can be followed, at each moment the actual situation is visible, the distribution is clear (who is informed, who is concerned).

The document flow of Contractor must correspond to its project organisation and must be aligned upon the organisation of Contracting Authority.

Information requested by Contracting Authority in any stage of the project shall be submitted as soon as possible and within the timeline as indicated by Contracting Authority, as far as reasonable.

4.3 Documentation

All produced documents are handed over to Contracting Authority electronically in PDF-format. In cases that Contracting Authority has a valid reason to receive documents in an editable digital format as well, these will be provided by Contractor at the request of Contracting Authority.

All project documentation will be in English.

5 Communication

5.1 Confidentiality

All information provided to Contractor by the Ministry of Economic Affairs and Climate Policy and/or the Netherlands Enterprise Agency and/or the Ministry of Infrastructure and Water Management and/or Rijkswaterstaat and/or TenneT must be regarded confidential.

All deliverables produced by Contractor remain confidential until a deliverable has been made public by the Ministry of Economic Affairs and Climate Policy and/or the Netherlands Enterprise Agency and/or the Ministry of Infrastructure and Water Management and/or Rijkswaterstaat and/or TenneT.

5.2 Language

All correspondence, documents, drawings, schedules, minutes of meetings and other commercial or technical data shall be in the English language.

5.3 Taxonomy

Contractor must use the taxonomy as presented in Annex 9 Starting points and Assumptions.

5.4 Correspondence

All correspondence under the Contract shall be addressed, directed and controlled successively between Contracting Authority's Representative and Contractor's Representatives.

The Contracting Authority's Representative is specified in the Agreement.

Correspondence is defined as letters, e-mails and minutes of meetings –all including potential attachments. All correspondence must be properly numbered, dated, identified with a subject and signed if in hard copy as per the requirements set out in this document. Further requirements regarding standards, formats and templates are specified in Annex 9 Starting points and Assumptions of the tender documentation.

All e-mails related to this project must be send in CC to the project mailbox: NW@rvo.nl or DDW@rvo.nl.

Oral communicated instructions or information in connection with the Contract by all parties involved shall be confirmed in writing.