

Procedure of external company coordination

Incl. Rules of conduct for external
companies

SES – MS

09/2025

Procedure for work by external companies on the premisses of Diehl Aviation Laupheim GmbH

- Diehl Aviation Laupheim GmbH appoints a coordinator to the contractor, who has the task of coordinating the activities in accordance with the accident prevention regulation DGUV Vorschrift 1 §6 in such a way that mutual hazards are excluded.
- The contractor shall appoint a person as the on-site manager who is responsible for the contractor's employees on the Diehl premises and who is the main contact person for the Diehl external company coordinator.
- Before the start of the work, both parties determine the mutual hazards on the basis of our "Coordination Agreement" form and define appropriate measures. The Diehl contractor coordinator instructs the contractor on site accordingly (e.g., workplace, sanitary, social, and medical facilities, fire protection facilities, traffic routes, escape and rescue routes, delivery, parking facilities).
- Before commencing work, the contractor shall instruct its employees, in addition to the instruction pursuant to §12 of the Occupational Safety and Health Act (Arbeitsschutzgesetz), on the necessary measures and behavioral rules on our premises based on the rules of conduct for external companies.. This must be documented. The template from this form can be used for this purpose. The proof of instruction must be made available for inspection by the plant security or Diehl external company coordinator.
- At the entrance gate, the Contractor's employees receive appropriate plant badges from the plant security upon entering the plant premises.
- The task is carried out in close collaboration with the Diehl external company coordinator.



Designation of the person responsible on site

Company:	
Surname, first name of the managing director/head of department responsible:	
Order/project:	
Time period:	

I hereby designate the following person(s) as the responsible person(s) on site as the main contact person for the coordinator designated by Diehl Aviation:

Name, Vorname	Anmerkung

He/she/they has/have authority to issue instructions regarding occupational safety, environmental protection and all safety-related matters to all employees of the above-mentioned company and possible subcontractors.

All employees shall be instructed on the topics specified in these company regulations for external companies prior to their work assignment.

Location, date, signature of management/head of department

Please complete, sign and return this page with the order confirmation.



Proof of instruction (template)

Date of instruction: _____

Instruction by: _____
(Name)

Signature: _____

Contents of the instruction:

- Work rules for external companies and their employees of Diehl Aviation Laupheim GmbH
- Project-related protective measures:

Name	Signature

Name	Signature

Rules of conduct for external companies

and their employees

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Emergency call / Contact Persons

Emergency call: Fire/ Accident internal 1120 (from mobile: 07392/703-1120)

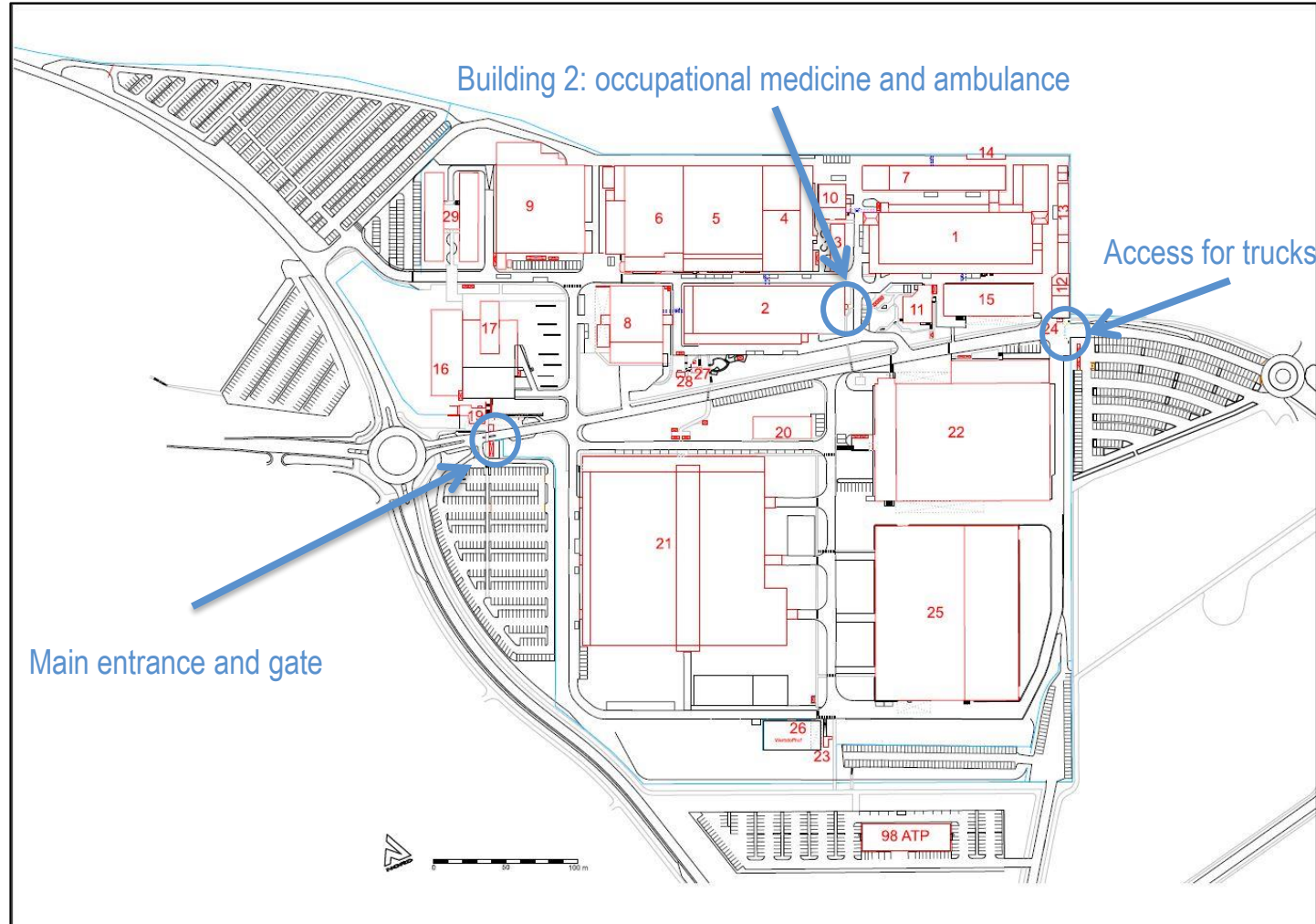


Please contact the following phone numbers for security, safety and environmental questions:

1263	Fire safety
1595	Environment protection, waste
1595	Occupational safety
1981	Gate / Factory Security
1111	Facility management
1657	Date center manager



Overview Company Site



Basic Information

Introduction

As a division of Diehl Stiftung & Co. KG, Diehl Aviation Laupheim GmbH is one of the leading aviation system suppliers, serving customers such as Airbus, Boeing, Bombardier, Embraer, airlines, and various other partners. For this reason, Diehl Aviation Laupheim GmbH is subject to multiple certifications that meet the highest standards in all areas of safety & security:

Authorized Economic Operator

Diehl Aviation Laupheim GmbH is certified as an Authorized Economic Operator (AEOF) – Full. This certification requires the highest standards in customs security, reliability, and compliance for the performance of work and access to the factory premises.

Aviation law approvals

In addition, Diehl Aviation Laupheim GmbH is a certified development and manufacturing company for aeronautical products in accordance with aviation law and is subject to strict regulations and monitoring by the aviation authorities.

Certified management systems

Furthermore, Diehl Aviation Laupheim GmbH is certified in accordance with the standards EN 9100 (quality management), DIN EN ISO 14001 (environmental management), DIN EN ISO 27001 (information security), and DIN EN ISO 50001 (energy management).

All contractual partners are therefore obliged to cooperate in complying with these standards and to adhere to these rules of conduct.

Basic Information

Rules of operation for external companies & instruction

This presentation „Rules of conduct for external Companies and their Employees“ is part of the terms and conditions of Diehl Aviation Laupheim GmbH, therefore mandatory. It is intended to contribute to increasing general safety on the factory premises and preventing personal injury, environmental damage, and material damage.

All commissioned work must be coordinated in advance with your Diehl external contractor coordinator (hereinafter referred to as the coordinator) to ensure that it complies with company-specific requirements.

Work must not be started until the coordinator has given instructions on site.

Regulations & Diehl internal requirements

Read up on the applicable regulations BEFORE taking up employment on the site. This particularly refers to regulations of safety, health, environmental & fire protection as well as company security. The contractor is bound to instruct and supervise the designated employees. This work rules also applies to subcontractors and consortia designated by the prime contractor. These shall be reported to the customer (procurement/coordinator) under specification of address, contact person and the responsible accident insurer (BG).

All processes are subject to the internally announced rules, e.g., regarding visitor management, deliveries, emergency management, and the use of IT infrastructure. These can be obtained from your coordinator if required.

Basic Information



Coordinator

The Diehl Aviation Laupheim GmbH appoints a coordinator in order to coordinate the tasks and to avoid mutual hazard. In this context the coordinator has authority over the contractor and their employees. The coordinator has the right to request all required documents like hazardous good register, work instructions and the job schedule particularly.

The coordinator's authority does not excuse the supervisors of the external company (contractor) from their responsibility and the compulsory control of their employees and subcontractors.



Company Working Hours

Beginning and end of the working hours, as well as breaks, shall be adapted to the company working hours of the site. Exceptions are only possible in alignment with the coordinator. The German Working Hours Act must be complied with.



Brought-in Items

Brought-in items, materials and tools that are required to perform the task, by mutual agreement shall be secured against unauthorized use and purloin when leaving the working place. For plant security purposes, it must be clearly traceable which items are the property of external companies (inventory list/delivery note) when leaving the plant premises. Otherwise, it must be assumed that the items are Diehl's own property.

Hazardous substances shall be notified to the coordinator!

Basic Information



Hazards on the factory premises

Various hazards arise from the facilities and processes in logistics, production, laboratories, test areas, workshops, and infrastructure areas. Safety shoes (at least S1) must be worn in these areas, except on traffic routes approved for pedestrians.

It is prohibited to leave the areas assigned to your work order.



Product & plant safety

Our products and their raw materials pose hazards that are not always obvious. Therefore, avoid any unauthorized contact with them.

Even small unintentional changes and damage to our products can have a major impact on aviation safety. Therefore, report any abnormalities to the person in charge on site and your coordinator.



Tampering with goods or shipments

Tampering with stored or transported goods and products is strictly prohibited. Report any observations in this regard to your coordinator.

Behavior in case of emergency



Immediate measures & evacuation

In the event of danger, all affected persons in the area must be warned and, if necessary, the danger zone must be evacuated (e.g. fire, chemicals). → Evacuation



If possible, under self-protection, further hazards for affected persons should be eliminated (e.g. actuate emergency stop on machines, remove injured persons from the danger zone).

Get help



Help must be called via the internal emergency number 1120 (by cell phone: 07392/703-1120) in the event of fire, accidents, sudden illnesses, chemical spills. The plant fire department, company paramedics, etc. will then be alerted.

If the rescue control center (112) is informed directly, the front desk must be informed afterwards via the internal emergency number 1120.



Providing first aid

In the event of an accident or sudden illness, first aid must be administered until the emergency services arrive.



Reporting incidents

Every incident (accident or environmental incident) must be reported to the responsible external company coordinator, even if no emergency call is necessary. In the event of serious accidents, the accident site must not be altered and will only be reopened by the SES department.

Evacuation



Emergency escape routes

The escape routes are defined and publicized in the building's alarm plans. These are displayed near entrances and in stairwells. They must be noted independently for each work area before starting work.

Evacuations

Necessary evacuations are signaled by a siren sound in the buildings. The buildings must be evacuated immediately. Instructions from evacuation assistants and rescue forces must be followed.

Assembly points



After an evacuation, the designated assembly points must be visited. Like the escape routes, these are indicated on the alarm plans.

Checking attendance

It must be checked at the assembly points whether all persons from the external company have left the building. Missing persons must be reported to the emergency services immediately.

The buildings may only be re-entered after clearance has been given by the rescue forces.

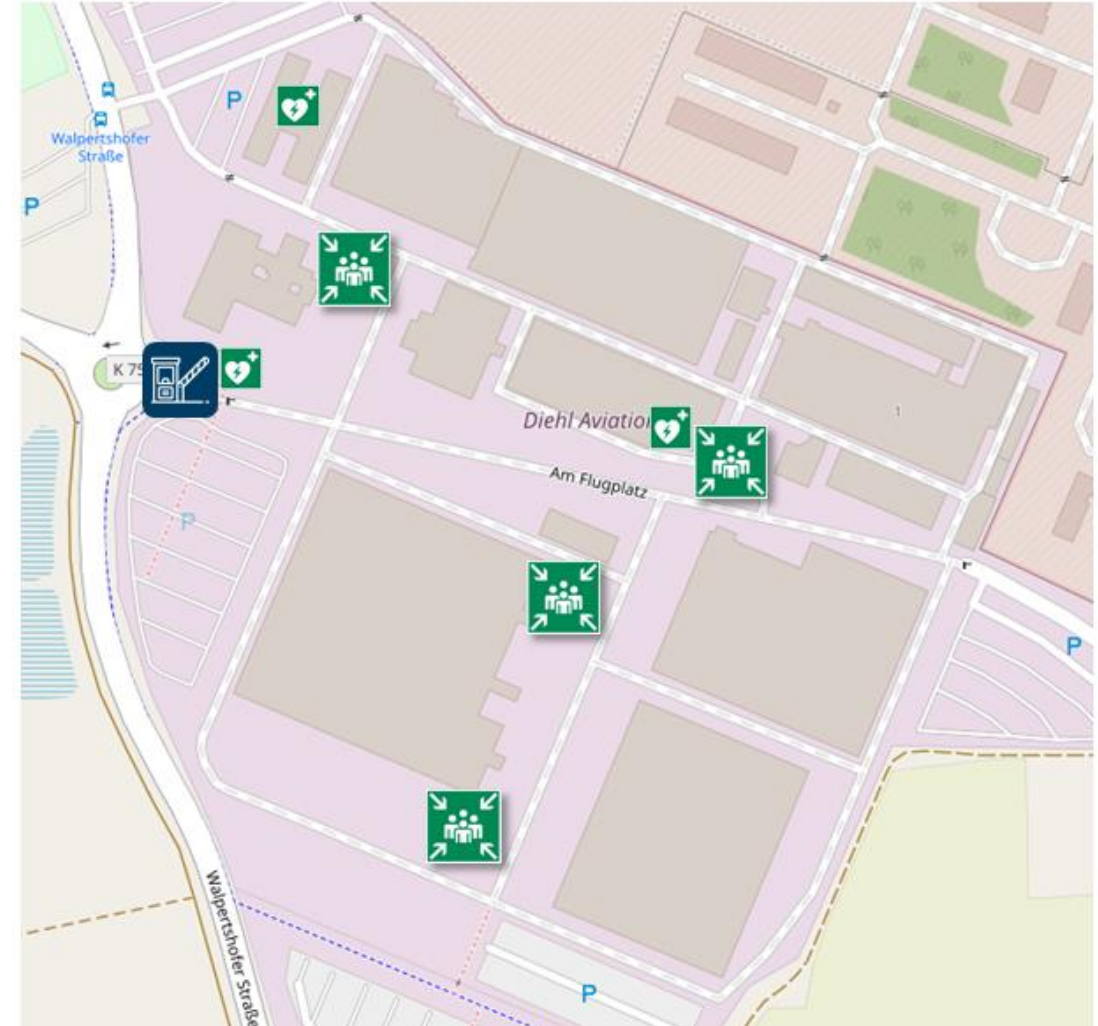
Evacuation - Assembly points

For emergencies

- Memorize the next marked emergency exit.
- Memorize the next assembly point for the building.
- Use the internal emergency number: 1120 (Mobile: 07392/703-1120)



SOS
1120



Corporate Security



General Information

The instructions of the factory security personnel shall be followed.



Registration & access control

All external company employees entering the site must always register with plant security at the main gate unless they have access authorization via the turnstiles.



Identification Card

Access to the site only with an identification card for external companies/visitors. It shall be visibly worn for the duration of the task on the company site. The identification card is nontransferable. An ID card loss shall be reported to the factory security at once. After finishing the task, the plant ID card shall be returned unrequested.

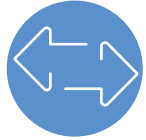


Visitor's accompanying Person

Visitors shall be accompanied by an employee of Diehl at any time.

In certain security-related areas, access is only permitted when accompanied by an authorized employee (e.g. logistics, IT, security personnel). Their instructions must be followed.

Corporate Security



Bringing in and taking away items

Tools, materials, and items may only be brought in with proof of ownership (e.g., inventory list, delivery note). All equipment must be marked with a non-removable label. Bringing in and taking away additional items is possible after consultation with the coordinator via registration with plant security.



Inspections

Inspections are carried out to protect company and personal property, covering items brought onto the premises. Vehicles belonging to external companies on the factory premises are subject to inspection by factory security.



Deliveries by third parties

If deliveries for your behalf are made by freight forwarders/delivery services directly to our factory premises, this must be reported in advance to the truck gate (07392 703-1995). The telephone number of a contact person who will be present at the time of delivery must be provided.



Keep doors and windows closed

Doors to security-relevant areas (especially logistics and IT rooms) must be kept closed at all times.

Corporate Security

Duty of Confidentiality

Maintain silence towards third parties about all business information of Diehl Aviation Laupheim GmbH and its business partners you may get to know while your task on the site, even after the termination of the task.

This also applies for interoffice information like technical and constructional facilities, manufacturing methods and production processes.

All documents (e.g. technical protocols, construction plans, etc.) shall be secured against unauthorized acknowledgement, mainly if these are edited or stored outside of Diehl Aviation Laupheim GmbH.

At the job end, all documents shall be returned, respectively shredded properly, confirmed in writing. Maintain silence about the results of the services performed.

Site traffic



Speed limit

The rules of the german road traffic regulations and a signposted speed limit of 20 km/h and 5 km/h in the logistics area apply on the factory premises. Signs must be observed. Accidents and damage must be reported immediately to plant security.



Delivery and unloading

Materials can be delivered for short periods (<30 min.) directly to the building entrances. On the driveways, care must be taken to ensure that a passage of at least 3 m is always kept clear. Footpaths and, in particular, escape and rescue routes must always be kept clear.



Parking

Parking is generally permitted in the visitor parking lot. If vehicles need to enter the factory premises to deliver tools and materials, they must be parked in the designated parking spaces for external companies after unloading. Diehl does not monitor these parking spaces. Vehicles parked in violation of the rules may be towed away and will only be released once the towing costs have been paid.



Parking vehicles outside of parking spaces

If it is necessary to park vehicles outside designated parking spaces for longer periods, this must be agreed with the coordinator. The locations must be marked by using warning lights, barriers or pylons. If traffic routes are completely closed and vehicles are parked in restricted areas, coordination with the company security department and the plant fire department is necessary.



Dangerous Activities

Instruction / Approval

Before performing dangerous tasks, get a permission by the coordinator. This includes for example:

1. Welding, soldering and cuttings works with naked flame and handling inflammable or other hazardous substances (e.g. adhesives for ground floors)
2. Driving on narrow spaces, containers, pits, as well as supply and disposal sewers
3. Works on fire-extinguishing installations, alarm systems and warning systems
4. Works in areas that are protected by automatic fire-extinguishing systems
5. Works on containers and ducting
6. Works on electrical systems
7. Works in flammable and explosive areas
8. Utilization of hazardous substances (e.g. chemicals) and operating hazardous systems (e.g. laser, X-ray installations, etc.)
9. Excavations like constructing excavation, pits and shafts
10. Works on truck-mounted cranes
11. Works on elevated working positions
12. Dust-developing works in areas with automatic fire-extinguishing systems

Appropriate measures must be defined with the coordinator to prevent any danger to all persons on site.

Work Equipment



Machines

Machines, tools, devices and other production facilities shall apply to the relevant regulations and be in a reliable condition.



Electrical Facilities/ Connectors

In case of works at or near to current-carrying installations or facilities, the responsible department shall be contacted. The department (TES) decides on the following actions.



Diehl Facilities

Using Diehl facilities, machines, raw materials, etc. is only permitted with a permission. The coordinator is the responsible contact person.



Data Processing

Before using DP devices (PCs, work stations, equipment, etc.), this shall be aligned with the coordinator.

Hazardous Substances, Fire and Explosion Protection

Danger of Fire and Explosion



Handling naked flame, fire and sparking tools is prohibited in areas with an increased risk of fire and/or explosion. Exceptions are declared as hazardous works and shall be approved by the coordinator.



Carelessly triggering or neglecting to report a reconnection of a fire protection system, can lead to claims of compensation.

Keep in mind that high dust works may trigger fire alarm systems.



Using Hazardous Substances

Before using hazardous substances, the coordinator shall approve them. For this, present the relevant documents, like **safety data sheets**, to the coordinator.

Construction and Installation Works



Elevated Working Positions

Use safety scaffolds, safety nets or safety harness for tasks on elevated, movable working positions, if the required tasks do not allow security by rails.



Safety

Construction sites, excavations, pits, sewers, floor openings, etc. shall be properly secured in coordination with the coordinator.



Works in Airport Areas

The relevant statutory provisions and requirements, in particular Air Traffic Act, shall be followed. This includes, amongst others, placing and lighting obstacles.



Civil Engineering Works

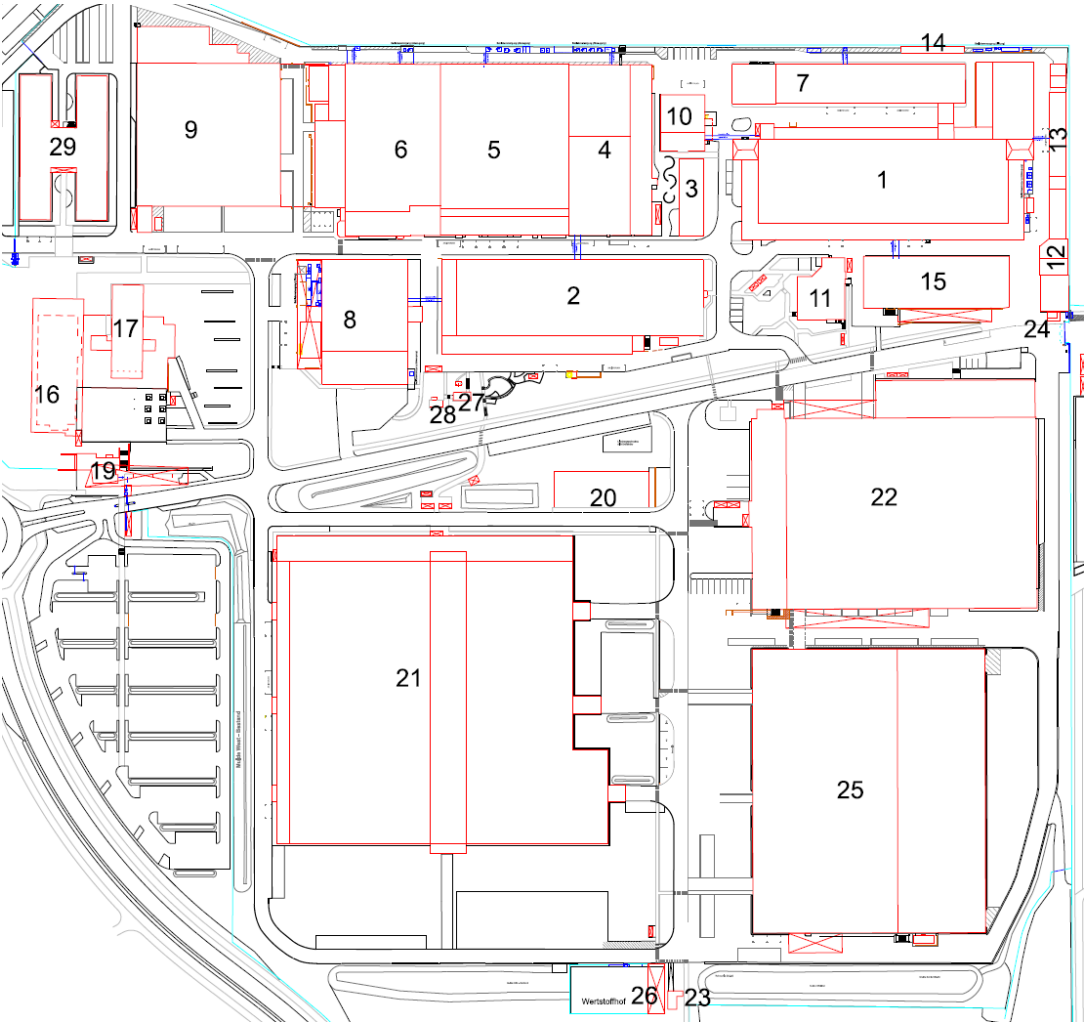
Before beginning civil engineering works, the executing company shall gather information on the location of current-carrying conduits, gas conduits and oxygen conduits at the responsible department/building authorities.

Follow the instructions of these departments/building authorities.



Construction and Installation Works

Information in accordance with §5a of the Hazardous Substances Ordinance - Gefahrstoffverordnung (existing or suspected hazardous substances that are released during activities and may pose particular health risks)



Build.	year	Known/suspected hazardous substances/comments
1	1960	Not available*
2	1969	Asbesthaltiger Estrich Bereich Pressen, weitere nicht verfügbar*
3	1975	Not available*
4	1980	Not available*
5	1986	Not available*
6	1987	Not available*
7	1981	Not available*
8	1992	Not available*
9	2001	Not available*
10	1960	Not available*
11	1982	Not available*
12	1984	Not available*
13	1992	Not available*
14	1999	Not available*
15	1999	Not available*

Geb.	Baujahr	Bekannte/Vermutete Gefahrstoffe/Anmerkung
16	2000	Not available*
17	2003	Not available*
19	2003	Not available*
20	2003	Not available*
21	2003	Not available*
22	2004	Not available*
23	2007	Not available*
24	2010	Not available*
25	2015	Not available*
26	2014	Not available*
27	1986	Not available*
28	2018	Not available*
29	2020	Not available*

*No information on relevant hazardous substances is available. The risk, type, and location of possible hazardous substances released during activities can be coordinated with the coordinator during the briefing.

Environmental Protection



Waste

Waste should be avoided as far as possible. The contractor is considered the waste producer for waste and residual materials from materials brought in during the fulfillment of the order and is responsible for the disposal of the waste produced. The disposal of Diehl's own waste must be coordinated with the coordinator and the waste management officer.



Water and Soil Protection

Substances that are hazardous to water (e.g., oils, solvents, paints, etc.) must not be allowed to enter the sewage system or the ground under any circumstances. Appropriate preventive measures must be taken. Spilled hazardous substances must be reported immediately via the internal emergency number 07392 703-1120.



Emissions

Noise, dust, and other emissions must be limited to the absolute minimum, both indoors and outdoors.

Energy Management



Efficient use of energy

Energy should be used sparingly and efficiently.. Unnecessary consumption of energy must be avoided (unnecessary machines, lighting, heating)



Third-party quantity limitation

Be careful with construction sites longer than 3 months. The third-party quantity limitation must be observed here (e.g.: setting up a construction site power distributor with a calibrated meter). Small quantities/trivial items do not have to be taken into account.

Commandments



- **Emergency routes & fire protection**

Escape and emergency routes shall be kept free at any time. Fire-extinguishing appliances and first aid facilities shall be kept free at any time.



- **Construction sites/ workplace**

Setting up the construction site/ workplace in coordination with the coordinator. Cleanliness and tidiness shall be guaranteed on the construction site/ workplace.



- **Incidents and accidents**

Security & environmental incidents and accidents shall be reported via the emergency number (internal: 1120; from mobile: 07392/703-1120) at once.



- **Works on Saturdays, Sundays, public holidays and night**

Works on Saturdays, Sundays, public holidays and night shall be requested from the coordinator in time (at least 3 working days beforehand) and be registered with plant security. The contractor is responsible for obtaining special permits for work on Sundays and public holidays from the competent authority and must provide proof of this without being asked.



- **Personal protective equipment (PPE)**

Safety shoes shall be worn in production, workshop and logistics areas. Other PPE shall also be worn in accordance with the risk assessment. Personal protective equipment shall be provided by the company performing the work.

Restrictions



No admittance

Other areas than the specially assigned work places, must not be entered unauthorized.



Ban on Smoking

Smoking is absolutely prohibited on the factory premises.

Smoking is only permitted in smoking rooms and designated places.



Ban on alcohol and cannabis

There is a ban on the consumption of alcohol, cannabis and other drugs on the entire site, including the parking lots.

Persons that are under the influence of alcohol or other intoxicating substances, must not perform works on the site and are relegated off the site.



Ban on film and photography on the complete site

The taking of photographs, video recordings, and audio recordings is strictly prohibited. In exceptional cases, a written request for permission to film, photograph, or make audio recordings may be submitted to the plant security department via the coordinator. Strict rules also apply to the use of drones in the vicinity of airports.



Working alone

Working alone is prohibited for hazardous work.

Data Centers

For installation, modification or maintenance work in one of the data centers, the following rules must be observed

- Work in the data centers must always be approved by the data center manager.
- Windows and doors must not be blocked with objects against locking during work in the data center.
- Electrical/electronic consumers (e.g. notebook, drill, or similar) must not be connected to the power supply of the data center.
- No plugs (power plugs, network plugs, etc.) may be disconnected or reconnected in any way.
- When the extinguishing system is triggered during work in the data center (acoustic signal and flashing light), the data center must be left immediately and by the quickest route.

Violations on the rules of conduct

- In case of violations on the work rules, the customer may obtain at the contractors the exclusion of the contravening employee or assistant from further activities.
- Termination of the contractual basis may be considered.

DIEHL AVIATION

Diehl Aviation is a division of Diehl Stiftung & Co. KG and combines all aviation activities of Diehl Group under one roof. In the aviation industry, Diehl Aviation - including Diehl Aerospace (a joint venture with Thales) - is a leading system supplier of aircraft system and cabin solutions. Diehl Aviation currently has more than 4,400 employees.

Its clients include leading aircraft manufacturers Airbus, Boeing, Bombardier, Embraer, military partners, manufacturers of eVTOL aircraft as well as airlines and operators of commercial and business aircraft worldwide.

Department Safety, Environment & Security

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