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Safety regulations for external parties and contractors

**1. Scope**

These safety regulations apply to external parties and companies / contractors who work on the tank farm premises on behalf of TanQuid. They are part of the commercial contract. If subcontractors are commissioned by the external company, the external company has to pass on the obligations contained in these safety regulations to the subcontractor.

**2. Corporate policy**

Safety and environmental protection is part of TanQuid's corporate policy, which is laid down in the TanQuid manual for integrated management system.

These safety regulations shall guarantee the safety of the facilities, for the employees of TanQuid, the external companies, possible sub-contractors and the customers of TanQuid and the needs of environmental protection are taken into account.

**3. Handing over**

These safety regulations are part of the order granted to the external company. The external company is obliged to pass on the safety regulations to its executing employees and subcontractors.

The "Confirmation of the Contractor" under Enclosure 1 must be signed by a responsible contact person of the external company and sent to TanQuid together with the order confirmation. A copy of the contractor confirmation must be handed over to the contact person at the tank farm before starting work on TanQuid's premises.

The responsible contact person of the external company must carry out both these safety regulations as well as a copy of the signed confirmation on site.

The external company also has to implement corresponding requirements when placing an order with a subcontractor.

**4. Sanctions**

In the case of serious violations of these regulations, TanQuid can among other initiate the following measures:

- Temporary interruption of work until identified defects are eliminated,
- Ban of employees of the external company from the tank farm premises,
- Setting the work and withdrawal of the order (resignation, extraordinary termination, etc.),
- Final termination of TanQuid-wide cooperation.

A serious breach exists in particular if:

- the external company fails to immediately inform the TanQuid contact person and the site management, that a hazardous substance or a water-polluting substance was set free into the atmosphere, the sewerage system or entered the ground;
- the external company fails to provide a security post when working in tanks / containers / confined spaces, who monitors the work of the person carrying out the work, observing by visual and voice contact;
- the external company discharges wastewater into the sewerage system without consulting the named contact person of TanQuid,
- the external company does not instruct its subcontractors about safety regulations.

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## 5. Regulations

The external contractor is responsible for the safety of its employees. In this sense, the external company has to observe the following regulations, among others:

- German Occupational Safety (e.g. Arbeitsschutzgesetz/ German Occupational Safety Act)
- German Industrial Safety Regulation (e.g. BetriebssicherheitsV)
- German Occupational Health and Safety Regulations of the trade associations (e.g. Berufsgenossenschaft)
- Construction Site Ordinance / Site Safety Regulations.

In addition, all relevant regulations, in particular environmental protection regulations, must be observed when carrying out work on TanQuid's premises.

## 6. Contact Person

TanQuid and the external company each designate a responsible contact person who carries out all the coordination required in accordance with these safety regulations. The named responsible contact person of the external company must be present at all times during the work on TanQuid's premises.

## 7. Safety briefing

Before starting work, the external company must inform its employees and, if necessary, its subcontractors about the content of these safety regulations and about potential risks occurring during the work as well as about protective measures already agreed with TanQuid in advance.

Before starting work, in addition a safety briefing for the employees of the external company is performed by TanQuid on site.

## 8. Understanding / Communication

If the external company makes use of employees, who are not sufficiently powerful to the German language, the external company must ensure (e.g. interpreteur) that on site communication is possible in German language. TanQuid has the right to check this on a random basis.

## 9. Work planning and risk assessment

Before starting work, the external company must submit a work plan and a risk assessment of the individual activities to the contact person of TanQuid. If the working conditions change during the work is in progress, a new risk assessment must be prepared immediately before work is continued.

## 10. Access to the tank farm premises / stay on the tank farm premises

Access and the stay on the tank farm premises are only permitted, as far as the order requires.

On site, before starting daily work, the responsible contact person of the external company has to check-in himself and also the other employees of the external company at the contact person of TanQuid and / or at the gatekeeper as well as to check-out every day after work ends. The work can be carried out Monday-Friday 7am till 4pm, unless otherwise agreed.

The road traffic regulations (StVO) apply on the tank farm site. Vehicles used by the external company must be operationally safe and insured. They may only be parked on the agreed areas. The employees of the external company have to go to their place of work on the tank farm premises using the shortest prescribed route. They are not permitted to stop in any other area of the tank farm premises without having an order or permission.

The use and carrying of mobile phones is prohibited outside of administration and office buildings on the entire tank farm premises. Exceptions can be made for explosion-proof cell phones by the operations manager.

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There is an absolute ban on smoking and alcohol on the tank farm premises. Employees who due to the consumption of alcohol or other intoxicating substances are no longer able to carry out their work for themselves or others are not allowed to work. They are not allowed to enter the tank farm premises or to stay on the company premises.

Any activities on systems and fittings are prohibited without consultation of the TanQuid contact person.

#### 11. Special problems

If difficulties or unexpected events occur during the execution of the order, the work must be stopped immediately. The responsible contact person at TanQuid must be informed immediately. In consultation with the management he/she decides on the further progress of the work of the external company

#### 12. Work permit certificates

For work on the tank farm premises, written permission from the management / the responsible contact person on site is required.

This applies in particular to the following work:

- Hot work (welding, firing, soldering, drilling) in areas at risk of fire and explosion,
- Work in tanks, containers and confined spaces (shafts, canals),
- Work on pressure systems (e.g. pressurized pipelines),
- Work on systems in operation,
- Use of hazardous substances.

The work permit certificates regulate the nature and scope of the work as well as the safety measures that must be observed. They must be renewed daily before starting work.

The contact person of the external company signs the work permit certificate. Thus, the external company takes responsibility for its employees and the safe execution of its work.

#### 13. Personal protective equipment

The necessary and appropriate personal protective equipment must be provided by the external company to its employees. Due to the substances stored at TanQuid, personal protective equipment consists of at least:

- long trousers, long-sleeved shirts or jackets according to EN 531 and EN 1149-3 made of antistatic and / or electrostatically dissipating fabric; the clothing must have a flame retardancy according to EN 533-1; this must be proven by appropriate pictograms in the clothing,
- protective helmets according to DIN EN 397 and
- protective shoes with dissipative soles according to EN 345.

Exceptions to the requirement to wear personal protective equipment may be permitted by the operations manager on a case-by-case basis.

#### 14. Work and operating equipment

Work equipment introduced by the external company, such as machines, tools, etc., must be in a safe-related perfect condition and be suitable for the respective use (e.g. work in potentially explosive areas). The external company must have its work equipment regularly checked / tested and, at the request of TanQuid, present current test certificates for the work equipment used.

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When using hazardous substances and substances hazardous to water (e.g. varnishes, oils, cleaning agents), the external company must ensure that they cannot enter the atmosphere, sewerage system or ground. Should a hazardous substance or a water-polluting substance nevertheless entered the atmosphere or the sewerage system or the ground, the contact person at TanQuid and the management must be informed immediately in order to be able to initiate operational emergency measures without delay. Failure to provide this information constitutes a serious breach of these provisions.

The external company may only temporarily store its work and operating equipment as well as the hazardous and water-polluting substances used only in approved containers on the space allocated by TanQuid.

**15. In particular: hot work**

When carrying out hot work, the external company must provide a fire guard who is trained in the use of fire extinguishers.

Fire extinguishers are provided by the TanQuid contact person on site.

**16. In particular: Work in tanks, containers and confined spaces**

The specifications of the work permit certificate when carrying out the work must be strictly complied with. In particular, the following circumstances must be considered:

- The atmosphere (gas-air mixture and oxygen) is tested and assessed by TanQuid before starting work and then regularly by the external company (see work permit). After consultation of the contact person at TanQuid, a corresponding measuring device can be provided by TanQuid for this purpose. The external company must name a responsible, trained person who will be instructed by TanQuid in the correct use of the measuring device.
- The external company must provide a security post who monitors the person carrying out the work, observing by visual and voice contact. The omission of this safety measure is a serious violation of these safety regulations.

**17. Waste, sewage**

The external company is responsible for the proper separation of its waste as part of its order fulfillment. Disposal takes place in consultation with the TanQuid contact person on site.

The discharge of waste water into the sewerage system is only permitted after consultation of the named contact person at TanQuid. Failure to respect this safety measure represents a serious violation of these provisions.

**18. Order and Cleanliness**

The construction site or the working environment must always be kept in a neat and clean condition. Throughout the time, the construction site / the work environment must also be secured by appropriate barriers, so that there is no danger to the entire system or to persons.

**19. Fire protection**

Before starting work, the external company informs itself about the location of fire extinguishers, the escape routes and the assembly point in the event of fire.

The contact person at TanQuid informs the employees of the external company about the nearest fire alarm button before starting their work.

**20. Accident, near miss, claim**

Every accident (injury to a person), near miss or damage (damage to an object) must be reported to the TanQuid contact person immediately.



### Confirmation of the Contractor

We have received and noted the "Safety regulations for external parties and contractors" by TanQuid GmbH & Co

We undertake to comply with the definitions of these safety regulations and will also pass on these safety regulations to our employees and subcontractors commissioned with the order execution and oblige them to comply with the regulations described.

Our responsible contact person carries a copy of this confirmation to submit.

**We call the responsible contact:**

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Company Seal      Date      Name in block letters/Signature