

**SERVICE PROVIDERS**

**NECESSARY DOCUMENTATION  
TO ENTER SANITANA**

## **SERVICE PROVIDERS DOCUMENTATION TO ENTER SANITANA**

Sanitana's Human Resources department will control all documents granting **access to the company's facilities**. This requires each employer to organise a dossier containing a list of its contracted employees and freelancers working on the premises:

### **General Documents:**

- Copy of the permit (if applicable);
- Taxpayer's ID card - NIPC;
- Copy of the Occupational Accident Insurance and proof of payment (last receipt);
- Copy of the Civil Liability Insurance and proof of payment (last receipt);
- Certificate of Good Standing from Social Security and the Tax Office.

### **Occupational Hygiene and Health Documents:**

- Safety and Health Plan (if applicable) or safety procedure sheets relating to work to be performed;
- Medical Fitness Certificate for all employees (duly updated) performing services at our facilities;
- Receipt for delivery of Individual Protection Equipment to employees of the respective company;
- Fitness certificate for drivers of Machinery and Equipment;
- Certificate of Compliance (and respective information on the maximum sound level capacity of outdoor machines and equipment) and maintenance record for machines and equipment to be used at Sanitana's facilities;
- Machine and equipment instruction manual and equipment insurance.

### **Workers:**

- Present at the gate of Sanitana the ID Card or Passport with a valid residence permit (for foreign workers);
- Work clothes bearing the name of the respective company.

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### **Machines:**

All suppliers of new machines, and before same are operational, must supply the following evidence regarding conformity evaluation:

- That the machine must be in accordance with the “Machines” Guideline valid on the date of its placement in the market place (currently Directive 2006/CE from 17/05) complying with all essential requirements regarding safety and health of which they are applicable;
- That at the time of delivery of the machine, same must be accompanied by technical literature, namely original instructions manual with translation in the Portuguese language, in accordance with the essential requirements of composition and content applicable as per the “Machines” Guideline valid at the time of its placement in the market place (currently Directive 2006/42/CE of 17/05);
- That the machine must be accompanied by a EU Declaration of Conformity in the Portuguese language and in accordance with the requirements of composition and content as per the “Machines” Guideline valid at the time of its placement in the market place (currently Directive 2006/42/CE of 17/05);
- That the machine must have EU marking of Conformity in accordance with the essential requirements applicable as per the “Machines” Guideline valid at the time of its placement in the market place (currently Directive 2006/42/CE of 17/05).

**NOTE: All valid documents should be sent to Sanitana by e-mail or post in good time for the process to be updated.**

**Human Resources Department**

Anadia, November 2019

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