

Guidelines for Environmental and Safety Regulations for External Companies

At thyssenkrupp Automotive Body Solutions Construction / Installation Sites and Services

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1 General instructions

This guideline is valid for the thyssenkrupp System Engineering GmbH locations in Germany

1.1 Responsibilities

The contract partner is responsible for the safety of their employees!

1.2 General insurance obligations

In addition to the requirements according to labor legislation to look after the well-being of their own staff, contractors assume the legal duty to implement general safety precautions. Every contractor has to make sure that in his work environment no work-related risks (e.g. due to excavation work), no risks of damage of goods (e.g. uncovered construction pits) and no passageway risks (e.g. unsecured pass ways over the construction pits) may arise. For such hazardous activities (see Chapter 11), an additional risk assessment listing the mutual risks must be drawn up and sent to the external company coordinator in advance for review. In addition, adequate safety measures must be taken.

1.3 Proof of qualification

In case a specific proof of qualification (e.g. license for operating mobile lifting work platforms, fork lifters, cranes, or an authorization to work on gas systems) is required due to legal regulations or by the employers' association liability insurance in order to execute necessary work, for using work equipment and devices, or for using personal safety equipment, such proof has to be presented and remain on site before starting the activities. Operating authorizations are then issued at the commencement of the work by the responsible staff member, and instruction will be provided.

1.4 Traffic and transportation

The company premises and parking areas are subject to road traffic regulations. The maximum speed indicated must be respected on the entire premises. Special attention is to be paid to the company's internal transportation systems (fork lifters, (overhead) railways) and to the movement of persons in and out of the workshop. Company external vehicles are allowed on the premises only for a short time in order to load and unload material and tools. These vehicles must be removed from the premises and parked in the permitted parking area soon after they loading or unloading. Specially marked customer parking areas may not be used. thyssenkrupp Automotive Body Solutions does not assume any liability for incorrect parking and resulting consequences thereof.

1.5 Entering the company premises and operating areas

Before entering the company premises, the employees of the contractor shall register at the reception desk or, if no reception desk is available, with the responsible contact person by indicating the name of their company, their name and the workplace. A visitor badge will be handed over to them. The visitor badge is to be worn during the entire time on the company's premises and must be clearly visible to third parties. Once the

employees of the contractor leave the company premises at the end of their working day, the visitor badge has to be signed off by the coordinator and returned to the receptionist. The name of the responsible coordinator shall also be given to the receptionist upon entering the premises and every single employee shall inform the receptionist or the responsible contact person upon leaving the company's premises. Entering internal operating areas is only permitted for the purpose of executing the necessary contracted work.

It will be mandatory to wear safety shoes in the workshops and when executing construction, cleaning, and maintenance work on the company's premises. Any personal safety equipment necessary for the work to be performed is to be made available by the contractor for their employees, who are to bring it along with them and use it during the execution of their work.

1.6 Site offices / containers on the company premises

The coordinator or the relevant department shall authorize the installation of site offices / containers on the company premises. Furnishings and equipment of the site offices and other rooms must be safe to use. The corresponding test logs must be provided.

1.7 Transport and escape routes

All transport and escape routes shall be kept free of obstacles. It is strictly prohibited to park on fire rescue access routes and at or close to hydrants. First-aid equipment, fire extinguishers and alarm installations shall always be easily accessible.

1.8 Company devices, machines and equipment of thyssenkrupp Automotive Body Solutions

The use of the above-mentioned devices and work material is normally prohibited. It is only permitted with the authorization of the responsible department manager and the knowledge of the coordinator. The crane system can only be operated by company external personnel holding valid proof of specialized training in working with crane systems and internal assignment after having been given instructions by the coordinator or a third person who has been authorized by the coordinator. A lifting work platform which is provided or made available may only be operated by company external personnel who present an operation certificate for lifting platforms and a written handover confirmation, as well as crane-analogous requirements. The contractor will be liable for any damage caused. The request for a lifting platform shall be presented to the coordinator who will also be responsible for the clarification of matters related to costs.

1.9 Personal safety equipment

Personal safety equipment required at the work site which is necessary for the execution of the contracted activities must be made available to employees. Personal safety equipment shall be worn and used, taking into consideration the specifications for the work process, the operating instructions, and respectively, mandatory signs.

Note: A catching belt with a retention system (with no energy absorber) must be worn on all scissor lifts or lifting platforms! A catching belt with a retention system and energy absorber must be worn on articulated telescopic lifting platforms!

1.10 Prohibition signs

Prohibition signs and especially fire safety instructions in individual company areas are to be respected. In particular, it is to be emphasized that the consumption of alcohol, drugs and consciousness-altering substances is prohibited in all operating areas. Smoking is prohibited except in designated areas.

1.11 Completion of the construction and installation work

The external company is obliged to tidy the area and equipment and to leave the place swept clean after completion of the construction and installation work. Upon completion, and also sporadically, the coordinator will inspect the work area. Reports and other documents which need to be signed by both contract partners will only be accepted if they are undersigned by the coordinator or another authorized representative of thyssenkrupp Automotive Body Solutions.

1.12 Waste disposal

Unless otherwise stated in writing in the contract, any waste such as packaging or residual material is to be removed according to company disposal procedures. If otherwise agreed, the contractor is to remove the waste and put it in the especially provided TKS containers with the help of a person assigned by the coordinator. All waste has to be collected separately and sorted according to residual waste, cardboard material, wood, and metal. The disposal of hazardous materials is generally prohibited.

1.13 Use of ladders and scaffolding

Only ladders complying with the accident prevention regulations of the relevant employers' association liability insurance may be used. They shall only be used for their intended purpose. Scaffolding must be designed and mounted in accordance with the relevant regulations and must be equipped with a handrail, knee and base board. The evidence required according to the law and the recognized rules of technology, such as TRBS certificates for statics, assembly instructions and scaffolding approval certificates must be attached and/or enclosed.

1.14 Tools, machines and devices

Tools, machines, and devices may only be used when they comply with the standard legal and the employers' association liability insurance regulations. Appropriate proof of this must be provided on site. The employees must be instructed in the safe use and handling procedures of tools, machines and devices.

1.15 Work on Sundays and public holidays

The contractors shall ask the relevant trade supervisory board to provide special permits for work Sundays and public holidays. Approvals shall be presented to the coordinator in advance (minimum 3 working days beforehand).

1.16 Violations and their consequences

thyssenkrupp Automotive Body Solutions reserves the right to have the work of outside companies stopped immediately in the clear case of danger and to expel the employees of the external company from the company premises if they have violated the company's safety regulations. Serious violations may result in the external company being excluded from the competition of future contracts, either temporarily or permanently.

2 Information security

The granting of any entry, access and usage rights is subject to confidentiality and non-disclosure agreements between the contractor and thyssenkrupp Automotive Body Solutions.

Granted any entry, access and usage rights shall be used by the individual personnel only within the framework of the contracted jobs or activities.

Information that has been provided by thyssenkrupp Automotive Body Solutions and work results shall not be disclosed to third parties except with written approval of the authorized employee.

Documents that have been provided by thyssenkrupp Automotive Body Solutions, work results, data carriers or IT systems may only be taken outside of company premises will only be permitted by written agreement.

It is strictly forbidden to connect external mobile devices (e.g. USB sticks, external hard discs, etc.) to thyssenkrupp Automotive Body Solutions IT infrastructure. In exceptional cases where this is necessary to complete the work, a written authorization will be required.

Sensitive information such as email addresses and other personal data (BDSG = Federal Data Protection Act), may only be used or transmitted to third parties within the framework of the work requirements – regardless of whether they have been shared by email, telephone or another means of communication.

Copyrights shall be documented if necessary. A corresponding copyright notice must be attached to documents and data carriers (e.g. © thyssenkrupp Automotive Body Solutions, All Rights Reserved).

2.1 Entry rights (to premises and buildings)

In order to obtain the visitor's/external companies badge, it is necessary to identify oneself with a valid photo ID or a driving license.

Contractors and their employees may only enter the areas necessary to complete their work. After termination of the visit / activities the visitor's/external companies badge is to be returned. In the event of any infringement, a replacement ID card and blocking costs will be charged.

2.2 Access and usage rights (to IT-systems)

Access to IT systems and their usage cannot be granted to contractors and their employees without authorization by the relevant responsible IT staff member. Exceptions to this are W-LAN guest accesses which can be applied for by the coordinator.

2.3 Prohibition of photography and filming

It is prohibited to take photos or film on the premises and in the buildings of thyssenkrupp Automotive Body Solutions. In some areas it is forbidden to carry mobile phones with cameras during test runs and launches of facilities and automotive parts. Please follow any regulations that are communicated by the coordinator.

Recording of discussions (e.g. by means of the recording function in mobile phones) is not allowed.

2.4 Conclusion of work

It is to be ensured that the following items and information are handed over to the relevant department upon the contractor's conclusion of the work:

- documents provided by thyssenkrupp Automotive Body Solutions and work material
- information and data carriers which have been created, including drafts and copies
- entry, access and usage rights which have been granted in writing

The guideline „Informationssicherheitsleitlinie für Auftragnehmer / information security guideline for contractors“ (Doc 1150) is to be followed.

3 Handling hazardous substances

3.1 General

Contractors who wish to bring in any hazardous substance must receive an authorization from the coordinator. Contractors are required to send a list of substances with details of hazards and expected amounts to the coordinator. Ancillary and operating materials which are not covered by the hazardous goods law (small amounts) are excluded from these requirements.

Hazardous substances listed in the annex to paragraph 1 of the Chemicals Prohibition Order (ChemVerbV) shall not be brought to or used on the company's premises.

Accidents caused by explosions, burns, poisoning, and chemical burns may happen when handling hazardous substances. Improper use can cause chronic damage to health. The following rules which are binding within thyssenkrupp Automotive Body Solutions, are to be adhered to.

3.2 Instructions

The contractor is to instruct their employees about the concrete risks and safety measures with regard to the handling and use of hazardous substances. Appropriate personal safety equipment is to be put at the disposal of the employees if required. thyssenkrupp Automotive Body Solutions reserves the right to conduct checks.

3.3 Identification

Hazardous substances may only be carried in adequate closed safety containers. They shall be marked with the hazard symbol, e.g. a flame, and the following information:

- Chemical designation
(preparations must show a trade name)
- Hazard symbol and hazard designation
- Warnings of specific hazards (H-phrases))
- Safety recommendations (P-phrases)
- Full address and phone number of the producer or seller
- EC substance number (in the case of substances) or the nominal or respectively the filling quantity of the contents (in the case of preparations).



3.4 Storage

Hazardous substances shall be made available or stored at the work place only in quantities necessary for the needs of each working day. Larger quantities are to be stored in their original container in an appropriate

storage area. Open containers containing substances of a specific hazard classification and/or of environmental hazard properties shall be put on a collection tray of an appropriate size.

3.5 Removal and emergency plan

Hazardous substances are generally to be disposed of correctly by the contractor. Drop or leakage substances must be absorbed at once with the right binding agent and removed. An appropriate emergency plan must be drawn up by the contractor in consultation with the customer. Hazardous substances shall not enter the canalization system or reach the ground water. They shall be put in specially marked collection containers and disposed as hazardous waste.

3.6 Flammable liquids

Gases or hazardous fumes escaping from flammable liquids in specific concentrations form, explosive mixtures with air. Fumes are mostly heavier than air. They accumulate at the bottom of the container and may form swaths, which creep across the bottom of the container and accumulate at another place, e.g. in a pit.

Sources of ignition must be avoided when handling flammable liquids and when working in explosive areas. Open fire and smoking is prohibited. Please see point 1.10 "Prohibition signs".

Cleaning rags and tissues etc. bearing flammable liquids must be collected in closed and non-flammable containers.

4 Cleaning

4.1 Cleaning

In principle, cleaning shall be agreed upon with the responsible department.

4.2 Safety-relevant knowledge

The responsible employees of the contractor must be instructed with regard to the machines and installations which are to be cleaned. Risk potentials, safety areas, switching mechanisms and safety measures, etc. must be made known to the responsible employees of the contractor. These instructions are to be documented by the customer.

4.3 Handing over machines and installations

Upon completion of cleaning, the contractor shall hand over the machines and installations in safe and proper condition.

5 Electrical installations on construction and installation sites

5.1 Changes, interventions and regulations

Interventions in the existing switching and distribution systems shall only be made with the authorization of the relevant thyssenkrupp Automotive Body Solutions department (e.g. electrical department, maintenance, facility management). Any new connection, alteration or change shall be documented in detail. The required work on equipment, machines and installations etc. shall be executed in accordance with the applicable regulations and guidelines.

5.2 Switching measures

The construction manager shall ask the relevant electrical department for a permit to undertake the necessary switching measures. The production areas in question are to be informed in advance and their approval is to be obtained.

5.3 Installation site distribution

The relevant electrical department of thyssenkrupp Automotive Body Solutions is responsible for the condition, installation and maintenance of an installation site distribution – as far as it is provided by thyssenkrupp Automotive Body Solutions as well as the supply cable routing. Installation site distributions must be equipped with a FI switch (30 mA fault current), and also tested and documented in accordance with the applicable regulations.

5.4 Safety rules

The “5 safety rules” principally apply to any work on or near electrical installations. Therefore, switching off the power or an effective protection against accidental contact shall be ensured when working near open or unprotected live parts. Work involving live parts can only be executed in special cases and in compliance with alternative protective measures. The necessary work instruction in written form along with corresponding reasons shall be communicated to the relevant thyssenkrupp Automotive Body Solutions installation manager and authorized by the manager of the electrical department.

5.5 Proper use of tools

The proper use of exclusively safe tools and auxiliary devices (e.g. tools complying with the VDE regulations, VDE authorized rubber hose lines for portable power consuming items, etc.) and of necessary personal equipment is to be ensured. Portable power consuming items must be checked according to the DGUV regulation no. 3 (German Social Accident Insurance) and shall be marked accordingly or include respective documentation.

5.6 Hall lighting and other supply systems

When working outside of production times, it should be noted that the hall lighting is to be switched on only in the necessary work area. It shall be switched off upon completion of the work. This measure also applies to other supply lines. The corresponding departments must be informed beforehand and in all cases about the work on supply lines and on the supply network. The switching off measures and their implementation shall be agreed upon.

6 Welding and fire-related work

6.1 Authorization for fire-related work

In the case that open fire or flying sparks are unavoidable (when welding, cutting, separating, grinding, soldering, etc.), it is absolutely necessary to obtain the relevant authorization from the coordinator and to apply for the specific permit for hot work (Doc 1092). The required safety measures defined in the permit must be in place prior to the commencement of the work.

6.2 Safety measures

6.2.1 Deactivation of fire alarm systems

Prior to the commencement of flammable work or work resulting in smoke / dust formation, it is necessary to check that the fire alarm systems in the area are. The deactivation and activation of fire alarm systems shall be carried out by an authorized employee of thyssenkrupp Automotive Body Solutions. Should the work be carried out without the contractor's awareness of possible contamination or without the special permit for hot work, the contractor is obliged to cover the costs resulting from the activation of the fire alarm system.

6.2.2 Fireguard

Should unmovable flammable material be present in the hazardous zone, the contractor is to provide for a fireguard with an adequate fire extinguisher for the period of time defined in the permit for hot work.

6.2.3 Use of bottled gas

Gas bottles must be properly placed and stored in accordance with the regulations. Welding equipment and fittings must be checked at regular intervals.

6.2.4 Other safety measures

Should the formation of welding fumes / combustion gas be expected during the work, it is necessary to check that suitable exhaust possibilities are available.

Every welder is responsible for his/her work and his working area!

7 Working with lifting platforms

7.1 Personnel

Only appropriate personnel may be designated to operate lifting work platforms

- Minimum age: 18 years
- instructed in operating lifting work platforms
- holds proof of qualification to operate lifting work platforms
- has been designated in writing to operate lifting work platforms

7.2 Lifting work platforms

Only lifting work platforms which have been tested and maintained according to the engineering regulations and legal requirements shall be used. Defective lifting work platforms shall not be used.

7.3 Safety measures for working with lifting platforms

7.3.1 Protection of the operating area

During the use of a lifting work platform, the operating area must be closed off and safeguarded against unauthorized entry. In areas where vehicles are moving, signs and warnings shall be placed in such a way that guarantees timely perception. In plants with driverless transport systems [DTS], the location of the installation must be coordinated in advance with the coordinator and the DTS manager. Personnel working underneath the lifting platform or working as safety officers must wear a helmet in order to be protected against objects falling from above. Crane systems in the working area must be switched off and secured against being switched on again and released after the work has been completed.

7.3.2 Personal protective equipment (PPE)

Personal protective equipment with a harness is to be worn as protection against falls from heights (max. length 1.8m) during any work on lifting platforms (scissor lifts). Personal protective equipment is to be worn as protection against falls due to tear-web energy absorbers (catapult effect!) and during any kind of work on lifting platforms (telescopic lifts). The fall arrester must be approved for work on the relevant lifting platform.

Personal protective equipment which protects against falls from heights must be annually tested by an expert. The test certificate must be valid at the time of use.

An approved industrial safety helmet with chin strap shall be worn when working in areas where there is a risk of hitting one's head on the ceiling / steel construction etc.

7.3.3 Hazards from electrical currents

Lifting platforms with plugs and sockets in the working cage are preferred for work with electrical equipment from the cage. Energy circuits to which lifting work platforms and electrical production equipment are connected require a fault-current circuit breaker.

The following must be observed when executing electrode welding procedures from the work cage:

- Connect the welding equipment to the plug in the work cage.
- Use a fault-current circuit breaker or welding equipment for increased electric hazard.
- Use insulating underlays.
- There should be good electric conductivity between the weld current return cables and the work pieces to be welded
- The rod electrode holder and the arc burner shall be set aside separately. Work should only be performed on them when they are disconnected and volt-free.
- Pay attention to undamaged insulation (cables, electrode holders, etc.).
- The elements to be welded shall not be in contact with the lifting work platform.
- Wear personal protective equipment

Please maintain the a safe distance from overhead lines!

7.4 Authorizations to operate fork lift trucks, hoisting platforms and cranes

In order to be allowed to operate the listed operating equipment, an authorization (license for fork lift truck, driver authorization for cranes, documentation of training for operating hoisting platforms) is necessary. In addition to this it is necessary to be able to show that the latest training for the respective topic does not exceed one year.

If this is not verifiable, no driving license will be issued for the locations and sites of thyssenkrupp Automotive Body Solutions.

8 Work in containers and narrow spaces

8.1 General

Examples of “narrow spaces” are:

- Containers, boilers, tanks
- Tubing, ducts
- Box girders of cranes, hollow areas in machines
- Hollows, pits, small rooms in a cellar

Narrow spaces also include:

- The interiors of robot systems, processing centres, laser systems

Hazards may occur due to:

- the limited volume of air and the lack of natural air
- the previous content of the container (residual substances) or inflowing medium
- the material necessary for the work, such as varnish, glue, cleaning materials, etc.
- the accumulation of gas, welding fumes, etc., occurring during the work
- the danger of hitting oneself against objects, stumbling over objects, being crushed by objects, being pulled in by machines or devices, cuts and stabs
- the use of electric tools, electrical equipment, etc.

8.2 Basic principles

Work in narrow spaces or containers shall only be initiated when the responsible coordinator or the specialized employee for work safety has completed the permit for work in narrow spaces (Doc 5183) and when the safety measures mentioned in the permit are effective.

9 How to behave in the event of an accident

The company's internal First Aid personnel or the company's doctor (if in house), is available for the employees of external companies in the event of an accident on a contractor's construction and installation site.

The contractor's company regulations with regard to the official notification of accidents are not affected by this.

In the event of severe accidents, the responsible supervisor named in the contractor's declaration (Doc 5748) is obliged to inform the following thyssenkrupp Automotive Body Solutions departments at once orally, and within 2 working days in written form:

- The coordinator
- The work safety department
- The responsible department
- The local works council

9.1 Emergency numbers

Each of the thyssenkrupp Automotive Body Solutions' plants have emergency numbers which are used for each location. These can be found in the emergency and alarm plan.

10 Environmental protection and energy conservation

You are kindly asked to protect the environment during your activities and to avoid wasting energy.

- Switch off unnecessary devices
- Switch off unnecessary lighting (e.g. upon termination of the work)
- Report any leakage of water and compressed air
- Keep windows and doors closed, if possible

11 Related documents

- Contractor's declaration (Doc 5748)
- Permit for hot work (Doc 1092)
- Permit for work in narrow spaces (Doc 5183)
- „Information security guidelines for contractors“ (Doc 1150)

The corresponding documents are stored in thyssenkrupp Automotive Body Solutions' document management system.