

SAFETY, MOBILIZATION & BILLING INSTRUCTIONS

All subcontract, safety and billing documents referenced herein can be found at

<https://www.cajunusa.com/Subcontract-Documents/>

PRE-MOBILIZATION REQUIREMENTS:

You are required to complete the following documents prior to beginning work. These MUST be done before mobilization or upon arrival at the job site prior to beginning any work. Failure to complete these forms and follow these steps will result in rejection of your invoices and delays in payment.

1. Schedule G-2 (Schedule of Values) Lump Sum and Unit Price Contracts Only

- This form must be completed and agreed to with the Cajun Project Manager prior to mobilization.

2. Subcontractor JHA

- You must submit a site specific JHA. You may submit your own form or a templet can be found at the link shown above.

3. Cajun Subcontractor Medical Protocol Form

- You must submit a completed Cajun Subcontractor Medical Protocol Form found at the link shown above.

4. Cajun EHS Manual

Cajun's EHS manual can be found at the link above. Subcontractor must review this manual and be in compliance with this manual at all times. Please direct any questions to your Cajun Project Manager.

AT MOBILIZATION REQUIREMENTS:

You are required to complete the following documents prior to beginning work. These MUST be done upon arrival at the job site prior to beginning any work. Failure to complete these forms and follow these steps may result in removal of Subcontractor employees from the job site.

1. Schedule F (Subcontractor Pre-Construction Safety Meeting Form)

- You must complete the Subcontractor Pre-Construction Safety Meeting Form. This completed form will be reviewed at the pre-con meeting on site and the Subcontractor supervisor is required to participate in the meeting. The form can be found at the link shown above and can be filled out prior to arrival on the job site.

2. Subcontractor Pre-Task Plan

- You will be required to complete a pre-task plan at least daily. You can utilize your own form or the Cajun Pre-Task Plan form can be found at the link shown above.

BILLING REQUIREMENTS:

Cajun requires all subcontractors to meet the following requirements in order to receive payment. Failure to do so will result in rejection of your invoice submittals and delays in processing of payment. **Prior to submitting an invoice to Cajun Accounts Payable:**

LUMP SUM CONTRACTS – On Schedule G-2 (Schedule of Values) that was previously approved, update the Invoice #, Date, Progress Periods as well as Earned Amount/Work Progress/Change Orders/Invoice History. This information will auto-populate the majority of Schedule G-1 (App for Payment).

T&M CONTRACTS – On Schedule J-2 (Billing Summary T&M Contract), update the Invoice #, Date, Progress Periods as well as Invoice Info + Change Orders. This information will auto-populate the majority of Schedule J-1 (App for Payment).

On or before the Billing Cut Off Date shown in item A4 above, email PDF files of: Subcontractor Invoice, App for Payment and SOV (LS) or Contract Summary (T&M) to the Cajun Project Manager. **Timely submission of these documents is critical. If Subcontractor misses owner’s billing cycle, payment may be delayed until the next billing cycle.** Modifications to this process may be made and communicated by the Cajun Project Manager.

Once you have received approval of your invoice from Cajun’s Project Team, submit complete invoice and supporting documents as follows:

Each PARTIAL invoice must include the following:

- Cajun Subcontractor Application for Payment (Must Match invoice).
- Schedule of Values (LS) or Contract Summary (T&M)
- Subcontractor Invoice (and Time Sheets if Required)
- Schedule H-1 Partial Lien Waiver if Required (See item A5 above for lien requirements).

Each FINAL invoice must include the following:

- All items shown above in the partial invoice section (excluding partial lien waiver).
- Schedule H-2 Final Lien Waiver – Notarized.

Invoice submissions that do not meet the above requirements will be rejected by Cajun’s accounts payable department and will result in delays in payment.