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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 Schaeffler 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 Schaeffler 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	Creating a document	2006.10.10.	Komlencz Eszter	Kneffel Dóra	Jürgen Freitag
	AA	Process description, annexes	2009.05.15.	Komlencz Eszter	Kenyeresné V. Rita	Michael Reinig
	AB	Gelenkte, description	2014.04.18.	Drienyovszki Krisztián	Tamás István	Kenyeresné V. Rita
	AC	5. and 6. Annex	2017.04.10.	Drienyovszki Krisztián	Tamás István	Kenyeresné V. Rita
	AD	Branding review	2019.03.29	Stairics Tamás	Tamás István	Gazdag András
	AE	Process description, annexes	2021.03.31.	Stairics Tamás	Tamás István	Gazdag András
	AF	Periodic review, no.7 annex	2023.12.01.	Stairics Tamás	Gazdag András	Szigeti Tibor

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<p>1 Concepts</p> <p><u>Contact person</u>: an employee of Schaeffler Savaria Kft. who orders / requires the work of an external company or prepares or monitors the work.</p> <p>2 Description</p> <p>All external companies carrying out work or other activities in the field of Schaeffler Savaria Kft. must be familiar with the Operating Regulations of Schaeffler Savaria Kft. and other related documents (annexes, permits), see Annex 1 and section 4.1.</p> <p>For external companies working at the Ltd. under contract, the Procurement Department sends the Plant Regulations and related documents. These external companies and their senior representatives declare in writing in Annex 1 that they have read, understood and accepted the Works Regulations and annexes. (Annex 1 can be found in the Environment, Occupational Safety and Fire Protection (hereinafter referred to as EHS group.)</p> <p>External companies occasionally working for the Ltd. must receive the Operating Regulations and related attachments from the contact person prior to ordering the work. In all cases, the relevant annexes must be completed</p> <p>Annex No. 4, entitled "Declaration of Access", completed and signed by Savaria Schaeffler's contact person, must be sent to the external partner or submitted to the Security Service at the latest upon entry.</p> <p>Work classified as hazardous (occasional flammable activity, work performed at heights or in confined /confined spaces, with boarding, etc.) may only be performed by an external company after appropriate preparations, with written permission. The documents must be filled in before the start of work, after an on-site inspection and consultation. Other high-risk works, such as roof work and critical work with hazardous products, also require special precautions and precautions.</p> <p>The External Business Management document package must be refilled by the given External Partner in case of a material change in the rules.</p> <p>3 Process and competencies</p> <p>This paragraph indicates the responsibilities of each actor</p> <p>3.1 Buying department</p> <p>It monitors the contents of the policy on its own initiative and, if necessary, checks whether the external partner complies with the relevant rules set out in this procedure</p> <p>3.2 EHS Group</p> <ul style="list-style-type: none"> • Responsible for writing, maintaining and informing the Purchasing Department of the Works Regulations and related documents • Responsible for keeping (copies) of confirmation sheets

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- Supervises the work of external companies performing the work on a random basis during the duration of the activity
- Has a general supporting role in any matter within its competence

3.3 The security service

- With the filled documents of the external company and with the Entry Declaration (Annex 4) allow to enter
- Checking the eligibility of entrants based on the EHS register
- In the event of any deficiencies or discrepancies in the documentation, prohibit the entry of an external company with **the involvement of the contact person**
- If notice any problems about the work of the external company, notifies the EHS **team** and make a note
- **If it is necessary to use lifting machinery, checks operating privileges and issues keys in accordance with Annex 7**

3.4 The contact person

- Agrees with the external partner in advance and provides him / her with the Management of External Companies instruction package and helps to fill in the relevant documents
- Notifies the production area in advance, and negotiates them about safety and production
- Indicates to the security service when the external company is **expected to arrive and for what purpose its employees will arrive**
- Receives employees of the external company, participates in the entry process
- Gives information / briefing / training to the external partner, coordinates the details of the work and the rules to be followed, signs the necessary documentation
- Together with the external company do a field inspection, makes sure that the contents of the documents are valid and it's realized at the workplace (protective equipment, work equipment, and the working methods are safe)
- Fill the form No. 5 together with the representative of the external company before starting each work. (it is not necessary to fill it in every single work, if the work processes has a similar structure, take place in a similar hazardous environment and represent the same level of risk)
- Randomly inspects the work of external companies performing on the site with a daily regularity, and signs the necessary documentation
- Informs the KMT team in advance of any work classified as hazardous work, and involves the KMT team in the process
- **In case of emergency, participates in the processes of assistance, damage control and investigation**

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<p>3.5 External company</p> <ul style="list-style-type: none"> • It is obliged to request and fill out the documents and permits necessary for its work • Fill the form No. 5 together with the contact person before starting each work. (it is not necessary to fill it in every single work, if the work processes has a similar structure, take place in a similar hazardous environment and represent the same level of risk) • It's employees can only start work if they have the appropriate professional qualifications, 1 safety training and a valid medical aptitude tests • The work equipments provided for work must comply with the requirements of legislation and standards • Have to take the measures required by law and required by Schaeffler in order to work safely • Ensures the protection of all persons within or next to the area of the work • It's employee cannot perform hazardous work alone, the external company is obliged to guarantee safe conditions trough organization of the work and technical measures • be prepared for possible emergencies during work • In case of an emergency, he is obliged to take care of the elimination of the event, and obliged to immediately notify the event to the contact person, the Security Service and the EHS team • It is obliged to carry out his work in accordance with the instructions of the contact person, and consult with him if necessary • Subcontracts can be involved only with the knowledge / permission of the contact person, and after filling in the required documents • All relevant information must be passed on to the subcontractors and enforce all rules against the subcontractors • It is fully responsible for ensuring that its subcontractors comply with environmental, health and safety, fire protection and security regulations • If it is necessary to use lifting machinery, negotiate operating privileges and collect keys in accordance with Annex 7 under the supervision of the Security Service <p>4 Information and notes</p> <p>The confirmation sheets, and the entry and permit statements shall be retained for 1 years.</p> <p>4.1 Related documents</p> <p>The policies specified in Annex 1</p> <p>Work Safety Policy</p> <p>Fire Protection Policy</p> <p>4.2 Bibliogrephy</p> <p>-</p>

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