



September 16, 2022

Dear Contractors,

Thank you for your diligent support over this pandemic period. As you are aware, we had to adapt to the peculiarities of operating during a pandemic while still upholding the standards of our audits. In this update, we wish to advise you of our way forward as we make the first calculated steps in a world where COVID-19 is something we will have to accommodate in our daily lives.

After much consideration, the STOW Implementation Board has decided that even though COVID-19 is still a risk, there is immense value in conducting some audit activities on site in that it allows for transparency and retains the standard of STOW certification. Therefore, effective **October 3<sup>rd</sup>, 2022**, all STOW audits will be conducted using a **hybrid approach**.

Please note the following for the hybrid STOW audit:

- Opening and closing meeting: These meetings will be conducted remotely
- Assessments of HSE documents: Contractors are to continue uploading HSE documents on the STOW database and the Assessor will evaluate these documents remotely
- Interviews & physical conditions tour: Site visits are mandatory for interviews and the physical condition tour(s) of all sites to be certified
- Contractors are required to complete the STOW Contractor Covid-19 Safety Protocol Checklist

### **Contacting the STOW Project Office**

The full complement of staff is not present at our offices therefore we urge you to utilize emails and phone calls to contact us.

Please note the following:

- To reach the STOW department between the hours of 8:00am and 4:00pm, please contact Keina at 354-4189 or [keina@energy.tt](mailto:keina@energy.tt); Ayanna at 361-1299 or [ayanna@energy.tt](mailto:ayanna@energy.tt); Natalie 354-4183 or [natalie@energy.tt](mailto:natalie@energy.tt).
- We continue to accept only electronic contracts. All contracts must be signed, scanned and submitted via email to [Keina@energy.tt](mailto:Keina@energy.tt) and [Ayanna@energy.tt](mailto:Ayanna@energy.tt). Please be reminded to initial all 13 pages of the contract.
- Payments for STOW audits/certification can be done via wire transfer, bank deposit or credit card via the credit card portal (access provided upon request). Proof of payment to be submitted to [Keina@energy.tt](mailto:Keina@energy.tt) and [Ayanna@energy.tt](mailto:Ayanna@energy.tt).
- Banking details are as follows:  
First Citizens Bank, Point Lisas  
AC# -1355950

We look forward to your cooperation and encourage you to remain safe. For further information, please feel free to reach out to Keina Calliste or Ayanna Bartholomew.