

Issue: 04	<b>AA-6.4-1</b> <b>Operating regulations</b> EN 9100-2018 Section 4.2	ITV <sup>TM</sup> F REROESPRCE <small>hn OHB Company</small>
Date: 22 November 2024		
Page: 1 of 12		

**Table of contents:**

	Page
1. Purpose and Objectives.....	1
2. Scope/Revision service.....	1
3. Responsible.....	1
4. Additional regulations applicable.....	2
5. Terms.. . t.....	2
6. Fundamentals.....	2
7. Procedure.....	3-8
8. Appendix.....	8

**Prologue**

For reasons of better readability, gender-neutral differentiation (m/f/d) is not used. Corresponding terms apply to all genders in the sense of equal treatment. The abbreviated form is used for editorial reasons only and does not imply any judgement.

1. Purpose and objective

The instruction serves as house rules and regulates the rights and obligations of MT and MTMS employees, guests, tradespeople and service providers, as well as tour guides and coordinators. MT attaches great importance to occupational safety and environmental protection. In accordance with § 5 DGUV Regulation 1, MT is obliged to instruct external companies in writing to observe the regulations and rules specified in § 2 DGUV Regulation 1.

**2. Scope of application/amendment service**

MT Aerospace AG, MTMS, affiliated companies (referred to as MT) Issue	
04	Addendum regarding photography ban and
photography permission Issue 03	Replaces OA-41 and OA-42
(comprehensive revision) Issue 02	Addendum to Section 7 Company
Transport, Paragraph 4 Issue 01	First edition
Issue	Reason for change

Distribution list: Infospace

3. Responsible

The following persons are responsible for compliance with these work instructions:

**On the MT side:**


the coordinators such as:

- tour guides
- Hall managers of the designated areas
- Hall managers
- MT-side clients

External: Service providers and tradespeople

Printed instructions are not subject to change. Please check validity.

Created: Heidelberger, Jan, / TQI	Approved, process initiator: Peißl, Helmut / O	Approved: Beschorner, Bernd / O
Datum, Unterschrift <i>14.11.2025</i> 	Datum, Unterschrift <i>14.11.2025</i> 	Datum, Unterschrift <i>19.11.2025</i> 

Issue: 04	<b>AA-6.4-1</b> <b>Operating regulations</b> EN 9100-2018 Section 4.2	 <b>MT AEROSPACE</b> A n O HB Company
Date: 22 November 2024		
Page: 2 of 12		

#### 4. ly applicable regulations

ArbZRG	Working Hours Act Occupational Safety
ArbSchG	and Health Act
DGUV nn	All general accident prevention regulations, the accident prevention regulations for electrical installations and equipment, and the accident prevention regulations for construction work in their currently valid versions
DIN EN ISO systems 14001	Environmental management
VDE105 Part 00 and 100/A3	Operation of electrical installations
OA-10	Organisational instructions for plant safety/plant security/fire
protection OA-27	Organisational instructions for hazardous substances
BGHW M7	Hazards posed by reversing lorries

#### 5. Terms

MT coordinators:

MT coordinators are the clients of external services as initiators on the part of MT (e.g. facility for construction work; machine station for maintenance; other third parties for on-site inspections; etc.) as well as the cost centre managers and/or project managers or foremen of the respective cost centre in whose area the service providers and tradespeople are active. The coordinator is therefore always the person responsible for the respective area. The name of the MT coordinator must be specified in the purchase requisition (Banf) or order.

#### 6. Basic principles

These operating regulations apply to all MT employees as well as to external companies and visitors working on behalf of MT within the factory premises. They are obliged to instruct their employees and all subcontractors in writing and to comply with the operating regulations. The operating regulations are an integral part of the contract and are therefore to be regarded as binding.

Cooperation with the responsible MT coordinator is a prerequisite for the performance of services/work on the factory premises.

The initiator must always inform the person responsible for the respective area in advance about the use of external services or about an event in their area.


The MT coordinator informs the representative of the external company about the occupational safety regulations, local conditions and hazardous areas. The necessary information must be exchanged directly between the external company and the coordinator before work commences. The protocol (see Appendix 1) is used for this purpose. The necessary signature must be provided by the client.

Insofar as it is **necessary** for **occupational safety**, the MT coordinators have **the authority** to issue instructions to the employees of the external company. The measures ordered by them to ensure occupational safety must be maintained for the duration of the work.

The MT coordinator monitors safety-compliant behaviour at the place of work and ensures compliance with the operating regulations. Once the work has been completed, the respective initiator checks that the commissioned service has been performed and ensures that the place of work is left in a proper condition (swept clean) by the external company.

**Special permission to bring minors onto the MT factory premises will only be granted after consultation with the factory security management (see Appendix 2).**

The same applies to companies that are constantly on the premises.

Issue: 04	<b>AA-6.4-1</b> <b>Operating regulations</b> <b>EN 9100-2018 Section 4.2</b>	 To OHB Company
Date: 22 November 2024		
Page: 3 of 12		

## 7. Procedure

### 7.1 Responsibility

The contractor must appoint a responsible manager. This person is responsible for compliance with all safety regulations. They are responsible for local supervision and for ensuring that the work is carried out safely.

In accordance with Section 5 (3) of DGUV Regulation 1, the responsible manager must consult with the MT coordinators before starting work on:

- The responsible person from the external company
- The type of planned activities
- The start and end of the activities
- The list of all persons involved
- The tools, machines and working methods used by the external company
- Equipment provided by MT (e.g. forklift trucks) If

necessary, the MT safety officer must be consulted.

The MT coordinator must brief the external company employees involved in the work.

The coordinator must be informed upon completion of the work and in the event of significant changes to the activities or time frame.

A report to be signed by both parties shall be drawn up (see Appendix 4). A copy must be submitted to plant security at the latest when leaving the premises on the first day of work. The completed report is required by the contractor in order to leave the premises.

The contractor must ensure that its employees strictly observe and comply with the operating regulations, the safety and accident prevention regulations applicable at the respective place of performance, as well as the local/plant regulations applicable there.

Furthermore, the contractor is obliged to inform its employees that they are only allowed to remain in the area where they have their workplace according to the concluded contract. Entering other areas is prohibited.

### 7.2 Reporting obligations

Before starting work and after completing the work, the employee of the external company must report to the MT coordinator in the requesting department. If necessary, MT may require the external company to report to the MT coordinator before starting work and before leaving the site.

### 7.3 Construction and assembly work

#### 7.3.1 Securing construction sites

All construction sites must be secured in accordance with the applicable regulations. In the case of elevated workplaces, the area below the work area must be cordoned off.


#### 7.3.2 Roof work

Roofs without a load-bearing roof covering (e.g. glass roofs, corrugated roofs, etc.) may only be accessed via walkways that are secure against breakage.

#### 7.3.3 Elevated workplaces

Work at elevated workplaces must be secured by special protective measures such as parapets, railings or the use of PPE against falls.

Scaffolding, ladders and steps must comply with technical regulations and statutory safety provisions. Work on scaffolding must be avoided if work is being carried out underneath at the same time. In such cases, the extent to which and when work can be continued must be discussed with the MT coordinator and, if necessary, the responsible hall supervisor. Protective measures must be taken against falling objects (e.g. compulsory wearing of helmets).

Issue:	04	<b>AA-6.4-1</b> <b>Operating regulations</b> EN 9100-2018 Section 4.2	 <b>MT AEROSPACE</b> A n 0 HB Company
Date:	22.11.2024		
Page:	4 of 12		

### 7.3.4 Civil engineering works

Before commencing civil engineering work (excavations, pits, channels, etc.), the contractor must obtain information from the MT coordinator about the location of live cables, water, gas and oxygen pipes.

Working alone should be avoided wherever possible. If, as a result of an emergency or exceptional circumstances, dangerous work is carried out by one person alone, supervision must be ensured by means of appropriate measures.

### 7.3.5 Operational disturbances

Disturbances, e.g. from construction noise or dust, must be kept to a minimum.

If noise pollution occurs during the work, this must be pointed out in good time so that the most suitable working time can be determined (consultation with the MT coordinator).

If site huts are to be erected, this must be agreed in advance.

Lifting platforms may only be set up in crane areas after consultation with the MT coordinator.

Once work on buildings, facilities or machines has been completed, the MT coordinator must be informed.

### 7.3.6 Electrical equipment

Work on electrical equipment may only be carried out by specially trained and MT-certified personnel. Residual current circuit breakers (RCCBs) in construction site distribution boards must be checked daily to ensure they are functioning properly.

If work is to be carried out in the vicinity of live installations or equipment, the power must be switched off or effective protection must be provided in all cases. Consultation with the MT coordinators is required. Before switching off the electrical power, the MT coordinator must ensure that all measures necessary to maintain operation have been taken.

Work on energy or media supply systems may only be carried out with the prior approval of the responsible specialist department.

If electrical connections to the factory network are required, this must be arranged via the MT coordinators. The MT coordinator must be informed of the activities to ensure that there is no risk of system failures or damage to components.

### 7.3.7 Machines, tools, equipment

The machines, equipment and tools used at MT must comply with legal requirements and must be secured against damage, unauthorised use and theft.


The use of MT facilities, materials and machines is only permitted with the approval of the MT coordinators. The contractor must immediately notify the MT coordinator of any defects found in items provided or similar. In such cases, the use of technical equipment must be discontinued immediately.

An agreement on further use by the external company must be reached with the MT coordinator.

Workplaces, tools and equipment must be kept clean and stored properly in the locations assigned by the MT coordinators. Highly flammable waste such as paper, plastic film, etc. must be removed from the operating rooms before the end of work. 7.4 Occupational safety

The relevant occupational health and safety laws, accident prevention regulations and ordinances must be observed, as must the generally recognised safety and occupational health rules for all work carried out within the factory premises.

The instructions of the plant security, plant fire brigade, occupational safety and environmental protection departments must be followed without exception.

Issue:	04	<b>AA-6.4-1</b> <b>Operating regulations</b> EN 9100-2018 Section 4.2	 <b>MT AEROSPACE</b> <small>To O HB Company</small>
Date:	22 November 2024		
Page:	5 of 12		

All employees are required to wear the prescribed personal protective equipment, such as safety helmets, hearing protection, safety shoes, work coats, etc., while at work. This equipment must be provided by the external company itself.

If you have any questions about occupational safety, please contact the occupational safety department.

### 7.5 What to do in the event of an accident

In the event of an accident, call an ambulance or taxi to take the injured person to the nearest doctor or hospital. The Occupational Safety Department must be notified immediately via Plant Security.

In the event of serious accidents, the accident site must be left unchanged, provided that this does not prevent the rescue of persons. Security must be notified immediately by calling 1113.

## 7.6 Plant security

### 7.6.1 Entering the factory premises

Access to and presence of external company employees and visitors on the factory premises is governed by the organisational instructions for factory safety/factory security/fire protection (see OA-10).

Contractor personnel may only enter the factory premises with an ID card issued by MT. Therefore, all persons working at MT must report to reception (E52) at the start of their work. ID cards must be returned at the end of the work.

Persons who carry out work on the factory premises in fulfilment of the contract or transport must observe the provisions of the respective operating regulations. In particular, only persons involved in order processing are permitted to remain on the factory premises. Vehicle and bag checks may be carried out both on entry and exit. The instructions of MT factory security must be followed at all times.

The external company must ensure that its employees go directly to their place of work when they start work and leave the factory premises after finishing work without entering other factory facilities.


### 7.6.2 Confidentiality obligation

All activities of MT and its business partners must be kept confidential from third parties, even after the end of the activity. This applies to both internal company processes and technical equipment and manufacturing processes.

**Photography and filming are not permitted on the company premises.** Guests and employees of external companies must present **all** devices that are technically capable of taking photographs or filming (cameras, mobile phones, tablets, notebooks, etc.) when entering the factory premises during the registration process. The devices or their cameras will be sealed with adhesive film by factory security personnel for the duration of the visit to the factory premises. Violation of this rule or the deliberate removal of the sealing foil will result in expulsion from the factory premises without exception. If photography or filming is necessary for technical reasons, a corresponding photography permit must be applied for in advance via the responsible MT coordinator. This permit is strictly personal and cannot be transferred. In addition, in consultation with plant security, it is usually limited in terms of time and space (e.g. only for the location and/or duration of use). Regardless of a photography permit, no components or persons may be photographed or filmed.

### 7.6.3 Intoxicants

There is a general ban on alcohol on the factory premises. MT reserves the right to issue a ban from the premises and to consider further action in the event of a violation of this ban. Employees of external companies who are no longer able to perform their work without endangering themselves or others as a result of alcohol consumption or other intoxicating substances must cease work immediately. Furthermore, access to the premises may be denied. The MT coordinator must be informed of the situation immediately.

Issue:	04	<b>AA-6.4-1</b> <b>Operating regulations</b> EN 9100-2018 Section 4.2	 <b>MT AEROSPACE</b> To OHB Company
Date:	22 November 2024		
Page:	6 of 12		

#### 7.6.4 Hot work

If the work to be carried out requires the use of open flames (welding, cutting, soldering, roof renovations, etc.), a welding permit must be obtained in advance from the plant fire brigade via the MT coordinator or plant security.

The MT fire safety regulations must be observed.

Welding work may only be carried out by persons who hold a valid welding certificate.

The following checklist must be observed.

"Required safety precautions" include in particular:

- The fire alarm systems and automatic extinguishing devices are operational.
- The sprinkler system is in operation; fire extinguishers and fire hoses are operational.
- The equipment required for hot work is in perfect condition.
- Safety precautions are in place within a radius of 10 metres.
- Flammable liquids, dust, lint, oily residues, etc. must be removed.
- The work area must be adequately ventilated so that no explosive mixtures can form.
- Combustible floors must be moistened and covered with damp sand, fireproof panels or sheets.
- Where possible, combustible materials must be removed.
- Combustible materials that cannot be removed must be protected with fireproof tarpaulins or metal sheets.
- All wall and floor openings must be covered.
- Fireproof protective tarpaulins must be placed underneath the work area.
- The floors must be left swept clean.
- If the building structure, cladding, thermal insulation, etc. consists of combustible materials, the MT coordinator must be notified before work begins.
- Combustible material must be removed from the rear of the adjacent wall.
- A suitable fire extinguisher must be provided.

#### 7.6.5 Works traffic

The rules of the Road Traffic Regulations (StVO) apply on the factory premises. The specified maximum speed of 20 km/h must not be exceeded. Marked parking spaces must be used.

Vehicles participating in internal traffic may only be driven by persons with the appropriate driving licence.

Vehicles powered by combustion engines may not be used in the halls. Exceptions require the approval of the hall manager or the foreman.

Damage to vehicles, traffic accidents, other damage and incidents on the factory premises must be reported immediately to factory security on 1113 and to the MT coordinator.

Trucks reversing require a guide or an appropriate rear-view camera, in accordance with BGHW M7.

#### 7.6.6 Behaviour in case of danger

In case of danger, the instructions posted at all building entrances and exits must be followed.


#### 7.7 Environmental protection

All work must comply with the relevant environmental protection laws, hazard warnings, safety advice and processing guidelines.

Our site works in accordance with DIN EN ISO 14001 for environmental protection. For all external companies, this means that environmental standards must be observed.

#### 7.7.1 Hazardous substances

Before bringing hazardous substances onto the factory premises, it must be clarified with the client whether appropriate and valid safety data sheets and operating instructions are available for the operating and hazardous substances to be used.

Issue:	04	<b>AA-6.4-1</b> <b>Operating regulations</b> <b>EN 9100-2018 Section 4.2</b>	 <b>MT AEROSPACE</b> <small>To OHB Company</small>
Date:	22		
Page:	7 of 12		

If these documents are not available, they must be created before the hazardous substances are introduced. Otherwise, alternative substances with corresponding safety data sheets and operating instructions must be used.

### **7.7.2 Flammable liquids**

Flammable liquids may only be present in quantities necessary for the continuation of work. They must be stored in shatterproof containers. The use of highly flammable working materials (e.g. floor adhesive) may only take place with the written permission of the responsible specialist department or its representative.

### **7.7.3 Handling hazardous substances**

When hazardous substances and chemical working materials are delivered or used, the applicable hazardous substances ordinance must be observed and the working materials must be listed in the MT hazardous substances register. Further details are regulated by OA-27 Hazardous Substances. The contractor's safety data sheets and operating instructions must be submitted to the coordinator for inspection before work begins.

It must also be ensured that MT employees are not endangered when processing hazardous substances.

In case of doubt, queries should be directed to the MT coordinator, occupational safety or the environmental protection department.

The storage and handling of water-polluting substances, such as oils, fuels, solvents, paints, etc., must be carried out in such a way that there is no danger to the soil, groundwater and drainage systems (sewers, drainage shafts).

Hazardous goods must be transported in accordance with the applicable hazardous goods regulations.

### **7.7.4 Disposal**

All waste material generated during the execution of the work must be disposed of properly by the external company at its own expense in accordance with the Closed Substance Cycle and Waste Management Act (KrW-/AbfG), in particular waste subject to monitoring. Proof of disposal must be provided.

In case of doubt, queries should be directed to the MT coordinator.

## **7.8 Subcontractors**

If the contract or parts thereof are transferred to a subcontractor, the contractor is obliged to instruct the subcontractor's management on the topics of occupational health and safety, occupational safety and risk assessment. In such a case, the contractor assumes the tasks analogous to those of the MT coordinator for the subcontractors and remains the contact person for the MT. The training documents must be kept available accordingly.

## **7.9 Training documents**

Companies that are registered on the list of permanent companies receive an instruction pass for their employees (see appendix). This pass documents the areas in which the external worker may be employed and the special activities for which he or she is authorised. If the external worker meets these requirements, there is no need for an individual risk assessment. The pass is used by the MT coordinators to check whether the required training has been carried out and is up to date.


The contractor undertakes to carry out all training courses annually, to check the effectiveness of the training and to document this in writing.

The training must be carried out by the manager appointed by the external company. In special areas, MT reserves the right to carry out its own training of employees.

The decision on assigning the external company to the permanent companies is made by the MT coordinator.

## **7.10 Special notes**

- Traffic routes, escape and rescue routes, emergency exits and access to safety equipment and electrical installations must not be blocked.
- Prohibitory and mandatory notices within the factory premises must be observed.

Issue: 04	<b>AA-6.4-1</b> <b>Operating regulations</b> EN 9100-2018 Section 4.2	 <b>MT AEROSPACE</b> To OHB Company
Date: 22 November 2024		
Page: 8 of 12		

- It is prohibited to enter rooms and facilities or to operate machines and equipment unless this is necessary for the fulfilment of the order and has been agreed with the MT coordinators.
- The following are strictly prohibited:
  - o Trade and gambling of any kind
  - o Distribution of printed matter, questionnaires, etc.
  - o Copies of MT's own files
  - o Assemblies on the factory premises (for safety reasons)
  - o Alcohol consumption; employees under the influence of alcohol are not permitted to enter or remain on the factory premises
  - o Consumption of intoxicants

Any violation is a serious breach of the works regulations.

#### 7.11 Leaving the factory premises

As with OA-10, the premises must be left directly and the visitor must sign out at reception. Upon leaving, the risk assessment report (see Appendix 4) must be presented to plant security. They will then forward it to the client.

#### 7.12 Consequences of violations

In the event of a violation of these regulations or of additional applicable laws, the external company (including subcontractors) shall be fully liable to MT, its employees and third parties for the consequences.

MT accepts no liability for the above-mentioned risks relating to the equipment, tools, etc. used. No claims may be asserted arising from non-compliance with these operating regulations.

## 8. Appendix

1. FM-6.4-1 Declaration of commitment
2. FM-6.4-1 Special permission to bring minors onto the MT factory premises
3. FM-6.4-1 Layout and basic rules of conduct
4. FM-6.4-1 Risk assessment protocol

## Declaration of Commitment

**Please report to the MT coordinator and the responsible hall supervisor before starting work.**

The MT coordinator at MT Aerospace AG for this order/framework agreement is

Mr \_\_\_\_\_, Dept. \_\_\_\_\_, Tel. \_\_\_\_\_

**Hangar manager** \_\_\_\_\_

<b>Emergency call, accident</b>	<b>1110/1113</b>	<b>Plant Security</b> 1113/1250 Other specialist areas such as occupational safety, environmental protection, etc. can be reached via the plant security department.
<b>Fire</b>	0-112	

The contractor Fİ İTİİä \_\_\_\_\_

represented by Mr \_\_\_\_\_,

has taken note of the **operating regulations for external companies** and will act accordingly. He is familiar with the MT coordinator and the facilities and departments that are important for the work/service to be performed.

Possible mutual hazards have been discussed with the MT coordinator/hall supervisor. The contractor assures

- that his employees and the employees of the subcontractors he employs are instructed in accordance with § 7 DGUV Regulation 1 (formerly BGV A1) and §§ 4 and 8 ArbSchG (German Occupational Safety and Health Act) and, for electrical work, in accordance with VDE 105 Part 100;
- are informed about the operating regulations for external companies;
- are equipped with the necessary personal protective equipment;
- that only professionally qualified personnel are employed for tasks requiring **special skills** (e.g. transport, crane or machine operation);
- Work on Sundays and public holidays is reported to the trade supervisory office (Section 13 ArbZRG).
- Construction, assembly and dismantling work exceeding 10 shifts must be reported to the relevant trade association in good time before commencement. The awarding of partial services to subcontractors does not release the contractor from the obligation to report.

The role of MT coordinator does not release the contractor or its representative from responsibility for its own employees. (Section 6 DGUV Regulation 1 (formerly BGV A1)).

The responsible manager of the external company is \_\_\_\_\_

Date: ..... Contractor's signature: ...

## Exceptions for minors accompanying adults on the MT factory premises

I, \_\_\_\_\_  
(surname/first name)

Driver                      Forwarding agent .....

have been informed that, in accordance with the current operating regulations of MT Aerospace AG, it is strictly prohibited to bring family members, especially minors or other persons who are not involved in the fulfilment of the order, onto the company premises, and that my behaviour creates a high-risk situation.

For reasons of urgency, MT Aerospace AG is granting an exemption from the general access ban for the transport of a minor, subject to the following condition:

I. Responsibility of the driver

1. The driver bears sole responsibility and guarantees that
  - a) minors in the vehicle will not leave the motor vehicle during their stay on the premises of MT Aerospace AG at the Augsburg site.
  - b) that no damage is caused by the minor during their stay on the factory premises.
2. Driver's liability:  
The person responsible for supervision is liable for all damage caused to MT or its employees by an action of the minor or by a breach of the guarantee given in point 1.

II. Disclaimer MT

The liability of MT Aerospace AG and its employees for any accidents, direct or indirect damage, consequential damage or other damage suffered by persons accompanying them on the factory premises is excluded both vis-à-vis the person responsible for supervision and the minor, unless this was caused intentionally or through gross negligence on the part of MT Aerospace AG, its legal representatives or vicarious agents, or unless MT Aerospace AG is guilty of a culpable injury to life, limb or health.

III. Reference to the operating regulations and liability in the event of a repeat offence

I have been given a copy of the current operating regulations of MT Aerospace AG. I am aware that family members, especially minors or other persons not involved in the transport operation, are not permitted to enter the premises of MT Aerospace AG. I am aware that I am not entitled to any exemption from this rule and that, in the event of a repeat offence, I must expect to be denied access to the premises as long as the above-mentioned persons are in the vehicle. In such a case, I shall be liable for all direct and indirect, immediate and indirect damages incurred by MT Aerospace AG as a result.

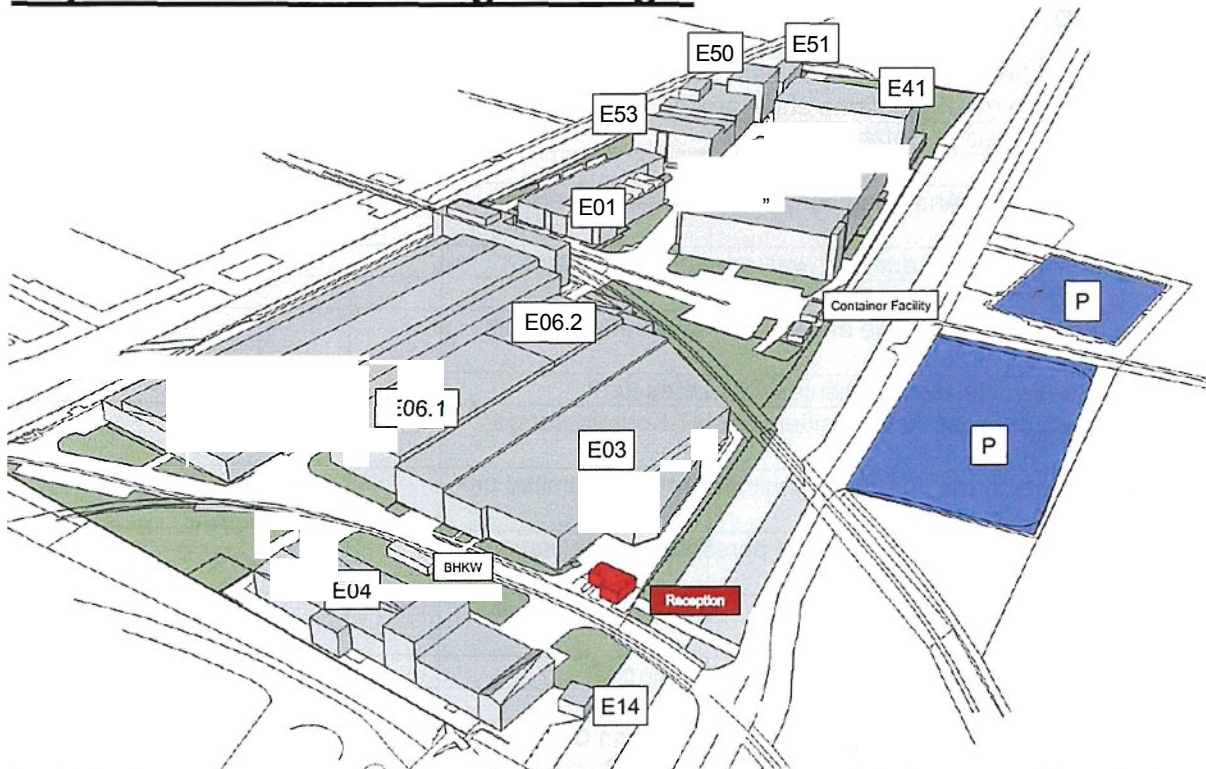
\_\_\_\_\_  
(Surname, first name)

\_\_\_\_\_  
(Company and official registration number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(legally binding signature)

## Layout and behaviour ground g



You enter the factory premises at your own risk. Visitors must present official photo identification (passport or identity card) for verification purposes. Drivers must also present a valid driving licence.

- Photography and filming are not permitted on the factory premises.
- USB sticks and removable storage devices may not be used on MT computers.
- The maximum speed is 20 km/h. The Road Traffic Regulations apply – no entry without a driving licence.
- Prescribed routes, parking spaces, prohibitions and regulations must be observed.
- Rail traffic has priority.
- Welding, soldering, grinding and hot work must be reported to Plant Safety on 0821-505 1250 (internal 1250).
- The fire safety regulations and operating regulations must be observed.
- Measures and instructions issued by plant security must be observed.
- The premises (entrances and halls) and car parks are monitored by CCTV.
- The visitor pass must be worn visibly and is only valid in conjunction with official identification.

Children and young people under the age of 18 are not permitted to enter the factory premises, offices or production halls. Exceptions to this rule may be made in individual cases: in such cases, parents or accompanying persons are responsible for exercising special supervision.

- Reversing trucks is only permitted with a guide or a rear-view camera.



Confidentiality



The use of mobile phones is prohibited!



You must not use any paths other than those provided for this purpose. may not be used entered!



Emergency number:  
1113 internal

0821- 505 1113

## Minutes of the determination of temporary agreements between MT Aerospace AG and the company:

Building:	Response		Action
	Yes	No	
Have potential risks been discussed between the coordinator and the responsible person at the external company?			
Are there any mutual hazards?			
If so, what are they?			
Can these be avoided by changing the schedule?			
Are grinding, cutting or welding operations being carried out?			
If so, is a welding permit available?			
Are adjacent work areas covered during welding work?			
Will MT Aerospace work equipment be used?			
If so, were these work tools approved by the MT coordinator?			
Has the external company been instructed in the use of this work equipment (e.g. crane)?			
Is the personal protective equipment required for the work provided and worn?			
Is the work equipment used by the external company in proper working order?			
Is the external company's work area to be cordoned off?			
Is work being carried out at height?			
If so, is there a possibility of additional danger from falling parts or work equipment?			
What work equipment is used for work at height? (ladder, scaffolding, aerial work platform)?			
Are employees adequately trained in the use of this equipment?			
Is it ensured that the machine or system has been shut down before starting repair work?			
Does the start-up of the machine or system generate any dangerous movement?			
Is unauthorised start-up of the machine prevented (secured against being switched back on)?			
Is it ensured that all safety devices are reinstalled and in working order?			
Are hazardous substances used or released during work?			
If so, which ones?			
Are the protection levels of the Hazardous Substances Ordinance being complied with?			
Is there a risk of explosion?			
Other			

Date: \_\_\_\_\_ Signature of MT coordinator: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of responsible external company: \_\_\_\_\_