

In order to clarify which documents must be provided for correct compliance with the procedure on the Coordination of Business Activities and compliance with the requirements of the Occupational Safety and Health Act, this guide to them is enclosed, indicating the documents required for each type of participant. The documents must be provided by the main company and also by all subcontractors involved in the work carried out.

### DOCUMENTATION ON COMPANIES TO BE PROVIDED

- In compliance with the provisions of article 42 of R.D.2/2015, approving the consolidated text of the Workers' Statute, companies must provide a **certificate issued by the Social Security, indicating that they are up to date with all social security payments.**
- In compliance with article 43 of Law 58/2003, approving the current Spanish General Tax Law, a **certificate issued by the Tax Authorities must be provided, indicating that all tax obligations are up to date.**
  - OSH contract covering the 4 specialised areas
  - Risk assessment for the work to be carried out.
  - Liability Insurance policy
  - Coordination protocol signed by the company's representative.

### DOCUMENTATION ON EMPLOYEES IN THE GENERAL SOCIAL SECURITY SCHEME TO BE PROVIDED

- List of workers and job.
- Document certifying that the worker is registered in the Social Security or a Worker SS Registration Report.
- PPEs delivery document
- Document certifying that the worker has received information on the hazards associated with the job.
- OSH training certificate.
- Document indicating worker has received hazard information.
- Medical fitness certificate (if the worker is a forklift operator, works at heights or is a driver) otherwise waiver thereto.

**DOCUMENTATION ON SUBCONTRACTED SELF-EMPLOYED WORKERS TO BE PROVIDED.**

- Proof of social security payments by self-employed worker
- Coordination protocol signed by each self-employed worker
- OSH training certificate of each self-employed worker.
- Medical fitness certificate (if the worker is a forklift operator, works at heights or is a driver) otherwise waiver thereto.
- Delivery of PPEs

**DOCUMENTATION TO BE PRESENTED IF THE COMPANY USES MACHINERY, MODULAR STRUCTURES, ETC.**

- List of work equipment used at our facilities. Presentation of EC conformity statement or report of adaptation to RD 1215/97.
- For lift motors, presentation of EC conformity statement and service sheet.
- For modular structures such as scaffolding, tiers, trusses, two-storey structures, etc: Structure instruction manual, structure certification, strength calculation depending on configuration, plans for assembly, use and dismantling and assembly certificate signed by competent technician, etc.