

WILL SQUIBB

BOATBUILDERS

Will Squibb Ltd
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Registered in England and Wales: 7291742
VAT Registration Number: 723 3512 64

WILL SQUIBB LTD

External Contractor Policy

Definitions

We, us: Will Squibb Ltd, and its Directors.

Who does this document apply to?

This document applies to owners of boats being stored in, or on, our premises (whether internally or externally) or to boats on which we are working which, for the duration of the work, are located on our premises.

It also applies to contractors visiting our premises in order to carry out work on a vessel located in, or on, our premises.

We would external contractors as members of a marine trade (including marine engineering) who are carrying out work for hire/reward or as part of their normal business.

This document does not apply to non-tradespersons who are undertaking work privately on their own vessel.

External Contractor Facilities Charge

We recognise that it is sometimes necessary for outside contractors to visit our premises to undertake work on a boat while it is in storage, or while the boat is having work carried out for which it has been brought to our premises.

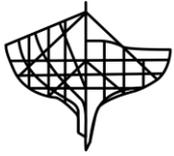
Subcontractors are brought in either by ourselves or the owner, for instance we may bring in an external contractor in order to have a service carried out on an engine by a dealer in order to fulfil warranty requirements. We may also use a subcontractor to undertake a task that we can't undertake ourselves for a number of reasons including, but not limited to: task requires specialist training or equipment (eg. Grit blasting), insufficient staff availability in order to meet a deadline.

In these instances we would generally be arranging the work ourselves, or arranging the work on your behalf anyway.

We will however resist the use of external contractors where there is simply preference to use them to carry out a task instead of us, and which would otherwise carry out in-house. Examples would include non-dealer specific engineering work or non-dealer electronic work. We reserve the right to charge an external contractor fee in this instance, in accordance with our rates and charges (a copy of which is available from the office).

This fee is chargeable to the owner of the boat rather than the contractor, and will be included on the next invoice raised.

As a business we have to cover our overheads and, whilst we recognise the importance of outside contractors for certain specific tasks, we need to cover these overheads particularly where contractors are potentially using our workshop facilities, consumables, power or water to carry out their own work.



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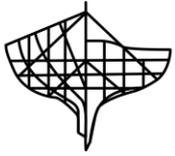
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All contractors, regardless of whether they are appointed by us or the owner, must be made aware of the following:

- All contractors must sign in when arriving on site and back out when leaving site. The signing in book is kept in the office.
- Contractors should ensure they are familiar with the evacuation procedures and emergency assembly points.
- We may request a copy of the contractor's insurance certificate (and any other qualifications if appropriate, eg. Gas Safe, NICEIC) to keep on file.
- For specific tasks we may require a full risk assessment
- Work may only be carried out within standard business hours (Mon-Fri, 0800-1730) except by prior arrangement.
- Contractors are responsible for their ensuring their own health and safety requirements are adhered in addition to ours whilst on site – where there is any conflict the higher of the standards must be adhered to. Contractors must also ensure they do not do anything to endanger any members of our staff, other contractors or members of the public whilst working on site.
- Be aware of other boats **before** starting work. Please do not using welding, cutting or grinding equipment where there is a likelihood of damage to other boats nearby (eg. From sparks, hot filings). Always check for any flammable substances nearby (eg. boat fuel tanks).
- Please consider other boats, equipment or people nearby when undertaking tasks that create dust or excessive noise.
- If carrying out hot work (eg. welding) this should be noted when signing in. The contractor is responsible for ensuring adequate fire fighting equipment is nearby. When leaving an area in which hot work has been carried out within the previous 60 minutes then please ensure that a member of our staff is made aware of where and what work has been carried out.
- If asked to stop work by any member of our staff, please do so immediately.
- Smoking is only permitted outside. Please ensure any cigarette ends are disposed of safely and appropriately. Beware of any flammable substances nearby when smoking (eg. fuel tanks on ribs).
- Contractors should dispose of any refuse themselves (except by prior agreement). Disposal for any waste left otherwise may be chargeable to the owner.

Contractors who are in breach of the above may be asked to leave the site.



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