

Volkswagen Autoeuropa



Environment and Infra-structures

Infra-structures Engineering

General Regulations for Contractors' Park

Date: 07 / 01 / 2011

Procedures, Regulations and Instructions for Outside
Companies with Yards in the Autoeuropa Contractors' Park

Proc. N°: ___ / ___ / ___

Volkswagen Autoeuropa





Index

1. INTRODUCTION	3
2. ALLOCATION OF AN AREA IN THE CONTRACTORS' PARK	4
3. GENERAL CHARACTERISTICS OF THE FACILITIES	8
3.1. Characteristics of the modules to be used as Offices or Cloakrooms.....	9
3.2. Characteristics of the modules to be used for Storage.....	9
3.3. Characteristics of modules to be used as Tool room.....	10
3.4. Characteristics of the modules to be used as Washroom and/or Toilets.....	10
4. ENVIRONMENT	13
4.1. Use of hazardous substances or preparations.....	14
4.2. Restrictions.....	14
4.3. Precautions with hazardous substances.....	15
4.4. Blasting and spray paintings.....	15
4.5. Contaminated waters and liquid wastes.....	16
4.6. Waste segregation and containers.....	16
4.7. Special waste.....	16
4.8. Construction and demolition waste.....	16
4.9. Audit ad follow-up.....	16
4.10. Environmental liability.....	17
4.11. Information and Divulgation to Collaborators.....	17
5. TEMPORARY SUPPLIES	18
6. HEALTH AND SAFETY AT WORK	20
7. VISITOR ACCESS	30
8. GENERAL RULES FOR COMMON USE OF THE CONTRACTORS' PARK	33
9. APPENDICES	35



1. Introduction

Companies that need to be installed inside the factory because of the volume and characteristics of their work are allocated one or more areas in the contractors' park in accordance with established internal procedure.

The park is an area that has been specially delimited and prepared by VW-AE for the installation of temporary work yards, offices, storage space, tool room, cloakroom and, when justified, washroom and/or toilets. The park is located behind the compressed air station of VW-AE (Building 85).



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Chapter II
Allocation of an Area in the
Contractors' Park



2. Allocation of an area in the contractors' park

Companies that have been awarded a job or order and which require temporary premises inside the factory must request authorization from the Purchasing Department for a temporary work yard in the area of the AE Contractors' Park. Authorisation for premises will only be given to companies when the work or order in question requires the frequent entry and exit of materials and machinery, which, due to their size or quantity, justify a permanent presence within the factory.

Authorisation will only be given for the job and period referred to on the authorization form, at the end of which the yard must be dismantled.

- 2.1. If the Purchasing Department approves the authorisation of the temporary work yard, it must start to fill out the respective authorization form (Appendix A), which will then be sent to the Department of Planning, Environment and Infra-Structures (Engineering of Infra-Structures), which will complete it, make a copy in A1 format and give it to the person responsible for the company. A signature is also required for the Terms of Contractors' Responsibility (Appendix H).

The Department of Planning, Environment and Infra-Structures will indicate the location of the work yard and the conditions under which it will be established.

The Park is divided into lots of 70m², with some 120m² spaces also available.

The person responsible for the company must affix the form somewhere in the temporary work yard where it is clearly visible, and must ensure that it remains visible and legible during the whole period that the work yard remains inside the factory.

Failure to affix this form may lead to the immediate removal of the yard.

- 2.2. All areas in the Contractors' Park must identify clearly and legibly the company occupying the space (company name and logo clearly readable from the outside).

The logo must be of a suitable size to be easily seen and identified at a distance of approximately 10[m].

- 2.3. The entry of containers or other temporary facilities will only be authorized by the Security Department upon presentation of the form referred to above.



Allocation of an Area in the Contractors' Park

- 2.4. Autoeuropa will provide the basic infra-structures for the supply of electrical energy, and, in special cases, drinking water and domestic drainage. However, suppliers that wish to make use of these infra-structures must requisition them in advance, during their application for authorization for the work yard, and sign the document entitled "Agreement for use of area in the Contractors' Park (Appendix I)". If the supplier wishes to set up the work yard at the site of the job, the Department of Planning, Environment and Infra-Structures must previously issue a declaration to that effect; yard authorization will be dependent upon a favourable declaration from that department of VW-Autoeuropa.
- 2.6. Autoeuropa will deduct a monthly use charge, calculated according to the size of the area and infra-structures used. The Department of Infra-Structures and Environment will issue a monthly debit note to each supplier, charged on the basis of established tariffs, presented below. This price list will be annually updated, giving the respective charge per square metre.

Area Occupied	Electricity Consumed	Water Consumed	Charge
Up to 70 m ²	Up to 2 500 KWh / month	----	3.6 € / m ²
-----	For each additional 500 KWh /month	-----	+ 1 € / m ²

The amount debited monthly includes costs of electricity consumption, maintenance of infra-structures, cleaning of the common areas and collection and processing of domestic waste.

The table above refers only to the lots of 70 m²; for the remaining lots, the amounts will be defined in accordance with infra-structures available (water, drainage, etc), the amount of use and the area supplied.

- 2.7. It is the contractor's responsibility to install the pre-fabricated constructions within the precinct and to connect the water, electricity and drainage, including laying pipes and tubes to the point of derivation, in accordance with the instructions of the AE representative, and to muster the respective maintenance costs.
- 2.8. If a telephone line and computer network is required, these will be the responsibility of the contractor, including tubes, cables and the respective maintenance costs.



- 2.9. AE does not provide transport, washrooms or showers for the contractor's employees.

- 2.10. Autoeuropa reserves the right of property, which permits the removal of the work yard to a site defined by Autoeuropa, in the event of non-compliance with any of the regulations laid out in this document.

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Chapter III

General Characteristics of the Facilities



General characteristics of the facilities

3. General characteristics of the facilities

In the area allocated, the company must assemble temporary modular constructions that are easily assembled and dismantled, to function as storage for materials (indispensable minimum), tool room, cloakroom, office, and in specially justified situations, washrooms and/or toilets.

3.1. Characteristics of the modules to be used as Offices or Cloakrooms

- Module of the Algeco type, series 3000/6000 or equivalent
- Insulated Module with movable structure
- Possibility of coupling in both directions, horizontally and vertically
- Colour Blue - RAL 5013 in corners and edges, white RAL - " 9010 " on sides
- Sandwich panels of pre-lacquered, micro-ribbed sheet metal and polyurethane foam with a thickness of 40mm
- False roof of pre-lacquered sheet metal with moulding in the same material over the whole perimeter, permitting continuous roofs.
- Two eave cover with four interior water downpipes.
- Solid resistant structure



3.2. Characteristics of modules to be used as Storage

- **Container of Maritime type**
- Fixed Structure
- Colour Blue - RAL 5013
- Structure in Sheet Metal
- Easily Removable Structure





3-General Characteristics of Facilities

3.3. Characteristics of modules to be used as Tool rooms

- **Container of Algeco type - Series M or equivalent**
- Fixed Structure
- Colour Blue - RAL 5013, White - RAL 9010
- Structure in Sheet Metal
- Easily Removable Structure



3.4. Characteristics of the modules to be used as Toilets

Chemical Toilets without connection to the water supply or sewage network.

- **Approximate size**

Technical Features			
Outside Dimensions		Inside Dimensions	
Height	224 cm	Height	203 cm
Width	113 x 112 cm	Floor	104 x 53 cm
Girder for Bases	122 x 112 cm	Weight	91 Kgs
Door	198 x 66 cm	Tank Capacity	266 lts

- **Colour Blue - RAL 5013**



- **Example**



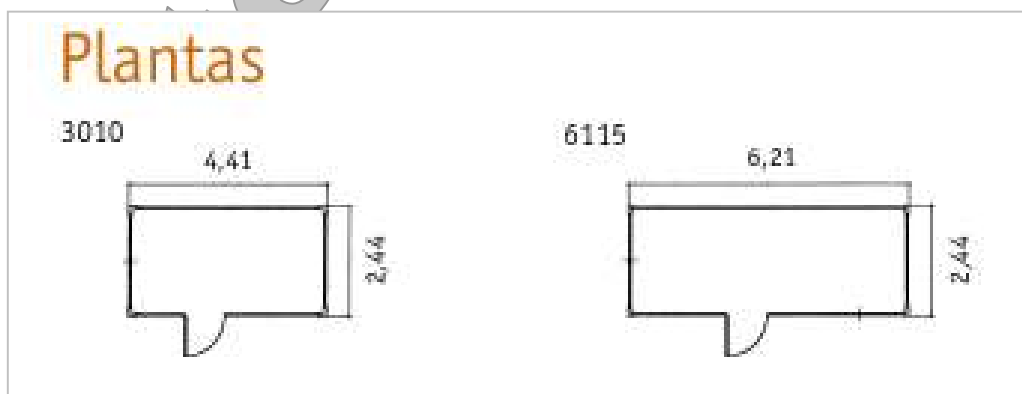
Characteristics of the facilities

3.6 - In specially justified situations, the Department of Planning, Environment and Infra-Structures of VW-Autoeuropa may authorise the installation of toilets and/or washrooms connected to the water supply and drainage system, in which case the characteristics of the modules to be used are as presented below:

- Insulated module of Algeco type or Equivalent
- Fixed Structure
- Sandwich panels with polyurethane mousse 40 mm injected between two sheets of galvanized and lacquered steel.
- False roof with pre-lacquered sheet metal and ribbed tanks in galvanised steel.
- Floor with 19mm plywood sheeting.
- Drainage of outside water.
- Prepared for connection to water supply and drainage system.
- Modules equipped with washbasins, toilets, shower bases and thermo accumulator.
- Colour Blue - RAL 5013 in corners and edges, white RAL - 9010 on sides



- Plans and Dimensions of Modules of the "Algeco" Type





- 3.7** – The company must dismantle its facilities, leaving the area completely free, within 5 working days of the end of the contract, or in the period indicated by the Department of Environmental Planning and Infrastructures in the event that it is considered necessary to dismantle before the end of the contract. If the company does not dismantle the work yard and vacate the area within the established period, Autoeuropa has the right to dismantle it and enforce vacation, without prior warning, and to charge the contractor for all resulting costs, including transport and storage of materials and machinery.

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Chapter IV

Environment



4. Environmental Rules

In order to ensure that external companies that execute works or supply services at Autoeuropa facilities don't cause environmental damages, they shall know, respect and communicate to all workers the environment and emergency response information provided by Autoeuropa and to ensure all workers attend the environmental awareness sessions indicated by Autoeuropa.

The Environmental Policy of Autoeuropa must be known by everybody, and it can be accessed at the electronic system file X:\ISO14000 of Autoeuropa or in its internet page.

The external companies must also comply with the existing legislation, and pay special attention to the following issues:

4.1. **Use of hazardous substances or preparations**

All chemical products that will be used shall be previously approved by Autoeuropa. The responsible for the work shall inform if the materials are already approved or not, and that can be done by using the Autoeuropa' intranet database for approved / rejected materials.

If the needed products are not approved, they shall be previously approved according to the procedure EAPAI-B-P17. The start of the approval process should be requested to the Autoeuropa person responsible for the work/service.

4.2. **Restrictions**

The use of materials containing heavy-metals is highly restricted (e.g.: lead, cadmium, mercury, chromium), as well as solvents, forbidden substances (e.g.: benzene), and materials with lower environmental impact shall be used whenever possible (e.g.: water-based paints).

All chemical materials shall fully comply with the applicable legislation: for example, detergents must comply with the biodegradability regulations and paints shall comply with volatile organic compound levels.

Autoeuropa does not authorize the use of some substances particularly hazardous to health or the environment, namely halogenated hydrocarbons, carcinogenic substances, ozone-depleting agents or substances with high greenhouse potential, if good alternatives are available.



4- Environment

4.3. Precautions with hazardous substances

Hazardous materials shall always be stored inside safety cabinets or safety containers (at the places of use). All substances shall be properly labelled. If they are not in the original package, the Autoeuropa labels shall be used (available at the NPM store with the SAP numbers 13502876 or 14100096). For that, ask the Autoeuropa person responsible for the work/service to provide you with a NPM requisition form. Liquid products acquired in large cans or drums, like oils, shall be kept in containment boxes at all time to prevent spills.

4.4. Blasting and spray paintings

Abrasive jet paint stripping is allowed for wet systems or shot blasting (not sand blasting), if done in appropriate booths. Previous authorization from Infrastructures & Environment as well as Industrial Safety is required.

Spray-gun painting is not allowed outside a paint booth.

4.5. Contaminated waters and liquid wastes

It is strictly forbidden to discharge industrial wastewaters or liquid wastes in the rainwater system or sanitary network. (e.g.: trenches or toilets); these systems are identified with brown and blue colours, respectively.

It is also strictly forbidden to discharge waste oils, oily waters, cut emulsions, paints, enamels, thinners or other contaminant chemicals in the soil, in the effluent networks or in the waste containers.

All these materials shall be collected in adequate containers, identified with the Autoeuropa labels (obtainable in the NPM store with the SAP number 13502876) and delivered to the Hazardous Waste Park.

All contaminated materials, like empty packages from chemicals, or contaminated absorbent from spill-cleaning operations, shall also be delivered to the Hazardous Waste Park. For assistance in getting the adequate containers, contact the Autoeuropa person responsible for the work.

The dirty / contaminated waters from cleaning of the working areas, streets, etc., shall not be discharged in the rainwater trenches (painted in blue colour). There are discharge points perfectly identified for dirty waters eventually contaminated with oil (B30) or for dirty waters without oil contamination (B40), painted in purple colour. The instruction EAPAI-B-I76 indicates the locations and the type of the discharge points.



4- Environment

4.6. Waste segregation and containers

The rules for using the waste containers shall be respected and complied with, according to the following colour code:

- a) 110 litre blue bags or containers – only for hazardous materials, this is, all materials soaked or contaminated with chemical products or hazardous substances (containers identified with visual aid EAPAI-B-V03).
- b) 110 litre green bags or containers, and 3 m³ mobile containers – for non-contaminated waste like cardboard, paper, plastic bags. Wood waste shall be placed in the flat platform with wheels (trailers), and never inside the 3 m³ containers (fixed containers identified with visual aid EAPAI-B-V01).
- c) 110 litre white bags or containers, and 800 litre grey external containers – organic waste and kitchen waste, identical to household waste (fixed containers identified with visual aid EAPAI-B-V02).

4.7. Special waste

The used batteries (small) shall be deposited in the yellow or red containers available in several locations through the plant.

The vehicle batteries shall be delivered to the Hazardous Waste Park.

The fluorescent lamps shall be deposited in the specific containers available at the different Area Maintenances or at the entrance of the Contractor's Compound.

4.8. Construction and demolition waste

Construction and demolition waste shall be segregated at the source where the works take place, and deposited in containers duly identified and supplied by Autoeuropa. The containers shall be requested to the Autoeuropa person responsible for the work/service.

There is a small segregation centre near the Contractor's Compound that is aimed to facilitate the waste management of all companies suppliers installed there.

4.9. Audits and follow-up

Autoeuropa will check without previous notice the full compliance with this instruction through visits to the contractor's Compound, to the places where the external companies are working, or to any other locations that are relevant for the scope of this instruction.



4- Environment

Shall there be any circumstances or occurrences with potential environmental impact, the Green Alert form (EPAI-B-S80) must be filled.

The disrespect to this instruction will be treated as a relevant matter for reassessment of the contractual conditions or the presence of the external company within Autoeuropa facilities.

The supervision of the Contractor's Compound is conducted by Infrastructures and Environment department through regular audits aiming to check full compliance with the Contractor's Compound regulation.

4.10. Environmental liability

The external companies shall be held responsible for any environmental damages caused by the disrespect of this instruction (environmental liability), and shall assume all remediation costs.

4.11. Noise

All machinery and equipment used by the external companies at Autoeuropa must comply with the regulated noise emission levels, especially for equipment to be used outdoors.

4.12. Information and communication to all workers

The external companies shall inform their workers that Autoeuropa will not admit that these rules are not known and understood by everybody.

In case of doubts, please contact the Environment Control Team of Autoeuropa, telephones 21 211 2917 / 3146, fax 21 211 2932.

In case of any spill, or other accident with environmental impact, please contact the Fire Brigade with the extension number 3333 or telephone 21 211 2280.

For companies doing small works at Autoeuropa (without proper installations in the Contractor's Compound), the first contact shall be with the Autoeuropa person responsible for the work / service.

All documents referred in this instruction can be requested to the Environment Control Team.



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Chapter V

Temporary Supplies



Temporary supplies

5. Temporary supplies

- 5.1. Any kind of temporary supply of electricity, drinking water or connection to the sewage network must respect both Portuguese legislation and AE-VW regulations, and be authorized by the Department of Infra-Structures and the Environment. Aerial cables must be avoided.
- 5.2. If, however, a local connection is required in some area inside or outside the factory buildings, authorization must be requested from the AE-VW representative for that area.
- 5.3. In all cases, prior authorisation must always be requested using the Work Authorization Form, SQ-APAI-B-S210 (Appendix B).



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Chapter VI

Health and Safety at Work



Health and Safety at Work

6. Health and safety at work

- 6.1. Companies must be perfectly familiar with the safety regulations, given to them upon signing of the contract, and with the terms of responsibility.
- 6.2. All suppliers must ensure that all their employees and/or collaborators are always duly identified during their work by their clothing (which must be suitable for the work they are doing and comply with AE's safety regulations), which must have the firm's name clearly visible (on the front or back of shirts and/or jackets, not including caps).
All employees/collaborators must use standard company clothing (the same shirt, T-shirt or jacket, for example), which must never be confused with any of the clothing codes of any area of AutoEuropa (valid from July 2001).
- 6.3. Companies undertake to comply with legislation in force.
Acceptance of the contract or order obliges the contractor or supplier to adopt necessary protection measures in order to ensure the safety of personnel and of the premises, and to muster costs for the supply of material and accessories for the protection of its workers.
Failure to comply, even partially, with these standards may lead to the immediate cancellation, without compensation, of outstanding orders, without jeopardising the payment of losses and damages owed to AE in the case of an accident of any kind.
- 6.4. Companies are obliged have the following insurance policies:
- Civil responsibility, to the value of 350 000 € per accident and annuity, covering damages caused to AE, its employees, collaborators or third parties;
 - Civil responsibility, to the value of 2 500 000 €, proven by the presentation of copies of policy certificates, per accident and annuity, covering damage to the property and non-property of AE, resulting from the failure to comply or defective compliance with the terms of the contract.

In accordance with the place of work and inherent risks, the Department responsible for insurance may lower or raise this amount.



- 6.5. Companies must ensure that their collaborators, and the collaborators of the companies they subcontract to, are aware of these regulations, and that they comply with them.
- 6.6. Entry is prohibited to any person alien to the workplace who does not carry a specific (permanent, temporary or visitor's) permit, issued by the Security Service, for a clearly defined period of time, or who is not accompanied by a representative of AE.
Companies are obliged to supply a list of their workers (Appendix C), names and identity card numbers, name of company, period of work, area of work and a valid photograph (for temporary permits) for the purpose of issuing the respective entrance passes. Any alteration to the initial list must be immediately communicated.
The make and registration number of vehicles considered indispensable for the work in hand must also be provided.
- 6.7. For the entry of equipment, tools and materials belonging to the contracted supplier, and which is to be brought out from inside the premises, a detailed list must be supplied and the respective form completed (Appendix D).
- 6.8. Companies must inform their subcontractors about the procedure for obtaining factory access cards for their collaborators, regulations concerning the entry and exit of equipment, tools and materials, and the need for identification of their work yard, equipment and collaborators, which must be clearly visible in order to facilitate inspection by representatives of AE.
- 6.9. Companies are informed, and are obliged to inform their workers and subcontractors, that AE does not assume any responsibility in the event of theft, damage or the breakdown of any tool, piece of equipment or materials belonging to the contractor.
- 6.10. From 1st January 2002, only cars of the makes produced by the VW Group (Skoda, Seat, VW, Audi etc) will be allowed entry. Rules, traffic signs and safety regulations must be respected. The maximum speed permitted for goods or passenger vehicles within the premises is 30 Km/h, and 10 Km/h for forklift trucks, cranes and similar vehicles. Inside the buildings, the maximum speed permitted is 10 Km/h.
Always respect right of way.
During working hours, the circulation of combustion engine vehicles is prohibited inside the production buildings.
During the periods when workers are arriving or leaving, the circulation of vehicles is forbidden inside the buildings.



Parking is only permitted in the specially allocated areas. Parking in the internal thoroughfares is permitted only for the loading and unloading of materials, with the following conditions;

- the circulation of vehicles in the storage areas must not be obstructed;
- accesses to different parts of the factory must not be obstructed;
- access to fire escapes and fire protection equipment must not be obstructed.

Vehicles may not be left with the engine running less than 20 metres from any dangerous area, duly identified by non-smoking or no explosion signs, the deposit of inflammable materials, gas, painting etc, or in the area around the compressed air zone.

In the event of fire or accident, all the necessary steps must be taken to free the area, in order to permit easy access by the emergency services.

- 6.11.** In accessing the premises of AE, the internal visitor procedure, referred to in point 7, must be respected.

Circulation must be limited to the zone where the services are to be supplied.

The route used must be the most direct from the door or work yard to the site of the work.

Any worker from the company found in a different area from that of his work, without justification, may have his authorization for access to the establishment definitively withdrawn.

- 6.12.** It is forbidden to smoke in the buildings of Autoeuropa. This prohibition must be also respected during the manipulation of inflammable materials, whether solid, liquid or gas, the filling of tanks, manipulation or use of solvents, hydrocarbons, paints or cellulose varnishes, combustible gases, etc.

Respect the "NO SMOKING" signs.

Smoking is only permitted in duly identified areas.



Health and safety at work

- 6.13.** The proper equipment for personal protection must be used for each job.
Within the factory, the use of steel tipped boots is compulsory, as is the use of safety goggles in all zones or operations where there is a risk of projection of liquid or solid particles, or strong release of gas, especially in the sheet metal zone.
The hands are the part of the human body most susceptible to accident, given their constant activity in the manipulation of materials. For this reason, protection of hands is indispensable. Always use the most suitable kind of glove for the work that is being performed.
A protecting helmet is essential for work involving the assembly of tall pieces of equipment or structures, to protect from falling objects and from the movement of heavy or large parts.
A safety belt protects from free fall and is essential in jobs carried out at heights of more than 2 metres above the ground, when there is no other protection (e.g.: scaffolding with railing). The safety belt with cable is also fundamental for the penetration of tanks or confined spaces, as a means of rescue.
Respect the safety signs.
- 6.14.** It is forbidden to undertake the repair or inspection of any device while it is in operation, or while it is connected to the electricity supply, except when this is absolutely necessary.
- 6.15.** Any job that involves the risk of personal damage and /or damage to equipment or premises, beyond those anticipated in the job itself, may only be carried out after prior authorization from a superior, upon authorization of the respective work (Appendix B), so that the necessary safety measures may be taken.
- 6.16.** A naked flame apparatus is considered to be any apparatus that may constitute a source of ignition, such as: blow torches, arc welding equipment, grinders, forges, non-flameproofed electrical equipment etc.
The use of this equipment requires the issue of a "Fire Permit" (Appendix E), which must be indicated when applying for authorization for the work.
Before starting any work involving fire risk, the Fire Service must be contacted by telephone 2280, in order that the respective "Fire Permit" may be issued. Instructions contained therein, like any others supplied by the Fire Service, must be complied with.
Measures must be taken to avoid the projection of sparks.



Health and safety at work

In the case of arc welding, the person responsible for the work from the company must ensure that the flare from the electric arc does not harm or annoy any people who are in the vicinity.

The provision of first aid material (fire blankets and fire extinguishers) is the responsibility of the contractor and must be adequate for the job in question.

- 6.17.** Gas bottles and acetylene generators must be in perfect operating condition and clean, with no vestiges of grease, and must have a retention valve and a pressure reduction valve. Tubes must have a minimum length of 5 metres, and be in good condition. The bottles must be kept in an upright position, fixed to the wall or to the car, when the supply post is mobile. The manipulation of bottles may only be carried out with the valve protection cap duly in place. All personnel must respect the specific regulations.
- 6.18.** All kinds of bottles (full or empty) of oxygen, acetylene or other gases, must be stored in appropriate places. They may not be left in the sun or near to any source of heat, in order to avoid the build-up of gas pressure due to heating. They may not be used as scotches, rollers, supports, etc.
- 6.19.** All inflammable liquids must be stored in suitable places (flame-proof). In the work place, only the amount for half a day's use is permitted. The Fire Service must be informed of the use of such products. Storage of inflammable liquids inside the buildings of Autoeuropa is forbidden.
- 6.20.** Do not use steps or scaffolding that are in bad condition. These must be immediately withdrawn from service and removed from the construction site. Stairs with more than 25 steps must be secured at the top. Most accidents that occur in the construction industry are due to the use of faulty steps or scaffolding.
- 3.6** If the work is taking place at a height of more than 2 metres, the scaffolding must be equipped with the following safety accessories:
- Rigid work platform with a rail of 15 cms minimum;
 - A rigid railing situated at a height of 1,0m to 1,2 m above the work platform;
 - An intermediate railing and access steps to the work platform of a suitable width. These safety accessories must continue as far as the work platform.



Health and safety at work

- 6.22. Use stairs and scaffolding whenever necessary, but before doing so, check that they are in good condition.
- 6.23. Only properly trained and authorised personnel may repair or alter scaffolding. Never leave any tools or equipment on the upper beams, passages or on any place above the ground, from where they could fall. A falling object can kill.
- 6.24. When working on a movable tower or scaffolding at a height of more than 2 metres from the ground, check that the railings are in place and the work platforms are well secured, if necessary resorting to props.
- 6.25. The ascent and descent of scaffolding is only permitted by the stairs or by other means specifically designed for that effect.
- 6.26. Excavations, trenches, holes etc must be duly shored up and identified with a suitable physical barrier, if necessary with luminous or other kinds of sign.
- 6.27. Inside and outside the factory there are a large number of electrical and fluid networks. Before undertaking any kind of excavation, inside or outside the manufacturing premises, check with the respective department for the existence of such networks at the site in question.
- 6.28. The work of demolishing buildings or part of buildings or dismantling equipment (in particular parts of offices) must only begin after ensuring that the electricity supply has been disconnected or removed.
- 6.29. Raw materials or other objects that may cause accidents during use or transport, due to their weight, size, fragility or nature, must be used and transported with suitable equipment to avoid the danger.
- 6.30. Take special care to avoid the collapse of a pile or heap of materials.
- 6.31. The connection, disconnection or repair of electrical appliances may only be undertaken by qualified electricians.
- 6.32. During a period of work in premises that cannot be supervised from the console or from the general grid, the main switch must be turned off and secured with a special chain. The chain is only removed when it is certain that no one will be at risk when the switch is turned on again.



Health and safety at work

- 6.33. All lifting equipment to be used by the contracted company must be in a suitable safety condition. The certificate of safety passed by an independent inspection body (e.g. ISQ), must be always available.
- 6.34. Suspended loads may not be transported without the appropriate safety measures.
- 6.35. It is forbidden to loiter beneath any suspended load.
- 6.36. No one is authorised to remain under the arm of a crane, whether or not they are working. Only the signalman, or the person indicated as such, may transmit signals to the crane operator.
- 6.37. Avoid allowing objects to fall.
- 6.38. All steel cables must be carefully inspected. Cables, straps or conveyor belts that are faulty or damaged must be immediately cut into pieces to avoid subsequent use. All lifting equipment must be periodically inspected by an independent and officially recognized body. Certificates must be always available for any inspection.
- 6.39. The presence of people is not permitted on equipment or loads in movement.
- 6.40. Portable tools, welding equipment, drills and electrical extensions must comply with specific safety regulations.
- 6.41. Particular attention must be given to safety devices and codes of equipment (e.g. earth connection, compulsory use of safety goggles, compulsory use of ear protectors etc). These devices and codes may only be removed during repair or maintenance.
- 6.42. Use tools and equipment only for the purposes for which they were designed.
- 6.43. In principle, it is forbidden to work in the direct vicinity of machines in movement with electrical cables, inflammable liquids, gas or vapour tubes, except when the appropriate safety measures have been taken, under the supervision of the person responsible.
- 6.44. When working on fragile roofs (glass, acrylic etc) always use foot supports and ensure ways of distributing the load.



Health and safety at work

- 6.44.** Nets, barriers or other devices must be used to protect people from the projection of fragments or pieces or other emissions.
- 6.46.** The work area must be maintained clean and tidy.
- 6.47.** All work must be carried out with suitable lighting to ensure that it is done properly and for the safety of the workers.
- 6.48.** If the factory alarm sounds (continuous siren), all personnel must:
- Ensure that all operations in progress are left in the safest possible state;
 - Evacuate the premises using the marked emergency exits, if necessary. The evacuation must be carried out together with the factory staff, and all persons must head for the established assembly points. Do not pass near to the place of the emergency when heading for the assembly point.
 - Do not use lifts;
 - Do not run.
- 6.49.** Accident victims must go to the medical centre. If the victim is unconscious, telephone for an ambulance (tel. 3333). In this case, give your name and clearly indicate the location of the accident. In the event of a fatal accident, the Occupational Health Service must be immediately informed.
- 6.50.** All work accidents must be reported in writing to the department of Industrial Safety. Contacts are:
- | | |
|------------------------|------------------|
| Presses and Metalwork | - Tel: 212112299 |
| Paintwork and Assembly | - Tel: 212112948 |
| | - Fax: 212112336 |
- 6.51.** Instructions given by the Industrial Safety Department, and warning signs, must be rigorously respected. If there are any doubts, contact the service responsible for the work.
- 6.52.** Work zones must be marked off with barriers or tape, avoiding if possible the total marking-off of thoroughfares.
- 6.53.** The consumption of alcoholic beverages is expressly prohibited. Any worker found consuming alcohol or in a state of inebriation will be prohibited from obtaining further access to the establishment.
- 6.54.** All personnel must use correct and inoffensive language and behaviour in all situations.



- 6.55.** It is expressly forbidden to bring onto the premises of the factory, keep or feed any type of animal, domestic or wild, or proceed in a way as to permit the spread of disease or infestations.
- 6.56.** Electrical equipment must be in perfect operating condition, including extensions and earth connections. Equipment that does not comply may be placed out of service until it is repaired and checked by the safety department (Appendix F). Failure to comply with these regulations may lead to the interruption of work, the expulsion of personnel and prohibition of future entry, or the eventual termination of the contract, in repeated cases of failure to comply with safety regulations.



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Chapter VII

Visitor Access



Visitor Access

Visitor access

- 7.1. All visitors, upon arrival at the Main Gate or at the Gate at the entrance of the Formauto building, must identify themselves by means of an official document (Identity Card, Passport, Driver's Licence etc).
- 7.2. The minimum age for visitor admission is 18 years.
- 7.3. All visitors must indicate the person to be contacted and the reason for their visit.
- 7.4. Security will contact the person visited by telephone, when possible, in order to confirm their availability.
- 7.5. After the identification process, the visitor will be given a 'Visitor's Pass' which must be used as identification document while inside the premises. This must be produced whenever requested by Security.
- 7.6. Security must always check that the visitor knows the safest and most direct route to the person they are visiting. If not, a plan must be given to the visitor indicating that route.
- 7.7. At the end of the visit, the person visited must sign the visitor's pass, indicating the time the visit ended.
- 7.8. Upon leaving the premises, the visitor must return his visitor's pass to the Security Guard, duly signed by the person visited.
- 7.9. Long-term visitors may request temporary entrance permits (cards). These must be requested from the Department of Security by completing the temporary access authorisation form, duly signed by the person responsible for the company or his representative, and by the person responsible for AE. This must indicate the name, I.D. card number of the employee (s). It must also indicate the period of time for which the cards are required.
- 7.10. The entry of visitors' vehicles is subject to prior authorisation from the Department of Security and to the regulations laid down in point 6.10.
- 7.11. Employees of VW, after having been duly identified as such, have the right of direct entry into the factory, although they may be asked the name of the visitor or reason for their visit whenever it is considered necessary.



Visitor Access

- 7.12. Visits from family members, friends or acquaintances of collaborators of Autoeuropa are not permitted, except when for clearly professional reasons or for matters directly or indirectly connected to Autoeuropa.
- 7.13. After identification, this procedure is not applicable to members of the:
- Public Security Police (PSP);
 - National Republican Guard (GNR);
 - Judicial Police (PJ);
 - Official or government entities.
- 7.14. All visitors must be alerted to the obligation to comply with the Security regulations of Autoeuropa.
- 7.15. In the event of non-compliance with any of the clauses of this procedure, the Department of Security reserves the right, whenever the situation warrants, to cancel or block the entry of visitors.
- 7.16. Whenever justified, the Department of Security reserves the right to alter or make exception to this procedure, particularly in the case of the outside companies listed below, which, by contract, must have rapid access to their equipment or facilities situated inside the factory;
- EDP/REN;
 - Transgás;
 - Linde/Sogás.

For more information, consult the instruction sheet entitled "Control of Access and Identification" - DRH-D-I220".



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Chapter VIII

**General Rules for Common Use
of the Contractors' Park**



8 General rules of common use of the area of the Contractors' Park

- 8.1 The boundaries of the areas allocated to each contractor in the Contractors' Park must be respected. Any irregular occurrence or situation taking place within the allocated area is the direct responsibility of the contractor concerned.
- 8.2 The contractor must ensure that common areas remain unobstructed and respect the due distance between the delimited areas. Autoeuropa reserves the right to remove any piece of equipment, material or tool found outside the perimeter of the authorised area of each contractor, and transport it to another more convenient location.
- 8.3 Machinery and equipment for specific work may be installed within the area allocated to the contractor only after authorisation from the Department of Infra-Structures and the Environment.
- 8.4 Temporary facilities must be constructed correctly and equipped with fire prevention equipment, in accordance with the specifications of the Fire Service.
- 8.5 Premises must be kept clean and materials and equipment stored tidily in order to avoid obstructions or accident. Rubbish and special waste must be removed on a daily basis, and must never, under any circumstances, be burnt or left at the location.
- 8.6 All materials must be stored tidily in the pre-authorised space. The materials deposit or storehouse outside the facilities will only be authorised in special situations that justify it, such as when the size or special characteristics of the materials do not permit them to be stored in closed precincts. In these cases, the contractor must request the respective authorisation from the Department of Infra-Structures of VW-Autoeuropa.
- 8.7 Autoeuropa may visit the facilities at the Contractors' Park at any time, in order to ensure that everything is proceeding in accordance with the internal security and environmental regulations of AutoEuropa.
- 8.8 Any damage incurred to the area surrounding the allocated space (network, electrical grid etc) and the resulting repairs are the responsibility of the contractor.
- 8.9 Autoeuropa reserves the right to alter at any time the rules of use and concession of the areas of the respective contractors of the Contractors' Park of Autoeuropa.



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Chapter IX

Appendices



APPENDIX A

Authorization of Temporary Work Yard

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APPENDIX B

Work Authorisation

(Form SQ-APAI-B-S210 (Work Authorisation).xls)

(The official updated document must always be consulted in drive X).

Internet Copy



APPENDIX D

List of Equipment, Tools and Materials

(Forms DRH-D-I010 and DRH-D-S310).

(The official updated document must always be consulted on drive X)

Internet Copy



APPENDIX E

**Authorisation to carry out work using Naked Flames.
(Drhds470 (Authorisation for work using a naked flame).xls**

Internet Copy



APPENDIX F

Card for the Stoppage of Use of Unsafe Equipment

Internet Copy



APPENDIX G

Control of Chemical Products

(Procedure EAPS-B-P17 and list ECPP-A-X10)

(The official updated document must always be consulted on drive X)

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APPENDIX H – TERMS OF RESPONSIBILITY

Autoeuropa

I undertake to comply with the Security Regulations in force in Autoeuropa, listed above, while on the premises, and I understand that failure to comply may result in my having to abandon the premises.

NAME: _____

COMPANY: _____

DATE: ___/___/___

SIGNATURE: _____

In the case of temporary facilities:

START OF JOB: _____ END OF JOB: _____

(to be completed by Autoeuropa)

DEPARTMENT: _____ ORDER NO.: _____

APPROVED BY: _____

DATE: ___/___/___

SIGNATURE: _____



APPENDIX I

(Agreement for the Use of Areas)
(This will shortly be available on drive "X")

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