

## AM/NS CONTRACTOR SITE ACCESS REQUIREMENTS

1. All contractor companies must be pre-approved for work by Safety & Health – an approval list will be consulted by Security to verify compliance. This is accomplished via ISNetwork compliance or other internal pre-qualification.
2. All contractors needing onsite access will need to complete the **AM/NS CALVERT** online orientation at the following website and select the “Contractor” option:

[www.abbottsfeld.com/amnsalvert-cso](http://www.abbottsfeld.com/amnsalvert-cso)

**PLEASE NOTE THIS ORIENTATION IS DIFFERENT THAN OUTOKUMPU'S ORIENTATION!!**

3. All contractors will additionally be required to provide a copy of proof of a negative 10 Panel Drug Screen and negative Alcohol screen conducted within 30 days of the estimated start date at the site. If renewing a badge, proof of a negative 10 Panel Drug Screen and negative Alcohol screen conducted within the past three months is acceptable.
4. Contractors required to drive onsite must complete the Vehicle Site Access Pass Form, obtain the necessary AM/NS approval, provide proof of auto insurance and proof of current automobile registration. Contractors are to coordinate with their AM/NS Team Member contact (Contractor Coordinator) to ensure appropriate approval of the Vehicle Site Access Form.
5. Failure to meet these requirements may prevent badge issuance.

### AM/NS CONTRACTOR ACCESS CHECKLIST

- ☐ Company pre-approved as a “Contractor” by Safety & Health
- ☐ AM/NS CALVERT Abbottsfeld Contractor Orientation Certificate
- ☐ Copy of proof of a negative 10 Panel Drug Screen and negative Alcohol screen conducted within 30 days
- ☐ Approved Vehicle Site Access Form, proof of automobile insurance, vehicle registration and government-issued photo ID for each onsite driver

Please contact Andrew Dillon, Lead Specialist, Contractor Safety, with any questions or concerns.

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