



Technical Assignment of Škoda Auto a.s. Part I – 04 Work Safety

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Abbreviations (see Term Definition in part I-00 Structure of Assignment Conditions)

Change History

Status	Date	Description
1.0	1 Oct 2016	New wording
1.1	29 Aug 2017	Supplementation of Point 3.1



1. General

This technical specification contains the guidelines for meeting the minimum legal requirements and establishment that must be upheld by the supplier.

2. Principles

2.1 Laws and Regulations to Be Upheld

The supplier is committed to uphold all national laws, legal provisions and alterations applicable for the place of the order. The supplier is also obliged to meet other regulations of the ordering party (especially the General Purchasing Conditions, internal technical standards). In case of any uncertainties, it is necessary to contact the corresponding department of the ordering party.

Safety standards of the ordering party for external companies such as “the Binding Conditions and Instructions for Business Partners Providing Services at ŠKODA AUTO sites with regard to Occupational Health and Safety” regarding deployment of external companies are considered a part of this technical assignment. These are published at www.vwgroupsupply.com and the supplier is obliged to become familiar with them.

The supplier is obliged to inform their appointed subcontractors about the contents of this paragraph and all other corresponding regulations of the ordering party and to commit them to uphold those.

Should other legal regulations contain further requirements, they remain untouched by this technical assignment.

2.2 Contacts with Offices

Contacts with State Work Inspection Authorities in the place of the order are arranged by the organisational unit for work safety and the organisational unit for revision and inspection of the reserved technical equipment of the ordering party.

Should the supplier require a visit of the State Work Inspection Authorities in the ordering party's plant, it must be done with prior approval from the organisational unit for work safety and the organisational unit for revision and inspection of the reserved technical equipment of the ordering party. It also required to immediately report unexpected site visits of the corresponding State Work Inspection Authorities to the work safety organisational unit of the ordering party.

2.3 Background Documents to Present

2.3.1 Approval Background Documentation

All of the background documentation for official approval must be handed over to the ordering party in time.

For machines and devices, the delivery includes (in addition to the declaration of conformity) the safety concept for usual operation, maintenance, repairs, equipment care, emergency strategy, assembly and disassembly.

The safety concept must be created in Czech and German language (unless agreed otherwise).

2.3.2 Responsibility for Conformity

If the order is divided by the ordering party, e.g. for chained machines/equipment, the ordering party is to discuss and appoints one of the participating suppliers (or a third party).

2.4 Mutual Jeopardy, Coordination of Work within the Ordering Party's site

All measures necessary must be pursued in order to prevent mutual jeopardy.

The supplier is committed to cooperate with the ordering party to implement the establishments regarding safety and health protection.



The supplier and the ordering party are mutually committed – as well as all their employees – to keep each other informed about all hazards related to the work and approve of all measures necessary to prevent those.

When submitting the offer, the supplier needs to learn whether the coordinator is to be appointed by the ordering party or the supplier's coordinator is to assume the role. The coordinator is obliged to issue orders.

The ordering party may conduct spot checks at any time and potentially set corresponding measures for the supplier.

The construction site setup needs to be approved with the ordering party in time with presentation of adequate background documentation.

3. Equipment Design Requirements

3.1 Safety Concept / Risk Evaluation

The supplier is obliged to present and approve (through the ordering party – the person responsible for the project) their safety concept with the operator, the local work safety organisational unit and any other specialised department if needed.

The approved safety concept is the basis of all design negotiations. The supplier is obliged to update it if necessary.

Within the safety concept, the supplier is obliged to describe/document:

- risk arising during individual phases of the product life,
- occurring risks,
- safety measures in the following order:
 - a) technical measures,
 - b) organisational measures,
 - c) personal precautions

So that the implementation is comprehensible for the ordering party.

For example, the safety concept contains the following:

- risk evaluation,
- description of the proper expert operation as well as all expected emergency strategies, works required for setup, maintenance, repairs and servicing,
- protective circuits, emergency shut-off and machine stopping circuits, as well as selected safety categories,
- calculation of the minimum safe distance and layout of machine equipment and safety features, including their dimensions (this may involve, for example, safety gates and scanners, stepping platform-2-handed counters)
- interface, layout,
- necessary auxiliary equipment.

Prior to initiating assembly and disassembly works, the supplier is also obliged to create an appropriate safety concept and present it to the ordering party. Measures implied by the safety concept need to be implemented by the supplier.

3.1.1 Specification of Process Materials and Hazardous Substances

The supplier is obliged to present all of the used process materials and obtain all necessary permissions. They also have to list all the substances by-produced/released during the work process.

3.1.2 Colour Standard and Safety Marking

The colour concept and the safety marking need to be made according to the specification of the brands in the group.



3.1.3 Locking / Access Rights

Locking and access rights need to be handled according to the specification of individual brands in the group. Assigned functions need to be aligned with the safety concept.

3.2 Influence of Physical Effects

For supplied machines/equipment you need to include emissions in the safety concept; it is necessary to demonstrate that the local emission minimization guidelines are being followed according to the applicable law (EN – European norm). If the ordering party has not specified different emission values for the delivered machines, the supplier is obliged to make sure that the emission values below are met. If the emission values cannot be met due to the current state of the equipment, the supplier must conduct an individual assessment and agree on a new emission value with the ordering party.

The supplier is obliged to use the measurement report at their own expense to verify the adherence to the resulting emission values. The ordering party reserves the right to conduct their own acceptance tests.

3.2.1 Noise and Ultrasound

The supplier is obliged to uphold the specifications defined by the technical standard of the ordering party. In case of any uncertainties, it is necessary to contact the corresponding department of the ordering party.

The supplier is obliged to notify the ordering party if extraordinary noise reduction measures (that exceed the current technical capabilities) have to be exercised.

Only use construction-grade fireproof material to provide noise protection – class D1 or D2 according to CSN 730804. All exceptions are subject to approval by the fire protection department.

3.2.2 Vibrations

The supplier is obliged to respect the requirements, especially those listed in the technical standards of the ordering party and included legal regulations. In case of any uncertainties, it is necessary to contact the corresponding department of the ordering party.

Should the supplier have increased requirements on the machine body, surface reinforcement or building design, those requirements need to be explicitly included in the safety concept. Written approval from the ordering party is required regardless of the safety concept.

3.2.3 Electromagnetic Fields

Machines/devices must be conceived so that no protective measures other than protective guards/fences (such as EM field-based input limitation) are necessary. The safety concept must include the boundaries of the exposition area according to the applicable legislation and data on present electromagnetic field forces, in case of need for various operation states.

3.2.4 Radiation Protection

When delivering machines/devices that need to be reported/approved according to the Czech X-ray legislation, the supplier needs to present the ordering party with all the background documents necessary for the approval process. The supplier is obliged to present it to the ordering party in a status suitable for their reporting/approval unless agreed otherwise. Final equipment acceptance is only conducted after its successful approval.



4. Installation and Testing of Machines/Devices

Operation of machines or devices, as well as initiating a high-risk activity, is unacceptable without complete protective equipment. This applies for both the works prior to commissioning and other works related to repairs, adjustment or machine change.

If it is necessary to omit this measure, the responsible assembly supervisor needs to set and implement suitable alternate measures.

At any rate, suitable blocking measures and marks must be used to border the dangerous areas. The protective measures must correspond to the relevant assembly status. Only the supplier's qualified personnel may work within the bordered area.

In case there is necessary/planned collaboration with the ordering party's personnel, an explicit risk approval/assessment must be made between the supplier and the ordering party in presence of the ordering party's work safety department. The accepted decisions must be documented in writing and communicated to all participants.

4.1 Safety-Technical Verification, Commissioning

Operation of machines/devices at the responsibility of the supplier's personnel may only take place after the safety-technical test and releasing the equipment by the work safety department, as well as the organizational unit for revision and inspection of reserved technical equipment of the ordering party.

5. Documentation

5.1 Measurement Protocol

Any required measurement protocols and clearances/certificates have to be presented to the ordering party before the safety technical test in the Czech language, unless agreed otherwise.

5.2 Technical Documentation

The supplier is obliged to write up relevant technical documentation and present it along with the machine/equipment according to the local legal requirements in the Czech and German language unless stated otherwise. This applies for incomplete machines and devices as well.

Naturally, this background documentation is to include documentation of detected risks, measures implied therefrom and their effectiveness.

5.3 Testing Deadlines / Test Clearances and Certificates

Prior to the commissioning, the supplier is obliged to conduct required tests. This also includes documented tests according to regulations and standards of the ordering party regarding the operation of the machinery. In case of any uncertainties, it is necessary to contact the corresponding department of the ordering party.

The related test certificates have to be handed over to the ordering party.

The supplier is obliged to have the documentation include sufficient information which can be used to adequately determine the dates for repeated tests. It is also necessary to list the test dates and scopes in relation to the equipment usage conditions. It is also required to make sure that maximum possible test intervals are achieved.