

Safety rules for contractors





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1. Preliminary remark

1.1. Objective

The protection of employees at Audi sites (Ingolstadt, Neckarsulm, Győr, Brussels, San Jose Chiapa) against work-related injuries and negative effects on health as an inherent part of Audi's duty of care and as a prerequisite for preventing disruptions to scheduled operations is an integral element of Audi's corporate strategy.

This applies equally for the employees of other companies working in the operating areas of the aforementioned Audi sites.

In order to be able to manage and implement policies within the extensive area of occupational safety, health, fire safety and environmental protection, it is necessary to provide clear rules and ensure communication between the respective Audi site and the contractors employed in its operating area.

These "Safety rules for contractors" lay down the general safety requirements for external contractors working in the operating areas of Audi sites. The "Safety rules for contractors" are divided into four key sections: "Definition of terms and list of acronyms," "Rules for contractors," "Rules on construction sites" and "Change history."

Section 2: Definition of terms and list of acronyms

Definition of important terms used in the subsequent sections.

Section 3: Rules for contractors

The rules for contractors contain general rules of conduct for all operating areas at Audi sites. Furthermore, the requirements for contractors working in operating areas are defined. They contain company regulations, rules and prohibitions as well as procedures that must be strictly observed in the interest of occupational safety, health, fire safety and environmental protection.

Section 4: Rules on construction sites

Construction sites are defined and treated in accordance with the country-specific construction site regulations valid for the Audi site in question.

Installation sites with increased risk potential are treated in accordance with construction site regulations. Information on the extent to which an installation site is to be treated in accordance with construction site regulations must be obtained from the commissioning party.

For sites declared as construction sites, Section 4: "Rules on construction sites" applies in addition to Section 3: "Rules for contractors." These rules must likewise be observed throughout all operating areas of the Audi sites.

Section 5: Change history

1.2. Legal notice

AUDI AG

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www.audi.de
Last updated: 04/2023

Audi Occupational Safety

Note: This document generally uses gender-neutral language. For reasons of comprehension and better readability, the masculine form is used in the case of established (technical) terms or proper names. This should be understood to be gender-neutral in each case.



2. Definition of terms and list of acronyms

2.1. Definition of terms

Audi/Audi sites

Audi/Audi sites refers to the manufacturing sites in Ingolstadt (Germany), Neckarsulm (Germany), Győr (Hungary), Brussels (Belgium) and San Jose Chiapa (Mexico).

Responsible person

Employee who is appointed by the contractor and who is in charge of and responsible for the work commissioned by Audi.

Commissioning party

Audi employee (e.g. planner, series planner, building manager) who commissioned the contractor either directly or indirectly (e.g. through Purchasing).

Safety divisions

Occupational Safety, Fire Safety, Chemical Safety, Environmental Protection, Site Security, Occupational Health

Coordinator

- ▶ In Germany: according to Section 8 of the German labor protection act (ArbSchG)/Section 6 of German Social Accident Insurance (DGUV) Regulation 1
- ▶ In Hungary: according to Act XCIII of 1993 on Occupational Safety
- ▶ In Belgium: according to Article 3 (Sections 1, 12, 13) of the act dated August 4, 1996 on the well-being of workers
- ▶ In Mexico: according to the Ley Federal del Trabajo, Título Primero Principios Generales, Article 15-C.

Health and safety coordinator

- ▶ In Germany: coordinator according to Section 3 of the German construction site ordinance (BaustellV) or a “suitable coordinator” as per RAB 30 (regulations for occupational health and safety on construction sites 30)
- ▶ In Hungary: coordinator according to the SzCsM-EüM joint ministerial decree no. 4/2002 (II. 20.) on the minimum occupational safety requirements to be implemented on construction sites and during construction work
- ▶ In Belgium: health and safety coordinator according to Article 3 (Sections 1, 12, 13) of the act dated August 4, 1996 on the well-being of workers and according to the Royal Decree of January 25, 2001 on temporary or mobile construction sites.
- ▶ In Mexico: Reglamento Federal de Seguridad y Salud en el Trabajo, Article 7.

Site-specific hazards

Conditions of the assignment (e.g. media, gas and power lines, explosive environments, etc.) and the environment in which the assignment is carried out (e.g. areas where cranes are in operation, traffic volume, reduced safety areas, etc.) which are unknown to the contractor.

Construction site

A construction site is a place where construction work is underway and where one or more structures or installations are being erected, modified or demolished and associated preparatory work is being carried out. If machines or systems are being erected, modified or dismantled in the same location and at the same time as a building, these are also to be viewed as a structure or installation.



Installation site

An installation site is a place where one or more machines or systems are being erected, modified, repaired or dismantled and the associated preparatory work is being carried out. Places where system structures or installations are undergoing basic maintenance, servicing or repairs are also considered installation sites. Minor construction work without special hazards can also be considered installation sites.

Executing organizational unit

The organizational unit at the Audi sites responsible for the work area or the system/work equipment.

“Information” symbol

The “Information” symbol refers you to further information (e.g. telephone numbers or speed limits).



“Approval” symbol

The “Approval” symbol indicates that you must coordinate with the commissioning party to obtain approval before commencing the task in question.



“Fill out form” symbol

The “Fill out form” symbol indicates that you must have a form or permit before commencing the task in question.



“Telephone” symbol

The “Telephone” symbol indicates important telephone numbers which are listed in the relevant site-specific supplement.



“Site-specific supplements” symbol

The “Site-specific supplements” symbol refers you to an additional, site-specific rule which is described in detail in the **Site-specific supplements** document.

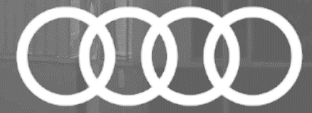


-  Ingolstadt/Neckarsulm sites (Germany)
-  Győr site (Hungary)
-  Brussels site (Belgium)
-  San Jose Chiapa site (Mexico)



2.2. List of abbreviations

AG	Commissioning party
AN	Contractor
MHE	Material handling equipment (forklift trucks, tuggers, tow tractors, three-wheel trucks, etc.)
IPAF	International Powered Access Federation
HGV	Heavy goods vehicle
OU	Organizational unit at Audi
PC	Passenger car
WBT	Web-based training



3. Rules for contractors

3.1. Introduction

3.1.1. Scope

The rules for contractors apply for all operating areas of the Audi sites. External premises such as halls, buildings and rooms are included in the operating area of the respective Audi location.

3.1.2. Obligations arising from the rules for contractors and from laws, regulations and guidelines

The contractor and any subcontractors employed by the contractor shall be obliged to observe and apply the laws, regulations and generally recognized technical standards of the country in question, in addition to the currently applicable version of these rules for contractors including the annexes, permits and site-specific supplements listed below.

Annexes

- ▶ FG-A1 Contractor declaration
- ▶ FG-A2 Notification of subcontractors employed
- ▶ FG-A3 Contractor induction into the conditions on site
- ▶ FG-A4 Appointment of a coordinator
- ▶ FG-A5 Safety inspection after maintenance work
- ▶ FG-A6 Accident reporting for contractor assignments

Permits

- ▶ FG-E2 Work in areas where cranes are in operation
- ▶ FG-E3 Work in areas with an increased risk of falling (guard-rail level)

Site-specific supplements

- ▶ SE-IN/NSU Other applicable regulations and information for the Ingolstadt and Neckarsulm sites
- ▶ SE-BRX Other applicable regulations and information for the Brussels site
- ▶ SE-GY Other applicable regulations and information for the Győr site
- ▶ SE-MEX Other applicable regulations and information for the San Jose Chiapa site

3.1.3. Safety divisions

The instructions issued by the safety divisions of each Audi site must be followed for the execution of regulatory and safety duties at the respective site.

3.1.4. Dealing with safety violations

For the San Jose Chiapa site, the “**Site-specific supplements: SE-MEX**” must be observed.

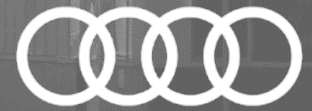
In the event of violations against the “Safety rules for contractors” and of violations against laws, regulations and guidelines relating to occupational health and safety and environmental protection, the relevant Audi site reserves the right to take appropriate measures to protect against a safety risk on a case-by-case basis. In the event of serious or repeated violations, access to the site can be banned in individual cases where this is necessary to maintain safety. The site access ban is valid for all Audi sites. The contractor’s contractual authority to give instructions to its employees remains unaffected.

The measures necessary for protecting against safety violations can be taken on a case-by-case basis by the safety divisions of the respective Audi site and by their appointed coordinators.



Safety rules for contractors

Rules for contractors

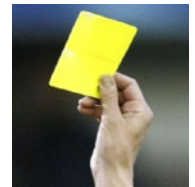


Irrespective of this, Audi can order work to be discontinued if this is necessary to avert an immediate safety threat. Work may only be recommenced once safe working conditions have been restored and Audi has given its approval.

The procedure for unsafe conduct is as follows:

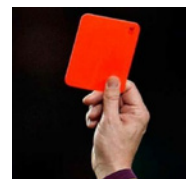
Warning (yellow card)

A warning is issued to a person who is working in an unsafe and potentially dangerous way and who, in doing so, is violating applicable safety regulations and these safety rules for contractors.



Dismissal (red card)

A dismissal is issued to a person who breaches their level of due care to a particularly severe extent (gross negligence) or who acts in an unsafe way or whose conduct results in a danger to third parties or the environment. A dismissal is also issued on receipt of a second warning. An immediate, temporary site dismissal can be issued to the affected person by the commissioning party, the Occupational Safety division and Site Security.



To prevent safety and environmental risks, warnings and dismissals can also be issued on a case-by-case basis to the contractor's responsible persons or to any subcontractors employed by the contractor if they actively encourage unsafe conduct or fail to initiate measures against unsafe conduct.

All warnings and dismissals issued are documented in the affected person's file.

3.1.5. Personal and vehicle checks

Site Security must be allowed to perform personal and vehicle checks immediately and without hindrance. If a contractor's employees seek to elude personal or vehicle checks, they may be issued with a site ban.

3.1.6. Contractor reviews

The Audi sites reserve the right to examine the technical, organizational and personal occupational safety measures planned and implemented by contractors. The required certificates must be held by the contractors and must be submitted to Audi on request. The respective Audi site has the right to prohibit the use of personnel and work equipment, including accessories, work methods, substances and materials, if the necessary safety measures are insufficient or fail to comply with the safety provisions. Any review of the safety measures carried out by Audi does not release the contractor from sole liability regarding compliance with all occupational safety regulations and precautions. In particular, no rights against Audi and no liability obligations against Audi can be derived as the result of completion of a review.

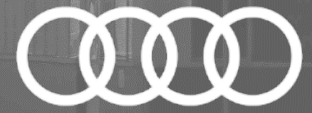
For the San Jose Chiapa site, the “**Site-specific supplements: SE-MEX**” must be observed.



3.1.7. Commissioning of subcontractors and liability

Every contractor must sufficiently insure itself and its employees for the scope of the duties to be performed.

Every contractor is also responsible for sufficiently insuring the subcontractors it appoints in coordination with AUDI AG. If requested to do so, the contractor must provide the commissioning party with evidence verifying that sufficient insurance cover is in place both for its own activities and for the activities of its subcontractors.



The contractor must also ensure that any subcontractors it employs, and in particular the personnel appointed by the subcontractor, are familiar with and observe the “Safety rules for contractors” and all safety regulations that are applicable in the country in question.

The contractor is liable for all damages incurred by Audi resulting from non-compliance with these regulations. The contractor is also liable to Audi, in accordance with legal guidelines, for damages resulting from the use of subcontractors.

The contractor must assume responsibility for the safety and protection (e.g. against weather, theft, vandalism and loss) of its own work, systems and materials and of any work, systems and materials supplied to it (including tools, vehicles and equipment). Audi accepts no liability.

3.1.8. Non-disclosure

The contractor is strictly prohibited from disclosing any information, knowledge and experience that it obtains in connection with the execution of the contract/assignment, in particular relating to company secrets in documents belonging to the respective Audi sites, expertise obtained in the context of the assignment and any company and business affairs or other information (e.g. tasks, production processes, business transactions, knowledge and findings) belonging to the commissioning party, to unauthorized third parties. The information, knowledge and experience obtained in connection with the execution of the contract/assignment must not be exploited by the contractor itself, given to third parties for exploitation or made accessible to third parties. If the contractor employs third parties (vicarious agents) for the fulfillment of its contractual duties, the contractor must implement appropriate agreements (e.g. through the agreement of a contractual non-disclosure clause) with these third parties to ensure that they proceed as described above regarding the commissioning party's company/business secrets. The non-disclosure obligation also refers to the time after the cooperation with the commissioning party has ended.

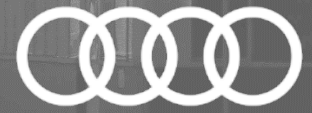
3.1.9. Data protection

Dangerous situations and the misconduct of individual persons and similar events may be photographically documented and made available to a limited circle of people. Preventing hazards and averting the risk of repetition by identifying persons involved and securing evidence constitute justified interests. These justified interests mean that, for these purposes, the photographed individual forfeits the right to his or her own image.

The aforementioned circle of people primarily includes:

- ▶ The commissioning party
- ▶ Corporate Security, Site Security, Occupational Safety, the coordinator
- ▶ The contractor
- ▶ The company employing the person involved (e.g. the subcontractor)
- ▶ Any involved authorities, if the photographs are required for evidence purposes

Photos are destroyed after completion of the assignment and after the expiry of legal retention periods.



3.2. Responsibility of the contractor

3.2.1. Contractor declaration

With the contractor declaration, the contractor acknowledges the “Safety rules for contractors” and confirms that its employees will comply.

The annex **“FG-A1: Contractor declaration”** is to be used here. This must be given to the commissioning party before the commencement of work.



3.2.2. Responsible person (site managers, forepersons)

All work commissioned by Audi that is to be carried out by contractors (including their subcontractors) must be conducted under the management and supervision of responsible persons provided by the contractor. These responsible persons must be named to the commissioning party in writing. The annex **“FG-A1: Contractor declaration”** is to be used here.

The contractor must ensure that the responsible persons are able to exercise their obligations, duties and authorities, particularly in matters of occupational safety. In particular, they must have the authority to issue instructions to their employees.

The responsible persons must have sufficient written and spoken language skills relevant to the respective Audi site.

- ▶ Ingolstadt/Neckarsulm site: German
- ▶ Győr site: Hungarian or German
- ▶ Brussels site: Dutch, French or German
- ▶ Mexico site: Spanish or English

At least one responsible person must be appointed for construction and installation sites and must be present on site while work is being carried out. For times when the responsible person cannot be present at the construction/installation site, a supervisor must be appointed to observe and supervise the work in a representative capacity. The required language skills for the respective location must be ensured.

A responsible person is also to be appointed for other areas of activity which do not involve work on construction or installation sites. However, in such cases the responsible person is not required to be on site at all times.

For the San Jose Chiapa site, the **“Site-specific supplements: SE-MEX”** must be observed.



3.2.3. Use of subcontractors

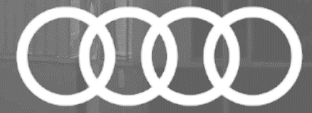
If the contractor uses subcontractors, the contractor must forward the “Safety rules for contractors” and the applicable annexes to the subcontractor.

Before work commences, the contractor must notify the commissioning party of all subcontractors appointed by the contractor and of their responsible persons.

The annex **“FG-A2: Notification of subcontractors employed”** is to be used here. This must be given to the commissioning party by the contractor before the commencement of work. The contractor must make the subcontractors agree in writing to observe the safety rules.

Furthermore, the contractor must give the subcontractor on-site instruction. The contractor is responsible for ensuring that the appointed subcontractors observe the safety provisions and the agreed measures on site.





3.2.4. Contractor's duty of information before commencement of work

Before commencement of work, the contractor must confer with the commissioning party regarding the work to be performed.

The contractor must seek information concerning the following points from the commissioning party or from a person appointed by the commissioning party:

- ▶ The conditions on site (e.g. escape and evacuation routes, assembly points, traffic, etc.).
- ▶ The emergency numbers for the respective site as listed in the **"Site-specific supplements: SE-xxx."**

The contractor must also seek information from the commissioning party concerning the site-specific hazards, e.g.:

- ▶ Areas with reduced safety devices (e.g. roofs, material handling areas, etc.)
- ▶ Critical traffic areas (e.g. high traffic volume, MHE traffic, etc.)
- ▶ Areas with increased risk (areas where cranes are in operation, work in confined spaces, explosive environments, CO₂ protected areas, gas and power lines, etc.)

The site-specific hazards must be documented in cooperation with the commissioning party in the annex **"FG-A3: Contractor induction into the conditions on site"** and must be carried at the work site.



FG-A3

3.2.5. Risk assessment

The contractor and its subcontractors must carry out an independent risk assessment of the duties specific to their trade. This assessment should include findings from Section 3.2.4: "Contractor's duty of information before commencement of work." If risks are identified, suitable safety measures must be defined accordingly. The contractor must submit the risk assessment to Audi on request.

The contractor must provide its employees with the necessary personal protective equipment (PPE). The Audi specifications for specific areas must be observed in the provision of PPE.



3.2.6. Occupational medical care

The contractor must ensure that its employees have undergone a medical assessment of their fitness to work which is appropriate for the duties they perform.

Valid proof of this must be submitted to Audi on request.

3.2.7. Instructions

The contractor and its subcontractors must independently instruct their employees, before they commence work, on the basis of their own risk assessment and the contents of the "Safety rules for contractors." This instruction must be documented and submitted to Audi on request.

3.2.8. Cooperation between multiple contractors

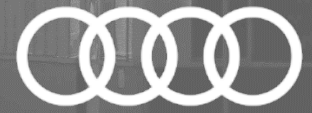
If employees of multiple contractors or of their subcontractors or employees of Audi are working in one workspace or in one work area, the responsible persons (see Section 3.2.2) of all parties involved in the process must work together with regard to employee health and safety. If hazards to the other workers or hazards to third parties cannot be ruled out, responsibility for coordination of the work falls to a coordinator. In the event of discrepancies with regard to the coordination of health and safety measures, the coordinator is entitled to define necessary measures for the avoidance and prevention of hazards at the construction site on a case-by-case



FG-A4

Safety rules for contractors

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basis. The annex **“FG-A4: Appointment of a coordinator”** is to be used here. In exceptional cases, the coordinator can also be provided by a contractor appointed by Audi.

3.2.9. Proof of training

The contractor and its subcontractors may only use sufficiently qualified and instructed personnel in compliance with applicable statutory regulations and other regulations. For specific work equipment (e.g. industrial trucks, cranes, aerial work platforms, construction machinery, etc.), valid proofs of training are required that comply with the country-specific guidelines. The relevant proofs of training (pass) and proofs of commission must be carried at all times and submitted to Audi on request.

The relevant requirements for proofs of training are listed in the **“Site-specific supplements: SE-xxx”** for each site.



3.2.10. Reporting for duty in the work area

Before commencement of work, the responsible person appointed by the contractor or its subcontractor must report for duty in the work area of the executing organizational unit. The contractor must ask the commissioning party for the details of relevant contact persons.



3.2.11. Securing the deployment site/work area (duty to maintain safety)

The contractor or its subcontractor shall be responsible for maintaining the safety of the deployment site/work area for the entire duration of the assignment (duty to maintain safety).

If the contractor creates a hazard, the contractor is obliged to take necessary measures to prevent damage to third parties. The contractor must regularly inspect the measures taken until the completion of the work.

Deployment sites/work areas must be secured, suitably signposted and illuminated in accordance with regulations.

For work being carried out above workplaces, traffic routes, etc., sufficient protection must be provided against falling objects (e.g. through protective roofs, etc.). If this is not possible, the danger area must be fenced off by a wide margin. Work in this area is not permitted.

Openings and depressions such as hatches, floor and wall penetrations, etc. must be secured with collective safety devices (covers, barriers, etc.).

Barriers must be conspicuous and must be installed at a suitable distance. Warning tape is not permissible as a barrier.

Covers must be sturdy and must be designed so that they cannot be pushed aside. If covers are temporarily removed to allow essential work, the danger area must be secured with barriers. Once the work is completed, the removed covers must be properly reinstalled.

For work on traffic routes, all necessary measures to secure the site must be in place before work is commenced. These measures must be agreed with the commissioning party if necessary.



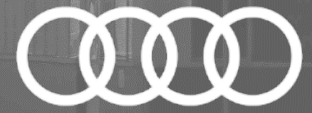
3.2.12. Inspections following work on machines and systems

After maintenance and overhaul work, and after conversion and modification work on systems and machines, the contractor must carry out an inspection of the safety devices and their possible risks to the environment (e.g. due to leakage). The inspection must be documented.

The annex **“FG-A5: Safety inspection after maintenance work”** is to be used here.



FG-A5



3.3. Access to the site premises

3.3.1. Partner and visitor's pass

Access to the plant is only permissible with a valid partner pass. The pass is the property of the respective Audi site, cannot be transferred and must be handed back when the assignment is completed. A temporary visitor's pass can be requested at the plant gates for temporary use in the plant. This requires a valid form of ID.

The contractor must not apply for passes for its subcontractor's employees under its own company name.

Lost passes must be reported to Site Security immediately so that they can be deactivated.

If a site access ban is issued, the affected employees' passes must be submitted to Site Security immediately.

Applications for partner passes for the contractor's employees must be made via the commissioning party.

The site-specific regulations are listed in the "**Site-specific supplements: SE-xxx**" for each site.

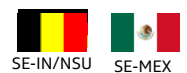


3.3.2. Site traffic

The contractor must not bring any vehicle of any type (passenger car, truck, etc.) onto the site premises without permission. If the contractor requires vehicles on site for a relatively long period of time, it may apply for a long-term entry permit via the commissioning party. The long-term entry permit must be displayed in the vehicle. If vehicles are required only for a short time, a temporary entry permit can be requested at the plant gates. Only vehicles that are required on site will be permitted to enter. Transporting persons is not a sufficient reason.

The use of small electrical vehicles (e.g. segways, electric skateboards, electric scooters, electric bikes) and electric golf buggies is prohibited.

The "**Site-specific supplements: SE-IN/NSU**," "**Site-specific supplements: SE-BRX**" and "**Site-specific supplements: SE-MEX**" must be observed for the Ingolstadt, Brussels and San Jose Chiapa sites respectively.



3.3.3. Delivery of materials (delivery traffic)

Site Security may deny site access for deliveries where the carrier (delivery driver) does not have sufficient information about the recipient (telephone number, name), the drop-off point at the Audi site or the order/delivery slip details. Unloaded material must be transported to the "designated areas" immediately. After unloading, the delivery vehicle must leave the site immediately.

3.3.4. Staying on the site premises

Employees of the contractor or of its subcontractors must not leave the areas or deployment sites/work areas where their assigned work is located. Areas other than their designated deployment sites/work areas must not be entered without authorization. After completion of the work, they must leave the site premises immediately.

3.3.5. Tools and machines carried

Tools and machines brought onto the site must be clearly marked as the property of the contractor. In case of justified doubt, Site Security may request to see proof of ownership (e.g. an invoice).

The regulations in the "**Site-specific supplements: SE-xxx**" are to be observed for each site.

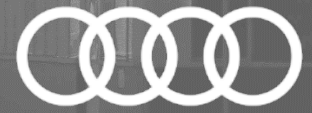


3.3.6. Site access ban

Site Security is obliged to deny site access to persons suspected of being a danger to the safety and order of persons at the site, of the surrounding neighborhood or of the site in general. If a

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person attempts to enter the site with a deactivated or invalid pass or uses the pass in any other improper way, Site Security can deny them access to the site and confiscate the pass. Persons deemed by Site Security to be noticeably under the influence of alcohol or other addictive substances may not enter the site, even if they possess a valid pass. If a person is found to be under the influence of alcohol or any other intoxicating substance when entering or exiting the site, or if the person is deemed to present a potential risk to safety, they will be denied access to the site.

3.4. Conduct on the site premises

3.4.1. Traffic regulations on the site premises

- ▶ The provisions of the respective national road rules apply on the site premises.–.
- ▶ Vehicles (e.g. passenger cars, trucks, industrial trucks, construction machinery, etc.) or trailers may only be stopped or parked in designated areas. Site Security reserves the right to tow or clamp improperly parked vehicles. The associated costs for this shall be borne by the vehicle owner.
- ▶ Rail traffic always has right of way over road traffic at level crossings.
- ▶ Pedestrians must use the walkways (inside and outside buildings) and crossings provided.
- ▶ Unless other signs are displayed, the maximum speed on the site premises is 30 km/h.
- ▶ In halls, the site-specific speed limits must be observed. These are listed in the “**Site-specific supplements: SE-xxx**” for each site.

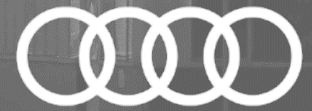


3.4.2. Rules of conduct on the site premises

- ▶ Traffic routes, walkways, crossings and escape and evacuation routes must be kept clear.
- ▶ In addition to regular traffic, the on-site traffic routes inside and outside buildings are also used by industrial trucks such as forklift trucks, tow tractors, driverless transport systems (DTS), etc. Special caution is therefore required when walking and driving on the traffic routes.
- ▶ The following rules relating to driverless transport systems (DTS) must be observed:
 - ▶ The DTS always has right of way
 - ▶ It is prohibited to place objects on a DTS route
 - ▶ The immediate work/hazard area of the DTS system must be avoided
 - ▶ Pay attention to light signals and acoustic signals
- ▶ The immediate working and danger area of industrial trucks may only be entered or crossed with the express prior consent of the industrial truck driver (visual contact).

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- ▶ To increase forklift truck safety, a visual early warning system (“Blue Spot” or “Safety Spot”) is in place to warn others of the approaching forklift.



- ▶ Access to marked logistics handling areas, storage areas and logistics areas is prohibited to unauthorized persons. If access is required, the worker must register with the person responsible for the area and must wear a high-visibility vest and safety shoes.
 - ▶ In the vicinity of railway tracks, the standard clearance of 2.5 m from the center of the track must be kept clear. Inside halls, this is marked by lines.
 - ▶ Thoroughfares, entrances, exits, electrical installations, signposted fire service access points, deployment areas for fire service and emergency vehicles, and fire hydrants must be kept clear.
 - ▶ Pedestrians and cyclists must not cross in front of hall doors. The hall may only be accessed through the designated hall doors. This is for both safety-related and energy-related reasons. The longer the hall doors are open unnecessarily, the more heat is lost.
- ▶ Safety signs at Audi sites must be observed, e.g.:



Prohibitory
sign



Mandatory
sign



Warning sign



Rescue sign



Fire
sign safety

3.4.3. Driving into halls

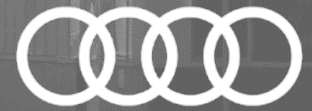
All vehicles, e.g. passenger cars, trucks, etc., with a permit for vehicle access to the site premises are prohibited from entering the halls.

If it is necessary for vehicles to enter halls on an ongoing basis (e.g. for production-critical deliveries, catering deliveries), a long-term permit to drive into the halls can be requested from the commissioning party.

If there is a justifiable need for vehicles to drive into the halls on a short-term basis, this must be coordinated with the responsible planner/commissioning party. In that case, vehicles may only remain in a hall for loading and unloading purposes and for the amount of time absolutely necessary. Production traffic must not be disturbed. Site Security will carry out checks.

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3.4.4. Driving vehicles and industrial trucks into freight elevators

Driving into freight elevators is only permitted if it is necessary for the fulfillment of the work assignment. If it is necessary to drive into a freight elevator, the following rules must be observed:

- ▶ Do not exceed the permissible load of the freight elevator.
- ▶ Drive up to the elevator at an appropriate speed.
- ▶ Stop at a safe distance from the elevator doors. Use the stop lines as a guide.
- ▶ Get off/out of the vehicle in order to operate the elevator switch.
- ▶ Only drive into the elevator when the doors are fully open.



3.4.5. Smoking, alcohol and drugs

There is a general smoking ban throughout the entire site premises. Smoking is only permitted in designated areas or at designated locations. Smoking is prohibited throughout all AUDI AG buildings. Carelessly discarded cigarette butts also pollute the environment. Cigarette and tobacco residues should therefore only be placed in non-combustible ashtrays and not disposed of in waste baskets. The carrying and consumption of alcohol, drugs and other intoxicating substances is prohibited. Anyone carrying out driving or steering activities must have a breath alcohol content of 0.0.



3.4.6. Area assignment

The contractor must duly apply to the commissioning party for the use of areas at Audi site premises for material, containers, construction materials, etc.

For the Brussels site, the “**Site-specific supplements: SE-BRX**” must be observed.



3.4.7. Use of electronic devices (cell phones, laptops, tablets, etc.)

Electronic devices must not be used when driving vehicles, riding bicycles or operating industrial trucks.

In order to prevent interference with manufacturing systems, enabling hotspots or Bluetooth is prohibited. This means that local Wi-Fi hotspots and Bluetooth functions must be disabled on electronic devices such as cell phones, smartphones, laptops, iPads, etc. in the production halls.

Activation of these features for work-related purposes must be approved by the commissioning party.



3.4.8. Image, video and sound recordings

There is a general ban on photography and filming.

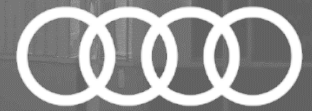
The Audi sites are divided into three zones:

- ▶ Site premises: Zone 1 – green
- ▶ Security area: Zone 2 – yellow



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► Highly sensitive security area: Zone 3 – red

Zone 2 security areas and zone 3 highly sensitive security areas are color coded accordingly. Zone 1 is not marked.

Contractors' employees are permitted to carry their mobile work device in zone 1. Filming and photography is only permitted if a special application is submitted and approved. Contractors' employees are only permitted to carry mobile work devices in zone 2 if the device is in a sealed container. Sealed container dispensers are provided at the entrances to zone 2 or at the Site Security entrance gates. Contractors' employees are not permitted to carry mobile devices in zone 3, even if they are in sealed containers. Devices can be locked in storage cabinets at the entrances to zone 3 or handed in at the Site Security entrance gates.

The use of privately owned devices to record and transmit images is prohibited throughout the entire company site.

3.4.9. Waste disposal/recycling center

Waste, surplus materials and cleaning agents generated by the contractor's work and scrap machine/steel parts resulting from dismantling work must be disposed of properly in accordance with regulations by the contractor itself or handed over to the responsible divisions at the respective Audi site for subsequent disposal.

The site-specific regulations are listed in the "**Site-specific supplements: SE-xxx**" for each site.



3.5. Conduct in the event of accidents or incidents

3.5.1. Accidents involving personal injury

Minor/trivial injuries

Minor injuries can be treated at the AUDI AG first aid stations. The contractor's obligation to provide the legally required number of first aiders remains unaffected by this.

Dressing materials must be available in sufficient quantities at work areas and must be stored in clean conditions protected from dirt.



Serious injuries

In the event of a serious injury, the site-specific **emergency numbers** must be called. Before commencing work, it is the contractor's responsibility to ask the commissioning party for the applicable emergency numbers for the work area in question.

The emergency numbers are listed in the "**Site-specific supplements: SE-xxx**" for each site.

Serious injuries must be reported to Site Security, the commissioning party and the Occupational Safety division. A detailed accident report must be submitted to Audi on request. The annex "**FG-A6: Accident reporting for contractor assignments**" is to be used here. The occupational safety authorities may also request additional detailed reports.

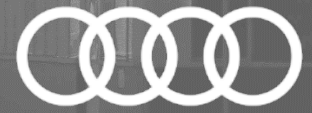
In the event of accidents involving serious injuries, no changes of any kind may be made to the scene of the accident that are not necessary to rescue injured people or to prevent further danger. The above measures do not absolve the contractor from its obligation to notify the responsible authorities.

Additional costs such as taxi, ambulance, etc. incurred as a result of the accident are the responsibility of the contractor.



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3.5.2. Accidents involving property damage

In the event of accidents and other incidents involving property damage, Site Security and the commissioning party must be informed.

The telephone numbers are listed in the “*Site-specific supplements: SE-xxx*” for each site.

3.5.3. Reporting procedure in the event of serious accidents or incidents

Every fire, explosion, accident or any other emergency must be reported immediately via the nearest manual call point or phone!

The emergency numbers are listed in the “*Site-specific supplements: SE-xxx*” for each site.

Reporting procedure:

- ▶ Where did it happen? Building, row of columns, floor, room
- ▶ What happened? Fire, emergency, malfunction, environmental incident, etc.
- ▶ How many people are affected? Number of injured parties or persons in danger
- ▶ Who has raised the alarm? First name and last name
- ▶ Await further questions! The call should be ended by the emergency call handler!



3.5.4. What to do in an emergency (e.g. evacuation)

In the event of an emergency, or when emergency alarms are sounded (rising and falling tone) or visual emergency signals are displayed, proceed as follows:

- ▶ Close windows and doors.
- ▶ Leave your workplace immediately via the signposted escape routes or emergency exits.
- ▶ Help individuals who are at risk, who have a disability or who are injured to leave the danger zone.
- ▶ Tell affected persons to remain calm and provide first aid if required.
- ▶ Do not reenter the building, and prevent other persons from doing so.
- ▶ Do not use elevators or lifts in the event of fire.
- ▶ Find the designated assembly points.
- ▶ Follow the instructions of the site staff and the fire service at all times.

The contractor's responsible person is responsible for informing their employees about the escape routes and assembly points to be used in the event of an emergency.

For the San Jose Chiapa site, the “*Site-specific supplements: SE-MEX*” must be observed.

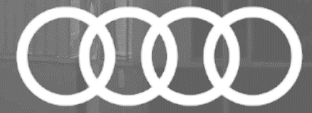
3.5.5. Incidents with an impact on the environment

Environmentally damaging incidents that may lead to contamination of the soil, water or air must be reported to Site Security immediately. The telephone numbers are listed in the “*Site-specific supplements: SE-xxx*” for each site. Site Security will then coordinate with the Environmental Protection department to determine the steps required to limit and remove the damage.



SE-MEX





3.6. Use of work equipment

3.6.1. Own work equipment

The work equipment required for the execution of the assignment is to be provided by the contractor or by its subcontractors. Audi shall categorically not lend or supply any work equipment (e.g. tools, machinery, auxiliary materials, ladders and scaffolding) to the contractor or to its subcontractors.

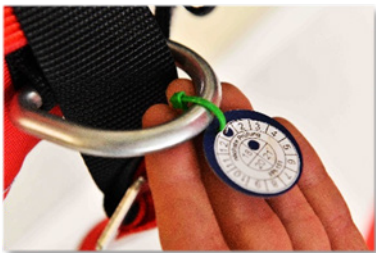
The contractor or its subcontractors shall be responsible for their own work equipment and for its good condition and safe operation, and for the fulfillment of required inspections in accordance with the national guidelines and regulations applicable to the respective Audi site.

The work equipment must be labeled with an appropriate inspection plate showing the date of the next inspection. The associated inspection logs must be submitted to Audi on request.

Damaged or unsafe work equipment must be repaired immediately or removed from the deployment site at Audi.

The work equipment used may only be used and loaded as intended and in accordance with the manufacturer's specifications. The work equipment used may only be used by suitably trained, qualified and instructed persons.

On construction and installation sites, electrical work equipment and devices must only be connected with a residual current circuit breaker. In production halls, only the designated socket combinations may be used.



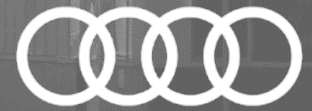
3.6.2. Vehicles, industrial trucks and construction machinery

- ▶ The operation of vehicles, industrial trucks (forklift trucks, tuggers, tow tractors) and construction machinery with combustion engines (gas, gasoline or diesel) is prohibited in halls. If this is essential in justified, exceptional cases, the relevant vehicles, industrial trucks and equipment must be fitted with an appropriate emission control device (e.g. diesel particulate filter, catalytic converter). Gas-powered vehicles, industrial trucks and construction machinery are strictly prohibited in enclosed rooms (e.g. basements, underground levels, etc.) and near pits or ceiling penetrations.
- ▶ Vehicles and industrial trucks (forklift trucks, tuggers, tow tractors) used on the site premises must be equipped with lighting in accordance with the national rules of the road.
- ▶ The installation/location of charging stations for electric industrial trucks must be agreed with the commissioning party.
- ▶ Vehicles, industrial trucks and construction machinery brought onto the site by the contractor must be clearly labeled at all times (company name and the name and telephone number of the responsible person appointed by the contractor).
- ▶ When operating/using industrial trucks (forklift trucks, tuggers, tow tractors) and construction machinery, the lights must generally be switched on (daytime running lights).
- ▶ Industrial trucks (forklift trucks, tuggers, tow tractors) and construction machinery must follow the site-specific speed limits. These are listed in the “**Site-specific supplements: SE-xxx**” for each site.



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The commissioning party reserves the right to use technical measures to ensure compliance with the respective speed limits.

- ▶ Trailers must only be moved on ramps using suitable tow tractors.
- ▶ Appropriate load securing measures must be implemented when transporting loads.

3.7. Work procedures involving special hazards

For the San Jose Chiapa site, the “**Site-specific supplements: SE-MEX**” must be observed.

3.7.1. Working at a height

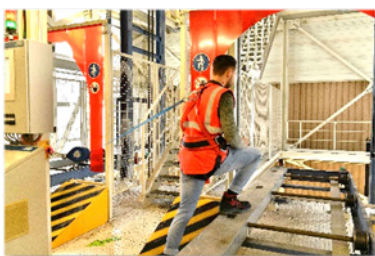
For work performed at a height, measures must be taken to prevent falling. Collective protective equipment (edge protection, railings, nets, scaffolding, etc.) must be used as a priority.

Protection against falling objects must also be ensured through collective protective equipment. Danger zones must be signposted, cordoned off and secured. Persons must not work above one another at the same time if this results in potential risk. It is possible to deviate from this rule if effective safety measures are in place, such as barriers, protective roofs or similar.



3.7.2. Working with personal fall protection equipment (PFPE)

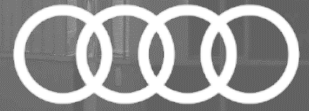
The use of personal fall protection equipment is only permitted when collective protective measures are not possible. The following must be observed when using PFPE:



- ▶ The use of PFPE is only permitted with mutual supervision; this means that at least one other person must be present in the work area.
- ▶ Only use PFPE that has been tested.
- ▶ The equipment must be inspected visually for damage before each use.
- ▶ PFPE must be put on and used properly.
- ▶ Take care when handling the PFPE.
- ▶ Employees must be instructed on the use of personal protective equipment. The training must be documented and submitted to Audi on request.

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3.7.3. Working with scaffolding

Scaffolding must be erected in accordance with the instructions for setup and use. It must be examined and approved by the scaffolding erector before it is used. The scaffolding approval certificate must be permanently attached to the access ladder. This must be checked before ascending the scaffolding. Changes may only be made by persons with appropriate expertise. Before every use of the scaffolding, the user must perform a visual check of the safety equipment (three-part edge protection, railings, knee and foot boards, stable feet, etc.).

Scaffolding that has been blocked off must not be used.



3.7.4. Working with mobile scaffolding

Mobile scaffolding must be erected in accordance with the instructions for setup and use.

Mobile scaffolding must be equipped with locking brakes on the wheels.

It must be labeled with the company name and the name and telephone number of the responsible person on site.



3.7.5. Working with ladders

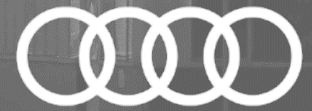
The use of ladders is only permitted in cases where the low level of danger and the simplicity of the task does not warrant the use of other, safer work equipment (e.g. aerial work platforms, scaffolding, mobile scaffolding, platform ladders). The commissioning party may only provide employees with ladders that have an appropriate construction and design for the task to be performed.

- ▶ Pole ladders must additionally be secured against falling over or slipping. If it is not possible to secure the pole ladder, it must be held in place by a second person.
- ▶ Ladders must be stable and safe to climb on during use.



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- ▶ Working on ladders is not permitted in areas where there is a risk of falling.



3.7.6. Working on aerial work platforms (scissor lift platforms and telescopic boom lift platforms)

All persons located in the working cage must always be equipped with personal fall protection equipment that is secured to the designated anchor points with an approved aerial work platform fall arrester or a suitable equivalent restraint system. The length of the system must not exceed a maximum of 1.8 m.

A helmet must be worn for activities involving a risk of collision.

Only aerial work platforms with permissible anchor points may be used. Only the designated anchor points may be used for anchoring purposes.



Climbing out

of/over the work platform when it is in an elevated position is strictly prohibited.

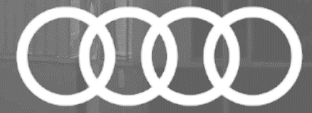
For work on traffic routes, all necessary measures to secure the site must be arranged before work is commenced (e.g. barrier chain, pylons).



3.7.7. Working with laser and X-ray equipment, use of radioactive materials

When working with laser and X-ray equipment or with radioactive substances (e.g. ionization detectors), the site-specific regulations in the “*Site-specific supplements: Se-xxx*” must be observed for each site.





3.7.8. Working with chainsaws

The use of chainsaws is only permitted in conjunction with personal protective equipment in accordance with manufacturer specifications and when the user can produce evidence of appropriate training. Alternative devices must be given priority, e.g. electric rip saws, circular saws, etc.

3.7.9. Working with compressed gas bottles

Compressed gas bottles must only be stored in locations agreed with the commissioning party and Site Security.



- ▶ Unused gas bottles must always be equipped with a safety cap.
- ▶ Storing compressed gas bottles inside buildings is strictly prohibited.
- ▶ Gas bottles must always be closed if left unattended for short periods or when work is finished.
- ▶ Compressed gas bottles must only be stored and transported in specially designed racks (and never laid down flat on pallets).
- ▶ Store compressed gas bottles in such a way that they are protected from moisture, falling over, impacts and heating up (e.g. near heaters or in sunlight).
- ▶ The number of oxygen and acetylene bottles present in the work area must be limited to the amount actually necessary for execution of the work in question. Spare bottles must be stored outside of the hall and away from the work area.
- ▶ Burners, hoses, pressure reduction valves and stop valves must comply with the applicable standards.
- ▶ Burners, hoses and pressure regulators must be checked before the commencement of work to ensure that they are in perfect condition and are securely mounted.
- ▶ Make sure connections are tight.
- ▶ Flexible gas lines must never be joined with connectors.

When working with oxygen/acetylene bottles, the following points must be observed in particular:

Oxygen/acetylene bottles must be equipped with stop valves and pressure reduction valves.

- ▶ The flexible lines must be at least 5 m long and must be in good condition.



3.7.10. Working on roofs

Roofs must only be accessed when a specific work assignment has been issued.

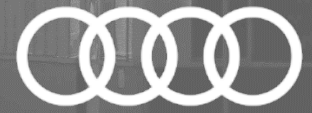
The designated paths and ladders must be used. Due caution must be given to trip hazards (lightning arresters, walk boards). The danger of slipping and tripping can increase due to weather influences (rain, etc.).

Employees who access roofs or perform work on roofs must be instructed by the contractor regarding the particular risks of falling when working on a roof. The contractor is obliged to find out about specific hazards and roof fall arrest systems from the commissioning party. If



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necessary, the contractor is obliged to provide suitable personal fall protection equipment and supervise its correct use. For roofs with unsecured roof edges (with no protection such as roof edges at least 1 m high, railings, etc.), a minimum distance of 2 m must be maintained from the edge or personal fall protection equipment must be implemented.



3.7.11. Working with noise, smoke and dust emissions

Work that causes noise, smoke or dust emissions is hazardous to health and can harm the environment. Such work must be replaced by working methods involving fewer emissions (e.g. sawing instead of splitting).

If noise, smoke or dust emissions cannot be avoided, suitable safety measures must be taken (e.g. extraction units, sprinklers/dampening systems, housings, noise protection measures).

Cleaning work to gather dust must make use of suitable suction devices. Cleaning with brooms is not permitted due to the associated dust emissions.

When work produces substantial amounts of smoke, dust or steam that may lead to fire alarms in the buildings being triggered unintentionally, Site Security must be informed before the work commences.

Deactivating (overriding) fire alarms and other warning devices is the decision of Site Security and is only approved in exceptional cases. Replacement measures (fire wardens, limiting the duration of the work, etc.) are also determined by Site Security. Costs incurred as a result of false fire alarms caused by accidental triggering of the systems will be charged to the person responsible.

The relevant Site Security telephone numbers are listed in the “*Site-specific supplements: SE-xxx*” for each site.

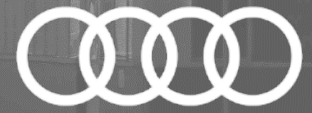
3.7.12. Working in automatic conveyor systems

Conveyor system areas may only be accessed when a work assignment has been issued. Before commencement of work within automatic conveyor systems, the contractor must obtain information regarding the hazards and safety measures within these areas. In particular, a risk assessment must be performed before work commences that specifies whether or not the work can be conducted during operation. In coordination with the commissioning party, the executing organizational unit (OU) of the systems must be informed of the work beforehand.



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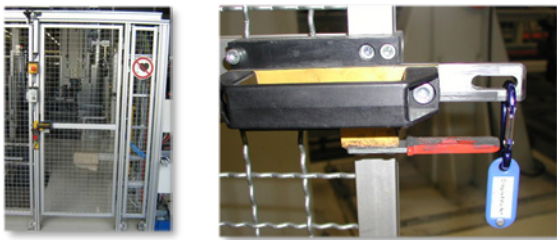
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3.7.13. Working in automatic production systems

Electrically secured production systems (robot cells, lifters, etc.) may only be accessed when a work assignment has been issued and after prior coordination with the commissioning party and the executing organizational unit. Before commencement of work within automatic conveyor systems, the contractor must obtain information regarding the hazards and safety measures within these areas.

Before entering the area, safety measures must be implemented and the automatic production system must be secured against reactivation. The procedure must be coordinated and agreed with the commissioning party and the executing organizational unit.



3.7.14. Working in explosive environments

Work in explosive environments must only be undertaken after prior agreement and written definition of the safety precautions in consultation with the commissioning party and the executing organizational unit. The contractor or its subcontractor must ask the commissioning party for the details of the responsible persons appointed by the executing organizational unit. The contractor must ensure that its employees have the qualifications required to perform the work (technical qualifications, person qualified to perform testing, etc.).

For the Ingolstadt and Neckarsulm sites, the “**Site-specific supplements: SE-IN/NSU**” must be observed.



3.7.15. Working in areas with gaseous fire suppression systems

Gaseous fire suppression systems (e.g. CO₂ or argon) may be installed in test facilities, data centers, hazardous substance warehouses or laboratories. It is important to note that the gas emitted by these suppression systems is extremely dangerous to humans, as there is a risk of suffocation.

The contractor must provide suitable instruction for employees who are always or temporarily in areas protected by gaseous fire suppression systems before they commence work.

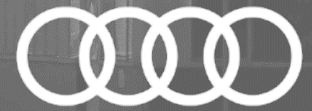
If the warning signal is sounded (constant tone or rising and falling siren, and a visual warning is triggered with a flashing red light), workers must evacuate the danger zone immediately.

The site-specific regulations are to be observed in the “**Site-specific supplements: SE-xxx**” for each site.



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3.7.16. Working in areas with mobile communications equipment

Roof areas with mobile communications equipment are indicated by an appropriate sign.

Access to these areas is only permitted for appropriately trained persons. Unauthorized access is prohibited.

Persons with active medical aids (e.g. pacemakers, insulin pumps) are prohibited from entering the indicated roof areas.

It is prohibited to be within the danger zone of the transmitter. The danger zone is designated by a barrier chain or a sign on the transmitter mast.

Work in the danger zone may only be carried out when the mobile communications equipment has been switched off.

The telephone numbers of the contact people for switching off the mobile communications equipment are listed in the **“Site-specific supplements: SE-xxx”** for each site.



3.7.17. Earthworks and excavations

Unexploded bomb risk

Before commencing any excavation work on the Audi site premises within or outside the scope of formal approval procedures, it must be agreed with the commissioning party whether unexploded bomb detection measures are required.



Buried media lines (power, gas, water, etc.)

Before commencing any excavation work on the Audi site premises, potential risks posed by media lines must be discussed with the commissioning party.

Soil and ground water contamination

Before commencing any excavation work on the Audi site premises within or outside the scope of formal approval procedures, it must be agreed with the commissioning party whether the risk of soil and/or ground water contamination requires investigation.

3.7.18. Working on or in the vicinity of high-voltage, hydrogen or gas vehicles

Work on vehicles or drives must only be carried out after prior coordination with the commissioning party.

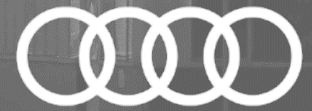
Work on vehicles and drives equipped with a (partly) electrical (high-voltage vehicles), hydrogen-powered or gas-powered drive system must only be carried out by persons who are familiar with this type of work and who have the necessary qualifications.

For the Brussels site, the **“Site-specific supplements: SE-BRX”** must be observed.



Safety rules for contractors

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3.8. Work procedures with permits

For the San Jose Chiapa site, the “**Site-specific supplements: SE-MEX**” must be observed.

3.8.1. Entering containers and confined spaces

Containers, machines, shafts, channels, pits or other confined spaces may only be entered after prior coordination and written definition of safety precautions with the commissioning party. A permit must be issued in consultation with the commissioning party and must be carried at the location of the work. The site-specific regulations in the “**Site-specific supplements: SE-xxx**” are to be observed for each site.

Working alone in confined spaces is prohibited. A person must be appointed in a supervisory capacity.



3.8.2. Work in areas where cranes are in operation

Work in areas where cranes are in operation may only be performed after prior coordination and written definition of safety precautions with the commissioning party. The **permit FG-E2: “Work in areas where cranes are in operation”** must be issued in consultation with the operator and must be carried at the location of the work. The details of the crane operator must be obtained from the commissioning party. Work under overhead loads is strictly prohibited. If aerial work platforms are used in areas where cranes are in operation, the crane must not be running.

For the San Jose Chiapa site, the permit in the “**Site-specific supplements: SE-MEX**” must be used instead of the FG-E2 permit.



FG-E2



3.8.3. Work in areas with an increased risk of falling (guard-rail level)

Work in areas with an increased risk of falling when installing or opening guard-rail systems and at lifter openings or at unsecured edges at guard-rail level may only be carried out after prior coordination and written definition of safety precautions with the commissioning party. The permit **FG-E3: “Work in areas with increased risk of falling (guard-rail level)”** must be issued in consultation with the commissioning party and must be carried at the location of the work.

For the San Jose Chiapa site, the permit in the “**Site-specific supplements: SE-MEX**” must be used instead of the FG-E3 permit.

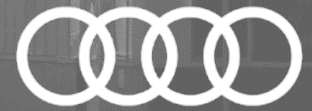


FG-E3



Safety rules for contractors

Rules for contractors



Furthermore, protective measures must be taken to ensure that objects do not fall down or through (e.g. placement of tarpaulins/sheeting, wooden boards, etc.). If large surfaces are to be covered, the measures must first be approved by the commissioning party and Fire Safety.

3.8.4. Work on or near to rail tracks

Work on or near to rail tracks may only be performed after prior coordination and written definition of safety precautions with the commissioning party and with the company department responsible for rail-related matters.

Operations may only commence with the written permission of the company department responsible for rail-related matters.

The telephone numbers of the company department responsible for rail-related matters are listed in the “**Site-specific supplements: SE-xxx**” for each site.



3.8.5. Working with open flames

Work with open flames refers to work that results in the generation of sparks, flames and heat, e.g. welding, flame cutting, abrasive cutting, heating/warming work, etc. Due to the resulting risk of fire and the potential negative impact on health and the environment, working with open flames is generally prohibited at Audi premises.

If, however, work with open flames (e.g. flame cutting, abrasive cutting, welding, etc.) cannot



be avoided, an application for a “*temporary fire permit*” must be made with the commissioning party.

The site-specific regulations listed in the “**Site-specific supplements: SE-xxx**” are to be observed for each site.

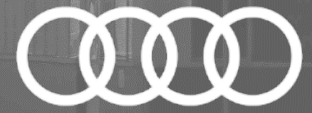
The temporary fire permit is only issued by Site Security if proof is provided verifying that the work in question is unavoidable and cannot be carried out using any other working method (screwing, cold cutting, etc.).

No work with open flames can be carried out without a temporary fire permit issued by Site Security.



Safety rules for contractors

Rules for contractors



Contractors must:

- ▶ Post fire wardens.
- ▶ Use non-flammable cover materials (in a sufficient quantity and in perfect condition).
- ▶ Provide a fire extinguisher suitable for the relevant task and work environment (minimum fill weight of manual fire extinguisher = 6 kg) with a valid inspection certificate. Suitable extinguishing agents (CO2 or powder extinguishers, foam extinguishers, etc.) must be used.
- ▶ A fire blanket must be carried with every welding tool (for rescuing the operator or other persons in case of emergency).

General conditions for the approval of a fire permit

- ▶ The fire permit does not in any way release the contractor from its responsibility and duty to provide supervision. A person must always be appointed to supervise the work. (Whether or not this appointment is permanent must be determined according to the risk.)
- ▶ At least one person must be present at the site of the work who is able to speak the language of the Audi site in question.
- ▶ Flammable objects and waste must always be properly removed from the work area before work is commenced.
- ▶ Ceilings, wall penetrations, pipe penetrations, cable trays, electrical systems (e.g. switch cabinets), joints and gaps must be protected against flames, sparks and hot parts with non-flammable protective covers such as welding blankets before work is commenced.
- ▶ The relevant division and the security headquarters of Site Security must be notified of the work before commencement and after completion.
- ▶ Continuous checks of spark patterns must be carried out to prevent fire (additional personnel to guard against flying sparks). For work across two floors, a fire watch must be posted on the lower floor.
- ▶ For work with substantial smoke emissions, Section 3.7.11 of these safety rules for contractors must be observed.
- ▶ The supervising person must remain in the work area until the work is completed.
- ▶ The fire permit must be clearly hung up in the immediate vicinity of the work or must be located so that it can be presented immediately at any time. It must be retained for the entire duration of the work.
- ▶ In the event of fire, the work must be ceased and the next steps agreed with Site Security.
- ▶ The contractor may commence work once the required safety precautions have been met and the fire department has given its approval on site.
- ▶ For arc welding, it must be ensured that there is a good, short connection between the earth cable (device) and the workpiece or system.
- ▶ Non-compliance with these regulations could result in the revocation of the welding permit and suspension of the work.

3.8.6. Work on electrical systems

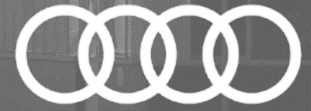
It is prohibited to perform independent work on existing electrical systems or system parts, electrical systems or system parts that are under construction, or electrical supply systems.

Before the work commences, the contractor must contact the responsible person of the executing organizational unit and discuss the subsequent procedure (switching on/off).

The contractor or its subcontractor must ask the commissioning party for the details of the responsible persons appointed by the executing organizational unit.

The site-specific procedures and the necessary forms are listed in the “**Site-specific supplements: SE-xxx**” for each site.





When disassembling electrical systems (e.g. cables, switch cabinets, etc.), they must be properly dismantled and protected against direct and indirect contact. Exposed cable ends must be properly protected against contact with persons.

There must be no risk that a danger to persons will arise while work is being performed (installation/dismantling) on or near electrical systems. Identified hazards must be reported immediately to the commissioning party or to the responsible person of the executing organizational unit. The work must be stopped until the hazard has been removed. Work on live parts is strictly prohibited.

3.8.7. Work on essential service infrastructure (gas, water, heating)

It is prohibited to perform independent work on existing essential service infrastructure (e.g. pipes, systems, system parts, etc.) or essential service infrastructure that is under construction.

Before the work commences, the contractor must contact the responsible person of the executing organizational unit and discuss the subsequent procedure and the disconnection/reconnection of essential service infrastructure.

The contractor or its subcontractor must ask the commissioning party for the details of the responsible persons appointed by the executing organizational unit.

The site-specific procedures and the necessary forms are listed in the “*Site-specific supplements: SE-xxx*” for each site.

There must be no risk that a danger to persons will arise while work is being performed (installation/dismantling) on essential service infrastructure. Identified hazards must be reported to the commissioning party immediately. The work must be stopped until the hazard has been removed.



3.9. Hazardous substances

3.9.1. Prohibitions of use

The use of materials classed as carcinogenic, mutagenic and reprotoxic (CMR substances) is prohibited.

Furthermore, it is prohibited to bring substances containing the following constituents on to the site premises:

- ▶ Silicone
- ▶ Fluorine
- ▶ Trichloroethylene
- ▶ Dichloromethane

If this cannot be avoided, the use of the relevant substance must be agreed with the Chemical Safety, Environmental Protection and Healthcare departments.

Substance and usage prohibitions in accordance with national chemical and environmental laws must be observed.

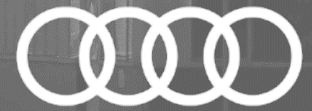
3.9.2. Use and storage of dangerous, harmful or environmentally damaging substances

Only the quantity required for one day's work may be used at the workplace. Dusts, odors, vapors and mists caused by work substances or work processes must be prevented using state-of-the-art technology. The relevant safety measures must be observed.

When applying hazardous substances such as paints, floor coatings, adhesives or cleaning agents, no dusts, gases or vapors must be allowed to form that may put workers at risk.

Safety rules for contractors

Rules for contractors



The storage, refilling and use of hazardous substances at the Audi site must be approved by the commissioning party before the commencement of work. The national guidelines, regulations and directives must be observed when storing hazardous substances.

The applicable technical standards must be observed for storage, e.g.:

- ▶ Quantities and compatibility guidelines specifying substances that must not be stored together
- ▶ Storage location and conditions
- ▶ Stacking heights
- ▶ Drip trays/drip tanks in accordance with the national environmental protection laws applicable at the respective site. When storing water-polluting substances, the specifications of the directive on systems treating water-polluting substances must be observed (media-resistant vessels, drip trays, etc.).

For substances subject to the German ordinance on hazardous substances (GefStoffV), the current safety data sheet and the operating instructions must be present on site and accessible at all times. Hazardous substances and their containers must be disposed of as hazardous waste.

The site-specific supplements listed in the “**Site-specific supplements: SE-xxx**” are to be observed for each site.



3.9.3. Asbestos and mineral wool

When working with asbestos (demolition, renovation or repair work) and when disposing of asbestos waste, the contractor must observe the national laws and regulations. The contractor must submit proof of appropriate qualifications to the commissioning party, without being asked, before work is commenced.

The contractor must comply with any reporting obligations to government authorities. The contractor must submit the certificates of approval from the government authorities to the commissioning party before work is commenced.

Disposal must be coordinated with the Environmental Protection and Waste Disposal departments. The proof of proper disposal must be submitted to the commissioning party without being asked.

When working with mineral wool (demolition, renovation or repair work) and when disposing of mineral wool, the contractor must observe the national laws and regulations.





Safety rules for contractors

Rules on construction sites

4. Rules on construction sites

4.1. Introduction

4.1.1. Scope

For sites declared as construction sites or installation sites with increased risk potential (Section 1), the following rules on construction sites always apply. These rules must be observed throughout all operating areas of the respective Audi site. External premises such as halls, buildings, rooms, etc. and open spaces for planned construction work are counted as the operating areas of the site.

The rules on construction sites can be supplemented and adapted to local conditions by the commissioning party at any time.

The commissioning party or the health and safety coordinator can supplement the rules on construction sites by issuing a complementary construction site regulation.

The construction site includes the areas and buildings made available by the commissioning party as well as adjoining areas that may be impacted by the activities on the construction site. The rules on construction sites become valid from the time when the construction site is erected or when the site, or individual sections of the site, is cordoned off from the rest of the company premises. The rules cease to be valid when the building or structure officially comes into use.

4.1.2. Obligations arising from the rules on construction sites

The rules on construction sites (Section 4) supplement the contractual rules agreed between the contractor and the commissioning party.

The rules on construction sites, including the annexes and information listed below, supplement the occupational health and safety plan, the safety rules for contractors (Section 3) and all applicable laws, regulations and guidelines on occupational safety.

Annexes

- ▶ RB-A1 Construction site induction for responsible persons
(This annex replaces Annex FG-A3: Induction into the conditions on site)
- ▶ RB-A2 Construction site training for the contractor's employees
- ▶ RB-A3 Construction site inspection log
- ▶ RB-A4 Immediate reporting of serious construction site issues

Permit

- ▶ RB-E1 Coordination of work procedures and installation processes

Information

- ▶ RB-I1 Dealing with safety violations by contractors

The rules on construction sites serve to facilitate an incident-free construction and installation process, achieve smooth cooperation between all employers on the construction site and increase the safety of on-site personnel.

They contain rules regarding the organization, coordination and supervision of construction site activities and include measures on occupational health and safety.

They apply to contractors and the subcontractors that they appoint, including those without their own employees, who are involved in the work on the construction site. Furthermore, the rules on construction sites apply to all employees on the planning and project team as specified in the published project involvement list, as well as all visitors.

Safety rules for contractors

Rules on construction sites



4.2. Responsibility of the contractor

4.2.1. Occupational medical care

The contractor and its subcontractors must ensure that only suitably trained personnel are employed in areas where the work being performed involves potentially harmful effects to health. If necessary, proof of this must be submitted to the commissioning party, the local site supervisor, the site manager or the health and safety coordinator.

4.2.2. First aid

Every contractor and its subcontractors shall be obliged to provide the legally required number of first aiders posted on the construction site. Dressing materials must be available in sufficient quantities at work areas and must be stored in clean conditions protected from dirt.

- ▶ In the case of serious accidents, Site Security, Occupational Safety and the responsible health and safety coordinator must be notified immediately. A detailed accident report must be submitted to Audi or the health and safety coordinator on request.

The annex **FG-A6: "Accident reporting for contractor assignments"** is to be used here.



FG-A6

4.2.3. Meetings

All companies involved in work on the construction site are obliged to send their appointed responsible person, as specified to the commissioning party, to meetings (site meeting, safety meeting, etc.).

4.2.4. Construction site working times

In general, the standard working time on the construction site is from 7:00 a.m. to 8:00 p.m. from Monday to Saturday. Deviations must be agreed with the commissioning party. The sole responsibility of the contractor, including the subcontractors appointed by the contractor, regarding compliance with the national laws and regulations on working time, remains unaffected. If overtime, overnight work or work on Sundays or public holidays is required, the local site supervisor, the site manager and the health and safety coordinator must be notified before carrying out the work.

The required approvals from the responsible occupational safety authority for work on Sundays and public holidays must be submitted to the commissioning party, the local site supervisor, the site manager or the health and safety coordinator on request.

4.2.5. Safe traffic and work areas in winter

The contractor and its subcontractors must report icy, snow-covered traffic areas to the commissioning party, the local site supervisor or the site manager immediately. The contractor itself is responsible for keeping its own work areas free from ice and snow. Work in icy, snow-covered work areas is prohibited where this poses a risk of accidents.

Safety rules for contractors

Rules on construction sites



4.3. Coordination on construction sites

4.3.1. Health and safety coordinator

To improve health and safety on construction sites and to prevent workers from different teams endangering one another, all work must be coordinated with the health and safety coordinator before commencement. Additionally, the contractor or its subcontractors must coordinate directly with employees of other companies at the construction site and with the local site manager, if present, regarding potential mutual hazards. In the event of discrepancies with regard to the implementation of health and safety measures, the health and safety coordinator is entitled to define necessary measures for the avoidance and prevention of hazards at the construction site. The contractor is obliged to inform the health and safety coordinator about work processes which pose a risk to third parties in good time before the work is commenced. For the San Jose Chiapa site, the **“Site-specific supplements: SE-MEX”** must be observed.



4.3.2. Notification of responsible persons

All written obligations arising from Sections 3.2.1, 3.2.2 and 3.2.3 and the corresponding annexes **FG-A1: “Contractor declaration”** and **FG-A2: “Notification of subcontractors employed”** are to be conveyed to the health and safety coordinator by the contractor before work commences.



4.3.3. Induction for responsible persons

The contractor is obliged to contact the health and safety coordinator at least one week before commencing work so that there is enough time for a proper induction.

The health and safety coordinator is responsible for the induction of all responsible persons appointed by the contractor and its subcontractors. In particular, these are project managers, site managers and forepersons for the respective construction site.

The induction is documented in writing by the health and safety coordinator. The Annex **RB-A1: “Construction site induction for responsible persons”** is to be used here (this annex replaces Annex FG-A3: Induction into the conditions on site).



The contractor and its subcontractors are obliged to ensure that their employees are properly instructed. This instruction must only be carried out by responsible persons who have completed the induction provided by the health and safety coordinator.

This instruction must be documented in the annex **RB-A2: “Construction site training for the contractor’s employees.”** This must be submitted to the responsible health and safety coordinator on request. The instruction of the subcontractors appointed by the contractor must be organized and monitored by the contractor.



Safety rules for contractors

Rules on construction sites



4.3.4. Particularly dangerous work

Particularly dangerous work can only be performed on construction sites after prior coordination and written definition of safety precautions with the health and safety coordinator. The permit *RB-E1: "Coordination of work procedures and installation processes"* must be issued in consultation with the health and safety coordinator and must be carried at the location of the work.



Country-specific laws and regulations must be observed here:

- ▶ Ingolstadt and Neckarsulm sites:
Annex II of the German construction site ordinance (BaustellV)
- ▶ Győr site:
Annex 2 of the SzCsM-EüM joint ministerial decree no. 4/2002 (II. 20.)
- ▶ Brussels site:
Royal Decree of January 25, 2001 on temporary or mobile construction sites

4.3.5. Construction site inspections by the health and safety coordinator

Inspections of the construction site are conducted at regular intervals. Deviations and grievances are documented together with the name of the relevant company. The responsible person appointed by the contractor or its subcontractors shall be informed by the health and safety coordinator by means of the following documents:

“Construction site inspection log”

“Immediate reporting of serious construction site issues”

The responsible person appointed by the contractor or its subcontractors is obliged to remedy the deviations and grievances affecting their company immediately. The health and safety coordinator must then be updated regarding the situation.

The coordination notes made by the health and safety coordinator in the “Construction site inspection log” and the “Construction site inspection immediate reporting log” must be followed.

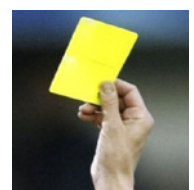
4.3.6. Dealing with safety violations

Unsafe conduct at the construction side is dealt with as follows (see *RB-I1: "Dealing with safety violations by contractors"*).



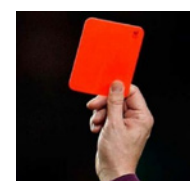
Warning: “yellow”

A warning is issued to a person who is working in an unsafe and potentially dangerous way and who, in doing so, is violating applicable safety regulations, including these safety rules for contractors. The responsible person appointed by the contractor and its subcontractors on site must repeat the instruction of employees within two working days and must document this. The proof of instruction is to be submitted to the commissioning party, the local site supervisor, the site manager or the health and safety coordinator on request. The commissioning party or the health and safety coordinator may dismiss workers from the construction site for a day. A further warning issued due to unsafe or dangerous conduct will result in expulsion from the site.



Dismissal: “red”

A dismissal is issued to a person who breaches their level of due care to a particularly severe extent (gross negligence) or who acts in an unsafe way or whose conduct results in a danger to third parties. The affected person will be dismissed from the site for three to seven days with immediate effect by the commissioning party or the health and safety coordinator. As with the warning, the responsible person appointed by the contractor and its subcontractors on site must repeat the instruction of employees and must document this. In the case of repeated misconduct resulting in a dismissal, a permanent construction site or company ban may be issued after prior coordination with the commissioning party, Occupational Safety and Site Security.



Safety rules for contractors

Rules on construction sites



Warnings and dismissals can also be issued to the contractor's responsible persons or to any subcontractors employed by the contractor if they actively encourage unsafe conduct or fail to initiate measures against unsafe conduct.

All warnings and dismissals issued are documented in the affected person's file by the health and safety coordinator.

4.4. Access and traffic on the construction site

4.4.1. Roads and traffic routes

All traffic on the construction site may only use the designated traffic routes. Pedestrians and vehicular traffic may only enter or exit the construction site via the marked traffic routes. Entrances must be kept clear for fire trucks, ambulances, police vehicles and other emergency service vehicles at all times and must not be narrowed. The traffic on the access roads must not be impeded by construction and installation work. All roads in the vicinity of the construction site must be kept clean. Any damage or mess must be repaired or cleared by the person who caused it. Access to work areas on the construction site must be provided in the form of ramps, stairs,



stair towers, etc.

4.4.2. Traffic on the construction site

Road traffic regulations apply in and around the construction site. Even vehicles not permitted to drive on public roads must be roadworthy. Vehicles driven on the construction site must not exceed walking speed (**max. 10 km/h**). Reversing must be avoided as far as possible. If vehicles with blind spots (e.g. trucks, construction machinery, industrial trucks, etc.) are not equipped with any technical reversing aids such as cameras or similar, the driver must be assisted by a signaller. Driving in partially or fully enclosed halls is only permitted with daytime running lights switched on. The operation of vehicles, industrial trucks (forklift trucks, tow tractors, tuggers) and construction machinery with gasoline or diesel engines is generally prohibited in halls. If this is essential in justified, exceptional cases, the relevant vehicles, industrial trucks and equipment must be fitted with an appropriate emission control device (e.g. diesel particulate filter, catalytic converter). Vehicles that remain on the company premises for long periods must be labeled with a company sign (including the contact person and telephone number). The use of gas-powered vehicles, industrial trucks and construction machinery must be agreed with the local site manager or the health and safety coordinator. Use of such vehicles near pits or basement areas is prohibited.



Safety rules for contractors

Rules on construction sites



4.4.3. Parking spaces

Passenger cars belonging to the contractor or its subcontractors must not be parked on the construction site. Parking on the company site is permitted on a temporary basis for loading and unloading purposes. Parking spaces designated by the commissioning party, local site supervisor or site manager should be used.

4.4.4. Delivery and removal of materials and equipment

The contractor and its subcontractors are obliged to take all necessary precautions to ensure the fast, safe unloading of materials. Furthermore, the contractor must inform delivery drivers, suppliers or courier companies of the general rules of conduct in advance. The contractor is responsible for the safe storage and security of the delivered materials and parts. The contractor must properly remove all packaging materials immediately. The contractor or its subcontractors must organize the prompt removal from the construction site of materials or tools that are no longer needed.

For the Ingolstadt and Neckarsulm sites, the “**Site-specific supplements: SE-IN/NSU**” must be observed.



4.5. Construction site equipment

4.5.1. Sanitary facilities

Sanitary facilities are available on the construction site and can be used jointly with other contractors. The commissioning party, local site supervisor or site manager must be informed in the event of malfunctions or hygiene issues.

4.5.2. On-site accommodation

The commissioning party does not provide shared on-site accommodation for companies working on the construction site. All appointed companies are responsible for the provision of their own on-site accommodation. On-site accommodation must be large enough to accommodate the number of employees on the site. The space necessary for this is to be agreed with the commissioning party or the local site supervisor or site manager.



4.5.3. Cleanliness on the construction site

All contractors and their subcontractors are obliged to keep their work areas, storage areas, stockrooms and accommodations in a clean and orderly condition. They must ensure that any waste that is lying around and any unneeded material, rubble, boards, insulation material, packaging material, etc. anywhere in their work area is separated into the marked waste containers and disposed of in accordance with the applicable guidelines immediately and at least once a day.

In the event of non-compliance with the aforementioned obligation to keep the construction site clean within a reasonable time as specified by the local site supervisor or site manager, the local site supervisor or site manager reserves the right to effect appropriate substitute performance without prior notice. The costs associated with the substitute performance can be charged to the companies working in the affected areas. Oils, greases, chemicals and other water-polluting liquids and substances must not be discharged into the sewer system or soil.

Safety rules for contractors

Rules on construction sites



4.5.4. Storage of materials

The storage of materials must be carried out in a way that does not impede traffic areas or escape and evacuation routes. Stored materials must be protected against the influence of strong wind events. It must not be possible for stored materials to fall over or roll away. This applies in particular to electric cables and piping belonging to ventilation, heating and sprinkler systems. Required materials (oils, greases, chemicals) are to be stored in a separate material storage area. A storage area of this type must be erected and secured in coordination with the commissioning party or the local site supervisor or site manager. The storage sites must comply with the applicable guidelines. They must be marked accordingly.

This applies in particular to the storage of, for example:

- ▶ Technical gases
- ▶ Toxic substances
- ▶ Oxidizing substances
- ▶ Flammable liquids
- ▶ Corrosive substances
- ▶ Machine and formwork oil
- ▶ Fuel for combustion engines
- ▶ Environmentally harmful substances

Operating instructions and safety data sheets for all hazardous substances must be kept available at the construction site for reference.

4.5.5. Supply lines

Supply lines to construction and installation sites and to construction site containers placed in outdoor areas must be routed overhead (not on the ground or in grass).

4.5.6. Construction site distribution boards

Distribution boards for the construction site may only be connected and switched on/off after consultation with the responsible operator of the power supply network. The contractor must ask the commissioning party for the details of the responsible operator of the power supply network.

The contractor is the operator of the construction site distribution boards, including supply cables, and as such is responsible for their good condition, safe operation and the execution of required inspections in accordance with national regulations. Evidence of inspection must be submitted to the commissioning party or the health and safety coordinator on request. A visual check to ascertain the last inspection date must be carried out before using a construction site distribution board. It is prohibited to use distribution boards that have not been inspected.



Safety rules for contractors

Rules on construction sites



4.6. Code of conduct for the construction site

4.6.1. Time spent on the construction site

It is not permitted to be on the construction site outside of the standard working hours. People may only be on the construction site for the execution of contractually agreed, commissioned work. Delivery drivers, suppliers or courier companies may only be on the construction site for the proper execution of their duties. They are obliged to wear the applicable PPE.

Working on the construction site in shorts and with a bare upper body is not permitted.

4.6.2. Obligation to use personal protective equipment (PPE)

The specified PPE must be put on before entering the construction site. (See construction site sign.) In general, high-visibility clothing, safety shoes and helmets must be worn on construction sites. The company name must be clearly displayed on the high-visibility clothing. Additionally, appropriate personal protective equipment must be worn for the task at hand, depending on the level of risk (e.g. eye or face protection, hearing protection, breathing protection, special protective clothing, personal fall protection equipment, etc.).



Protective glasses



Gloves



Safety shoes



Helmet



PFPE



High-visibility vests

4.6.3. Prohibition of smoking, alcohol and other intoxicants

The carrying and consumption of alcohol, drugs and other intoxicating substances is prohibited on the construction site. Anyone carrying out driving or steering activities must have a breath alcohol content of 0.0. Anyone caught under the influence of alcohol, drugs or other intoxicating substances may be dismissed from the construction site with immediate effect by the commissioning party (e.g. project manager, Occupational Safety, Site Security), the local site supervisor, the site manager or the health and safety coordinator.

If there are designated smoking areas on the construction site, smoking is only permitted in these areas.

4.6.4. Break times and hygiene on the construction site

The consumption of food is prohibited in work areas. On-site accommodations are to be provided by the contractor for this purpose and must be used by its employees during break times. The break rooms available on the company premises can also be used. They should be kept clean and tidy.



4.6.5. Securing work equipment against unauthorized use

When work has ended for the day, machines and equipment must be secured to prevent unauthorized access.

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4.6.6. Securing work areas

If the contractor or its subcontractors establish in the scope of their risk assessment that a risk may be posed to third parties by falling parts, moving equipment in areas with poor visibility or the lifting of heavy loads, the work area must be secured accordingly. Warning tape is not sufficient to secure an area. Fence elements, barrier chains or belt barriers must be used. Warning signs must be applied in sufficient numbers.

4.6.7. Checking safety equipment

Before work is commenced, all covers, barriers and fall protection systems in the work area must be checked to ensure that they are in good condition. If safety equipment is missing, it must be put in place before work commences. If any deficiencies are found, work must be ceased in the affected area until the issue has been remedied. Issues must be reported to the local site supervisor, the site manager or the health and safety coordinator immediately.

4.6.8. Altering or removing safety equipment

The alteration or removal of safety equipment is prohibited, in particular the removal of parts such as safety gratings, railings, covers, etc. If a safety device must be removed temporarily for unavoidable reasons, the planned measures and the necessary substitute safety measures required in place of the safety device must be coordinated in advance with the health and safety coordinator.



4.7. Special tasks and working methods/use of work equipment

4.7.1. Work involving increased noise emissions

Work involving increased noise emissions must be coordinated with the local site supervisor, site manager or health and safety coordinator. Weekend and nighttime work involving noise emissions is to be registered with the local site supervisor and site manager irrespective of the official approvals. Noise emissions should be avoided by using substitute machines/work methods that emit less noise. During construction work, the contractor and its subcontractors must ensure that noise pollution is avoided by using state-of-the-art noise reduction and soundproofing measures.

4.7.2. Workplace lighting

The contractor and its subcontractors are themselves responsible for ensuring sufficient workplace lighting. The lights must be installed in a way that minimizes glare. Portable lights must be insulated and sufficiently protected against water and dust.

4.7.3. Work involving a risk of falling

Due to the high risk of accidents, the prevention of falls is particularly important at the construction site. Falls must be prevented through technical or organizational measures in all cases, irrespective of the working height. Technical protective devices primarily include three-part edge protection, covers that cannot be pushed aside and that completely cover the gap or hole, and scaffolding. If work in dangerous areas cannot be avoided, personal fall protection equipment (PFPE) may also be used after appropriate instruction. The health and safety coordinator must be informed of all work for which PFPE is to be used before the work commences. This excludes the use of PFPE in conjunction with aerial work platforms. It must be ensured that the rescue chain is organized (emergency numbers, any auxiliary equipment, etc.).

4.7.4. Working with cranes

Cranes must only be used as intended on the construction site. The contractor or its subcontractors are the operators and are responsible for ensuring good condition, safe operation and the execution of the required inspections. The required inspection logs and proofs of

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inspection are to be submitted to the commissioning party or the health and safety coordinator on request.

Under no circumstances may crane systems, lifting equipment, etc. belonging to another company be used without the prior agreement of the company that owns it. Crane systems and lifting equipment may only be used with the necessary training certificates and written instruction from the company that owns the equipment. The training certificates and written instruction must be submitted to the commissioning party or the health and safety coordinator on request.

Crane operation

Cranes may only be operated with the necessary training certificates. Only secured loads may be lifted. The permissible load for the crane must not be exceeded. Persons must not climb onto the load to be lifted. If the load starts to tip or the anchor points move, the load must be set down immediately. When setting the load down, the correct mats must be in place so that the slinging equipment can be pulled out from underneath the load, thereby preventing damage to the sling. It is prohibited for persons to stand underneath a friction-locked suspended load. Positively locked loads should not be moved above people unnecessarily. Loads must not be set down in traffic routes. When using slinging equipment, uninterrupted communication must be ensured. If necessary, radio equipment must be used. Appropriate signals are to be agreed with the slinger before commencing transport of the load. If the operating areas of multiple cranes overlap, the work processes must be defined and uninterrupted contact must be maintained between the crane operators. Once the work is completed, the crane must be left in a way that does not impede or endanger others.

Slinging equipment

Only trained personnel may lift secured loads. Before each use, all slinging equipment such as ropes, slings, bands, chains, etc. must be thoroughly checked by the responsible person appointed by the contractor or its subcontractors. Slinging equipment must be inspected and must be in good condition. It may only be used appropriately and with the permissible loads. Faulty or damaged slinging equipment must be taken out of service immediately to prevent it being used again.



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4.7.5. Demolition, dismantling and installation work

Installation instructions or a demolition plan must be available for installation or demolition work. These must be coordinated with the local site supervisor, the site manager and the health and safety coordinator in good time before work commences. The instructions must include all necessary health and safety and environmental specifications, and in particular must include details of temporary storage sites, transport and installation conditions and the provision of safe work spaces and access routes. The installation instructions or demolition plan must be kept at the place of work and submitted to the health and safety coordinator on request.





5. Change history

Date	Change
03/01/2019	Creation
07/01/2020	Expanded for all Audi manufacturing sites
03/15/2021	Section 4 expanded for the Mexico site
11/26/2021	In "Section 3.7.14. Working in explosive environments", reference to site-specific supplements of the Ingolstadt and Neckarsulm sites
04/20/2023	References to environmental issues added throughout the document (particularly in Sections 3.4.5, 3.5.3, 3.5.5, 3.7.11, 3.8.5, 3.9.2 and 4.5.3)
	Section 3.3.1: Change of heading and more specific explanations relating to the visitor's pass
	Section 3.3.2: Revision and clarification of the description of site traffic
	Section 3.3.5: Revision of the description of tools and machines brought onto site premises (in particular regarding the tool list)
	Section 3.4.3: Clarification of the description of long-term permit to drive into the halls and driving into the halls on a short-term basis
	Section 3.7.14: Addition of the note that contractor employees must have the necessary qualification for working in explosive environments
04/20/2023	Section 4.4.4: Removal and individual description of the regulations regarding the removal of material or office containers in site-specific supplements for Ingolstadt and Neckarsulm
	Section 4.6.3: Addition of the requirement for a breath alcohol content of 0.0 in the case of driving and steering activities

Annex

Rules for contractors

Annexes

- ▶ FG-A1 Contractor declaration
- ▶ FG-A2 Notification of subcontractors employed
- ▶ FG-A3 Contractor induction into the conditions on site
- ▶ FG-A4 Appointment of a coordinator
- ▶ FG-A5 Safety inspection after maintenance work
- ▶ FG-A6 Accident reporting for contractor assignments

Permits

- ▶ FG-E2 Work in areas where cranes are in operation
- ▶ FG-E3 Work in areas with an increased risk of falling (guard-rail level)

Rules on construction sites

Annexes

- ▶ RB-A1 Construction site induction for responsible persons
(This annex replaces Annex FG-A3: Induction into the conditions on site)
- ▶ RB-A2 Construction site training for the contractor's employees
- ▶ RB-A3 Construction site inspection log
- ▶ RB-A4 Immediate reporting of serious construction site issues

Permit

- ▶ RB-E1 Coordination of work procedures and installation processes

Information

- ▶ RB-I1 Dealing with safety violations by contractors

Site-specific supplements

- ▶ SE-IN/NSU Other applicable regulations and information for the Ingolstadt and Neckarsulm sites
- ▶ SE-BRX Other applicable regulations and information for the Brussels site
- ▶ SE-GYO Other applicable regulations and information for the Győr site
- ▶ SE-MEX Other applicable regulations and information for the San Jose Chiapa site