



Between

**Maschinenfabrik Alfing Kessler GmbH
Auguste-Kessler-Str. 20
73433 Aalen**

- Principal -

and



- Contractor -

the following

WORKING REGULATIONS FOR EXTERNAL AND LOAN COMPANIES

are arranged

1 General

- 1.1 In our company we place large value on fire protection, health protection, industrial safety, environmental and data protection.
The aim of these working regulations is to ensure a smooth runoff of all work to be carried out in our premises while ensuring maximum security.
- 1.2 With the acceptance of the order and start of the work on the Principal's grounds, these working regulations are considered to be accepted and acknowledged and are considered as an integral part of the order and bidding conditions. All costs arising in this connection are offset by the payment agreed. The Contractor shall be obliged to sign these working regulations at the end of the document to confirm his acceptance.
- 1.3 If the Contractor is entitled to engage subcontractors to carry out work on the grounds of the Principal, the Contractor shall be responsible to ensure that the subcontractors are committed contractually to these working regulations and to show such commitment as well as the names of the sub-contractors upon request. The Contractor shall be responsible for any damages arising out of non-compliance with these working regulations.
- 1.4 Before starting any work, the Contractor must inform himself of and comply with any binding regulations, especially all applicable statutory, occupational insurance



and company regulations. The Contractor ensures to comply with statutory regulations concerning his employees, especially concerning payment, social security contributions, taxes and health and industrial safety regulations etc.) All work is to be carried out in a way to avoid any danger for humans and environment and to minimize any risk of danger. The Contractor shall be responsible for non-compliance with these working regulations by his employees or subcontractors as provided by law.

- 1.5 The Contractor shall be obliged to employ exclusively employees who are reliable, specialist-qualified and competent in the German language, both written and verbal and to submit suitable proof thereof to the Principal upon request. The Contractor may use only such employees that have undergone all required occupational medicine examinations which are required for the job. If applicable, employees of the Contractor may be employed only if they are in possession of a resident and work permit prescribed for the work performance which is to be presented upon the Principal's request.
- 1.6 The Principal shall adequately inform the employees used for the job prior to beginning of work of all regulations relevant for the job and of the regulations indicated in this document. If requested, this information is to be confirmed in writing to the Principal. Furthermore, the Contractor shall provide the Principal with all required documents concerning scope of the work, working hours, way of working and number of persons used.
- 1.7 If the Contractor cooperates with other Contractors, these companies are obliged to work together to respect these working regulations and to mutual information concerning all dangers and risks in connection with the work. Safety and health of the employees of all companies must not be affected at any time, especially mutual hazard is to be excluded.
- 1.8 The instructions of the Principal or his deputy (coordinator) must be followed at any time. He shall be authorized to give directives to the Contractor's employees and any action that has been decided is to be fulfilled immediately. Furthermore, all prohibition, mandatory, traffic and other signs must be followed. The Contractor shall avoid all unnecessary obstruction when carrying out his work.

2 Industrial Safety

Our Company has been certified for industrial safety according to BS OHSAS 18001. The Contractor shall perform his services considering all applicable industrial safety regulations and shall support the Principal satisfying the requirements of his certification.

- 2.1 In the buildings and on the grounds of the Principal, the Labour Protection Acts, accident prevention specifications of the Metal Trade Social Insurance against Occupational Accidents South, Technical Plant and Equipment Act etc. as well as the in-house arrangements which are valid in each case are to be complied with. The Principal shall be entitled to dismiss any persons who do not comply with such

**FORM UFO 21/13***Page*
3*of*
12**Working regulations for external
and loan companies***Created*
02/07*Issue*
15-10/12

regulations. Any delays caused by non-compliance of these regulations shall be at the Contractor's responsibility.

- 2.2 Employees of the Contractor must be identified by a corporate identification card or by a visitor's card issued by the Principal. All equipment used (tools, machines, vehicles etc.) must be identified clearly as the property of the external company before entering the grounds of the Principal. For trainees and under-aged persons the relevant regulations of the German Youth employment protection act and employment protection Act shall apply.
- 2.3 If required, keys will be made available to the Contractor's employees by the Principal. The Contractor shall be responsible for any loss or damage to these keys as well as for any misuse of these keys that the Principal may suffer.
- 2.4 In order to protect the Principal's property, bag searches may be carried out on the Contractor's employees when entering and leaving the Principal's grounds. Bags and boxes or parcels must be opened upon request. All cars may be scanned for any things carried along.
- 2.5 During the work of the Contractor's employees, the Contractor shall remain responsible for the safety of these employees.
- 2.6 Employees of the Contractor may stay only in those areas in which they have their working site as agreed with the Contractor. Any other areas of the company may not be entered. When starting work, the shortest way on the Principal's ground is to be chosen, the same applies when leaving the working site. It is not allowed to stay on the Principal's grounds outside the working hours and outside the working site.
- 2.7 The Contractor is obliged, according to Accident Prevention Specification § 29 BGV A1 to make available to their employees suitable personal protective equipment. This applies in particular to head protection (helmets), eye or face protection (spectacles, protection covers), respiratory protection (masks, respiratory protection), body protection (hand guards, aprons, safety shoes). The Contractor and his employees are obliged to wear the personal protective equipment that is necessary for the relevant working site and to watch any mandatory signs.
- 2.8 When setting up the construction or installation site, the site or assembly manager responsible is obliged to coordinate the work to be carried out with the Alfing Coordinator (as per § 6 BGV A1) concerning e.g. fencing off, erecting a dust-protection wall etc. The site or assembly manager must be instructed by the Alfing Coordinator before starting the work of any relevant accident prevention regulations, safety regulations and of any specific accident risks at the construction site and this has to be certified by signing form AFO 21/12. A copy of this form is to be carried along while staying on the Principal's grounds and to be presented upon request.



- 2.9 The Coordinator must be informed when the work is carried out on the grounds of the Principal (start and end of the work, interruptions, work outside normal working hours such as on weekends or late in the evening).
- 2.10 The valid Trade Social Insurance against Occupational Accidents of the Contractor is responsible for the insurance cover of an employee of the Contractor. In case of a registration-mandatory accident, the Contractor must make out an accident report to the responsible Trade Social Insurance against Occupational Accidents.
- 2.11 All warning signs, passage and other prohibition signs must be followed and complied with and must not be removed or covered by the work of the Contractor.
- 2.12 Alcohol and drug abuse by employees of the Contractor on the grounds of the Principal and /or while working for the Principal is not accepted due to its risk for the industrial safety. It is forbidden to bring along alcohol and drugs to the grounds of the Principal.

3 Specific safety regulations

3.1 Working at heights

- 3.1.1 When working at heights (e.g. on roofs, or above workplaces, operational or working roadways) the relevant safety regulations must be followed. Especially DIN 4420 "Work and Protection Scaffolds" as well as BGR 165 shall apply, requiring fall-arrester scaffolds or catch nets to be deployed or other adequate safety equipment. Ladders, scaffolds and other safety equipment of the Contractor must correspond to the existing safety regulations and be tested adequately.
- 3.1.2 The Contractor shall be responsible for the necessary blocking-off measures, fencing measures and fall protection.
- 3.1.3 If work on ladders or scaffolds is necessary, nobody must be endangered (no movements of mobile scaffolds while humans are on it, no work on ladders or scaffolds while humans are beneath it etc.)

3.2 Underground working

- 3.2.1 If any openings are created (in grounds, ceilings, roofs etc.) these must be secured in a way that no human can fall in, step in or fall down.
- 3.2.2 If work is carried out on factory corridors or in the event of underground or channel work and if pipes or energy supply lines are installed, the Contractor has to collect information from the Principal and from the Works Technology Department and/or Dept. Maintenance Manufacturing concerning the position of power supply lines, water, waste water pipes, pressure air or gas lines and notify them before beginning work. Such workplaces are to be secured adequately in order to avoid



any hazards for humans. If roads need to be closed, this is to be agreed in advance with the Coordinator and with the Works Technology Department.

3.3 Equipment required

- 3.3.1 The unauthorized use and/or operation of Alfing equipment and operating resources, such as fork-lift trucks, machines, lifting crane, tools etc. is generally prohibited.
The unauthorized traveling in or on Alfing vehicles within the company grounds is forbidden.
- 3.3.2 In special cases in which Alfing equipment is required, this is to be arranged with the Coordinator. The required qualification certificate (e.g. fork lift truck, aerial platforms, cranes) are to be shown and sufficient instruction on the equipment is to be documented. The Contractor shall be liable for any accidents or damages to the extent they have been caused by him.
- 3.3.3 Employed machines, devices, tools, vehicles and so forth of the Contractor must correspond to the existing safety regulations and must be in a fault-free condition.
- 3.3.4 The Contractor is obliged to immediately repair any defects determined on his own machines, devices, vehicles etc.

3.4 Other specific activities

- 3.4.1 Work in confined space, containers, channels, ducts and / or pits are to be adequately secured, are to be agreed in advance with the Coordinator and may be carried out only with the Coordinator's written approval. Pits etc. must be covered adequately in order to avoid humans falling in. The construction site is to be illuminated adequately in the darkness.
- 3.4.2 If the Contractor wishes to establish construction trailers on the grounds of the Principal, this is to be arranged with the Coordinator and subject to his approval.
- 3.4.3 Any heavy noise annoyances are to be notified to the Coordinator. He will establish adequate timeframes for work that cause noise annoyances and will decide upon any noise abatement measures to be taken.
- 3.4.4 The Contractor's construction site on the grounds of the Principal is to be kept clean and tidy. All items left (waste etc.) must be removed and disposed of after the work has been finished.
- 3.4.5 A final control shall be carried out jointly by Contractor and Principal after the work has been finished which shall especially ensure the operability of the equipment in question. This shall however not be considered as a final inspection of the work services rendered by the Contractor.
- 3.4.6 The Principal's production must not be disturbed by the work of the Contractor to a more than unavoidable extent.



4 In case of emergency

Please follow our internal notices for emergencies and the alerting plans displayed in our safety centers. Generally the following shall apply:

1. **Keep calm !**
2. **Give first aid / start slacking the fire**
3. **Secure dangerous spots, take persons in danger out of the dangerous area**
4. **Make an emergency call over the telephone:**
Accident telephone: (07361/501) 333
Fire telephone: (07361/501) 444
Who is speaking ?
What happened ?
Where did it happen ?
How many injured persons ?
Any questions
5. **Inform the Coordinator !**

- 4.1 If an employee of the Contractor suffers an industrial accident during his activity on the works ground, he has to visit the medical station for first aid.
- 4.2 In case of serious, deadly or multiple accidents, the plant security (telephone 07361 501) 333 is to be notified immediately. All further action will be taken by them.
- 4.3 The accident scene may not be changed, except for rescue of people. The accident scene may be released only by the industrial safety specialist of the Principal.
- 4.4 In case of an emergency (fire, gas leakage etc.) the plant security (07361/501) 333 is to be notified immediately. All further action will be taken by them.

5 Fire protection

- 5.1 If it is necessary, for the purpose of completion of the order, to work with welding, grinding, cutting, soldering and thawing operations in fire-endangered areas, then the Contractor is obliged, at the earliest possible stage, at the latest before beginning work, to communicate this to the Coordinator. The enclosed form sheet (permit UFO 21/15) is to be signed before such work can be started. A copy is to be carried along and to be shown upon request
- 5.2 Concerning the fire risk, the Contractor must consider the fire protection instructions of the Principal. If it is necessary to place a fire guard due to the high risk,



this is to be placed in discussion with the fire prevention officer and the fire department chief. This is to be mentioned on the permit UFO 21/15.

- 5.3 All accessories such as fire extinguishers and welding blankets are to be made available by the Contractor. If he is unable to provide sufficient safety precautions, the Principal must be informed in order to take care of such safety precautions. If any of the Principal's equipment is used, this is to be notified to the Principal immediately.
Transportable autogenous welding equipment must be supplied with a suitable fire extinguisher and a rebound protection. Pressure gas bottles and easily inflammable materials must be stored outside after discussion with the Principal.
- 5.4 Before work is started, the Contractor must inform his employees of all possibilities for emergency calls.
- 5.5 All work places where inflammable substances are handled are subject to an absolute smoking ban.
- 5.6 Extraction of water from the works-internal fire-hydrants may be implemented only following return discussion with the Coordinator and the chief of the works fire department.

6 Asbestos work

- 5.1 All asbestos work is forbidden, unless otherwise agreed with the Principal. If asbestos work is necessary and authorized by the Principal, all legal regulations concerning handling of asbestos are to be followed. The technical regulations for hazardous substances TRGS 519 shall apply.

7 Environmental protection

In the area of environmental protection, our company is certified according to ISO 14001. The Contractor is obliged to act according to the relevant environmental protection regulations and to support the Principal maintaining the requirements from his certifications.

7.1 Water and soil protection

- 7.1.1 The Contractor is obliged to handle substances hazardous to water in a way to avoid any pollution of groundwater, waters and soil. Liquid wastes (oils, cleaning agents, acids, paints etc.) as well as solid waste in powder form (e.g. chemicals) which arise with the Contractor may neither be routed into drainage conduits nor disposed of on the works grounds. The Contractor is responsible for proper waste disposal, unless otherwise agreed.



7.1.2 If in disregard of this prohibition there results in pollution of ground waters, waters or soil, the Principal must be informed immediately. The Contractor shall be liable to the Principal to all damages resulting from non-compliance with the relevant environmental regulations.

7.2 Waste Disposal

7.2.1 Waste avoidance has priority. It is to be checked if recyclable materials can be used.

7.2.2 In our company waste is collected and sorted using collecting containers. Household waste is separated and disposed of in the "Yellow Bag".

7.2.3 External companies working on the grounds of the Principal are obliged to dispose of their waste (transport packages, waste material etc.) in their own responsibility and at their expense. All waste caused by the work to be carried out are to be disposed of adequately (as per Recycling Management Law). The Contractor is obliged to document the adequate disposal of waste as per legal regulation. This documentation is to be made available to the Principal. Only in specific cases, external companies shall be allowed to dispose of their waste in the Alfing collecting containers, after due discussion with the UBM Department. The applicable rules shall be binding.

7.3 Leakages

In the event of a leakage (e.g. burst hose, defect or upset container, spreading of the liquid must be prevented (e.g. by using oil absorbents). All drains and discharges around must be sealed. Then the Coordinator is to be informed immediately.

8 Energy Management

Our Company has introduced an energy management system and has been certified according to DIN EN ISO 50001:2011. The purpose of this energy management system is to make economic and efficient use of all kinds of energy.

All of our employees as well as the employees of external and loan companies are included in this energy management system which entails the following obligations for the Contractor:

- All employees may work only on those machines and equipment which have been handed over to them and for which they have been given an instruction.
- All damages or apparent modifications on these machines and equipment are to be reported immediately to the responsible of the department.



- Privately owned electric devices must not be used for safety and insurance reasons.
- All electric devices taken along must be checked by the Contractor as per BGV A3.
- All employees must be aware of the influence of their activity on the energy consumption of the company.
- Heating and air condition devices may be used only after approval of the responsible of the department.
- Settings on heating, air conditioning etc. must not be changed by the employees.
- The employees are admonished to make economic use of water.
- Before leaving the rooms, windows are to be closed and the light is to be switched off.

In the event of any questions concerning the energy management of the Company, the employees may contact the energy manager or the responsible of the department.

9 Traffic

- 9.1 The Road Traffic Regulations shall apply on the grounds of the Principal. All speed restrictions such as 30 kmh zones must be adhered to. We expect mutual attention and vehicles to go walking speed, if the dangerous situation requires to do so.
- 9.2 If a permission to enter the Principal's grounds by car has been granted, vehicles may be parked only on the parking grounds allocated and may drive only on the indicated lanes. The permission for the vehicle used is to be carried along.
- 9.3 Any buildings may not be entered with any vehicles, unless otherwise agreed with the Coordinator.
- 9.4 One lane is to be left open for emergency and fire vehicles (even during loading and unloading operations). Emergency exits must not be blocked.

10 Electric facilities

- 10.1 In case of work on or close to electric supply units, the Coordinator must be informed. If it is necessary to switch off electricity, this must be announced and agreed well in advance. Switching the electricity on and off may be carried out only by the Principal's staff.



- 10.2 Electric connections to the works network of the Principal may be carried out only by the Principal's staff.
- 10.3 The Contractor may use only electrical distribution panels which are in line with the latest regulations, which have been duly checked and which are operated in accordance with all applicable regulations.

11 Securing the commodity chain (for service contractors)

- 11.1 In order to secure a safe commodity chain (to reduce the risk of terroristic acts), both our customers and the International Community of States require Alfing to maintain and supervise the stipulated safety standards for export control. Therefore, no person which appears on the relevant ban lists may enter the company grounds.
- 11.2 Before entering the company grounds, the access authorizations are to be checked and documented. Service contractors are required to check this in advance and sign a declaration of no objection.
- 11.3 If support is required in this matter, please contact Mr. Binder at telephone 4378.

12 Data protection

- 12.1 The Contractor is obliged to strict confidentiality regarding all information received and processed within the framework of cooperation, concerning product, manufacture, organization and commercial data of the Principal and his customers. The Contractor is also liable for the sub-contractors instructed by him. The results processed within the framework of cooperation are subject exclusively to the right of use of Maschinenfabrik Alfing Kessler GmbH. Copies or reproductions, including the storage, processing and circulation with electronic systems, may be created for the arranged objective only.
- 12.2 Information may be passed on to third parties only with our written approval. This also applies after termination of business relationship.
- 12.3 The Contractor shall not be allowed to obtain any confidential information which has not been communicated to him by the Principal. The Contractor may not inspect or take any information (insight in lockers, files, documents, lists, drawings, plans etc.). If he nevertheless receives information that concern the Contractor or that contain personal data, such information is to be treated in strict confidentiality.
- 12.4 No video and audio material may be taken on the Principal's grounds. Furthermore the safety and conduct rules on the visitor's tags shall apply.



FORM UFO 21/13

Page
11

of
12

Working regulations for external and loan companies

Created
02/07

Issue
15-10/12

13 Questions

In case of questions concerning environmental protection, industrial safety or similar subjects, the Contractor may contact the coordinator at any time. However, this shall not release the Contractor from his contractual or legal duties and responsibilities.

14 Violation of the working regulations

- 14.1 In case of all violations of these working regulations, the Principal reserves the right to prohibit the Contractors and the persons employed by them and/or any subcontractors involved, as appropriate, with instant effect from the continuation of any work and from entering the works and/or to take any other appropriate action. Furthermore, in the event of major violations of these working regulations by the Contractor, his employees and/or subcontractors, the Principal shall be entitled to terminate, with instant effect, the contract with the Contractor without being liable for any claims for compensation.
- 14.2 In case of violations of the relevant safety regulations and damage resulting through these, the Principal reserves the right to the assertion of corresponding claims for compensation. In addition, the penalty stipulations of 32 BVG A1, Administrative Offences, as well as the StVO on the complete factory grounds of the Principal shall apply.

Herewith the Contractor confirms acceptance of the above mentioned working regulations and will apply them in full scope. In order to be valid, it is not necessary for Maschinenfabrik Alfing Kessler GmbH to sign these working regulations or any other separate declaration.

Date:

Contractor: Authorising Officer:

Enclosure:

Permit for work with open flame - Form UFO 21/15



FORM UFO 21/15

Blatt
12

von
12

Permit for work with open flame

Erstellt
02/07

Akt. Stand
14-02/13

Permit for work with open flame

Such as e.g. welding, cutting, soldering, thawing, cutting by grinding and other work by flame
(absolutely necessary before work commencement)

Place of work/location (building, room)
Job e.g. welding a bracket
Type of work	<input type="checkbox"/> welding <input type="checkbox"/> cutting <input type="checkbox"/> soldering <input type="checkbox"/> Cutting by grinding <input type="checkbox"/> Thawing <input type="checkbox"/> Other.....
Safety precautions before beginning work	<input type="checkbox"/> Remove all inflammable objects and materials, also dust deposits, within a radius of m and (as far as necessary) also in other rooms. <input type="checkbox"/> Cover the endangered inflammable objects, e.g. timber beams, wooden walls and floors, plastic parts etc. <input type="checkbox"/> Seal off the openings, joints and cracks and other passages with incombustible materials <input type="checkbox"/> Remove cladding and insulation <input type="checkbox"/> Eliminate the danger of explosion in containers and pipes <input type="checkbox"/>
Fire guard required ? <input type="checkbox"/> yes <input type="checkbox"/> no	During the work name On completion of the work Name Durationhours
Extinguishing unit and fire extinguishing agent	<input type="checkbox"/> fire extinguisher (at least Kg) with <input type="checkbox"/> Water <input type="checkbox"/> CO ₂ <input type="checkbox"/> foam <input type="checkbox"/> powder <input type="checkbox"/> conn. Water hose <input type="checkbox"/> filled extinguishing water buckets <input type="checkbox"/> Cover Fire guard to be notified to UBM at least 3 working days in advance.
Alarm	Location of the nearest manual fire alarm unit telephone Internal emergency call in case of fire ☎ 444 Internal emergency call in case of rescue ☎ 333
Deactivate fire detectors ? Note Job Instruction UAA 21/15	Must fire detectors be switched off ? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, porters must be informed by Security Manager Detector numberswitched off (time)switched on (time)
Planned beginning and duration of work	from: date Time..... to: date Time.....
Permission (All three signatures must be obtained before work commencement !)	name of company..... Executive or supervising person Date / signature Dept. Manager/responsible party Date / signature Safety specialist (Manager or deputy) Date / signature
Return this document at the reception area after the work has been completed	Date Time Information location (porter)
Distribution of copies:	Supervising person, Department Manager, safety specialist, fire brigade commander By eMail in the event of fire guard