



Outside companies working at MTU

Regulations at location Munich

January 2022



Regulation at MTU - Munich

Welcome to MTU Aero Engines AG in Munich

You have been awarded a contract to work on our company premises or in one of our buildings?

To make sure the work can be performed smoothly and in a safe manner you are required to comply with some company-specific rules, which are detailed on the following pages.

To meet our obligations under the Health and Safety at Work Act we request you to answer some questions to make sure our instructions for outside companies are understood.

Once you have answered these questions to our satisfaction your ID badges will be activated.

Thank you very much for your cooperation.

Outside companies working at MTU

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Plant traffic

For all practical purposes, the traffic at our plant is subject to the Road Traffic Regulations (StVO) and Road Traffic Licensing Regulations (StVZO). The maximum speed of 30 km/h, posted at the gate, must not be exceeded. Please observe the traffic signs and pay attention to pedestrians and company vehicles.

Please comply with the speed limit in the slow-traffic area.

Vehicles participating in the plant traffic may only be driven/operated by properly trained persons with written authorization issued by your company.

The driver must carry the permission along with him and produce it at checkpoints.

The **lanes marked in blue** may be used, but you have to give way for industrial trucks (forklifts, electric vehicles).

Please make sure to park your company vehicles in the marked parking spaces only.
It is forbidden to park or stop on the blue marked lanes.

Organization

Please inform your employees that they must stay in the area assigned to them within the scope of the contract.

With the exception of the cafeteria (open from 08.00 a.m. to 09.30 a.m. and 11.00 a.m. to 14.15 p.m.) and the shops, they are not allowed to enter any other company area.

While your employees are working at our company, the prohibition signs, mandatory signs and information signs applicable to our employees are equally binding for them.

Compliance with the instructions issued by the plant security department, the plant fire department and the occupational safety and health/environmental protection department is mandatory.

Organization

Your personnel may enter our premises only with an ID badge issued by us. Therefore, all your employees who will perform work at our company must check in at the main gate on their first day. The badges must be returned after completion of work. According to an MTU works agreement, we reserve the right to search the vehicles and bags, briefcases, etc. of your employees when they enter or leave the company premises.

It is prohibited to bring in, to store and to consume **alcohol** and **other drugs!**

Any third-party employees who are no longer able to perform their work without endangering themselves and others due to alcohol consumption or consumption of other narcotics must not be allowed to continue working on our premises.

Access to buildings

Smoking is prohibited in all buildings and outside the entrances to the buildings!



Smoking is permitted only in the designated smoking areas (smoking shelters).

Employees working in laboratories and production shops must wear the specified protective equipment. Safety boots must be worn in all production shops and similar areas when leaving the marked visitors' walkways (blue point).



You and your employees are obliged to observe the mandatory signs and wear the required personal protective equipment (e.g. safety goggles, safety helmets, etc.).

Please inform yourself about the emergency escape and evacuation routes in the area where you are working. Please make sure to report at the assembly point after an emergency evacuation.





Coordinator

Pursuant to labour protection law the coordinator appointed by us is responsible for organizing the work to prevent any mutual risks.

The coordinator is authorized to give you instructions and the measures ordered by him/her shall be complied with for the duration of the assignment.

The MTU coordinator shall be informed before the work is commenced and notified of any possible disruptions of the company's operations.

Name and phone number of your **MTU coordinator/contact** are shown on the order document.

Accidents and first aid

Should you or one of your employees be involved in an accident, first aid will be provided by our health service in building 001.

In the event of serious accidents, please immediately call the following emergency number:

from the fixed-line phone network: Tel. **112**

from mobile phones: : Tel. **089 -14 89 112**

People there will notify the cognizant internal/external services.

The accident site must remain undisturbed if circumstances (rescue of persons or valuables) permit.

Construction and assembly work

All ladders used must be in proper condition and inspected.

Scaffolding must comply with DIN 4420. Please make sure that only satisfactory scaffolding materials are used and that all scaffolding is fitted with toe boards, knee rails and parapets.

Moveable scaffolding must not be moved if persons are standing on them. No work may be performed on the scaffolding at the same time work is being performed underneath.

Scaffolding, ladders and sheds must be marked legibly with the owner's name or a suitable symbol.

Construction and assembly work

Due to the risk of breaking through, planks shall be used for walking on asbestos cement and similar corrugated roofing sheets or ceilings. Because of the risk of release of asbestos fibers, corrugated sheets and sheets containing asbestos cement must not be processed without prior approval.

Prior to starting any civil engineering work (excavations, pits, channels, etc.) the company performing the work shall obtain the required information about the routing of live cables, water, gas and compressed air pipes from the cognizant departments (facility management).

Construction sites, excavations, pits, channels, openings, etc. must be adequately secured during the entire duration of the construction activities. The discharge of waste water into the sewage system must be approved by the waste management department.

Construction and assembly work

To the extent possible, your employees should not be allowed to work alone. If dangerous work needs to be performed by a single person due to an emergency or as an exception, you are responsible for ensuring adequate supervision by means of suitable measures, such as regular checks, reporting system.

Should the work cause excessive noise, you will have to inform the MTU coordinator in a timely manner to allow him/her to determine the most suitable time for performing such work.

If the erection of sheds is required, you are required to get in touch with the MTU coordinator in good time ahead. Compliance with the legal provisions regarding floating structures is required.

A final inspection shall be performed upon completion of all work involving buildings, facilities or machines. Particular care shall be taken to make sure that any safety-relevant equipment is fully functional again.

Machinery, tools and equipment

Company-owned equipment, machines, materials, etc. may be used only with the permission of the respective technical department.

Your tools, machines and equipment used on MTU's company premises must comply with the accident prevention regulations in force.

Indirect-acting powder-actuated fastening tools may be used with the consent of the MTU coordinator and the department involved.

Tools, machines, vehicles and other equipment must be clearly marked as belonging to the outside company.

Foreign Object Damage (FOD)

Any work which may have a negative impact on the work environment or on MTU products (e.g. drilling of concrete floors) must be performed in a secured area, with the activities to be agreed with MTU's – FOD - Coordinator prior to the start of the work. A sufficient radius around the area concerned must be cordoned off and access blocked while construction is underway.

FOD level 1 – critical area

At the start and end of work, a tool condition check and tool completeness check must be carried out.

FOD level 2 – monitored area

At the start and end of work, a tool condition check and tool completeness check must be carried out.

FOD level 3 – sensitive area

At the start and end of work, a tool condition check must be carried out.

You need to ensure that all of the tools and materials you bring to areas with a potential FOD (Foreign Object Damage) hazard are removed from that area upon completion of the work. Any loss noted must be brought to the attention of the supervising FOD Coordinator.

Electrical equipment

All items of electrical equipment used by you must comply with the requirements of the first ordinance of the Product Safety Act.

If work has to be performed in the vicinity of live plant or facilities the engineering department must be contacted and asked to turn off the power supply or to provide effective protection.

The request to have the electric power turned off must be made early enough so that the production departments can be notified in a timely fashion. Turning the power off or on or assembling/disassembling the protective device may be performed by representatives of the engineering department only.

Unauthorized work on any electrical equipment is prohibited.

Electrical equipment

Electrical hookups to MTU's plant mains may only be carried out by the engineering department. Make sure that the electrical construction site distributors used by you comply with DIN EN 60 439-4 and are in proper condition.

When connecting electrical equipment (tools, etc.) to MTU's power mains a PRCD-S safety switch shall be used.

Hazardous substances

When handling hazardous substances that are oxidizing, flammable, corrosive, irritating, harmful to health or dangerous to the environment, the respective danger signs must be observed and the safety recommendations must be complied with.

The contractor shall not be allowed to bring explosive, radioactive or toxic substances on the company premises.

All hazardous substances brought on the company premises shall be accompanied by a valid safety data sheet.

Working with fire and welding

If you have to deal with open fire (welding, cutting, soldering/brazing, etc.) in the course of your work, a permit (**welding permit**) must be obtained from the **plant fire department (tel. 089 – 14 89 38 69)**. The fire department decides whether supervision of the work is necessary.

Work may be commenced only after the fire safety supervisor has arrived. Portable welding devices must be equipped with a suitable fire extinguisher and an approved flashback arrestor.

All gas bottles, e.g. acetylene and oxygen bottles, shall be secured to prevent them from falling over. When withdrawing acetylene from lying bottles make sure the valve is at least 40 cm higher than the bottom of the bottle.

Oxygen fittings, lines and seals must not come into contact with grease, glycerine or oil (danger of explosion).

Working with fire and welding

Please note that the fire extinguishers you need to perform your duties must be brought along.

Should a fire break out, the plant fire department must be notified immediately by using the closest phone and dialing the internal **emergency number 112** (or from mobile phones **089 – 14 89 112**) or by using the closest fire alarm.

Therefore, inform yourself of the closest means of notification before you start to work.

Hazardous work

Hazardous work may only be started after the necessary protective measures have been specified in the **hazardous-work-permit**. This will be filled out by the MTU coordinator in cooperation with the external company carrying out the work.

The work must be monitored by a **supervisor**.

Supervisors, security guards and those responsible for the external company must confirm their knowledge of the specified measures by signing the permit

The permit is usually valid for one day.

After longer work interruptions, e.g. resuming work the next day, or after a change in those involved in the work, e.g. change of shift or change of external company, the permit must be reissued or extended.

The cancellation of the protective measures at the end of the work must be documented in the permit.

Environmental protection

According to the Federal Immission Protection Act, persons, animals, plants and material goods are to be protected from harmful environmental effects.

As an outside company, you agree to comply with all applicable environment-relevant regulations within our company.

The cost of any damage caused to MTU by noncompliance are charged to the party responsible.

Waste

Following completion of the work any leftover parts, such as scrap material, screws, rivets, planks, beverage bottles, etc., must be removed from the company premises.

Disposal of special waste via MTU's waste containers is not permitted.

Should you have waste disposal problems, the waste disposal officer or environmental protection officer will be happy to assist you.

All waste shall be disposed of in accordance with MTU's waste separation rules via the waste management department (building 068).

Water pollution control

Water-endangering materials such as oils, fuels, heating oil, solvents, chlorinated hydrocarbons, paints, varnishes, etc., may be stored and handled in approved containers only. These must be placed in suitable collection troughs to safely prevent surface and ground water pollution.

If water-endangering materials/substances leak onto the ground or into the sewer system, the plant fire department must be notified immediately.



Access to company premises

You will be authorized to enter the company premises after you have answered some questions to make sure the company rules detailed herein have been understood.

Please add the required data.

Once the ID badges of your employees have been activated you will assume responsibility for familiarizing your staff with these MTU rules!

After you have received your activated ID badge please contact the designated MTU coordinator/contact person without delay.

If you have any questions please contact the designated MTU coordinator/contact person.

Thank you very much!