

# Safety Instructions for External Companies



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## Introduction

These safety instructions for external companies as provided by EVOGUARD summarize instructions and other pertinent information designed to ensure the safety of individuals and protection of material assets on your premises. We are providing these instructions in order to avoid personal injury and damage to material assets, prevent any negative impact on the environment, and increase overall safety on company grounds. As a member of an external company, you must know and observe the specified information and instructions for safely carrying out your activity at our location. Do not start your work until you have clarified when the work is to be started and the procedure involved with the construction site manager and/or the coordinator/contracting body and have obtained their approval for the work. The guidelines issued by EVOGUARD GmbH must be observed by suppliers and service providers alike.

These instructions are rooted in applicable laws, provisions, regulations, official licences and permits, directives from authorities, and generally accepted rules concerning the use and application of technology.

### Scope of application:

The safety instructions apply to all areas of EVOGUARD GmbH.

**Martin Zierer**

Managing director

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## 1. General Rules of Conduct

### 1.1 Access to company grounds

The grounds of EVOGUARD GmbH may only be accessed by individuals who have a valid company ID card or a visitor card. The owners of the passes are obligated to observe and maintain the applicable safety provisions after they have provided their signature and are given access clearance.

Visitor cards that are issued must be presented at all designated points so that visiting times may be entered and handed to respective attendant when leaving the company grounds.

### 1.2 ID cards for external companies

Every employee of an external company must contact Plant Security at the respective location to apply for an ID card. Externals will then be provided with an EVOGUARD card containing a photo or a visitor card, depending on the type of work involved and the duration of the assignment. The card must be carried by the employee in a way that is easy to see and read at all times.

ID cards must also be returned to respective attendant / company contact when the work contact expires without being requested.

Loss of an ID card must be reported to the respective attendant / company contact immediately.

### 1.3 Work performed outside standard working hours

Work that is performed outside regular working hours (7 a.m. to 3 p.m.) must be approved by the respective specialist department and reported to Plant Security ahead of time. All such work for which approval has not been granted or reported accordingly must be stopped.

### 1.4 Traffic regulations

**Attention:** Mutual consideration of others must be practised on the EVOGUARD GmbH site. This applies in particular when internal traffic (forklift trucks, heavy goods vehicles) is encountered. Operators must always establish eye contact with each other. Pedestrians must be given particular attention. Parking is only allowed in the designated areas. **The maximum permitted speed for vehicles is 20 km/h (inside buildings 10 km/h).**

Gates and passageways must be kept clear and open to allow traffic through. Rescue paths (e.g. for direct access by the fire brigade), equipment installed to fight fires (e.g. fire extinguishers, feeder devices), control cabinets, and driveways and entrances to buildings especially must not be blocked by vehicles or objects of any kind.

Non-KRONES vehicles and/or non-KRONES trailers must not be parked on the plant grounds overnight. Exceptions must be approved by Plant Security / company contact.

### 1.5 EVOGUARD Equipment, Machines, and Installations

A written approval (material requisition form) must be created by the respective attendant or department manager if property of EVOGUARD GmbH is taken off the company grounds. It makes sense to create a list of materials that documents the company property brought onto the company grounds as soon as work begins. We would like to point out that vehicles are inspected as a matter of routine when leaving the premises.

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## 1.6 Accommodations/containers on the company grounds

An approval must be obtained from the respective EVOGUARD attendant before mobile accommodations/containers are erected on the company grounds (see chapter 14). This approval must be affixed in a highly visible area of the building container. Plant Security must be informed if heating systems are installed. The equipment and devices used in mobile accommodations as well as in other rooms and facilities must be operationally safe.

An information board that provides the following details must be affixed in a highly visible area of each mobile accommodation/container:

- Period of time the designated space will be occupied
- Contact and telephone number of the erecting party
- Name/phone number of the coordinator

is to be attached.

## 1.7 Impermissible behaviour

The following activities are prohibited on the company grounds in the interests of safety and orderly conduct:

- Removal or modification of safety and fire protection equipment
- Any and all types of commercial transaction
- Formal gathering and political activities
- Distribution of magazines, printed materials, leaflets, etc. without permission
- Entering the company grounds under the influence of alcohol
- Bringing alcoholic beverages in a quantity that exceeds a reasonable amount for personal daily consumption
- Copying, replicating, and reproducing documents – in particular photos of operative equipment and assemblies – without obtaining previous approval to do so
- Carrying any kind of weaponry
- Bringing animals
- Using telephone systems at the expense of EVOGUARD GmbH
- Bringing individuals who do not have clearance to access the company grounds on site

## 1.8 Illegal workers

It is prohibited to use illegal workers.

The contracting external company is responsible for ensuring that the employees they hire to work on the company grounds have a valid social security card and, if applicable, a valid work permit.

## 1.9 Emergency management plan

The employees of the contractor are to be informed about escape and rescue routes as well as about the respective assembly points by their superiors / responsible supervisors. The required information (escape and rescue plans as well as emergency measures) are posted in all buildings and can be obtained in advance from the coordinator.

In the event of a fire, the emergency number **11111**, cellphone **112** or **09436 307-111**, or the nearest fire alarm, should generally be notified to the fire department immediately. Therefore, always check before starting work where the next reporting option is.

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The instructions of the emergency response team and other emergency services from EVOGUARD GmbH (fire protection assistants) or KRONES AG must be followed.

Our company medical services (BÄD) are available from **Monday to Friday from 7.00 am to 11.00 am** and **Wednesday from 07.00 am to 5 pm**. (Tel. 09436 307-302, Building 1.2). Outside these hours, please seek the assistance of the emergency response officer (Tel. 09436 307-373) or a first aid helper within your immediate area.

As the person making the call you need to provide the following information:

Name, phone number (for any questions), location of the incident (building, corridor), nature of the incident (accident, fire, escaping gas, etc.), number of casualties and severity of the injuries.

This is the only way to make sure that the support forces can get to the incident location without delay when they arrive.

Refer to chapter 17 for additional information.

### **1.10 Damage to company property**

Contractor employees must avoid damaging componentry/machines (scratches, dents, etc.) when performing work-related activities.

Any damage that is caused must be reported without delay to the attendant.

### **1.11 Confidentiality, data protection and information security**

You are obligated to keep all trade and business secrets confidential throughout the duration of your assignment as well as after the assignment has been completed.

Files, drawings, documents, copies, and other relevant materials may not be taken out of the operating and business rooms of EVOGUARD GmbH, nor may they be duplicated and/or made accessible to third parties.

Official approval must be granted from the managers of the respective organisational unit before photos, film or video material are taken.

The employees of Corporate and Plant Security are authorised to carry out checks on the company grounds of EVOGUARD GmbH at any time in order to maintain safety, security and orderly conduct.

These checks extend to all individuals and vehicles as well as receptacles and objects brought on site.

Instructions and information provided by Corporate and Plant Security, Industrial Safety and the coordinator must be followed without delay or questioning.

### **1.12 Plant Security (Site Rules and Regulations)**

The site rules and regulations of EVOGUARD GmbH (see section 1 for general rules of conduct), and the safety instructions that apply to external companies, are to be recognised. Violations can be penalised by imposing an immediate ban prohibiting access to all sites of Krones AG.

Contractors that employ subcontracting companies bear responsibility for them and for conveying all relevant information as well as ensuring that this information is understood and acted on in a compliant manner. All company names, addresses, and persons in charge must be documented on the supplementary sheet designated for this purpose (see chapter 23).



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## 2. Safety instructions

- All safety measures must be coordinated with the construction site manager and/or the coordinator/contracting body in good time.
- The safety instructions of the construction site manager and/or the coordinator/contracting body must be observed, and required personal protective equipment PPE (safety helmet, safety glasses, safety shoes, etc.) must be used.
- Work involving the generation of heat or smoke (such as welding, soldering, cutting work, road surfacing work and scarfing work, and work carried out in intermediate ceilings and raised floors) must be reported to the Occupational Safety department and/or the Security Command Centre and written approval obtained from them.
- Where work involves the generation of steam/smoke or dust, a request must be submitted to the Security Command Centre (entrance gate) for the fire alarms to be switched off in the work area. Work is only allowed to be started after approval has been given and the alarms have been switched off.
- Devices or vehicles (e.g. forklift trucks, lifting platforms) of EVOGUARD GmbH are only allowed to be used with a valid permit from the outside company concerned.
- Written approval from the construction site manager must be obtained before starting any work on lines/pipes or systems holding dangerous contents (gases, hazardous substances, etc.) or with hazardous pressure.
- For the purpose of connecting electrical devices on construction sites, the provided construction site distribution boards or the safety socket outlets with FI/RCD safety switches installed on the buildings must be used.
- Fuse replacement work and repair work on the construction site power supply installations is only allowed to be carried out by authorised personnel from our electrical workshop.
- All devices and equipment used must have been tested/inspected in accordance with the applicable accident prevention regulations (e.g. BGV A3 Electrical equipment, BGV D36 Ladders and steps) and bear a valid inspection mark.
- Extension leads and movable electrical cables must be properly laid, i.e. they must not result in any risk of accidents or trip hazards, and no pinching and shearing points on doors and windows are allowed.
- Danger zones must be clearly marked.
- Notice! When carrying out drilling, core drilling and chiselling work, it can be expected that electric cables, data cables and fire alarm cables can be encountered in masonry and concrete.

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### **3. Occupational safety information**

#### **3.1 Coordination of work activities**

In order to coordinate the work carried out by the contractor with the work-related activities of the customer or other companies as per paragraph 8 of the occupational health and safety directive and the BGV A1 provision defined by German trade association regulations, an employee will be appointed as the central coordinator for answering questions on site and for coordinating scheduled work to avoid all potentially hazardous interactions. To this end, job-specific instructions are to be communicated with a view to determining and defining these hazards (see section 16). The coordinator has managerial authority over the employees of the contractor to the extent that this is required to ensure safe operational procedures. The supervisors of the contractors continue to bear responsibility for the safety of their employees, however. If contractors encounter other companies unexpectedly, they must be consulted with and debriefed to avoid engaging in potentially hazardous interactions.

Should employees of several companies be scheduled to work at a joint location, these companies are obligated to cooperate and collaborate with each other in maintaining the relevant safety and health protection requirements. In particular, the companies must communicate with each other as well as with their employees about all potential hazards associated with the work defined and coordinate measures to avoid these hazards as far as this is required to ensure the health and safety of everyone involved respective of the type of work carried out.

The regulations stipulated in paragraph 2, sections 1 and 2 of the BGV A1 provision that are binding for carrying out the work assignment must be observed.

#### **3.2 General safety obligations**

All contractors are required to maintain and uphold general safety obligations in addition to providing for the safety and well being of the individuals they employ. Specifically, this means that every employer must take steps to avoid any and all work-related hazards (e.g. that present themselves during excavation work), equipment or material hazards (e.g. uncovered excavation pits), and traffic hazards (e.g. unsecured passing points over excavation pits).

When installation or assembly openings, shafts, etc. are secured, the covering apparatus used must be sure-footed and unable to be moved. If there is a risk of slipping or sliding, suitable bracing with handrails must be provided.

#### **3.3 Entering work zones**

Work zones may only be entered to carry out the work defined.

#### **3.4 EVOGUARD Equipment, Machines, and Installations**

EVOGUARD equipment, machines, materials, and installations (e.g. forklift trucks, drills, and cranes) may only be used with the approval of the relevant department manager and only if the specialist department of the customer assigned to monitor the progress of the work involved is aware of this use. Briefing or orientation for the employee or employees may be required.

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### **3.5 Safety marking**

Prohibited action signs, warning signs, mandatory compliance signs, safety and escape signs, and other, related signage affixed in work zones must be observed.

### **3.6 Travel Paths and Escape Routes**

All travel paths and rescue and escape routes must be kept unobstructed.

### **3.7 Use of Ladders**

All ladders used must be certified as compliant with the applicable accident prevention regulations and may only be used as they were intended.

### **3.8 Use of Scaffolds**

Scaffolds must be designed and constructed in line with the respective regulations and requirements and have hand, knee, and foot rails.

### **3.9 Working on Sundays and Holidays**

Contractors must obtain special approval from the respective trade inspectorate to carry out work on Sundays and holidays.

### **3.10 Tools, Machines, and Equipment**

Tools, machines, and equipment may only be used if they comply with the applicable regulations and standards.

Vehicles must be tested for compliance with BGV provision D29. It must also be possible to verify that this test has been completed (documentation).

### **3.11 Diesel-Powered Vehicles and Machines**

Any diesel-powered vehicles (e.g. diesel forklift trucks, front-end loaders, lifting ramps and hoists, etc.) that are operated in the halls/building facilities require approval!

If such operation is unavoidable, particulate filters, ventilation ducts, and other systems must be installed.

### **3.12 Roof work**

Rope or cable-retention mechanisms (personal protective equipment for avoiding falls) must be attached and secured at the designated attachment points (anchoring device) when repair work is carried out at or in the vicinity of the edges of a building. If no anchoring devices or other, suitable attachment points are available, a scaffold must be erected.

Skylight domes must not be walked on.

Roofs that do not have adequate load-bearing capacity (e.g. glass roofs and corrugated sheet roofs) may only be accessed when special safety precautions are taken.

### **3.13 Excavation work**

The company commissioned must consult with the respective specialist departments to learn about the exact location of live cables and water, gas, and other media-carrying lines prior to engaging in excavation work. Instructions and information given by these specialist departments must be observed.

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Drilling, probing, and all other types of digging and excavation work must be communicated to the construction and engineering department beforehand.

Construction areas, excavation pits, channels, ducts, shafts, and other work sites must be secured such that operating hazards are also avoided in low to very poor light conditions.

Exploratory digs may be necessary to unearth any potential munitions, for example, especially at the location in Neutraubling.

### **3.14 Working near cranes**

The respective specialist department must be informed accordingly for any work carried out in the vicinity of cranes. Work may only commence after the work area has been safeguarded by securing the main operating switch for the crane and installing mechanical end stops, for example.

### **3.15 Completing construction and installation/assembly work**

Companies commissioned to carry out construction and installation/assembly work must clean up and sweep their work area after all work has been completed. The roof structure may also need to be inspected for scrap and waste.

### **3.16 Waste disposal**

Waste that accumulates in carrying out a work assignment must be disposed of by the company commissioned for the assignment. This company is also responsible for ensuring that all relevant rules and regulations are maintained and that the waste is disposed of properly. Disposal of such waste on our grounds is only possible with the approval of the coordinator and following consultation with the waste management officer or safety officer.

### **3.17 Fire protection**

Fire protection systems, such as the fire alarm system or parts of it, may only be decommissioned after having informed Plant Security beforehand and having coordinated any necessary compensation measures. (Refer to chapter 18 for the form on deactivating smoke and heat detectors.)

Structural fire protection must not be compromised by the work assignment. Any necessary modifications (e.g. routing of cables through a firewall) must be approved by the coordinator. All fire protection systems must be reinstated correctly and as quickly as possible.

## **4. Occupational safety, environmental protection, fire prevention, and plant security**

The relevant and applicable laws, regulations, and standards, as well as the stipulations defined by KRONES AG, must be observed to safeguard protection of the environment.

If any questions arise in conjunction with occupational safety, environmental protection, fire prevention, or plant security, do not hesitate to contact the PMuS ZS Occupational Safety/Environmental Protection department or the safety officers present on site.

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## 5. Handling hazardous substances

### 5.1 General information

When hazardous substances are handled, explosions, burns, poisoning, acid burns, and other accidents can occur. Handling these substances improperly can lead to chronic health injuries. The following rules must be observed and are binding when carrying out work at EVOGUARD GmbH.

### 5.2 Approval of Hazardous Substances

Only chemical products that have been approved by Occupational Safety may be used. If products that have not received this approval are to be used, a material release must be applied for with the commissioning department. If these products will be used once only and application thereof will be minimal, a release for the assignment in question can be obtained from the hazardous substances contact point, in consultation with Occupational Safety and Environmental Protection, via the commissioning department.

Halogenated hydrocarbons must not be contained in the substances for which approval is being sought.

### 5.3 Instructions

Contractors must properly inform their employees about the specific hazards associated with and the safety measures required for handling hazardous substances. Suitable personal protective equipment may also need to be provided.

### 5.4 Identification marks

Hazardous substances may only be filled in suitable containers that are closed and secured and must be designated with the hazard symbol (i.e. flame), accompanied by the following information:

- Trade name
- Name of the manufacturer
- Safety advice
- Hazard details

### 5.5 Storage

Hazardous substances as made available in working areas or on sites may only be provided in the quantities that are required to continue carrying out the work prescribed.

### 5.6 Disposal

Hazardous substances (e.g. paint residues, solvents, adhesives, and oil) must never be allowed to enter the sewage system or soil and must be taken to a recycling centre or suitable disposal facility as dictated by law.

### 5.7 Combustible Liquids

Combustible liquids emit vapours that can produce explosive gas-air mixtures in certain concentrations. Vapours are usually heavier than air, collect at ground level, and can form plumes that follow the formation of the ground and amass elsewhere, such as in a pit or a depressed formation. Sources of ignition must be avoided when handling combustible liquids and working in potentially explosive areas. Open flames and smoking are prohibited. Cleaning cloths soaked in combustible liquids, cleaning wipes, and similar must be deposited in closed and secured containers that are not combustible.

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## **5.8 Asbestos Products**

The use of asbestos products is generally prohibited. Exceptions include renovation and clean-up work. Handling asbestos, in particular in situations in which weak asbestos-bound products are involved, must be carried out in accordance with TRGS regulation 519, "Asbestos, demolition, reconstruction or maintenance work" and coordinated with safety officers in advance.

## **6. Cleaning**

### **6.1 Coordination of Cleaning Work**

Cleaning work must be carried out in coordination with the respective specialist department (annual planning, as required, etc.),

which specifies when and where such work is necessary as determined by the maintenance supervisor or manufacturing personnel responsible, for example.

### **6.2 Safety-Relevant Knowledge**

The responsible parties appointed by the contractors are to be instructed accordingly on the machines and equipment to be cleaned (at least once annually and when substantial modifications to plant equipment are made). Potential hazards, safety zones, switching devices, etc. must be known by the responsible party of the cleaning company, and instructions and information communicated in this context must be documented.

### **6.3 Qualification for Employees**

Operating instructions for the respective duties must be provided by the contractor. The contractor must inform and instruct his employees as well as document that this has taken place.

### **6.4 Handing Over Equipment**

Machines and equipment are handed over to the contractor by the respective specialist department to be cleaned.

The status of the equipment and any special protective measures (equipment switched off, equipment in manual mode, etc.) must be specified and defined (operating instructions).

Checking and verifying the status agreed:

Before cleaning work is carried out, the responsible party appointed by the cleaning company must ensure that the aforementioned status of the equipment is as agreed.

### **6.5 Returning Equipment**

After all cleaning work has been carried out, the contractor must return the equipment in proper technical condition and safe working order.

Recommissioning is performed by the respective specialist department.

The contractor is responsible for ensuring the safety of his employees!

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## **7. Electrical equipment**

### **7.1 Electrical connections**

Existing switchgear or distribution systems may only be accessed after the respective specialist departments have granted approval to do so.

### **7.2 Switching measures**

Required switching measures must be communicated to the electrical servicing companies in charge via site management personnel, and these companies must approve of such activities before they are carried out.

All areas affected by these measures must be informed well in advance and their consent obtained.

### **7.3 Construction site distribution board**

The respective specialist department is responsible for configuring, installing, and maintaining a construction site distribution board, provided that this is made available by EVOGUARD, and must also route the feeder cable. The operating company of the distribution board must be documented in writing. Other power sources (building power sockets) may not be used to supply construction site facilities or to connect electrical equipment or cable extensions.

### **7.4 Safety rules**

The "5 safety rules" apply to all work carried out at or in the vicinity of electrical equipment. To this end, such equipment must be deactivated or an effective contact protection mechanism must be installed for work carried out in the vicinity of open or unprotected electrically conductive parts. Work involving live systems may only be carried out in exceptional cases and in the presence of suitable interim protective measures. The written work instruction required for this purpose must be communicated and justified to the respective site management personnel.

### **7.5 Intended Use of Hand-Held Tools**

Only safe hand-held tools and equipment (e.g. VDE-compliant electrical tools, VDE-certified rubber hose line for mobile consumers) may be used and only as intended. All required personal protective equipment must also be worn.

### **7.6 Building lights and other utilities**

Building lights used outside production times may only be switched on for the work area in question and must be switched off after the work has been completed.

These measures also apply accordingly to other supply lines. The respective specialist departments must always be notified {32}in advance{33} of work involving supply lines and power supply networks.

### **7.7 Working in the vicinity of electrically conductive equipment**

If work must be carried out in the vicinity of electrically conductive equipment or assemblies, the qualified electrician in charge must be notified accordingly by way of the coordinator. The electrician will then decide which measures are required.

### **7.8 Regulations**

All work carried out on assemblies, machines, equipment, and similar must comply with the applicable guidelines and regulations.

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## 8. Welding and Open-Flame Operations

### 8.1 Approval for Open-Flame Operations

If open-flame operations (welding, cutting, separating, grinding, soldering, etc.) are required for a work assignment, approval must be obtained from the PMuS ZS Occupational Safety/Environmental Protection department or from a maintenance supervisor. The operation permit (see sample in section 12) must be filled out and be readily available for presentation.

A suitable and inspected fire extinguisher is required at minimum for all of the aforementioned work. Open-flame operations that are performed in specially equipped workshops (stationary welding workstations) do not require an operation permit.

### 8.2 Safety measures

- Removing Combustible Objects
- All combustible objects or materials must be removed from the danger zone and, if required, also from neighbouring rooms (applies to gas-filled bottles as well).
- Covering Combustible Objects
- Combustible objects (e.g. wood-based constructions) that cannot be removed from the danger zone must be covered.
- Sealing Openings
- All openings such as joints, crevices, pipe ducts, and open pipelines must be sealed in a fire-proof manner using fire-proof materials.
- Firewatch team
- A firewatch team equipped with suitable fire-fighting resources must stand by during the welding work if combustible objects that cannot be removed from the danger zone are present.
- Post-Work Inspection
- Immediately after work is completed, the job site and area around it must be examined carefully for smouldering spots, hotspots, heat and smell of burning. These inspections must be repeated several times. Immediately douse or cool down conspicuous areas. This action must be performed by the welder or by another reliable and suitable individual.
- Gas bottles must be properly closed, secured and stored as required. Storing gas bottles on rooftops is not permitted.
- Welding equipment, devices and fittings must be checked on a routine basis.
- Mobile welding devices must be equipped with a hand-held fire extinguisher.
- Every welder is responsible for the work he carries out!



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## 9. Working in containers and tight spaces

### 9.1 "Tight spaces" include the following:

- Containers, bowls, tanks
- Pipelines, ducts
- Girder sections of cranes, hollow spaces in machines
- Pits, shafts, small cellar rooms
- Elevator- shafts and manholes

### 9.2 Hazards can arise from:

- The limited amount of air available and poor air circulation
- The previous content of the container (residual material) or media that is still flowing
- The operating resources (paints, adhesives, cleaning agents, etc.) required to carry out the work
- Dust, gases, welding smoke, etc. that are produced during the work assignment
- The use of electric hand-held tools, electrical equipment, etc.
- Installations (conveyor and transport systems, stirrer units, measuring equipment)

#### **Guideline principle:**

Work in tight spaces or containers may only be started after the respective coordinator has filled out the accompanying operation permit (see sample in section 15) and the protective measures referenced therein have been implemented and are effective.

The PMuS ZS Occupational Safety/Environmental Protection department and the safety officers will offer assistance in creating the operation permit if asked to do so (BGR 117, section 5.3).

## 10. Response to accidents, environmental damage, and fire incidents

If an accident, environmental damage or a fire occurs at a contractor construction site or assembly site, the following emergency phone numbers are also available for employees of external companies:

### Important Contacts

		Phone no.:
<b>EMERGENCY CALL</b>		<b>1-1111</b>
Managing Director	Martin Zierer	09436 307-710
Manager Plant Facility Maintenance	Hermann Schuhbauer	09436 307-240
Plant Facility Maintenance	Tobias Schöberl	09436 307-460
Manager ZPL Building Engineering Services	Franz Zollner	09401 70-3387
Construction Site Manager (name)		
Manager Corporate Safety and Security	Ulrich Schäfer	09401 70-1064
Occupational Safety/Environmental Protection	Peter Holdenrieder	09436 307-304
Occupational Safety/Fire Prevention/Plant Security	Markus Wankerl	09436 307-211
Reception	Elisabeth Stich	09436 307-700
Company Doctor (Monday to Friday, 7 a.m. to 12 o'clock noon)	Building 1.2/ 2nd floor	09436 307-302
Manager Production Manufacturing	Dominik Glöckl	09436 307-708
Manager Production Assembly	Bernd Rauch	09436 307-782
Safety Manager	Thomas Hartl	09436 307-778

Coordinator of Contracting Body

\_\_\_\_\_  
*Name in block letters*

\_\_\_\_\_  
*Phone no.*

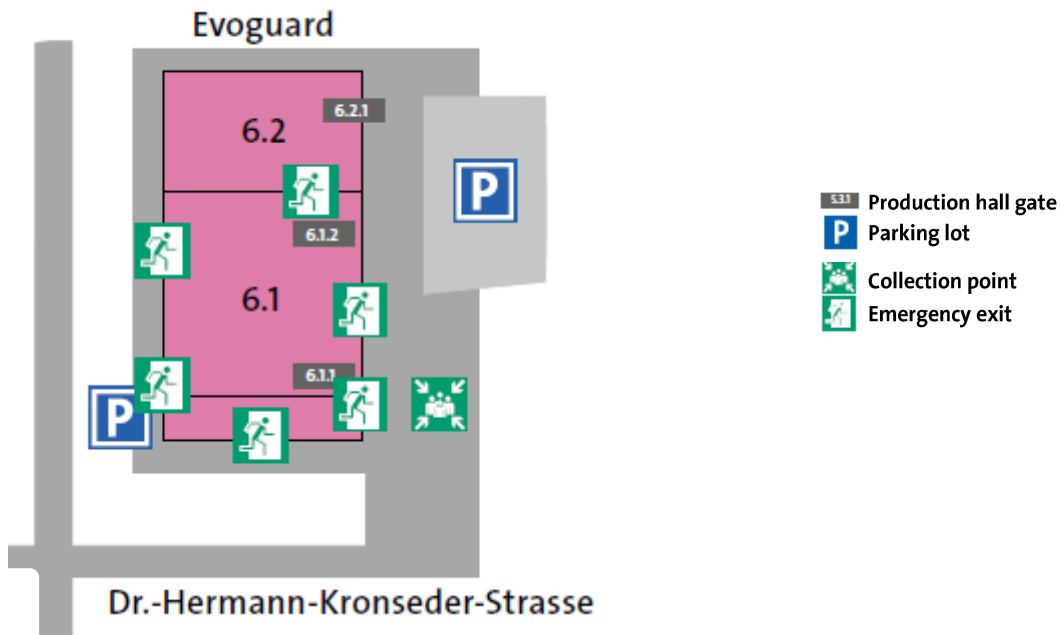
(see also the poster in the Rescue and First Aid section 17).

Our buildings are for the most part fitted with automatic fire alarms (normally heat or smoke detectors) and pushbutton call points. If a telephone is not available to report a life-threatening situation, the pushbutton call point can be used instead. Fire extinguishers are located in the corridors and in some of the rooms and in the stairwells of most buildings (indicated by signs).

Most buildings are fitted with sirens for sounding an alarm. An intermittent acoustic signal is used to signal an evacuation alarm. If this alarm sounds, you must leave the building without delay via the escape and rescue routes. These are generally the nearest reachable stairwells and exits to the outside. The routes are also marked by signs (symbols for escape routes and emergency exits). Find the collection point designated in the site plan. See also the EVOGUARD GmbH site plan below.

Pay attention to the megaphone announcements. Follow the instructions of the fire protection helpers and the fire service. Escape and rescue routes must be kept clear and have unobstructed access by foot – this applies to construction sites as well.

EVOGUARD GmbH emergency exit and collection point:



The company-specific requirements of the contractor as regards notifying public authorities in the event of an accident shall not be affected. The supervisor responsible for coordinating the initial response to an accident, environmental damage or fire incident as named in the contractor declaration is obligated to provide immediate notification to the following departments and individuals at EVOGUARD GmbH:

Plant security/safety control centre

Safety officer

Designated coordinator

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## **11. Guidelines on environmental protection**

Work must be carried out in such a way that it does not pose any hazard for humans or the environment. In particular it must be ensured that contamination of the air, soil or water is prevented and that energy is used sparingly.

Operating materials required for carrying out the work and which may also be harmful, such as pickling agents, coating materials, solvents, etc., must be reported to the Occupational Safety department before the start of work. Safety data sheets must be provided. It may be necessary to use less hazardous alternatives.

The safety instructions for the handling of the occupational substance used must be observed exactly.

All residue from occupational substances and unavoidable waste must be disposed of by the contractor in accordance with regulations. If this requires the assistance of employees or facilities of EVOGUARD GmbH, this must be arranged with the coordinator/contracting body and the Company Environmental Protection department before starting work.

These guidelines must be observed by our suppliers and service providers when they carry out work for EVOGUARD.

## 12. Operation permit for welding, cutting, soldering, thawing, and grinding work in areas subject to catching fire

<b>Plant</b>	EVOGUARD GmbH		
<b>1 Person in charge</b>	Name	First name	
	Department or external company		
	Date	From	o'clock to o'clock
<b>2 Place of work</b>			
<b>3 Work order</b>			
<b>4 Work practice</b>	<input type="checkbox"/> Welding <input type="checkbox"/> Cutting <input type="checkbox"/> Flame straightening <input type="checkbox"/> Grinding <input type="checkbox"/> Soldering <input type="checkbox"/> Thawing		
	<input type="checkbox"/>		
<b>5 Safety measures</b>	<input type="checkbox"/> Remove combustible objects and materials, including accumulated dust and dirt, from the place of work within a radius of      m and – as required – also from neighbouring rooms and spaces		
	<input type="checkbox"/> Cover combustible objects such as wooden beams, wooden walls, wooden flooring, plastics, etc.		
	<input type="checkbox"/> Seal openings, wall openings, troughs, ducts, joins, crevices and similar using non-combustible materials		
	<input type="checkbox"/> Remove wall and ceiling panels and insulating and damping materials		
	<input type="checkbox"/> Close pipes, ducts, shafts, apparatuses and containers using non-combustible materials		
	<input type="checkbox"/> Provide a firewatch team armed with suitable fire-fighting equipment and extinguishing agent		
<b>6 Firewatch team</b>	During work	Name	Phone:
	Following work	Name	Phone:      Duration      hrs
<b>7 Alarming procedure in a fire incident</b>	Alarm the fire brigade (with button alarms, if available)		
	Inform Plant Security/Safety Control Centre: Phone: 1 1111		
	Inform the department manager		
<b>8 Provisioned fire-fighting equipment and extinguishing agent</b>	<input type="checkbox"/> Fire extinguisher with <input type="checkbox"/> Water <input type="checkbox"/> CO <sub>2</sub> <input type="checkbox"/> Powder <input type="checkbox"/> Foam		
	<input type="checkbox"/> filled water bucket <input type="checkbox"/> Connected water hose		
	<input type="checkbox"/> Fire blankets <input type="checkbox"/>		
<b>9 Deactivation of fire protection system</b>	We would like to make the person or persons in charge of carrying out the deactivation aware of the fact that automatic fire protection systems are installed in many areas. If it is necessary to carry out partial deactivation to prevent a fire protection system from triggering, the form titled "Application for Deactivating Smoke/Heat Detectors in the Fire Alarm System" must be used.		
<b>10 Permit</b>	The permit is only valid if it bears the official signature of the Occupational Safety department or that of the maintenance supervisor and the on-site manager or supervisory person responsible (for internal construction sites). The safety measures listed in section 5 must be implemented prior to starting work. The accident prevention regulations defined by the employers' liability insurance association (e.g. BGV A1 §§ 21, 22 and BGR 500, chapter 2.26), applicable state ordinances for preventing fires, and the safety regulations stipulated by the insurance agencies must be observed.		

Date	Name: Occupational Safety/maintenance supervisor	Name of the on-site manager or supervisory person responsible (for internal construction sites)
Signature of executing party	Signature	Signature

Note to on-site manager/supervisory person: Sign, scan and e-mail form to PMuS ZS [arbeitsicherheit@krones.com](mailto:arbeitsicherheit@krones.com).

### 13. Notification of Construction and Installation/Assembly Work

		Notification of Construction and Installation/Assembly Work		
Sender:		Memb. no.		
		Employers' liability insurance association:		
(Required as of 10 work shifts/scope of work exceeding 80 hrs) as per paragraph 3 of the accident prevention regulations governing construction work, BGV C22 (previously VBG 37). The notification should be communicated no later than 14 days prior to the start date of the construction work.				
		Leave blank for editing by employers' liability insurance association		
		STBM no.:		
		Resp.:		
Executing company:				
Work to be done:				
Contracting body/building owner:				
Location of construction site:				
Street and no.:				
ZIP/Town				
Commencement of work				
Projected duration				
Average number of persons involved in project:				
Name of construction site manager/supervisor				
		Yes	No	Remarks
Has the supervisor participated in a training course on occupational safety from the employers' liability insurance association (paragraph 4, section 2 of BGV C22 accident prevention regulations)?		<input type="checkbox"/>	<input type="checkbox"/>	
Have the obligations of the contractor been transferred in writing to the supervisor as per paragraph 12 of BGV A 1, "General Regulations"?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the construction site manager/supervisor provided with written installation/assembly instructions (paragraph 17 of BGV C22)?		<input type="checkbox"/>	<input type="checkbox"/>	
Are attachments for the lifting of persons (BGR 159) used and is involvement of the employers' liability insurance association communicated?		<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous:				
_____		_____		
Location	Date	Signature		

## 14. Location and Space Assignment for Building and Office Containers

Location and Space Assignment for Building and Office Containers	
1) Company:	_____
2) Address:	_____ _____ _____
3) Construction site manager:	_____
4) Phone:	_____
5) Location:	_____
6) Assigned from:	_____ until: _____ , _____ m <sup>2</sup>
7) KRONES construction site manager:	_____
Phone:	_____
Location and space were approved.	
_____ Date	_____ KRONES construction site manager
_____ Date	_____ Plant Security
Distribution list:	
1x external company	
1x KRONES construction site manager	
1x Plant Security	

## 15. Operation Permit for Work Carried Out in Containers and Tight Spaces

Operation permit for work carried out in containers and tight spaces (as per section 5.3 of the "Guidelines for Working in Containers and Tight Spaces" [BGR 117])	
Object/location/place of work: _____	
Type of work: _____	
Supervisor: _____	
<b>1 Preparatory protective measures</b>	
1.1 What materials are or were available?	_____ Quantity/concentration?
1.2 What materials can be produced?	_____ Quantity/concentration?
1.3 Existing equipment?	_____
1.4 Equipment brought in?	_____
1.5 Access openings to be uncovered?	Number? _____ Size? _____
<b>2 Definition of protective measures</b>	
2.1 Draining required?	<input type="checkbox"/> Yes <input type="checkbox"/> No   Type: _____
2.2 Removal of residual residue required?	<input type="checkbox"/> Yes <input type="checkbox"/> No   Type: _____
2.3 Separation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, measures: _____	



2.4	Ventilation system:	<input type="checkbox"/> Natural	<input type="checkbox"/> Engineered
	If engineered, measures:	_____	
2.5	Air analysis required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.6	Respiratory protection required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, what type:	_____	
2.7	Equipment available or brought in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, safety measures:	_____	
2.8	Personal protective equipment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, what type:	_____	
2.9	Explosion protection measures required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, what type:	_____	
2.10	Track security guards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Required rescue equipment:	_____	
3	Withdrawal of protective measures by: _____		
	Designated protective measures observed:	Released	
	_____	from _____	at _____ o'clock
	Supervisor	to _____	at _____ o'clock
	_____	_____	_____
	Date	Coordinator or operator	

## 16. Protocol for assignment-specific instructions

Protocol for assignment-specific instructions		
1	Contractor declaration is available:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	"Safety Instructions for External Companies" distributed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Site survey:	Date: _____
		Place/building: _____
		Facility: _____
3	Special assignment-specific hazards/procedures:	
	Waste- and residual waste disposal as per KrW-/AbfG	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Falling hazard	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Asbestos	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Construction site distribution board	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Diesel-powered vehicles in buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Own vehicles (forklift trucks, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Access to/intervention in switchgear-/distribution systems (approval from specialist department)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Tight spaces (inspection permit)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Area subject to explosion hazard (written approval of the operating company)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Work posing a fire hazard (approval required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Fire detection and extinguishing systems	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Escape and rescue paths	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyor and transport systems (operating instructions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hazardous substances (release, operating instructions, storage)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supply lines (approval from specialist department)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Noise emissions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Assembly/dismantling	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-traversable ceilings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spatial separation required (site fence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cleaning work (operating instructions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sub-contractor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Environment-related systems/concerns as per WHG	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Environment-related systems as per BImSchG	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Instruction to employees of external companies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of EVOGUARD-equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of ladders and scaffolds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4</b> Measures for avoiding aforementioned hazards:	_____	
_____	_____	
<b>5</b> Information to additional specialist departments: (e.g. Occupational Safety, Environmental Protection)	_____	
_____	_____	
<b>6</b> Signatures:	_____	
	Date	
Participants:	_____	
Specialist department/company:	_____	
	Name	Signature

Coordinator (minute taker):	_____	_____
	Name	Signature
Site supervisor:	_____	_____
	Name	Signature

**17. Behaviour in the event of a fire/rescue service and first aid**

**Emergency number**

**Evoguard GmbH**

Regensburg police operations centre External	<b>0112</b>
Krones – emergency number Internal	<b>11111</b>

**What to do in an emergency**

In the case of light injuries	Find the nearest first aid room or first aid kit and contact a first aid helper (see list of first aid helpers) or the emergency response officer if necessary  <b>(direct 43373 or via Krones emergency number 11111)</b>
In the case of serious injuries / illnesses	<b>Direct external call to emergency number 0112</b> Contact the emergency response officers Position a guiding person for directing the rescue service
In case of fire	<b>Direct external call to emergency number 0112</b> Press the nearest pushbutton alarm Follow instructions on poster "What to do in case of fire"

Emergency backpack and early defibrillator are located in the first aid station building 3.2

**Further important phone numbers:**

Reception	<b>43200</b>
Emergency response officer - mobile phone	<b>43373</b>
Shift manager – mobile phone	<b>43311</b>
Company Medical Staff	<b>43302 Mon - Fry 7.00 a.m. – 11.00 am, Wednesday 07.00 am – 5 pm</b>
Rescue service	<b>*17113</b>
Dr. Schmid / Nittenau	<b>*17006</b>
Dr. Rödl / Nittenau	<b>*17081</b>
Dr. Amann (ophthalmologist) / SAD	<b>*17082</b>
Dr. Lodes (ophthalmologist) / SAD	<b>*17083</b>
Dr. Al-Kobati (ophthalmologist) / Nittenau	<b>*17084</b>

**You are in hall/building area 6.1 or 6.2 (Production) Evoguard**

**Important - always specify the building number and floor when making an emergency call!!!**

# 18. Application for deactivating smoke/heat detectors in the fire alarm system

Please submit this application in the plant as follows:

Remark SLZ, SLS; reception/Plant Security, gate, Construction/Building Management for consultation with Occupational Safety

Nittenau: \* Safety Control Station (SLS), gate

I hereby confirm that the smoke/heat detectors listed below must be temporarily deactivated to meet operative requirements.

Smoke/heat detectors to be deactivated	1. _____ (e.g. 1035/01)	5. _____
	2. _____	6. _____
	3. _____	7. _____
	4. _____	8. _____

Duration of deactivation	The above-listed smoke detectors are to be deactivated	on/from _____ to _____
	<input type="checkbox"/> during workdays  <input type="checkbox"/> for an extended period of time (requires consultation with fire protection officer/Occupational Safety) If the work to be carried out is completed earlier or takes longer than specified, the departments listed above (*) must be notified accordingly. The submitter of the application is responsible for notifying a fire incident while the detectors are deactivated.	from _____ o'clock to _____ o'clock

Reason	_____
	_____
	_____

Applicant	_____	Telephone	_____
Company/department	_____		
Building	_____		

_____ Signature of applicant	_____ Name	_____ Signature of accepting department
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Confirmation of Occupational Safety for extended period of deactivation	Name	Remarks, Occupational Safety
	_____ Signature	_____

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## 19. Parking and Traffic Rules

### 19.1 Traffic rules

- **Consideration**

Mutual consideration of others must be practised on the plant grounds of EVOGUARD GmbH. This applies in particular when "special traffic" (forklift trucks, heavy goods vehicles, and vehicles carrying wide loads) is encountered. Operators must always establish eye contact with each other.

- **Speed Limit**

The maximum speed limit for all types of vehicle is 10 km/h inside building facilities and 20 km/h in the surrounding plant areas (outdoors, parking spaces, etc.).

- **Traffic Supervision**

Traffic supervision is carried out by Plant Security. Instructions and signs given by Plant Security staff and by operational managers acting in their area of responsibility must be followed. This information overrides the general traffic regulations and signage posting special rules of conduct in designated places.

- **Escape and Rescue Routes**

Gates and passageways must be kept clear and open to allow traffic through. Marked escape routes and rescue paths in particular, as well as driveways and entrances to buildings, must not be blocked or obstructed by vehicles or objects. Travel paths must be kept clear and open. Objects must not protrude onto these travel paths or be placed on them. Systems and equipment designed to provide first aid and fight fires, and switchgear assemblies, must remain unobstructed and easy to access.

- **Markings/Signs**

Blocked areas (e.g. barrier tape, chains), markings (e.g. keepout areas, pedestrian walkways, pedestrian crossings) and traffic signs (e.g. parking and no-parking zones) must be strictly observed by all operators at all times.

- **Driving Permit**

Handling equipment (forklift trucks, electric vehicles, etc.) may only be operated by individuals who have a valid and appropriate driving permit, have been authorised in writing by the respective organisation unit to operate these vehicles, and have received annual training.

Other motorised company vehicles (fleet vehicles, electric scooters, etc.) may only be operated by individuals who are in possession of a valid and appropriate driving permit. Company vehicles that are not licenced and authorised for use on public roads must not be operated outside the plant grounds.

- **Obligation to exercise diligence**

Vehicle operators may only back up or travel in reverse if they are confident that doing so will not put anyone in danger.

If clear visibility is not possible, the operator must receive guidance instructions from outside the vehicle.

- **Privately-Owned Vehicles**

Employees are not allowed to drive onto the company grounds in privately-owned vehicles.

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## 19.2 Parking Rules

The parking facilities (parking lot, bicycle stand, etc.) of EVOGUARD GmbH may only be used to park motor vehicles and two-wheeled vehicles as intended. The road traffic regulations that apply to roadgoing drivers are valid here as well.

Use of the parking area automatically implies that the operator is in agreement with the parking rules. The following rules extend to **employee parking spaces**:

- **Liability**

Using the parking facilities is done at your own risk. EVOGUARD GmbH **assumes no liability** for damage caused by employees, other users, or third parties.

- **Duty of Care**

Surveillance or monitoring of parked motor vehicles and two-wheeled vehicles as well as any other activity that goes beyond the scope of providing general access to the area does not constitute part of the use agreement. EVOGUARD GmbH assumes **no duty of care**. The parked vehicle must be locked and properly secured.

- **Damage**

Users must ensure that the parking rules are also observed by persons accompanying them and that damage to the property of EVOGUARD GmbH, its employees, and other users does not occur. Any damage that does occur must be reported to Plant Security without delay.

- **Signs and Markings**

Users must follow the instructions given by Plant Security personnel and observe all traffic and other signs (road traffic regulations).

- **Parking**

Parking at EVOGUARD GmbH is only allowed in the employee parking spaces designated as such.

Parking on travel paths, entryways and access points to the parking spaces, and on green islands is prohibited (access road for rescue service/fire brigade must be left unobstructed).

It is also prohibited to park in front of production facilities (gates/doors/escape routes). This rule also applies on night shifts and on Saturdays, Sundays, and bank holidays. Parking in specially designated parking spaces (women, handicapped, etc.) is only permitted for persons authorised to do so. This rule also applies for night shifts and on Saturdays, Sundays and holidays.

- **On-Site Parking Spaces**

All reserved parking spaces on the company grounds are available only for the authorised persons. Parking areas designated as non-reserved are provided for other company vehicles (service, sales, etc.).

- **Using the Parking Spaces**

EVOGUARD parking spaces on and outside the plant grounds must never be used to:

- Make repairs to vehicles that extend beyond the scope of a makeshift repair
- Drain cooling fluids, fuels and lubricants or any type of oil
- Sleep overnight (including in mobile homes, caravans, or similar)

- **Bicycles**



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Privately-owned bicycles must be parked in the bicycle stands as provided. Privately-owned bicycles may not be parked at or in buildings, on passageways, travel paths, and escape routes, at the place of work, or similar locations.

### **19.3 Measures Implemented for Violations**

Violating the parking and traffic rules can result in a ban prohibiting vehicle entry/parking or legal consequences.

EVOGUARD GmbH can also tow away the vehicle at the expense and liability of the user if:

- There is imminent danger (e.g. caused by leaking, environmentally hazardous liquids) or other defects are present that prevent the parking facility from being used as intended
- The vehicle is not road legal or is immobilised by the police during the parking period
- The vehicle interferes with normal operating processes and procedures.

Affected individuals are {240}not informed of the tow{241} {242}by Plant Security{243}, since the owner of the vehicle is usually not known at this point. Information about the tow can be obtained from the Safety Control Centre.

EVOGUARD GmbH, June 2020

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## 20. Notes for Visitors

- For potential hazards involved by entering the premises and for resulting claims for damages, the legal regulations apply. KRONES AG shall not be held liable for any objects carried along.
- The visitor pass entitles the visitor to enter the premises during normal working hours only. Access is permitted to the declared departments and to the associated premises and facilities only.
- Please keep on the designated routes, to avoid hazards caused by in-house traffic.
- The visitor card issued must be carried by the individual in a way that is easy to see and read at all times and must be returned to Plant Security personnel when the plant is exited.
- Announcing or publishing information about events and interactions that transpired in our company, taking notes and making sketches, and taking pictures during the visit are prohibited unless express approval is provided.
- Immediately leave the building if there is an evacuation alert (siren). Seek the collection point designated in the site plan or follow the instructions of your company contact.
- We would like to point out that in the event of a strong suspicion that an offence has been committed the plant security staff is authorised to perform identity checks and bag searches. Proof of ownership may need to be provided for objects and possessions that you have on your person.
- If the premises are entered in a vehicle, the permissible maximum speed of 20km/h must not be exceeded; Pedestrians and KRONES vehicles have right of way. Information about the whereabouts of the driver must be provided in a highly visible location inside the vehicle for vehicles parked on company grounds. Vehicles must be parked in such a way that operating processes and procedures are not hindered.
- We would like to point out that vehicles are inspected as a matter of routine when leaving the premises. Proof of ownership may need to be provided for objects and possessions that you have on your person.
- Manufacturing and assembly areas may only be accessed after security instructions by your company contact or coordinator.
- If, during your visit, you are performing welding work according to the German standard BGR 500 outside of the designated workshops, a fire permit must be obtained from the Plant Security Department.

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## 21. Supply Chain Security Incl. Sanctions Lists

To ensure supply chain security in accordance with customs security requirements, the contractor shall give the necessary organisational instructions and take the necessary organisational measures for supplies and services (hereinafter referred to as "Supplies") to EVOGUARD or to third parties designated by EVOGUARD, in particular in the fields of property protection; business partner, staff and information security; packaging, and transport, to ensure that

- the Supplies that are produced, processed, stored, transported, handled or delivered or transferred to a third party by order of EVOGUARD are produced, processed, stored, transported, handled, delivered or transferred at secure premises and at secure handling sites;
- the Supplies are protected from unauthorised access during their production, processing, storage, transport, handling, delivery and transfer and any other provision of the agreed Supplies by the contractor;
- the staff deployed by the contractor for producing, processing, storing, transporting, handling, delivering and transferring or otherwise providing the agreed Supplies are reliable;
- the staff deployed or employed by the Contractor comply with the provisions of Regulation (EC) 881/2002 imposing certain specific restrictive measures directed against certain persons and entities associated with the Al-Qaida network (as amended), and with Regulation (EC) No. 2580/2001 on specific restrictive measures directed against certain persons and entities with a view to combating terrorism (as amended);

The results of the ongoing checks conducted on the basis of these Regulations shall be provided to EVOGUARD automatically and without delay if any parties are found to be listed in the sanctions lists. EVOGUARD reserves the right to perform audits of the documentation of results of these continuous verifications regardless of any analogies.

- the sub-contractors of the contractor are also required to implement measures ensuring the above security standards in the supply chain in compliance with customs security requirements;
- all goods identified as air cargo at EVOGUARD sites and at the sites of EVOGUARD business partners are held or stored in special security restricted areas which meet the requirements of the German Aviation Security Act (Luftsicherheitsgesetz, LuftSiG), Regulations (EC) 300/2008, (EC) 185/2010, (EC) 173/2012, (EC) 272/2009 and all other currently applicable national and international statutory provisions;
- in accordance with statutory requirements (11.1. of the Annex to Regulation (EC) 185/2010), the employer conducts pre-employment checks on all staff who are to have access to goods identified as air cargo (at EVOGUARD sites and / or the sites of EVOGUARD business partners) prior to commencement of their work in the security restricted area.

Furthermore, staff with access to identifiable air cargo shall have completed training pursuant to 11.2.3.9 of Regulation (EC) 185/2010. Any other persons granted access, under supervision, to the security restricted area must follow the instructions of the staff.

Rules, regulations and measures that apply in this context are recognised, followed and implemented accordingly.

## 22. Contractor declaration (for foreign companies that perform work on the EVOGUARD plant grounds)

Please submit the completed declaration to the commissioning department before starting work!

To be completed by the ordering party			
Commissioning department			
Name of coordinator		Phone:	
Construction site / installation /assembly site:		Machine/system:	
Building:		Inv.- no.:	
Start:		End:	
Order:			
To be filled in by the contractor			
Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode / city:		Phone (building site):	
Phone:		Responsible BG:	
<p>The signing parties have taken due note of the relevant safety instructions and following items and confirm that they will maintain and uphold them as verified by their signatures.</p>			
<p><b>1. Plant Security (site rules and regulations):</b>                  The site rules and regulations of EVORGUARD GmbH and KRONES AG (see section 2 for general rules of conduct) are recognised. Violations can be penalised by imposing an immediate ban prohibiting access to all sites.</p>			
<p><b>2. Environmental Protection:</b>                  The relevant and applicable laws, regulations, and standards, as well as the stipulations defined by <del>KRONES AG</del> EVOGUARD GmbH must be observed to safeguard protection of the environment.</p>			
<p><b>3. Occupational safety</b>                  Collaboration as per BGV A1, § 6 (coordination):                  In order to coordinate the work carried out by the contractor with the work-related activities of the customer or other companies, an employee will be appointed as the central coordinator for answering questions on site and for coordinating scheduled work to avoid all potentially hazardous interactions. To this end, job-specific instructions are to be communicated with a view to determining and defining these hazards (see section 16). The coordinator has managerial authority over the employees of the contractor to the extent that this is required to ensure safe operational procedures. The supervisors of the contractors continue to bear responsibility for the safety of their employees, however. If contractors encounter other companies unexpectedly, they must be consulted with and debriefed to avoid engaging in potentially hazardous interactions.                  The regulations stipulated in paragraph 2, sections 1 and 2 of the BGV A1 provision that are binding for carrying out the work assignment must be observed.</p>			
<p><b>4. Supply Chain Security Incl. Sanctions Lists</b>                  The rules, regulations and measures that apply in this context (see section 21) are recognised, followed and implemented accordingly.</p>			
<p>Contractors that employ subcontracting companies bear responsibility for them and for conveying all relevant information as well as ensuring that this information is understood and acted on in a compliant manner. All company names, addresses, and persons in charge must be documented on the supplementary sheet (see chapter 23) in the contractor declaration.</p>			

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Date/signature and stamp of contractor Name of authorised signatory <sup>1</sup> : _____ Position: _____	Date/signature of contracting body  <sup>1</sup> as stated on extract from the commercial register	
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### 23. List of subcontractors

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode / city:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode / city:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode / city:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode / city:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode / city:		Phone (building site):	
Phone:		Facility:	