

# Work Instruction

SCHAEFFLER

LuK UG



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		Annexes: - (part of the present directive)

## Prohibition to bring any proprietary electrical equipment to the workplace

### Objective:

To be able to ensure that only such regularly or periodically inspected work equipment is used in the entire area of LuK Savaria Kuplunggyártó Kft., which does not pose danger to the user, the persons staying in the surroundings of the user, and to the working environment. The technical condition of the equipment used at the workplace shall be inspected (reviewed) regularly, thereby the safety of the user may be guaranteed.

The policy only supplements and does not replace the provisions of the Work Safety Policy.

### Scope of validity:

The entire area of LuK Savaria Kuplunggyártó Kft. at H-9700 Szombathely, Zanati u. 31.

All employees, as well as all persons who enter the area of LuK Savaria Kuplunggyártó Kft. at H-9700 Szombathely, Zanati u. 31.

The entry into force and the amendment of the present policy shall fall within the scope of power of the Managing Director. 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	31.07.2014	Krisztián DRIENYOVSZKI	Gabriella KÁMÁN	Rita KENYERESNÉ V.
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<b>Nr.:</b> T-U.29.0299.0009 <b>Current index:</b> AA	Original prepared by: Krisztián DRIENYOVSZKI Tel.: 6524	Page: 2/5 Date: 31.07.2014
----------------------------------------------------------	------------------------------------------------------------	-------------------------------

## 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>4</b>
<b>5. Process and responsibilities .....</b>	<b>4</b>
<b>6. Note .....</b>	<b>4</b>
<b>6.1. Related documents.....</b>	<b>5</b>

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<b>Nr.: T-U.29.0299.0009</b> <b>Current index: AA</b>	Original prepared by: Krisztián DRIENYOVSZKI Tel.: 6524	Page: 3/5 Date: 31.07.2014
----------------------------------------------------------	------------------------------------------------------------	-------------------------------

### 1. Objective

To be able to ensure that only such regularly or periodically inspected work equipment is used in the entire area of LuK Savaria Kuplunggyártó Kft., which does not pose danger to the user, the persons staying in the surroundings of the user, and to the working environment. The technical condition of the equipment used at the workplace shall be inspected (reviewed) regularly, thereby the safety of the user may be guaranteed.

The policy only supplements and does not replace the provisions of the Work Safety Policy.

### 2. Scope of validity

The entire area of LuK Savaria Kuplunggyártó Kft. at H-9700 Szombathely, Zanati u. 31.

All employees, as well as all persons who enter the area of LuK Savaria Kuplunggyártó Kft. at H-9700 Szombathely, Zanati u. 31.

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### 3. Definitions

Work equipment: all machines, appliances or devices which are used in course of or in connection with work (except: personal protective equipment) {Section 87. 4 of the Work Safety Policy}

Electrical equipment: includes all electrical structure, which is designated to produce, transport, transform, distribute and use electric power. {MSZ 1585:2012}

Low-voltage electrical equipment, if the electrical equipment has no conductors between which the rated voltage is higher than 50 V, but it has no conductors between which the rated voltage is higher than 1000 V. {MSZ 1600/1-2.13.}

Extra-low-voltage electrical equipment, if the electrical equipment has no conductors between which or compared to the ground the rated voltage is higher than 50 V. {MSZ 1600/1-2.14.}

Weak-current electrical equipment: electrical equipment which uses electrical power not for work but for signal transmission (e.g. by emitting a certain number of impulses or by emitting or capturing

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<b>Nr.:</b> T-U.29.0299.0009 <b>Current index:</b> AA	Original prepared by: Krisztián DRIENYOVSZKI Tel.: 6524	Page: 4/5 Date: 31.07.2014
----------------------------------------------------------	------------------------------------------------------------	-------------------------------

currents of changing frequency or signal length) as well as the power supply serving the purposes of these and built therein.) (such as communication devices, remote measuring devices and remote alarm devices which do not affect the operation of the heavy-current appliances) {MSZ 1600/1-2.112.}

**Non-exhaustive list of electrical equipment, which are prohibited to be brought to the workplace:**

space heater, desk lamp, heater, ventilator, teakettle, electric kettle, microwave oven, hair dryer, toaster, radio, etc.

**Note:**

The use of mobile phones and IT devices is regulated by Section 5.1.2 of the Work Safety Policy and the IT Security Handbook.

**4. Description**

No proprietary low and extra-low voltage electrical equipment, or weak-current electrical equipment can be brought to or used at the workplaces of LuK Savaria Kuplunggyártó Kft.

**5. Process and responsibilities**

The immediate workplace superiors, and in case of external parties and visitors, the liaison or the contact person shall ensure in the departments that the prohibition is introduced and enforced completely. Breach of the work instruction may result in disciplinary procedure

If any need to use any electrical equipment prohibited by the present policy arises, then the immediate workplace supervisor – through the cost centre manager, and with the approval of the regional manager - shall have such equipment authorized, in the course of regular LuK Kft, purchasing process. The immediate workplace superior shall ensure the contact safety review before the first use of the electrical equipment purchased in course of the separate authorization procedure, as well as the periodical contact safety review thereof.

**6. Note**

Should you have any question related to the work instruction, then please contact:

- your immediate workplace superior, or
- the EHS group.

**6.1. Related documents**

Section 5.1.2. of the Work Safety Policy

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<b>Nr.: T-U.29.0299.0009</b> <b>Current index: AA</b>	Original prepared by: Krisztián DRIENYOVSZKI Tel.: 6524	Page: 5/5 Date: 31.07.2014
----------------------------------------------------------	------------------------------------------------------------	-------------------------------

IT Safety Handbook – Chapter on the Use of IT systems

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