

**PROTOCOL FOR THE COORDINATION OF
ACTIVITIES**
THIRD PARTY SUBCONTRACTING INFORMATION

Zaragoza, _____ 202_

Company: _____

Subcontracting to third parties

Company: _____

Event/Service: _____

Dear Sir/Madam,

In compliance with article 24 of Act 31/95, of 17 November on Occupational Safety and Health, and R.D. 171/2004, of 30 January, implementing the said article with regard to the coordination of business activities for staging the event/service to be held or carried out at Feria de Zaragoza, Feria de Zaragoza and the above-indicated outsourcer have signed a Protocol for the Coordination of Business Activities, in which it is stipulated that it is mandatory to report any subcontracting of services to third parties and for these third parties to provide the same information that is required from the outsourcer.

As concurrent companies, Feria de Zaragoza's coordination procedure requires you to access, know and apply the OSH Regulations that are available on our website in pdf format and, in particular, the work procedures established by Feria de Zaragoza that must be included in the assessment of the jobs to be carried out on the premises:

<https://www.feriazaragoza.es/expositores/servicios-de-expositores/prevencion-de-riesgos>

See website for possible updates to regulations.

ANNEX I: INFORMATION AND INSTRUCTIONS

- OSH Manual for the event or service, which includes the safety rules and measures established by Feria de Zaragoza for staging or carrying out the event or service, emergency measures and maps.
- Coordination protocol which contains the documents to be sent. (Send the signed and stamped protocol, attaching the documents requested).
- Working at heights, Forklifts, MEWP. Companies performing work at heights with forklift trucks or MEWP must be duly authorised by the company. A suitably trained safety officer must be appointed and all co-workers carrying out this type of work must be adequately trained.
- A person must be appointed to be responsible for monitoring compliance with OSH Regulations for the work to be done at Feria de Zaragoza, in accordance with the OSH Officer Appointment Protocol. The information and instructions received have been passed on to workers before starting the activity.

In view of the aforesaid, we are sending you the following documents relating to the workers that will concur to carry out the service, to take part in the Assembly, Dismantling and Control of the aforementioned event or service.

And, for the record, this certificate is sent to Feria de Zaragoza.

We certify that the safety and health documentation for the workers concurring at the installation, specified in the following list, is available and has been checked. The said documentation is available to you should any further verification be required.

We also undertake to keep it up to date and to notify any changes that may occur due to whatsoever circumstances and to pass on any safety and health instructions and indications we are given to the rest of the companies.

Documents to be handed over:

- List of workers and jobs.
- Last TC2 form and/or Social Security registration for recently hired workers (Self-employed workers: Last social security contribution payment)
- Liability Insurance policy
- Copy of OSH contract (except in the case of self-employed workers) and proof of being up to date with payments.
- Risk assessment and planning of safety and health activities for the job to be carried out in the contracted work or service.
- List of personal protective equipment and collective protective equipment used at our facilities.
- Workers' signatures indicating that they have received the PPEs provided.
- List of work equipment used at our facilities. Presentation of EC conformity statement or report of adaptation to RD 1215/97.
- For scaffolding, ground trusses, canopies, two-storey structures and similar elements. Instructions manual for the mounted structure, structure certification, plans for assembly, use and dismantling and installation certificate.
- Medical fitness certificate issued following a mandatory medical examination.
- Document stating that that the worker has received the information on hazards.
- Presence of safety officer (basic training) if the company carries out work with falling from heights hazards, electrical hazards (working with voltages), burying hazard or any other hazard considered to be serious.
- Workers' OHS training certificates (In the case of forklift or MEWP operators, machine theoretical-practical training certificates must be enclosed).

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- In compliance with the provisions of article 42 of R.D. 1/1995, approving the consolidated text of the Spanish Social Security Law, a **certificate must be provided indicating that all social security payments are up to date.**
- 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.**

The undersigned companies declare that the information, instructions and procedures received have been taken into account in the assessment of hazards and planning of health and safety activities and that both the workers present at the work centre and their legal representatives have been informed.

In compliance with the duty of cooperation of art. 4 RD 171/04, companies shall report, to those present at the work centre, any accidents that occur as a result of the hazards involved in concurrent activities and any emergency situation that may affect the health or safety of the workers present at the said work centre.

If the activity is contracted out to another company or self-employed person, the main company shall be informed of this, and the same information and documentation indicated shall be required.

This document must be signed and sent by e-mail to Feria de Zaragoza at least 20 days before the start of the activity, this way notifying the subcontracting of third parties.

Contact E-mail: prevencion@feriazaragoza.es.

We have accessed, know, apply and pass on the information on the Coordination of Business Activities.

Company:
Signature:
Name: National ID. Card

Company:
Signature:
Name: National ID. Card