



# Rules for External Companies

Regulations for all External Companies  
working on BUTTING Premises



# BUTTING

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# General

## 1. General

These “Rules for External Companies” are an integral part of all contracts for works and services concluded between H. BUTTING GmbH & Co. KG and any contractor (referred to below as the “Contractor” or the “External Company”) entering the premises of H. BUTTING GmbH & Co. KG. The provisions contained in these Rules must be complied with by the Contractor and its employees, and by any sub-contractors and their employees. The main intention is to guarantee the compliance with occupational health and safety instructions on the premises of H. BUTTING GmbH & Co. KG, and to implement statutory requirements.

Violations of these regulations will constitute a breach of contractual agreements, and may result in the termination of contracts with the Contractor and in reduced payments for agreed services by H. BUTTING GmbH & Co. KG.

A copy of these Rules must be signed by an authorised legal representative of the Contractor and handed over to the representative of H. BUTTING GmbH & Co. KG before start of any work by the Contractor.

# Briefing of External Companies

## 2. General briefing information for External Companies

Before starting their work, External Companies will be informed of operational issues and safety and environmental rules on the factory premises. This will include instruction on the particular risks and the correct behaviour in risk and emergency situations. This will be done by sending an instruction document (the "Rules for External Companies") to the Contractor and by briefing an appointed representative of the External Company on the basis of this document, the briefing to be provided on site by the appointed employee of H. BUTTING GmbH & Co. KG (the Coordinator).

The Contractor must appoint a contact person to assume responsibility for implementing the internal rules on the factory premises. External Companies on the factory premises will be subject to the same safety rules as internal employees.

The instructions and the acknowledgement of these Rules will be documented by the signature of the appointed contact for the External Company.

In accordance with statutory provisions this will be retained by the Purchasing department of H. BUTTING GmbH & Co. KG in conjunction with the archiving of contracts.

The Contractor will be responsible for ensuring that its employees are briefed on these Rules and the relevant health and safety, fire protection

# Briefing

and environmental protection provisions in their area and that sufficient personal protective equipment is provided. All employees whose mother tongue is not German must be briefed in such a way that the contents of the "Rules for External Companies" are completely clear to them. The same applies to any sub-contractors, who must be named before the start of their activities.

We expect all employees of External Companies present on the premises to assist in complying with the regulations of H. BUTTING GmbH & Co. KG.

H. BUTTING GmbH & Co. KG attaches great importance to health and safety at work and to the protection of the environment. Before being allowed to work within the plant, Contractors must therefore familiarise themselves with the applicable rules that are relevant to the fulfilment of the contract and for their behaviour while at work.

The Contractor must observe the applicable provisions and rules. To prevent occupational accidents, dangers to health and to the environment, the Contractor must make the necessary arrangements and take the necessary measures to comply with employer's liability provisions and general laws and regulations concerning occupational health and safety. Other legal provisions relating to health and safety and environmental protection are unaffected by this policy.

The employees of the Contractor will be restricted to the place of work

# Briefing

assigned to them under the contract concluded with H. BUTTING GmbH & Co. KG. They may not enter other parts of the premises. To prevent any risk to each other, the contact person and Coordinator appointed by H. BUTTING GmbH & Co. KG will coordinate the activities of all Contractors and H. BUTTING GmbH & Co. KG in accordance with Section 6 of the employer's liability provisions [BGV A1].

It shall be mutually agreed between the Contractor and H. BUTTING GmbH & Co. KG that the instructions of the Coordinator must be obeyed by all those concerned in the agreed activities. The safety measures ordered by the Coordinator must be carried out and maintained for the duration of the work. The instructions of the security guards must also be observed.

The Coordinator must also be notified by the Contractor of the start of work, any interruption to work, work outside normal hours (e. g. evenings, weekends), and the end of work. The Coordinator should also be notified of any incidents affecting the progress of work.

The buildings and the site as a whole may only be entered in private cars and trucks in exceptional cases, by agreement with the Coordinator and at the driver's own risk.

Instruction, prohibition and warning signs within the plant of H. BUTTING GmbH & Co. KG must be obeyed at all times. Photography and filming are allowed only with special approval. The consumption of alcohol and other intoxicants on the factory premises is strictly forbidden. The no-

# Briefing / Contact numbers

smoking rules in force on the premises must be observed.

Other factory-specific regulations are defined by these "Rules for External Companies" and any special contractual conditions; however, these do not constitute the entirety of all statutory provisions that may be invoked.

H. BUTTING GmbH & Co. KG reserves the right to demand the immediate removal from the premises of any persons violating these Rules or any other company regulations.

## 3. Key contact numbers at BUTTING

Switchboard for H. BUTTING GmbH & Co. KG, Knesebeck +49 5834 50-0

Function	To be contacted in case of	Name	Internal extension	Alternative number
<b>Health and safety expert</b>	Accident reports, safety issues, CE, welding permits	Mr. Weitow	- 383	- 211
<i>Deputy</i>		Mr. Bagge	- 463	- 211
<b>Environmental protection / waste officer</b>	Environmental issues and waste disposal	Mr. Lütkemüller	- 458	- 211
<i>Deputy</i>		Mr. Peesel	- 121	- 211
<b>Incident and hazardous materials officer</b>	Work in dangerous areas / issues with hazardous materials	Mr. Lütkemüller	- 458	- 211
<i>Deputy</i>		Mr. Peesel	- 121	- 211
<b>Maintenance</b>		Mr. Bagge	- 463	- 211
<i>Deputy</i>		Mr. Marcus	- 417	- 211
<b>First aid</b>	Minor accidents / injuries	See notices	See notices	See notices
<b>Gate keepers</b>			- 211	

Emergency - serious injury - 5333\*)  
 Emergency - fire - 5333\*)  
 Emergency - police - 5333\*) or 0-110

\*) central emergency line; calls forwarded to the Gifhorn control centre

## Contact numbers / Security relevant areas

With every emergency call, please specify:

<b>Who?</b>	Name of the caller
<b>Where?</b>	Details of location
<b>What?</b>	Accident or damage
<b>How many?</b>	Number of people injured
<b>What kind?</b>	Description of injuries
<b>Wait!</b>	Wait for further questions

### 4. Rules for particularly security relevant areas

All parts of the plant and buildings of H. BUTTING GmbH & Co. KG constitute a single operational area in the meaning of the German Statutory Order on Hazardous Incidents [Störfallverordnung] (12th Federal Emission Control Regulation [BImSchV]).

This imposes particular safety and environmental requirements both for BUTTING employees and for External Companies working on the premises. In particular, risk aversion measures and alarm plans are covered by a company alert and risk prevention plan (BAGAP).

Security relevant areas may only be entered by External Companies with special approval from the Incident Officer. Activities in these areas require special briefings.

## High-risk areas / Entering and leaving the plant

High-risk areas are mainly:

- The pipe pickling, component and special pickling plant with the associated chemical stores;
- The waste water processing plant;
- The gas tank storage area.

### 5. Entering and leaving the plant

People may enter and leave the factory premises by official entrances only. When entering and leaving the premises, employees of the Contractor must sign in and out with the security guards. The security desk is manned around the clock. The officer on duty will keep records of time spent on site by external staff. The security officers may search the employees of the Contractor and their vehicles as they enter and leave the premises.

H. BUTTING GmbH & Co. KG accepts no liability for goods, materials or equipment brought onto the premises. Any equipment used on the premises must comply with the relevant safety regulations (see e. g. provisions of the German Workplace Safety Ordinance [Betriebssicherheitsverordnung]).

Work on fixed equipment will be subject to prior activation/release by employees of H. BUTTING GmbH & Co. KG, who will also acceptance-test the equipment before re-commissioning.

Employees of External Companies may only enter those areas of the

# Entering and leaving the plant

premises that are absolutely necessary for the work to be carried out. The recreational and other facilities of the plant may be used subject to agreement.

## **5.1 Transport rules / works traffic**

Vehicles (including forklift trucks etc.) may only be brought onto the premises and driven within the buildings with express permission. Vehicles used for internal transportation, and cranes, may only be driven/operated by suitably trained persons assigned these duties in writing by their own company. External Companies enter the factory premises at their own risk and subject to permission; H. BUTTING GmbH & Co. KG accepts no liability in this regard.

The rules of the road apply throughout the premises, with one exception: side-loading forklift trucks always have priority. The speed limit (10 km/h) indicated at the factory gate must be adhered to. Roadways, passages, access roads, and particularly emergency exits, must be kept clear at all times.

# General behaviour

## 6. General behaviour on the factory premises

### 6.1 Handling materials

#### 6.1.1 Presence of hazardous substances

In the high-risk areas of H. BUTTING GmbH & Co. KG, a number of toxic, highly toxic and flammable substances are present. Other hazardous substances are acetylene, oxygen and hydrogen. There are operational instructions on the handling of hazardous substances and substances hazardous to water, in which internal employees are retrained once a year. All hazardous substances have been examined to establish their level of risk and relevance to possible accidents. These findings have been used to derive alert and risk prevention measures. Employees of External Companies deployed in areas with hazardous substances must also be instructed by the Contractor's representative in accordance with the instructions from H. BUTTING GmbH & Co. KG. The Coordinator from H. BUTTING GmbH & Co. KG must be involved in this if the Contractor has only insufficient specialised knowledge.

#### 6.1.2 Introduction and use of hazardous substances

When handling hazardous substances, the relevant legal provisions, such as the German Hazardous Substances Ordinance [Gefahrstoffverordnung] and Technical Regulations on Hazardous Substances (in German: TRGS) must be observed by the Contractor as well as H. BUTTING GmbH & Co. KG.

# General behaviour

Hazardous goods or substances may only be brought onto the premises with the express approval of the Environmental Protection Officer or the FASI (Health and Safety Expert) of H. BUTTING GmbH & Co. KG. Any danger to people from hazardous substances must be prevented. Such substances may only be brought onto the premises in their original packaging. Substances classed as "toxic", "highly toxic" or "carcinogenic" may not be used. Hazardous substances, particularly those hazardous to water, may only be stored on the factory premises in specially allocated secure areas, subject to separate approval.

Any contamination of the working environment, also by gas or dust emissions, must be reliably prevented.

Pressurised gas cylinders must be protected against tipping over with appropriate load-securing devices.

## **6.2 Water protection (see also "Handling materials")**

Substances hazardous to water must be handled in such a way as to prevent contamination of the soil, groundwater or any body of surface water. Substances hazardous to water must not find their way into the drainage system, and must not be used over unsealed floor areas. Discharge into the waste or rainwater drainage system will only be allowed with the express approval of the Environmental Protection Officer.

Cleaning operations on the factory premises are not allowed.

# General behaviour

## **6.3 Handling of waste**

The production of waste should be avoided where possible; the originator will be responsible for the proper disposal of any waste, unless agreed otherwise. Waste matter to be disposed of contractually through H. BUTTING GmbH & Co. KG must be presented separately in suitable packaging in accordance with the internal company policy (company instructions on handling waste).

## **6.4 Emergency precautions and fire safety**

Before starting any work with an exposed flame, a permit must be applied for from the Health and Safety Expert. Welding, burning, cutting, soldering and grinding processes as well as roofing work involving exposed flames, are only allowed with a fire watch present and extinguishers provided. Before starting work, every Contractor must familiarise himself with fire safety facilities and escape routes from the alarm and fire safety notices displayed, and by consultation with the appointed BUTTING contacts (see also Alerts).

Electrical welding equipment must be adequately insulated on the primary and secondary side. The earth cable must be connected to the work place to prevent stray welding currents that could destroy the earthing systems of our machines and equipment.

## General behaviour

In case of fire you should telephone the security guards on -211 or the fire service on -5333 immediately and try to extinguish the blaze. You should therefore check before you start work where the nearest telephone is located.

### **6.5 Alarm plan**

Any employee of the External Company who discovers a potential incident or hazard must report it to the office or employee responsible (see also Key contact numbers at H. BUTTING GmbH & Co. KG). The reporting obligation covers personal injury, fire, release of hazardous substances and related disturbances or faults in the environment, and other comparable circumstances.

Those responsible will decide upon the actions to be taken. Subsequent alerts will be actioned by BUTTING employees according to the internal alert procedure.

Any employees in the immediate vicinity will be alerted to the risk in any case.

### **6.6 Construction and installation work – site safety**

Construction areas, excavations, trenches, channels, holes in the ground etc. must be adequately secured by the Contractor throughout the period of building work. Storage areas and supply and disposal facilities may only be used subject to specific assignment. On completion of work, construction

## General behaviour

areas must be swept clean and handed over in the agreed state.

Building rubble and excavated soil must be disposed of by the Contractor in accordance with waste management provisions.

The applicable legal provisions and accident prevention rules relating to the materials and systems used must be observed, e. g.

- Only proper ladders conforming to BGV D36 may be used.
- Scaffolding must be constructed according to DIN 4420 (only proper scaffolding material, scaffolding provided with lateral protection consisting of guardrail posts, intermediate posts etc.; movable scaffolding must not be relocated when anybody is on it, and activities on scaffolding should be avoided when anyone is working below – an exception is made for sections of fully enclosed scaffolding.
- Before starting any underground work (excavations, trenches, channels etc.) or any drilling and spraying work on buildings, the company carrying out the work must obtain information from the Coordinator on power cables, water and gas pipes etc.

Where possible, people should not work alone. In emergency or exceptional cases where dangerous work has to be carried out by one person alone, the Contractor must ensure in accordance with Section 8 of BGV A1 that the work is monitored by suitable means, e. g. short-term control, reporting system etc.

## General behaviour

If particularly high noise levels arise in the course of the work, the Contractor must make the Coordinator aware of this in good time, to allow the most suitable time to be specified or other appropriate noise abatement measures to be taken. In the case of work inside vessels and enclosed spaces, the possible risk defined in BGV C22, TRGS 507 and BGR 117 "Guidelines for work inside vessels and confined spaces" should be addressed by protective measures. Where so-called site huts (for use in the daytime) are set up, the permission of the Coordinator should be obtained beforehand. The statutory provisions covering such structures (the German Workplace Ordinance [Arbeitsstättenverordnung]) must be observed. Daytime accommodation on construction sites must carry the owner's name in a clearly readable position.

After the completion of work on buildings, equipment or machines, a final check and acceptance must be carried out with the Coordinator. This must ensure in particular that any safety facilities affected are working properly again.

### **6.7 Machines, tools, equipment**

The use of factory-owned equipment (machines, tools etc.) is only allowed subject to approval from, and following instruction by, the Coordinator.

The tools, machines and equipment used by the Contractor at H. BUTTING GmbH & Co. KG must comply with the applicable regulations.

In order to make an assessment of the risk to individual employees,

# General behaviour

all powered equipment and machines to be used by the Contractor at H. BUTTING GmbH & Co. KG must be reported to the Coordinator.

In the case of work with grinding and cutting machines in rooms at risk of fire, and welding work, written approval (a permit sheet) must be obtained from the Coordinator (see also "Emergency precautions and fire safety).

Any use without such approval is expressly forbidden. Tools, machines, vehicles and other equipment must be clearly identified as the property of the External Company.

## **6.8 Work close to or on electrical equipment**

Where work has to be carried out close to live electrical machinery or equipment, the Electrical department must be involved via the Coordinator, to decide on the actions to be taken.

Shutdown of electric power must be requested in good time, to allow the relevant coordination with the production units to take place. Power shutdown and restoration, and the assembly and dismantling of protection systems, may only be carried out by persons appointed by the Electrical department.

Unauthorised actions on any electrical equipment are forbidden.

The Contractor must ensure that the site distribution frames used conform to DIN VDE 0612 and are in proper working condition.

# General behaviour

## **6.9 Personal protective equipment**

The employees of the Contractor are responsible for complying with the instruction notices displayed and for wearing the necessary protective equipment (e. g. goggles, safety shoes, helmets etc.). Under Section 29 of BGV A1, the Contractor must provide its employees with personal protective clothing for hazardous activities. Laser and X-ray equipment is covered by specific safety regulations relating to laser and X-ray radiation.

## **6.10 Action in the event of accident**

If an employee of the Contractor should suffer an accident for which medical aid is required, the security guards (tel. -211) should be informed immediately. In the case of serious accidents, the emergency control centre should be called on -5333 (accessible from all telephones).

Where the safety of the person allows and no further precautions are needed to prevent further accidents, the site of the accident should be left unchanged.

The Contractor's own provisions applicable in this case will be unaffected.

## **6.11 Questions on health and safety**

Where health and safety questions arise, the employees of the Contractor can consult the Health and Safety Expert (tel. -383) to obtain advice and information.

## General behaviour

This advice does not release the Contractor from the responsibility to apply the regulations set out in the statutory provisions (Workplace Safety Ordinance, Occupational Safety Act [Arbeitsschutzgesetz]) in the course of work carried out on our behalf but under the control of the Contractor.

### **6.12 Data protection / secrecy**

All affairs of H. BUTTING GmbH & Co. KG and its business partners must be kept secret from third parties even after the termination of activities.

The Contractor must keep secret all business and trade secrets and other information or knowledge obtained of equipment, processes and working procedures. The Contractor is responsible for ensuring that these provisions are also observed by its agents.

Personal data obtained, edited or processed in the course of work for H. BUTTING GmbH & Co. KG may not be made accessible to others or used in any way other than in the lawful performance the agreed tasks. The Contractor must instruct its employees in the need for data secrecy under the German Data Protection Act [Bundesdatenschutzgesetz - BDSG], and pledge them to secrecy in accordance with Section 5 BDSG where they are entrusted with a task relevant to data protection. This obligation of data secrecy under the BDSG will persist even after the termination of the contractual relationship with H. BUTTING GmbH & Co. KG. In the event of violations of data secrecy, legal action will be taken against the Contractor.

# General behaviour

## **6.13 Photographs / filming**

Photography, filming and sound recording on BUTTING premises, and any copying of documents belonging to H. BUTTING GmbH & Co. KG and its affiliated companies, are forbidden.

It is also forbidden to carry along cameras and mobile phones with integrated cameras on the BUTTING premises. During visits, those devices can be stored in the lockers available in our reception area.

Approval for exceptions may be obtained via the BUTTING contact persons (Coordinators).

In the event of infringements, H. BUTTING GmbH & Co. KG may demand the handover and destruction of the film and sound material.

## **6.14 Protection of non-smokers**

A total ban on smoking applies

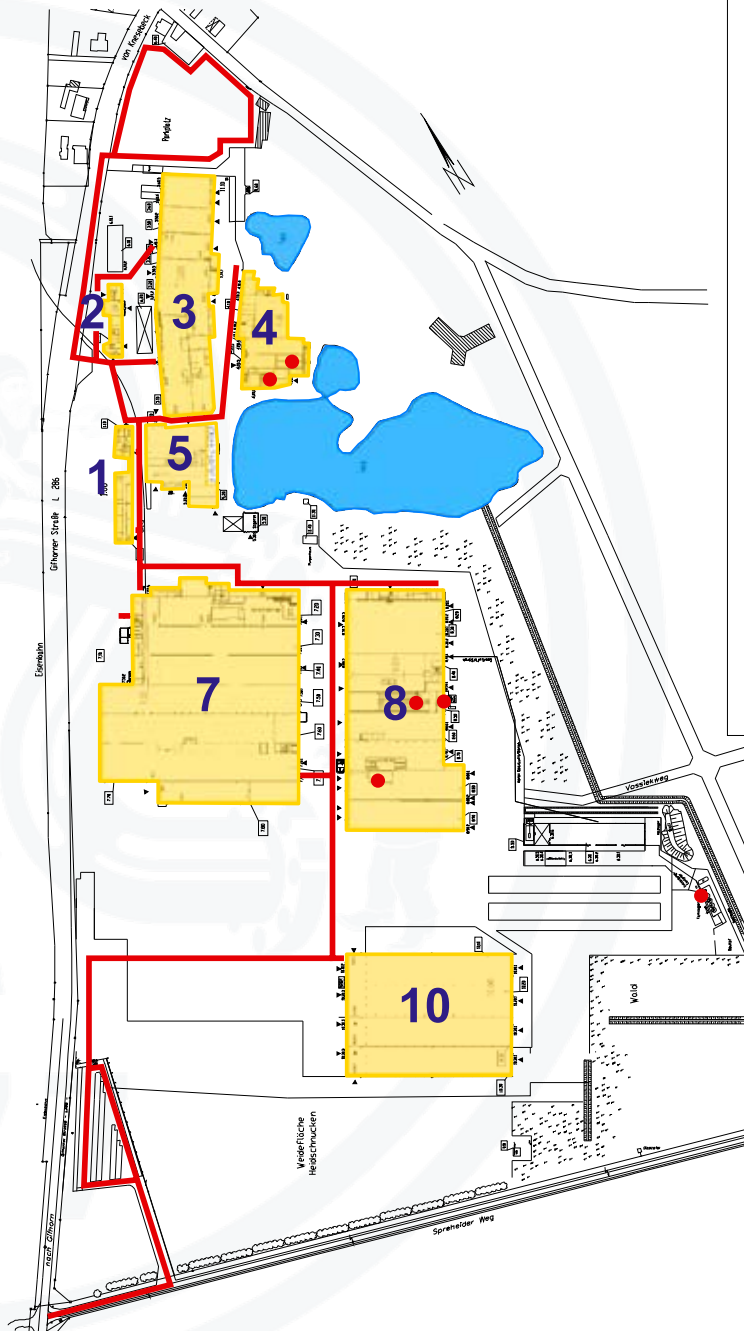
- in the offices, even with the consent of non-smokers based in the same room;
- in the recreation areas, halls and stairways;
- in corridors with waiting areas for visitors, rooms frequented by visitors, toilets and company vehicles.

Smoking is allowed in the workshops and production areas where no specific no-smoking rules apply. The relevant warning signs must be obeyed.



# Site plan

## 7. BUTTING site plan



### Legend

#### Building

- 1 Administration and Purchasing
- 2 Gate keeper's office / canteen / training
- 3 Elbow manufacture / parts manufacture
- 4 Turning shop / component and special pickling shop
- 5 Warehouse / dispatch
- 7 Pipe production / locksmith / blasting plant
- 8 Pipe pickling / quality assurance
- 10 Pipe production

- Cleared / gravelled paths and roadways
- security relevant areas

Site plan of the whole "operational area" of H. BUTTING GmbH & Co. KG

# Confirmation

## 8. Proof of liability

As evidence of the existence of employer's liability insurance cover, the Contractor must present an up-to-date certificate of insurance from its insurer. The sum insured must be at least EUR 1 million per instance of damage.

## 9. Confirmation

As Contractor for works and services at H. BUTTING GmbH & Co. KG, we confirm that we have read and understood the contents of these "Rules for External Companies" (dated March 2007).

We undertake to advise all our employees – including those of any sub-contractor companies – deployed at H. BUTTING GmbH & Co. KG of the contents of these Rules and to pledge them to comply with them.

Where further requirements are communicated to our employees by H. BUTTING GmbH & Co. KG in the form of verbal instructions, we undertake also to pass these on to all affected employees of our own company and of our sub-contractors.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Company stamp

\_\_\_\_\_  
Signature

## Company details

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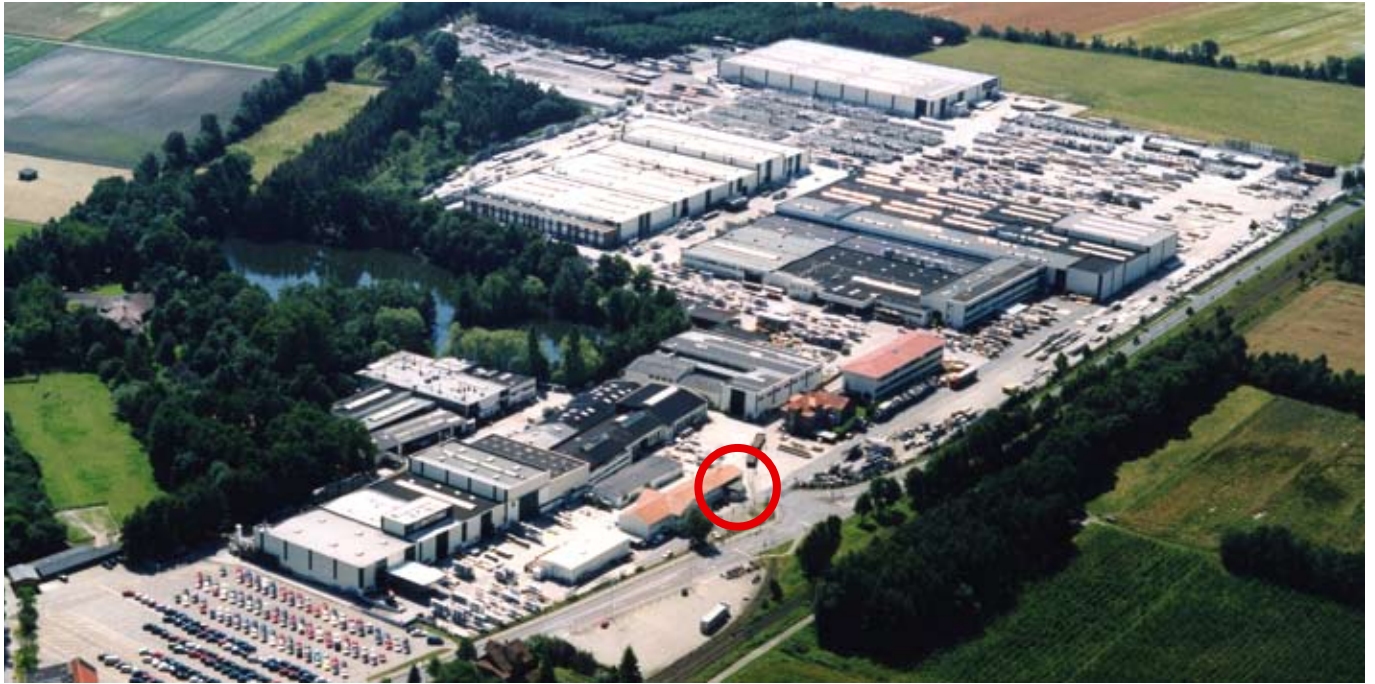
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BUTTING, Knesebeck

○ - factory entrance (security)



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