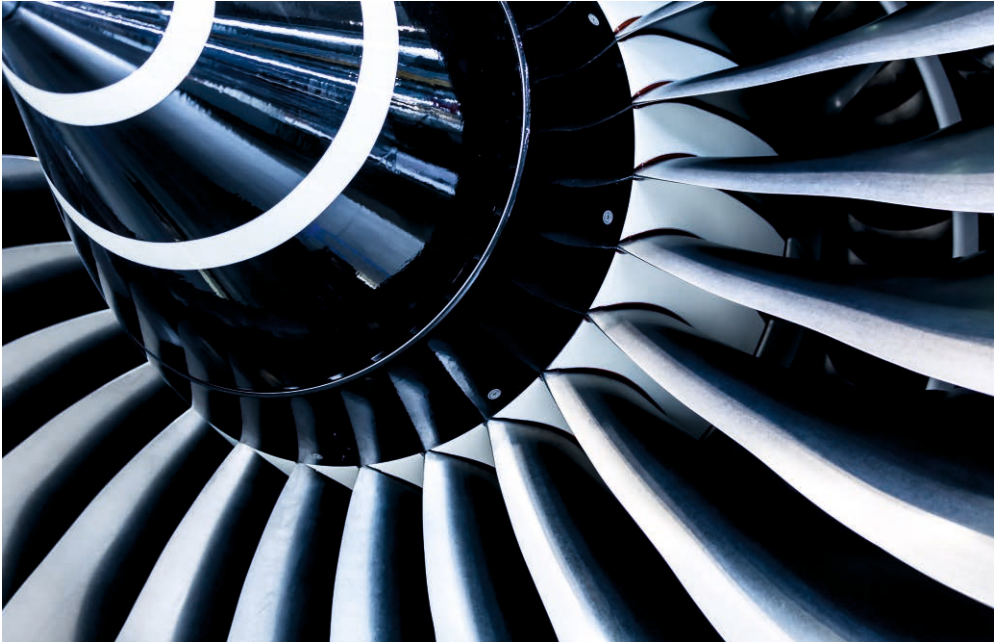


Welcome to N3



Plant Regulations For External Companies

N3 Company Premises

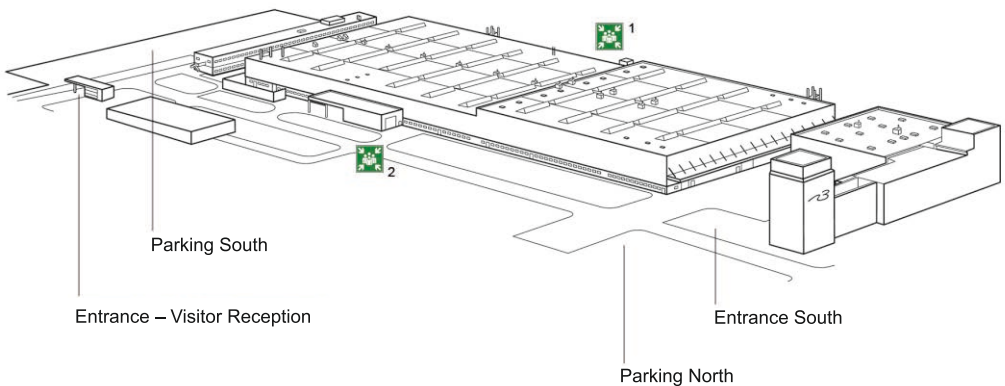
Welcome to N3 Engine Overhaul Services GmbH & Co. KG

To help ensure security, order, and environmental safety on the premises of N3 Engine Overhaul Services GmbH & Co. KG (N3), please familiarize yourself with our internal rules and regulations and comply with them at all times.

We are especially concerned with your personal safety, the safety of other employees, and the protection of the environment.

Please also refer to the house rules available at Visitor Reception.

The following is an overview of our general rules and regulations.



N3 Engine Overhaul Services GmbH & Co.KG

Gerhard-Höltje-Str. 1

D-99310 Arnstadt

Phone: +49 36 28 - 58 11-0

Internet: www.n3eos.com

Check-in and Check-out

Please check in at Visitor Reception. You will be issued a day badge, which must be turned back in at the end of your visit. The badge must be clearly visible at all times.

Wait at Visitor Reception until you are picked up by your coordinator.

Your coordinator is authorized to issue directives regarding compliance with the rules and regulations. Always comply with your coordinator's instructions.

After your work is completed, check out with your coordinator, who will escort you off the premises without delay and by the most direct route.

N3 Service Numbers

Please report all accidents, even minor and near-accidents, to your coordinator immediately and have any injuries treated, even if they seem negligible.

Interner Notruf / Internal emergency call	-111
Besucherempfang / Visitor Reception	-690
Arbeitssicherheit / Occupational safety	-386 / -399
Umweltschutz / Environment protection	-399
Brandschutz / Fire protection	-331
Abfallbeauftragter / Waste manager	-332
ITS-Hotline	-999
FAM/TMC-Hotline	-777

Special Notes:

Persons under the influence of alcohol or drugs are not permitted to enter or work on the company premises under any circumstances!

The house rules must be complied with! They are available for viewing at Visitor Reception.

Basic Safety Guidelines



Evacuation

At the sound of the alarm:

- Leave the building immediately by the shortest possible escape route.
- Pay attention to the escape route signs.



Proceed directly to the assembly area to which you were assigned by your coordinator.
(see map on page 2).



First Aid

If you are injured or require urgent medical care on site, dial the Emergency Number 112.

You will receive further information from your coordinator.



Fire Department

Emergency Call: 112

Police

Emergency Call: 110



No Smoking

Smoking is strictly prohibited on the premises outside of specially marked smoking zones.



No open fire or flames!



Do not touch!



No photos

Taking photographs is prohibited on the entire premises.

Exception: Permission to take photographs granted by the COM department.



Speed Limit

The speed limit on the entire premises including parking lots is 10 km/h.



Food and Drinks

Eating at the work stations is prohibited. Please use the canteen or the tea kitchens.

Basic Safety Guidelines



Forklift

Beware of forklifts being operated indoors and outdoors.



Cranes

Beware of suspended loads.



Rooms with gaseous extinguishing system

In rooms that are equipped with a gas extinguishing system (e.g. INERGEN or FM200), there is a danger to life in the event of a fire alarm or the escape of gas!

VdS 3518 and DGUV 105-001 apply.



Traffic routes

Use only marked routes.



Personal Safety Gear

Use personal safety gear if necessary.



Prevention of foreign damage on engines and engines components
FOD (foreign objects damaged)

Working on the N3 Company Premises

Here at N3, work safety and environmental protection are extremely important. In accordance with § 5 DGUV V1 (German Social Accident Insurance Regulation 1), N3 is obligated to request in writing that external companies comply with the rules and regulations defined in § 2 DGUV V1. The external company must ensure that its employees comply with the safety and accident prevention regulations and internal N3 regulations applicable at their place of work. N3 assumes that only qualified personnel with a valid social insurance card is assigned to work on the N3 premises. No claims can be brought against N3 that result from non-compliance with this or any other valid rules and regulations.

Cooperation with the assigned coordinator is a prerequisite for performing services/work on the N3 premises. The coordinator conducts the proper introduction, supervision, and coordination. The external company is obligated to assign a reachable contact person for the duration of work execution. The coordinator is authorized to issue directives to the employees of external companies. Measures directed by the coordinator must be maintained for the duration of work execution. The following guidelines must be complied with under all circumstances:

Instructions from plant security, persons charged with ensuring work safety and environmental protection, and the coordinator must be followed at all times.

Bag and vehicle inspections will be conducted for persons entering the premises and driving onto/off the premises. Activities of N3 and its business partners must not be divulged to third parties even after completing the work activity or the contractual relationship.

Presence on the premises

- Enter only those plant areas where you will be performing the agreed work tasks. Your access badge is only valid for those areas.
- Strictly comply with all access restrictions.
- After completing your work or project, leave the premises without delay by the most direct route and accompanied by your coordinator.

General hazards

Please be particularly aware of the following hazards:

- forklift and plant traffic,
- suspended loads (cranes),
- trip hazards,
- collision hazards,
- slip hazards.

General (Safety) Rules

Coordination

Your N3 coordinator will inform you of risks and possible mutual endangerment before you begin your work.

At the sound of an alarm, immediately proceed to the assembly area to which your coordinator has assigned you and report to the person in charge.

Work place

Your work place must always be properly secured and cleared before leaving.

Setting up your work place, erecting barriers and contractor's sheds, setting up machines and materials storage areas, etc. require agreement and approval of the coordinator.

Marked traffic routes are to be used with sturdy footwear only. Areas outside of marked traffic routes may only be entered with safety boots; the same applies for loading and unloading areas.

The coordinator will inform you of the location of escape routes, assembly areas, fire extinguishers, first aid facilities, as well as proper behavior in case of emergencies.

Use personal protective gear for your activities as required by current accident prevention regulations.

Heed the safety signs and alarm signals in use at N3.

Smoking is generally prohibited on the entire N3 company premises. Smoking is permitted only in the marked smoking zones.

Eating at the work place is not permitted; please use the canteen or tea kitchens.

Private objects (such as unexamined electrical devices, radios, recording devices or cameras, backpacks, suitcases, travel bags, etc.) that are not needed for the performance of your work may not be brought onto the premises without permission.

Constructional fire protection

Fire extinguishing equipment and escape routes (traffic routes) must be kept clear.

Emergency exits and fire protection doors may not be blocked, propped open, or used for any purpose other than their intended function.

Construction, Assembly, Maintenance and Repair Work

All activities must be discussed with the coordinator in advance.

- 1.1. Before starting **underground construction** (excavation, pits, ducts, etc.) the construction firm must obtain information (shaft certificates) from the coordinator about the location of cables and lines (e.g. water, gas).
- 1.2. Working alone must be avoided whenever possible. If dangerous work must be performed by one person alone because of an emergency or exceptional situation, appropriate monitoring measures must be taken in accordance with § 8 DGUV V1.
- 1.3. When performing hazardous work, the external company must assign a supervisor in accordance with § 8 DGUV V1.
- 1.4. If the work causes **noise disturbance**, this must be brought to the coordinator's attention in a timely manner so the most convenient time for the work can be determined.
- 1.5. **Platform lifts** may be erected in crane areas only after consultation with the coordinator. Platform lifts may only be moved with authorization and with the audio signal turned on.
- 1.6. If the contracted task requires **work that generates dust**, appropriate measures must be defined with the coordinator before beginning work.
- 1.7. The coordinator must be informed upon **completion of the work**.
The construction site or work area must be at least swept clean before leaving.
- 1.8. Work in elevated areas must be secured by special protective equipment like balustrades, rails, or the use of safety harnesses or fall protection devices. Work on scaffolding must be deferred when other work is being performed in the area at the same time.
Ladders, steps, and scaffolds must be compliant with valid regulations (such as having a current inspection certificate).
Be sure the work area is secured if materials or tools could fall down. Use only inspected materials and tools.
Working on roofs requires special instruction by the operator. The coordinator can supply information on existing safety equipment in the entire roof area.

Machines and Tools

Machines, devices, and tools belonging to an external company and used on the N3 premises must be marked as property of the external company and must comply with legal regulations.

Authorization or assignment in accordance with accident prevention regulations is required to operate machines and devices.

The use of machines and devices owned by N3 requires special authorization (internal assignment).

Existing protective equipment may not be removed or manipulated.

Electrical Tools and Equipment

If work has to be performed near electrical systems or equipment, the power must be turned off or an effective protective device must be installed. Consultation with the coordinator is required.

If electrical connections to the plant power grid are required, the coordinator must be informed.

Handling of Hazardous Materials

Any use of hazardous materials must be approved in advance by the N3 technical department via the coordinator.

For deliveries or use of hazardous and chemical materials, Hazardous Materials Regulation / REACH / GHS / ChemG must be complied with.

Safety data sheets and operating instructions must be kept available at work locations and presented to the coordinator before beginning work if necessary. The external company must ensure the safety of all persons on site when using hazardous materials.

For transporting hazardous materials/goods, ADR regulations apply.

Any incidents or emergencies must be reported immediately in accordance with the applicable legal regulations.

Working with Open Flame / Welding / Cutting / Grinding etc.

If performing the required work involves the use of open flame (welding, cutting, soldering, etc.), an appropriate permit must be obtained from the coordinator in advance. Welding work may only be performed by persons with a valid welder's license.

The external company must provide the legally defined (UVV welding) extinguishing materials. If a fireguard is required, it must be arranged with the coordinator, and the external company must report back to the coordinator upon completion of the work. The external company is solely responsible for all fire prevention measures regarding the above mentioned types of work.

Personal Safety Gear

All employees of external companies are obligated to wear the necessary personal safety gear in accordance with to the applicable legal regulations (DGUV V1 §§ 29, 30).

Traffic on the N3 Premises

External vehicles may only enter the premises with a valid permit.

German Road Traffic Regulations apply on the premises. The posted maximum speed of 10 km/h must be observed.

Vehicles used in internal transportation may only be operated by persons with a valid operator's license.

Driving into the plant halls is only possible with explicit permission from the coordinator.

Traffic accidents on the premises must be reported immediately. Loads or parts protruding from vehicles must be secured.

Working near Engine Parts and Tools

Should the performance of contracted work take external employees into the immediate vicinity of engine parts or production tools and machines, the work must be interrupted and not continued until the area is released by the coordinator.

Damage and accidental contact with engine parts must be reported immediately and under all circumstances.

Avoiding foreign object damages on aero engines and components

Aero engines suck huge amounts of air during operation. Everything lying around (= foreign objects) will also be sucked in. This bears a big risk for modern engines, as for instance blades of the engine could be damaged. The engine test bed is therefore a very critical area.

A further risk arises from foreign objects, which invade an engine, its modules or components, as for instance pipes and holes can be blocked.

Due to that following rules, additional to the already listed advice, have to be obeyed:

Care is to be taken of all carried items of any kind (tools, pen, and also worn jewelry). It is to ensure, that these items are removed from working areas to 100%. In order to enable this level of safety, a check for completeness has to be conducted before any work is started. Jewelry and body piercings have to be removed, where this is not possible, suitable measures (i.e. covering with sticking plaster) have to be taken to reliably prevent losing them.

Loss of any item has to be reported to the responsible coordinator immediately, even then if it is only assumed that an item has been lost.

Special care has to be taken of emerging dust. It must not wander into areas, where engine parts are stored.

In case any item is dropped when working on ladders or platforms, it has to be searched for it immediately, in order to make sure it has not invaded engine components. If searching does not give the desired result, it has to be reported to the responsible coordinator promptly. As general rule no surplus tooling or material is to be taken on ladders and platforms. Entrainment of containers (i.e. filled with nuts or bolts), which can be tilted over easily, is prohibited.

Behavior in Case of Emergencies

In case of an emergency, the instructions posted in all buildings must be followed as well as all points of the information given when entering the premises.

Behavior in Case of Accidents

Accidents involving personal injury and necessitating medical care are to be reported directly to the **Rescue Coordination Center 112**, after which the coordinator is to be informed immediately (so that Visitor Reception at phone 111 can be informed in order to ensure unobstructed access to first responders).

Minor accidents are to be reported directly to the coordinator.

Names and phone numbers of first responders are listed in notices posted on the team boards.

All accidents, even minor and near-accidents, must be reported to the coordinator.

Questions about Occupational Safety

If you have any questions regarding occupational safety, the N3 occupational safety representative will be glad to help.

Environment Protection

Our premises are certified in accordance with DIN EN ISO 14001. This means that all external companies must be able to comply with all environmental standards. Any environmental damage incurred by N3 due to non-compliance is the responsibility of whoever caused it.

While performing work, all negative impacts on the environment must be avoided. External companies are obligated to use energy efficiently and avoid any kind of environmental pollution.

Handling Hazardous Materials and Substances Harmful to the Water Supply

Materials that may be harmful to the water supply, such as oils, fuels, solvents, paints, etc., must be stored and handled in such a way that air, soil, groundwater, and drainage systems (sewer, dead well) are not jeopardized. All necessary safety precautions and regulations must be heeded. All other guidelines applicable to working with, using, and storing hazardous materials are described under the section "Handling of Hazardous Materials".

Waste Disposal

The N3 waste disposal concept applies to disposal of all waste materials on the N3 premises.

The coordinator will inform you of the proper procedures regarding waste disposal.

Liability

External companies are obligated to appropriately secure any property they bring onto the premises. N3 assumes no liability for loss or damage to materials, vehicles, equipment, and other property belonging to the external company, its agents and employees.

Final Remarks

These Plant Regulations for External Companies are part of the service contract and are therefore binding for external companies and all of their subcontractors.

Non-compliance with these rules and regulations may result in damage claims, criminal charges, and banishment from the premises.

N3 is not liable for damage resulting from non-compliance with these regulations.

Confidentiality

Taking photographs is only permitted with the coordinator's consent.

Inadmissible Behaviors

These include the private use of N3 communication equipment and the touching of engine parts or production tools and machines. N3 documents may not be viewed, copied, or removed without permission.

The Plant Regulations for External Companies and thus the house rules are considered accepted when a company is commissioned to perform work. By signing in at Visitor Reception, external employees accept the regulations and confirm their intention to comply.