

# Work Rules for external Companies and their Employees

**WE  
ARE  
ONE**

**Climbing higher.  
Together.**

**Status April 2018**

**Emergency call: Fire/ Accident      1120**

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

2370      Fire safety and factory security

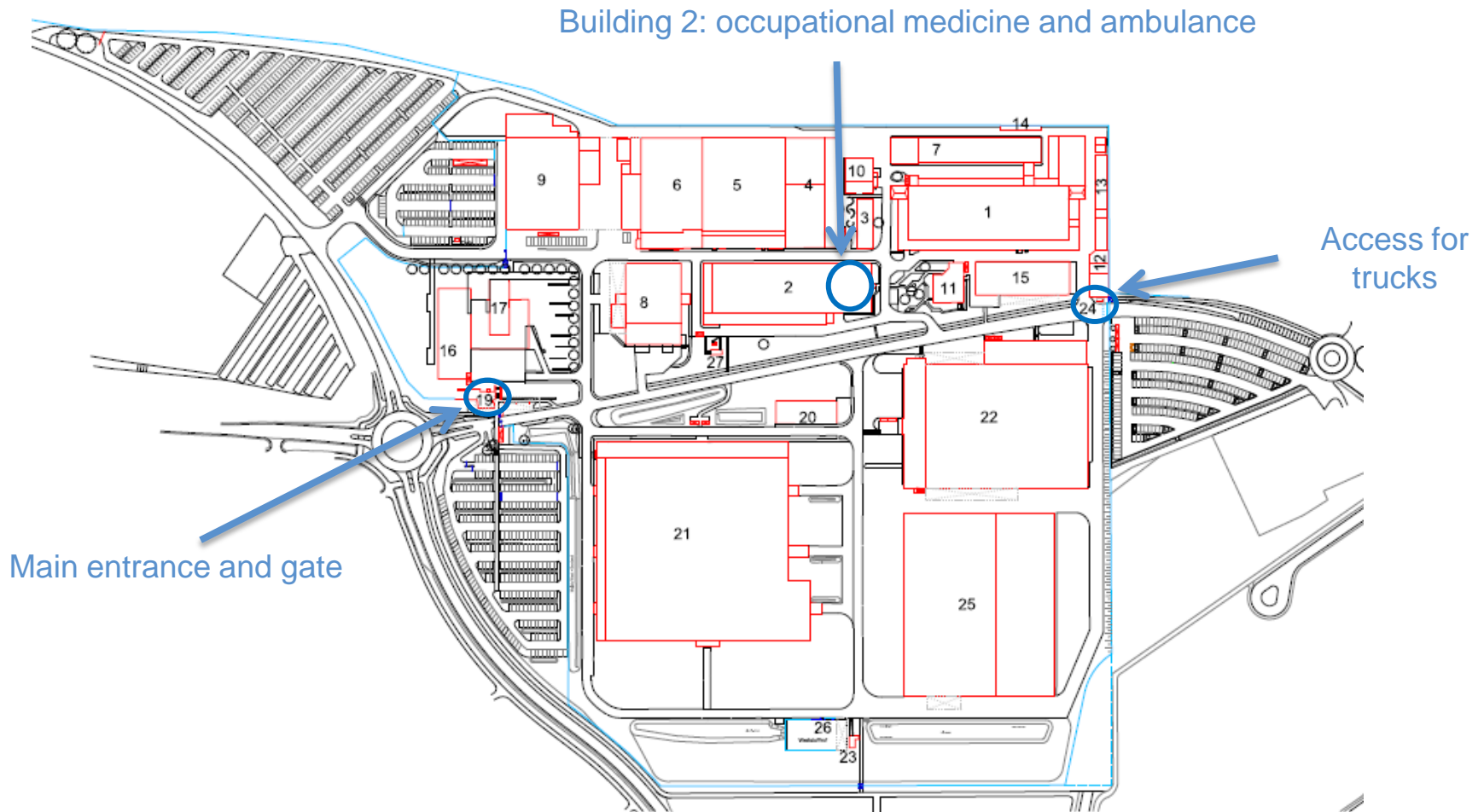
1195      Environment protection, waste

1981      Gate

Responsible coordinator:

Phone:

Work Rules for external Companies and their Employees



This presentation „Work Rules for external Companies and their Employees“ is part of the terms and conditions of Diehl Aviation Laupheim GmbH, therefore mandatory.

All authorized works, concerning the area-specific conditions, shall be discussed with the coordinator before performing.

- **Inspections and Regulations**

Read up on the applicable regulations BEFORE taking up employment on the site. This particularly refers to regulations of safety, health, environmental and fire protection.

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).

- **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 only in coordination with the coordinator.

- **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.

*Hazardous goods shall be notified!*

- **General Information**

The instructions of the factory security personnel shall be followed.

- **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.

- **Inspections**

In order to protect the company's and personal property, inspections are performed, including brought-in items. External company's vehicles on the site are controlled by the factory 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.



- **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
13. Works in security zone 3 – air freight packaging

- **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 decides on the following actions.

- **Company Facilities**

Using company 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 coordinated with the coordinator.

- **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 Goods**

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

- **Disposal of Waste and Residues**

For wastes and residues that are a result of brought-in materials of the performed works, the contractor is considered to be the waste producer and therefore is responsible for the waste disposal.

- **Water and Soil Protection**

Water endangering substances (e.g. oils, solvents, paint, etc.) must not get into the canalization, respectively soil, in any case.

- **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.



- **Security zone 1 (SZ1) factory premises**

The contractor is obliged to maintain the existing factory safety.

Unauthorized persons shall not be allowed access to the factory premises.

- **Security zone 2 (SZ2) Hall 22 / logistics area**

The contractor shall comply with the following directives:

- For all work, the contractor shall deliver an avis to the Air Safety Officer at least one week beforehand
- The manipulation of entrances (doors, gates, windows,...) is forbidden
- Unauthorized persons are to be denied access

- **Security zone 3 (SZ3) air freight packaging**

The contractor shall comply with the following directives:

- For all work, the contractor shall deliver an avis to the Air Safety Officer at least three week beforehand
- The manipulation of entrances (doors, gates, windows,...) is forbidden
- The manipulation of freight is forbidden
- In this sensitive area, the contractor may only perform the work under the supervision of a safety-tested and specially trained employee of Diehl Aviation Laupheim GmbH

- In case of violations on the work rules, the customer may obtain at the contractor's the exclusion of the contravening employee or assistant from further activities.

Termination of the contractual basis may be considered.

- Emergency routes  
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.
- The road traffic act and the signposted speed restrictions shall be followed on the site.  
Accidents and damages shall be reported to the factory security at once.
- Construction sites/ work place  
Setting up the construction site/ work place in coordination with the coordinator.  
Cleanliness and tidiness shall be guaranteed on the construction site/ work place.
- Incidents and accidents shall be reported via the emergency number at once.

- Works on Saturdays, Sundays, public holidays and night shall be requested from the coordinator in time (at least 3 working days beforehand)
- Personal protective equipment shall be provided by the performing company.

- 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  
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  
Film and sound recordings/ photographs shall be requested from the factory security in written form.
- Working alone in the course of dangerous tasks.

## Contact

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**[www.diehl.com/aviation](http://www.diehl.com/aviation)**

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