

Notice to Suppliers



Rolls-Royce HS&E Requirements for Construction Contractors (HSE_MS_18_10)

Originator: Phil Tomkinson
Job Title: HSE SME Projects & Work at Height
Business Unit: ET&S Group HSE

NTS Number: TBC XXX
Issue: 1
Date: 17 December 2024 (TBC)

For the attention of: All “Construction” Contractors - Managing Director and HS&E Director/Head

Scope/Applicability:
All third-party companies undertaking work on premises controlled by Rolls-Royce plc.

Dear Supply Partner,

Introduction:
This NTS is issued to communicate the publication and application of new HS&E Requirements for Contractors across all Rolls-Royce controlled premises. These requirements may be accessed via the Global Supplier Portal and are located under: **Supplier Documents > Terms of Business**

These requirements are made under our commitment to put Safety First in everything we do and are in response to HS&E improvement actions and the drive for standardised management of HS&E across all divisions.

Action Required:
All affected companies must access the requirements through their Global Supplier Portal account where they may; read, understand, and internally communicate the requirements of “Rolls-Royce HS&E Requirements for Construction Contractors Ref: HSE_MS_18_10” for full and immediate compliance on all Construction work under contract carried out on a Rolls-Royce controlled site or premises. This will also include their subcontractors working on site.

NTS Category: Safety
Authorised by: Chris Young
Director - Engineering, Technology & Safety Defence & Group HSE

<i>Please refer to the ‘NTS Category’ shown below and select an appropriate ‘Authorisation’ related to the category.</i>		
NTS Category	NTS Authorised by:	NTS Content Authorisation
General Information / Communication	NTS / SABRe Lead	Rolls-Royce Corporate Communications and Associated PEM
Regulatory / Legislation	Accountable Senior Manager within the production organisation.	
Engineering / Technical	ME Executive / Head of Engineering	
Quality	Quality Executive / Head of Quality	
SABRe	SABRe Process Owner	
Safety	Head of Quality / Head of Engineering	

Email from Chris Young dated Thursday 12th December 2024

NTS - Publication Process

1. Use the NTS template (*this template*) to compile the NTS.
2. Ensure that the NTS originator and person(s) authorising the NTS have reviewed and approved its contents.
3. Once the NTS has been drafted it should be forwarded to the Corporate HQ Supplier Quality Manager, for initial review: rrms.controllers@rolls-royce.com
4. A copy of the NTS will then be forwarded to Rolls-Royce Corporate Communications (London, UK) for review and sentencing.
5. If approved by Corporate Communications the NTS will then be posted online (NOTE: the NTS will be available to view after the weekly scheduled upload to the Global Supplier Portal the following weekend).

NOTE: An NTS must not be used to flow down requirements that should be embodied within other Rolls-Royce requirements documents such as product definitions, specifications, terms of business, SABRe etc.

NTS – Writing Guidelines

NOTE 1: NTS' are currently available to view in the public domain via the Global Supplier Portal and this fact should be given due consideration when drafting the content of an NTS (i.e., ensure it could not be used by a third party in an inappropriate manner).

NOTE 2: Additional (separate) files can be attached to the NTS when it is posted on the web.

- Ensure the title is intuitive and concise. This is the first opportunity to grab the reader's attention.
- Every NTS must include a scope. This must describe the applicability of the document. Keep it short and concise.
- Use the first paragraph to clearly state the purpose of the NTS and what action you expect to see as a result. Once you have written the NTS it is helpful to revisit this paragraph, checking that it is as clear and as representative as possible.
- All NTS documents are published in English, however this may not be your audience's first language. Therefore try and use simple language and sentence structures, refrain from using abbreviations or jargon, the clearer the message the better the audience understanding
- Be clear about what it is you want the reader to do as a result of the NTS. Consider, is it for information only or do you actually require specific action to be taken as a result of this communication?
- Refrain from using emotive or vague language. Keep it factual, leaving no room for misinterpretation.
- Be clear about any deadlines or responses required, ensure these are stated near the beginning of the NTS and repeated again at the end.
- Plan the timing of your NTS. It should be published in good time for people to take action but not too far in advance for it to be forgotten about.
- Finally, before submitting the NTS for approval it is good practice to leave it for a while and then go back and reread it. This will allow you to reflect on what you have written, adjusting it

where necessary to ensure it meets requirements and is as clear and concise as possible. You may also want to ask a colleague to read it, and check their understanding of the NTS.