

CONTRACTOR POLICY

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Scope

This regulating document applies to all entities within the scope of the integrated management system of the PCM RAIL.ONE Group. If an entity needs to implement procedures that differ from existing central processes within the PCM RAIL.ONE Group, an approval has to be given by the CEO of the prior to the implementation.

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1. PREAMBLE

The Contractor Policy ensures that work of any kind can be carried out without disruptions and contributes significantly to the health and safety of all employees. The policy includes rules for the organisation, coordination and monitoring of internal and external processes and covers measures for occupational safety.

2. RESPONSIBILITIES

The documents must be kept in an accessible place and must be presented to the supervisory authorities (factory inspectorate or accident insurance institution) if required.

The Occupational Safety Officer and Fire Safety Officer are responsible for updating this process instruction.

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The plant managers of RAIL.ONE locations are responsible for ensuring that RAIL.ONE employees are aware of this contractor policy, and for ensuring that the policy is properly implemented.

In their purchase orders, the Purchasing Department points out to external companies that this policy must be adhered during execution of work. The respective contact person at the plant obtains the necessary signatures (e.g. declaration of commitment to protect confidential information, hot work permit) from the employees of the external company. The basis for safe conduct and for work on or at RAIL.ONE facilities, is the contractor's policy.

3. OBLIGATIONS OF CONTRACTORS

Contractors are obliged to inform and instruct all their employees, including managers and senior executives, about the contents of this Guideline prior to beginning work at RAIL.ONE. Furthermore, the contractors are responsible to make sure that all employees follow the instructions of this policy. In case of questions or problems, especially regarding the safe performance of work, contact the responsible person of the plant. If there are any safety relevant problems, work has to be suspended until the matter has been clarified. The commissioned tasks or maintenance measures must be executed on the basis of a risk assessment. If necessary, the risk assessment must be adapted to the current circumstances. While creating or revising a risk assessment, the operating instruction from the producer of the equipment must be taken into consideration

Any monitoring/supervision of the work by employees of RAIL.ONE does not relieve the Contractor of its obligations.

Accidents, malfunctions, irregularities or other anomalies where danger is imminent must be reported to the responsible contact persons immediately. In the event of accidents, the statutory reporting obligations must be observed.

In addition, all work to be performed must be coordinated with the Occupational Safety Officer and/or designated contact person at RAIL.ONE.

Only those work areas contractually specified prior to execution of the work may be entered.

Services may only be passed on to sub-contractors with the consent of the client on the basis of these policy for subcontractors. When engaging other companies to undertake work the Contractor must comply with his duty of coordination in accordance with to Section 8 Industrial Safety Act (ArbSchG) and Section 6 para. 1 Accident Prevention Regulations "Principles of Prevention" (DGUV Regulation 1).

The declaration of commitment to respect insider information (page 11) must be observed at all times.

Strictly prohibited:

- Photography and filming on the company's grounds and buildings,

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- Being in any area under the influence of alcohol or drugs,
- Bringing onto the premises and consuming any kind of alcoholic drink,
- Fire and naked flame in areas exposed to fire hazards,
- Smoking outside the designated smoking areas
- Unauthorized removal/taking of property belonging to RAIL.ONE.

4. STAFFING

4.1. General

Only qualified personnel suitable for the work may be used. Proof of qualification must be presented upon request .

4.2. Instruction

The contractor must instruct his personnel before starting the work on the basis of his risk assessment. The employees of the contractor must be instructed about the special hazards at RAIL.ONE, on the premises of PCM RAIL.ONE Group by the specialist for occupational safety, or by the respective contact person at RAIL.ONE. Persons who violate occupational safety and accident prevention regulations, or who do not follow the instructions of RAIL.ONE or its representatives in this regard, must be recalled and replaced.

If there are employees who do not have a command of German, there must always be a suitably qualified contact person on site with knowledge of the German language.

Before commencement of work, a list of the contractor's personnel, including subcontractors, must be submitted in writing to the contact person at RAIL.ONE. Before work commences the Contractor must notify the relevant department in writing of its management and supervisory personnel with their various responsibilities. This list must be constantly updated. Frequent changing of workers should be avoided.

For work on Saturdays, Sundays and public holidays, the list of names including work location must be submitted to the relevant department at least two days beforehand. Following approval these documents have to be submitted for display at the reception/factory gates.

5. OPERATING EQUIPMENT AND FACILITIES

Operating equipment and facilities may only be used prior consultation and agreement by the Coordinator and/or contact person of RAIL.ONE. It is not permitted to take, use or borrow machines, tools, equipment and materials of RAIL.ONE without authorization. The restriction does not apply to first aid equipment.

If use is allowed by way of exception, the user is fully responsible for the safe condition of such equipment and facilities. The user must find out beforehand or receive instruction about how to use the equipment etc. properly. The user will be fully responsible for any mishandling and the resulting consequences.

Operational concerns of RAIL.ONE shall take precedence at all times. The Contractor cannot claim costs for waiting times or delays.

6. OCCUPATIONAL SAFETY

In addition, the Contractor is obliged to request information from the Customer about company-specific hazards, which may be of importance for the performance of the contractually agreed work.

The risk assessments prepared prior to the start of the works or the necessary documents for performing the works (e.g. SOPs, operating instructions etc.) must be submitted immediately upon request, of the Occupational Safety Officer or Coordinator.

The Contractor must fully comply with statutory and trade association regulations.

6.1. Monitoring of safety measures

The Contractor is obliged to carry out checks and rectify deficiencies immediately in case he has the necessary competences.

He must inform the Occupational Safety Officer or Coordinator if execution of the necessary safety measures are difficult or impossible and contractual obligations cannot be met as a result.

Regardless of the above-mentioned checks, RAIL.ONE reserves the right to conduct site inspections at any time by in-house specialists or coordinators to also check compliance with occupational safety and environmental regulations.

The Occupational Safety Officer or Coordinator has the authority to give binding instructions to the contractor and their employees. The Occupational Safety Officer or Coordinator will check adherence to this Contractor Policy and the occupational safety and environmental regulations and will intervene in the event of situations identified as being dangerous. The Contractor is obliged to rectify faults immediately.

If the requirements and instructions of the Occupational Safety Officer or Coordinator cannot be satisfied, work may be halted and the personnel told to leave the premises. Work may not be resumed until the necessary action has been taken.

6.2. Scaffolding and ladders

The contractor must prove the usability of the working, protective and load-bearing scaffolds and ladders used by him on request to the occupational safety specialist or the coordinator. The contractor must constantly monitor the operational safety.

6.3. Operating resources

The Contractor must prove the usability and compliance with statutory requirements of the operating resources used by him and must monitor their operational safety. Regular testing of portable electrical equipment to BGV A3 and all other operating resources subject to testing must be ensured. Evidence of completed testing must be displayed at all times on the operating resources used.

6.4. Waste management

Upon accepting of the order, the Contractor is responsible for properly disposing of the waste or recyclable materials occurring during performance of his works.

In order to minimize possible accidents caused by unmaintained containers and presses, and for reasons of liability law, it is the responsibility of the contractor, in the case of waste containers that he has requested for a RAIL.ONE site, to make sure, when accepting the containers, that they have a test badge in accordance with BGR 186, and that the test period has not yet expired. Containers with an expired inspection sticker must be rejected.

6.5. Personal protective equipment

The Contractor must provide the necessary PPE, tested if required, and ensure that such equipment is used.

The minimum PPE is defined at each factory gate (safety helmet, high-visibility vest, safety footwear S3).

6.6. Hazardous materials

When planning the handling of hazardous materials the contractor must check whether a substitute material is possible. When handling hazardous substances the safety data sheets and associated operating instructions must always be on hand during execution of the work and a copy must be given to the RAIL.ONE Coordinator on request.

When handling hazardous materials and water-polluting substances, especially chemicals, oils, fuels etc., the specific statutory provisions must be adhered to. Water-polluting substances must be stored in troughs and must not be spilled on the ground when decanting. The volumes to be kept and the storage per product need to be discussed and agreed in advance with the Coordinator or other contact person. The Contractor is obliged to instruct its own employees regarding storage and handling of the hazardous materials, to post corresponding operating instructions at the storage rooms made available. Furthermore, the contractor must not exceed the agreed storage volumes and must ensure proper, safe storage in accordance with hazardous material and environmental legislation. Documentation in this regard must be created on site and submitted at any time upon request. RAIL.ONE reserves the right to carry out random sampling for control purposes.

RAIL.ONE has a register of hazardous substances containing the currently admissible hazardous substances and precluding the use of hazardous substances that are not listed. If it emerges that another hazardous substance for which there is no substitute has to be used, agreement must be reached with the Coordinator prior to using the material and starting the work. To this end, the current version of the **safety data sheet and associated operating instruction is to be provided by the Contractor**. The corresponding hazardous substance must not be used until it has been approved. The same applies if it is determined that there is a new evaluation/rating of materials in use or if such a new evaluation/rating becomes necessary.

7. FIRE PROTECTION REGULATIONS

The contractor can obtain the fire protection regulations separately on request prior to starting work from the Coordinator or other relevant contact person.

8. ACCESS AND PARKING

Upon arrival on RAIL.ONE premises the contractor must seek out your contact person and/or the Coordinator immediately.

The RAIL.ONE car parks may only be used by company vehicles for transporting material.

In principle, the open spaces and delivery zones may only be used for deliveries. Afterwards you have to look for a designated car park.

9. PERMIT FOR WORK

<p>Permit for the performance of</p> <p> <input type="checkbox"/> Welding <input type="checkbox"/> Cutting <input type="checkbox"/> Soldering <input type="checkbox"/> Defrosting <input type="checkbox"/> Disconnecting <input type="checkbox"/> Drilling </p>	<p>Alerting</p>		
<p>Performer (Name/Company) <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Date <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Place of work <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Work order <input style="width: 100%;" type="text"/></p>	<p>Nearest fire detector <input style="width: 100%; height: 40px;" type="text"/></p> <p>Nearest telephone <input style="width: 100%; height: 40px;" type="text"/></p> <p>Fire department telephone number <input style="width: 100%; height: 40px;" type="text"/></p> <p>Ambulance <input style="width: 100%; height: 40px;" type="text"/></p>		
<p>Measures to be taken <i>before</i> starting work</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Educate performers about the work <input type="checkbox"/> decommission installations <input type="checkbox"/> Carry out cleaning work <input type="checkbox"/> Disconnect pipelines <input type="checkbox"/> Secure moving apparatus parts <input type="checkbox"/> Securing electrical installations <input type="checkbox"/> Removal of coverings/insulation <input type="checkbox"/> Check atmosphere/breathing air </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Removal of all combustible objects and substances and material deposits, within a radius of ..3... m and, if necessary, also in adjacent rooms <input type="checkbox"/> Covering of the endangered combustible objects, e.g. wooden beams, wooden walls and floors, plastic parts etc. <input type="checkbox"/> Sealing of openings, joints and cracks and other passages with non flammable materials <input type="checkbox"/> Flushing and venting <input type="checkbox"/> Elimination of the explosion hazard in containers and pipelines </td> </tr> </table> <p> <input type="checkbox"/> Stand by: <input style="width: 40px; height: 20px;" type="text"/> l/kg <input type="checkbox"/> Fire damper <input type="checkbox"/> Water <input type="checkbox"/> CO₂ <input type="checkbox"/> foam powder <input type="checkbox"/> Water bucket <input type="checkbox"/> Water hose </p>		<input type="checkbox"/> Educate performers about the work <input type="checkbox"/> decommission installations <input type="checkbox"/> Carry out cleaning work <input type="checkbox"/> Disconnect pipelines <input type="checkbox"/> Secure moving apparatus parts <input type="checkbox"/> Securing electrical installations <input type="checkbox"/> Removal of coverings/insulation <input type="checkbox"/> Check atmosphere/breathing air	<input type="checkbox"/> Removal of all combustible objects and substances and material deposits, within a radius of ..3... m and, if necessary, also in adjacent rooms <input type="checkbox"/> Covering of the endangered combustible objects, e.g. wooden beams, wooden walls and floors, plastic parts etc. <input type="checkbox"/> Sealing of openings, joints and cracks and other passages with non flammable materials <input type="checkbox"/> Flushing and venting <input type="checkbox"/> Elimination of the explosion hazard in containers and pipelines
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<p>further measures <input style="width: 100%; height: 40px;" type="text"/></p>	<p style="text-align: center;"><small>Signature performer</small></p> <input style="width: 100%; height: 40px;" type="text"/>		
<p>Measures to be taken <i>during</i> the work</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; vertical-align: top;"> <input type="checkbox"/> Ventilation <input type="checkbox"/> Repeating the analysis <input type="checkbox"/> Use of respiratory protection / suction <input type="checkbox"/> Wearing of protective clothing / protective means <input type="checkbox"/> Wearing a safety harness/rescue belt <input type="checkbox"/> Wearing a safety harness/rescue belt <input type="checkbox"/> Fire department </td> <td style="width: 60%; vertical-align: top;"> <input style="width: 100%; height: 100px;" type="text"/> </td> </tr> </table>		<input type="checkbox"/> Ventilation <input type="checkbox"/> Repeating the analysis <input type="checkbox"/> Use of respiratory protection / suction <input type="checkbox"/> Wearing of protective clothing / protective means <input type="checkbox"/> Wearing a safety harness/rescue belt <input type="checkbox"/> Wearing a safety harness/rescue belt <input type="checkbox"/> Fire department	<input style="width: 100%; height: 100px;" type="text"/>
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further measures:

Signature of the supervisor

Signature of the performer

Signature of the Fire department

Measures to be taken after completion of the work

The work carried out has been completed by hours after the end of work.

Fire department

Further measure:

Signature of the Fire department

Permission

Comment:

The listed safety measures must be implemented. The accident prevention regulations of the professional associations (BGV A1 Principles of Prevention § 3 as well as BGR 500 old (BGV D1)) and, if applicable, the state regulation for the prevention of fires and the safety regulations of the insurance companies must be observed.

Place, Date

Signature of plant manager

Signature of safety officer/
Fire Safety Officer

Signature of the local responsible person

10. DECLARATION OF COMMITMENT TO RESPECT INSIDER INFORMATION OF THE PCM RAIL.ONE GROUP

Applies to the following activity: _____

In respect of my work for

(Name, address of Contractor)

at PCM RAIL.ONE Group, which possibly allows me to see data and information of the PCM RAIL.ONE Group, I

_____ declare the following:

(Name, forename)

I undertake that I will not use insider information that I have access to in conjunction with the performance of the contract in the rooms/premises of RAIL.ONE for my own or third-party processing/handling and that I will not give this information to third parties.

Insider information as defined above means all information about facts that are not known to the public and that could affect the value of the products or the company if it were to be made public.

Insider information is all data relating to existing products, new models or developments and manufacturing processes or similar.

If you wish, you will receive a copy of the declaration of commitment signed by you to protect confidential information. _____

(Place, date)

(signature of obligated party)