

Requirements for external technical workers and external companies

This document defines the general conditions for external technical workers and external companies on Ospelt factory premises basing on the Ospelt internal policy BG7RL-TA010.

External technical workers and external companies are not permanent employees of the Ospelt Group but are commissioned to conduct technical tasks within the Ospelt Group.

The place located within the recognizable perimeter (fencing or building facade) is designated Ospelt factory premises. There may be client and employee car parks located outside the perimeter and these are also deemed Ospelt factory premises. The local implementation rules apply.

There is generally a distinction made between the following areas:

- Factory premises of the respective location outside the building
- Areas inside the building without strict hygiene requirements (offices, workshops, etc.)
- Areas inside the building with strict hygiene requirements (production)
- Designated areas inside the building for the time of installation to commissioning ("Hygienezone Baustelle": Hygiene zone construction area) that were approved by the factory or operations manager and the quality department.

Identification and internal contact person

The name of external technical workers, who need to be on Ospelt factory premises, must be known and they must be assigned to an internal contact person. Furthermore, the purpose of their stay must be disclosed, particularly whether work is to be conducted in the production area, work at heights, hot work operations or work that requires safety permits.

Data acquisition takes place by a department designated for that purpose (factory security or reception service).

Depending on which area needs to be accessed to carry out the tasks, the relevant local regulations are explained and must be confirmed in writing by external technical workers, in particular:

- Hygiene requirements
- Evacuation and rescue plans
- Assembly point locations
- Evacuation instructions
- Personal protection and safety
- Environmental protection

Requirements

The following requirements apply for all Ospelt Group plants. Refinements, intensification or deviations are regulated by the local technical department.

Conduct on factory premises

- The department responsible for data acquisition must be notified upon entering and leaving the premises.
- Entering the premises under the influence of alcohol or other drugs as well as bringing them onto the premises or consuming them on the premises is prohibited.
- Smoking areas are marked accordingly. Smoking is strictly prohibited in all other places on the premises.
- Private and third-party vehicles can only enter the premises with permission and registration from factory security, reception service or the internal contact person.
- The local regulations pertaining to workwear always apply; this includes wearing a disposable coverall.

Exception: The disposable coverall needs to be taken off for reasons of occupational safety when conducting hot work operations.

Tools and materials

- The tools of external technical workers, who carry out work in the production and packaging areas, must be inspected by the internal contact person and must meet the following requirements:
 - The tools do not contain any wooden, glass or acrylic glass parts.
 - The tools are clean and sanitary. There are no shavings or other foreign materials adhering to the tools.
 - The tools are unvarnished and there is no risk of chipping.
 - Insofar as external technical workers require special tools that do not comply with the mentioned specifications, an assessment must be made the local technical department or the quality department.
 - Knives with blades that can be broken off are prohibited in the entire area.
 - Tools are not critical regarding product safety and do not pose any risks.
- For permanently engaged and long-term external technical workers, there is the option of having all tools as well as materials required made available on request (Pet food plant: incl. tool trolley). Exceptions are special tools, which are permitted if they have been approved by the internal contact person. Permanently engaged external technical workers are responsible for cleaning the tools provided to them.
- All other materials such as oils etc. are always provided by Ospelt and cannot be brought into the factory by external technical workers.
- If handling materials such as oil etc. in the vicinity of the production facilities, the external technical workers must ensure that product contamination is prevented. For instance, this includes affected parts being degreased after lubrication work.

Exceptions:

If there are exceptions to the mentioned regulations, these will be communicated by the internal contact person.

Specific site and work areas can be declared as so-called "Hygienezone Baustelle" (Hygiene zone construction area) by the factory or operations manager and the quality department. It is not necessary to adhere to the mentioned regulations if a service is provided in a "Hygienezone

Baustelle" (Hygiene zone construction area). However, other requirements can be made based on the risk. Such information is communicated through the internal contact person. The regulations must be adhered to when leaving the "Hygienezone Baustelle" (Hygiene zone construction area).

Ensuring product safety and quality

- At no point in time can the tasks to be conducted affect the product safety or quality.
- Insofar as tasks are performed in the vicinity of (running) production facilities, it must be coordinated with the internal contact person whether and which protective measures must be taken.

Fire extinguishers, extinguishing systems and behavior in the case of fire

- In cases of fire, primary attention is given to personal injuries and rescuing injured persons.
- The following principle applies: alarm, rescue, extinguish
- Firefighting is conducted using means identified by internationally standardized signs.
- However, the obligation of alerting the local fire brigade applies as a basic principle.

Emergency calls in the event of accidents, fire and other emergency situations

- Emergency situations must be reported to the department responsible in this case (security service or if applicable, the internal contact person) as quickly as possible. Respective emergency numbers are communicated upon entering the premises and/or are specified on internal telephones on a red sticker.
- Personal injuries are immediately treated by in-house emergency helpers or the local paramedics. These persons make the decision on transfer to the closest hospital.

Escape routes and emergency exits

- Emergency escape routes are marked with the green signs intended for that purpose.
- Furthermore, there are evacuation and rescue plans in the entrance area; these also indicate the assembly points.

Assembly points

- In the event the building is (partially) evacuated, external technical workers must proceed to the assembly point intended for this purpose and report to the internal contact person there.
- The instructions given by the assembly point manager or the internal contact person must be followed.
- External workers must stay at the assembly point until the assembly point manager or the internal contact person has given explicit permission to leave.

Internal transport

- In highly frequented areas (truck loading ramps, warehouse with high degree of forklift traffic, etc.), external technical workers must be considerate of the traffic and must not endanger themselves by enforcing right of way or other privileges.
- The tasks of external technical workers should affect internal transport as little as possible.
- The use of transport vehicles is only permitted with a respective driving license.
- Locally applicable regulations (traffic signals or according to instructions given by the internal contact person) must always be observed.

Handling forklifts

- External technical workers who are to drive forklifts require a certificate of qualification (forklift operating license).

Work at heights

- External technical workers must ensure that the minimum requirements for using work equipment made available for temporary work at heights are observed and that transport routes, which pose a risk of falling, are not entered or used until the necessary safety equipment and measures against falling have been put in place.
- Danger zones beneath elevated working positions must be closed off, all openings must be covered, and the covers must be secured against unintentional shifting.
- Setting up, modifying and dismantling scaffolding and therefore, adhering to the requirements is solely the responsibility of the external companies commissioned for that purpose. Any person who uses scaffolding is responsible for properly ensuring operational safety and usage in compliance with the intended use of scaffolding.
- Solely individuals with documented training are permitted to use and operate elevating work platforms and aerial platforms. This applies to equipment made available by external companies as well as by Ospelt.

Hot work operations

- Work involving the generation of flames or sparks such as welding, cutting, soldering, abrasive cutting, or other work connected to the specific development of heat can only be conducted during running operations after coordinating with Ospelt. The vicinity of the area used for welding/burning must be thoroughly inspected for the duration of a longer period after the work has been concluded.
- Such work can only be performed by qualified personnel. The specifications regarding occupational safety must be observed, a disposable coverall must be worn, and the corresponding forms must be filled out.
- In the event of non-compliance with this instruction or other violations regarding safety, Ospelt can decide to take respective safety precautions at the expense of external companies.

Metal-cutting tasks

- Metal-cutting tasks such as drilling, lathing, milling, abrasive cutting, sawing, grinding, planning and filing (causing swarf or mechanically separated parts of a processed workpiece or solid) can only be conducted during running operations after coordinating with Ospelt. The vicinity must be thoroughly inspected for the duration of a longer period after the work has been concluded.
- Such work can only be performed after approval to do so.
- In the event of non-compliance with this instruction or other violations regarding safety, Ospelt can decide to take respective safety precautions at the expense of external companies.

Ladders and steps

- As a basic principle, only step ladders and metal step stools (no wood) are permitted to be used. If extension ladders are used, it is imperative they are secured using additional measures (tying up, safety attendant).

Environmentally harmful work

- The legal provisions on keeping the air, soil and water clean must be observed. Under no circumstances can oils, fuels, solvents or cleaning agents enter the sewer system or the soil. Only machines and equipment that meet these requirements can be used. Required or accumulating water-endangering substances must be stored according to regulations and must be professionally disposed of after the work is concluded, at the latest.
- Hazardous materials must be used and disposed of properly. The disposal of remains must be organized by external companies. The use of all hazardous materials must be agreed on with the internal contact person.
- Caution when handling flammable liquids (petrol, diesel, spray cans, etc.).

Further instructions

- Work in explosive areas, containers, silos, canals, shafts and pits, excavations and work on electrical systems are carried out in accordance with the local electrical safety concept.
- The same applies to the use and shutdown of electrical and other power supply systems (gas, steam, compressed air, etc.).
- As a basic principle, external companies must reserve the required work equipment themselves. The work equipment must comply with the safety standards.
- Loose parts such as screws, nails, etc. cannot be stored in food containers (tins, cups).
- The structural alteration work or revisions must not interfere with production under any circumstances. The accumulation of dirt must be kept to a minimum using technical and organizational measures. After completing the work, external technical workers must make sure that the workplace is left in a clean and proper condition; this must be done every day.
- The loading and unloading of vehicles on the factory premises take place according to instructions given by the factory security, the reception service or the internal contact person. The vehicles must be parked in the intended parking spaces after loading or unloading has been completed.
- Waste that accumulated during execution, including packaging, will be taken back by external technical workers and is not disposed of at Ospelt.
- Pits, shafts and openings in the ground, etc. must be professionally secured and illuminated in the dark. The storage of building materials, materials and auxiliary materials on the factory premises requires the approval of Ospelt.
- Please proceed with extreme caution when working on windows or other glass objects or objects made of hard plastic. The vicinity of such places of work must be cleared out before beginning with the work. The size of the area to be cleared out must be defined with Ospelt.

Acceptance of services and handovers

- After the work has been concluded, the work must be documented in a report and countersigned by an internal responsible person.
- With the acceptance of the services by the internal responsible person, a confirmation is given that the work has been conducted in accordance with the internal requirements.

Insurance cover

- Accepting work orders includes the obligation of external companies to take out respective liability insurance with material damage coverage customary in the market prior to beginning with the commissioned work and to uphold this insurance in the course of performing the work as well as to submit appropriate verification thereof to Ospelt.

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