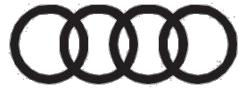


# SE-MEX

Industrial Safety Rules for External  
Companies Audi Mexico.



**Content**

1. Audi Mexico Health and Safety Policy .....	4
2. Introduction and formats .....	5
2.1 Formats A (Administrative Records): .....	5
2.2 E Formats (Work Permits): .....	6
2.3 Formats I (Information) .....	6
3. External Company Overview .....	7
3.1. Obligation of external companies .....	7
3.2. Management of Industrial Safety sanctions .....	7
3.3. Designation of the Occupational Safety and Health Officer (OSH). ....	8
3.4. Obligation to inform third parties before starting work.....	9
3.4.1. For construction works of new industrial buildings .....	10
3.4.2. For construction works in general, except new halls. ....	10
3.4.3. Extraordinary work .....	10
3.5. Communication of Safety and Health at Work.....	10
3.6. Training of workers.....	11
3.7. Health and safety measures .....	11
3.7.1 Health and safety measures .....	11
4. Control of external resources.....	12
4.1. Tools and machinery.....	12
4.2. Traffic rules at Audi Mexico facilities .....	13
4.3. Vehicles, industrial trucks and construction machinery .....	14
4.3.1 General safety conditions for the entry of these machines (depending on the type of machine or equipment): .....	14
4.4. Waste management .....	15
5. Processes in cases of risk.....	15
5.1. Behaviour in case of danger (e.g. evacuation) .....	15
5.2 Accident notification process .....	15
5.2.1 Transfers of injured persons .....	16
5.3. Accidents with property damage.....	16
6. Instructions for hazardous work.....	17
6.1. Excavation and earthmoving works. ....	18
6.2. Movement of materials and equipment .....	18
6.3. Work in confined spaces .....	19
6.4. Hoists and crane transport .....	19



6.5. Work at heights .....	19
6.6. Flame work.....	20
6.7 Work on electrical systems.....	21
6.8. Work in basic supply facilities (gas, water, heat, electricity, fuels, compressed air, argon and CO2).....	21
6.8.1. Working with energies.....	21
6.8.2. Energy blocking .....	22
6.8.3. Piping (pressurisation).....	22
7. Use, transport and storage of hazardous substances. ....	23
8. Ingress, transport and storage of pressurized gas cylinders.....	23
9. Access control in confidential or restricted areas. ....	23

# SE-MEX

## Industrial Safety Rules for External Companies Audi Mexico



### 1. Audi Mexico Health and Safety Policy

We inform all external companies of the Health and Safety policy of Audi Mexico, which they must communicate to their workers prior to entering the facilities and generate evidence of the communication, it is recommended to use the SE-MEX-A4 Industrial Safety Induction Registration format.

Audi México

#### Audi Mexico Health and Safety Policy

At Audi Mexico, we are all equally responsible for ensuring that there is a safe and healthy work environment, and for preventing health and safety risks to ourselves and others. The Executive Board, Directors, Managers, Coordinators, Group Leaders, the Union, all collaborators, external companies, suppliers, and contractors, as well as visitors, are committed to:

- Provide and maintain safe and healthy working conditions for the prevention of work-related injuries and deterioration of health,
- Comply with the legal requirements regarding Health and Safety at Work, as well as other requirements to which the company is committed,
- Eliminate hazards and reduce risks to Health and Safety at Work,
- Continuously improve the management of Health and Safety at Work,
- Consult the collaborators, as well as request their participation in the management of Health and Safety at Work

In this sense, especially every job-position that has collaborators under their charge has the obligation to serve as an example and to show the way to follow.

Tarek Mashhour

President of the Executive Board and  
Vice-president of Production

Jacobo José Issa Villa

Vice-president of Human Resources and  
Organization

Christoph Herzig

Vice-president of Finance and IT

Política de Salud y Seguridad de Audi México M/SW  
Firmado en el original por el comité ejecutivo  
Fecha: 15/03/2023 / Versión: 3.0  
Categoría KSU: 4.1, 5 años / Público

INTERNAL



### 2. Introduction and formats

This document is a guide that does not limit or contradict the legal requirements, since it is a fact that the company must comply with these requirements. This document offers some formats to comply, however, the external company can make the decision to make changes to them or use others, as long as it is given compliance with the reference standard.

The "specific annexes for Audi Mexico" and the "Industrial Safety Rules for External Companies Audi AG" are applicable for the entire operational area of Audi Mexico.

It also applies to external facilities as well as warehouses, rooms, offices and buildings are the responsibility of the operational area of Audi Mexico.

Any external company that works in Audi Mexico facilities is obliged to comply with and apply the laws, regulations and official Mexican standards on Occupational Health and Safety that are applicable to them. Likewise, they must know the specific rules of Safety and Health at Work existing in each area of Audi Mexico, so that their activities do not conflict with this point, and work in harmony to comply with the legal requirements on Safety and Health at Work, maintaining separate responsibilities for the same purpose.

This document expresses some of these rules, as well as formats that help to comply with some requirements in terms of Safety and Health at Work, without this meaning a release of responsibility for the external company to make its own decisions on how to meet these requirements.

Below are numbered formats that can help comply with OSH legal requirements.

#### 2.1 Formats A (Administrative Records):

- ▶ SE-MEX-A1 Machinery Inspection
- ▶ SE-MEX-A2 Registration of Start of Day
- ▶ SE-MEX-A3 Tool Inspection
- ▶ SE-MEX-A4 Industrial Safety Induction Register
- ▶ SE-MEX-A5 LOTO Card Format
- ▶ SE-MEX-A6 Scaffolding Inspection
- ▶ SE-MEX-A7 Ladder Inspection



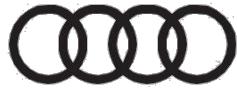
- ▶ SE-MEX-A8 PPE Fall Inspection
- ▶ SE-MEX-A9 Lifting and Maneuver Calculation
- ▶ SE-MEX-A10 Chemical Substances Guidelines for External Companies
- ▶ SE-MEX-A11 Annexes of Chemical Substances Guidelines for External Companies
- ▶ SE-MEX-A12 Designation of the Head of Safety and Health at Work
- ▶ SE-MEX-A13 Training scheme for the Head of Occupational Health and Safety
- ▶ SE-MEX-A14 Safety Event Report
- ▶ SE-MEX-A15 Monthly report of external companies
- ▶ SE-MEX-A16 Activity Report

### 2.2 E Formats (Work Permits):

- ▶ SE-MEX-E1 Risk Analysis
- ▶ SE-MEX-E2 Work permit at heights
- ▶ SE-MEX-E3 Electric Power Work Permit
- ▶ SE-MEX-E4 Confined Space Permit
- ▶ SE-MEX-E5 Work Permit for Excavation
- ▶ SE-MEX-E6 Mechanical Testing Permit on Piping Lines
- ▶ FM\_MG-2M34\_025 "Libranza de servicio de energía"
- ▶ FM\_MG-2M4\_201-Permit-of-flame\_v4\_anexo-24
- ▶ FM\_MG-2M4\_245-Permission to suspend a fire system V07.00

### 2.3 Formats I (Information)

- ▶ SE-MEX-I1 General Safety Measures.



### **3. External Company Overview**

#### **3.1. Obligation of external companies**

All External Companies (suppliers, contractors and subcontractors) must comply with Occupational Health and Safety regulations in accordance with the Mexican Political Constitution, the Federal Labor Law, Federal Regulations on Safety and Health at Work and the Official Mexican Standards issued by the Ministry of Labor and Social Welfare (STPS). For this purpose, the Ministry of Labor and Social Welfare provides an assistant to determine the official Mexican standards of safety and health at work that apply to your company, the results report will be a guide to comply with NOM-030-STPS-2009, it is the responsibility of the external company to present or send via email the documentation of 100% compliance with the aforementioned standard to the Industrial Safety analysts designated by Audi Mexico.

Reference: Assistant to determine the official Mexican standards of Safety and Health at Work:

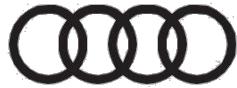
<http://asinom.stps.gob.mx:8145/Centro/CentroAsistenteLogin.aspx>

It is the obligation of the external company to designate a person responsible for the work to be carried out in Audi Mexico, who will be the communication channel with the industrial safety analysts designated by Audi Mexico in case the person responsible for safety and health at work is not present in the work areas. This person in charge must have the minimum safety knowledge applicable to their activities and the safety information folder in the work area, to attend safety inspections carried out by Audi Mexico personnel.

#### **3.2. Management of Industrial Safety sanctions**

In cases where there are breaches of the legal requirements regarding safety and health at work, it may be addressed as follows:

- For activities that endanger life or function, whoever detects the non-compliance has the obligation to stop the work and to inform the person responsible for Occupational Health and Safety of the external company, as well as the Audi contact of the executing organizational unit (contractor).
- For activities that do not endanger life or function, the person responsible for occupational health and safety of the external company as well as the Audi contact of the executing organizational unit (contractor) will be informed.



In the event that a penalty is lifted for non-compliance with occupational health and safety requirements, the criteria described in the document "Industrial Safety Rules for Audi AG Contractors" must be applied.

### **3.3. Designation of the Occupational Safety and Health Officer (OSH)**

Each external company must designate its Head of Safety and Health at Work, based on NOM-030-STPS-2009.

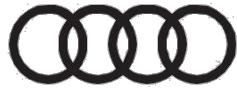
It is the obligation of every Responsible for Safety and Health at Work to attend the communication meeting of the Occupational Health and Safety Requirements of Audi AG and Audi Mexico requesting their assistance to the Industrial Safety Analysts designated by Audi Mexico and at the end of the communication present an evaluation with a minimum passing result of 80%, as well as perform the correct validation of their position with the Industrial Safety Analysts designated by Audi Mexico, until obtaining their credential that will recognize them as Responsible for Safety and Health at Work of their company.

This designation must be made prior to the start of their work in Audi Mexico, adhering to what is indicated in numerals 4.1, 4.2 and 4.7 of NOM-030-STPS-2009, it is the responsibility of the external company to present the information to the Industrial Safety Analysts designated by Audi Mexico for the validation of the Head of Safety and Health at Work.

For validation submit at least the following physical documentation:

- SE-MEX-A12 Designation of the Head of Safety and Health at Work.
- Credential format validated by those responsible for the company.
- C.V of the person in charge of Safety and Health at Work.
- Evidence of training complying with the provisions of Annex SE-MEX-A13 Training scheme for the Head of Safety and Health at Work
- Document that endorses the insurance (IMSS) of the person responsible for OSH.
- Copy of cancellation of the previous company (if applicable)
- Documents for subcontracting services in case the OSH Manager is external.

Once the aforementioned has been complied with, the Industrial Safety Analyst designated by Audi Mexico will assign a review sheet in the original format SE-MEX-A12 Designation of the Head of Safety and Health at Work and in the credential format of the person responsible for OSH.



# Industrial Safety Rules for External Companies Audi Mexico



Any person in charge who has an RSST credential from his company, may perform his functions as Head of Safety and Health at Work, only for the execution of the work of the company that appointed him as responsible for OSH.

It is the obligation of the Responsible for Safety and Health at Work to carry his SE-MEX-A12 Designation of the Responsible for Safety and Health at Work and his credential, as well as to present it at the time of safety inspections in their work areas.

It is the obligation of the Responsible for Safety and Health at Work, to have in the work area a safety folder containing the updated safety information that applies to the work that is supervising, in case of non-compliance or not presenting the information when requested by the Industrial Safety analysts designated by Audi Mexico, the analyst will make a report of non-compliance with his functions according to what is indicated in numerals 4.1, 4.2 and 4.7 of NOM-030-STPS-2009 and depending on the detected non-compliance the procedure of numeral 3.2 may be applied. Management of Industrial Safety sanctions in this document.

It is the obligation of the person in charge of Occupational Health and Safety of the external company to send a monthly report of its Occupational Health and Safety indicators to the industrial safety analysts designated by Audi Mexico using the **SE-MEX-A15 format Monthly report of external companies**.

It is the obligation of the OSH Manager to attend the weekly meetings to communicate the safety requirements for external companies, which are organized by the industrial safety analysts designated by Audi Mexico.

The Responsible for Safety and Health at Work must communicate to the workers of his company the information provided by industrial safety analysts and by Audi Mexico on safety and health at work and generate evidence of the communication.

## **3.4. Obligation to inform third parties before starting work**

All external companies that carry out activities in Audi Mexico must inform in advance their work plan and manage the review of the work permit and risk analysis of their activities with the Industrial Safety analysts designated by Audi Mexico, it is recommended to send the information 48 hours in advance for review and validation, There are three possibilities:

**3.4.1. For construction works of new industrial buildings**

In order to avoid interference with other work, it is necessary to contact SIGEKO, a third party that fulfills the function of prevention of accidents and diseases at work, whose function will also be the coordination of external companies for their activities.

Once it has been informed and that they comply with the risk analysis review procedure, SIGEKO will give external companies availability schedules for their activities in such a way that they do not interfere with other work in the same area.

**3.4.2. For construction works in general, except new halls.**

It is important that external companies comply with the risk analysis review procedure and maintain close communication with the industrial safety analysts designated by Audi Mexico, especially to inform the dates, times and places where the tasks will be carried out to avoid conflicts between different jobs that could be carried out in the same place, day and time.

**3.4.3. Extraordinary work**

An extraordinary situation is considered to be an unforeseen event that, due to the possibility of causing damage to people, facilities and / or processes, requires urgent action to prevent, control or neutralize the consequences that may be caused.

Under an extraordinary situation, the activity may be carried out without advance communication with the safety analysts, as long as the relevant risk analysis and controls are in place, being able to send the risk analysis before starting the execution of the task or in a temporality not exceeding 24 hours.

If activities are carried out without prior communication to safety analysts under a situation that is NOT emergency, the company will be creditor to a non-compliance report, it will also be within the responsibility of its Audi user (contractor), and the indicated in numeral 3.2 may be applied. Management of Industrial Safety sanctions in this document.

**3.5. Communication of Safety and Health at Work.**

It is the obligation of every external company to communicate to its workers:

- The Health and Safety Policy of Audi Mexico.
- The Industrial Safety Rules for Contractors of Audi AG.



## Industrial Safety Rules for External Companies Audi Mexico

- The Industrial Safety Rules for external companies of Audi Mexico.

And you must use the **SE-MEX-A4 Industrial Safety Induction Register format for the dissemination of the Health and Safety policy of Audi Mexico, and the RB-A2\_Instrucciones format of the site for external contractors used for the dissemination of the Industrial Safety Rules; as evidence records, this communication must be made prior to the entry of workers to Audi Mexico facilities.**

Prior to the start of the activities of the external company in facilities of Audi Mexico, it must communicate to the workers the risk analysis and safety controls applicable to its activities and must keep a record, using the **SE-MEX-A2 Registration of Start of Day format**.

The external company must submit the aforementioned records at the request of the industrial safety analysts designated by Audi Mexico.

### 3.6. Training of workers.

The external company must employ sufficiently qualified personnel with knowledge of the legal requirements regarding OSH, the training that the external company of the workers must present will be based on their diagnosis and activities to be developed, the evidence of such training must be presented to the industrial safety analysts designated by Audi Mexico prior to the entry of the workers to the facilities of Audi Mexico.

The certificates or certificates of training must comply with a minimum validity of one year, even for foreign companies, these certificates or documentation will be necessary to be submitted at the request of the industrial safety analysts designated by Audi Mexico.

### 3.7. Health and safety measures

All external companies must comply with the guidelines for health contingencies recommended or issued by the competent authorities.

#### 3.7.1 Health and safety measures

Any company that carries out activities in Audi Mexico facilities must:

- Implement and monitor compliance with safety measures, keeping updated its Health Safety Protocol in the workplace.
- Keep updated the dissemination information regarding the prevention measures established by the corresponding authority.



# Industrial Safety Rules for External Companies Audi Mexico

- Generate records with evidence of compliance with health and safety measures.
- Manage compliance with the health safety measures indicated in the guidelines of Audi Mexico and those indicated in the technical guidelines for health safety in the work environment issued by the competent authority.
- Provide its workers with the PPE and materials necessary to comply with health safety measures in their work areas.
- Provide training on health safety measures to workers working in Audi Mexico facilities.

## 4. Control of external resources

### 4.1. Tools and machinery

The external company that requires to enter machines, devices or materials, must comply with the entry requirements to Audi Mexico and register said belongings in the Access Control area A10.

The following email addresses are available for information:

- AUDI MEXICO ACCESS CONTROL PLANT  
[control-accesosplanta@audi.mx](mailto:control-accesosplanta@audi.mx)
- AUDI SJ SEG PATRIMONIAL [seg-patrimonial@audi.mx](mailto:seg-patrimonial@audi.mx)

Machines, devices and work equipment must be labeled with the name and logo of the external company (this also applies to leased devices). All machines, devices and tools must be checked prior to use and recorded in the appropriate document for evidence to be available.

It is recommended to use the following formats:

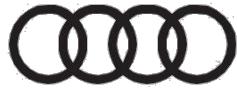
**SE-MEX-A1 Machinery Inspection**

**SE-MEX-A3 Tool Inspection**

Only tools that are safe and meet the criteria for use expressed by the manufacturer of this tool, item or equipment may be used.

It is recommended to consult Annex **SE-MEX-I1 General Safety Measures**.

The entry of machines, devices and tools that have been built or used for purposes other than those for which they were designed is prohibited.



## Industrial Safety Rules for External Companies Audi Mexico



Electrical extensions must comply with the standard specified in Annex **SE-MEX-I1 General Safety Measures**.

Any external company that uses equipment or machinery owned by Audi Mexico must comply with the health and safety requirements that apply to it based on regulatory requirements.

### 4.2. Traffic rules at Audi Mexico facilities

The traffic rules within the facilities of Audi Mexico may vary depending on the vehicle and its location, you must know the limit speeds of these, it is recommended to consult the document; **SE-MEX-I1 General Safety Measures**.

For vehicles that transport people, they must comply with the provisions of article 19, section XIV of the Regulations of the Road Law for the Free and Sovereign State of Puebla, described below:

**XIV.** Transporting people on the outside of the body or in places not designed for it. Except in the case of emergency vehicles or when the purpose of the transport requires them, in number and in conditions such as to guarantee their physical integrity;

Any external company that uses a vehicle for personnel transport that was not designed for it must inform the industrial safety analysts designated by Audi Mexico for review in order to guarantee the integrity of the personnel.

Drivers of vehicles are prohibited from the following:

Invade pedestrian crossings marked with stripes for crossings of public roads, as well as at intersections with them.

Carry a greater number of passengers for which the vehicle was designed.

Transporting people on the outside of the body or in places not specified for it. Except in the case of emergency vehicles.

Drive with a broken or crashed windshield, in case it distorts visibility inside or outside the vehicle.

Using cell phones or objects that make driving difficult.

Use hearing aids while driving.

#### **4.3. Vehicles, industrial trucks and construction machinery**

In order to enter vehicles, industrial trucks and construction machinery to Audi Mexico facilities such as: cranes, forklifts, elevators, trucks, heavy machinery, etc.; the applicant of the external company must submit the inspection form for machines or equipment (**SE-MEX-A1 Inspection of Machinery**) along with the documents that demonstrate the correct functioning of the machines or equipment at the time of entry.

For matters related to the access control of machinery, the applicant will deliver their previously mentioned documents to Plant Safety Access Control in A10.

The applicant for the entry of vehicles, industrial trucks and construction machinery will provide documents subject to review by industrial safety analysts designated by Audi Mexico.

The documents are:

1. Determination of maximum capacity utilization
2. Record or records of maintenance work performed on equipment or machinery.
3. Maintenance program.
4. Operation manual in Spanish and / or maintenance manual provided by the manufacturer (as applicable).
5. Training of the operator in DC-3 format, in the case of foreign external companies, proof and / or certificate that endorses the training must be presented.
6. Checklist for the condition of transport units and heavy machinery.
7. Risk analysis of machines or systems.
8. Emergency procedure for the attention of leaks or spills
9. Machine insurance policy.

##### **4.3.1 General safety conditions for the entry of these machines (depending on the type of machine or equipment):**

The machine must have a reverse alarm and a fire extinguisher to authorize its entry, according to the requirements of NOM-004-STPS-1999, PROY-NOM-004-STPS-2020 and NOM-006-STPS- 2017.

If a machine and/or device does not comply with the conditions of use specified by the manufacturer, this machine must be removed from Audi Mexico by the external company without affecting delivery times and without liability for Audi Mexico.



It is the obligation of external companies to keep the machines or devices in optimal conditions as set out in the reference standard. It is forbidden to perform maintenance tasks on machines and / or equipment in Audi Mexico facilities, unless the conditions require it and its respective risk analysis would have to be carried out and under safe conditions, the external company must manage the authorization of the maintenance task with the industrial safety analysts designated by Audi Mexico.

#### **4.4. Waste management**

Waste management includes all activities related to waste, from generation, collection at the place of production, internal management, removal from Audi Mexico facilities and compliance with applicable regulations.

All workers of external companies are responsible for classifying the waste generated in the facilities of Audi Mexico in accordance with the regulations of the Environmental Management area of Audi Mexico, for specific information related to these regulations contact the Audi user or the contracting manager.

### **5. Processes in cases of risk**

#### **5.1. Behaviour in case of danger (e.g. evacuation)**

All external companies will define their emergency response plan based on the activities they are carrying out and the risks they are exposed to during their operations.

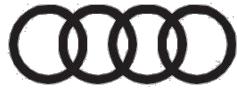
The following scheme that has Audi Mexico defined in the format can be taken as a reference:

**SE-MEX-I1 General Safety Measures.**

#### **5.2 Accident notification process**

It is the obligation of the external company to activate its Emergency Care Plan and notify the event to the safety analysts and its Audi Mexico user contracting the service.

For the care of the worker who suffers the accident, support must be requested from the Audi Mexico Emergency Care and Response Center (C.A.R.E.) when it cannot be transferred or when the severity of the injury endangers the life of the worker.



## Industrial Safety Rules for External Companies Audi Mexico



In the event that the worker can go by his means to medical service, he must do so with the resources of his company to receive medical attention.

For the follow-up of the accident either through the attention by C.A.R.E or going to medical service must be in the company of the Head of OSH of the company.

All OSH managers must prepare and follow up on the **SE-MEX-A14 Safety Event Report format and** must communicate to industrial safety analysts during the working day in which the event occurs, in case of not doing so, a report will be made for non-compliance with the functions of the OSH manager and will be communicated to the Audi contractor of the external company.

Every external company must have:

- Personnel trained in first aid.
- First aid kit available in your work areas (NOM-005-STPS-1998).
- Manual or procedure of first aids.

### 5.2.1 Transfers of injured persons

All external companies must consider the following points within their Emergency Care Plan:

- The transfer of the injured from the medical service of Audi Mexico to an external medical care unit and must be with resources from the external company.

For more information regarding this process it is recommended to go to the Medical Service area of Audi Mexico located in cube G, level 2 in Building A1 (Spine).

### 5.3. Accidents with property damage.

The outside company is responsible for reporting accidents involving damage to Audi Mexico facilities. The accident must be reported as soon as possible to: Audi Mexico Emergency Care and Response Center (C.A.R.E.), Audi contractor and industrial safety analysts.

C.A.R.E. Number: 276 890 7733.

All OSH managers must prepare and follow up on the **SE-MEX-A14 Safety Event Report format and** must communicate to the Industrial Safety Analysts during the working day in which the event occurs.



### 6. Instructions for hazardous work

- **Trained staff**

For high-risk jobs, the workers involved must have proof of work skills (DC-3) with a maximum validity of one year and specific to the activity to be carried out, in the case of national companies; and for foreign companies the certificates issued in their country of origin.

The training must comply with the regulatory requirements of the country of origin, for national companies to comply with the provisions of the Federal Labor Law chapter III BIS.

- **Personal protective equipment**

Personal protective equipment is selected according to the risk analysis, and with what is requested in NOM-017-STPS-2018. The use of the format "DETERMINATION OF PERSONAL PROTECTIVE EQUIPMENT" is recommended, which is one of the annexes of the **SE-MEX-E1 format Work permit and risk analysis**.

- **Delineation of work areas**

All work areas must be delimited and marked, according to annex **SE-MEX-I1 General Safety Measures**.

- **Risk analysis of activities**

Before carrying out an activity, the external company must manage with the industrial safety analysts designated by Audi Mexico, the review folio of the **SE-MEX-E1 Work permit and risk analysis** format and its annexes, which must be placed in all work permits and check list corresponding to the activities to be carried out.

The OSH manager of the external company must send the **SE-MEX-A16 Activity Report** format to the industrial safety analysts designated by Audi Mexico prior to the start of the activity.

- **Safety Procedures**



External companies must have work procedures, these procedures must be based on what is requested in the reference standard and according to the activity that will be carried out in Audi Mexico facilities.

- **Authorization of high-risk works**

All external companies must authorize their workers to perform high-risk work, through the management of their work permit form in compliance with the regulatory requirements of reference.

The external company must place in each high-risk work permit applicable in its activities the review folio of the risk analysis assigned by the industrial safety analysts designated by Audi Mexico.

The company may make use of its own formats or suggested in this document.

## **6.1. Excavation and earthmoving works.**

If the activities involve planned manual or mechanical extraction, a certain volume of earth is considered excavation work.

The safety measures that must be applied are in accordance with NOM-031-STPS-2011 or any other that replaces it.

Prior to carrying out excavations, the external company must manage the authorization of the areas indicated in the following format:

### **SE-MEX-E5 Work Permit for Excavation**

It is recommended that excavations be carried out in a staggered manner with a maximum cant of 1.5m and footprints of 60cm.

## **6.2. Movement of materials and equipment**

When materials (sand, gravel, concrete, rod, etc.) and equipment (machinery, workstations, structures, etc.) are moved, these works must be integrated into the risk analysis in accordance with NOM-004-STPS-1999, PROY-NOM-004-STPS-2020, NOM-006-STPS-2014, NOM-031-STPS-2011 and NOM-036-1-STPS-2018 or those that replace them.

In addition, it is the obligation of the external company to implement the safety controls requested in the aforementioned standards.

### **6.3. Work in confined spaces**

All work in confined spaces must comply with the safety measures indicated in NOM-033-STPS-2015 or the one that replaces it. External companies must have and implement their own emergency plan and must also have available in the work area all the necessary elements to carry out their emergency plan, complying with what is requested in said standard.

Prior to the start of the activities, the person in charge of OSH will inform the Fire Department of Audi Mexico for the authorization of the activities.

To work in confined spaces, it is necessary to attend the points indicated in numeral 6. Instructions for risk work in this document.

It is recommended to make use of the following document:

#### **SE-MEX-E4 Confined Space Permit**

### **6.4. Hoists and crane transport**

If it is necessary to lift, lower, transport and/or store loads with the help of machinery, this is considered as lifting maneuver.

The maximum load capacity in the conditions under which the equipment and / or machines will be handled must be known, it is recommended to use the following format:

#### **SE-MEX-A9 Lifting and Calculation of Maneuver**

It is the responsibility of the external company to have the accessories, equipment and elements necessary for the proper performance of these high-risk works, as well as to guarantee the good condition of said elements. The use of spell elements in activities is strictly prohibited.

### **6.5. Work at heights**

For these activities, you must comply with the safety measures indicated in NOM-009-STPS-2011 or the one that replaces it.

For work at heights, it is required to attend the points indicated in numeral 6. Instructions for hazardous work in this document, it is recommended to use the following format: **SE-MEX-E2 Permit for work at heights**

The use of a fall protection system is mandatory to work at heights, the fall distance must be considered to define the appropriate fall restriction



equipment, for this to take into account the type of activity to be carried out and the auxiliary equipment used, it is recommended to use the format: **SE-MEX-A8 PPE Inspection against falls**

**Use of stairs:** Before using stairs a review should be carried out, non-conductive ladders should be used for all work. For the verification of stairs it is recommended to use the format: **SE-MEX-A7 Inspection of Stairs**

For work at heights that require the use of scaffolding, these must be multidirectional scaffolding and previously evaluated according to the requirements indicated in numeral 9 of NOM-009-STPS-2011, by the head of OSH of the external company and the industrial safety analysts designated by Audi Mexico, it is recommended to use the format: **SE-MEX-A6 Scaffolding Inspection**

The external company must have a plan to monitor the wind speed in the work areas, the plan must consider stopping work at heights that are carried out outside ships with equipment such as: lifting equipment, cranes or in the realization of work on roofs, once the wind speed reaches gusts greater than 35 km / h.

## **6.6. Flame work**

Hot work (cutting, welding, open fire, etc.).

For all the information related to these works consult the annexes:

**FM\_MG-2M4\_201-Permit-of-flama\_v4\_anexo-24**

**FM\_MG-2M4\_245-Permission to Discontinue A Fire System V07.00**

These formats can be consulted within the annexes of this document.

Prior to the start of the activities, the person in charge of OSH will inform the Fire Department of Audi Mexico to request the authorization of the activities.

For these works the external company must comply with NOM-027-STPS-2008, in the work area must be present a fire supervisor with the necessary knowledge and training according to chapter 5.6 of said standard.

For more information regarding the accreditation process of the fire supervisor of the external company, it is recommended to contact the Audi Mexico Fire Department located in the A19 building.



## **6.7 Work on electrical systems**

Before carrying out activities on energized equipment, work and risk analysis must be documented and it must be ensured that measures are carried out to minimize risks, in accordance with NOM-029-STPS-2011.

Within the safety measures to carry out work in electrical installations of this standard, it is indicated that the area must be defined by means of release cards with information on who performs, who authorizes, when the work to be carried out began and when it will end.

The legal requirements regarding electrical maintenance must be complied with, it is recommended to use the format:

### **SE-MEX-E3 Electric Power Work Permit**

Dielectric personal protective equipment should be used in accordance with NOM-029-STPS-2011, and also considering the voltage present in the electrical system.

For more information on work with electrical systems, see section 6.8.1 Working with energies.

## **6.8. Work in basic supply facilities (gas, water, heat, electricity, fuels, compressed air, argon and CO<sub>2</sub>)**

All external companies that perform work related to energy supply at Audi Mexico should contact the planning area, who will communicate with the energy supply and media area. The external company must include the diagrams, plans and the scope of the work to be done. By agreement between the parties, the corresponding documentation will be signed in order to proceed with the release of the energy in case it applies.

It is recommended to make use of the format:

### **SE-MEX-E6 Mechanical Testing Permit on Piping Lines**

#### **6.8.1. Working with energies**

Energy release should be performed when work is performed on machines, devices or installations with the following energies (gas, water, heat, electricity, fuels, compressed air, argon and CO<sub>2</sub>).



All affected areas must be informed. The release must be performed before and after working using **the following format FM\_MG-2M34\_025 "Power Service Release"**.

Request the updated format in the area of the auxiliary energy offices, entrance "B" of the A20 hall.

### **6.8.2. Energy blocking**

The implementation of the procedure to block hazardous energies, is the responsibility of the applicant, responsible for safety and health at work of the external company, of the workers who will carry out the activity and of any other person required for this activity, as a control defined in the risk analysis who will validate that it has been de-energized effectively and must ensure that after the re-energization there are no differences or affectations in any system.

Along with the work procedure and risk analysis, the external company must have a process to block hazardous energies, as it is mandatory for the equipment in which they will work.

To comply with the process to block dangerous energies, it is recommended to use the format:

#### **SE-MEX-A5 LOTO Card Format**

For electrical issues, consider the legal requirements of NOM-004-STPS-1999, PROY-NOM-004-STPS-2020 and NOM-029-STPS-2011.

### **6.8.3. Piping (pressurisation)**

To carry out leak tests, the external company must have the following documentation:

- Risk analysis
- Mechanical Testing Permit on Piping Lines
- Procedure for testing
- Internal test format (performed by the external company)
- Final test format and delivery of installations (carried out by the external company and contractor Audi)

For testing on pipe lines it is recommended to use the following format:

#### **SE-MEX-E6 Mechanical Testing Permit on Piping Lines**

**7. Use, transport and storage of hazardous substances.**

It is the obligation of all external companies to comply with the guidelines for the use, transport and storage of chemical substances described in detail in the following annexes:

**SE-MEX-A10 Chemical Substances Guidelines for External Companies**

**SE-MEX-A11 Annexes of Chemical Substances Guidelines for External Companies.**

**8. Ingress, transport and storage of pressurized gas cylinders.**

For the entry of gas cylinders to Audi Mexico facilities; the RSST of the external company must supervise that the compressed gas cylinders comply with the safety and health requirements.

For entry into vehicles, the cylinders must be secured in an upright position with valve covers have a safety data sheet, the carrier must be trained in accordance with NOM-005-STPS-1998 and NOM-018-STPS-2015.

The storage of the cylinders must be carried out in appropriate storage "cages", these must be identified with the name and contact number of the person in charge and have the type of cylinder and gas, as well as have the HDS available in the area, likewise must have elements of physical protection or isolation, to avoid risks to workers.

Storage and cylinders must be marked in accordance with the provisions of the standards: NOM-018-STPS-2015 and NOM-026-STPS-2008.

**9. Access control in confidential or restricted areas.**

Any external company that requires entry to confidential or restricted areas or areas of Audi Mexico; You must request authorization with the person in charge of the zone or area and comply with the requirements that are requested for your entry.