



Dear Sirs,

In the following you will find information from the Access Department of Yates Adriano boat yard from Calvià, Mallorca.

Please take into account that all the companies which carry out works in our boat yard have to comply with a series of requisites.

- We need the following paperwork:
 1. Letter from the captain or the company informing about the works. Please specify the following: the **NAME of the COMPANY**, the fact that the works are **WARRANTY WORKS**, the **TYPE OF WORK** which will be carried out, materials you are going to use (toxics, explosives and flammables), some repairs are required the use of scaffolds and tents, the **NAMES and PASSPORT NUMBERS** of all the workers who have to come, the **NAME of the BOAT they come to** and the expected **LENGHT of the works**.
 2. Copy of the public liability insurance of the company together with the corresponding proof of payment (e.g. bank receipt). It must have a minimum coverage of 600.000,-€. If you have subcontractors, please make sure that we receive their own public liability insurance, because they are from a different company.
 3. Copies of the passports/identity cards of all the persons who will need the access card.
 4. Contracts of employment for the workers coming to our boat yard or the E101/A1 European employment form.
 5. Papers about risk assessment. Documentation referring to Health & Safety in the workplace for each worker of the company.
 6. The yard is closed to work on bank holiday. To work out of schedule there is an extra cost of Health and Safety.

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