


Site Rules for non-employees				
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Important phone numbers:	Fire/Accident	112
	Site security (Applus+ IMA)	0351/8837-6000
	Security service DWSI	0351/8836-0
	Dep. Infrastructure	0351/8837-0

1 Basic information

The 'Site Rules for non-employees' is part of the conditions of contract with IMA Materialforschung und Anwendungstechnik GmbH (Applus+ IMA) and has to be confirmed by the non-employee on the visitors form before start of work.

Observing regulations

Before starting work, find out about the regulations and the location of the escape routes, fire extinguishers, fire alarms, emergency call facilities and first-aid equipment in your work area.

The statutory and internal occupational health and safety regulations apply on the Applus+ IMA factory premises. Relevant information will be available from the hosting department responsible for you, or from your contact person/supervisor. The external company is obliged to instruct all of its employees accordingly.

These site rules also apply to subcontractors and joint ventures used by the external company. These are to be named to Applus+ IMA, stating the address, contact person and responsible accident insurance institution (BG).

Prohibition

Any entering of rooms and systems as well as the operation of machines and devices, unless this is necessary to fulfill the order, is prohibited.

Keeping escape routes open

Access to transport and emergency escape routes, no-passing zones and turning areas, emergency exits and safety equipment (such as fire extinguishers, body showers and eye wash facilities) and electrical installations must never be obstructed.

Traffic on company premises

Driving and parking on the premises of Applus+ IMA Dresden is subject to the German road traffic regulations. Notably, the site speed limit must be followed. Drivers must follow traffic control measures.


Vehicles must be parked in dedicated parking areas only.

Any vehicles parked contrary to regulations will be removed at the owner's expense.

Any vehicle taking part in in-house transportation and traffic must comply with the German regulations authorizing the use of vehicles for road traffic and the relevant accident prevention regulations, respectively. They may only be conducted or used by persons who are adequately qualified.

Industrial trucks, cranes, aerial work platforms and risers in particular must only be operated by persons who have acquired a valid examination pass and have a dedicated certificate of competence for the vehicle (lift truck, crane certificate). Supporting documents were given to Applus+ IMA when accepting the contract.

Special incidents in which you are involved, in particular accidents, damage to parked vehicles and other cases of damage, must be reported to the contact person and the plant security (DWSI) immediately.

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2 General regulations

Consigned items

Items, materials and tools brought in that are required to carry out the order must be secured against unauthorized use and theft when leaving the workplace in the interest of both parties.

Setting up the workplace/construction site

Setting up the workplace/construction site, erecting site fences, machines, etc., creating material storage areas and determining the traffic routes on the construction site may only be carried out in agreement with the hosting department/contact person.

Tidy workplace

Tools, devices and material are to be stored properly in the places assigned by the contact person. Before leaving the workplace, the external company carried out a cleaning. Proper clearance of the respective work site/construction site is the prerequisite for acceptance by Applus+ IMA. Work sites/construction sites that have not been cleared properly are deemed to be services that have not been performed.

Addictive substances

According to legal and local regulations, the employment of persons who could endanger themselves or others through the consumption of alcohol, drugs or other intoxicating substances is not permitted. Alcohol consumption is generally prohibited. The responsible employees of Applus+ IMA are entitled to expel them from the site without prejudice to the existing contracts.

First aid

The external company must ensure that first aid is provided; in doing so, it can involve the Applus+ IMA accident rescue chain at the respective location (see information on the location). In the event of fatal, serious or mass accidents, this must be reported immediately via the sites emergency number. In addition, the external company must fulfill its statutory reporting obligations.

3 Operational security

Local instructions

Entering and staying on the company premises are always based on the local instructions for the respective location. These instructions regulate the security and factory security measures, house rules and certain organizational processes for external companies that must be observed. The instructions of the contact person must be followed.

ID card/key

The company premises may only be entered with a visitors pass issued by Applus+ IMA and after registration. The visitors pass issued must be worn visibly on the company premises for the duration of the activity. The visitors pass is not transferrable. The loss must be reported immediately. After completion of the activity, the visitors pass must be returned without being asked. In any case, a valid official identity card must be carried.


Residence permit

Foreign employees who do not have the citizenship of an EU member state require a valid work and residence permit. The external company is responsible for compliance with this regulation.

Accompanying non-employees

There is an obligation to accompany non-employees. This obligation to accompany can be canceled by the contact person.

Employees of the external company must go directly to their place of work and leave after completing their work. Entering other parts of the company and facilities is not permitted.

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Checks

In order to protect company and personal property, checks can be carried out that extend to objects carried along. External company vehicles on the company premises are subject to the control of the infrastructure department or the security guards.

Image and sound recordings

Photographing, filming and making audio recordings is prohibited!

If recordings are necessary, permission must be requested from the contact person.

Confidentiality obligations

Confidentiality obligations are regulated according to organizational instruction OQM/15 "Confidentiality" and has to be confirmed by the non-employee on the visitors pass before start of work.

Working outside regular working hours

Für alle Arbeiten, die außerhalb der Arbeitszeit der Applus+ IMA (Mo bis Fr 6:00 bis 22:00 Uhr), an arbeitsfreien Tagen, Samstagen sowie an Sonn- und Feiertagen, durchgeführt werden sollen, hat die Fremdfirma bei der betreuenden Fachabteilung vorher eine Arbeitsgenehmigung zu beantragen.

For all work that is to be carried out outside the working hours of Applus+ IMA (Monday to Friday 6:00 a.m. to 10:00 p.m.), on days off, Saturdays, Sundays and public holidays, the external company must contact the hosting department prior, to apply for a work permit.

4 Supervision/Instruction

Supervisor/contact person

The instructions of the supervisor/contact person at Applus+ IMA as well as the managerial staff and their representatives must be followed.

5 Dangerous work

Briefing/approval


Before carrying out dangerous work, written permission must be obtained from the infrastructure department. These include, for example:

- welding, soldering and cutting work with an open flame and handling flammable, toxic, caustic or corrosive substances
- driving and walking on containers, pits, supply and disposal channels, media shafts that are below ground level and whose adequate ventilation has not been proven or has not been proven or ensured by technical ventilation, as well as rooms in which an increased risk potential is to be expected
- work on live electrical systems and in areas at risk of radiation, fire and explosion
- use of hazardous substances (e.g. chemicals) and use of dangerous equipment (e.g. lasers, X-ray systems, etc.)
- working with mobile cranes in halls and working with mobile cranes in halls and on the outside areas of the locations used by Applus+ IMA
- Erection and dismantling of scaffolding, use of lifting platforms, work on and at roofs at the site, work with a risk of falling, as well as earthworks

Dangerous lone work

Dangerous activities are not permitted when working alone!

If, as a result of an emergency or exceptional case, dangerous work is carried out by one person alone, according to § 8 (2), DGUV V1, monitoring must be carried out using suitable measures, such as e.g. short-term control, reporting system or similar.

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6 Work equipment

Work equipment as well as personal protective equipment, that is needed to fulfill the contracted work, must be given to non-employees by their own company. The external company has to make sure that all of their employees are instructed on the usage.

The use of Applus+ IMA Dresden property (e.g. facilities, machines, materials, etc.) is not allowed.

If there is a need for using equipment that belongs to Applus+ IMA, it is only to be operated by instructed and, if necessary, assigned, employees of Applus+ IMA.

In special cases it can be allowed für non-employees to use equipment of Applus+ IMA. In this case an assignment via FASI/1.3, FASI/1.4 and/or FASI/1.5 (for cranes, aerial work platforms, forklift) or permission and instruction through the supervisor (for other work equipment) is necessary.

Machines

Machines, tools and devices must comply with the relevant regulations and be in an operationally safe condition.

Personal protective equipment

In some of our operating areas there is an obligation to use personal protective equipment, such as safety goggles, bump caps, hearing protection, safety shoes.

Electrical facilities

If work is to be performed on or near live installations or facilities, the competent specialist department must be co-tacted through the department infrastructure. This means that they can decide on measures to be taken (e.g. switching off the power) and inform the affected test areas and production facilities in accordance with the agreements made. Switching off and switching on the power or installing and removing the protective devices may only be carried out by a qualified electrician. It is forbidden to carry out unauthorized actions on electrical equipment.

Electrical connections

Electrical connections to the operating network may only be carried out by the department infrastructure of Applus+ IMA Dresden, with the involvement of the contact person.

Information technology (IT)

The connection of IT devices to the Applus+ IMA Dresden network is prohibited!

The use of IT devices of Applus+ IMA is only permitted after prior approval by the contact person and the local IT manager and only allowed for the fulfillment of contractual tasks. The Applus+ IMA internal application channels and relevant guidelines for information processing must be observed.

Unauthorized changes to Applus+ IMA IT devices (e.g. technical modifications, changes of location, installation of software) are prohibited!


7 Hazardous substances, fire and explosion control

Fire and explosion risk

Working with open flames, flames and sparking tools is prohibited in areas with an increased risk of fire and/or explosion. Work equipment brought into ex-zones must meet the explosion protection requirements. Compensation is required for damage caused by negligence (personal injury, property damage or economic damage; e.g. the negligent triggering of a fire protection system).

Using hazardous substances

If hazardous substances are used by external companies, the external company is responsible for carrying the safety data sheet, the operating instructions (BAW) and the instruction in the

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operating instructions. Storage of hazardous substances is not permitted or must be agreed with the hazardous substances officer in advance of the assignment. When using substances with a high hazard potential (e.g. carcinogenic or toxic substances), the hazardous substances officer must be consulted. While the work is being carried out, the mentioned documents must be kept available by the external company in the event of an inspection by Applus+ IMA.

8 Environmental protection

Disposal of hazardous and non-hazardous substances

The external company is deemed to be the waste producer for the waste produced during the fulfillment of the order from materials brought along. All leftover parts such as: semi-finished products, screws, rivets, beverage bottles, empty containers and all liquid or solid waste must be collected by the external company and taken back immediately or disposed externally in accordance with the applicable statutory provisions. The use of the internal disposal facilities requires the written approval of Applus+ IMA.

Water and soil conservation

When handling substances that are hazardous to water (e.g. oils, solvents, paints), attention must be paid to compliance with the statutory and internal regulations. Substances hazardous to water must never get into the sewage system or the ground. Accidents involving substances hazardous to water – even small amounts – must be reported immediately via the internal emergency number (see important phone numbers).

9 Construction and assembly work

Ladders, steps and elevated workplaces

Die Gerüste müssen abgenommen sein. Das Freigabedokument muss am Gerüst sichtbar sein. Gegen Gefährdungen durch herabfallende Gegenstände sind entsprechende Sicherheitsvorkehrungen zu treffen.

Ladders, steps and scaffolding must be designed and used in accordance with the relevant regulations and rules of technology. Safety scaffolding, safety nets or safety harnesses must be used for activities at high, mobile workplaces if the work to be carried out does not permit securing with parapets and railings. The scaffolding must have been inspected. The release document must be visible on the scaffold. Appropriate safety precautions must be taken to prevent hazards from falling objects.

Civil engineering work

Before starting civil engineering work, the company carrying out the work must obtain information from the responsible host departments/building authorities about the location of the live cables, water, gas and district heating lines. The instructions given by these departments must be followed.

Construction sites, excavations, pits, channels, floor openings, etc. must be secured in accordance with the regulations in coordination with the contact person/supervisor.

10 Violations of site rules

In the event of violations of the company regulations, Applus+ IMA can obtain the external company's exclusion from further work for the offending employee or vicarious agent and issue a ban from the company premises. If necessary, a termination of the contractual relationship may be considered. Applus+ IMA reserves the right to assert regression claims.