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# ON SITE CONTRACTOR RULES & REGULATIONS FOR OUR CONTRACTORS

## 1 CONTENTS

Welcome to BAE Systems, a high-tech, global company with approximately 107,000 employees and customers in 100 countries.

We supply complete product and service solutions to armed forces on the ground, in the air and at sea, as well as advanced systems and services for national security, information security and maintenance.

In Örnsköldsvik we develop, produce and maintain combat vehicles and tracked vehicles. We are proud of our workshops and facilities and we endeavour to protect our environment and our staff as well as the contractors that work with us.

This publication is produced to enable safe working and environmental conditions to be established for contractors. By complying with the rules and regulations laid down, we can help each other to prevent the occurrence of accidents at work.

## 2 GENERAL

### General system

When the work is carried out in the vicinity of an ongoing operation, the contractor and its personnel must carry out the work in such a way that it does not obstruct or impede work being carried on at the same time on the site.

Considering the risk of accidents and also damage to equipment and materials, the work must be planned in consultation with the client and the contractor's designated contact person.

Personnel engaged must maintain their part of the general order applying to the workplace in question and carry out the necessary cleaning. Necessary cleaning means, among other things, that surplus material must not be left at the workplace.

Please note that BAE Systems assumes no liability for any risk of theft. The contractor is itself responsible for its property.

### The client

The client means BAE Systems.

### Drugs

Being in possession of drugs (alcohol, narcotics) or being under the influence of drugs in BAE Systems areas is forbidden.

## **Contractor**

Contractor means a company carrying out contract work.

## **Reception of goods**

must take place at specific times, after consultation with the client's contact person.

All materials ordered by the contractor for the client that do not have a BAE Systems purchase order must always have a reference name of a person in the real estate department.

## **Contact person**

The client and the contractor appoint a contact person for each contract/assignment.

## **Parking**

is only permitted in designated areas. Parking tickets can be obtained at the client.

## **Commencement of work**

No work may commence prior to approval from the client's contact person.

## **Audit**

During an audit, the audited contractor must supply the requested information.

## **Smoking**

Smoking is prohibited within BAE Systems areas except in designated areas.

## **Coordination**

Construction Work Environment Coordinator (BAS U) is the client unless otherwise stated in the order.

If the contract is included in a larger project where several contractors are engaged, the real estate manager must always appoint a BAS U.

## **Schedule**

Departures from the established schedule must be agreed with the client's contact person.

## **Near-accident/accidents**

Reception and the client's contact person must be immediately informed in the event of fire, accident, acute illness, near-accident, any incident and in the case of emissions to water, land, air, or other emergency situations.

A written report must be supplied to the client's contact person.

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## SSG Entre

Before any work begins, the contractor and its personnel must have completed SSG training and must have obtained an approved entry pass. This must be shown before a pass card is issued.

## 3 SECURITY

### Photography/video recording/tape recording

Photography is prohibited in BAE Systems areas. Being in possession of cameras/video equipment/tape recorders of any kind without special permission from the security manager is prohibited.

Mobile phones with cameras may not be used for photography.

### Mobile/wireless phones

May not be carried in areas where there is a risk of explosion (such as paint shops, gas stations, LPG facilities).

Phones may not be used in EMC classified premises (cross-connection rooms, data centres, electricity operating centres). Only EX-classified phones are permitted. This also applies to BAE Systems portable phones.

### Confidentiality agreement

A confidentiality agreement must be signed between BAE Systems and the contractor before any work can commence at BAE Systems. The contractor's personnel must be issued with security clearance and must be provided with security information before they begin work at BAE Systems.

Breach of the rules and regulations in this brochure and any agreement entered into may result in immediate termination of an assignment agreement.

An annual update of corporate information must be carried out whenever required (registration certificates) and a current list of personnel resources must be issued at the request of BAE Systems.

### Access

A specific permit is required in order to visit BAE Systems areas. In the case of approved access, a visitor's badge/pass will be issued.

The visitor's badge/pass must be visibly displayed. All contractors and visitors must report to reception before access to BAE Systems areas may begin. Visits to areas not affected by the work in question are forbidden. Work during non-regular working hours is not permitted without special permission. Permits are issued by authorised personnel in consultation with the client/contact person.

All work outside normal working hours must be reported to reception by the client where permits for work can be obtained. In the case of extended authorisation for access, the contractor must request this from the client.

## Professional secrecy

All persons who are to work at BAE Systems must sign a confidentiality undertaking at the security manager's office and be issued with security clearance (see Confidentiality Agreement).

## Exit of material

Material may only exit upon presentation of an approved exit certificate. Security personnel have the right to check these conditions upon entry to and exit from BAE Systems factory areas.

## Evacuation

Evacuation routes must be kept clear. Always find out how you must leave a building if the normal exits are blocked. See the evacuation plan posted in each building.

## 4 ENVIRONMENT

### Waste

must be sorted at source according to BAE Systems instructions, unless otherwise agreed with the client/contact person.

**Shutdowns** Water, gas, or compressed air, lifting equipment and similar must not be shut off/locked without consulting the client's contact person. The client's contact person must inform the relevant departments so as to avoid disruption of normal operations. Signs indicating who carried out the shutdown must be put up by the contractor.

### Flammable goods

Before flammable goods may be brought into the company, their handling must be approved. Inform the client's contact person for approval.

**Sheds** The client's contact person designates sites. Prior to erection, the shed and the site must be inspected by a contact person and the emergency services. Each shed must contain at least one manual fire extinguisher. All electrical installations in sheds and workplaces must fulfil the high-current regulations.

### Energy consumption

BAE Systems actively endeavours to achieve the most energy-efficient solutions within the plant. Proposals for technical solutions to contribute to the achievement of targets for lower consumption are always of interest.

During maintenance work and upon replacement of equipment, the latest technologies must always be taken into consideration in terms of energy consumption. This also applies in the case of new installations.

## Chemical products

Before chemical products may be introduced to the company, the safety data sheet must be submitted to the client's contact person for approval. Materials, sealants, adhesives, paint and similar must not contain silicone.

Establish with the client where cleaning agents are sited unless otherwise agreed. When using products covered by the thermosetting plastic regulations, a certificate of completion of training must be submitted to the client/contact person.

## Earthworks

No excavation may begin without approval from the real estate department. The real estate department must be contacted immediately in the case of suspected contaminated land. Electrical cables must be marked.

## Environment, exterior

A BAE Systems contact person and environmental coordinator must be notified in advance of all activities that could lead to emissions or otherwise affect the environment. It is forbidden by law to discharge dangerous waste to the land or in a sewage disposal system

# 5 WORKING ENVIRONMENT

## Working environment

The client's contact person must be notified in advance of all activities that generate or spread dust, noise, fumes, solvents or other contaminants in the buildings.

## Barriers

erected by the contractor must be erected in consultation with the contact person. Signs and/or barrier tape with "Access forbidden" text must be erected by the contractor.

## A working environment plan

according to current rules must, when necessary, be drawn up and submitted to the client's contact person before work begins.

## Fire

The contractor must ascertain which procedures apply to fire protection within BAE Systems and the work area in question, how to raise the alarm and specify locations in the area, who is responsible for closing off the fire alarm section and where extinguishing equipment is located and how to operate it. Information is provided by the client/contact person.

Many areas are monitored by smoke detection alarms for smoke and gases, including in conjunction with grinding and welding. The contractor must carry its own extinguisher equipment for work involving heat.

## Scaffolding

Scaffolding and other structures must be erected in accordance with current regulations.

Operators must be able to show certificates for scaffolding.

## Electrical installations

Electrical installations must meet the requirements specified in the BAE Systems instructions for electrical installations. Those instructions can be obtained via an electricity manager.

Temporary electrical installations for construction power, repair and maintenance work must be carried out according to SEK Manual 415 SIS-Förlag, tel. 08-6103060.

## Electrical work

Written permission is required for work on electrical equipment/installations. The same applies for other work (construction, ventilation, piping, etc.) in connection with electrical equipment/installations. Permits are obtained by an electricity manager.

## Work by one person working alone

Work by one person working alone should be avoided. If it is carried out in any case, the contractor must comply with current rules for work by one person working alone. Guards must be informed that such will occur.

## ESD protection

In the case of work in or entry to ESD protected areas, the requirements set out in the internal procedures for ESD protection must be met.

## Areas where there is danger of explosion

Before work may begin in an environment where there is danger of explosion, the area must be declared to be gas-free. A gas-free declaration is issued by a client/contact person in consultation with the real estate department.

**Gas** The gas necessary for the contract work must be supplied by the contractor. Gas cylinders must be stored in a place decided on by the client's contact person in consultation with the emergency services.

**Work involving heat** (E.g. welding, cutting, capping, boring, and roofing with heat or flame) must be reported to the person responsible for permits in the real estate department. A certificate corresponding to the SBF [*Svenska Brandskyddsföreningen* – the Swedish Fire Protection Association] authorisation training for work involving heat must be shown in order to obtain a permit for work involving heat issued by the real estate department.

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Before work involving heat begins, the equipment must be approved by a permits manager at BAE Systems. If it is possible to carry out the task using a method other than that referred to above, that option must be chosen in consultation with the real estate department.

**Lifting cradles/working platforms (mobile)** Lifting cradles for lifting persons and working platforms must be approved. Users must be able to show an approved certificate for lifts. The area around the equipment must be cordoned off.

### **Lifting equipment**

Lifting equipment may only be used in accordance with a permit from the client. Users of this equipment must be trained according to applicable regulations.

### **Personal protective equipment**

Personal protective equipment required for the work in question must be provided by the contractor and must be used unconditionally.

### **Risk assessment**

In the case of more extensive work, a specific risk assessment must be carried out in consultation with the real estate department.

In the case of less extensive work, the contractor's own risk analysis must be carried out before the work begins with the aid of the BAE Systems "Check list for work". This is supplied by the real state department or reception.

### **Ladders and trestles**

Ladders and trestles may only be used as a means of access and for short-term work.

If ladders or trestles are used, they must be approved and checked in order to detect any damage.

Ladders should be secured and should be clearly marked with the contractor's name.

### **Traffic**

Vehicle traffic within BAE Systems factory areas is only permitted with a special permit obtained at reception. Traffic lights, signs, markings and applicable speed limits must be respected. The maximum permitted speed is 30 km per hour. Vehicles must be parked at designated locations.

Car keys should if possible remain in the ignition. Roads must be kept absolutely clear to allow access for ambulances and fire engines. Goods may not be placed outside the designated area/location. Idling is permitted for a maximum of one minute. One exception to this is when a running engine is required to power another device on the vehicle.

### **Truck driving licence**

A truck driving licence is required when driving a truck and a permit must be issued by a supervisor where the truck is to be driven.

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## Equipment

The contractor must use its own equipment unless otherwise agreed. This also applies to fire extinguishers. The contractor is responsible for its own equipment and materials within BAE Systems areas.

## 6 ALARM PLAN

**In the event of an accident** – in case of fire or personal or environmental accident

**RESCUE** those in danger first.

**112 ALARM** – Give a clear address such as "Main Factory bodywork gate" or "Engine C hall gate"  
– State what happened and who is involved.

Inform reception on 1110 or 0660-80110

**WARN** all others who may be at risk due to the accident.

**EXTINGUISH** the fire if such is considered possible.

Ensure that someone is there to meet the emergency vehicles at the specified gate.

Contact and inform the immediate superior.

If evacuation must take place, go to the assembly point marked on the evacuation boards.

For detailed information see:

IN 1099 "Handlingsplan vid olycka" [Plan of action in the case of accident]

AM0057 "Nödlägesberedskap läckage kemikalier" [Emergency preparedness leakage of chemicals].