

Document TE-PRC-02
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Subject Contractor and subcontractor pre-qualification procedure

Contractor and subcontractor pre-qualification

How engineers from our network are selected, checked and managed on a Telic assignment.

PURPOSE AND SCOPE

Telic Engineering B.V. occasionally engages independent controls, instrumentation and commissioning engineers for assignments that need more than one engineer. This procedure implements the EHS policy (TE-POL-01) and code of conduct (TE-POL-03) for those engineers, before, during and after every assignment on which they work under the Telic name.

PRE-QUALIFICATION

Before an engineer is engaged for the first time, the director checks and files:

- **Competence:** CV and references showing documented experience on the equipment and control system in scope.
- **Certificates:** offshore survival (OPITO/BOSIET or equivalent), MIST, offshore medical, VCA or local equivalent, and OEM or client-specific training where required. Copies with expiry dates go in the engineer's file.
- **Legal and insurance:** company registration and VAT number. Engineers working under Telic's direction on a Telic assignment (assignment brief, daily reporting to the director) fall within the definition of Employee in Telic's combined liability policy (255302, Lloyd's) as labour-only subcontractors or self-employed persons under Telic's control: employers' liability covers them, and Telic's liability for their work is covered under the public, products and professional indemnity sections. Their own independent liability is not insured by Telic; engineers trading through their own company are asked to hold their own liability insurance and provide a copy.
- **EHS record:** incidents, near misses or disciplinary EHS matters in the previous three years, declared by the engineer.
- **Agreement:** a written agreement that makes TE-POL-01, TE-POL-03 and the client's site rules binding on the engineer, including stop-work authority and same-day incident reporting.

PER ASSIGNMENT

- Certificates and medical re-checked against the site's requirements and expiry dates before every mobilisation. No valid certificate, no mobilisation.
- The engineer receives the assignment brief (scope, site, known hazards, client contact, reporting line), attends the site induction, works under the client's permit-to-work and risk-assessment system, and reports daily to the Telic director and the client's project lead.

MONITORING AND REVIEW

The director reviews the engineer's daily reports; incidents, near misses and client feedback go in the engineer's file. After each assignment the director records whether the engineer is approved for future work; an engineer who does not follow the site rules or this procedure is removed from the assignment and the network. Turnover, including work by subcontracted engineers, is declared to the insurer at each renewal.

RESPONSIBILITIES

Director: owns this procedure, carries out the pre-qualification, keeps the engineer files and decides on approval.

Subcontracted engineer: supplies the documents above, keeps certificates current, and works to the Telic policies and the client's site rules.

Signed on behalf of Telic Engineering B.V. (digitally signed)

Remco Petersen, Director · 19 September 2026

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