



Integrated Management System

Contractor Management Guidance Document

Clearance Certificate

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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
 - Effectively described; and
 - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the use of **Clearance Certificates** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts to perform work at a Company Service Station. This guidance document specifically details expectations regarding the preparation, review, authorisation and closure of **Clearance Certificates**.

Contractors are required to complete a Clearance Certificate prior to starting work on a daily basis. The certificate will clearly and accurately detail the work to be performed and associated controls. After completing the certificate, the Job Supervisor will notify the Client's Representative (e.g., Site Manager) of the intended work and ensure that the Clearance Certificate is signed by the Client's representative.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify if risks of exposure to work at height exist and if present, the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 CLEARANCE CERTIFICATE

The Clearance Certificate is a document developed to ensure that immediately prior to the start of the any work on site, the assigned Contractor adequately considers:

- Work to be performed
- Equipment to be used
- Hazards related to the work, and the work site environment; and
- Associated risk reduction measures (i.e., control)

Clearance Certificates are:

- Completed by the Contractor's Job Supervisor
- Required for all work performed at by Contractors at Company sites
- Valid for one working day, after which a new Clearance Certificate must be prepared and issued

Clearance Certificates provide an effective means of communications between the Job Crew, site staff, other Contractors, the designated MFG Representatives and other interested parties.

3.4 USE OF CONTRACTORS' CLEARANCE CERTIFICATE

Contractors may use their own Clearance Certificate providing it achieve the same objectives as the Company's Clearance Certificate and approval to has been obtained from the Risk & Compliance Manager or HSE Manager to use the alternative Clearance Certificate.

4. CLEARANCE CERTIFICATE PROCESS

4.1 ARRIVAL AT SITE

On arrival at site Contractors (Job Supervisor) will report to the designated MFG Representative and discuss the proposed scope of work. Designated MFG Representatives may include but are not limited to:

- Contract Manager, or employee
- Area Retail Manager
- Project Manager
- Construction Manager; and
- Infrastructure Manager

The Job Supervisor will ensure:

- The requirements of the work are fully explained, including:
 - Job specific hazards; and
 - Risk control measures to be implemented
- Mutual understanding of the work to be performed and supporting documents, for example:
 - Safe Method of Working (i.e., Method Statement); and
 - Risk Assessment and Method Statement (RAMS), where applicable.

Note 4.1.1: For work identified as involving significant risk (**Major Works**) the Contractor, will submit a suitable Risk Assessment and Method Statement (RAMS) to a designated MFG Representative:

- Five (5) days prior to arrival at the site; and
- On arrival at the site prior to commencing the works

4.2 SITE INSPECTION (HAZARD ASSESSMENT)

Following review of all relevant information (e.g., Safe Method of Working, RAMS, etc.) the designated MFG Representative and Job Supervisor will carry out a joint site inspection. The purpose of the inspection is will to:

- Discuss work activities to be performed
- Identify the task specific hazards
- Identify the work site specific hazards
- Determine the risk control measures necessary to reduce risks to an acceptable level
- Mutually agree the:
 - Safe Method of Working
 - Task specific hazards and controls
 - Work site specific hazards and controls
 - Work site preparation; and
 - Access controls (as necessary)

4.3 CERTIFICATE PREPARATION

The Job Supervisor is responsible for completing the Clearance Certificate and ensure that the following information, as applicable is accurately recorded on the certificate:

- Service Station Number
- Name of:
 - Service Station
 - Site Representative, including job title
 - Contracting Company
 - Contractor's Job Supervisor; and
- Date and Time
- Number of Workers
- Scope of Work (i.e., accurate and detailed scope of work required)
- Reference to RAMS and Supporting Documentation

Note 4.3.1: If a Contractor has produced **generic** RAMS for the proposed work, they are responsible for ensuring that the RAMS are critically reviewed and revised to include site specific hazards, additional risk controls, or changes to the safe method of working identified during the pre-work site inspection.

- Equipment to be Used
- Personal Protective Equipment (PPE) Required (**Mark X**)
- Significant Work Documents and Task Checklist (**Mark X**)
- Work Specific Hazards Identified

Note 4.3.2: Job Supervisor to identify the hazards associated to the work (**Mark X**) and ensure that the required risk reduction measures (i.e., control) are implemented. If any aspect of the proposed work is considered potentially high risk, the work cannot proceed. The designated MFG Representative will contact the HSE Manager or Risk & Compliance Manager for guidance.

- Isolations Required (e.g., electrical, liquid, flammable, etc.)
- Contractor's Declaration:
 - Signed prior to starting work; and
 - Signed on completion of the work or end of working day
- MFG Acknowledgement:
 - Designated MFG Representative to print name and initial form

4.4 CERTIFICATE REVIEW & ISSUE

Following completion of the Clearance Certificate the Job Supervisor will review the content to confirm accuracy with the MFG Representative prior to signing the certificate. Work will not commence until the certificate is fully completed and authorised.

4.5 COMMENCING WORK

Immediately prior to commencing the work, the Job Supervisor will:

- Hold a pre-job safety meeting with the job crew and other affected personnel to:
 - Discuss the scope of work and content of the:
 - Safe Method of Working or RAMS
 - Clearance Certificate; and
 - Work Control Permit, if required
 - Confirm mutual understanding of the:
 - Safe Method of Working or RAMS
 - Identified task and work site specific hazards; and
 - Risk reduction measures (i.e., controls)
- Assign the Job Crew duties and responsibilities; and
- Confirm all identified risk reduction measures (i.e., controls) have been:
 - Implemented; and
 - Verified (by testing) effective

Following confirmation and verification that the required control measures have been implemented the Job Crew will progress the proposed works in accordance with planned arrangements, as detailed in:

- Safe Method of Working or RAMS
- Clearance Certificate; and
- Work Control Permit (WCP) if required

The Job Supervisor will monitor the work activities and ensure:

- A copy of the Clearance Certificate is retained at the work site for reference purposes
- Job crew perform work in accordance with the Safe Method of Working or RAMS
- Conformance with the content of the Clearance Certificate and Work Control Permit (if required)
- Maintenance of identified risk reduction measures (i.e., controls); and
- Suitable and appropriate level of job supervision

4.6 CERTIFICATE VALIDATION

A Clearance Certificate is valid for a maximum period of one (1) working day. If the work takes place over several days a separate Clearance Certificate must be prepared, reviewed, authorised, and issued, as detailed above, prior to the start of any work each day.

4.7 DEVIATION FROM ORIGINAL SCOPE OF WORK

Deviations from the original scope of work, as detailed on the Clearance Certificate Safe Method of Working or RAMS, are not permitted unless agreed with the designated MFG Representative, who may be required to consult with relevant personnel prior to authorising a change. Relevant personnel may include but is not limited to:

- Project Manager
- Construction Manager
- Infrastructure Manager
- Regional Manager; and
- HSE Manager

4.8 CERTIFICATE CLOSURE

On completion of the work or at the end of a working day, the Job Supervisor will ensure:

- If the work has been fully completed:
 - Equipment worked on has been left in a safe condition, for example:
 - Guards or covers refitted; and
 - Energy Isolations removed
 - Work site has been left in a safe condition, for example:
 - Drain covers replaces
 - Barriers removed; and
 - Signage updated or replaced, etc.)
 - Waste has been removed (e.g., offsite or to suitable receptacle); and
 - Housekeeping standards meet MFG expectations
- If work has not been fully completed:
 - Required energy isolations remain in place
 - Other identified risk reduction measures (i.e., controls) remain in place
 - Work site has been left in a safe condition (e.g., barriers remain in place, etc.)
 - Waste has been removed (e.g., offsite or to suitable receptacle)
 - Housekeeping standards meet Company expectations

Note 4.8.1: Copies of Clearance Certificates will be retained either in hard copy format (i.e., paper) at the site or uploaded to MFG's Maintenance Software System.