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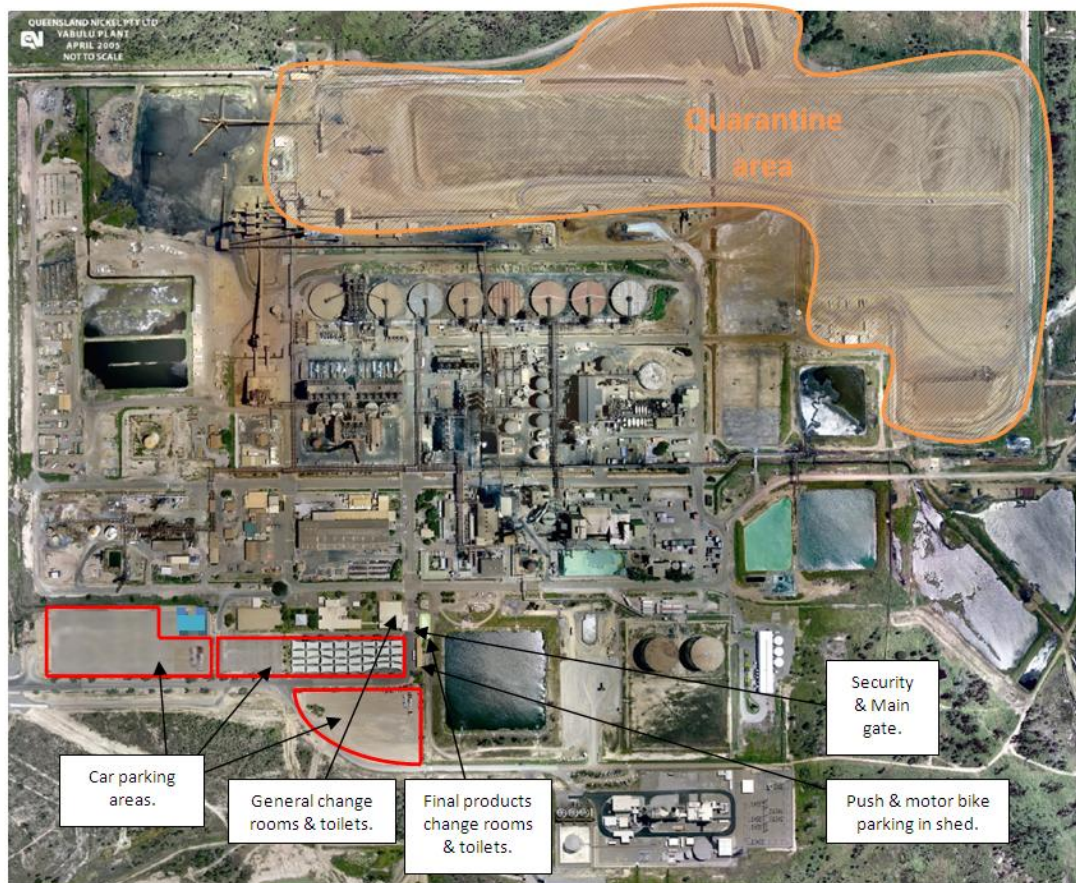
## 1. INTRODUCTION

### 1.1 Overview

Queensland Nickel and Cobalt Yabulu Refinery is located approximately 25km northwest of Townsville. The nickel refinery is managed by Queensland Nickel Sales Pty Ltd (QNS).

Further information, including a corporate video about the business, can be found at [www.qni.com.au](http://www.qni.com.au)

### 1.2 Map of Site



- Visitor car parking is located under the shade sails closest to the main gate.
- Movement of equipment out of the quarantine area is subject to AQIS regulatory inspection

### 1.3 Queensland Nickel Sales Values

Queensland Nickel Sales employees, suppliers and contractors are required to act in accordance with company values at all times. The values are:

- Safety: an unconditional commitment in how we do business on site and in our community
- Credibility: doing what we say we will do, meet commitments and fulfil promises
- Respect: valuing each other's ideas and views, our diversity and overriding commitment to working together
- Accountability: taking responsibility for our decisions and actions
- Results: understanding our business drivers and aspiring to deliver the best possible outcomes



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## 1.4 Doing business the Queensland Nickel Sales Way

Queensland Nickel Sales commits to conduct all business in a fair and reasonable manner with integrity and respect for all parties.

We utilise the best available information for decision making to enable accountability, drive innovation and creativity and foster open and honest communication.

### 1.4.1 Contractor requirements

Queensland Nickel Sales seeks contractors and consultants who:

- prioritise safety in all decision making
- exhibit a high level of integrity
- provide a quality service
- advocate cost effective and innovative client solutions

### 1.4.2 Sourcing

Queensland Nickel Sales has uniform contract establishment and administration procedures with suppliers. Suppliers, contractors and consultants to Queensland Nickel Sales must have a purchase order (PO) prior to providing goods and services.

Our Purchase Order Terms and Conditions are outlined in Appendix A of this document

### 1.4.3 Tender process

Queensland Nickel Sales uses a formal Request For Tender (RFT) process where the value or risk level of goods or services being sourced exceeds a pre-defined level. RFT's are sent to suppliers that have the potential to meet the award. The RFT will provide the prospective tenderer with:

- the terms of engagement for the tender
- documents that clearly define QNS's needs
- a description of the tendering process
- a request for and description of the goods and/or services being sought
- the type of Contract that the successful tenderer will be required to agree to

All conforming tenders will be evaluated against criteria pre-determined before the RFT was transmitted. After a tenderer has been awarded the business and provided evidence of insurance and other contractual requirements, orders for applicable goods or services will commence through the issue of an electronic Purchase Orders.

## 1.5 Payment

### 1.5.1 Purchase Order

Goods and services must not be supplied to QNS without first receiving a valid Purchase Order. QNS reserves the right to reject supplier invoices that do not reference a valid purchase order number. Invoices must be presented within three months of the goods/services being provided

Guidance about QNS's payment process is contained in Appendix 2  
**YSUS005b** Supplier/Contractor Payment Process

### 1.5.2 Progress Claims

Some works undertaken will require progress claims to be made (as described in the terms & conditions of the contract or the purchase order). A progress claim is based on the progress completed or the stage that the works have attained. Progress claims are to be made on a Service Claim Form and the payment process is as per normal Service claims.



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### 1.5.3 Service Claims

When Services are carried out for Queensland Nickel Sales they are done under a Service Purchase Order. On completion of the works the Contractor is to supply a completed Service Claim Form showing the fee being claimed for the works. This Service claim form is uploaded into our SAP system against the purchase order and the payment process begins.

### 1.5.4 Payment Approval

Once a claim form has been uploaded against the Purchase order the entry must go through the payment approval workflow process.

The workflow process is a system generated authorisation/approval process. Once a payment claim has been uploaded into the system it must go through the following:-

- Verification – usually done by the site supervisor
- Approval – usually done by the Superintendent or Contract owner (depending on value)
- Release for payment – a financial process.

## 1.6 On-Site at Yabulu Refinery

### 1.6.1 Driving & Parking

Approval must be obtained to drive a vehicle onto site. Contact your Queensland Nickel Sales site representative to arrange driver and vehicle approvals.

The vehicle entry gates at main entrance are programmed to open after swiping a personal access card through an electronic reader.

Only the driver is permitted to remain in the vehicle as it enters site. Passengers must exit the vehicle and enter site via the turnstiles at the main entrance.

Limited parking is available within the refinery area. Vehicles are to be parked in designated areas.

Vehicles are to be parked with the rear to the kerb where the parking bay is ninety degrees to the road.

### 1.6.2 Support Equipment and On-site Facilities

#### 1.6.2.1 Scaffolding

Queensland Nickel Sales has scaffolding and a crew of scaffolders on site. Scaffolding requirements (unless agreed otherwise) are to be arranged with the Queensland Nickel Sales scaffolding coordinator.

#### 1.6.2.2 Compressed Air

Compressed air can be provided per the compressed air network at the refinery. Please contact your Contract Coordinator to request access.

#### 1.6.2.3 Oxygen and Acetylene

Queensland Nickel Sales, if agreed, can supply oxygen and acetylene, in G size bottles only. Rental cylinders must not be removed from the refinery.

#### 1.6.2.4 Cranes

Crane requirements can be discussed with the Queensland Nickel Sales crane coordinator or direct hire can be arranged with Queensland Nickel Sales crane provider.

#### 1.6.2.5 Hire Equipment

Queensland Nickel Sales has a number of contracts for hire of equipment. Contractor's may approach these providers for direct hire of equipment.

(Note: Equipment/machinery may be hired from any Company.)



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#### **1.6.2.6 Laydown Area**

The lay down areas are available for use by request to approved Contractors.

#### **1.6.2.7 Washing of Clothes**

Individuals should not leave site with clothing that has been contaminated with nickel or cobalt compounds. Individuals who have been working with nickel / cobalt should shower and change prior to leaving site.

#### **1.6.2.8 Change Rooms**

Final products change rooms have clothes washing facilities by arrangement.

Lockers are available on approval for storage of personnel items on request from security.

#### **1.6.2.9 Canteen**

Food and Drinks are available from the Hard hat Canteen which is located just inside the main entrance. The canteen is open 5:00am – 4:00pm Monday to Friday and 5:30am – 11:00am on Saturday. The canteen is closed on Sundays and Public Holidays.

#### **1.6.2.10 Medical Centre**

The Medical Centre is located behind the main toilets and locker building which is located on the left after entering through the Main Gate and can be contacted by phoning ext 6305 from an internal phone or 4720 6305 from a mobile or external phone.

The medical centre is open 7:00am – 4:00pm Monday to Thursday and 7:00am – 2:00pm on Friday. During other times medical support can be obtained by contacting the same phone numbers or by contacting security at the Main Gate.

### **1.6.3 Smoking, Alcohol and other Drugs**

Smoking is only permitted in designated areas. Alcohol and other drugs are not permitted at any time.

### **1.6.4 Deliveries to Yabulu Refinery**

There are two methods of delivery to site for Queensland Nickel Sales orders. The applicable method will be specified in the Purchase Order:

- 1) **Delivery to the Main Store (Warehouse).** This is the usual delivery method for most materials and goods.
- 2) **Delivery direct to a storage location within the refinery.** This method occurs in relation to deliveries to storage tanks on site, and for other bulk materials.

If the delivery driver has current site access and induction, the driver can access the site via the main gate using a swipe card issued at the induction session.

If the driver does not have current site access and induction, an escort will have to be provided by Queensland Nickel Sales personnel or the Contractor as applicable. A person being escorted on site for the purpose of carrying out a delivery is not permitted to perform any work not connected with the delivery process. Security should be notified in advance where a delivery is to be undertaken by a driver that does not have site access and induction.

#### **1.6.4.1 Contractor orders**

Deliveries to a Contractor's work location within the Yabulu refinery are to be arranged by the Contractor.



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## 1.7 Prequalification

Organisations seeking to conduct business with QNS must be pre-qualified.

The pre-qualification process involves the following steps:

- establish a business relationship with a QNS representative (e.g.maintenance, capital projects, HR, IT, etc) and make them aware of your products or services request QNS include your business in a list of proposed tenderers when creating a relevant Request For Contract (RFC).
- complete and return to QNS a Request for Tender and a Request for Pre-qualification questionnaire.

If a new business wins a tender, the pre-qualification questionnaire is reviewed and a new supplier process will commence.

QNS is always interested in pursuing competitive quotations and developing relationships with innovative suppliers.

## 2. SOURCING PROCESS

### 2.1 Purchase Order Terms and Conditions

All purchases of goods and services are subject to Queensland Nickel Sales Standard Purchase Order Terms and Conditions unless a Contract has been executed between the Contractor/Supplier and Queensland Nickel Tender Evaluation

#### 2.1.1 Compliance Audit

Compliance audits may be performed on any Contractor operating on-site and will be carried out by a Queensland Nickel Sales HR representative.

#### 2.1.2 Reviews / Performance

Regular contract review meetings may be held to improve the performance and efficiency of the Suppliers/Contractors.

## 3. SITE MOBILISATION

### 3.1 Alignment Meeting

An alignment meeting is held prior to any works commencing on site. The alignment meeting conclusions and actions are documented and agreed to as a mobilisation plan by the relevant parties.

A mobilisation plan identifies how to:

- remain within the scope of the work and contract
- manage the Contractor's work
- collect information about the Contractor's performance
- ensure HSE risks are controlled
- escalate and resolve issues.

High risk contracts require the mobilisation plan to be a formal document prepared by the Contractor, while for low to medium risk contracts, the mobilisation plan can be the minutes from the alignment meeting.

### 3.2 Toolbox Talks and Pre-Start Meeting

Contractors are to establish a written, regular schedule of Toolbox Talks for communicating OHS information to it's employees.

Toolbox Talks are to be minuted, run for approximately 30 minutes and address relevant site and OHS issues, including those identified during OHS audits. Incidents



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are to be reviewed. Queensland Nickel Sales may elect to attend these meetings. Copies of meeting minutes shall be available on request.

Pre-start meetings are to be held at the change of each shift to ensure that all employees are fully informed of the progress of the work and any relevant safety issues. Attendance and issues discussed are to be recorded and kept.

Toolbox Talk and Prestart Meeting minutes are to be retained in an approved format.

### 3.3 Induction and Training

Queensland Nickel Sales requires all personnel to be competent for all tasks that are undertaken. Anyone intending to work at Queensland Nickel Sales (whether as an employee or contractor) must attend a site induction and, if intending to work in one or more operational areas within the refinery, must attend a specific induction for each area that they will be working in.

The Site Induction consists of a PowerPoint presentation that takes around two hours and is usually held on site every Tuesday morning at 7:30 am. If an invitee cannot attend the nominated session they can request attending a subsequent weekly sessions or a special session via their site contact.

Area inductions are specific to each operational area, usually involve a presentation and tour of the area and are arranged through your site contact.

Up to 3 inductions may be required. The approximate timeframes and locations for these inductions are set out below:

- Generic Yabulu Site On-site 1 hour
- Area (each area of the Site) On-site 1 hour
- Project On-site 30 min

Contractors must prepare a training matrix for personnel working at Yabulu that includes all mandatory inductions and ticketing verification. It is the Contractor's responsibility to ensure that all personnel and sub-contractor personnel have the appropriate training, certificates and licenses before commencing work.

### 3.4 Permits

Permits may be required for any work that is to be undertaken on the Queensland Nickel Sales Sites. Contractors cannot be permit issuers, they are required to get their permit authorised and signed by a Permit Issuer/ Isolation Supervisor in the area they are working in before starting work.

Permit issuer and Permit Acceptor training is available through the Yabulu Training Department. Permit User training is currently covered in the induction, and must be completed before starting any job. Refer to the relevant standard (YHSS047 – Permit to Work and Isolation) for more details.

### 3.5 Quarantine

No item or equipment is permitted to leave the quarantine area without prior written direction or approval from AQIS. Refer to the relevant standard (YHSS027 – Quarantine Management Standard) for more details.

### 3.6 Test and Tag - Electrical Equipment

All mains-powered electrical equipment (including tools, appliances, extension leads, power boards, etc) must have a current "Test & Tag" label affixed to the equipment lead.



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## **4. WORKS MANAGEMENT**

### **4.1 Variations**

Work that is a variation to the contract or purchase order is not to be commenced without prior written approval from an authorised QNS representative.

### **4.2 Reporting**

The Contractor/Supplier may be required to submit reports on the progress of their works. The requirement for such reports and their content is to be identified in the alignment meeting or within individual contracts.

### **4.3 Mobilisation Checklist**

Mobilisation to the Queensland Nickel site can include various requirements to be completed before actually arriving at site. A mobilisation checklist should be used to ensure all requirements have been covered.

## **5. CONTRACT COMPLETION & REVIEW**

### **5.1 Demobilisation Checklist**

Prior to demobilisation the Contractor should complete a demobilisation checklist to ensure all tasks in all work areas have been completed.

### **5.2 Close Out Report**

At the completion of any Contract or works a Close out Report is to be completed by the Contract Representative/Coordinator (QNS Site representative/supervisor) and the Contractor/supplier. The close out report is a summary of the works undertaken and identifies any areas that did not meet or exceeded the expectations of either party (Supplier/Contractor/Queensland Nickel Sales).