

LMTGROUP



# Guidelines for external companies

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Member of the LMT Group



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COMPACTING



**LMT TOOLS**

External companies that operate on the premises of the LMT Group (LMT Leading Metalworking Technologies GmbH & Co. KG, LMT Tools GmbH & Co. KG, LMT Tools Global Operations GmbH & Co. KG, LMT Tools DACH GmbH, LMT Immobilien GmbH & Co. KG, LMT Fette Werkzeugtechnik GmbH & Co. KG and Fette Compacting GmbH) in Schwarzenbek must note and comply with the following points in addition to the LMT Group's Terms and Conditions of Purchase, the separate agreements in the contract, and the associated specifications, and instruct their company employees accordingly. The scope of the measures described below is settled with the order and these measures must be implemented by the external company unless another agreement has been reached in an individual contract.

## 1 General guidelines

### 1.1 Occupational health and safety

The work may only be commenced after the briefing for external companies, which can be obtained from the supervisor (coordinator). The briefing must be signed by a senior employee of the external company and submitted to the coordinator prior to starting work.

External companies are obliged to ensure strict compliance with the provisions issued by their Employers' Liability Insurance Association as well as official requirements, guidelines, etc., on occupational health and safety and equip its employees accordingly. If the external company is not a member of an Employers' Liability Insurance Association, the provisions of the BG Holz und Metall (Employers' Liability Insurance Association for Timber and Metal Trades) apply on the factory premises. The external companies are obliged to wear the PPE (personal protective equipment) required for the work. Safety boots must be worn in the factory halls. More detailed information is provided in the briefing.

External companies may only use tested and technically flawless devices, tools, and other equipment (annual testing in line with the German Industrial Safety Regulation). This must be confirmed in the briefing.

#### 1.1.1 Accidents

All accidents involving employees of external companies must immediately be reported to the coordinator and entered in the first-aid book. The preparation of accident reports and any report for the Employers' Liability Insurance Association is the responsibility of the external company.

#### 1.1.2 External company training

The owner of the external company must ensure that their employees receive safety training at least once a year. This must be confirmed in the briefing.

Moreover, the coordinator or a representative assigned by the coordinator holds a job briefing for the external company's specialists with regard to LMT Group concerns and the local conditions before commencing work. The external company's other employees may also participate in this briefing at the request of the external company. Otherwise the external company's specialists inform its own and external employees.

The external company's employees are obliged to ensure health and safety at work wherever possible as well as in accordance with the training and these guidelines, and are also required

to ensure the safety and protection of the health of those affected by the actions or failures to act of the external company's employees.

### **1.1.3 Instructions and signs**

The external company's employees must observe all displayed instructions (requirements and prohibitions, operating instructions, etc.) as well as the safety signs (requirement, prohibition, emergency escape and rescue signs).

### **1.1.4 Rescue and emergency equipment**

Rescue and emergency equipment (e.g. fire extinguishers, fire doors, etc.) may not be moved or blocked by the external company's employees.

### **1.1.5 In-house industrial trucks and cranes**

In-house industrial trucks and cranes may only be operated with the necessary evidence of qualifications and the written approval of the responsible LMT Group coordinator.

### **1.1.6 Duty of cooperation**

Every immediate, material risk to the safety and health of the external company's employees or the LMT Group's employees identified by the external company, as well as any identified defects on operating equipment, guards, or protective systems must immediately be reported to the LMT Group's coordinator or the LMT Group's OHS specialist, Mr. Helmut Babista (internal: 393, external: +49 (0)41 51-1 23 93).

If the external company's employees determine, with regard to the prevention of workplace accidents, occupational diseases, and workplace health risks, that working materials are not correctly packaged, marked, or are not of the correct quality, or work processes or workflows contain defects, these must immediately be rectified by the external company, if this relates to its activities and it has the requisite capabilities. Otherwise, the defect must be reported to the LMT Group's responsible coordinator or the LMT Group's OHS specialist.

## **1.2 Factory safety**

### **1.2.1 Factory security**

Factory security is responsible for protecting the LMT Group's property and its employees as well as for maintaining order, cleanliness, and safety at the factory. Factory security's orders must be followed. Factory security's phone number is 263 (internal extension) or +49 (0)41 51-1 22 63. Other relevant phone numbers can be found in the list of emergency numbers.

### **1.2.2 Access to the factory**

The entrance and exit through gate 2 must be used to enter and exit the factory. Access is only permitted with a visitor pass and photo ID, to be presented upon request.

The external company must report to the coordinator and register their presence on the planning board before commencing work.

## **1.2.3 Checks**

Personal or vehicle checks may be carried out when entering or exiting the factory if this is considered necessary by reception, the gatekeeper, or factory security. Objects, including metal or scrap, which are the property of the LMT Group, or are in its possession, must not be taken off the premises. Any scrap that is transported onto the factory premises must be reported at the entrance. In the event of an infringement, the respective person may be banned from entering the premises. The LMT Group reserves the right to file a police report if the transportation of non-declared items are discovered.

## **1.2.4 Vehicle access to the factory premises**

The factory premises may only be accessed by vehicle with the coordinator's approval. The motor vehicles of external companies must always be kept in a roadworthy condition. Signs and notices (permitted maximum speed of 10 km/h) must be observed. The provisions of the road traffic regulations apply on the factory premises. A violation of the permissible maximum speed may lead to a ban from the factory premises.

## **1.2.5 Smoking on the premises**

Smoking is prohibited in all buildings and on the LMT Group's factory premises. The only exception is the designated smoking areas.

## **1.2.6 Alcohol and drugs**

The consumption or offering of alcoholic beverages and illegal drugs on the factory premises is strictly prohibited, and such substances must not be brought onto the premises. Intoxicated persons or persons under the influence of drugs are not permitted to access the factory and will be expelled from the factory premises. Factory security is obliged and entitled to carry out checks and take the necessary measures.

## **1.2.7 Photos**

The taking of photos and other image recordings of machinery, plants, and other motifs is prohibited without the LMT Group's express consent.

## **1.2.8 Material deliveries**

Foremen, supervisors, group leaders, or other responsible persons of the external company, who are expecting material and tool deliveries must leave a message with the gatekeeper, indicating where the delivery is to be unloaded and where they can be found. Otherwise deliveries cannot be accepted and forwarded. Freight deliveries and parcels are received by the company's logistical delivery points at the location. The Goods Receipt department must be provided with the names of at least two external company contacts, together with the cell phone number, for forwarding purposes. Goods Receipt accepts the delivered material and acknowledges acceptance, but accepts no liability. The external company must be clearly indicated on the delivery documents (external company, contact, delivery address, and cell phone number). The external company is independently responsible for collecting the goods from Goods Receipt. This collection must take place immediately. Goods Receipt reserves the right to return the goods to the sender two weeks after delivery.

## **1.2.9 Handling scrap metal**

The scrap metal generated by external companies on the LMT Group's factory premises is essentially the property of the LMT Group. This includes the "offcuts" of the material provided by the external company generated during the machining, if this has been paid for by the LMT Group. Demolition and dismantling orders must essentially be costed under the assumption that the scrap metal is retained by the LMT Group.

Non-compliance with this guideline with the attempt to transport scrap metal out of the factory is considered to be theft. In this case, the LMT Group reserves the right to file criminal charges.

## **1.2.10 IT security**

The external company may only use the LMT Group's IT facilities (networks, systems, other facilities) after prior approval by the assigned department and the granting of the relevant authorizations by IT.

## **1.3 Environmental protection**

### **1.3.1 Water protection**

The cleaning of tools and contaminated work clothing with water and polluting the municipal sewer system is prohibited.

Filling and emptying procedures must always be observed (overflow protection) when handling water-polluting substances. Immediate measures in case of leaks and water pollution: immediately inform Building Management, Mr. Martin Peters (internal: 477; external: +49 (0)41 51-1 24 77) or Mr. Sven Börner (internal: 302; external: +49 (0)41 51-1 23 02), seal the leak, secure the channel and sewer inlets, and scatter oil/chemical binder. Water-polluting substances must be handled in accordance with the applicable rules on handling water-polluting substances. Water-polluting substances must not be stored in containers in unsealed areas.

If waste water or sewage sludge is generated during the work (e.g. during cleaning activities), the retention of this waste must be clarified with the LMT Group's construction supervisor in advance.

Sewer inlets, outlet channels, etc., must be appropriately protected against contamination. Any impact on the environment must be prevented. Any necessary measures, such as suction and the wetting of soil to minimize dust must be reached and initiated by the external company.

Hydraulically operated equipment must be in proper condition in accordance with the German Industrial Safety Regulation (BetrSichV). Damaged or worn hoses must not be used. Necessary test periods must be complied with.

### **1.3.2 Waste**

External companies must independently ensure the environmentally friendly disposal of waste generated during their work (this does not include the waste for which the LMT Group is the waste producer) in accordance with the statutory provisions. Waste must be avoided on the construction site wherever possible and collected separately.

The external company is responsible for providing waste containers and coordinating removal. Scrap metal is the property of the LMT Group and is regulated under point 1.2.9. Any necessary orderly interim storage of waste must be coordinated with the construction supervisor in advance. If the LMT Group's waste collection is used, this must be arranged with the LMT Group's Building Management in advance. In case of activities where the focus is on demolition/clean-up and disposal, as well as work during which waste, such as soil material, is generated from foundation works and earthworks, the LMT Group is the producer. In this case, the LMT Group will take over the disposal, not on behalf of the external company. The disposal of all waste must be specified between the external company and the LMT Group before the construction measure. Identifiable contaminations of, for example, soil material must immediately be reported to the LMT Group's construction supervisor. Secondary packaging must be disposed of on the day that the contents is opened and removed. This also includes the compliant packaging, marking, loading, and documenting of hazardous goods during delivery and removal.

### **1.3.3 Pollution control**

External companies are obliged to comply with all applicable provisions and regulations, official requirements, and site-specific provisions with regard to environmental protection. In particular, air pollution or circumstances (e.g. spills) which lead to such pollution must be minimized in accordance with the state-of-the-art. The workplace must be left clean and well-maintained (free of refuse and work residues). Tarpaulins may need to be provided for work that may cause air pollution, such as blasting and cleaning work.

## **1.4 Occupational medicine**

If the use of external company employees requires occupational medical check-ups to be conducted, these must be organized by the external companies in accordance with the "Employers' Liability Insurance Association Principles for Occupational Medical Check-Ups" prior to starting work.

Express reference is made to the statutory requirement to instruct employees on the possible dangers of hazardous working materials pursuant to Section 14 of the German Hazardous Substances Ordinance. The LMT Group's first-aid services may be utilized.

## **1.5 Miscellaneous**

### **1.5.1 Risk and liability**

The time spent on the factory premises is subject to the risk associated with an industrial operation and takes place at your own risk. The external companies must independently ensure the implementation of protective measures for their employees and their property, as well as for third parties in relation to accident risks and other damage. The use of equipment, materials, etc., of other companies takes place at your own risk. Access to the individual parts of the factory and plants is only permitted if this is necessary to execute the order. The LMT Group is not liable for losses, unless they were caused by the LMT Group as a result of intent or gross negligence.

## **1.5.2 Confidentiality obligation**

To protect the LMT Group's business and company secrets, external companies and their employees are obliged to treat all acquired knowledge and experiences about the LMT Group, especially in relation to operating facilities, business processes, work methods, and operating data as strictly confidential. The confidentiality obligation also remains in place after the end of the work for the LMT Group. Records require the prior consent of the LMT Group's responsible department. LMT Group documents may only be taken out of the factory with the consent of the LMT Group's responsible department. External companies and their employees are liable for all losses caused from a breach of these obligations.

## **1.5.3 Insurance cover**

External company property – even if it is taken onto the LMT Group's factory premises with the approval of the LMT Group – is not insured by the LMT Group, particularly also not against the risk of fire or theft. External companies must obtain adequate insurance cover themselves.

## **1.5.4 Private work**

Private work may not be carried out in the factory.

## **1.5.5 Participation in meals at the staff restaurant**

External company employees have the opportunity to participate in meals at the staff restaurant.

# **2 Guidelines for assembly work**

## **2.1.1 Responsibility and compliance with requirements**

The assembly activities must be autonomously carried out by the external companies in accordance with the contract. The generally recognized rules of sound engineering practice as well as the applicable provisions of the TÜV, the accident prevention regulations of the Employers' Liability Insurance Associations, as well as the VDE/DIN/DVGW/EN regulations and other applicable provisions apply for all assembly and construction work to be carried out by external companies. These as well as safety and occupational medicine rules, as amended, and the associated necessary guards during assembly must be complied with. If requirements are stipulated in other legislation, especially the German Product Safety Act (ProdSG) and in occupational health and safety regulations, these must also be observed. All work that involves penetration into the soil may only be carried out with the coordinator's approval. If these obligations are breached, the external company bears the sole responsibility.

## **2.1.2 Deployment of personnel**

External companies are obliged to only assign reliable, experienced, and adequately qualified workers to execute the work. Employees may only be deployed if they have a valid residence and work permit, insurance cover with an Employers' Liability Insurance Association is in place, and the premiums have been paid. Moreover, external companies are obliged to regis-

ter their assigned employees for social security and ensure the correct payment of the social security contributions as well as payroll tax.

### **2.1.3 Conduct on the construction site**

All workers must be informed that the orders that are issued for their own protection and for site safety, as well the instructions of our construction supervisor or the health and safety coordinator must be followed.

### **2.1.4 Use of subcontractors**

The subcontracting of any work without the LMT Group's express approval is not permitted. External companies remain fully responsible for the services of their subcontractors.

### **2.1.5 Assembly conditions**

External companies must acquire the necessary knowledge of the conditions on the construction site themselves. Retrospective objections relating to complications and obstacles, or insufficient orientation based on the drawings provided cannot be taken into account. External companies must adapt to the relevant assembly conditions when carrying out the work. The other work to be carried out by the LMT Group or other companies on the construction site must be taken into consideration.

### **2.1.6 Information obligations**

External companies are obliged to promptly notify the LMT Group in writing and request a written decision if they are of the opinion that the instructions issued by the LMT Group or its construction supervisor place the external company's compliance with the regulations, contractual and warranty obligations, or the meeting of the defined deadline at risk, or make this compliance impossible. The same applies if external companies have concerns that the preceding services provided by other contractors may negatively affect the quality of its own work, or would require additional services.

### **2.1.7 Verbal agreements**

Verbal agreements are only valid if they have been confirmed in writing by the LMT Group.

### **2.1.8 Supervision of the work and construction site**

The LMT Group's construction supervisor is entitled to monitor the contractual execution of the work and, if this does not comply with the contractual agreement, reject the services, either in part or in full, and demand the technically flawless execution of the work in compliance with the terms of the contract without compensating the external company for the resulting additional expense. Furthermore, the LMT Group has the right to carry out all checks on the parts in the assembly at its own costs and using appropriate personnel, which appear justified to the LMT Group or persons assigned by the LMT Group. The performance of such checks does not release the external company from its responsibility. The LMT Group's construction supervisor may also order the suspension of the work until the external company has remedied the work that has been criticized.



## 2.1.9 Exemption certificate

If the work carried out by the external company involves construction work in accordance with Section 48(1) sentence 1 of the German Income Tax Act (EStG), the external company shall submit a valid exemption certificate from the competent tax office to the Material Purchasing department before starting work. If the external company cannot comply with this request, the LMT Group is entitled and obliged to deduct 15% from each gross amount payable and transfer this to the external company's competent tax office.

## 2.2 Elements of the external company's assembly service

### 2.2.1 Personnel

The provision of the supervisors, foremen, specialists, and assistants, including all associated expenses, such as salaries, wage supplements, allowances, travel expenses, etc. This also includes the surcharges for overtime, where this is necessary to comply with the assembly deadline.

### 2.2.2 Material

The provision of the necessary unloading and transport equipment, hoists, assembly equipment, scaffolding, and tools as well as the entire site equipment with site huts, storerooms, etc., including delivery and removal as well as erection and dismantling. In addition, the provision of all indirect assembly material, such as acetylene, oxygen, compressed air, tack screws, welding electrodes, and other incidentals.

### 2.2.3 Electrical installation

The provision of electrical power, light, and, where applicable, telephone cables, their installation, and maintenance of the connection lines from the relevant factory supply points to the point of use. Power and water will be made available to the relevant external company free of charge up to the respective factory supply point. The LMT Group will provide the connection required for electricity (400/230 V, TNC grid) up to the construction site distribution box provided by the external company, which the LMT Group will also connect. **For all electronic work using the power supply of the LMT Group, a PRCD must be brought and used by the external company.** The construction site distribution box, designed in accordance with the VDE, must comply with point 1.1 and be tested by the installer prior to commissioning. The operator is responsible for the daily testing of the residual-current circuit breakers and their documentation. This also includes the illumination of the assembly sites, including the installation of the lighting for the assembly work. All machines, lighting systems, and sub-distribution boards to be connected must comply with the VDE specifications and point 1.1.

### 2.2.4 Assembly plans and fire safety

The preparation of assembly plans, which contain all safety measures in connection with the risk analysis. The measures specified therein must be coordinated, maintained, and further developed with the LMT Group's site coordinator. To ensure fire safety by taking appropriate precautions to prevent personal injury and material damage caused by heat and flying sparks, as well as dazzling other employees during firing or welding work, permission for

work that poses a fire risk must be obtained from the LMT Group's fire safety officer or their representative.

Assembly work in buildings may only be carried out in consultation with the LMT Group's fire safety officer. In the event of non-compliance with these instructions, the actions of the external company may trigger the fire alarm system.

**The posted fire protection ordinance must be observed for the employees of the external company.**

## **2.2.5 Transport and protection against weather conditions**

The unloading of the parts to be assembled by the external company on the construction site, any necessary interim storage, and the transport from there to the assembly location are to be carried out by the external company. This also applies for protecting stored components as well as the services currently being implemented and services already carried out against damage from weather influences.

## **2.2.6 Commissioning**

Commissioning, if necessary, as well as reworking activities that prove to be necessary prior to operation.

## **2.3 Order and cleanliness at the construction site**

### **2.3.1 Assigned work and assembly areas**

Only the assigned and arranged areas may be used. These, including the plant, construction, and work areas, must always be in a safe condition (including within the meaning of the accident prevention regulations, among others) as well as a clean and flawless hygienic condition. They must be left clean at the end of every working day.

### **2.3.2 Site facilities and area use**

The erection of social, office and tool containers must be arranged with the construction supervisor in advance as part of a construction site setup plan. The erection of living areas and accommodation, as well as hazardous material storage areas within the meaning of TRGS 514 and TRGS 515 is essentially prohibited. Vehicles may only be parked on the assigned areas.

### **2.3.3 Storage of materials and equipment**

Materials must be properly stored in accordance with the accident prevention regulations and other applicable provisions. The delivery of materials, machines, generators, etc., close to the place of operation/use must be ensured. Materials and equipment that are not required must immediately, during the break or at the end of work, be removed from the construction site and stored on the site equipment storage area.

### **2.3.4 Security measures**

The external company must secure the construction site area and the site equipment storage area against unauthorized access by a surrounding site fence if this is possible within the scope of the construction measures. Otherwise, other suitable security measures must be

taken. In the event of construction and assembly activities within a production facility, the area may only be blocked-off in consultation/coordination with the relevant manager. In the event of elevated workplaces, appropriate protective measures must be taken to prevent components, tools, or other objects from falling.

### **2.3.5 Transport routes**

The use of all roads, access paths, and traffic routes adjoining the construction and assembly areas must not be restricted by the construction site. They must always remain usable and be kept clean. Appropriate measures must be taken to prevent contamination. If contamination occurs despite the measures that have been taken, these must immediately be removed after the end of the work, however no later than at the end of the work day. Gross contaminations must be removed immediately to prevent spreading on the factory premises. This approach applies accordingly for all construction and assembly activities inside and outside production facilities. If these measures are not adequately performed by the external company, the LMT Group will carry out the cleaning at the expense of the external company.

### **2.3.6 Thorough cleaning**

The construction site must be thoroughly cleaned each weekend during which all the aforementioned points must be taken into account. This must be confirmed with the construction supervisor in writing as agreed. If complaints subsequently arise, the LMT Group will eliminate the defects at the expense of the external company. Different specifications due to the special features of the respective production facilities must be defined in writing between the construction supervisors prior to the start of construction.

**LMT Immobilien GmbH & Co. KG**  
**Grabauer Strasse 24**  
**21493 Schwarzenbek, Germany**  
**Phone +49 4151 12-0**  
**Fax +49 4151 3797**  
**[gebaeude@lmt-immobilien.com](mailto:gebaeude@lmt-immobilien.com)**  
**[www.lmt-group.com](http://www.lmt-group.com)**