

Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 1/14 Datum: 30.08.2008
Date of change: 10.04.2017	Checked by: István TAMÁS Tel.: 6138	Approved by: Rita KENYERESNÉ VÖRÖS Tel.: 8119
		Annexes: - (part of the present directive)

Operational Policy

Objective:

The objective of the policy is to provide information on the rules related to environmental protection, work safety, fire protection and regulations enforcement applicable to external companies carrying out work on the premises of LuK Savaria Kft.

Scope of validity:

The policy cover the external companies carrying out work on the premises of LuK Savaria Kft., as well as to the subcontractors and employees of such external companies.

The entire area of LuK Savaria Kft.

The policy shall be valid until withdrawal.

Change No.	Index	Brief description of the change	Date	Created/ amended by	Checked by	Approved by
	00	Creation of the document	30.08.2008	Eszter KOMLENECZ	Péter BÁNHALMI	Stefan STÖCKLER
	AA	Controlled, description	16.01.2012	István TAMÁS	Rita KENYERES NÉ V.	Michael REINIG
	AB	Controlled, description	18.04.2014	Krisztián DRIENYOVSZKI	István TAMÁS	Rita KENYERESN É V.
	AC	Controlled document + review	10.04.2017	Krisztián DRIENYOVSZKI	István TAMÁS	Rita KENYERESN É V.

Unless otherwise expressly authorized by LUK, the disclosure and copying of the present document, and the use and communication of the contents thereof are prohibited. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind LuK

Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0051
Current index: AC

Original prepared by: Eszter KOMLENECZ
Tel.: -

Page: 2/14
Datum: 30.08.2008

Table of contents

1. Objective	3
2. Scope of validity	3
3. Definitions.....	3
4. Description.....	3
5. Process and responsibilities	5
6. Information and notes	12
6.1. Related documents.....	14

Unless otherwise expressly authorized by LUK, the disclosure and copying of the present document, and the use and communication of the contents thereof are prohibited. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmustereintragung sind LuK

<p>Nr.: T-U.29.0299.0051 Current index: AC</p>	<p>Original prepared by: Eszter KOMLENECZ Tel.: -</p>	<p>Page: 3/14 Datum: 30.08.2008</p>
--	---	---

1. Objective

The objective of the policy is to present the rules related to environmental protection, work safety, fire protection and regulations enforcement applicable to the external companies carrying out work on the premises of LuK Savaria Kft.

2. Scope of validity

The policy covers the external companies carrying out work on the premises of LuK Savaria Kft., as well as to the subcontractors and employees of such external companies.

The entire territory of LuK Savaria Kft.

The policy shall be valid until withdrawal.

3. Definitions

Agent: an individual or organization who or which does not belong to the organization of LuK Savaria Kft., and who or which undertakes and performs work upon the contractual or individual order-based need of LuK Savaria Kft.

Principal: LuK Savaria Kft., or LuK contact person.

Liaison (contact person): the LuK employee who orders / requests the work, or any person of at least middle-management position who makes the work preparations for persons carrying out the work.

4. Description

The organization technique process of assignments:

- In the event of any uncertainty, question or emergency, the Agent shall contact the LuK contact person primarily.
- Agent shall be liable for observing all legislative and administrative regulations, as well as all internal instructions of the Schaeffler Group in course of the works it performs. Agent shall have full liability for all consequences arising from non-compliance with the regulations.
- The following departments are competent related to the relevant regulations
 - Central maintenance short phone number: 6224, 8256, 6025

Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 4/14 Datum: 30.08.2008
--	---	---------------------------------

- Environmental protection, work and fire safety group short phone number: 6734, 6523, 6524, 6870, 6138
- Security service (Logistics) short phone number: 8200, 8117, 6629
- Occupational health service short phone number: 8125, 6522
- the areas, departments concerned as the case may be

The instructions of the above functions shall be observed unconditionally!

- Before starting the work, Agent shall affirm whether the co-workers of Principal or other companies are working at the given worksite.
- Agent shall contact and maintain contact with the contact person before the commencement of the work.
- Agent shall notify its employees and subcontractor of the identity of the contact person.
- If multiple external companies are performing work at the same worksite simultaneously, then such external companies shall cooperate with one another in observing the regulations and the rules, and shall align their activity.
- Simultaneous work shall not endanger the employees of any of the companies present there. In the event of simultaneous work, the persons leading the work shall notify each other of the dangers occurring in course of the work. The persons leading the work shall discuss the preventive measures related to averting the endangerment, as well as the details of the coordination with the competent LuK contact person.
- The contact person of the external company shall provide the LuK contact person with all necessary documents related to the extent, start and conclusion of the work, the method of construction, and the number of persons participating in the work.
- Principal, and any executive employee of Principal may give instructions concerning safety to the employees of the external company, who are obliged to execute the instructions and the measures ordered.
-
- The external company shall be responsible for that its employees and subcontractors have the valid documents necessary for the work.
- If the external company subcontracts certain specialised works to subcontractors, then the external company shall notify the LuK contact person of this in writing.
- It is the task of the contact person of the external companies performing work on the premises of our company to notify the external companies related to environmental protection, work safety, fire protection and regulations enforcement.

Unless otherwise expressly authorized by LuK, the disclosure and copying of the present document, and the use and communication of the contents thereof are prohibited. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind LuK

Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 5/14 Datum: 30.08.2008
--	---	---------------------------------

- Nobody shall start work on the premises of LuK Savaria Kft. until such person had been given the notification related to work performance.

5. Process and responsibilities

Access rights and rules of conduct

- **Applicable to employees**
 - The environmental protection, work safety, fire protection and regulations enforcement rules of apply to all employees and subcontractors of Agent completely.
 - Before driving into or entering the premises of the plant, it is mandatory to report to the security service. Principal shall document the entry and exit times in the appropriate manner.
- **Applicable to external vehicles**
 - Vehicles are inspected by the security service in accordance with the general inspection scheme.
 - On the premises of LuK Savaria Kft., the vehicles and machines serving production have priority; persons shall drive carefully in accordance with this principle.
 - Observance of the traffic and work safety signs shall be mandatory at all times.
 - It is mandatory to drive slowly, even at a walking pace on the premises of LuK Savaria Kft. The speed and manner of driving shall at all times be chosen in accordance with the given circumstances.
 - Violation of the traffic rules may result in ban from the territory of the plant.
 - Traffic routes shall be left open; stopping and parking are allowed only in the designated areas.
 - Parking in closed-off areas is prohibited? The objects significant in terms of fire protection (fire protection device, equipment, emergency exit, escape route, electronic control area, gas stopcocks, etc.) and the access thereto shall not be restricted or blocked with vehicles or lifting machinery!
 - It is mandatory for the vehicle driver to wear reflective vest and protective footwear when he/she exits his/her vehicle.
 - After the tools and other materials necessary for work had been unloaded, the vehicle shall be driven out of the area of the plant to the external parking lot.
 - In course of loading and unloading, one traffic lane shall be kept clear for the vehicles of emergency medical technicians and the fire department.

Nr.: T-U.29.0299.0051

Original prepared by: Eszter KOMLENECZ

Page: 6/14

Current index: AC

Tel.: -

Datum: 30.08.2008

- Principal may subject any vehicle to inspection in accordance with the prevailing laws.
- In the event of accidents or damage caused by the external companies, the following process shall apply:
 - it is prohibited to rearrange or change the scene of the incident
 - notifying the contact person of the incident
 - notifying the security service of the incident
 - it is prohibited to leave the scene of the incident
- It is mandatory to observe the relevant safety rules in course of filling and tapping of the containers of systems of critical danger (methanol, ammonium, nitrogen...)!

Safety directives

- All safety and health protection signs, traffic and smoking prohibition markings, as well as other directive signs shall be paid attention to.
- Only those tools, devices, materials, etc. may be brought to the area of the plant, the technical condition of which complies with the regulations in force. LuK Savaria Kft. shall not be liable for the damages occurring to these tools, devices, materials, etc.
- The devices, machines, materials, etc. owned by the plant may be used only with the involvement of the competent department, and upon the prior written permission of the contact person.
- The storage of construction and other materials, devices and other work equipment, and placing those at the site buildings, as well as choosing the appropriate location require the prior written permission of the contact person and the involvement of the competent department.
- The construction and assembly location shall be kept tidy and clean, and shall be cleaned after the conclusion of the work.
- If the workers working on the access route or work route are in danger, then the appropriate precautions shall be taken.
- It is prohibited or subject to the permission of the manager of the appropriate level involved by the contact person to take photographs and record data related to the factory on the premises of the plant.

Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 7/14 Datum: 30.08.2008
--	---	---------------------------------

- The damages occurred in the buildings and devices of Agent shall be reported to the contact person immediately. A damage assessment report shall be drawn up together with the security service. The process of damage settlement shall be started immediately.
- If proprietary lifting machine or scaffolding is used, then the relevant regulations shall be observed, and it is recommended to involve the lifting machine administrator of LuK Savaria Kft. through the contact person.
- The lifting machine operator licence shall be presented to the contact person before the commencement of the work.
- The consumption of alcohol and other psychoactive drugs
 - It is prohibited to enter the premises of the company (and work there) under the influence of alcohol or drugs!
 - It is prohibited to trade alcohol or other psychoactive drugs privately on the premises of the company!
 - The competent persons of LuK Savaria Kft. may inspect fitness to work in accordance with policy No. T-U.29.0299.0062 – Sobriety test.

Directives applicable to safe work

- **Access rights to the work site and others areas of work**
 - The premises of the company may be entered only after the necessary documentation applicable to external companies have been processed, filled out and confirmed.
 - It is prohibited to enter any work site not included in the assignment!
 - Areas protected by entry ban or areas of special facilities (e.g. cellars) may be entered only with the involvement of the competent area, upon the permission of the contact person.
- **The process of work**
 - The work may be started if the necessary protective measures had been taken and the relevant training and documentation thereof had been completed.
 - Following prior discussion with the department concerned, the endangered work sites shall be sectioned off and marked.
 - In tanks, sewers and shafts, the rules of works carried out in confined places shall be observed. The necessary local safety measures shall be determined through the contact person, with the involvement of the EHS group.

Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 8/14 Datum: 30.08.2008
--	---	---------------------------------

- Groundworks may be started and executed only after prior survey and discussion with the competent leaders (maintenance foreman, building renovation group, executive responsible for any area), and while avoiding damage to the public utility pipes.
- Places with the danger of falling in or falling down shall be secured in course of the work and shall be covered or secured from falling in upon the conclusion of work. Dangerous places shall be marked with good visibility in the dark as well.
- Works within the range of lifting machines may be carried out only after discussion with the competent area and the contact person, and after all security measures has been realized.
- Stepping on roofs is allowed only after discussion with the environmental protection, work safety and fire protection departments, and with maintenance.
- If there is danger of falling down at the work site, then persons performing work shall be secured in accordance with the relevant regulations.
- Ladders, scaffolds, etc. shall be in perfect technical condition, and shall comply with the prevailing valid regulations.
- Occasional activities with fire hazard (Chapter VII of the Fire Protection Policy) may be carried out only after having obtained an assignment for occasional activity with fire hazard issued in advance, after site visit, and issued for the work concerned (Annex 4 of the Fire Protection Policy).
- The assignment shall be given by the person authorized to do so (assignment giver), and the assignment giver shall negotiate the content thereof with the executive of the site of the work.
- It is prohibited to block the emergency exits, escape routes, fire protection equipment, gas (main) stopcocks, electrical switch boxes, switch areas, as well as the surroundings thereof! It is also prohibited to block or brace fire protection doors and gates!
- Works carried out on electrical appliance may be carried out in accordance with standard No. MSZ 1585, and any switching activity may be carried out only upon in consultation with the competent executive electronic maintenance worker. The switch boxes on which work is being carried out shall not be left unattended, and shall be secured against unauthorized intervention or switching on.
- Work sites affixed with special markings (e.g. wearing protective glasses, hearing protection is mandatory), or where it is required by the work concerned, the workers

Unless otherwise expressly authorized by LUK, the disclosure and copying of the present document, and the use and communication of the contents thereof are prohibited. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind LuK

Nr.: T-U.29.0299.0051
Current index: AC

Original prepared by: Eszter KOMLENECZ
Tel.: -

Page: 9/14
Datum: 30.08.2008

of the external companies shall use the necessary personal protective equipment. Naturally, the necessary personal protective equipment shall be used also in case the area concerned is subject to general obligation to wear personal protective equipment.

- It is mandatory to observe the provisions of law in course of the use of riveter devices and nail gun tools.
- Mobile phones may be used in the production are in accordance with Section 5.1.2 of the Employment Policy.
- **Persons belonging to vulnerable groups**
 - The contact person, as well as the environmental protection, work safety and fire protection departments shall be notified of the intention to employ such persons in advance.

Accidents at work

- All accidents at work occurring on the premises of LuK Savaria Kft. shall be reported immediately to the work supervisor, the contact person (or the reception and the environmental protection, work safety and fire protection departments). All accidents at work shall be documented.
- The external partner shall ensure the personnel and material facilities of the provision of first aid to its employees, unless there is a written agreement to the contrary.
- If necessary, the workplace first aid providers of LuK are available, however, basic wound treatment may occur at the reception as well.

Hazardous substances and mixtures, as well as other aids

- Hazardous substances, mixtures and aids may remain in the plant for the night only if the environmental protection, work safety and fire protection departments have been notified of the nature and quantity of the substances, and if the environmental protection, work safety and fire protection departments have approved it in writing. The contact person, the security service, as well as the environmental protection, work safety and fire protection departments shall be notified of the place of storage.

The treatment of hazardous substances and mixtures

(E.g. flammable, corrosive substances or toxic substances)

- If any hazardous substance or mixture is needed to complete a task, and damage to the health of the persons working in the vicinity cannot be excluded, then before the

<p>Nr.: T-U.29.0299.0051 Current index: AC</p>	<p>Original prepared by: Eszter KOMLENECZ Tel.: -</p>	<p>Page: 10/14 Datum: 30.08.2008</p>
--	---	--

commencement of the work, it is mandatory to discuss all necessary precautions (prescribed by the prevailing decree on hazardous substances) with the competent contact person, as well as the environmental protection, work safety and fire protection departments.

- It is mandatory to provide the safety data sheet regarding all **hazardous substances and mixtures brought in**.
- **Hazardous substances and mixtures** shall be stored only in special containers permitted for storing hazardous substances. All storage containers shall be properly affixed with the proper markings.
- The external company shall provide the damage recovery and other special equipment.

Environmental protection

- **Waste management**

- Agent shall remove all waste generated in course of the works as necessary during the works, but until no later than upon the conclusion of the works.
- If in other cases the waste are disposed of at a waste disposal facility, then this shall be discussed with the environmental protection, work safety and fire protection departments in advance, and the relevant provisions shall be observed unconditionally. The environmental protection, work safety and fire protection departments shall ensure the provision of the waste collection / management procedures.
- The environmental protection, work safety and fire protection departments are available in respect of all issues related to waste management.

- **Management of liquids dangerous to natural waters**

(E.g. emulsions, oils, ammonium or methanol, other chemical)

- The liquids dangerous to natural waters shall be managed with particular care. Pollution of the soil or the groundwater shall be avoided in all cases. Fundamentally, the risk of environmental protection shall be kept at the lowest level possible, (e.g. Barrels shall be stored on damage recovery trays at all times, it is prohibited to place barrels close to sewer openings or drains!). **Transportation shall be carried out in accordance with the regulations of the ADR (Transport of Hazardous Goods)!**
- Liquids dangerous to natural waters shall not be poured into sewers, drains, lavatories, sinks, or other places not designated for that purpose!

- **Measures to be taken in case of leaks and spills**

Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 12/14 Datum: 30.08.2008
--	---	----------------------------------

- Find the assembly area designated for you: parking lot No. 1, LuK columns, 3A hall, designated area behind the container locker rooms
- Follow the instructions of the persons responsible for the area and the contact person!
- **Data protection and data security (IT security hand book)**
 - The computers (usually portable computers) not included in the inventory records of the Schaeffler Group may be used exclusively upon the prior consent of Principal (LuK Savaria).
 - Unless having obtained the appropriate permit, Agent (external partner) shall not record, copy or take out any data from the premises of the company.
 - Agent shall ensure that data to be processed in the framework of the assignment are used in accordance with the instructions.
 - Before starting the above works, Agent shall request information on the rules of the Schaeffler Group applicable to data protection.

6. Information and notes

Contact details:

LUK SAVARIA KFT

H-9700 Szombathely, Zanati út 31.

Tel:+36/94-588-100

Fax:+36/94-588-130

Central maintenance

Ferenc MOLNÁR	+36-20-977-5428	6009
Zoltán KONDICS	+36-20-940-2545	6025
Péter BÁNHALMI	+36-20-745-3524	6224
András PÖRÖNTŐ	+36-20-239-7056	6614

Purchasing department

Csaba LÉVAI	+36-20-364-4524	6131
Tamás BÓDAI	+36-20-241-9122	6067

Unless otherwise expressly authorized by LUK, the disclosure and copying of the present document, and the use and communication of the contents thereof are prohibited. Alle Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterertragung sind LuK

Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 13/14 Datum: 30.08.2008
--	---	----------------------------------

Environmental protection

István TAMÁS	+36-20-971-4941	6138
Gabriella KÁMÁN	+36-20-745-3825	6734
Ákos BINGER	+36-20-745-3823	6523
Eszter CZAP	+36-20-352-8266	6870

Work safety

István TAMÁS	+36-20-971-4941	6138
Gabriella KÁMÁN	+36-20-745-3825	6734
Krisztián DRIENYOVSZKI	+36-20-745-3824	6524
Ákos BINGER	+36-20-745-3823	6523
Eszter CZAP	+36-20-352-8266	6870

Fire protection

István TAMÁS	+36-20-971-4941	6138
Gabriella KÁMÁN	+36-20-745-3825	6734
Krisztián DRIENYOVSZKI	+36-20-745-3824	6524
Eszter CZAP	+36-20-352-8266	6870

Security service

Gate 1	+36-20-745-3863	6563
	+36-94-588-117	
Gate 2 (G24)	+36-20-745-3864	6564
	+36-94-588-480	
Patrol	+36-20-257-7620	6629

6.1. Related documents

T-U.29.0299.0050_Management of external companies, Policies specified in Annex 1

Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0051 Current index: AC	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 14/14 Datum: 30.08.2008
--	---	----------------------------------

T-U.29.0299.0062_ Sobriety test

T-U.29.0299.0071_ The safety of works with entry into confined spaces

Work Safety Policy

Fire Protection Policy

Unless otherwise expressly authorized by LUK, the disclosure and copying of the present document, and the use and communication of the contents thereof are prohibited. All Rechte für den Fall der Patent-, Gebrauchsmuster- oder Geschmacksmusterereinträgung sind LuK