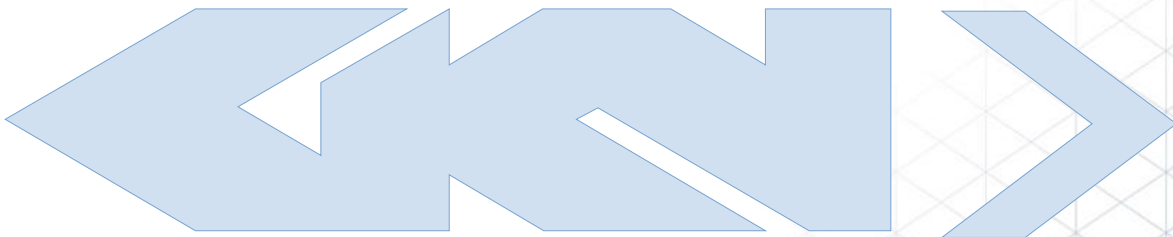


**SHE-3010E / 24.dec.2021/09**

**REGULATIONS SUBCONTRACTORS  
YOUR SAFETY IS OUR SAFETY**



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## Regulations for Contractors working on site for Fokker Aerostructures B.V.

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### AUTORISATIE

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**REGULATIONS SUBCONTRACTORS  
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The Principal in this case is the division of Fokker Aerostructures BV (hereinafter referred to as Fokker) which issued the order.

By Supervisor is referred to a person that may be designated by the client to monitor the execution of the work and compliance with the regulations.

The Contractor is the entity to which the contract was awarded by Fokker and includes the employees and/or “assistants” present to perform work on the Fokker site or in the Fokker buildings. “Assistants” are defined as subcontractors, suppliers etcetera of the Contractor and hereinafter referred to as the Contractor’s sub-Contractors.

The contract is the verbal or written agreement made between Fokker and the Contractor for the execution of the work.

The Fokker site includes the site at Edisonstraat 1 in Hoogeveen, Industrieweg 4 in Papendrecht and all other sites and buildings in addition to those named that are used by Fokker and are relevant to the contract.

Enclosed areas are areas, not designed to accommodate persons, with limited access and ventilation in which there is a risk of asphyxiation, loss of consciousness, poisoning, fire, explosion, areas such as cellars, crawling spaces, boilers, tanks, tunnels, pits, pipes, storage reservoirs and (lift) shafts. Reference is made to the Health and Safety leaflet AI 5.

**2 GENERAL INFORMATION**

These regulations are an integral part of the contract and are a supplement to the regulations applying to visitors. Should one or more of these stipulations – with the exception of legal regulations governing labour conditions, safety or environmental matters – contravene the terms stipulated in the contract, then the terms of the contract shall take precedence.

For management and control of the processes and activities within Fokker rules, regulations and procedures are applicable that the Contractor must adhere to.

Prior to the commencement of the work the Principal shall, if necessary, inform the Contractor of the contents of such regulations and stipulations. Such instruction shall in no way affect the Contractor’s own responsibility.

The Contractor shall execute the work with due diligence concerning safety/environmental hygiene by using reliable material and qualified personnel, this to prevent damage to buildings, products, installations and/or polluting the water, soil and air.

The Contractor shall, at all times, comply with governmental legislation and regulations such as the Working Conditions Act, instructions pertaining to the environment and also to generally accepted social standards.

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Non-compliance with, or violation of, these regulations and stipulations, can have as consequence that personnel or goods are required to be removed from the premises of Fokker. Any costs or losses, of any nature whatsoever, thus incurred are then solely for the account of the Contractor and can, under no circumstances be claimed from Fokker.

The Contractor is responsible for ensuring compliance with the regulations described in this document, by his employees and any possible sub-contractors,

The Contractor shall consult Fokker concerning specific stipulations applying to materials to be used for various means of production etc. This to take place prior to the commencement of the work.

Smoking is forbidden inside all Fokker's buildings. Smoking is permitted only in specific dedicated areas outside on site.

The Contractor shall have a valid VCA\* or VCA\*\* certificate when the Contractor (or his employees):

- Performs operational, hazardous operations or
- Performs activities in an operational, hazardous environment.

Contractors shall hand-over a copy of their VCA certificate to the Fokker contact, inform the Fokker contact regarding the validity or possible revocation of the certificate and hand-over a copy of the certificate when extended.

All the Contractor's employees shall possess a valid Basic Safety Regulations (B-VCA) certificate. Supervisory personnel shall also be in possession of a valid Safety for Supervisory Personnel (VOL-VCA) certificate. Should the Contractor's Supervisors and employees not possess an up-to-date Safety passport then they shall carry copies of the documents stated above on their person. Should the Principal so request, the Contractor's employees shall display their safety passports and/or the certificates as stated above.

### 3 ACCESS AND SECURITY

Immediately after arrival at the Fokker site the Contractor shall report to Security and identify himself. He will then be issued with a badge that must be worn, in clear sight, at all times. A parking permit shall be obtained if the execution of the work requires the Contractor's vehicles to be on site. Fokker Security shall inform the department that commissioned the work on Fokker's behalf, and/or will supervise the work, of the Contractor's arrival.

Once the work has been completed the Contractor shall return the badge to the Security department.

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The Contractor shall notify Security if the execution of the work makes it necessary for him to remain on site for longer than one day. Security will then issue instructions concerning the access procedures to be followed during the execution of the work.

Standard working hours are: Monday-Friday from 08:00 to 16:30 hrs. The Principal's approval is required for work outside these hours.

The Contractor shall not be allowed access to Fokker sites, in buildings, departments or other areas for any other reason than to perform work commissioned by, or on behalf of, Fokker. (Also see [chapter 20](#))

It is forbidden to park vehicles or place obstacles such as ladders, scaffolding, platforms or other equipment on asphalted roads or areas other than designated parking places, unless permission has been given by Security or the Principal. Any violation of these stipulations can have as consequence that the vehicle or other obstacle as mentioned in this item will be removed. Fokker accepts no liability for any damage so caused.

Any instructions issued by Security, at any time, shall be followed immediately.

It is forbidden to take photographs and/or make video recordings etc. on Fokker sites or in buildings without written permission from the Principal and such activities shall be supervised by the Principal's representative.

Radios are allowed if these comply with the relevant standards. Coffee makers, heating elements, ovens etc are not allowed.

Security is responsible for supervising company property and is authorised to carry out checks and, if necessary, also to carry out inspections.

It is forbidden to be in possession of alcoholic drinks, drugs and/or stimulants on Fokker sites.

The Contractor shall cordon off the area in which the work is performed in consultation with the Principal.

Supplementary regulations apply to access to the dust-free areas in buildings 96 and 97 and to the bath lines in building 94 in Papendrecht as well as the dust-free areas in buildings 22 , 36 and to the bath lines in building 31 in Hoogeveen. In these areas, a Working Permit is required. The Contractor shall obtain the Production Manager's permission to enter via the Principal.

**REGULATIONS SUBCONTRACTORS  
YOUR SAFETY IS OUR SAFETY****4 RULE OF CONDUCT FOR FOD PREVENTION**

In the aerospace industry, it matters greatly that no “Foreign Objects” that could possibly damage the part end up in aircraft parts and components.

Within the company, particularly in the production departments, ‘Rules of conduct for FOD (Foreign Object Damage) prevention’ apply.

The policy of Fokker regarding FOD prevention reads:

- We apply ourselves to the design, construction and delivery of parts that are free of Foreign Objects.
- As a company we hereto have entered into a contract with our customers

These Rules of conduct for FOD prevention serve to prevent that a substance, contamination or article, not being part of a component or system, can cause damage to this component or system.

Production departments where these Rules of conduct for FOD prevention apply can be recognized by the following symbols:



Access to areas where Rules of conduct for FOD prevention apply can only be gained via the Principal, who will inform you by means of an integrated package of rules of conduct. These rules of conduct leave the responsibilities of the Contractor unimpeded.

**5 SUPERVISION DURING EXECUTION OF THE CONTRACTED WORK**

The Principal shall supervise compliance, during the execution of the work, with the regulations set out in this document. Such supervision shall in no way affect the Contractor’s own responsibility.

Where another Supervisor is appointed for the work he will be fully informed of all conditions. The Principal will inform the Contractor about the appointment of the Supervisor.

In addition to the Principal other Fokker functions can also supervise compliance with the regulations. This can also include the request to show certificates, a safety passport and other qualifications required. The Contractor shall therefore ensure that his employees have such documents with them to avoid any stagnation of the work. Should these documents not be available for inspection it will be necessary to obtain them before the work can commence.



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Instructions issued by the persons listed above shall be complied with in full, even if the consequence is that the work is hampered or (temporarily) made impossible; with no entitlement whatsoever to compensation from Fokker. Should the instructions as described above lead, or may lead, to serious stagnation in the execution of the work the Contractor shall immediately inform the Principal in writing.

The Contractor may be addressed by any member of Fokker about compliance with the regulations.

**6 WORKING PERMITS**

A working permit is required for the following, not operational, activities:

- Working on and in tanks, pipes and equipment that contain hazardous materials or hold, or have held, hazardous conditions
- Hoisting activities
- Working at a height of 2 meters or more without a structural, permanent work floor. This also includes working with a sky worker, scissor lift or on a scaffold.
- Activities possibly resulting in air, water and/or soil pollution
- Working with ionizing radiation (eg. X-ray)
- Performing fire hazardous activities
- Excavation work
- Entering or working in an enclosed area
- Using blasting means outside a (grit) blasting installation
- Performing activities that require special protection of the holder
- Performing other activities for which the Contractor or Fokker contact considers it necessary
- Performing activities in areas mentioned below:
  - Surface treatment department and technical strip
  - CCA (Contamination Controlled Areas) in Papendrecht and
  - EX-zoned areas, recognizable by the symbol on the right



In case of doubt, the applicant determines in consultation with the safety expert whether a working permit is necessary.

Completion of the activities that require a working permit shall be reported to the applicant of the working permit.

In some cases it may be necessary, after joint consultation between the Principal and the Contractor, to carry out a Job-Risk Analysis (TRA) before the work can commence. This always applies to all situations in which there is an increased risk. Consult your Principal!



### Fire hazardous activities

Prior to commencing work, such as welding, cutting, grinding, heating products containing tar, removing paint or in any other way or for any other purpose using a naked flame, Fokker shall provide you with a valid working permit.

Depending on the nature and extent of the work the Company Fire Brigade shall determine whether it is necessary for a member of the Fire Brigade to be present and/or whether the automatic fire alarm should be switched off.

For storage of flammable materials, authorization by the company fire brigade shall be obtained.

Prior to the commencement of the work permission shall be obtained from the Fire Brigade for the storage of flammable goods/materials.

The Contractor shall also provide fire extinguishing materials such as fire blankets and other small pieces of equipment e.g. small fire extinguishers.

Approved firefighting equipment shall be within hand reach of those executing work with a fire risk. Such fire fighting equipment shall not be provided by Fokker.

Should a fire break out, irrespective of its size, this shall immediately be reported as a fire alarm to Security alarm number Hoogeveen **+31(0)528-285222**, alarm number Papendrecht **+31(0)78-6419222** of by breaking the glass and pressing the red button of the emergency alarm.

The fire fighting equipment in the immediate vicinity of the work can also be used to extinguish the fire.

## **7 WORK ON HIGH AND LOW VOLTAGE INSTALLATIONS OR POWER DISTRIBUTION STATIONS**

Work on high and low voltage installations or power distribution stations shall be executed in accordance with the relevant requirements as stipulated in, for example NEN-EN 50110, NEN 3140 and NEN 3840. Permission to carry out this work shall be obtained from the Fokker official responsible for the installations.

The Principal shall be consulted prior to power being connected to any machines etc

## **8 ELECTRIC TOOLS AND ACCESSORIES**

All electric tools and accessories on Fokker sites shall, at all times, be in good condition and well maintained. These means shall be recognisable approved according NEN 3140.

Any electric installation or equipment that has serious defects can be judged by Fokker officials to be unfit for use. The Contractor shall immediately replace such equipment at his own cost.

## **9 WORK ON REFRIGERATION INSTALLATIONS**

Work may be carried out on the refrigeration plant only if the firm or persons executing the work are STEK recognised. The Contractor shall ensure that this is the case.

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Injuries, not of a serious nature, shall be dealt with by Fokker's First Aid Department.

Outside normal working hours such injuries shall be dealt with by Security

In cases involving a serious accident or any other calamity- either during or outside normal working hours – alarm shall be raised immediately via Security's alarm number Hoogeveen **+31(0)528-285222**, alarm number Papendrecht **+31(0)78-6419222** and the instructions given by Security, the Fire Brigade, Evacuators and First Aid officials shall be obeyed.

When a serious accident or a calamity is involved the scene of the incident shall remain undisturbed.

Should such an incident occur then in all instances, in addition to the verbal/telephone report to the Principal, the report and analysis of SHE incidents shall be filled in. This form can be obtained from the Principal.

There is an evacuation alarm in all buildings. Should this alarm go off then the instructions issued by Fokker officials shall be followed immediately!

**11 USE OF ITEMS OWNED BY FOKKER**

The Contractor is not permitted to make use of tools, machines, installations, cranes, lift-trucks etc. belonging to Fokker to execute the work unless agreement has been made in advance with the Principal. Any such use shall be for the Contractor's own risk.

Contractors are not permitted to switch the electric power to machines on or off unless explicit permission has been obtained from the Principal.

**12 WORKING AT HEIGHTS**

When executing work at heights the Contractor shall make use of equipment and means that are suitable and approved for such work.

When work is being performed at a height the area below shall be cordoned off or clearly marked. During such work it is compulsory for employees involved to wear safety helmets.

In case of moving or controlling hydraulic platforms persons in the cart shall use falling protection (protective harness).

**REGULATIONS SUBCONTRACTORS  
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Each crane shall have an up-to-date logbook.

Only a person qualified to operate that specific type of crane shall operate a mobile crane, the operator shall have a valid hoisting certificate.

It is forbidden for persons to be within the rotation range of the machine or to be under the loaded hoisting machine. Wearing an approved safety helmet is compulsory during hoisting operations.

The use of a fork lift- truck, reach truck, sky worker or scissor lift is only allowed for persons who are trained to use such a powered industrial vehicle and with a valid certificate.

Use of the travelling cranes in the halls is only allowed when authorized by the Supervisor. These cranes shall be operated only by qualified persons. Hoisting slings etc. shall be provided by the Contractor and have clear identification marks and the accompanying certification of approval. .

The use of hoisting and lifting equipment with a combustion engine in the halls is not permitted without first obtaining written permission from the Principal and obtaining the relevant work permit. In such a case extra measures are needed to shut down the fire alarms in the hall in question and remove exhaust gases and prevent fire from breaking out.

Hoisting and lifting equipment shall not be left in the halls. Such items shall be left only in locations designated by the Principal

**14 PERSONAL SAFETY**

The Contractor shall take all possible measures to ensure the personal safety of his employees.

Obstacles, open tanks and trenches shall be cordoned off by hard fencing and clearly identified. These areas shall be brightly lit in the dark.

All entrances and exits, above which work is being performed, shall be covered with sound roofing material as protection against falling objects.

The Contractor shall inform the Principal of any work that could seriously hamper the activities of Fokker employees in its vicinity. In such cases arrangements shall be made as to the safety measures to be taken to ensure the health and safety of the employees and third parties

**15 GOOD WORKING PRACTICES**

The regulations governing good working practices on the work site shall be observed at all times.

The Contractor shall remove old material, waste and remains of processed components or material from the site as quickly as possible and, in so far is legal, be responsible for processing such items while taking into account such regulations as those contained In the Provincial Environmental Decree and the Environment Act (see. chapter 10 Waste materials). Documents showing compliance with these stipulations shall be made available to the Principal

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The stipulations in the previous sentence shall also apply to the transport and storage of old materials, waste and remains of processed components and/or materials.

The Principal shall be consulted for instructions concerning the necessary storage of building materials.

The Contractor shall ensure that the execution of the work will not result in any inconvenience, interference and/or obstruction for Fokker, Fokker's employees and third parties unless this is, reasonably speaking, inevitable.

During the execution of the work the environmental guidelines applying to water, soil, air and noise shall be taken into account. The Principal shall be informed immediately if there is, or could be, an emission during the work (e.g. water, soil, air pollution, noise or vibration

If gale force winds have been forecast the Contractor shall ensure that all objects that could be affected by the winds shall be secured or made storm- fast.

The work site shall be swept clean at the end of each working day or after the work has been completed.

**16 TRAFFIC REGULATIONS**

The stipulations of the Dutch Road Traffic Act apply in full on all Fokker sites unless explicitly stated otherwise.

All instructions on the signs located on the sites shall be strictly obeyed (including the speed limit restrictions).

Private cars and company cars shall be parked in the designated parking places unless Security instructs otherwise.

Any parking instructions issued by Security or instructions as to the transport route on the site shall be complied with at all times..

Vehicles with internal combustion engines are not permitted in Fokker buildings.

**17 MATERIALS AND ACCESSORIES**

It is strictly forbidden on site to be in possession of silicones, materials containing silicone, Teflon spray or any other materials that could lead to adhesion problems. Violation of this stipulation shall result in expulsion from all Fokker premises

Fokker's standardisation policy has resulted in a strong preference for certain materials and brands. The Contractor shall obtain information on this subject prior to the commencement of the work.

**18 LIABILITY**

Fokker shall accept no liability whatsoever for losses of any description or any nature, including those caused by the use of Fokker property even in cases where explicit permission was given. The Contractor shall indemnify Fokker against any costs, claims, losses and penalties, whatever their nature and whoever the claimant, including Fokker and Fokker employees, ensuing from or in connection with the execution of the work on the Fokker site, also including compliance or non-compliance with these regulations. Fokker

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retains the right to recover from the Contractor any losses and costs incurred by Fokker or Fokker employees.

The Contractor shall insure himself against any legal liability, the insured amount to be at least € 5,000,000. The insurance policy shall be made available to Fokker on request. The Contractor's liability to Fokker and third parties is in no way limited or excluded by the cover provided by this policy.

The Contractor shall take out his own Third Party insurance, according to the Motor Vehicles Insurance Act, for an amount not less than the minimum amount stipulated by this Act (WAM) to cover any liability to third parties the consequence of the execution of the work, ensuing from the Contractor's use of his own vehicles and/or those belonging to third parties Motor vehicles not covered under the insurance policy as specified above shall not be used to execute the work.

**19 CONFIDENTIALTY**

The Contractor shall at all times refrain from making available to third parties all and any data, information, matters and/ or rights appertaining to Fokker, its customers or other relations. The Contractor shall ensure that this same obligation applies to his employees and sub-Contractors. As stated in Fokker Aerostructures BV's General Terms and Conditions of Purchase.

**20 ITAR-REGULATION**

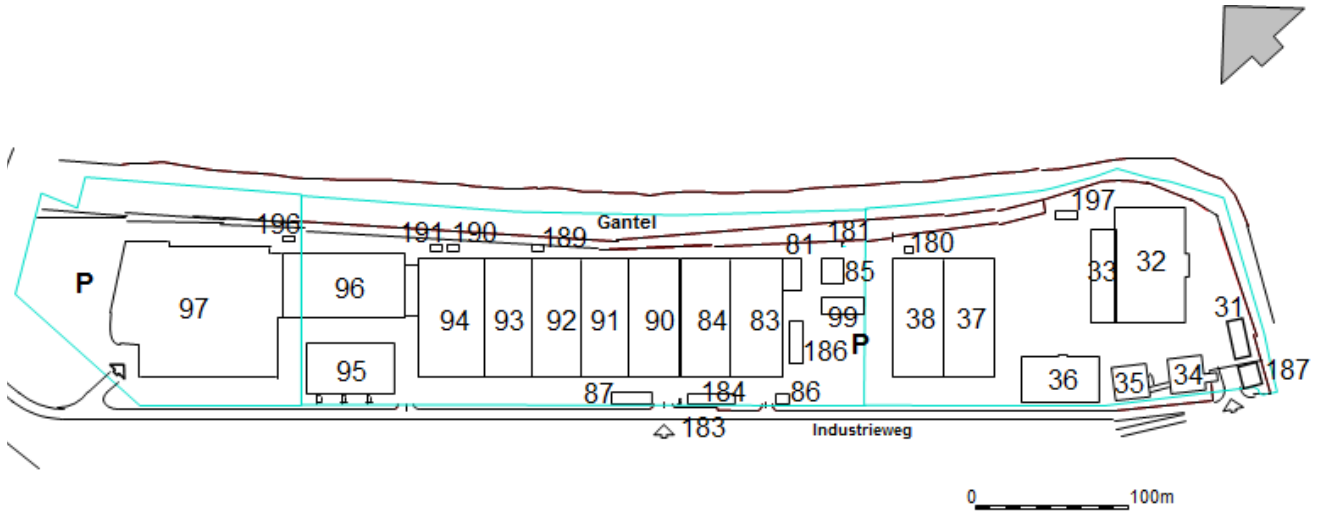
Fokker is involved in research, development and production of parts and components for military programs. (Technical) information and parts and components for these programs fall under US and/or Dutch export compliance legislation. These legislations require specific authorization for possible access to information and parts, that fall under this legislation. In order to prevent violation of these legislations the Contractor is only allowed to adjourn at locations indicated by their Fokker contact; the Contractor shall not adjourn to any other locations on the plant. The Contractor is not allowed to gain access to information in physical as well as electron form, nor have equipment on hand that can be used to copy or save information. During completion of the activities the Fokker contact supervises compliance with the regulations in this document. Irregularities shall be reported to the Fokker contact straightaway.

**21 IMPORTANT TELEPHONE NUMBERS**

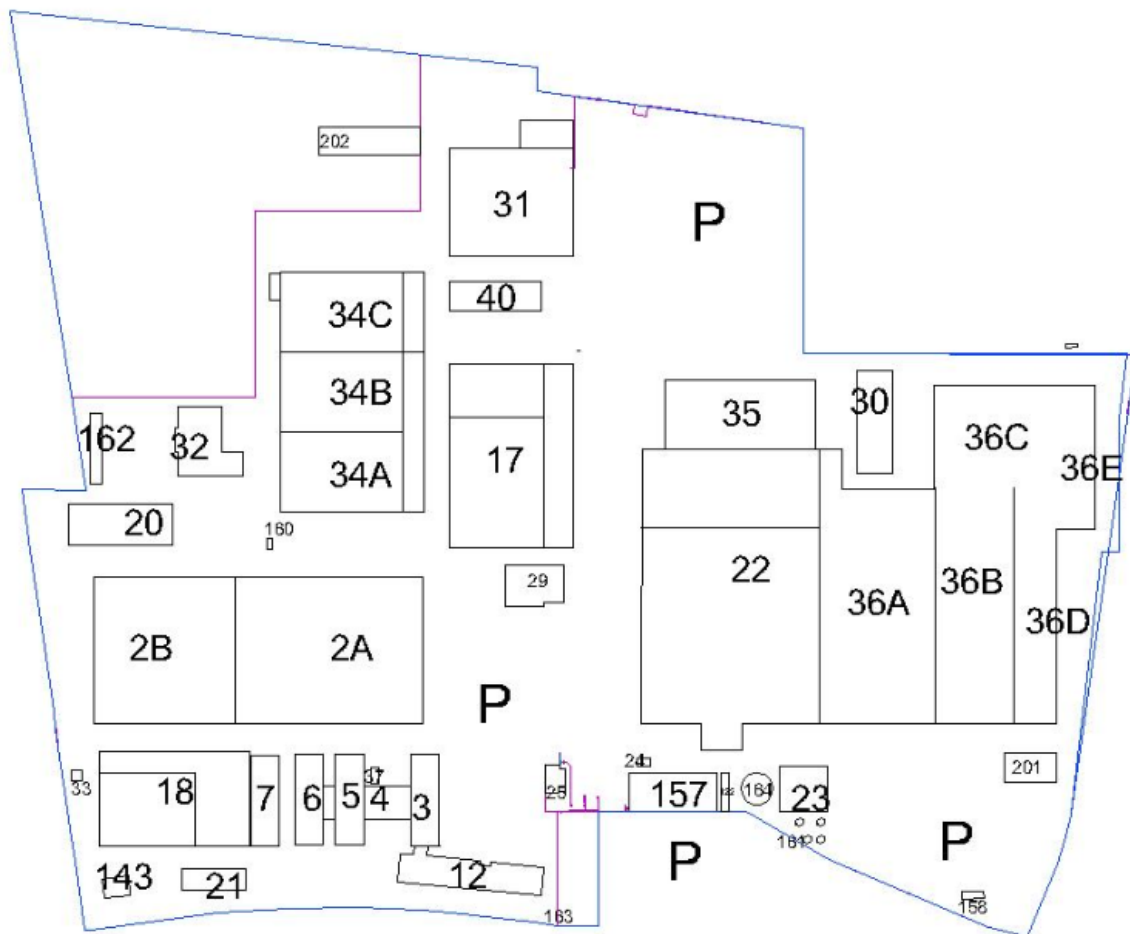
	Hoogeveen	Papendrecht
Alarm (Fire/First Aid)	+31(0)528-285222	+31(0)78-6419222
Security	+31(0)528-285111	+31(0)78-6419220
Fire Brigade commander	+31(0)6-40632768	+31(0)78-6419610
Site HSE Leader	+31(0)6-83277021	+31(0)6-13511327
Site HSE Advisor	+31(0)6-13229102	+31(0)6-22489372
	+31(0)6-12447174	
	+31(0)6-23352288	

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**22 LOCATION MAPS**



**Fokker Aerostructures BV, Industrieweg 4 in Papendrecht**



**Fokker Aerostructures BV, Edisonstraat 1 in Hoogeveen**