

Standard Operating Procedure

**Occupational Health & Safety and Environmental Protection Guidelines for
 External Companies**

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1 Intention

This Standard Operating Procedure establishes rules and directions for external companies and their subcontractor. This Standard Operating Procedure document forms an integral part of the contract.

2 Area of Validity

This standard operating procedure is valid for all plants in accordance with the Document Info Records (DIR) in SAP.

3 Terms

Coordinator Person in charge at Hirschvogel

4 Responsibility

With placing orders the occupational health & safety and environmental protection guidelines are handed over to the external company working for Hirschvogel by the respective purchasing department or are sent to them, if the company has not yet received the Standard Operating Procedure document No. 100069631.

The contractor confirms the receipt by contractor's declaration. He is responsible for the instruction of his employees and subcontractors according to this Standard Operating Procedure No. 100069631. The original of the contractor declaration signed by the contractor is passed on to Hirschvogel and one copy remains with the contractor.

The actual contractor's declarations are stored in the list of the authorized external companies (owner: HUG/CPM).

Before entering the factory site all external company employees have to register at the contractee and to check out when they leave the plant area. The plant security officers check whether the responsible person (e.g. managing directors, service manager) of the external company has accepted the "occupational health & safety and environmental protection guidelines for external companies No. 100069631" by signing the contractor declaration within the last two years. If this is not the case, the plant security officer hands over this SOP to the external company employees, makes them sign the contractor declarations and forwards them to HUG/CMP.

The pamphlet of information for "external company employees" is handed over to every employee.

A stay at Hirschvogel is allowed only with a valid visitor's identity card. The visitor's identity card is carried clearly visible, may not be transferred to third parties and is returned when leaving the plant area.

Adherence to the Standard Operating Procedure No. 100069631 is checked by the coordinator. The coordinator briefs the contractor employee who is responsible on site to particularities or risks of facilities/equipment in the surrounding. Further external companies' employees have to be briefed by the responsible on site contractor employee.

The external company is responsible for the risk assessment concerning the specific work that has to be done by the external companies' employees. This risk assessment has to be introduced to the coordinator.

5 Procedure

5.1 Basics

5.1.1 Regulations

Please find out about the regulations which are relevant for your work before you take up the job at our plant.

According to DGUV Vorschrift 1 § 2 Abs. 1, (German regulation), accident prevention regulations, you are obliged to use safety facilities, to meet directions and measures which correspond to the accident prevention regulations of the Trade Associations and the generally approved safety-related and occupational health rules for prevention of working accidents. If in other statutory regulations, in particular in the Occupational

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Health and Safety Act and technical regulations of your Employer's Liability Insurance Association, other requirements are demanded, these apply in addition.

5.1.2 General Provisions for External Companies

The environmental and occupational health and safety principles are basically valid for all contractors working for the Hirschvogel Automotive Group. Please visit our homepage: www.hirschvogel.com

The following regulations of Hirschvogel are legally binding for you:

The contractor is responsible for the safety of your employees and subcontractors.

The employee may only remain in the areas of the company in which he is occupied or where he was lead by explicit order.

Taking pictures and sound-recordings is generally prohibited and exceptions permitted only after approval by Hirschvogel automotive Group.

The external company commits to keep all commercial operations, in particular technical and economic information, findings, documents, drawings, data carriers, procedures, developments as well as all other facts which are confidential, a secret, not to make them accessible to third parties and to use them only within the limits of the agreed job definition.

You are sworn to secrecy concerning any trade and industrial secrets during the time of your occupation as well as after its ending.

Private goods which are not required for work may not be brought to the company.

For the protection of operational and personal properties we might check carried along goods .

It is not allowed to bring alcoholic drinks and drugs to the company and consume them there. The consumption of alcoholic drinks and drugs is prohibited during the working hours and the breaks in the company and on the premises due to the resulting serious dangers to life and health of the employees.

It is prohibited to pass keys or passwords on to Hirschvogel machine operators.

The disassembly or removal of existing equipment, especially protective equipment, is only allowed after the release of our coordinator.

Contractors have to operate our machines according to our operating instructions in order to prevent damage on people and property.

If additional operations are necessary, these must be displayed and documented with the coordinator.

5.1.3 Coordination of Work

To avoid mutual dangers the project leader/coordinator appointed by us coordinates the occupations according to DGUV Vorschrift 1 § 6, taking the concerns of occupational health & safety and other specialized departments into account. This project leader/coordinator is authorized to give you instructions.

5.1.4 Testing Facilities

If facilities are put into operation for test purposes, without application of regulations valid for normal operation, proceed according to DGUV Vorschrift 1. During the first test operation, a risk assessment with complementary safety measures is carried out.

5.1.5 Warning and Information Signs

Prohibition notes and mandatory-signs in our plant must be followed.

5.1.6 Indicating Danger Areas

Danger areas, in particular under mobile elevating working platforms, need barriers (scissor fence, barrier tape, hoarding) for protection from unauthorized access

5.1.7 Questions about Occupational Health & Safety and Environmental Protection

In case of questions concerning industrial safety and safety in general, please contact our health & safety management department. There you can view the Act on Occupational Safety and Health and miscellaneous safety-related rules.

For questions about environmental protection please contact the environmental management officer.

5.1.8 Personal Protective Equipment

You and your employees are obliged to follow the mandatory-signs and to use the necessary personal protective equipments. In production areas it is obligatory to wear safety shoes when leaving the marked paths. Personal protection equipment must be provided by your employer.

5.1.9 Plant-Site Traffic

Driving on the premises is permitted only with permission of the coordinator and for loading and unloading of vehicles. We assume no liability in case of damages on parked vehicles. The road traffic regulations (STVO) apply on the premises.

5.1.10 Completion of Work

After completion of work on buildings, equipments or machines, a final inspection/approval must be accomplished. On this occasion, please make sure that safety-related facilities concerned function properly again. Any remaining parts – waste pieces of assembly material, etc. are to be disposed of by the external company unless otherwise agreed before start of work.

5.2 Using Lifting Ramps, Cranes and Forklifts

5.2.1 Forklifts

To get a driving permission the presentation of a valid forklift permit and driving order by your company is necessary before start of work. (Qualification according DGUV Vorschrift 1, DGUV Grundsatz 308-001 or VDI)

5.2.2 Lifting Ramps

To get a driving permission the presentation of proof of training on handling lifting ramps and an assignment by your company is necessary before start of work (trained by BG or a certified lifting ramp company in accordance with DGUV Grundsatz 308-002 oder DGUV Grundsatz 308-008). Inspected and suitable safety equipment against falling has to be provided and used when using a telescope lifting ramp.

5.2.3 Cranes

To get a driving permission the presentation of a qualification proof and training proof on handling cranes and an assignment by your company is required before start of work.

The plant management maintenance files authorizations for section 5.2 of the external company.

All driving permissions have to be documented by the respective department:

HUG: Technical Management

HKG: Health and Safety Management

HEG/HAG: Coordinator.

The education proofs and assignments can be shown in advance by the form “education proof / assignment”.

5.3 Construction Work and Assembly Work

Construction sites, excavations, pits, sewers, ground openings, etc. shall adequately be secured during the entire construction time and assembly time. If the normal flow of traffic is hindered, a suitable sign-posting set up in good time shall warn against the danger area.

5.3.1 Ladders, Scaffoldings and Elevating Work Platforms

Ladders, scaffoldings and elevating work platforms must be without damage and equipped according to regulations and may only be used as intended.

The stability of mobile scaffoldings must be guaranteed. Rollers and boom are locked. They may not be moved, as long as people are on them. Before entering them, rollers and boom must be locked. Activities on scaffoldings are prohibited if people are working underneath them. Scaffoldings, ladders and elevating work

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platforms on construction sites must legibly carry the name of the owner. Danger areas must be marked and blocked off.

5.3.2 Civil Engineering Work

Before start of civil engineering work the executing company must find out the positions of conductors, water pipes and gas lines at the responsible specialized division. The instructions given by this specialized division must be followed.

5.3.3 Dangerous Solitary Work

Dangerous work by oneself is not permitted on principle.

5.3.4 Work in Cramped Spaces

Work in vessels or cramped spaces must be cleared with the responsible specialized division, a written entry permit must be obtained before start of work. In cramped spaces with increased electric risk only electric devices accredited for this may be used. Ventilating with oxygen is prohibited.

5.3.5 Noise

Please give due notice should particularly strong, inevitable noise arise (e.g., more than 85 dB (A)) during your work, so that suitable measures (e.g., appropriate working hours) can be determined.

5.4 Hot Work

5.4.1 Hot Work Permit

For hot work (welding, cutting, cut-off grinding, soldering, etc.) a hot work permit must be obtained at the job safety department before start of work. The health and safety management department defines the extent of the safeguarding measures.

Hot work in explosive spaces may only be accomplished upon written approval and if special preventive measures, remediation of the potentially explosive atmosphere, inerting and cleared surrounding, has been arranged. Extinguishing agents and preventive measures must be provided before start of work.

5.4.2 Fire Alarm System

In some production halls and office buildings, fire alarm systems are in service. Before start of work, especially with expected smoke, dust or fog emission, sections of the fire alarm system must be taken off service by the fire protection officer.

The costs resulting from false alarm will be passed-on to the causer of the alarm.

5.4.3 Fire Call

In case of a fire the plant security must immediately be informed from the nearest phone on the internal **emergency number 6666**. Before start of work we will show you the telephone closest to your workplace.

5.5 Handling Hazardous Material and Materials Hazardous to Water

5.5.1 Bring Along of Hazardous Material and Materials Hazardous to Water

Hazardous material and materials hazardous to water have to be declared by the Occupational Health and Safety department before start to work. Only approved substances are allowed to be used.

5.5.2 Hazard Warning

The regulations of the Ordinance of Hazardous Substances must be kept. If hazardous materials result from your work, you shall point out to it before start of work.

5.5.3 Sewer System

Hazardous materials and materials hazardous to water (e.g., solvent, oil) must not reach the sewer system or the subsoil by no means.

5.6 Electric Facilities

5.6.1 Working near Current-Carrying Facilities

If operations near current-carrying equipments or facilities are accomplished, the maintenance electric department shall be informed and the measures shall be arranged with the maintenance electric department. The power cut-off and power switch-on or assembly and remove of the protection may only be carried out by

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the authorized person of the maintenance electric department. Acting on your own authority is prohibited in all electric facilities/equipment.

5.6.2 Connections for Power Supply

Connections to our plant grid for power supply may only be accomplished by the maintenance electric department. The electric power distributor used by you must be built according to VDE 0612.

5.6.3 Electromagnetic Fields

In different areas the exposure to electromagnetic fields may occur. The corresponding warning and prohibition signs must be followed. Employees with active or passive implants, e. g. cardiac pacemakers, prosthesis for inner ear, endoprosthesis or similar have to present a medical clearance certificate.

5.7 Machines, Tools, Devices

5.7.1 Plant-Owned Facilities

The use of plant-owned facilities, machines, materials etc. is only allowed after approval by the responsible specialized department. In addition, this shall be clarified with the coordinator. Cranes, floor conveyors and lifting ramps may only be used with a driving permission by Hirschvogel. Lifting ramps require an additional instruction.

5.7.2 Equipments of the External Companies

Your tools, machines and devices used at our plant must comply with the valid regulations, the VDE or EC-standardization and may only be used in flawless condition. The check of the DGVU-A3 (German Social Accident Insurance) has to be documented.

5.7.3 Autogenous Welding Equipments

Gas containers shall be protected against tilting over. Oxygen armatures, oxygen pipelines and oxygen seals may not be exposed to fat, glycerin or oil (danger of explosion). Transportable welding equipments must be provided with a correct anti-kickback attachment. A suitable fire protection vehicle must be provided before work begins.

5.7.4 Electric Welding Equipments

Welding operations on machines shall only be accomplished after authorization by the coordinator. The ground cable is lead close to the workplace, so that leakage welding currents which destroy the grounding system of our machines and equipments are avoided.

5.7.5 Marking

Tools, machines, vehicles and miscellaneous devices must clearly be marked as property of the external company.

5.8 Wastes

Packaging material and wastes must be taken back on principle. This is particular in case of hazardous material and materials hazardous to water. Disposal by Hirschvogel may only occur after consultation with our waste representative.

If waste is disposed of by Hirschvogel the waste separation standards need to be kept.

5.9 Behavior in Case of Accidents

Should you or one of your employees suffer an accident our first-aider and company medic are available to you. Immediate notification by calling **emergency no. 6666** and the coordinator is necessary. The accident must be reported to the occupational health and safety department.

Leave the scene of the accident unchanged if the personal rescue allows it.

In case of environmental accidents (e.g., leakage of materials hazardous to water in the subsoil or in the sewer system) it is necessary to immediately inform the plant security officer **ext. 6666** and the coordinator. Immediate measures for containment of damage (stopping leakage, applying oil binding agent among other things) shall be met.

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5.10 Behavior in Case of Alert

When the siren sounds everybody has to exit the hall and to arrive at the meeting place immediately. Re-entering the hall is only allowed after approval by fire brigade or Hirschvogel.

5.11 Duty to cooperate for the assurance of IT-Security

In principle, no systems or components may be connected by outside companies or visitors to the Hirschvogel Automotive Group network or its IT-Systems. WLAN/WIFI Systems with the common frequencies 2.4GHz and 5.0GHz must not be activated within the Hirschvogel properties to assure the operation of Hirschvogel operated wireless networks free of interference.

Capturing and or recording of wired or wireless network traffic is not permitted to outside companies. Exceptions thereof may be approved by the Hirschvogel IT, if needed in collaboration with CGR department.

5.12 Collaboration to ensure the quality of components

Installation work may not affect components (workpieces). Here is also to pay attention to the equipment which directly affects the quality of the components. It is also to ensure that no particles come into contact with the workpieces due to activities. In general, touching workpieces is prohibited.

5.13 Safety Audit on Hirschvogel Premise

Hirschvogel reserves the right to perform unannounced safety audits on your site on Hirschvogel premise. Especially safe working / handling as well as safe and certified equipment will be checked. Possible consequences based on the results of this audits will be coordinated with the purchasing department.

5.14 Consequences of Violations

Any violation and/or infringement against a regulation of this SOP authorizes Hirschvogel to assert all possible claims, especially damage compensation claims. The coordinator is entitled at any time to exercise the domestic right of Hirschvogel, to express a dismissal or to expel employees of contractors from the premises or to ban them from the company in general.

Moreover, Hirschvogel reserves the right to bring a charge at the responsible prosecuting authority against employees of the contractors in case of a concrete suspicion of criminal conduct.

6 Other Applicable Documents

SAP-No.	Number alternative DGUV (BGV), VDE, BGVR	Title
	www.hirschvogel.com	Safety-related rules, Ordinance of Hazardous Substances Environmental and Occupational Health and Safety Principles of the Hirschvogel Automotive Group
100051304		- Instruction, Driving Permission Crane
100080083		- Instruction, Driving Permission Lifting Ramps
100074051		- Instruction, Driving Permission Forklifts
100010751		- Risk Assessment and Checklist for Coordinator
100134234		Education proof / assignment
100051305	TPL	Contractor explanation (DE)
100051305	TPL	Contractor explanation (EN)

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7 Enclosures

8 Changes

Version	Date	Company/Dept./Sign	Description of the change
AA	12.2.2014	HKG/HSM/Paw	First edition
AB	10.3.2016	HKG/HSM/Paw HUG/EHS/Hi, WbeM	Completely reworked United version of TL0526 (HEG/HAG) and AS0285 (HUG/HKG)
AC	14.10.2016	HUG/EHS/Hi, WbeM	Addition safety audits, document "Education proof / assignment"
AD	31.05.2017	HUG/EHS/Hi, WbeM	Section 4 term responsible supervisor changed to responsible person. Owner contractor declaration is HUG/CPM, forward signed contractor declaration to CPM. Section 5.1.7 term environmental officer changed to environmental management officer. Enclosure 1 and enclosure 2 are omitted. They are listed as TPL-documents in other applicable documents.
AE	01.06.2017	HUG/CPS/Heck	Section 5.11 Duty to cooperate for the assurance of IT-Security
AF	07.09.2017	HKG/MMR/SchmS HSM/Paw/EHS/Hi	5.12 Collaboration to ensure the quality of components 5.1.2 Last section-Follow the instructions for operation/co-ordinate, classification in "public/public" changed
AG	21.01.2020	HUG/EHS/WbeM	Responsibility for risk assessment concerning the specific work that has to be done by the external companies' employees defined

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