Technical Specification ŠKODA AUTO a.s.
Part II-MO-01/02

Technological Equipment in General, Mechanics

History of Changes

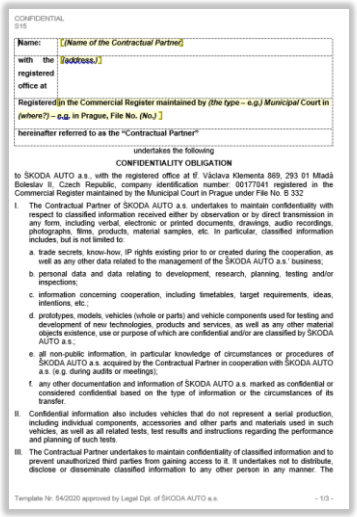
Stand	Date	Description
1.0	30.11.2019	New edition

Content

Note:

The owner of this technical assignment is ŠKODA AUTO a.s.

It contains data, knowledge, experience and / or information about future projects or processes that are not yet known and are therefore **top secret in terms of trade or manufacturing secrets**. This technical assignment is granted to the beneficiaries solely for the purpose of drawing up this tender or respectively in the case of the assignment of the contract for its implementation. Such technical specifications shall not be made available, in whole or in part, directly or indirectly to third parties. Reproduction or modification of these technical specifications is only permitted with the express written consent of ŠKODA AUTO as. The supplier undertakes to enter into Confidentiality obligation with Škoda Auto. See the sample below.



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Name: [Name of the Contractual Partner]

with the registered office at [address,]

Registered in the Commercial Register maintained by (the type – e.g.) Municipal Court in (where?) – e.g. in Prague, File No. (No.)]

hereinafter referred to as the "Contractual Partner"

undertakes the following

CONFIDENTIALITY OBLIGATION

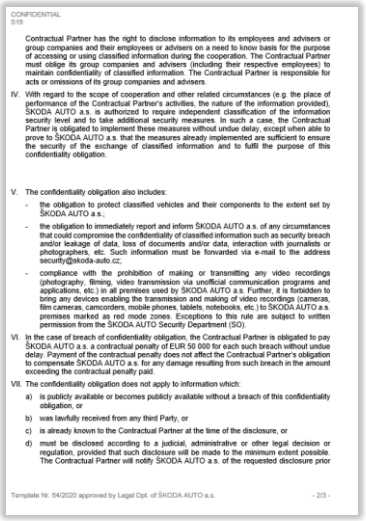
to ŠKODA AUTO a.s., with the registered office at tř. Václava Klementa 869, 293 01 Mladá Boleslav II, Czech Republic, company identification number: 00177041 registered in the Commercial Register maintained by the Municipal Court in Prague under File No. B 332

I. The Contractual Partner of ŠKODA AUTO a.s. undertakes to maintain confidentiality with respect to classified information received either by observation or by direct transmission in any form, including verbal, electronic or printed documents, drawings, audio recordings, photographs, films, products, material samples, etc. In particular, classified information includes, but is not limited to:
   a. trade secrets, know-how, IP rights existing prior to or created during the cooperation, as well as any other data related to the management of the ŠKODA AUTO a.s.' business;
   b. personal data and data relating to development, research, planning, testing and/or inspections;
   c. information concerning cooperation, including timetables, target requirements, ideas, intentions, etc.;
   d. prototypes, models, vehicles (whole or parts) and vehicle components used for testing and development of new technologies, products and services, as well as any other material objects existence, use or purpose of which are confidential and/or are classified by ŠKODA AUTO a.s.;
   e. all non-public information, in particular knowledge of circumstances or procedures of ŠKODA AUTO a.s. acquired by the Contractual Partner in cooperation with ŠKODA AUTO a.s. (e.g. during audits or meetings);
   f. any other documentation and information of ŠKODA AUTO a.s. marked as confidential or considered confidential based on the type of information or the circumstances of its transfer.

II. Confidential information also includes vehicles that do not represent a serial production, including individual components, accessories and other parts and materials used in such vehicles, as well as all related tests, test results and instructions regarding the performance and planning of such tests.

III. The Contractual Partner undertakes to maintain confidentiality of classified information and to prevent unauthorized third parties from gaining access to it. It undertakes not to distribute, disclose or disseminate classified information to any other person in any manner. The

Template Nr. 54/2020 approved by Legal Dpt. of ŠKODA AUTO a.s. - 1/3 -



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Contractual Partner has the right to disclose information to its employees and advisers or group companies and their employees or advisers on a need to know basis for the purpose of accessing or using classified information during the cooperation. The Contractual Partner must oblige its group companies and advisers (including their respective employees) to maintain confidentiality of classified information. The Contractual Partner is responsible for acts or omissions of its group companies and advisers.

IV. With regard to the scope of cooperation and other related circumstances (e.g. the place of performance of the Contractual Partner's activities, the nature of the information provided), ŠKODA AUTO a.s. is authorized to require independent classification of the information security level and to take additional security measures. In such a case, the Contractual Partner is obligated to implement these measures without undue delay, except when able to prove to ŠKODA AUTO a.s. that the measures already implemented are sufficient to ensure the security of the exchange of classified information and to fulfil the purpose of this confidentiality obligation.

V. The confidentiality obligation also includes:
   - the obligation to protect classified vehicles and their components to the extent set by ŠKODA AUTO a.s.;
   - the obligation to immediately report and inform ŠKODA AUTO a.s. of any circumstances that could compromise the confidentiality of classified information such as security breach and/or leakage of data, loss of documents and/or data, interaction with journalists or photographers, etc. Such information must be forwarded via e-mail to the address security@skoda-auto.cz;
   - compliance with the prohibition of making or transmitting any video recordings (photography, filming, video transmission via unofficial communication programs and applications, etc.) in all premises used by ŠKODA AUTO a.s. Further, it is forbidden to bring any devices enabling the transmission and making of video recordings (cameras, film cameras, camcorders, mobile phones, tablets, notebooks, etc.) to ŠKODA AUTO a.s. premises marked as red mode zones. Exceptions to this rule are subject to written permission from the ŠKODA AUTO Security Department (SO).

VI. In the case of breach of confidentiality obligation, the Contractual Partner is obligated to pay ŠKODA AUTO a.s. a contractual penalty of EUR 50 000 for each such breach without undue delay. Payment of the contractual penalty does not affect the Contractual Partner's obligation to compensate ŠKODA AUTO a.s. for any damage resulting from such breach in the amount exceeding the contractual penalty paid.

VII. The confidentiality obligation does not apply to information which:
   a) is publicly available or becomes publicly available without a breach of this confidentiality obligation, or
   b) was lawfully received from any third Party, or
   c) is already known to the Contractual Partner at the time of the disclosure, or
   d) must be disclosed according to a judicial, administrative or other legal decision or regulation, provided that such disclosure will be made to the minimum extent possible. The Contractual Partner will notify ŠKODA AUTO a.s. of the requested disclosure prior

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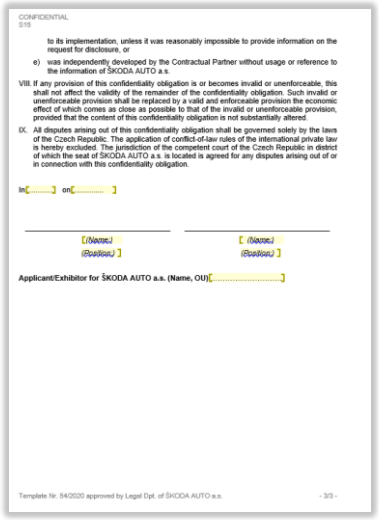

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to its implementation, unless it was reasonably impossible to provide information on the request for disclosure, or

e) was independently developed by the Contractual Partner without usage or reference to the information of ŠKODA AUTO a.s.

VIII. If any provision of this confidentiality obligation is or becomes invalid or unenforceable, this shall not affect the validity of the remainder of the confidentiality obligation. Such invalid or unenforceable provision shall be replaced by a valid and enforceable provision the economic effect of which comes as close as possible to that of the invalid or unenforceable provision, provided that the content of this confidentiality obligation is not substantially altered.

IX. All disputes arising out of this confidentiality obligation shall be governed solely by the laws of the Czech Republic. The application of conflict-of-law rules of the international private law is hereby excluded. The jurisdiction of the competent court of the Czech Republic in district of which the seat of ŠKODA AUTO a.s. is located is agreed for any disputes arising out of or in connection with this confidentiality obligation.

In[.....] on[.....]

[(Name,)] [(Name,)]

(Position,)] (Position,)]

Applicant/Exhibitor for ŠKODA AUTO a.s. (Name, OU)[.....]

Template Nr. 54/2020 approved by Legal Dpt. of ŠKODA AUTO a.s. - 3/3 -

If the contract is not awarded to the beneficiary of the technical assignment, it is obliged to destroy the technical assignment without delay in an appropriate manner on its own responsibility.

In the event of a break of this obligation by the beneficiaries, ŠKODA AUTO a.s. can claim damages, as well as a claim for a contractual penalty, if any.

0 Technical assignment structure

The technical assignment is compiled according to a uniform group structure, which consists of four main parts:

Technical specification cover sheet
Part I: General information
Part II: Technology / production area specific assignment
Part III: Project-specific specifications
Part IV: Related documents / documents

The technical specification cover sheet contains general information - see Annex.

0.1 Part I: General information

Part I: General Information sets out the basic legal and business conditions for cooperation between the supplier and ŠKODA AUTO a.s. Their content is elaborated and approved at a level exceeding individual organizational units.

0.2 Part II: Technology Specific Assignment (Production Area / Workshop)

Part II: Technology-specific Terms of Reference lists all standard regulations for each technology group resp. production area. This part is project independent. Specifies Part I. Any deviations or additions described herein shall take precedence over Part I.

Example:
II-KB-01/02: Assembly in general, mechanics equipment
II-KB-03: Electricity

0.3 Part III: Project-Specific Terms of Reference (Procurement / Performance)

This section contains all project-specific requirements, such as parts lists, deadlines, special contact persons, layouts, other technology-specific conditions, etc. Separate documents that must be used will be explicitly cited and summarized in Part IV as Related Documents.

Specifies parts I and II. Any deviations or additions described herein take precedence over Parts I and II.

0.4 Part IV: Related Documents

All relevant supporting documents are summarized in Part IV and attached to the technical specification as separate documents (directives, regulations). The documents themselves are usually independent of individual projects. Separate project-specific documents may also be developed if necessary.

1 Definition

1.1 Abbreviation

AGW	Arbeitsplatzgrenzwert (neu für MAK) / Workplace limit (new for MAK)
APS	Audi Produktion Systém / production system Audi
ARG	Arbeitsgruppe / working group
Bauteile	Zusammenbauten und/oder Einzelteile und/oder Normteile / Assemblies and / or individual parts and / or standard parts
BeMi	Betriebsmittel / operating means
CAD	Computer Aided Design
CAx	Computer Aided (variable Anwendung)
CD	Compact Disc, Datenträger / Disk
CE	Conformité Européenne (frz.), European conformity
CKD	Completely knocked down
DGQ	Deutsche Gesellschaft für Qualität / German society for quality
DALI	systém řízení osvětlení haly / hall lighting control system
FEM	Finite Elemente Methode
FM	frekvenční měnič / frequency converter
FMEA	Fehlermöglichkeit- und Einfluss Analyse / Analysis of the possibility of errors and their effects
HLS	Hallen-Layout-System / hall layout system
HW	Hardware
IBN	Inbetriebnahme / commissioning
i.O.	in Ordnung / OK
Kap.	Kapitel / Chapter
KD	Kundendienst / Customer service
KLH	Konzernlastenheft (Lastenheftbausteine für Komponenten bzw. Bestandteile einer Anlage) / VW Group specifications (specifications for building blocks for components or parts of a system)
KSL	Konstruktionsstückliste (Webbasierte Software von Volkswagen) / Construction parts list (web-based software from Volkswagen)
KVS	Konstruktionsdaten-Verwaltungs-System / Design data management system
LTF	Leistungstest der Fertigung / production performance test
MAK	Maximale Arbeitsplatz-Konzentration (neue Bezeichnung AGW) / Maximum workplace concentration (new name AGW)
M g U	mitgeltende Unterlagen / related documents
n.i.O.	nicht in Ordnung / not O.K.
OEE	Overall Equipment Effectiveness (Gesamtanlageneffektivität) / Efficiency of the overall facility
0-Serie	Null-Serie / Production zero series

OLP	Offline-Programmierung / Offline programming
PG	Programmiergerät / programming device
PVS	Produktionsversuchsserie / pre-production series
RPS	Referenzpunktsystem / reference point system
SE	Simultaneous Engineering / design meeting
SK	Schutzkreis / safety circuit
SOP	Start of Production/Serienproduktion
SW	Software
TPM	Total Productive Maintenance (preventive maintenance)
TZ	Technické zadání / technical specification
VFF	Vorserienfreigabe-Fahrzeug / pre-series approved vehicle
WVM	Werkzeug-Verwaltungs-Management / Management of provided components
ZESP	Zentrale Einspeisepunkte / central power points
ZSB	Zusammenbau-Gruppe(n) / assembly group

1.2 Definition

The following definitions apply to the implementation of the project:

- For the definition of operating modes, see - TZ part II-MO-03 Electrical part of the device
- Work must not restrict existing production
- The language of communication in all phases of the project is Czech (tender, technical negotiations, on-site implementation, documents, meetings with other departments of Škoda Auto a.s., etc.) - the cost of any interpreting services pays the supplier; in the case of foreign implementation the communication language is English.

Serial Production / Start of Production (SOP):

- automatic operation is possible in conjunction with connecting production technology (chained operation)
- no safety deficiencies
- handover of technical documentation

2 Quotation Structure

If the tender is based on a plant concept that divides the entire plant into individual sub-volumes (in particular stations, production and sub-sections), characterizes the components of the partial volumes and the whole facility and contains quantity data for components and the whole facility:

The concept of the equipment on which the tender is based serves as a basis for the client as the basis for the financial calculation in the selection of the supplier and does not indicate whether the equipment which will be implemented according to this concept, will fulfil its function.

Quotations submitted must be complete and include all required performances.

If, in the supplier's opinion, the documents from the customer (tender documents) do not describe the function of the production equipment correctly or the quantity data contained in them are incomplete, then report the missing equipment (BeMi) / components in the quotation separately.

Please, submit the offer-related documents via the purchasing platform.

3 Selection Procedures / Scope / Change Management

3.1 Tender and Scope of Assignment

Use the layout delivered to the tender to calculate the production equipment needs. The preparation plan (V-Plan) contains all relevant operating means and fastening provisions relevant for the production time from the client's point of view.

a) By submitting the tender, the bidder guarantees the feasibility and functionality of the production equipment based on the quantity structure in the V-Plan and the general part of the technical specifications. In principle, deviations from the quantitative structure from demand are only permissible if they are necessary to ensure functionality. The supplier must implement the functionality cost-neutral. Reduction of the quantity structure must always be agreed in advance with the customer and must not have a negative effect on functionality.

b) By awarding the contract, the Contractor declares that he is prepared to adjust the number of elements of the offer and the corresponding hourly rates. These negotiated unit prices are valid for the entire duration of the project.

c) The contractor must take into account the conceptual cost reductions if, with guaranteed functionality, they represent a solution that is more economical, space efficient, easier to maintain, reduces the need for repairs, conserves energy and the environment, or is qualitatively better. Please agree the implementation of these measures with the client and let approve it.

d) The contractor is obliged to implement the proposals from the Customer resulting from conceptual shortcomings on the part of the Supplier in a cost neutral manner.

e) The customer reserves the right to provide old and new components free of charge. The scope and content are defined by the expert planning department.

f) Feasibility and concept analyses (layout development, cost estimation, etc.) and expression of change costs are included in the basic assignment.

g) The assignment must also include a list of possible subcontractors who will participate in the project - these are mainly subcontractors for electro (HW, SW), steel construction and any other. The planning department reserves the right to approve the selection of subcontractors. Non-listed suppliers cannot participate in the project.

h) **An integral part of the offer is the "Performance Table", which is part of the technical assignment as an annex.** Changes in the number of table rows are not allowed! For other costs, it is possible to use the item "Other costs" and to specify this item in the text part of the offer. The supplier is obliged to check the totals of individual items.

i) Shifts listed in the item as shift shifts will be drawn only after the equipment is put into operation (PdP, PdPv). Until acceptance, the equipment is fully in the competence of the supplier (24/7) and costs must be included in the commissioning item.

j) It is the supplier's duty to check the requirements of the assignment. An **on-site inspection** in the presence of a planning department representative is necessary, without it **the offer will be evaluated as unsatisfactory!** If dimensions are stated on the client's layouts, they serve only as a guide.

k) The supplier is obliged to check all collision points and include their removal in the offer. This also applies to collision points not mentioned in this assignment.

l) An integral part of the quotation is a cover sheet specifying the price structure, the total amount, clear indication of the tender and, where appropriate, the amount under the heading 'Other costs').

m) Additional costs incurred due to ignorance of the delivery volume or local conditions will not be accepted.

n) The Supplier is obliged to provide a contact partner for the entire duration of the warranty period for the execution of warranty repairs.

3.2 Change Management

The submitted documents correspond to the current state of planning and development. If the products are in the development phase, changes in the technical specifications need to be taken into account in the further course of the project.

The supplier declares that it is in principle ready to make changes to the agreed volume of services without delay if it is asked to do so by the customer.

3.2.1 Change Management

a) After communicating the volume of changes by the customer, the contractor must submit a cost estimate, broken down into mechanical and electrical parts, to the competent planning department within five working days.

b) After releasing of the written volume of changes in writing by the relevant planning department, the contractor is obliged to prepare and submit a design proposal within 14 working days of the volume of changes.

c) Approve the design (released) by the ordering expert department.

d) After the release of the design proposal, offer the cost of the changes within five working days (quotation calculation and summary of cost sheets). Approval of costs shall be made by counter-calculation by the Client.

e) The basis for quotations and for counter-circulation is the negotiated list of services. If the element does not exist, the price is determined based on negotiated hourly rates and counter circulation.

f) The customer reserves the right to define individual elements even after the award of the order as provided volumes or to delete them completely. In such a case, the supplier undertakes to return the negotiated price of the technological parts. Operational resources that are needed due to product changes concept will be billed at prices that have been negotiated for the basic volume (contract).

g) Changes to the concept may only be made after the approval of the planning department. The supplier shall immediately update the documents and make them available to the customer. Changes to the concept, which are not made at the instigation of the customer, are borne by the supplier. Only in justified exceptional cases (e.g. change of concept by the client) the client will accept additional financial requirements.

h) Feasibility analyses, analyses of the effects of new states of components resp. weldments, etc., the supplier must carry out by return - normally within five working days. If a longer time is required, this must be agreed with the customer.

i) The incorporation of product changes that do not result in changes in operational means is part of the basic assignment.

j) Changes must be discussed and evaluated between the client and the supplier at least every two weeks. The supplier must prepare verifiable documents for these negotiations and submit them to the customer:

- Comparison of the real state of the quantitative structure with the quantitative structure of the basic specification.)
- Cost indicators for all change volumes that cannot be captured in the quantity structure. Register them under a continuous number in the overview that is part of the project. Describe the change here with the reason and date of the change (e.g.: decision of the construction meeting dated ... mail from the customer dated ... etc.) as well as stating costs and hours.
- If the supplier does not deliver the cost notice to the customer at the given time, the customer assumes

that the supplier will make this change in a cost neutral manner.

k) At the latest five days before the date of discussion, the supplier must provide the client with an overview including the relevant pictorial documentation (format A4). Change volumes must be incorporated into the project schedule in turn if they affect deadlines. If the schedule is not changed, the customer assumes that the supplier will implement the change without affecting the deadlines and costs.

l) Design changes during the installation phase (changes of operational changes made on site) must be incorporated into the design documentation. The deadlines described in this context are noted in Chap. 9.2 "Deadline for Documentation Delivery".

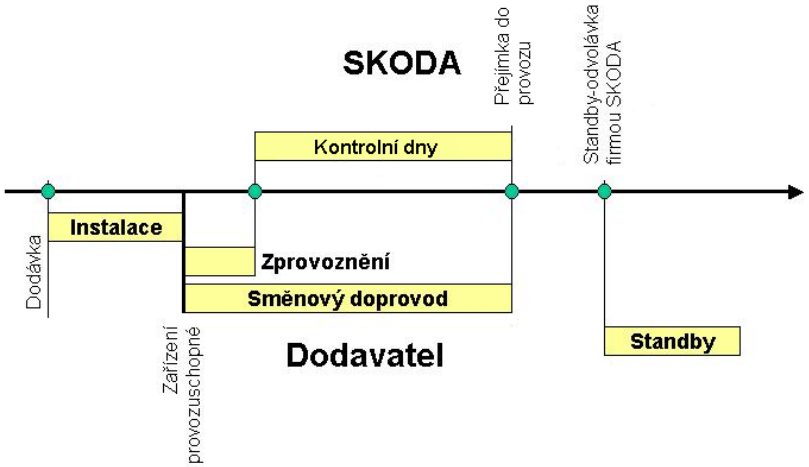
The following must be supplied as a basis for the offer for the change of vehicles / products:•

- Comparison of old - new components (format: MS Office e.g. Powerpoint)
- Display of necessary changes in operating environments (format: MS Office e.g. Powerpoint)
- Indication of impact on project deadlines
- Detailed offer with quantity structure.

4 Project Management

4.1 Time Schedule

- Terms specified in the technical specifications are binding and unchangeable. By submitting an offer, the supplier accepts them.
- Schedule grid must be in calendar weeks. Milestones must be specified as specific days, if work takes place on days of longer shutdowns - CPD, Christmas, Easter, the schedule will be worked out with a maximum of eight hours.
- The schedule must be created in the specified data format (Microsoft Project) and in pdf format, and must be supplied on a data medium (CD or comparable) and, on request, in paper format.
- Create a detailed deadline after awarding the contract. If necessary, daily and hourly timetables must be developed with appropriate 'dependencies'.
- The contractor undertakes to update the schedule on a continuous basis.
- The contractor must update the execution status of the order once a month based on a valid deadline and submit the execution status information.
- At the request of the client, the deadline must be submitted in a short time and in case of noticeable deviations from the target values; the client can increase the frequency of submission.



4.2 Project Management on the Supplier's Side

The contractor is obliged to submit the project organigram no later than five days after the award of the contract.

Provide at least the following key positions, including representatives, giving the name, telephone number and e-mail address: project manager, site / assembly manager, deadline coordinator, quality manager, investment coordinator, security officer.

During the project execution, it is not desirable to make changes to the responsible contact persons. If this happens, inform the client immediately in written form.

The project manager is responsible throughout the order and is the contact person for the client. He co-ordinates the companies responsible for the assignment (including possible integration of the provided volumes from the client).

After prior notice, the client must have access to the order volume at the premises of the supplier and its subcontractors at any time.

The supplier is obliged to provide the client with a list of all collisions that should be eliminated for the implementation of the project and are not part of the technical assignment - within 3 weeks after the awarding of contract. Collisions not specified by this deadline will be resolved both targeting management and investment at the supplier's expense.

The contractor's staff must exclusively wear a work wear bearing the company name.

Work clothes for work on paint shop projects are subject to special regulations for paint shop movement.

Report all fire hazardous work (e.g. welding, grinding) and let them subsequently approve by the Škoda Auto a. s. (firefighters).

Report requirements for entering to the plants of Škoda Auto a. s. to the planning department at least 48 hours before the planned entry. Add the following information as well - name, surname, date of birth, or card number or personal number if the employee is already in Škoda Auto a.s. worked.

4.3 Volumes CAx

This chapter explains technology-specific software volumes and requirements that need to be used in planning projects. The following document explains in detail the different standards and requirements for different areas (related documents / documents).

This chapter is governed by chapter 9.1

4.4 SE Project Accompaniment / Construction Meetings

4.4.1 Project Meetings

Project meetings take place at least once a week. However, these meetings may be called elsewhere.

Cooperation within the SE, which is required of the contractor during the entire duration of the project, must be part of the quotation.

Participation is compulsory and may be waived only in exceptional cases, which are approved by the specialized planning department. The conclusions of these meetings, which do not lead to additional costs, must be realized by the supplier within the agreed deadline.

The Contractor is also obliged to participate in all project related meetings. Depending on the needs of the project, multi-day meetings are also possible. Project meetings and design consultations take place at the client or, in exceptional cases and in agreement with the client, at the supplier. If the consultation takes place at the contractor, the contractor must provide a sufficiently large meeting room with the necessary technical equipment (compliant computer, projector, etc.).

The contractor shall record the outcome of the meeting during the meeting, have the protocol counter-signed by the customer and deliver it to all persons specified by the customer (distribution list) no later than the following day.

At the time of installation, the responsible assembly manager of the contractor must be permanently (even at the weekend) present on site as a contact person for the client. The assembly manager is obligated to attend daily on-site consultations. The same applies to consultations on deficiencies which have been held regularly since the beginning of the installation phase, and which set the deadlines for their work and the persons responsible for it. The same applies to consultations on malfunctions that have to take place from the set time.

4.5 General Data of Technological Equipment

4.5.1 Steel Structure

Take over the clear heights of the areas from the layout. All platforms must be supported by columns at the hall floor. In the field of production equipment, the number and position of columns needs to be agreed by the planning and equipment supplier.

Suspension of the steel structure to the roof must be discussed on specific parts of the technological equipment with regard to the load-bearing capacity of the hall. The delivery must also include a load plan for the floor / trusses of the hall roof. If the technological elements are anchored directly to the floor, the supplier must also submit the load plan from these elements to the floor.

If it is not possible to place the columns on the floor, the contractor must create his own auxiliary structure between the trusses of the hall to suspend the steel structure.

Part of the documentation for steel structures of technology must also be a 3D model of steel structure.

The main elements of the supporting steel structure must be screwed. If welded joints are used, the planning department must approve their use. Tightened connections with standard torque must be visibly marked, e.g. by striking out the nut, washer, and profile.

4.5.2 Protecting Network

If part of the installation of the technological equipment is a protecting network, these rules are followed.

Carry out the protecting network in accordance with the VW - Skoda implementing guidelines (height of side protection 1,100 mm with stumbling sheet). In the technological area, walkways (mesh grids 30x30mm, 600 mm wide) must be mounted along the technology to all mechanical and electrical functional elements.

The maximum mesh size of the backlight shall be 40 x 20 mm. The protecting network must be designed to be walkable in all its locations.

Design the walking corridors for maintenance at the same level as the backlight (i.e. sheet metal, completely load-bearing protecting network with signs of allowed movement, grids embedded in the protecting network). The use of grids fixed at the top edge of the protecting network is possible for modifications of existing technologies and after written approval by the planning department

4.5.3 Manipulators

4.5.4 Filling Equipment

4.5.5 Conveyer Technology

4.5.6 Automatic Working Places

4.5.7 Assembly

4.5.8 Tightening Technology

4.5.9 Reworking platform

If a reworking platform is part of the installation of the technological equipment, it follows these rules.

From this refurbishment platform, it must be possible to hang up / hang large parts of the technology / using the lifting equipment provided.

The refurbishment / service platform floor shall be of solid material with a non-slip surface and shall have sufficient load-bearing capacity to perform service operations.

Unless otherwise stated in Part 3, the design of the equipment (and individual components) must correspond to the design of the existing equipment (i.e. steel design, basic design of technological elements, engines, initiators and others).

4.5.10 Others

All actuators and encoders must be removable – i.e. via the appropriate connector.

When changing the driving direction, the technological parts must be equipped with a fixed or movable mechanical stop.

Secure all shearing points against injury by a fixed barrier.

The equipment shall have a minimum usability of 98% over a period of two consecutive shifts.

5 Demonstration of Performance / Acceptance

5.1 Definitions

Based on the definition of terms, the following applies to assemblies:

Total Equipment Efficiency (OEE) derives from design and plant specific operating time (see CUS Part I -10).

5.2 Functional Test without Mounting Part

As part of the functional test, the supplier must prove the functionality of the equipment and the machine at the customer's plant. The planning department determines deadline and duration of the test by the in agreement with the supplier.

The commencement of a functional test or event of any nature during the test does not entail any transfer of danger, acceptance, or commencement of the warranty period.

5.3 Responsibilities

As a matter of principle, the supplier bears the overall responsibility for the equipment up to the moment of its takeover, resp. pending the elimination of existing shortcomings.

DIRECTIVE 2006/42 / EC of the European Parliament and of the Council of 17 May 2006 applies in principle.

5.4 Acceptance

The supplier has to meet the following criteria for reporting of equipment readiness:

- Device performance data
- Demonstration of performance
- Demonstration of machine capability
- Demonstration of quality
- No deficiencies preventing acceptance, see ITS 1.01.
- see also Part I-02/03 order processing / delivery
- all test reports are completed and available to the supplier v
- Compliance with Directive 2006/42/ES

5.4.1 Equipment Performance Data

The equipment must meet the defined cycle and the quality of the product must not be affected.

5.4.2 Certificate of Achievement

Based on prescribed performance parameters (cycle time, output quantity / output, usability), the supplier is obliged to perform so-called performance demonstration.

The planning department shall determine the type and scope of documentation.

Demonstration of the cycle time and output quantity must be performed independently of each other, and the demonstration of power can only be performed after the demonstration of the cycle time has been successfully confirmed. Demonstrate the cycle time must for each station, the output quantity must be shown for each protection area. Made measurements by the electronic system in such a way that they are permanently traceable. The client

defines the diagrams during the development phase of the equipment. Each technology can have a specific cycle time and a specific output of the products, which is visible in the overall simulation model.

5.5 Eliminating Shortcomings

Shortcomings that arise during commissioning up to acceptance and are in the responsibility of the supplier must be registered in the list of deficiencies, keeping jointly by the respective places of the customer and the supplier, and must be agreed upon by mutual deadlines for their removal.

6 Framework Conditions for Technological Equipment

Before submitting a tender, the supplier must make sure that he took into account additional provisions to the general operating regulations.
Strictly forbidden is to supply materials containing silicone or silicone layers or materials with substances damaging the lacquer layers. Prior to shipment, the contractor shall inspect all components and provide the customer with a written statement that all components are silicone-free and free of substances damaging the coating layers. If components need to be replaced based on impermissible substances, the costs are borne by the supplier.

6.1 Technical Framework Conditions

The contractor must inquire about the condition in which the planned production hall is handed over (e.g. site lighting, site heating, floor character, etc.) in the form of a physical inspection on site. Any costs associated with this shall be borne by the supplier and must be presented in the quotation.

The planning departments are entitled to object to the submitted proposals if they consider that the required objectives for technological equipment or process safety of the equipment are not met according to the supplier's experience. In such a case, the Contractor shall incorporate, free of charge, any changes that result. These changes do not release the supplier from its overall responsibility for the volume of the assignment.

The contractor shall inspect the parts of the equipment provided by the construction and affecting the new equipment and modify them to comply with the terms of the guarantee and liability.

For load-bearing structures must be submitted verifiable static calculations. For highly stressed parts, must be performed dynamic calculations. These must be submitted to the relevant planning department prior to installation and agreed with the planning of the client's construction site. The additional costs that arise from the properties of individual halls and floors (e.g. difficult drilling with increased reinforcement, the use of special dowels due to shorter drilling depths, etc.) are technically unavoidable and are included in the basic assignment. Drilling plans for the plant will release building planning before assembly. The limited drilling depths and their observance must be observed.

Labels on control desks, machines and elsewhere must be in the national language of the user's country (if multiple languages are used in the country, the solution must be agreed with the planning department) and be clearly visible.

- When designing the specific foundations of the plant, the expansion joints of the hall floor and the permissible ceiling loads must be observed.
- Comply with the mandatory documentation to comply with the 39V 840 user manual. Labels on equipment and workplaces must be labelled in accordance with 39D 500 (Labels for compulsory documentation).
- Standard purchased parts must not be mechanically changed afterwards.
- Preference is given to using stock material from stock lists VW - ŠKODA AUTO as.

- Screws according to DIN 6912 and slotted screws according to EN ISO 2009 are not permitted for the device.
- The ends of pipes or other parts with inoperative openings must be closed. (IBP, fire protection).
- Steel and aluminium structures must also be implemented in accordance with the standards ČSN EN 1090-1 + A1, ČSN EN 1090-2 + A1 and ČSN EN 1090-3. Design and project documentation, including evidence of qualification, must be part of the documentation submitted.

6.2 Optimum Workplace Conditions

Present the survey to the client, the operator and the maintenance in the form of a design. The weight and dimensions of the component ("ergonomics") must be stated on the design.

Personal Safety

At workplaces located above 1,5 m above ambient level, the contractor shall propose technical and organizational measures to prevent workers from falling or falling, falling or slipping or safely trapping them (hereinafter "fall protection"). The draft measures must be discussed and agreed by the safety engineer and the user.

6.3 Easy Maintenance

- Preventive maintenance must be possible in the home position.
- All maintenance units must be placed at the control level (in agreement with the customer, operator and maintenance).
- Moving machinery parts of technological equipment must be equipped with suitable CM elements and systems with outputs to already operated and mutually agreed CM systems (condition monitoring) including energy indicators.
- For large, heavy assemblies (> 15 kg) such as motors, gearboxes, etc., in case of repair, assembly and disassembly aids and fall arrest devices, including the necessary stop points for personal fall protection devices, must be supplied (see EN 795)) (crane rails or crane installations must be assumed).
- Accessibility must be ensured for maintenance personnel inside protective devices, especially in inaccessible areas. The equipment must be easy to maintain, i.e. it must be possible to replace large components (e.g. drives, gearboxes,…) for a maximum of 1 hour resp. individual parts in less than 10 minutes (quick replacement). Disassembly and assembly must always be approved by the operator resp. customer's maintenance in time before SOP.
- All equipment / components must have replacement concepts that must be presented to the customer, the operator and the maintenance.
- Incorporated spare parts and spare parts are included in the scope of delivery must correspond to the current status and must be delivered to maintenance by the 0 series.
- There must be a clear labelling / interlock between components and media.

6.4 User-friendliness

The equipment shall be transparent, accessible and accessible for the purpose of monitoring the processes. For encapsulated devices, video surveillance must be installed.

6.5 Economic Requirements

- See also TZ-I-10: Manufacturing System.
- A high degree of reusability of the equipment should be sought.

- Parts of technological equipment designated as workplaces must be ensured by personal safety while complying with all safety regulations, tact and quality requirements. It is necessary to agree with the customer, operator and maintenance.

For individual production units for the planned production capacity, the supplier shall state in the user's manual the measured energy consumption (electrical, air, technical and protective gases).

Within the relevant plant design, the supplier is obliged to show ŠKODA AUTO a.s in writing the potentials of cost reduction and to submit the relevant proposal for the change, including the necessary documentation.

6.6 Machine Safety

Double safety locks must be installed on the moving parts of the machine (e.g. fall arrest, spacers, latches, etc.

6.7 Component replacement and start-up strategies

The supplier must present the concept of failure procedure in case of repairs and have it approved by the client. The design shall include data on the reliability (reliability) and quality of the proposed design, including MTBF, MTTR.

The supplier must provide practical proof.

Any backup drives must be integrated into the process equipment.

All replacement drives must be functional and integrated before insertion into the production equipment. The production process must not be reduced if the equipment is replaced.

At the beginning of the SOP at the latest all spare components must be at the customer's side and their functionality must be tested as an OK. The customer reserves the right to order missing spare parts from a third party (other supplier) at the supplier's expense to the supplier. By acknowledging this technical assignment, the contractor agrees to a takeover declaration.

All contingency strategies reported must be reported separately when submitting the bid, both in terms of content and in terms of costs.

6.8 List of parts released: standard mechanic / electrical components

The supplier is obliged to use a project-specific list of released parts when offering (list of released parts).

The project-specific list of parts released for mechanics and the list of parts released for electricity are contained in the project-specific parts III and III respectively in the Part IV related documents / documents. For each part, in addition to the normal data (order number, catalogue number or drawing number, basic dimensions, manufacturer), the supplier must also provide MTBF, MTTR data for each part.

At the assignment, component suppliers that are approved for the plant will be identified.

In principle, only the changes that are necessary due to the geometry of the part or the part to be transported may be made to the components because of the situation of the hall. All components must always be accepted in their current development state.

Deviations from this provision always require a written release from the client.

6.9 KLH for standard BEMI components, design guidelines

It is necessary to follow the concern technical specifications (CUS). These are available on the Internet (b2b communication platform for suppliers). Additional plant-specific modifications are described in the project-specific Part III.

Various directives are also available on the Internet:

6.9.1 Environmental Regulations

CUS Part I-05 Environmental protection.

Pollution of the equipment with adhesive and sealants must be minimized.

6.9.2 Colours of Equipment

The colours of equipment, steel structures and other areas is governed by ITS 1.08 and the colour concept (see related documents)

6.9.3 Dismantling and Disposal

(See also spec. Part I-02/03 Order Process / Delivery)

The supplier is responsible for safety during dismantling work. He must agree in detail with the client to switch off the equipment. The Supplier is responsible for compliance with environmental regulations (see spec. Part I-05).

The device elements needs to be professionally disassembled to ensure that they can be reused. The scope of work also includes the complete transport of the elements of the equipment that the supplier must clean to the warehouse designated by the customer.

A maintenance opinion is required to decide which parts of the equipment are to be scrapped. Normally, components are recycled.

Surface remediation will be carried out by agreement between the client and the planning department.

6.9.4 Scrap Yield

(See also spec. Part I-02/03 “Order Process / Execution of Supply)

Proof the final statement of actual quantities by a “weighing ticket”.

The settlement may take into account any changes in the market price between the submission of the offer and the disposal of scrap.

6.9.5 Durability

Dimension the main components of technological equipment for a lifetime of 14 years, project-specific parts for 7 years.

6.9.6 Ventilation and Media Technology

6.9.6.1 Ventilation

All ventilation and ventilation devices (basic ventilation and workplaces) are implemented by the construction site.

6.9.6.2 Media (Compressed Air, Cooling Water and Technical Gases)

The contractor is obliged to merge the work areas into one transfer point (transfer points) so that the number of ZESP is reduced to a minimum. The position of the ZESP points must be agreed with the client and the competent department. The contractor must install the base frames before taking the site. The date of realization sets the client.

The contractor must submit a media plan no later than 10 calendar weeks after the award of the contract. All outputs from the basic network must be displayed in the form of a simplified section from the layout of the hall.

Fittings for welding gas and couplings for compressed air must be approved by the customer's specialist departments.

The installation of all areas of the device must be flushed out for the first commissioning to protect all media consumers in the device from dirt and damage. It must be ensured by means of suitable filtering systems that no contaminants (e. g. chips) are introduced either from the equipment to the base nets or from the basic nets to the equipment.

For the installation of parts of the equipment must be used the material specified in the design. The contractor is obliged to inquire explicitly about these determinations in the structure and technology planning department (factory approval) prior to the contract award. When integrating into existing facilities, the supplier is obliged to inspect the given conditions on site before submitting the offer.

6.9.6.3 Hall Lighting

The supplier is responsible for the illumination of technological equipment pursuant to the Workplace Regulation; therefore, the protocols for measuring the illumination of roads, areas and workplaces affected by the technological equipment route must be an integral part of the technical documentation for the technological equipment.

The client provides only basic hall lighting. The supplier is obliged to provide lighting also in those areas of equipment above which are newly built platforms for technological equipment. If, at the beginning of the construction, sufficient lighting of the hall is not provided on site, the contractor must take care of the site lighting according to the Workplace Regulation.

If the lighting in the hall controls DALI, the lighting under the platforms of the technological equipment needs to be integrated into this control.

7 Regular and Reactive Maintenance

7.1 TPM Requirements

To meet maintenance requirements and implement group work in conjunction with Total Productive Maintenance (TPM), the equipment must be clearly designed to guarantee optimum accessibility for cleaning, inspection, lubrication, periodic maintenance and repair.

The contractor must complete the equipment-specific specifications (e.g. at joint workshops with the customer, the operator's specialist staff and maintenance) together with the operator during the implementation phase of the purchased volume.

The supplier must provide instructions for the implementation of the TPM for individual TPM activities.

7.2 Regular / Reactive Maintenance

The equipment must be designed with long maintenance intervals with the possibility of performing maintenance during operation. The supplier must submit a complete and detailed concept of regular and reactive maintenance for the delivered technological unit and it must be approved by the customer (SE or planning department).

7.2.1 Spare and Wear Parts

Volume:

Offer initial equipment with replacement / wear parts in agreement with the planning department no later than one month after the award of the contract, using a detailed list of replacement / wear parts.

Offer only released components at usual prices. Document quick-wear parts in the technical documentation with a production drawing in an approved format, unless the part is purchased.

The spare / wear parts must always correspond to the latest valid drawings / production status and be included in the spare / wear parts list.

The customer reserves the right to purchase individual components of spare / wear parts from other suppliers.

The customer reserves the right to carry out random checks of spare / wear parts and supplied spare / wear parts.

In case of significant deviations of the current state of the drawings / equipment from the list of spare parts / wear parts resp. in the case of significant deviations from ordered spare parts / wear parts (at the supplier or original manufacturer) or in case of problems with delivery of orders caused by incorrectly or incompletely filled list of spare parts / wear parts, the customer can initiate a verification by a third company authorized at the supplier's expense.

Date Format:

The customer provides a list of recommended spare / wear parts as a template. Data formatting must be followed. Based on the data in the spare / wear parts list, it must be possible to order the component from the manufacturer.

Division of Responsibilities:

During the commissioning phase up to the milestone of the 0 series, the supplier bears full responsibility for the hassle-free supply of spare / wear parts according to the list of recommended spare / wear parts. Any delay in supplying the supplier with a list of recommended spare / wear parts results in a prolongation of the supplier's responsibility for trouble-free deliveries of spare / wear parts for the 0 series milestone, by a delay time.

Also, the additional technical changes attributable to the supplier extend the supplier's liability for this volume until these spare / wear parts are handed over to the operator, but in any case at least until the milestone of the 0 series.

The cost of production outages caused by late or incomplete delivery of spare / wear parts is borne by the supplier.

The supplier guarantees that the data from the list of spare / wear parts corresponds to the customer's requirements. If, for reasons for which the supplier is responsible (e. g. in technical terms - insufficient design, malfunction; item is not released in the list of released components; ordering information is defective or insufficient) take back, at their own expense, the defective / wear parts supplied in this manner and also bear the costs of the defective order.

8 Introduction / Training

8.1 General

Training and introduction in equipment operation are part of the supplier's delivery volume and performance. The supplier must develop a targeted training program for plant operation and maintenance personnel. The individual training measures and the timetable for the content of the training must be agreed with the operator and the training department and documented after they have been formally agreed. The supplier is obliged on the customer's request to prove the performance of the training or its qualification for its implementation.

If a project-specific Part III requires the installation of a technology cell, resp. if such a technology cell is available, then it must be used for all training measures to ensure start-up.

The cost of equipment training must be included in the commissioning item. The necessary documents (operating instructions, drawings, electric plans, etc.) must be prepared for training.

For components that are not released by the VW Group (list of released components by VW Group), the supplier must offer training in his offer.

8.2 Training / Introduction of the Client's Employees

For definition, see Part I-09

The exact scope of the training must be agreed with the operator.

According to the supplier's specifications (number of maintenance personnel, plant operators, etc.), the operator's personnel must be trained with the supplier for the assembly and incorporation of equipment.

Training targeting components for the customer's personnel (operation, maintenance) is performed on the equipment and on the technology and sample cell, if available.

Until the 0th series is deployed, the customer's operation and maintenance must be able to operate the equipment independently and perform maintenance and repairs on it.

The supplier shall notify the client in due time of the number and qualifications of personnel for equipment training and shall train such personnel on their responsibility for the design and commissioning of the “On the Job” equipment. The client must confirm the achievement of the training goal in writing.

In addition to the above-mentioned training / familiarization with the supplier and training on components in the “technological and sample cell”, the supplier is obliged, with the help of suitable personnel, to provide training for the operation and maintenance of the customer on the spot.

The necessary documents (instructions for use, drawings, electric plans, etc.) in the Czech language and event. In the language of the country where the equipment is installed;

The training must be provides for all shifts and divided for operation and maintenance.

The supplier will propose individual trainings and their timetable and approve them in time with the expert planning department.

If necessary, the client will provide suitable premises for the necessary theoretical and practical training measures.

The aim of the introduction / training is to be able to operate the equipment independently by the date of the permit to operate the equipment.

9 Documentation to the Production Facility

Unless otherwise defined, the following applies:

The documentation must be submitted and handed over in an approved format in the Czech language and divided into individual machinery (in case of multiple languages, an agreement with the head of the planning department is necessary). The production documentation of the actual design must be complete.

The file names and DIRs in the documentation structure must also be translated. Observe the documentation / DIR structure according to the enclosed model for the respective operation of ŠKODA AUTO a.s.

The supplier shall propose a specific division and structure of the documentation. The planning, maintenance and ITS departments will discuss it. The supplier shall hand over the documentation according to the approved distribution and structure.

Deliver the project documentation in SAP structure.

After the transfer of risks (operation of the equipment under the direction of the client), the equipment documentation must be present at the equipment, which is current on the given day (or handwritten corrected).

The supplier must carry out a risk assessment according to **ČSN EN ISO 12100** and submit it in Excel.

Furthermore, the customer requires the calculation of functional safety according to ČSN EN ISO 13849-1 using the "Sistema" system and validation in Excel according to ČSN EN ISO 13849-2.

Calculation of functional safety according to **ČSN EN 954-1** is not accepted.

When converting the machinery, the contractor shall receive from the contracting entity all documentation available to the contracting entity on the existing machinery. If the contractor discovers irregularities or missing parts of the documentation in that part of the machinery that is subject to or affected by the contractor, the contractor shall complete and update the existing old documentation according to the actual condition of the equipment. The exact scope and form of the finalization of the documentation will be discussed and agreed with the client. If this results in additional costs for the change of documentation, these must be separately presented in a separate quotation.

9.1 3D Documentation and Data

Documentation is a necessary part of the supplier's performance and is a condition for putting the equipment into operation.
The documentation follows the currently valid ITS.
In addition, 2D and 3D documentation of the following parameters is required for installation:

- the supplied drawing documentation must contain complete production drawings and 3D models of individual parts and assemblies in the agreed format and quality
- the quality and format must be agreed in advance with the CAD team according to the following variants (optional part based on assembly planning requirements):

Unless otherwise agreed in writing, variant "A" applies !!

	2D drawings	**3D models**
A	native geometry tied to a 3D model *.CATDrawing	native modifiable geometry *.CATProduct + *.CATPart
B	native geometry tied to a 3D model supplier's design program + export format *.DWG, DGN	native modifiable geometry supplier's design program + export format *.STEP
C	*.DWG, DGN	*.STEP 203

D	*.PDF	*.IGES, *.CGR nebo *.JT

- possible data for fired parts in * .DXF format
- an integral part of the documentation is also a BOM in * .XLS or * .PDF format and a list of spare and wear parts, including the manufacturer and order number

Naming convention:

- – must not contain accents
- data header naming length must not exceed 80 characters
- format zz-ssss-nnnnn-n-xxx…

Data	**Number characters**	**Description**	**Example**
zz	2	Plant number	31 – Mladá Boleslav 32 – Vrchlabí 33 – Kvasiny
ssss	4	Device user cost center	3661 – information should be transmitted by the relevant planner
nnnnn-n	5-1	Nomenclature of the main project for which the device is purposefully acquired	SK260-0 – information should be transmitted by the relevant planner
xxx…	any	Name of the specific device	MANIPULATOR_COCKPITU

- Example: 31-3661-SK260-0-MANIPULATOR_COCKPITU

The data transfer will take place in two basic phases :

1. Transfer of the first data between BF (-18 months before SOP) and LF (-12 months before SOP) using the Škoda eBOX (which will be provided by the relevant planner responsible for the given equipment or another authorized employee of the assembly planning department)
2. Handover of final data for final acceptance into permanent operation together with other documentation (form of solid carrier according to the agreement with the planning department)

The documentation must be complete, must agree with the actual condition of the delivered equipment and failure to deliver any part is considered a failure to meet the required performance. In principle, the supplier is responsible for the correct processing and delivery of all documentation documents on time, including the documentation of subcontractors.
The final documentation must take into account all changes that occurred during the processing of the order and assembly.

Verification of the submitted design documentation by the contracting authority before the start of construction, resp. delivery is purely indicative with a consultative character, unless the contracting authority makes an exclusive request. In the event that the contracting authority raises an exclusive request that will affect the function and parameters of the equipment, the supplier is obliged to immediately inform the contracting authority in writing. The consultation does not in any way cover the proper functioning of the supplied equipment. This does not in any way reduce the volume of liability for the supplier of the contract.
If the supplier is provided by the contracting authority with any additional documents that were not part of the contract, these documents are only indicative and it is in the competence of the supplier to review the accuracy and completeness of the documents. In no case is the contracting authority responsible for any differences between the documents provided and the current state.

9.1.1 Documents of legal requirements

The supplier is obliged to submit all documents and documentation for the processes that require the permitting obligation in sufficient time agreed with the Contracting Authority.

9.2 Form and Content of Documentation

Before creating, the documentation must be made a detailed reconciliation with the planning and maintenance departments of the technological equipment.

9.2.1 Equipment Layout HLS (XX-96D…)

Submit one set of layouts on the data carrier. The layout must be in the form of an overview and summary of protective circuits. (Microstation standard)

- Platforms and protective grilles must be drawn
- The designation of protective circuits must be indicated
- Operator and power side must be listed
- All necessary equipment components must be displayed and marked with BEMI numbers
- The surrounding area with roads, columns, fans, etc. must be drawn; escape routes must be taken into account.
- The supply and exhaust lines with the individual outputs to the appliances inside the appliance as well as the cable ducts must be displayed
- Sheet 1 must contain information about the sizing of the device (cycle times and number of pieces), the number of workers with the seating / standing position, the parts being processed on the device, the "family tree" designation, the part number and sheet thickness. description of the work steps at each station.
- All stations of all assemblies with positions must be registered. The spare parts list must include all used parts, including parts of the actual design, where the price of the specific part will be defined.

9.2.2 Protective Devices (XX-U-96D…)

a) Displaying and dimensioning of protective devices (protective fence, doors, windows and dividers

b) HLS position, CATIA V5 version)

c) Parts list of purchased parts including manufacturer part number, quantity, shape, size, etc. from

KSL

9.2.3 Operating Instructions for Production Equipment

The operating instructions must be carried out according to ITS 1.01.

As a matter of principle, the operating instructions must comply with the country-specific legal requirements and requirements.

The formats for the handover of these documents are according to ITS 1.01 and must be agreed with the client, user and maintenance.

- Total equipment
- Description of individual components
- Device operation
- Safety regulations
- Data Backup
- Regular checks•
- Škoda Auto as - ITS regulations on operating equipment
- List of easy-to-wear parts
- Maintenance and repair plan
- Anchoring elements in accordance with EN 795
- Functional plan
- Electrical documentation
- Installation plans
- Emergency strategy
- Heavy-duty replacement concept (e.g. drives, gearboxes, moving parts, ...)

9.2.4 Form and Content of Maintenance and Lubrication Plans Documentation

The items referred to in this paragraph shall be included in the documentation.

9.2.4.1 Lubrication Equipment

As far as constructional possible, the equipment supplier must design and equip the equipment with automatic or central lubrication systems within the installed CM elements.

Design according to ITS 1.17.

a) Lubrication plan

b) Lubrication instructions, overview of lubrication points

c) Spare part lists with manufacturer and standard data

9.2.4.2 Instructions for Inspection, Maintenance and Care

Inspection and maintenance instructions must be developed according to the areas of electrical, mechanical, hydraulic, pneumatic, refrigeration lubrication and lubrication technology and must contain at least the following:

a) Interim number

b) Aggregates / mounting parts

c) Activity to be carried out (according to assemblies / aggregates)

d) Time intervals for maintenance intervals

e) Implementing staff

f) Operating status of the inspection and maintenance work

g) Safety at work, protective equipment, etc.

9.2.5 Displaying purchased parts

In CATIA V5, the collision edges of purchased parts must be displayed.

Additional additions, extensions and conversions to these components must be shown in detail in Catia - as is the case with the fixture drawings.

9.2.6 Scope of supplied documentation

The documentation shall be supplied as follows:

The supplier must supply documentation in the Czech language and in a foreign language (German or English) or in the official language of the country concerned, in agreement with the specialized department *.

For the digital version on the media, the version of the "native" editable data and the deactivated data must always be (preferred pdf format)

Documentation	**Exchange point**
2x digitally, form of data carrier upon agreement with the client	1x professional planning department1x maintenance
1x set in A4 file including data carrier (larger documents folded to A4 format)	Maintenance
2 sets of copies of safety instructions, operating instructions and documents for training (only in Czech *)	1x the relevant plant operator 1x appropriate equipment maintenance
Preliminary documentation: (see also in agreement with the client) construction drawings, BOM, “pedigree”,…	maintenance resp. facility operator

The client shall check the documentation qualitatively (content) and quantitatively (completeness). If the (on-going) random checks reveal that the documentation shows deficiencies, the entire documentation will be re-examined - at most three times. If, after the third inspection, it still contains serious and repeated errors, subsequent checks will be carried out at the supplier's expense!

The supplier must declare the volumes of paper documentation required by the customer separately in the quotation.

9.3 Delivery Term of Documentation

The supplier is obliged to integrate the necessary volumes of documentation for all purchased parts contained in the equipment into the overall documentation (in alphabetical order).

The supplier must ensure that all changes made to the equipment and operating equipment during commissioning are incorporated into the documentation have been implemented in the documentation.

The contractor must give over the final version of the digital documentation on the media at least 2 weeks before the acceptance.

10 Construction Site

10.1 Checklist for Site Regulations

The client creates a specific site code, which is valid only for the site and specifically emphasizes the particularities of the site. It defines directives, which apply based on general guidelines (e.g. safety at work, labour law, etc.) but do not replace them in any way.

Furthermore, the Part I-04 Safety Regulations is valid.

The contractor must hand over the building regulations to the contractor by the construction coordinator no later than the beginning of the construction.

10.2 Device Installation / Time Ranges

The supplier must ensure that the installation of the equipment does not create any restrictions for the production areas that are adjacent.

If necessary, it is necessary to relocate the work for weekends, night shifts, etc. (generally after approval by the client).

This must be reflected in the offer.

In case of interference with existing production facilities, the supplier must first obtain a written permission after consultation with the responsible unit for production (production). The contractor must make changes to existing production facilities at a time when production is not in progress. In doing so, he must ensure that the renovation work is successful in any case. Otherwise, he must restore the equipment to its original state in good time before production begins. In principle, he must carry out a test run. The contractor is obliged to provide an accompanying start-up of the production (mechanic / electrician with detailed knowledge of the volume of change).The supplier's personnel must accompany the relevant production segments until release by the installation operator.

Shift accompaniment starts 1.5 hours before the start of production. Accompanying staff must report for maintenance.

10.3 Announcement of works

The Contractor is obliged to take part in weekend meetings at the time of installation / reconstruction of the equipment. They must present the workflow in detail using the **“Weekend Work”** form and let get it approved. Resolutions from these meetings are binding on all participants. These performances for the following weekend must be reported not later than Tuesday at 12.00 a.m.

The supplier must also report the number of its personnel on the construction site to the client. The contractor must have the renovation works approved by the planning department and the operator one week before the start of the project using the “Weekend Work” form, giving the risk estimate and the required number of contractors.

The customer reserves the right to invoice its personnel provided to the supplier upon its request. By acknowledging this technical assignment, the contractor agrees to assume these costs.

The contractor must ensure that a test run is carried out in agreement with the planning department and the operator prior to commencement of production, the acceptance of which must take place in the presence of the customer's staff. The deadline for the test run must the contractor get agreed at the start of the work and must be observed at all times. Any work in progress must be interrupted. Prior to the test run, he must get cleaned the workplaces to the extent necessary to remove hazardous and hazardous conditions from the BP point of view and possible damage to the supplied and existing equipment.

10.4 Safety Regulations

When performing the works of the supplier in the customer's premises, the supplier is obliged to observe, in addition to the safety regulations in force in the Czech Republic, also other regulations in force in the given production plant. If the contractor is not aware of the content of the customer's safety regulations, he can request these from the planning department.

For large-scale projects, the client is entitled to request coordination of BP through external BP and PO supervision.

Throughout the customer's premises is prohibited open flame handling.

This results in a ban on welding and grinding. If the supplier's welding and grinding work is necessary for technically demonstrable reasons, the supplier is obliged to obtain a time-limited permission to use the open fire in order to carry out the work in time and to build a welding supervision.

To avoid danger to the customer's electrical equipment, the supplier is obliged to ensure sufficient grounding at the welding site during welding work. The supplier is obliged to submit all welding machines that he intends to use in the customer's premises to the relevant customer's test facility and these must then be marked with a valid customer's shield.

10.5 Electricity and water

The customer provides the supplier with electricity and water at a central location free of charge.

- In case of waste of electricity and / or water the customer reserves the right to stop their further free provision
- The supplier is responsible for the supply lines to the supply points at the place of provision of the contractually agreed outputs. (must be equipped with consumption meter)
- If special connection values of electricity are required (e.g. for large devices), the supplier is obliged to notify the customer in writing of this fact immediately, but not later than in time before the performance
- The customer accepts no liability for any restrictions on the supplier's supply of electricity and / or water.

10.6 Common Use of Arrivals and Areas

- The Client shall let the Contractor to the joint use arrivals to the place of performance of the contractually agreed services.
- If restrictions on other users cannot be excluded, the type and length of any restrictions must be agreed with the client in advance.
- During the handover, the supplier is fully responsible for the areas that the customer has left to him for the performance of his contractually agreed performance (especially work, storage and preparation areas), including equipment located on these areas.
- The above-mentioned areas respectively the equipment must be maintained regularly cleaned and protected from damage and / or other deterioration by the supplier during their abandonment.
- In the event of failure to comply with the above obligations, the customer reserves the right to withdraw from the supplier the right to use the above-mentioned areas respectively.
- After fulfilling its capacity, the supplier must have the above-mentioned areas resp. hand over the device to the customer in its original condition. The actual state of the above mentioned areas respectively. The equipment on handover must be documented.

10.7 Visual Management during Installation of New Devices resp. during Reconstructions

Visualization of new and reconstructed equipment is an important part of mutual communication. It should also serve as information for management. The visualization must provide a quick overview of the device to be installed in the installed device. The supplier is obliged to permanently and legibly mark all work and handling equipment or machines in an agreed manner

Essential components:

a) Company name

b) Project title

c) Message board on site

d) Current layout in 1: 100 scale

e) Updated time schedule

f) Problem sheets

g) Organigrams from supplier and customer

10.8 Construction Site Equipment

See CUS Part I-02/03 - Processing Order / Delivery

The contractor is not fundamentally entitled to get provide space for the site container in the immediate vicinity of the site.

The contractor can put up construction site container outside the hall in open space and he must it labelled with the company name. Consider multiple relocation of the container during the project, which must not have result in additional costs. The cost of container rental, transport, etc. are included in the offer. Keep the surroundings of the container clean.

The customer does not provide storage space for long-term storage of material – i.e. maximum storage time is 1 week. The costs and responsibility for the organization shall be borne by the supplier.