

**Operating Procedure**
**Policy**

The company Knauf Insulation has undertaken to protect health and take care of the safety of employees, taking into account external suppliers and visitors, attending to those who may be influenced by their activities. We ensure not only safety and health protection at work, but also equipment, systems and procedures that are required for this purpose, for all employees and suppliers, and we request that these principles are observed. We also provide training and supervision.

**External firm introductory training**

If you need advice or help in developing an operating procedure related to your work, please contact the project engineer, the IMS technician or the IMS manager. Any documentation that you might need in elaborating your operating procedure will be (has been) sent to you in advance. If necessary, the documentation which is not included in the standard set of documents can be sent as well.

The standard set of documents for the training for an external firm has been described (including the relevant procedure) in the "KK\_WI0365 External Supplier Training" instruction. It includes the following materials:

- 1) KK\_WI0049 HSE requirements for the employees of external firms
- 2) KK\_WI0266 Fire evacuation procedure (plan)
- 3) KK\_WI0264 Fire fighting and fire alarm instruction
- 4) KI\_F004 Risk analysis – general risks
- 5) KK\_F062 Employees of external firms
- 6) HSE Manual for employees, visitors and suppliers (can be obtained at the gate house of the premises; each time a person is entering the premises, the person has to record his/her name and confirm his/her acceptance of the requirements resulting from this Manual).

**Technological procedure (outline of important items)**

<b>1.Description of the work</b>	What is the main objective of your work?		
<b>2.Place of work</b>	Where are the works to be performed? Which zones are to be influenced?	<b>3.Duration from/to</b>	The assumed period of duration of the work
<b>4.KI Krupka contact person</b>	Who is your contact person in the plant?	<b>5.Expected number of employees</b>	The respective numbers of your employees that are to work on the premises of the plant.
<b>6.The external firm's person in charge of the work</b>	Your firm's contact person for KI, including the person organising the work, responsible for the proper completion of the work task		
<b>7.Brief description of the work (works)</b>	Describe all the works, including the intermediate or sectional works, that have to be performed so that the main task may be completed.		
<b>8.Coordination of works</b>	Describe the sequence of the individual works. Which of the works is to be performed at the beginning, what is to follow, which work is to be performed as the final one, and why.		
<b>9Entering the premises (persons/vehicles)</b>	How do you get onto the premises? How many entry permits for vehicles do you need? Do you have to enter the premises through the standard gate or through some other gate? What is the method for handling the material and your tools?		
<b>10List of the material and tools</b>	List (approximate) of the required material and tools that are to be taken onto the premises		
<b>11.Taking care of your employees</b>	Changing rooms and refreshment/lunch area for your employees. Is it necessary to install mobile facilities for your employees?		
<b>12.PPE</b>	Personal protective equipment that your employees will be equipped with		
<b>13.Workplace marking</b>	Method and material used for marking your workplace		
<b>14.Hazards caused by your employees</b>	Will your work, in any way, affect the safety and health of our employees?		
<b>15.Traffic restriction</b>	Is it necessary to restrict transportation on the premises?		
<b>16.Chemical substances taken onto the premises</b>	What chemical substances are to be taken onto the premises by your firm?		

<b>The technological procedure has been elaborated by:</b>	<b>Dated:</b>	<b>The technological procedure has been approved by:</b>	<b>Dated:</b>
<b>On behalf of the external firm:</b>		<b>On behalf of KI KRUPKA:</b>	