TAQA ONSHORE B.V. – ONSHORE TRAINING INSTRUCTIONS

1. MINIMUM REQUIREMENTS

1.1 For every person working on a TAQA operated sites, completing the training requirements below is mandatory.

1.2 Please find all minimum training requirements below. We kindly ask you to read them carefully and ensure all personnel working at a TAQA worksite has completed them.

Role	VCA or MIST[1]	VCA VOL[1]	Welcome to TAQA[2]	TAQA Essential Safety Rules[2]	TAQA Induction Onshore[2]	TAQA Work Permits + TRA + LMRA[2]	TAQA Onshore Locations[2]
All activities under permit	x	-	x	x	x	x	x
Supervisors managing activities under permit	-	x	x	x	x	x	x
Supervised[3] work <8 hours	x	-	x	x	x	-	x
Activities in and around the Control Room[4]	-	-	x	x	-	-	x
Visitors fully supervised	-	-	x	-	-	-	x

Description	Validity
Welcome to TAQA	**2 years**
TAQA Essential Safety Rules	**2 years**
TAQA Induction Onshore	**2 years**
TAQA Work Permits	**2 years**
TAQA Task Risk Analysis (TRA)	**2 years**
TAQA Last Minute Risk Analysis (LMRA)	**2 years**
TAQA Onshore Locations	**2 years**

1.3 Within TAQA Energy B.V. the support team **taqavendors@taqaglobal.com** can be contacted if there are any questions regarding the minimum training requirements.

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[1] Not required for individuals with a professional safety diploma (MVK/HVK/MOSHE)

[2] To be found on www.taqavendors.nl

[3] Supervised work, means an individual who is continuously supervised, with a maximum of 8 hours of work performed

[4] Activities requiring access to the parking lot and Control Room building of both PGI and BKM

2. REGISTRATION TAQA VENDORS PORTAL

Below are the instructions on how to create your own account via www.taqavendors.nl.

If you work for a TAQA vendor and require access to a TAQA operated site, the following steps are important:

a. **Before you register:** Check the name of your contact person at TAQA. You need to fill in his/her name during the registration process. Only register yourself when you require access to one of the TAQA operated sites.

b. **Responsibility:** each person is responsible for their own registration. As per April 1st 2024, the registration process will no longer be done by dedicated focal points within a vendor company.

c. **Roles:** select your role according to the matrix on page 1.

d. **Valid certificates:** If you have a certificate which is still valid, you can upload these in your account. The validity of the certificates is 2 years.

e. **VCA certificates:** Please upload your valid VCA/VCA VOL/MIST certificate in your account.
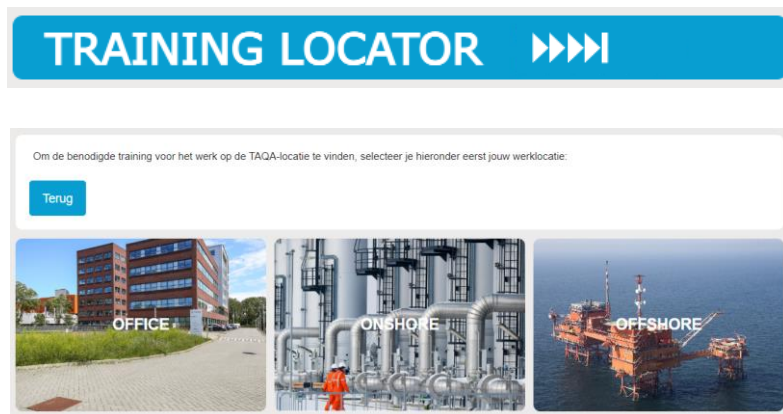
3. TRAINING

Please click on the button below to go to TAQA Vendor Portal which enables you to get an overview of required training certifications based on your role and/or location that you will be working at. You can now start the registration process.

3.1 In order to find the trainings necessary for work at a TAQA operated sites, please select one of the 3 locations: Office – Onshore – Offshore

3.2 The applicable induction trainings are now shown on your training portal. Start the training by double clicking on the tile and click on the button [register]. You can now start the training.

3.3 **Please complete the test(s)**
2 Wrong answers are allowed, however, if 3 or more of your answers are incorrect you will have to take the test again. Once you successfully passed the test you will automatically obtain the certificate in your Training Portal. A copy will also be sent to your email address.

3.4 If you have not been on TAQA onshore sites before, please fill in the badge form and send it at least 2 days before your visit to the security officer (Security.nl@taqaglobal.com). You can manually upload your VCA/ MIST certificate in your account.