



CONTRACTOR & VISITOR HSE MANAGEMENT PROCEDURE

HSE Procedure

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-PRO-10 | Revision 00 | Effective 01 January 2026



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Applicable To	Al Khobar Warehouse & Distribution Facility	Classification	Internal / Controlled

Contractor & Visitor HSE Management Procedure

Contractors attending the Al Khobar facility (e.g., for maintenance, racking installation, waste collection, or transport) are required to complete a site HSE induction covering emergency procedures, PPE requirements, and permitted work areas before commencing work.

Contractor Pre-Qualification

- Valid competency/certification for the work being performed (e.g., electrical work, racking installation) is verified and retained on file before work commences.
- Contractors are required to confirm they carry appropriate insurance and comply with Saudi Labour Law obligations toward their own employees while working on Diode premises.
- Use of appropriate PPE and compliance with Diode's site rules and reporting obligations is a condition of access.

Site Induction

The Contractor HSE Induction Checklist covers: emergency assembly points and evacuation procedure, location of first aid and fire-fighting equipment, permitted work areas and any areas requiring supervisor escort, incident and near-miss reporting requirement, and site-specific hazards relevant to the contracted work (e.g., forklift traffic, racking, stored materials).

Permit-to-Work

For higher-risk contractor activities (e.g., hot work, work at height, electrical isolation), a permit-to-work is issued by the Warehouse Supervisor or HSE & Compliance function before work begins, specifying the scope, controls, and duration of the permit, and is closed out on completion of the work.

Visitors

Visitors are required to sign in, are briefed on emergency procedures and any relevant PPE requirements at reception/entry, and are accompanied within warehouse operational areas. A visitor and contractor sign-in log is maintained at the facility entrance and retained as a site attendance record.

Contractor Performance

Contractor HSE performance (compliance with induction requirements, incidents, and any non-compliance observed) is noted against the contractor and considered when the contractor is next engaged, consistent with the supplier evaluation approach applied under the Purchasing & Approved Supplier Management Procedure.



Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

Reference	Relevance
Saudi Labour Law, Article 121	General employer duty extends to ensuring the workplace is safe for all persons present, including contractors.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Contractor HSE Induction Checklist (signed, per contractor visit)
- Permit-to-work records
- Visitor and contractor sign-in log

Related Documents

- DTE-HSE-PRO-05 Emergency Preparedness & Response Procedure
- DTE-QMS-PRO-05 Purchasing & Approved Supplier Management Procedure

AUTHORIZATION

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