

Documentation	Frequency	Disqualifying	Notes / Criteria
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**A.- Before signing the contract**

1	Civil liability and third-party damage insurance; and accredited payment receipt of the corresponding premium	S/V	Yes	<p>The policy and bank receipt are valid that establish the payment made and the period of validity. The receipt must contain the same policy number. A certificate from the insurer shall also be accepted that indicates the following: - Insurer - Policyholder</p> <ul style="list-style-type: none"> <li>- Insured</li> <li>- Policy number</li> <li>- Period of validity of the insurance</li> <li>- Confirmation of being current on the payment and the period that it covers</li> <li>- Hazards and Insured Coverages</li> <li>- Indemnities or Insured Amounts</li> </ul> <p>REPRO screenshots are not valid. It is not valid to only provide the certificates of being current on the payment</p>
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2	Designating the contractor's contact person for Endesa/Enel	SOLE UNLESS THERE ARE CHANGES	Yes	<p>We must know, at least, Name, Surname, DNI, telephone number and e-mail address.</p> <p>It is a signed and dated company document.</p> <p>DOES NOT APPLY TO SUBCONTRACTORS.</p>
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**B.- After signing the contract and before starting to execute the work or service contracted (foreign European workers that are working in companies within the European Union, European Economic Space or Switzerland)**

3	Document of proof of being registered in the Social Security of the country of origin and payment of contributions, form A1.	SOLE	Yes	
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4	European health card.	SOLE	Yes	
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**B.- After signing the contract and before the date of executing the work or contracted service (foreign non-EU workers)**

5	Certificate of residency and work permit for non-EU workers.	SOLE UNLESS THERE ARE CHANGES	Yes	In the case of a new contract, alternatively to the ITA Report, and at the option of the contractor, they shall be able to submit an accredited document of registration in the General Social Security Regime of each worker, TA-2 form.
6	Health document of assistance to the displaced foreign worker, in case of accident or disease (medical insurance or similar).	SOLE UNLESS THERE ARE CHANGES	Yes	
7	List of workers ascribed to the contract	SOLE UNLESS THERE ARE CHANGES	Yes	<p>The companies must list the workers in the file who will execute the works, indicating: full name and NIF of the workers (of the main contractor and the subcontractors, if applicable), CIF of the company for which they work, job/position, whether or not they are subjected to particularly hazardous activities (specify them), the PPEs, machinery to be used, whether or not they are qualified to exercise the preventive resource and a photograph.</p> <p>In the case of subcontracting, when the contractor companies opt for the subcontractors to upload the documentation, the contractors must validate the workers listed (<i>"Pending Contractor"</i>).</p>

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8	Specific Prevention Plan of the work or service contracted	SOLE UNLESS THERE ARE CHANGES	Yes	<p>The minimum content that the Specific Prevention Plan must include are:</p> <ol style="list-style-type: none"> <li>1. Purpose.</li> <li>2. Scope of application.</li> <li>3. Activities to be performed.</li> <li>4. Hazard identification, risk assessment, prevention and protection measures.</li> <li>5. Work procedure to be followed during each activity.</li> <li>6. Need (if applicable) to appoint preventive figures.</li> <li>7. Mode of the Company's Preventive Organisation.</li> <li>8. Safety Organisation while carrying out the activities:</li> <li>9. List of the type of Information and Training in Occupational Hazard Prevention based on the type of activity to be performed.</li> <li>10. Description of the activities and preventive measures that will require the presence of a Preventive Resource.</li> </ol> <p>In the case of subcontractors, they can opt for their own Specific Plan or adherence to the plan of the main contractor. The Adherence to the Specific Plan document must contain at least the following:</p> <ul style="list-style-type: none"> <li>- Name of the contractor, and the subcontractor or freelancer.</li> <li>- The contracting Endesa/Enel Business Line.</li> <li>- Text that indicates that the contractor has delivered the PEP to the subcontractor/freelancer and that they accept it and will comply with everything indicated therein.</li> <li>- Date, signature of the Manager of the contractor, and the subcontractor or freelancer, in addition to the corresponding stamps from both companies.</li> <li>- Mode of Preventive Organisation of the Contractor.</li> </ul> <p>For more detail, consult the Minimum Content of the PEP document in the MANAGE folder: Criteria and documents, templates and Endesa facilities hazards / Templates document (PEP, statements, etc...).</p>
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9	Declaration of responsibility from the contractor through which they declare and guarantee:	SOLE	Yes	<p>Said certificate, which must be available to Endesa/Enel, must contain:</p> <ul style="list-style-type: none"> <li>- Name, surnames, DNI of the worker and position that they hold</li> <li>- They must appear to be clearly and specifically SUITABLE for the corresponding position</li> <li>- Signature from the doctor with the corresponding professional body number</li> <li>- Date of the recognition or issuance of the certificate.</li> </ul> <p>• that they possess a <b>valid certification of medical capability</b> for the specific work to be carried out by all workers ascribed to the contract.</p> <p>The medical disclaimers and notices for carrying out the medical recognition are not considered certificates of Medical Capability</p> <p>In the case of suitable certificates with any type of limitation, they must be accompanied by a document signed by the business owner that states that the worker will not be the subject of said limitations while executing their functions.</p> <p>It is not necessary for them to provide this certificate for administrative tasks.</p> <p>With respect to the expiration of this document, the date set in the certificate itself by the competent professional shall be considered valid. If said period is not established, one year shall be taken as the period of validity.</p> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p> <hr/> <p>On said certificate, which must be available to Endesa/Enel, the supplier must show that they have received sufficient information about the hazards and emergency measures of the work centres or Endesa/Enel facilities where they will carry out the work, and a certificate of having sent said information about hazards to their workers.</p> <p>The document shall include:</p> <ul style="list-style-type: none"> <li>- Date</li> <li>- Company stamp or logo</li> <li>- Name, surname, NIF and signature of the person receiving the information</li> <li>- Endesa/Enel centres or facilities for which this information is provided.</li> </ul> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p> <hr/>
				<p>• that they have in their possession a proof of <b>receipt of all workers ascribed to the contract of having received the information about the occupational hazards in the Endesa/Enel facility where they will perform their activity</b></p>

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			<p>• that they possess a proof of <b>receipt of all workers ascribed to the contract of having received information about the hazards and emergency measures inherent to their position</b></p> <p>On said certificate, which must be available to Endesa/Enel, the supplier must show that the workers have received information about the hazards and preventive measures of the position or function.</p> <p>The document shall include:</p> <ul style="list-style-type: none"> <li>- Date</li> <li>- Company stamp or logo</li> <li>- Name, surname, NIF and signature of the person receiving the information</li> </ul> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p>
<p>9 Declaration of responsibility from the contractor through which they declare and guarantee:</p>	<p>SOLE</p>	<p>Yes</p>	<p>• that all workers ascribed to the contract have <b>training in the specific theoretical-practical prevention of the position (Art. 19) Occupational Hazards Act</b> for the activities they will perform; and possess the individual certificates as proof, with the validity determined for each case by the legislation and is updated at least every 3 years.</p> <p>Said certificate, which must be available to Endesa/Enel, must contain:</p> <ul style="list-style-type: none"> <li>- The sufficient and adequate theoretical-practical training in PRL (Occupational Hazard Prevention) received by each worker for the activity to be performed as a function of the hazards of the position (art. 19). The workers must be trained and educated about the correct application of the procedures to be carried out and in no case may it be less than 2 hours. For the particularly hazardous activities (due to their nature or due to the facilities where they will be carried out) and with low-voltage electrical hazards, the specific training of the position must be complemented with a sufficient and adequate training of the particularly hazardous activities that the worker is exposed to. In addition, for this type of works, they must have completed training in First Aid.</li> </ul> <p>The document shall include:</p> <ul style="list-style-type: none"> <li>- Date of training received and duration.</li> <li>- Company stamp.</li> <li>- Name, surname and NIF of the worker.</li> <li>- The recycling corresponding to preventive training or first aid shall be at least every three years.</li> </ul> <p>No certificates of remote training will be accepted for especially hazardous positions.</p> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p>

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<p>9 Declaration of responsibility from the contractor through which they declare and guarantee:</p>	<p>SOLE</p>	<p>Yes</p>	<p>• that they possess a <b>proof of receipt that all workers ascribed to the contract have received the corresponding PPEs</b> (personal protective equipment), as set forth in the Specific Prevention Plan.&lt;/&gt;/18</p> <p>Said certificate, which must be available to Endesa/Enel, must contain:</p> <ul style="list-style-type: none"> <li>- All PPEs established in the Specific Prevention Plan (PEP) depending on their position</li> <li>- Date</li> <li>- Company stamp or logo</li> <li>- Name, surname, NIF and signature of the person receiving the PPEs</li> </ul> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p> <hr/>
			<p>• that all workers ascribed to the contract have received the <b>minimum required training in the corresponding occupational hazards</b>, as per the requirements of Royal Decree 39/1997, and that they possess the individual certifications as proof.</p> <p>The titles or certificates of preventive training, that must be available to Endesa/Enel, must contain:</p> <ul style="list-style-type: none"> <li>- Date of training received.</li> <li>- Duration and content of the training (or identification of the training action as per RD 39/1997: basic, intermediate or advanced level).</li> <li>- Stamp or logo of the company that imparts the training.</li> <li>- Name, surname, NIF of the worker.</li> </ul> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p> <hr/>

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9	Declaration of responsibility from the contractor through which they declare and guarantee:	SOLE	Yes	<p>The company will issue a document that must be available to Endesa/Enel, certifying that all work equipment and collective protective equipment to be used comply with the provisions stipulated in RD 1215/1997, or they have the corresponding statement of compliance (CE stamp) that they are in perfect condition and have passed the corresponding revisions.</p> <p>In addition, they must have the documentation that accredits the last revisions carried out on this list of work equipment and collective protective equipment.</p> <p>The signer declares to commit during the execution of the contract, to carry out the periodic revisions that are mandatory in accordance with the standards valid at all times and accepts that Endesa/Enel carries out audits by requesting the documentation of proof of the revisions carried out.</p> <p>This document must include:</p> <ul style="list-style-type: none"> <li>- Date</li> <li>- Company stamp or logo</li> <li>- Name, surname, NIF and signature of the business owner or its representative.</li> <li>- The list of the equipment indicating the model and reference in the case that it entails the equipment covered in the following groups: either work equipment regulated by a specific industrial legislation (machines, lifting equipment, generators, etc.) or collective protective equipment of electrical hazards (insulating stools, poles, etc.); in this case, the level of voltage must be indicated instead of the reference, or work equipment for which the Technical Guide of the INSHT corresponding to RD 1215/1997 defines the minimum provisions (Annex II): mobile work equipment (automotive or not), equipment for lifting loads and equipment for carrying out temporary works at height.</li> </ul> <p>Upon request by Endesa/Enel, the document shall be uploaded in MANAGE.</p>
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**C.- Documentation that the contractor must provide while executing the work or service contracted**

10	Declaration of responsibility of being current on the payment of salary obligations with all workers ascribed to the contract.	QUARTERLY	NO	<p>Statement dated and signed by the manager of the company certifying that they have complied with all of the legal obligations regarding salary for the workers ascribed to the contract by paying the corresponding payroll. This document shall be mandatory based on the three months from the request for the revision of the document and during the execution of the works.</p> <p>If required by Endesa/Enel, the contractor must accredit the content established in the statement of responsibility as follows: Certificate of the contractor, signed and dated by the company and endorsed by the representatives of the workers, which states that the company is current on all salary obligations for the workers ascribed to the contract.</p> <p>In the cases in which the company does not have social representation, this certificate can be signed by the workers that provide service for that contract in question.</p> <p>Any of the two previous forms is valid.</p> <p>This document must contain the DNIs (national identity card) of all signers.</p> <p>FREELANCERS WITHOUT WORKERS: DOES NOT APPLY</p>
11	Payment of the premium, accredited proof of being current on the payment of the civil liability and third-party damage insurance.	S/V	Yes	<p>The policy and bank receipt are valid if they establish the payment made and the period of validity. The receipt must contain the same policy number.</p> <p>A certificate from the insurer shall also be accepted that indicates the following:</p> <ul style="list-style-type: none"> <li>- Insurer</li> <li>- Policyholder</li> <li>- Insured</li> <li>- Policy number</li> <li>- Period of validity of the insurance</li> <li>- Confirmation of being current on the payment and the period that it covers</li> <li>- Hazards and Insured Coverages</li> <li>- Indemnities or Insured Amounts</li> </ul> <p>REPRO screenshots are not valid. It is not valid to only provide the certificates of being current on the payment.</p>