

KNDS

Factory Regulations for External Companies

KNDS

Factory Regulations for External Companies

Conduct on the premises

Safety requirements for external companies

Table of contents

1. Purpose and scope.....	3
2. Responsibility and powers	3
3. Conduct in case of accident, fire and other emergencies.....	3
4. Requirements for the external company / the Contractor	4
4.1. General – basic requirements.....	4
4.2. Conduct on the premises	5
4.3. Working with work equipment and on plants.....	6
4.4. Fire protection.....	8
4.5. Environmental protection	8
4.6. Hazardous substances	10
4.7. Other.....	10
5. Company- /and site specific information	12
6. Other applicable documents	13

Factory Regulations for External Companies

1. Purpose and scope

The aim of these factory regulations is to comply with national and European requirements in the areas of occupational safety and health, fire and environmental protection as well as general requirements for sabotage protection when employees of external companies work on the premises of KNDS Deutschland GmbH & Co. KG as well as KNDS Deutschland Steel Constructions (hereinafter referred to as KNDS).

These factory regulations apply to all employees of companies who are commissioned to perform services on the premises of KNDS in connection with a contract for services to be rendered.

2. Responsibility and powers

When performing the agreed service, the Contractor shall be responsible for ensuring that the regulations and provisions relating to occupational safety and health, accident prevention, fire and environmental protection are fully complied with. This applies both to your own employees and to the employees of the subcontractors you commission. You and your employees must comply with the generally recognised safety and occupational health regulations, including the accident prevention regulations applicable to our company, when executing the order. In particular, the statutory requirements of the Occupational Safety and Health Act (ArbSchG) and DGUV Regulation 1 "Principles of Prevention" must be observed.

When carrying out the work in our company, you must employ a sufficient number of managers (supervisory personnel) who are responsible for the thorough instruction of your employees.

The duty of supervision and leadership for your employees and the corresponding responsibility lies solely with your managers and supervisors.

In the event of health and safety breaches, our responsible employees are entitled

- to order the cessation of work until the defect has been rectified,
- to exclude employees who act contrary to requirements from further activities,
- to terminate existing contractual relationships between KNDS and the Contractor.

3. Conduct in case of accident, fire and other emergencies

In the event of accidents, fires and emergencies of all kinds, the respective plant security centre at the location must be alerted via the emergency number. At the Munich, Kassel and Hamburg locations, the plant security control centre alerts or coordinates the necessary emergency forces. Please refer to the respective KNDS emergency numbers, paragraph 5 "Company-/ site-specific information".

Factory Regulations for External Companies

You will be instructed on how to behave in the event of accidents, fires and emergencies by our local responsible persons.

You are obliged to immediately report all accidents at work involving your employees to the KNDS specialist department responsible for the contract. In addition, you must continue to comply with the statutory reporting obligations to your employers' liability insurance association or the trade supervisory authority / office for occupational safety and health.

In the event of accidents, your employees at the Munich, Kassel and Hamburg sites can make use of the first aid stations (Monday to Friday during the day). Further details can be seen under paragraph 5 "Company-/ site-specific information".

4. Requirements for the external company / the Contractor

4.1. General – basic requirements

- 4.1.1. The Contractor has insured his employees against accidents with the responsible employers' liability insurance association and has the appropriate liability insurance.
- 4.1.2. The Contractor is obliged to instruct his managers and employees on the content of these factory regulations before they commence their work. The Contractor shall ensure that his employees and the employees of subcontractors comply with the provisions of these factory regulations. The proof of instruction shall be presented on request.
If the proof of instruction is not available and thereupon instruction is given by the KNDS contract manager, the Contractor will be invoiced for the time expended at an hourly rate of € 200,00.
- 4.1.3. The Contractor shall indemnify KNDS against all claims asserted on the basis of any violation of these factory regulations. This also applies to damage caused during the execution of work on public or private facilities (e.g. supply lines).
- 4.1.4. Working and break times must be agreed with the specialist department responsible for the contract at KNDS. The break and social rooms defined by the KNDS contract manager must be used.
- 4.1.5. Photography on the KNDS premises is prohibited. Special permits will be granted by the security officers in duly justified cases.
- 4.1.6. Violations of the factory regulations may result in expulsion from the premises.

Factory Regulations for External Companies

4.2. Conduct on the premises

- 4.2.1. The Contractor shall inform the department responsible for the contract at KNDS about the start and end of his work activities and shall coordinate the necessary security and safety measures. The Contractor undertakes to send a list of all employees and subcontractors who will be active on the premises of KNDS during the execution of the order (see Annex 1 "External company's declaration") to the department responsible for the contract before commencing work.

If it is necessary to carry out work on the weekend, this must be approved in advance.

- 4.2.2. The department responsible for the contract at KNDS will instruct the Contractor in the specific nature of the contract prior to commencement of the work, informing him of the hazards at the workplace, behaviour in emergencies and other special features (see Annex 2 "Risk assessment, instruction"). As the Contractor, you must notify KNDS in good time of all disturbances, irregularities and damage which occur or may possibly occur during the execution of the order. This obligation also applies to environmentally hazardous substances.

- 4.2.3. Before starting work, a risk assessment is carried out for the work to be performed, in order to identify mutual hazards. The resulting protective measures must be implemented and adhered to (see Annex 2 "Risk assessment, instruction"). The Contractor's employees shall be informed accordingly.

The KNDS specialist department responsible for the contract is available to advise you on questions and measures relating to occupational safety, health and environmental protection.

- 4.2.4. Use only qualified personnel for dangerous work. Dangerous work must be carried out under the supervision of a person who is familiar with this activity. In principle, dangerous work must not be carried out by one person alone.

Dangerous work may be, for example:

- Work with danger of falling
- Working in silos, containers or confined spaces
- Welding in confined spaces
- Hot work in fire or explosion hazard areas
- Gas pressure tests and leakage tests on containers
- Working in gas hazard areas
- Working with hoisting gear when the crane operator has no view of the load
- Working at heights

Factory Regulations for External Companies

- 4.2.5. KNDS reserves the right to expel from the factory premises any employees of the Contractor who are suspected of being under the influence of alcohol or drugs.
Smoking is prohibited in all places where it can lead to danger. Existing smoking bans must be observed by your employees. Please note the prohibition notices.
- 4.2.6. The working language for communication between Customer and Contractor is German or English, preferably German.
- 4.2.7. The provisions of the Road Traffic Regulations (StVO) apply on the KNDS premises. The maximum speed for all types of vehicles within the factory premises must be observed in accordance with the signs. Non-company vehicles may only enter the company premises with a permit.
- 4.2.8. KNDS's works security service is entitled to inspect vehicles and their loads.
- 4.2.9. In the interest of your own safety, it is forbidden to enter any parts of KNDS which do not fall within the scope of work for the external company or Contractor.
- 4.2.10. Mandatory, prohibition and warning signs must be observed. They must not be removed or obscured.

4.3. Working with work equipment and on plants

- 4.3.1. The work equipment, tools, devices and materials used by you, in particular ladders and scaffolding, must be in a safe working condition. They must be locked or otherwise secured when leaving the workplace so that no danger to persons or property emanates from them and that safety, the production process and the flow of transport and traffic are not endangered. The crane operator of mobile and truck cranes is responsible for the safe use of his hoisting gear and the observance of all accident prevention regulations.
- 4.3.2. Employees of the contractor who operate industrial trucks, cranes and aerial work platforms must be commissioned in writing by the Contractor to carry out these activities and must be able to present the commissioning at any time. They must also be familiar with the type and function of the device. The respective proof of briefing must be documented and presented to KNDS on request. The ability to operate the work equipment must be verified.
- 4.3.3. When carrying out dangerous work (see 4.2.4) on KNDS facilities or premises, the Contractor shall ensure that the work has been approved in advance by the department responsible for the contract at KNDS. If necessary, the relevant permits are issued by the department responsible for the contract at KNDS.

Factory Regulations for External Companies

- Annex 3: “Permit for welding, cutting, soldering, thawing, grinding and other hot work”
 - Annex 4: “Working in confined space and containers”
 - Annex 5: “Checklist for the use of mobile cranes”
 - Annex 6: “Checklist for work with danger of falling”
- 4.3.4. The Contractor shall ensure that his employees wear the necessary personal protective equipment (PPE), such as safety glasses, safety shoes, safety helmet, hearing protection etc. and behave in accordance with occupational safety and health regulations. Special requirements for the wearing of PPE are defined in the risk assessments to be carried out by the Contractor.
- 4.3.5. Tools, equipment, industrial trucks, aerial work platforms, facilities and installations of KNDS may not be used without the permission of the KNDS contract manager.
- 4.3.6. A digging permit must be obtained before starting earthworks. Excavations, trenches, open channels, floor openings etc. shall be adequately marked and secured by the Contractor. Underground pipes, ducts, supply networks and other subsurface installations must be surveyed before backfilling.
- 4.3.7. Switching operations: From the moment that an electrical installation installed by the Contractor is energised, the coordinator and his switching personnel shall be informed about all switching operations intended by the Contractor and about the progress of the installation work. All switching operations (including trial switching) may only be carried out by the Contractor after the authorised switchgear manager of the department has given the permission to do so. KNDS will not assume responsibility for the safety measures of the newly constructed or extended plants until acceptance has taken place. Systems that are being tested must be marked as such, e.g. by red-and-white banderoles and signs with inscriptions.
- 4.3.8. Electrical energy can only be taken from the supply points assigned by the KNDS specialist department.
- 4.3.9. When working on or in the vicinity of energised installations or facilities, the specialist department of KNDS responsible for this area must be consulted (property management, maintenance). Work on electrical systems may only be carried out by qualified personnel (electricians).

Factory Regulations for External Companies

4.4. Fire protection

- 4.4.1. Escape routes and escape doors are marked. They shall be kept free at all times, as shall access to electrical installations such as distribution boards, transformers, etc. Markings may not be removed or otherwise obscured.
- 4.4.2. Fire extinguishing equipment, such as hydrants, ring mains and the corresponding signs, must not be concealed, blocked or otherwise rendered unusable. They must be accessible at all times. Damage must be reported immediately. In the event of fire, the works extinguishing equipment must be used. In the case of major fires, the fire brigade must be alerted via the central KNDS emergency call (for emergency number, see point 5 – "Company-/ site-specific information").
- 4.4.3. If, in the course of completing the contract, work has to be carried out with an open flame, the department responsible for the contract at KNDS must be notified before work commences. Before carrying out the work, the Contractor must register this work with KNDS using the "Welder Authorisation Certificate" form (→ see Annex 3 "Permit for welding, cutting, soldering, thawing, grinding and other hot work").
The specialist department of KNDS issues the permit, specifies the necessary safety measures or precautions and provides an additional welding safety guard in the event of special hazards. The provision of the normal welding safety guard and liability in the event of damage shall remain with the Contractor.
- 4.4.4. Welding and soldering work may only be carried out by suitably qualified personnel.
- 4.4.5. Work involving dust, smoke or heat must be reported for local deactivation of the fire alarm system. The completion of the work must also be reported.
- 4.4.6. Areas in which hot material can collect (shafts, intermediate floors, etc.) must be subjected to continuous observation for a sufficiently long time.

4.5. Environmental protection

- 4.5.1. The Contractor must collect the residual materials and waste arising from his work, such as paint, varnish and adhesive residues, pickling solutions, solvents, cleaning agents, oils, empty packaging, construction site waste and building rubble in suitable containers, take them with him daily or after completion of the work, and dispose of them on his own responsibility in accordance with the statutory provisions.

Factory Regulations for External Companies

- 4.5.2. No substances may enter the soil, groundwater or sewage system. This applies in particular to oils, oily solids, cleaning agents, and cleaning water containing cleaning agents.
In the case of activities involving a particular risk of penetration of oils or similar substances into the subsurface, all precautionary measures must be taken to reduce the extent. This includes the storage of sufficient quantities of oil binding agents, the stocking or storage of water-polluting substances in appropriate containers with a collecting device and working in a sufficiently dimensioned collecting tray. In particular, the pumping of fuels and oils on the premises is prohibited.
- 4.5.3. The Contractor is obliged to inform the department responsible for the contract immediately if soil contamination (in both built-up and undeveloped areas) has occurred on the factory premises with chemicals, in particular substances hazardous to water (e.g. spillage or leakage of oils, paints, solvents, etc.).
The Contractor shall, at his own expense and after consultation with the Customer, carry out a comprehensive and flawless removal, so that no residue whatsoever remains on or in the ground.
- 4.5.4. Waste treatment: It is forbidden to bring waste from outside to the factory premises and to store waste outside the designated collection points.

The Contractor shall be the waste producer within the meaning of the Closed Substance Cycle and Waste Management Act for all waste arising from the activity. The Contractor is therefore responsible for all obligations relating to proper and legally compliant disposal (particularly in the case of construction activities).

For very small quantities, the containers provided on the factory premises can be used in consultation with the KNDS contract manager and the waste manager. Sorted collection in accordance with the inscription is to be observed in all cases.

All hazardous wastes, such as wastes resulting from the handling of hazardous substances, are excluded from the collection of very small quantities.

This expressly includes:

- Spray cans and paint containers
- Batteries
- Electronic scrap
- Light sources
- Capacitors
- Dirty rags

This waste must be collected and disposed of in suitable containers under the Contractor's own responsibility.

Factory Regulations for External Companies

If the Contractor incurs costs for KNDS due to improper waste separation, the Contractor will be invoiced for the additional costs incurred for collection, re-sorting, transport, and any harmful soil changes etc. which may have occurred.

- 4.5.6 KNDS operates an energy management system according to ISO 50001 in order to continuously reduce its own energy consumption. We expect from you, as the contracted company, that you consciously and sparingly use our energy within the scope of your activities. This includes, for example, switching off the light after leaving the place of work and avoiding unnecessary energy consumption, e.g. by machines without current use. Have you, in the course of your work, discovered potential savings at our locations that can help us to further reduce our energy consumption? Then please send an e-mail to energiemanagement@knds.de. We look forward to hearing from you.

4.6. Hazardous substances

- 4.6.1. When handling hazardous substances, the statutory provisions of the Ordinance on Hazardous Substances (GefStoffV) must be observed. If chemicals are used, these must be notified in writing to the department responsible for the contract at KNDS and the corresponding safety data sheet must be handed over.
- 4.6.2. Gas cylinders may only be stored and stored properly:
- Not below ground level
 - Secured against rolling away and falling over
 - Fitted with a protective cap
- 4.6.3. Only as many bottles may be brought along as are necessary for the work in question.

4.7. Other

- 4.7.1. The Contractor shall be obliged to comply with the Act on the Prerequisites and Procedures for Security Clearance Checks Undertaken by the Federal Government (Security Clearance Act), as amended.
- 4.7.2. Authority to issue instructions when using external companies (if applicable): Within the framework set by the contractual arrangements, the Contractor shall determine and be responsible for the manner in which the contract is carried out. The Contractor shall be free to schedule his time and shall not be subject to the instructions of KNDS in carrying out the tasks assumed by him. However, specifications given in general form for the performance of the work by the Contractor shall not be deemed instructions in the above sense.

Factory Regulations for External Companies

- 4.7.3. If mutual hazards exist, the Customer and Contractor must appoint a coordinator (see Annex 2 “Risk assessment, instruction”). He will coordinate the planned work in order to avoid possible mutual hazards.

The coordinator shall have authority to issue instructions to the staff involved in the contract to the extent necessary to ensure a safe workflow. The Contractor shall continue to be responsible for the safety of his employees.

Activities involving special hazards must be supervised by a supervisor (see Annex 2 “Risk assessment, instruction”).

Factory Regulations for External Companies

5. Company- / site specific information

KNDS-Munich location	Address	Krauss-Maffei-Straße 11, 80997 München	
	Emergency number (plant security centre)		(089 - 8140) 3355
	First Aid Station (Mo – Fr)		(089) 78052 7084
KNDS-Kassel location	Address	August-Bode-Straße 1, 34127 Kassel	
	Emergency number (plant security centre)		(0561 - 105) 2440
	First Aid Station (Mo – Fr)		(0561 - 105) 2259
KNDS-Görlitz location	Address	Christoph-Lüders-Straße 24, 02826 Görlitz	
	Emergency number		03581-3767600 / 112
KNDS-Kölleda location	Address	Manfred-von-Ardenne-Straße 4, 99625 Kölleda	
	Emergency number		(0) 112
KNDS-Mainz location	Address	Wilhelm-Theodor-Römheld- Straße 24, 55130 Mainz	
	Emergency number		(0) 112
KNDS Deutschland Steel Constructions GmbH	Address	Hermann-Blohm-Straße 3, 20457 Hamburg #90	
	Emergency number		(040 - 3119) 5555
	First Aid Station (Mo – Fr)		(040 3119) 1666

Factory Regulations for External Companies

6. Other applicable documents

No.	Document number	Document title
1	08.04.04_PF ¹⁾	Use of External Companies
2	08.04.04_AA ¹⁾	Use of external companies with a contract for work and services
3	08.04.04_FB ²⁾	Annex 1 External company's declaration and list of subcontractors
4	08.04.04_FB ³⁾	Annex 2 Risk assessment with external companies; instruction of external companies
5	08.04.04_FB ⁴⁾	Annex 3 Permit for welding, cutting, soldering, thawing, grinding and other hot work in fire hazard areas
6	08.04.04_FB ⁴⁾	Annex 4 Permit for working in confined spaces and containers
7	08.04.04_FB ⁴⁾	Annex 5 Checklist for the use of mobile cranes
8	08.04.04_FB ⁴⁾	Annex 6 Checklist for work with danger of falling

Footnotes:

¹⁾ For internal KNDS use only

²⁾ To be filled in by the external company

³⁾ Provided by KNDS and developed jointly with an external company

⁴⁾ Provided by KNDS if required