

# Work Instruction

SCHAEFFLER

LuK UG



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		Annexes: 6 (part of the present directive)

## Management of external companies

### Objective:

The organization and control of the safe work of external companies carrying out work or any other activity on the premises of LuK Savaria Kft., as well as the enforcement of the rules related to environmental protection, work safety, fire protection and regulations enforcement.

### Scope of validity:

The external companies carrying out work on the premises of LuK Savaria Kft.

The policy shall be valid until withdrawal.

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	00	Creation of the document	10.10.2006	Eszter KOMLENECZ	Dóra KNEFFEL	Jürgen FREITAG
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	AB		18.04.2014	Krisztián DRIENYOVSZ KI	István TAMÁS	Rita KENYERESN É V.
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**Nr.: T-U.29.0299.0050**  
**Current index: AC**

Original prepared by: Eszter KOMLENECZ  
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Page: 2/6  
Date: 10.10.2006

## Table of contents

<b>1. Objective .....</b>	<b>3</b>
<b>2. Scope of validity .....</b>	<b>3</b>
<b>3. Definitions.....</b>	<b>3</b>
<b>4. Description.....</b>	<b>3</b>
<b>5. Process and responsibilities .....</b>	<b>4</b>
<b>6. Information and notes .....</b>	<b>6</b>
<b>6.1. Related documents.....</b>	<b>6</b>

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<b>Nr.: T-U.29.0299.0050</b> <b>Current index: AC</b>	Original prepared by: Eszter KOMLENECZ Tel.: -	Page: 3/6 Date: 10.10.2006
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## 1. Objective

The organization and control of the safe work of external companies carrying out work or any other activity on the premises of LuK Savaria Kft., as well as the enforcement of the rules related to environmental protection, work safety, fire protection and regulations enforcement.

## 2. Scope of validity

The external companies carrying out work on the premises of LuK Savaria Kft.

The policy shall be valid until withdrawal.

## 3. Definitions

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

All external companies carrying out work or other activity on the premises of LuK Savaria Kft. shall know the **Operational Policy** of LuK Savaria Kft. **and other documents related thereto (+annexes, permits)**. See: Annex 1 and Section 6.1.

The Purchasing Department shall send the Operational Policy and the related documents to the external companies which undertake work **regularly** at the Company. These external companies or their representatives shall declare in writing (on confirmation sheets) that they had read the Operational Policy and the annexes, and that they understand and accept the contents thereof. (The confirmation sheets may be found at the environmental protection and work safety group, while the copies are held by the security service.)

The external companies which undertake work at the Company **occasionally** shall receive the Operational Policy and the related documents primarily from the contact person before the work is ordered (ultimately, the documents are available at the reception as well). The confirmation sheets shall be filled in all cases.

After the conclusion of their work, all external companies (our partners who carry out works regularly or occasionally) shall declare in writing as well that

<p>Nr.: T-U.29.0299.0050 Current index: AC</p>	<p>Original prepared by: Eszter KOMLENECZ Tel.: -</p>	<p>Page: 4/6 Date: 10.10.2006</p>
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- they understood and observe the relevant directives and rules of conduct
- they had read the Operational Policy of Luk Savaria Kft., as well as the annexes thereof and the related documents, and that they had understood and observe the rules related to environmental protection, work safety, fire protection and regulations enforcement
- they accept the consequences of breaching the regulations.

The external partner, the representative thereof shall fill out an Entry statement upon entry (Annex 4). External companies may carry out **works considered dangerous** (occasional activity with fire hazard, work at a height, works on roof, works carried out in confined / enclosed spaces, critical work carried out with hazardous product) only after appropriate preparations, and upon obtaining written permit. The documents shall be filled out before the commencement of the works and after the site visit, negotiations.

**5. Process and responsibilities**

The **Purchasing Department** shall be responsible for ensuring that the Operational Policy and the related documentation are received by all external companies which carry out works on the premises of LuK Savaria Kft. regularly, as well as for delivering the copies of the confirmation sheets to the works safety group and the security service (in case of any change, the documents shall be sent out again and the confirmations shall be obtained again).

The **works safety group** shall be responsible for writing and maintaining the Operational Policy and the related document, and for notifying the purchasing department, as well as for retaining (the copies of) the confirmation sheets. The works safety group has a general supporting role in all matters within its scope of competence.

**The security service:**

- shall have the representative of the entering company fill out the Entry statement (Annex 4)
- if necessary, shall have the companies which undertake work on the premises of LuK Savaria Kft. **regularly** fill out the sheet confirming the knowledge and acceptance of the rules (Annex 1)
- (if necessary) shall release the Operational Policy to the companies which undertake work **occasionally**, hand out the confirmation sheet about the acknowledgement and understanding of the Operational Policy for the purpose of filling it out

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# Work Instruction

SCHAEFFLER

LuK UG



Nr.: T-U.29.0299.0050	Original prepared by: Eszter KOMLENECZ	Page: 5/6
Current index: AC	Tel.: -	Date: 10.10.2006

- shall hand out the work permits for the purpose of filling it out to companies carrying out **works considered dangerous works**, archiving the permits issued in binders
- if the security services notices any irregularity in course of the work of the external company, then it shall notify the work safety group and shall draw up minutes

## The liaison (contact person):

- shall negotiate with the external partner, and – in case of occasional (not regular) work – shall send the Operational Policy and the related accompanying documents to the external partner in advance
- shall notify the security service when the arrival of the external company shall be expected, and the purpose of the employees of the external company
- shall notify the area in advance in order to maintain smooth production
- shall greet the employees of the external company, participate in the entry process, help the external company in filling out the necessary documents
- shall check whether the security service had made all necessary preparations
- shall provide or hold **information/briefing/training** to the external partners, shall negotiate the details of the work and the rules to be observed, shall have the necessary documentation signed, and shall put his/her initials on it
- jointly with the external company, the liaison (contact person) shall affirm through on-site visit whether the provisions of the documents are enforced in reality as well (whether the protective equipment, work equipment, working methods are safe)
- **before the commencement of every work, the liaison (contact person) shall fill out the document included in Annex 5 jointly with the representative of the external company (it is not required to be filled out every time, if the work and work processes have similar structure, are carried out in similar danger environment, and if the work and work processes represent the same risk level)**
- in course of the duration of the activity, the work of the external companies undertaking work on the premises of the company shall be checked by the liaison (contact person) daily, randomly, and shall have the necessary documentation signed and put his/her initials on it
- shall notify the EHS group in case of all dangerous work, and shall involve it in the process

## The external company:

- shall request and fill out the documents and permits necessary for work

# Work Instruction

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LuK UG



Nr.: T-U.29.0299.0050	Original prepared by: Eszter KOMLENECZ	Page: 6/6
Current index: AC	Tel.: -	Date: 10.10.2006

- before the commencement of every work, the external company shall fill out the document included in Annex 5 jointly with the contact person, and shall notify the persons carrying out the work of the contents thereof (it is not required to be filled out every time, if the work and work processes have similar structure, are carried out in similar danger environment, and if the work and work processes represent the same risk level)
- the employees of the external company may start the work only after obtaining the appropriate qualification, works safety training, as well as valid medical fitness examination
- the work equipment of the external company provided for the work shall comply with the requirements specified in the laws and standards
- in order to ensure work not affecting health and safe work, the external company shall take the measures specified by law and by Schaeffler
- shall ensure the protection of other persons staying within the impact range of the work
- the employee of the external company shall not carry out dangerous work on his/her own, the external company shall guarantee the safe conditions through work organization and technical measures
- shall prepare for the possible emergencies which may occur in course of the work
- in case of emergencies, the external company shall ensure the averting of the event, and shall notify the contact person, the security service and the EHS group immediately
- shall perform its work in accordance with the instructions of the contact person, and shall consult with the contact person as necessary
- may bring subcontractors to the premises of LuK Savaria Kft. only with the knowledge / permission of the contact person, after the necessary documents had been filled out (the external company shall forward all information applicable to it to its contractors, and shall enforce all rules applicable to the external company against its subcontractors)
- shall be fully liable for its subcontractors observing the environmental protection, work safety, fire protection and regulations enforcement rules

## 6. Information and notes

The confirmation sheets, and the entry and permit statements shall be retained for 5 years.

### 6.1. Related documents

The policies specified in Annex 1

Work Safety Policy

Fire Protection Policy