


Service facility description Alstom Maintenance Rotterdam

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Document releases

Release	Date	Modification	Author
0.1	09-05-2019	First draft	EGR
0.2	12-09-2019	First check	TOJ
0.3	28-05-2019	First feedback	EGR
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1.1	06-06-2019	Updated Disclaimer	EGR
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1.3	24-12-2019	Updated section 4.1 price indexation 2020	EGR
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1.5	26-01-2022	Updated prices 2022	HAH

Appendixes.

Ref	Date	Description	Author
D101737E	21-09-2020	Safety rules and regulations for third parties	BAR

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1 General Information		
1.1	Introduction	<p>This document has been created for the purpose of complying to the standards created by the local regulatory body, the ACM, derived from Directive 2012/34 and 2017/2177.</p> <p>The service facilities of Alstom Maintenance, as part of the Alstom Maintenance Group, can be classified under Directive 2012/34 Annex II, as belonging to category 2^E; maintenance facilities, with the exception of heavy maintenance facilities dedicated to high-speed trains or to other types of rolling stock requiring specific facilities.</p> <p>This document is published on our website www.shunter.nl</p>
1.2	Service Facility operator	<p>The sole operator of all facilities mentioned in this document is;</p> <p><i>Alstom Maintenance B.V.</i> Albert Plesmanweg 87 3088 GC Rotterdam nl.rtm1.info@alstomgroup.com +31 1049 289 00 www.shunter.nl</p> <p>Hereafter referred to as Shunter or Alstom Maintenance BV.</p>
1.3	Validity period and updating process	<p>This document is valid from 1/1/2022 until 31/12/2022, but will be updated in case of faulty information, necessary price changes, any changes in national or EU laws or regulations or a significant change in capacity of either facility that would seriously impact our decision making process for access requests.</p>
2 Services		
2.1	List of all Services	<p>All mentioned installations are maintenance facilities, with the additional option of self-supply. A description of commonly provided services can be found on our website under the category Expertise.</p>
3 Service Facility Description		
3.1	List of all installations	<p>Installations of Alstom Maintenance B.V. that are currently operational;</p> <ul style="list-style-type: none"> - Maintenance Workshop Albert Plesmanweg - Maintenance Workshop Blindeweg - Service location Maasvlakte

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3.2	Name of installation	Maintenance Workshop Albert Plesmanweg
3.2.1	Location	Albert Plesmanweg 87 3088 GC Rotterdam
3.2.2	Opening hours	Monday to Friday 06.00 – 22.30 With the exception of official Dutch holidays.
3.2.3	Technical characteristics	<p>The workshop can be accessed through track line 333 Whz. Beyond switch 931 lies the privately owned, diverging track 0 that leads to the Alstom Maintenance workshop.</p> <p>The workshop has 13 tracks used for maintenance. 9 Tracks are inside the workshop, of which 3 tracks have both an inspection pit and one a washing installation. Two tracks inside the workshop have a split level concept. The remaining 4 tracks are outside, adjacent to the workshop. Each track can accommodate material of up to 22 meters in length. In this workshop are two overhead cranes, lifting jacks and a movable wheel lathe (Mobiturn).</p>
3.2.4	Planned changes in technical characteristics	None
3.3	Name of installation	Maintenance Workshop Blindeweg
3.3.1	Location	Blindeweg 17 3088 KB Rotterdam
3.3.2	Opening hours	Monday to Friday 07.00 – 15.30 With the exception of official Dutch holidays.
3.3.3	Technical characteristics	<p>The workshop can be accessed through track line 261 or 262 Whz, that give access to privately owned track 259 that eventually leads to the Alstom Maintenance workshop.</p> <p>The workshop has 5 tracks used for maintenance, of which 4 tracks have inspection pits. Each track can accommodate material of up to 56 meters in length. 1 Track is reserved and equipped for painting locomotives or carriages. In this workshop there are two overhead cranes and three sets of lifting jacks.</p> <p>An underfloor wheel lathe is built with a separate track and its own building.</p>
3.3.4	Planned changes in technical characteristics	None

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3.4	Name of installation	Service location Maasvlakte
3.4.1	Location	Magallanesstraat 51a 3199 LP Rotterdam
3.4.2	Opening hours	Monday to Friday on request, with the exception of official Dutch holidays.
3.4.3	Technical characteristics	The service location can be accessed through track line 854 Mvtww, that give access to privately owned tracks 842, 844 and 846. The area is accessible from the ProRail premises by entering the gate and driving down the length of the tracks to the end of the fenced yard. The service location has a roof access platform beside track 842. Track 844 has a loading platform and there is a small accommodation with power supply.
3.4.4	Planned changes in technical characteristics	Currently preparations are in place for building a workshop covering two out of three tracks.

4 Charges

4.1	Information on charges	<p>Charges for our services are determined in individual cases for each specific customer, while taking into account the type and model of rolling stock. Only a very limited number of elements in our contracts can be reduced to standard prices. These are without VAT, and as follows;</p> <ul style="list-style-type: none"> - A daily rate of 567,- Euros for 22 meter track rental with 25 ton crane at the Albert Plesmanweg Workshop - A daily rate of 567,- Euros for 20m track rental with 16 ton crane at the Blindeweg Workshop - A daily rate of 1565,- Euros for 56m track rental with 16 ton crane at the Blindeweg Workshop - A daily rate of 58,- Euros per wagon or locomotive per day at the Maasvlakte service location. - A charge of 282,- Euros for a 'No Show' situation on a regular workshop reservation. - A charge of 573,- Euros for a 'No Show' situation on a reservation for the wheel lathe. - An hourly rate of 90,- Euros for Wagon Mechanics* - An hourly rate of 98,- Euros for Locomotive Mechanics* - An hourly rate of 213,- Euros for the underfloor wheel lathe, without an operator. <p>All charges are supplemented in accordance with the services to be performed, such as light and heavy maintenance services, conversion, new build, mobile services, as well as other services with corresponding extra charges and reductions.</p> <p>* All other labour rates like welding specialist, engineering, project manager etc. etc. are only offered upon request.</p> <p>If you have any questions, please contact: nl.rtm3.requestservicesfacilities@alstomgroup.com</p>
4.2	Information on discounts	Any discounts offered are based on contractually defined yearly volumes of services or through the addition of complimentary services.

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5 Access Conditions		
5.1	Legal requirements	<p>General access conditions apply to all types of rolling stock;</p> <ul style="list-style-type: none"> - Every separate piece of rolling stock must be sufficiently insured for damages, both caused by its owner, those hired by the owner or third parties such as Alstom Maintenance or its representatives. - Every separate piece of rolling stock must at all times be allowed to be moved by a representative of Alstom Maintenance while on Alstom Maintenance premises, without requiring prior permission from the contractor, user, lessee or the owner. Using hand breaks or closing off cabins with locks is prohibited. - In case of overdue payments, we reserve the right to refuse access to all our facilities and services. - All activities performed on Alstom Maintenance grounds must be in accordance with the environmental permit and local regulations, as found on the website of the DCMR. (www.dcmr.nl) - High-risk activities (such as open fire) must be risk analysed and need prior approval by Alstom Maintenance. - In case of loaded wagons with dangerous goods according to the ADR codes list, Alstom Maintenance must be informed of the risks involved and prior approval is obliged to bring the wagon onto Alstom Maintenance grounds.
5.2	Technical Requirements	<p>Technical access conditions apply to all types of rolling stock;</p> <ul style="list-style-type: none"> - The rolling stock must be fit for use on the Dutch railway infrastructure or Rotterdam subway network on its own, or while being towed. - Cannot exceed the length of 22 meters when seeking access to the Albert Plesmanweg workshop. - Cannot exceed the length of 56 meters when seeking access to the Blindeweg workshop. - Must be checked for leakage, which must be remedied before accessing the Alstom Maintenance grounds. Spillage due to leaks will be cleaned and charged promptly to the ordering party. - Should at all times be possible to be moved, or secured from moving with wooden blocks only.
5.3	Self-supply of rail-related services	<p>In addition to all the above mentioned conditions, additional requirements apply in the case of self-supply;</p> <ul style="list-style-type: none"> - Everyone who enters the premises of Alstom Maintenance must provide a legal identification and leave their full contact details. Access will be denied upon refusal of this condition. - Everyone who enters the premises of Alstom Maintenance must be fluent in either Dutch, English or German on speaker level A2 according to the European language standards. - It is at all times prohibited for work to be carried out on any rolling stock or parts containing asbestos or Chrome 6. - Upon entering Alstom Maintenance grounds, every person should make himself acquainted with the safety regulations in document D101737 [appendix 1] and the 12 main safety rules [Appendix 2]. If not supplied directly or upfront, it is the

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responsibility of the person entering Alstom Maintenance premises to request for document D101737.

- It is mandatory to wear the appropriate personal protection equipment for the work performed at all times while on Alstom Maintenance premises. Minimum requirements are safety shoes and safety jackets.

6 Capacity Allocation

6.1 Requests for access or services

When a customer wishes to gain access to Alstom Maintenance facilities with the intention of self-supply, a request should be e-mailed to nl.rtm3.requestservicesfacilities@alstomgroup.com with the following information:

- Customer Name
- Contact details, including phone number of representative
- Intended Alstom Maintenance location for track rental
- Postal address
- Financial and chamber of commerce details
- Requested duration and preferred period
- Preferred working hours
- Number of workers that require access and the company names of their employers
- Type of rolling stock that is going to be worked on, its weight, length, width and height
- Method of supplying parts, tools and machinery (by truck, rail etc) to be used on the rolling stock
- Possible services required from Alstom Maintenance
- Activities to be performed, especially high risk activities.
- Include a signed copy of our terms and conditions and safety regulations as found on the website.

When a customer wishes to gain access to Alstom Maintenance facilities with the intention of contracting services from Alstom Maintenance, without the intention of self-supply, the customer should contact Alstom Maintenance and provide the following information:

- Customer Name
- Contact details
- Postal address
- Financial and chamber of commerce details
- Preferred language for communication (Dutch, English or German)
- Requested services
- Protocols for all requested services containing detailed descriptions of the requested works
- All additional documents that the customer requires to be filled in during or after the performance of the services.
- Identification details of the rolling stock
- Communicate if a preliminary offer is required
- Preferred period or date for the performance of requested services.
- Include a signed copy of our terms and conditions and safety regulations as found on the website.

All requests for access should be made at least 35 working days prior to


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		<p>the requested date, if a specific date or period is requested by the customer. Any later request can be rejected by Alstom Maintenance based on lack of capacity.</p> <p>Within 5 working days the customer will be informed of the receipt of their request and notified of what information is missing in order to reply to the customer with a decision or offer.</p> <p>If any information is missing and the customer has been informed, the customer has 5 days to supply the missing information. In case of any later reply the specific date requested by the customer can be rejected by Alstom Maintenance based on lack of capacity.</p> <p>Upon receipt of all required information, Alstom Maintenance will take maximal 30 working days to judge if the request for access or services can be granted or not and inform the customer of its decision.</p>
6.2	Response to requests	<p>In case the requested capacity is available, Alstom Maintenance will reply with either confirmation or an offer. Offers are valid for 7 days when a specific date or period is involved, or as long as the required capacity is available.</p> <p>In case the requested capacity is not available at the required time, Alstom Maintenance will contact the customer and discuss possible alternative dates for the required services or access, or propose an alternative Alstom Maintenance facility if a suitable one exists. If the customer accepts, Alstom Maintenance will send conformation and a revised offer if required.</p> <p>If there is no available alternative within the specified and discussed parameters given by the customer, Alstom Maintenance retains the right to reject the request and inform the customer of it.</p> <p>In the process of handling requests for access, Alstom Maintenance uses a priority schedule that ensures a non-discriminatory decision making process. Our priority schedule is as follows:</p> <ul style="list-style-type: none"> - Is a track or are tracks that meet the requirements available in our planning on the requested dates. - Are the necessary materials present at our location to perform the requested services, if any are applicable. - Is sufficient, qualified staffing available in our planning to perform the required services, if any is applicable. - Is the equipment present at our location that is required by the customer, or Alstom Maintenance to execute the requested services, if any is applicable. - Does a customer have a valid maintenance contract with Alstom Maintenance BV or not.
6.3	Information on available capacity and temporary capacity restrictions	All available capacity is in full and constant use, any restrictions will be provided upon request.
7 Disclaimer		
Disclaimer		Although Alstom Maintenance makes every effort to ensure that the content of this document is current and up-to-date, it cannot guarantee accuracy, validity, completeness or timelessness of the information

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contained in this document. The information contained in this document is at all times subject to changes in applicable legislation. Alstom Maintenance rejects any liability.

The Alstom Maintenance terms and conditions apply to all our offers and contracts. We do not accept any other terms and conditions. For the latest version, please visit our website <http://www.shunter.nl>

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SHUNTER


Safetyregulations on Third Parties



Leaders in rolling stock maintenance



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Revisions-Management:

Version	Date	Discription
6	25-02-2013	Parking en Personal Hygiene
7	06-02-2014	Worktime BLW; location RSD en RSS Removed; Klicmessage added to paragraph 23
8	20-07-2015	Entering the canteen with overalls and dirty work clothes is forbidden
9	14-02-2017	<i>Naked flame on Shunter premises</i>
9.1	17-02-2020	<i>Revised and changed in chapter 18 client in Shunter</i>
10	21-09-2020	Basic and detailed rules on Corona (Covid 19)

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1. Introduction

Welcome to the company premises of Shunter BV, site:

You are hereby receiving Shunter's [Regulations on Third Parties](#) to inform you of Shunter's rules.

Shunter places great emphasis on safety, health and the protection of the environment. Rules and regulations have been drawn up within our organisation to realise these priorities. Everyone within our organisation should adhere to these rules and regulations. Furthermore, everyone should keep abreast of the specific rules and regulations that are applicable to his job and/or assignment.

Everyone who performs activities on the premises of the Shunter is obliged to prevent hazards that occur at or near the workplace. Furthermore, everyone is obliged to adhere to the safe working instructions under all circumstances.

These regulations provide you with the necessary instructions. Please notify us of any additions. Compliance with the obligations listed in these regulations does not release you from the specific legal and contractual responsibilities also applicable for the performance of your work.


These regulations are intended for contractors, subcontractors, permanent visitors, suppliers and their personnel, hereinafter referred to as "third parties", who are to perform activities on the premises of Shunter.


Basic and detailed rules on Corona (Covid 19)

At Shunter the basic rules about Corona apply at all times. These basic rules are attached to each disinfection column at the entrances of Shunter and are also appended to these safety regulations.

The detailed rules are divided into 3 phases. Depending on the situation in the area, the applicable phase is determined. The phase in which Shunter is in will be visible at each Shunter entrance.

Stay healthy, stick to the rules.

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2. Liability


By signing the Regulations on Third Parties Declaration (see last page) you declare that you have read and understood this document and that you will act in accordance with the regulations in this document. Whilst on Shunter's premises, third parties shall monitor compliance with the rules in this document and take corrective action if necessary.

Shunter accepts no liability for damage or loss of (private) property of employees (third parties) or suppliers in Shunter's buildings or on Shunter's premises. Neither does Shunter accept any liability for personal injury and/or damage to goods and vehicles belonging to third parties.

The principal shall be notified immediately of damage to Shunter's property.

Whilst present and performing activities on Shunter's premises, third parties shall ensure that liability insurance is in place. Third parties shall provide evidence of this at the request of Shunter.

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3. Application of rules

Third parties are responsible for ensuring that the provisions relating to order and the rules on safety applicable to Shunter are followed by personnel working under their supervision. The frameworks set down in this document, the current legislation and the agreements made in the order apply for all tasks or activities.

Third parties shall provide the principal with an up-to-date list of the active personnel members (with VCA¹ diploma number) and a list of any tools and equipment to be used. All third parties shall be registered and approved by Shunter before the start of activities. Contractors and subcontractors shall be in possession of a VCA certificate and their personnel shall be able to demonstrate that they have passed the required courses (Basic Safety VCA and/or Safety for Operational Leaders). The ZZP² shall possess at least a VCA diploma.

Third parties from other countries shall have undergone VCA-equivalent training or be able to produce a VCA diploma within 3 months.

4. Prohibitions

It is not permitted:

- *To enter the canteen with overalls and dirty work clothes*
- To use multimedia players and radios with headphones or earphones;
- To be in possession of, use, or be under the influence of alcoholic drinks and/or drugs;
- To be in possession of weapons and objects designed to threaten or frighten;
- To bring children (< 16 years) onto the premises without special permission having been granted by the site manager.

5. Intellectual property

Information or drawings provided must not be copied, reproduced or disseminated in any other manner without the written permission of Shunter. All information and dimensions provided are for guidance, unless stated otherwise. The information provided shall be treated as confidential.

6. Activities on Shunter premises.

For activities on Shunter premises, third parties shall report at the front desk at the main entrance of Shunter.


The front desk employee will report their arrival to the principal or to a member of staff specified by the principal.


Third parties must immediately follow all instructions issued by Shunter personnel relating to order, safety and the environment. "Shunter personnel" means all staff working for Shunter. Furthermore, third parties are not permitted to stray from the locations strictly necessary for the performance of activities.

When work has finished, all aids and appliances, chemicals, rubbish, waste, tools and accommodations shall be removed in accordance with statutory provisions and as agreed. If necessary, the grounds will be levelled.

¹ VCA – Veiligheid, Gezondheid en Milieu Checklist Aannemers; Safety, Health and Environment Checklist for Contractors

² ZZP – Zelfstandige Zonder Personeel - Self-employed without personnel

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7. Pacemaker or internal defibrillator

Persons with a *pacemaker or internal defibrillator* are forbidden from performing activities on a magnetic brake and inductive processes. The magnetic brake generates a powerful magnetic radiation that can be life-threatening to these persons. The safe distance from magnetic brakes is a minimum of 1 metre.

8. Monitoring the flow of incoming and outgoing goods

Access to the premises is only permitted via the main entrance. Deviation from this rule is only possible by agreement with the principal.
Third parties are obliged to submit to any searches/checks when leaving Shunter premises. Taking goods belonging to Shunter without Shunter's written permission will be viewed as theft and reported.

9. Work equipment, tools and appliances

Third parties shall possess a list of the tools and appliances they have brought with them. At the request of Shunter, the tools in their possession can be checked upon arrival and departure. The tools used by third parties are recognisable, calibrated in accordance with the applicable requirements, safe, approved and suitable for the assignment.

The use of Shunter work equipment is only permissible after signature of the "Declaration concerning the use of Shunter work equipment by third parties".
Tools and appliances belonging to Shunter may only be used with the permission of the section management in question. After permission has been granted, the responsibility, as referred to in the current legislation, lies with the third parties whilst the tools and appliances are being used.

10. Transport and storage

The road traffic regulations plus the rules below apply on Shunter premises:
The maximum speed (10 km/h) on Shunter premises is indicated by signs and notices.

Cars, bicycles, etc. may only be parked at the assigned locations within the bays.
Third parties' (own) vehicles may not be parked elsewhere on Shunter premises without permission of the principal.


Transport paths and escape routes should always be kept clear.


Rail vehicles and internal transport should always be given free passage, unless stated otherwise by the principal.

Storage the goods between the white lines. For areas with red lines (for emergency, exits, fire extinguishers and first aid) is forbidden to place something.

11. Identification and access pass

Third parties must be able to display a valid identification pass at all times.
They will be given an access pass and the "Regulations on Third Parties", including a map of the premises. Third parties must carry the access pass on their persons in a visible fashion unless this represents a risk due to the activities being performed.
Third parties are obliged to carry this on their persons every day and to use it to identify themselves when entering Shunter premises.

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12. Shunter working hours

Third parties must present themselves at the front desk at the main entrance of Shunter. the working hours

- Blindeweg (RTD) are Monday / Friday from 7.00 t / m 19.00 hours.
- Albert Plesmanweg (RTD) are Monday / Friday 6.00 t / m 22.30 hours

For activities outside working hours, prior permission must be granted by the principal.

13. Fire / Alarm

Find out the escape routes and assembly point before you begin the activities.

What you must do in the event of an alarm

- Stop working immediately;
- Switch off the taps of oxygen cylinders and other gas cylinders that are in use;
- If possible, switch off equipment / tools;
- Leave the workplace immediately by the indicated escape routes;
- Go to assembly point and report there.

Various evacuation notices are displayed around the company indicating where you are and the quickest route to the assembly point. If the alarm should go off please follow the instructions on the signs and those of evacuation personal (recognisable by Orange vest). Go to the indicated assembly point and follow further instructions.

**In the event of calamities (fire, accident) telephone the alarm number immediately!
State clearly the nature, scope and place of the accident.**

14. Working in the vicinity of rolling stock and/or tracks

A valid certificate of the "Veiligheid-langs-het-spoor (Trackside Safety)" course shall be shown before entering the yard or marshalling yard. See:


www.veiligheidlangshetspoor.nl


Permission shall be requested from the production management before entering and/or performing activities in the marshalling yard or railway yard.

The placing of vehicles or other obstacles, or the performance of activities, within the clearance gauge of the rails (1.5 metres from the nearest rail, measured horizontally) is not permitted without the permission the production management.

The performance of activities within a radius of 1.5 metres of the catenary is strictly forbidden. Activities within this distance of the catenary are only permitted if it has been de-energised and explicit permission granted in accordance with the work permit.

Everyone must wear the prescribed reflective clothing when entering, when present and performing activities in the marshalling yard or railway yard or near the track.

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15. Safe working on rolling stock

For safe working on rolling stock, the safety level must first be established by an authorised Shunter employee. The safety measures arising from this safety level will be taken by the authorised Shunter employee.

Third parties are thus not permitted to perform activities unless these safety measures have been taken. Furthermore, it is strictly forbidden to change or remove these safety measures.

The operation, starting and / or moving of material is permitted only by authorized personnel. Competent employees who have successfully completed the training "Material Moving" strategy. For the Albert Plesmanweg true course for the SC1047 and the Blindeweg true course for the SC1106.

16. Crossing tracks

If you have to cross tracks for your work, use board crossings. If no such provisions are available you may cross the tracks. You may not:

- Cross at points;
- Climb over buffers and couplings;
- Stand on or walk along a rail or sleeper;
- Cross at such a distance (less than 2 metres) from a stationary vehicle that you cannot see the window of the driver's cab.

17. Cranes, hoisting equipment and means of transport

The use of Shunter work equipment is only permissible after signature of the "Declaration concerning the use of Shunter work equipment by third parties". Working with fork lift trucks, cranes, hoisting and/or lifting tools or means of transport without permission and without a certificate of authorisation is not permitted. Working within the range of crane or craneway is also forbidden. When performing activities within the range of a crane, etc., the risk of collision should be ruled out by electrically blocking the crane, etc.


A white safety helmet must be worn during hoisting activities.


After use, means of transport should always be put on charge at a location where they are not in the way. Transport paths, escape routes and emergency exits should be kept clear at all times.

18. Open flame on Shunter premises

Flammable work means the performance of work by third parties using open fire. Among these activities is also understood: welding, cutting fires, grinding, flame soldering, paint fires and /or other methods by which open fire is obtained.

This work with op fire must be notified in advance an approved by the Shunter using F-0037 form from Mavim. The internal client ensures that the signed F-0037 is linked to the relevant work order in Maximo

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19. Working with hazardous substances

Working with hazardous substances such as fuels, oils, lubricants, coatings and solvents requires precautions.

Measures for working with hazardous substances

- Read the instructions carefully;
- Keep the workplace clean and orderly;
- Ensure that no more hazardous substances are in the workplace, then needed for everyday use.
- Eat, drink or smoke in the vicinity of hazardous substances;
- Avoid inhalation and skin contact;
- Pay attention to hygiene (washing hands before drinking, eating, smoking);
- Clean up spills immediately, use absorbent granules and then remove it;
- Ensure good ventilation (ventilation, exhaust gases and vapors);
- Avoid open flames and smoke from combustible material. Also think about grinding, welding and plasma cutting operations
- When the transport and storage of hazardous substances with the applicable regulations. (PGS15)

Storage of hazardous materials by PGS 15


- Ensure good ventilation;
- Ensure that the packaging remains in good condition;
- Connect the storage area thoroughly;
- Ensure proper and effective agents;
- On the packaging labels must remain legible and available (if necessary replaced);
- Move products with similar risks together;
- The electrical installation in the storage area must be explosion resistant material (see BS (1010));
- Provide resources to respond adequately to spills to clean up.


Waste

Make yourself for disposal of hazardous waste and enter the daily off. As indicated on the places you store hazardous waste until a waste processor retrieves it. Unless otherwise agreed with the client.

Disposal if hazardous waste has to be done by yourself on a daily basis.

Put your hazardous waste on the provided area for hazardous waste until a waste. Unless instructed otherwise by the client.

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20. Activities on installations, buildings, tools or infrastructure

The performance of activities on infrastructure, installations, tools and buildings is not permitted without permission from the responsible Technical Service officer. It is forbidden to work on installations that are electrically live.

21. Working at height

If platforms, scaffolding or balustrades (fitted with sound railings) cannot be used when working at height (higher than 2.50 metres or at lower heights if there are aggravating factors such as dangerous obstacles beneath the workplace and/or wall and floor openings) other measures must be taken to prevent a falling hazard. Permission to prevent the falling hazard by means of fall protection equipment and other measures should be obtained in advance and in consultation with the principal.

Scaffolding

Scaffolding should be constructed by a certified scaffolding constructor or under expert supervision. Changes may only be made to the scaffolding construction by experts. The load-bearing capacity of the scaffolding should also be determined in advance.

Mobile scaffold towers

A mobile scaffold tower may be set up only by persons who are familiar with the assembly and operating instructions for the mobile scaffold tower system in question. Dutch operating instructions must be present for a mobile scaffold tower.

Roofs

If work is to be performed on roofs, the Technical Service must be notified before the start of activities.


22. Cherry pickers


Anyone using cherry pickers must be able to demonstrate that they possess specific expertise with regard to the operation and application options.

If there is a risk of collision, clear cordons must be put in place, for example using fencing or cones. If necessary the entire guideway must be cordoned off. If activities are taking place in the immediate vicinity of the cherry picker, the workplace must be cordoned off due to falling parts. It is not permitted to step out of the basket at height. A safety harness must be worn in the basket of the cherry picker and hooked onto the place provided.

23. Excavation activities

Due to the cables, pipes and other infrastructure in the ground of the premises and/or buildings, excavation activities may be performed only after permission has been granted by the Technical Service. To make sure that you know where the lines are, one is required by law to advance a "Klic-message" to do. Through www.klicmelding.nl can (available) data and retrieve drawings.

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24. Enclosed spaces

Due to the specific risks, activities in enclosed spaces may be performed only after permission has been granted by the Prevention Employee.

25. Photographic and film equipment

Third parties are never permitted to take (digital) photos or film material of Shunter premises in any manner whatsoever without the permission of the principal. Cameras, film material or data carriers should be handed in to Shunter upon request.

26. Smoking

A general smoking ban is in force in all buildings with the exception of the cabins and smoking rooms provided for this purpose. Smoking outside is permitted, provided no ban is in force. Do not throw cigarette butts on the ground.

27. Eating and drinking

For reasons of personal hygiene and to prevent vermin, eating in the workplace is forbidden except in the places provided for this purpose, such as the lunch break areas. It is also not allowed to keep your work overalls during your lunch in the lunch areas.

28. Personal Hygiene

Technicians should wash their hands in the dressing room and not in the toilet / kitchen, even before eating.

29. Personal protective equipment

The wearing of personal protective equipment is necessary and obligatory during all activities on the Shunter premises. Personal protective equipment can protect the user against, for example, damage to the hearing, head injury, eye injury and foot injury.


The following must be worn:


- Suitable safety shoes (at least S3);
- Hard-wearing work clothing (suitable for the activities to be performed and fire-retardant where applicable);
- Safety helmet (white) for hoisting activities;
- Yellow safety vest for activities near to rolling stock and/or tracks.

Additional personal protective equipment

- Safety glasses / protective glasses (mandatory when working under rolling stock and/or when performing overarm activities);
- Cover glasses;
- Ear protection;
- Work gloves;

Third parties must follow the instructions regarding the use of (personal) protective equipment. Without this equipment, third parties will be refused access to the premises. Activities should always be performed using the prescribed equipment.

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30. Order and neatness

- Only use personal protective equipment that is in good condition;
- Keep your workplace and environment clean;
- Clear up the workplace before you leave the section and switch off lights and equipment (where possible);
- Clear up equipment as soon as you have finished using it;
- Clear up hand tools;
- Prevent oil, etc. from getting on the floor and machine;
- Use only absorbent grit instead of cleaning rags or sawdust;
- Do not allow products (e.g. samples) to stand near machines unnecessarily;
- Prevent unsafe situations by consulting with colleagues and principal; think about what you are going to do in advance;
- Warn your colleagues and principal of all unsafe situations;
- Report unsafe situations;
- Find out the locations of collection points for residual and waste substances;
- Keep walkways free of obstacles;
- Keep escape routes and emergency exits free of obstacles.

31. Waste, residual material and packaging material

Waste, residual material and packaging material should be removed in the manner agreed in the contract after activities.

If removal is performed by Shunter, the waste should be separated before delivery to the collection point.


32. Parking


Location Albert Plesmanweg

The parking for our building at the Albert Plesmanweg and on the terrain of the company at the Van Graftstraat is not allowed. Loading and / or unloading on the terrain is allowed.

Location Blindeweg

The parking around the building and between the tracks at the Blindeweg is not allowed. Loading and / or unloading is permitted.

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33. Regulations on Third Parties Declaration (document D101737E)

I hereby declare that I have read and understood the provisions from the Regulations on Third Parties of Shunter. I will take these provisions into account during my stay and during the performance of activities at Shunter.

Please complete in block capitals

Name _____

First name _____

Company + Phone number _____

**Sur name
Contactperson and
Phonenumber** _____


Adress _____


Postcode / town _____

Date _____

Signature _____

Badge number						
Year of validity + Initials	2012	2013				

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Annex Basic rules on corona (Covid 19)

Basic rules continue to apply Keep 1.5 metres away from other people.
Wear disposable mouthpieces SH137232 when the work does not allow it. to be able to keep the 1.5 metres distance from other people.
Write down on your timesheet who you have worked with for more than 15 minutes within a radius of 1.5 metres.
Colds, coughs, sore throats and fever >38degrees? Do not come to work and call your supervisor. Get tested! Even when in doubt!
Do you have to cough or sneeze? Cover your mouth and nose with a bent ellenbow.
Avoid touching your face (eyes, nose and mouth)
Wash your hands thoroughly with soap and water or disinfect your hands with hand alcohol.
Do not shake hands.
Thoroughly clean appliances used together or wear gloves. Think of computer stuff, tools, coffee machines, etc.
Avoid busy places