



**Company Regulations for
Partner Companies & Service Providers of
NEPTUN WERFT GmbH & Co. KG /
Neptune Logistics GmbH**

NEPTUN WERFT GmbH & Co. KG
Werftallee 13
18119 Rostock

Status – 2023/04

Record of Changes

| Page | Change | Date |
|------|--------------------------------------|------------|
| 6 | WEB link for registration form added | 20.04.2023 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Table of Contents

| | |
|---|-----------|
| List of Abbreviations..... | 5 |
| List of Appendices:..... | 6 |
| 1 Introduction..... | 7 |
| 1.1 General..... | 7 |
| 1.2 Scope and Area of Application | 7 |
| 1.3 Purpose and Objective | 7 |
| 1.4 Declaration of Commitment | 8 |
| 1.5 Principles of the Management System..... | 9 |
| 2 General Requirements for the Shipyard | 10 |
| 2.1 Registration / Access Control | 10 |
| 2.2 Site Plan / Access Controls | 11 |
| 2.3 Delivery notification | 11 |
| 2.4 Internal Shipyard Traffic | 12 |
| 2.5 Storage Locations for Containers, Parking Spaces for Company Vehicles | 12 |
| 2.6 Safety Markings | 13 |
| 2.7 Fire Protection / Alarm Plan..... | 13 |
| 2.8 Intoxicants, Smoking, Photography and Filming | 13 |
| 3 Fundamental Organisational Requirements..... | 14 |
| 4 Obligations of Contractors to Select & Deploy Personnel..... | 14 |
| 4.1 Special Qualifications for Contractor Coordinators | 14 |
| 4.2 Qualifications / Suitability of Subcontractor Personnel | 14 |
| 4.3 Language, Communication, Identification | 15 |
| 5 Briefing and Instruction of Partner Companies and Their Subcontractors | 15 |
| 6 Implementation of the Requirements for the Safety Management of Contractors..... | 16 |
| 6.1 Obligation to Carry-out Risk Assessments Before the Start of the Contract..... | 16 |
| 6.2 Construction Consultations / Safety Meeting | 17 |
| 6.3 Safety Inspections | 17 |
| 6.4 Security Personnel and Personal Protective Equipment..... | 17 |
| 6.5 First Aid Measures and Accidents, Documentation / Reporting | 18 |
| 6.5.1 First Aid Organisation of the Contractor | 18 |
| 6.5.2 First Aid Organisation of the Shipyard..... | 18 |
| 7 Workplaces, Work Processes | 18 |
| 7.1 Workplaces | 18 |
| 7.2 Special Work Permit Procedures..... | 19 |
| 7.2.1 Work Involving High Temperatures | 19 |
| 7.2.1.1 Before Starting Work (High Temperature Work Permit Required) | 19 |
| 7.2.1.2 During the Work..... | 20 |
| 7.2.1.3 What to Do in Case of Fire | 20 |
| 7.2.1.4 After Completion of Work | 20 |
| 7.3 Work in Confined Spaces, Bunkers, Tanks and Cells..... | 21 |
| 7.4 Radiographic Work in the Context of Non-destructive Testing | 21 |
| 7.5 Transport, Slings and Load Securing Work..... | 21 |
| 7.6 Coating Work..... | 21 |
| 7.7 Working with Hazardous Substances / Biological Agents, Water and Soil Protection..... | 22 |
| 7.8 Work on Pressurized Systems e.g. Hydraulics | 22 |
| 7.9 Dangerous Solo Work | 22 |
| 7.10 Scaffolding Work..... | 23 |
| 7.11 Working at Heights (on Ladders, Scaffolds, Elevated Platforms, & Cherry Pickers) | 23 |
| 7.12 Working Near Live Equipment, Work on and Use of Electrical Equipment..... | 23 |
| 7.13 Noise and Vibration Work..... | 24 |

| | | |
|-----------|--|-----------|
| 7.14 | Working in Potentially Explosive Areas | 24 |
| 8 | Working/Operating Equipment (Tools) | 25 |
| 8.1 | Electrical Distribution and Electrical Equipment | 25 |
| 8.2 | Electrical Welding Equipment..... | 26 |
| 8.3 | Load Handling Attachments, Chain Hoists etc. | 26 |
| 9 | Environmental Protection Regulations | 26 |
| 10 | Waste | 26 |
| 11 | Dust | 27 |
| 12 | Company Canteen, Changing Rooms, Lockers, Sanitary Facilities, Social Rooms | 27 |

List of Abbreviations

| | |
|-------|---|
| AEE | Association of Electrical Engineers |
| AGE | Association of German Engineers |
| AWM | Association for Wood and Metal |
| db(A) | Decibel |
| DHS | Directory of Working Materials and Hazardous Substances |
| Fo | Sample Form |
| GOSA | German Occupation Safety Act |
| GSAI | German Statutory Accident Insurance |
| HSC | Health & Safety Coordinator |
| HSP | Health & Safety Plan |
| MWS | Meyer Werft Standard |
| OHS | Occupational Health and Safety |
| OI | Operating Instructions |
| OIHS | Ordinance on Industrial Health and Safety |
| OR | Organizational Rules |
| OSS | Occupation Safety Specialist |
| PPE | Personal Protective Equipment |
| SAI | Statutory Accident Insurance |
| TOP | Technical Organisational Personnel |
| TRIS | Technical Rules for Industrial Safety |
| TRHS | Technical Rules for Hazardous Substances |
| WD | Workplace Directive |
| WI | Work Instruction |

List of Appendices:

| | |
|-------------|---|
| Appendix 1: | Safety Instructions for Visitors |
| Appendix 2: | BA 100 "Safe Working at the NEPTUN WERFT" |
| Appendix 3: | Emergency and Alarm Plan |
| Appendix 4: | Guidelines "Refrigerator and Kitchen Units" and "Recreation Room" |

Related Documents:

- Occupational Safety Act (Arbeitsschutzgesetz – ArbSchG / Arbeitssicherheitsgesetz - ASiG)
- Workplace Ordinance (Arbeitsstättenverordnung - ArbStättV)
- Industrial Safety Ordinance (Betriebssicherheitsverordnung - BetrSichV)
- Ordinance of Hazardous Substances (Gefahrstoffverordnung - GefStoffV)
- Ordinance on Occupational Medical Precautions (Verordnung zur arbeitsmedizinischen Vorsorge – ArbMedVV)
- GSAI Regulations, Rules, Information

1 Introduction

The Rostock-Warnemünde-based NEPTUN WERFT GmbH & Co. KG was founded in 1850 and is today one of the most important employers in Rostock. The production program includes the construction of new river cruise ships, ferries, and gas tankers as well as engine room modules (FERUs) for MEYER WERFT in Papenburg and MEYER TURKU in Finland.

In addition to the shipyard's own employees and employees of the subsidiary Neptun Logistik GmbH, employees of partner companies (mostly work contract partners) are also employed at the shipyard.

The complexity of a new shipbuilding project, the large number of partner companies involved and the relatively short production period, including parallel work on several orders, require special health, safety, fire and environmental protection regulations (SGA).

These operating regulations are a set of rules for all persons of partner companies and service providers working on the premises of the shipyard, which are to be observed in a binding manner.

All persons working on the newbuilding project who have a direct or indirect influence on occupational safety, fire protection, health and environmental protection issues are expected to commit themselves to the implementation and continuous improvement of a safety culture.

Clear guidelines, which are laid down in these company regulations, can be used to prevent extensive hazards and mutual hazards.

In particular, the managers of the contracting partner companies are obliged to act in a qualified, active and committed manner for the occupational safety and health protection of the people involved and to counteract any harmful effects on the environment.

1.1 General

These company regulations are drawn up in accordance with ISO 45001 and the relevant local legislation.

These operating rules as well as applicable laws, regulations and applicable standards apply to all personnel working for or on behalf of NEPTUN WERFT GmbH & Co. KG and Neptun Logistik GmbH.

Please Note: Within NEPTUN WERFT, health and safety is regularly combined with environmental protection, e.g. in supervision, instruction and training.

1.2 Scope and Area of Application

The scope of the shipyard Regulations includes all operations subject to the execution, supervision, management and responsibility of NEPTUN WERFT GmbH & Co. KG and Neptun Logistik GmbH at the Rostock site.

1.3 Purpose and Objective

The purpose of these operating regulations:

- To outline the health and safety precautions, shipyard rules and specific measures for the safe performance of work and to ensure compliance with the health and safety management system of NEPTUN WERFT GmbH & Co. KG and Neptun Logistik GmbH
- Description of the responsibilities of the designated persons who are responsible for the implementation of the OHS policy of the within the scope of activities and related procedures.

The objective of these shipyard regulations is to assist in the proactive application of safe work practices and best practices in all work activities which will result in increasing and maintaining a high level of health, safety and security awareness.

1.4 Declaration of Commitment

The management of NEPTUN WERFT GmbH & Co. KG and Neptun Logistik GmbH is committed to an incident and accident-free workplace and demonstrates this commitment by taking the lead.

When non-conformities occur, all managers, both their own and those of the partner companies, are instructed to draw the attention of the employees concerned to the standards required by law and to demand that they be implemented without delay.

They will set a personal example for others and actively participate in SGA measures, e.g. by attending ASA meetings, safety discussions, risk assessments, etc.

Violations of legal and internal regulations will be documented and may result in a permanent, shipyard-wide access ban within MEYER Group Germany. The consequential costs for NEPTUN WERFT resulting from personal injury, property damage and/or financial losses, such as delay costs, will be charged to the company concerned. Therefore, the service providers/partner companies are responsible for taking out general liability insurance against this type of risk, covering personal injury, property damage and financial loss.

1.5 Principles of the Management System

Safety First

The safety of our employees, the working environment, the shipyard facilities and our products is always our top priority.



Reduction of Risks and Dangers



We apply the STOP principle (Substitution – Technical Measures – Organisational Measures – Personal Measures) to mitigate or avoid hazards and risks in occupational safety, environmental protection, energy use and ship construction directly at the source. Emergency plans are in place to protect us in the event of an accident.

No Violations of the Law

All legal requirements and obligations applicable to us are complied with.



Protecting Employees and Staff



We protect the health of our employees through preventive measures and occupational health check-ups. We avoid accidents by taking a preventive look at the way we work and the working environment, as well as by carrying out investigations when accidents have almost happened or have actually occurred.

Protecting the Environment

Sustainable products and processes protect the environment through responsible user of resources, low emissions and reduced waste. We continuously measure our energy flows and provide ample resources to assess and optimise energy consumption. When manufacturing our vessels, we look for environmentally friendly and energy efficient manufacturing equipment, components and services right from the procurement stage.



Defect-free Products and Intermediates

We strive to avoid errors from the outset or to eliminate them where they occur. In this way, we can continuously reduce the number of errors.

Sharing Togetherness

We take into account the wishes and requirements of our employees, customers and partner companies as well as neighbours, government authorities and organisations. This also includes always involving employees in technical and organisational changes in advance.



Continuous Improvement Processes

We constantly review what we can do better to avoid accidents and mistakes and to reduce environmental impact and energy consumption as much as possible, and then implement the resulting measures.

Supplementary Information on the Scope and Area of Application

Note A:

In the further explanations, the term " NEPTUN WERFT" is used for NEPTUN WERFT GmbH & Co. KG and Neptun Logistik GmbH, the term " NEPTUN WERFT " will be used jointly in a simplified manner.

Note B:

Selected contact details are provided to the partner companies prior to the start of the work. Site managers, area managers, foremen, site and/or area coordinators can be named as contact persons. In the further explanations, this group of persons is referred to in simplified form as "Shipyard Coordinator". The persons in charge of the partner companies are referred to in the following as "Contractor Coordinator".

Note C:

Activities on new structures (sections, blocks, compartments) are carried out in indoor workplaces, in the open air, on ships or on the lowering equipment or lying on the quay. These workplaces are further referred to as "objects".

Note D:

Objects are marked at specified access points with an object sign with security information. Depending on the expansion stage, the objects are rated with different safety levels. The resulting safety measures (e.g. high temperature work) must be observed without exceptions.

Note E:

The shipyard regulations are part of the contract for all contractors (partner companies) at NEPTUN WERFT locations. Violations may result in legal consequences as a deviation from contractual requirements. In the event of repeated or serious violations, the shipyard reserves the right to issue temporary or permanent expulsions from the NEPTUN WERFT premises.

Note F:

The shipyard regulations are the basis for the safe stay of visitors, individuals with official duties as well as personnel of NEPTUN WERFT with work duties. This group of persons must register at the premises of the respective shipyard coordinators before starting work. For OHS information, appropriate instructions are given on the work to be performed with the possible hazards during the visit or their activity.

2 General Requirements for the Shipyard

2.1 Registration / Access Control

The entire premises of NEPTUN WERFT are subject to access control by the security guards deployed. Certain areas are under video surveillance for security reasons.

The minimum age for persons wishing to enter the site is 18 years. This does not apply to young people under the age of 18 for the purpose of training or in the context of marginal employment.

The site security is authorized to check containers and bags carried by persons outside the shipyard. Checks of containers and bags carried by shipyard employees will only be carried out if there are reasonable grounds to suspect a criminal offense or misdemeanour, on the basis of the triggering of the random generator or on the basis of an order issued by the management.

All inward imports must be indicated by appropriate accompanying documents, e.g. delivery bill for goods, material/machine/tool list for machines, tools and other work equipment.

The export of shipyard property requires the written approval of the respective Shipyard coordinator.

In case of first access of the contractor coordinator, the respective Shipyard coordinator must be informed 24 hours in advance. The coordinator will then deposit the access authorization.

A short security briefing on entering NEPTUN WERFT will be given (*see Appendix 1*).

Access passes will be handed out. Permission for vehicles to enter the shipyard premises must be agreed in advance with the Shipyard coordinator.

Before the start of work, the contractor coordinator must register the persons working for him in writing in the personnel office with sufficient advance notice.

The required [registration form is available here](#).

When employing workers from non-EU countries, the Contractor must ensure that the following documents are available prior to commencement of activities and are accessible at the shipyard during the period of performance of the contract:

- Valid passport
- Valid visa
- Valid residence and work permit for Mecklenburg-Western Pomerania
- Proof of health insurance in Germany (document A1, health insurance card, confirmation of health insurance company)

Checks by the customs authorities are possible.

The contractor shall be obliged to keep a personnel list (including employees of the subcontractor) for the duration of the execution of the order and to submit it upon request of the shipyard. If temporary workers or freelancers are employed, they shall be listed separately in the personnel registration list.

In case of absence > 6 weeks, the shipyard ID cards are to be handed in at the ID card office by the employees concerned.

2.2 Site Plan / Access Controls

The site plan of NEPTUN WERFT as well as contact persons of relevant offices, including corresponding telephone numbers, can be found in the brochure "Safe Working at the NEPTUN WERFT " (*see Appendix 2*).

2.3 Delivery notification

In order to ensure an economical, trouble-free and reliable incoming goods process, all deliveries must be notified in advance. The notification form required for this purpose can be requested at zentrallager@neptunwerft.de.

All deliveries must be notified at least 48 hours in advance.

2.4 Internal Shipyard Traffic

The standard road rules in Germany apply on the company premises.

Exceptions to this are:

- Keep access to emergency facilities and escape and rescue routes clear.
- Do not park above underground hydrants or manhole covers.
- Do not park on unpaved surfaces.

All motor vehicles on the plant are limited to a maximum of 20 km/h.

Passage through plant gates is permitted at walking speed only. Traffic routes, walkways and parking areas are marked and are to be used only for their intended purpose. Riding a bicycle or similar in halls and workshops is strictly prohibited. Material transports by means of bicycles may only be carried out with supplier bicycles, provided that the pre-installed loading area can be used without endangering third parties. Bicycles at the shipyard may only be parked in the existing bicycle racks. Parking in buildings, on open spaces or along fences is prohibited. Bicycles that appear to be no longer in use are collected at regular intervals by plant security.

Heavy-duty transports of internal plant traffic always have right of way.

Forklift operation can be requested via Neptun Logistik GmbH. The use of the Contractor's own forklift trucks by the Contractor's employees must be registered with the Intralogistics Department of Neptun Logistik GmbH and is only possible in coordination with the responsible Shipyard coordinator. Only trained personnel commissioned by the shipyard shall be used.

Proof of this must always be available and presented on request.

The use of non-shipyard-owned industrial trucks, lifting platforms, risers, etc. must be approved in writing by SGA Management prior to initial use.

If permission has been granted to enter the production halls, these must be entered at walking speed and with the utmost caution.

2.5 Storage Locations for Containers, Parking Spaces for Company Vehicles

The partner companies executing the contract shall be allocated spaces for the installation of their storage, workshop and day accommodation containers. These are only to be used for the intended purpose. The shipyard's specifications are recorded in the form of a specification sheet. This can be requested from the purchaser of NEPTUN WERFT named in the order.

All containers used at the NEPTUN WERFT sites must be registered with the maintenance department and marked by the contractor for identification purposes. The marking must be visibly displayed from the outside in the entrance area. This includes:

- The company,
- The telephone number of the main contact person on-site,
- As well as availability outside of working hours.

Please Note: If hazardous substances are stored in storage containers, a visible, clear marking of these hazardous substances with the corresponding pictograms must be affixed to the outside of the container in the event of an emergency/fire. Parallel to this labelling obligation, a document with average quantity and hazardous substance data must be handed over to the environmental management of the shipyard.

Please Note: In accordance with § 6 (10) of the Ordinance on Hazardous Substances (GefStoffV), the contractor must keep a list of working materials and hazardous substances for his warehouse organisation. The safety data sheets, hazard assessments and hazardous substance operating instructions must always be kept on site.

2.6 Safety Markings

The safety signs (pictograms, instruction, mandatory and prohibition signs) located on the premises of NEPTUN WERFT must be observed at all times.

2.7 Fire Protection / Alarm Plan

The contracting partner companies are obliged to observe the alarm plan (*see Appendix 3*), and to instruct their employees, including subcontractors, in them.

If the risk assessment of the partner company shows that measures of the fire protection concept of NEPTUN WERFT are insufficient with regard to the planned activities, extended measures must be coordinated with the fire protection officer of the shipyard before the start of activities.

Please Note:

- Adhere to the clearance procedure in designated areas for "high temperature work" (see 7.2.1).
- Ensure that the legal requirements regarding assigned persons (fire protection assistants) are met.
- Require cleanliness and orderliness and ensure that at the end of each day's work - if necessary, also in the time in between - the work areas (for example Kanban, warehouses, workshops, storage areas) are tidied up, fire risks are removed and waste is disposed of properly.

2.8 Intoxicants, Smoking, Photography and Filming

The use of intoxicants (alcohol, drugs, narcotics, etc.) as well as activities under the influence of intoxicants are strictly prohibited on the premises of NEPTUN WERFT.

The on-site contractor coordinator shall immediately expel persons from the shipyard premises who are reasonably suspected of being under the influence of alcohol, drugs and/or narcotics. The shipyard reserves the right to issue a permanent shipyard ban to persons under the influence of alcohol, drugs and/or narcotics.

In the event of justified suspicion of alcohol or drug consumption, the shipyard may, with the consent of the person concerned, carry out a drug and/or alcohol test.

Smoking is only permitted in the designated smoking areas.

There is a general ban on photography and filming on the shipyard premises and on all new constructions/ships. Violations of this ban by employees of our partner companies and their subcontractors will be punished with a contractual penalty of EUR 500 for the partner companies and/or a shipyard ban for the employees of the partner companies or their subcontractors concerned.

Exemptions for business purposes can be applied for through the responsible coordinator.

3 Fundamental Organisational Requirements

Service assignments in the form of contracts for work and services are used to ensure timely production. The site management takes over the overall coordination of the production process.

The technical/organisational preparation as well as the management and control of the contracted partner companies is carried out by the respective contractor coordinator.

The contractor's employees may only enter the production facilities of NEPTUN WERFT where order-related work is to be carried out. Access to all other areas is prohibited.

In addition to the initiation of immediate measures, any cases of damage, accidents, fires or damage must be reported immediately to the shipyard coordinator.

In case of danger to the life and health of persons ("imminent danger"), all managers, project managers, shipyard coordinators, OSS and/or HSCs of NEPTUN WERFT are authorised to issue instructions to all employees on the shipyard premises and the associated external offices to avert danger immediately.

The contractor, including its sub-contractors, expressly recognises the OHS organisation of NEPTUN WERFT by signing the respective contract and undertakes to implement and comply with the OHS requirements contained in these shipyard Regulations within the scope of its activities.

4 Obligations of Contractors to Select & Deploy Personnel

4.1 Special Qualifications for Contractor Coordinators

The contractor coordinators must have the ability to organise, coordinate and control health, safety, fire and environmental protection issues. They are also the direct contact persons and contact persons for the shipyard coordinators.

If particular work situations with mutual hazards are foreseeable, the contractor coordinators act as supervisors on site and have to take and implement measures to prevent hazards to their own employees and to persons in the vicinity.

The tasks of the contractor coordinators also include:

- instructing his employees with regard to the currently applicable OHS requirements and ensuring compliance with them
- in the event of foreseeable hazards, to stop work until the necessary safety measures have been implemented.

4.2 Qualifications / Suitability of Subcontractor Personnel

The contractor coordinator must ensure that all services are performed by staff with appropriate qualifications. The Contractor's employees at all levels must be qualified both personally and professionally to perform their respective tasks and responsibilities.

For special work tasks, currently valid certificates of qualification of the active personnel must be kept on hand and presented upon request of the shipyard. The same applies to valid operating licences and required operational certifications.

Personal suitability also includes the physical fitness of the personnel. The examination of personal suitability is the responsibility of the contractor. The same applies to the pursuit and initiation of occupational medical precautions and suitability examinations in accordance with legal and trade association requirements. These criteria also apply to employees of subcontractors to whom services have been subcontracted.

In addition to the valid company safety instruction, all employees of the Contractor and their subcontractors require verifiably documented occupational health and safety training/instruction before commencing work. This must include in particular specific activities that are not covered by the general safety instruction. The contractor shall be responsible for the implementation and verification documentation. This shall also be ensured in the event of a change of personnel.

4.3 Language, Communication, Identification

The following group of persons of the Contractor should be able to communicate with the Client at least in English, preferably in German:

- Supervisors/coordinators of the contractor and their deputies (supervisor on site)
- If the contractor employs employees who have insufficient knowledge of the German language, he must ensure verbal communication with these employees at the workplace.

Employees must be clearly assigned to a contractor by means of partner company logos / partner company identification on their occupational safety clothing; this also applies to subcontractors.

It must be ensured that all information relevant to occupational safety, health and environmental protection is communicated and implemented for all employees in a language they can understand.

5 Briefing and Instruction of Partner Companies and Their Subcontractors

Prior to the start of the contract work, the contractor coordinator shall be instructed in safety. This instruction on the basic specifications for occupational/environmental and fire safety (*Appendix 2: BA 100 "Safe working at the NEPTUN WERFT"*) is carried out by the respective shipyard coordinator and is documented accordingly.

The subject matter and main content of the safety instruction are:

- The shipyard regulations and other applicable documents
- Special risk assessment documents, in particular on mutual hazards and derived measures

This instruction is preceded by an internal joint analysis of mutual hazards and the resulting derivation of measures before the start of work.

Based on the existing hazards and exposures, sufficient information must be provided about the protective measures to be taken, the action to be taken in the event of accidents and damage and in the event of malfunctions.

The contractor coordinator is obliged to instruct all of his own employees working at NEPTUN WERFT and all subcontracted employees assigned to him to a sufficient extent on the hazards in their area of work and the safety measures derived therefrom at least once a year before they start work.

The contractor coordinator shall, on the basis of his safety training, instruct the employees of his company who work at NEPTUN WERFT, including the employees of subcontractors, in accordance with BA 100 "Safe Working at the NEPTUN WERFT" and these company regulations.

The instructions are to be carried out and documented in a form and language that is understandable for the employees. At the end of the instruction, the instructed employees must confirm by their signature that they have understood the contents of the instruction and will comply with it (this wording in the instruction record is mandatory!).

The verification documentation of the instruction must contain references to the instruction documents used (e.g. designation, document number) and a copy must be handed over to the shipyard coordinator after completion.

The contractor coordinator shall ensure that, in the event of a change of personnel, sufficient instruction and training is given to the newly assigned employees before they start work.

If it is found during inspections that individual employees have not been instructed in the documents applicable to them, they can be expelled from the shipyard by the shipyard coordinator or the OHS management.

6 Implementation of the Requirements for the Safety Management of Contractors

6.1 Obligation to Carry-out Risk Assessments Before the Start of the Contract

The contractor is also under obligation to prepare informative, activity-specific descriptions of the work to be performed as well as corresponding risk assessments for all activities of the services offered by him in writing, as well as in comprehensible form, and to make these available to the shipyard coordinator before the start of the activities.

These activity descriptions and risk assessments must clearly show which risks can be avoided by which measures (substitution) and which risks continue to exist to an acceptable degree despite the definition of measures according to the order of priority: (1. technical, 2. organisational, 3. personal).

In this context, interactions of hazards must also be taken into account and possible hazards for other trades involved in the project must be listed.

If the shipyard coordinator sets dates for risk assessments to be carried out together with the contractor coordinator, they are obligated to participate.

Please Note: The submitted risk assessments are checked by the shipyard coordinator, if necessary, in cooperation with the OHS management. However, there is no check on the technical and factual correctness of the risk assessments. In the event of significant changes with regard to work processes, working environment, equipment used and/or hazardous substances, the risk assessment must be adapted by the contractor.

6.2 Construction Consultations / Safety Meeting

Consultations (e.g. master meetings and status meetings) on day-related work and special / mutual hazards on the objects take place at fixed recurring times and with a fixed group of participants.

The contractor coordinator is responsible for coordinating the mutual hazards in cooperation with the involved respective shipyard coordinator.

The coordinators will analyse and communicate the respective hazard situation in advance on the basis of the upcoming work (in particular mutual hazards). The contractor coordinator shall be responsible for forwarding information on specified measures to the contractor and the subcontractor of the partner companies. Work shall not commence until risk minimisation measures have been taken or the risk has reached an acceptable level.

The control of the compliance / implementation of the above stipulations is subsequently incumbent on the shipyard coordinator, the contractor coordinator as well as on the specialist for occupational safety by means of random sampling.

6.3 Safety Inspections

Safety inspections are control instruments of the managers, shipyard coordinators as well as the SGA management regarding the general situation on the shipyard premises and the implementation status of defined safety measures. As a rule, they are unannounced and occur unnotified. The above-mentioned persons are authorised to document deficiencies and deviations from safe, health and fire protection-related as well as environmental protection-related situations with photos and to create records. The inspection results are coordinated with the respective responsible shipyard and contractor coordinators. Measures, deadlines and persons responsible for implementation are determined jointly.

As a form of documentation, a short protocol including photo documentation (if necessary) is prepared by the person responsible for the inspection and distributed to the respective inspection participants and persons responsible for the measures. The responsible contractor coordinators have to notify the respective shipyard coordinator of the rectification of deficiencies / deviations from requirements.

Please Note: The regular inspections carried out by managers, coordinators and OHS management do not release the contractor from his obligation to regularly inspect the workplaces of his employees himself and to check them with regard to hazards and, if necessary, to initiate measures to eliminate defects and to check their implementation.

6.4 Security Personnel and Personal Protective Equipment

Depending on the number of employees, the contractor shall provide a sufficient number of safety officers in accordance with the applicable regulations.

The contractor shall provide sufficient first aid resources for the initial treatment of injuries.

The contractor shall ensure that its employees are provided with sufficient quantities and quality of the necessary and suitable personal protective equipment in accordance with the German occupational health and safety regulations. He shall be obliged to instruct his employees in the proper use of such equipment. In/on all production areas/objects helmets and protective goggles are compulsory as well as the use of safety shoes and appropriate protective clothing.

If, based on the assessment of the respective hazards, additional protective equipment is required (e.g. special eye or face protection, hearing protection, respiratory protection, etc.), the contractor shall ensure its use.

If relevant (e.g. personal protective equipment against falls from a height), the contractor shall, in addition to training, also provide instruction and demonstrably document its implementation.

6.5 First Aid Measures and Accidents, Documentation / Reporting

6.5.1 First Aid Organisation of the Contractor

Depending on the number of employees, the contractor shall provide a sufficient number of first responders in accordance with the applicable regulations.

The contractor shall ensure the organisation of first aid and the related facilities in accordance with the legal requirements and the specifications of the respective Employer's Liability Insurance Association based on DGUV I 207-022 First Aid.

The contractor shall be obliged to display information material in the day accommodation or workshop container regarding "Behaviour in the event of Accidents" in languages understandable to the employees and to keep sufficient and appropriate first aid material with non-expired dressing material available.

If necessary (in the case of specific hazards), additional materials (eye wash bottle, special dressing material for burns, etc.) must be kept in stock to ensure that injured persons can be treated quickly and in a suitable manner.

The contractors are obliged to keep records of injuries and accidents of their employees and the employees of their subcontractors. Only with the help of this documentation is it possible to claim insurance benefits from the accident insurance institutions at a later date.

In the event of accidents, all contractors and their subcontractors are obliged to immediately notify the shipyard coordinator and the security service.

6.5.2 First Aid Organisation of the Shipyard

In the area for which NEPTUN WERFT is responsible, first aid material is kept in work halls, on the quay and in the main watch. The locations are marked.

Since the central watch is always the first to be informed, the operational emergency rescue is activated and coordinated from here.

The emergency and alarm plan (*see Appendix 3*) must always be followed.

7 Workplaces, Work Processes

7.1 Workplaces

The workshop and storage containers brought in by the contractors as well as the day shelters must comply with the legal requirements.

- The containers must be visibly marked with a partner company identification and the contact details of the person responsible for the contract on site (see 2.4).

- Accident prevention regulations, operating instructions for the hand tools and machines to be used, hazardous materials instructions for hazardous materials to be used must be kept / or displayed on site at all times.
- Workplaces must comply with the respective safety requirements (barriers, safety signs, etc.)
- The principle of order, cleanliness, hygiene and daily waste disposal applies to all workplaces!

7.2 Special Work Permit Procedures

The shipyard has set up a special work permit procedure for special activities and work tasks that have an increased risk potential and / or for which a separate release must be issued in accordance with general rules and regulations:

7.2.1 Work Involving High Temperatures

Due to the wide variety of working environments on the shipyard premises and constantly changing construction progress on the objects, written permission to carry out work involving high temperatures (such as welding, cutting, soldering and abrasive cutting work, in accordance with DGUV Rule 500 Chapter 2.26; TRGS 528 Welding Work; DGUV I 209-010 Arc Welding; DGUV I 209-002 Grinding) is required for various areas of NEPTUN WERFT.

For welding work, the principles and specifications of "AD 00096 - Schweißen" must be observed in advance and obtained from the following contact:

- Andre.otto@neptunwerft.de
- Christian.benke@neptunwerft.de

The contractor shall not carry out any work such as flame cutting, welding, grinding, abrasive cutting and spark generating or similar activities that may cause a fire hazard without a corresponding work release, which takes into account the risks associated with the "hot or fire work" to be carried out and thus the applicable safety measures. The areas concerned will be communicated weekly by NEPTUN WERFT's fire safety officer.

Smoke generated during welding work must be extracted with the welding smoke extraction system at the point of origin. Torches, torch hoses and welding cables are to be removed from closed and confined spaces during longer work interruptions (break times or end of shift). Torch hoses and welding cables must be properly retracted and rolled up when not in use.

As a matter of principle, the connections at the tapping points for gases must be provided with a burner mark at a distance of max. 1m. This will be issued by NEPTUN WERFT at the contractor's request and at the contractor's expense. Gas tapping without this is prohibited. Compliance shall be checked regularly by the Contractor's coordinator.

7.2.1.1 Before Starting Work (High Temperature Work Permit Required)

At least 48 hours before the start (Thursday by 12:00 for Monday) of the hot works, a notification of the works to be carried out must be prepared by the coordinator PU. The registration form and accompanying documents are to be requested at NW-Heisserlaubnis@neptunwerft.de.

The site management shall check the timing of the work and possible hazards / mutual hazards and, if necessary, initiate additional measures together with the contractor's coordinator.

The work may only start after the permit for high temperature work has been issued. The permit is deposited at the issuing station 24 hours before the start of the hot work.

The validity of the hot permit is limited to one day and is only valid for the date stated on the permit.

The respective hot work permit must be carried by the person carrying out the work at all times and must be presented at the request of NEPTUN WERFT and the security service.

The specifications of the fire protection measures to be initiated in accordance with the hot permit and the associated specifications must always be complied with.

Please Note: When welding on shipbuilding structures, a risk assessment / survey of the adjacent rooms located behind the welding site is always required. In these rooms, fire loads including paint systems on the rear heat-affected zones must be removed.

A new permit must be obtained if the work site and / or the schedule for the work in question is changed.

7.2.1.2 During the Work

During the work, the company carrying out the work is fully responsible for its own safety measures (provision of a fire watch and fire guards).

Please Note: The contractor must limit the contact of his and other employees with both welding fumes and toxic or harmful fumes / dusts and initiate measures to protect the employees as well as other persons. The personnel of the Contractor carrying out the work shall also be responsible for a follow-up inspection of the surroundings of the hot work site during the work. When carrying out welding work, a welding fume extraction system must be used at all times at the source of the fumes.

7.2.1.3 What to Do in Case of Fire

If a fire breaks out, the main fire watch must be informed immediately from the nearest telephone or via the nearest fire alarm (*see Appendix 3*). The fire watch shall check where the next reporting possibility is before starting work.

Persons in the vicinity must be alerted immediately (e.g. by shouting loudly). Incipient fires must be fought immediately with the small extinguishers available, taking care to protect oneself. After the fire has been successfully extinguished, the site manager must be informed immediately.

7.2.1.4 After Completion of Work

The contractor is also responsible for a follow-up inspection and fire watch (if this is required in accordance with the risk assessment) of the work site and the adjoining surroundings/premises after completion of the hot work.

Torches, torch hoses and welding cables must be removed from closed and confined spaces during longer work breaks (breakfast/lunch break, end of shift). Torch hoses and welding cables must be properly retracted and rolled up when not in use.

7.3 Work in Confined Spaces, Bunkers, Tanks and Cells

Work in confined spaces such as raised floors, bunker tanks, cells, etc. entails a hazard potential above and beyond the usual. The contractor coordinator shall notify the responsible shipyard coordinator in writing in good time using the applicable forms.

Before entering or starting the work, the occupational health and safety measures of NEPTUN WERFT (*according to Appendix 2*) must be observed.

Work may only be started when a measurement report with the current clearance measurement is attached to the entrance of the relevant space.

After completion of the work, the coordinator contractor shall again report it to the responsible shipyard coordinator.

Please Note: If hot work is carried out, e.g. in tanks, containers or confined spaces, both permits are required.

7.4 Radiographic Work in the Context of Non-destructive Testing

For non-destructive material testing using ionising radiation, additional safety requirements apply (see BG ETEM Radiation protection in non-destructive material testing). The work is scheduled in the overall process in such a way that, as far as possible, no mutual hazards can occur (scheduling and fixing dates with the contractor at evening or weekend times). These fixed dates are communicated to all parties involved in good time.

Contents are: Object, areas, date, time, activity, radiation protection officer.

For radiation protection reasons, access to these areas is strictly prohibited.

Independent activities of this kind are strictly prohibited and require written approval by the radiation protection officer of NEPTUN WERFT in consultation with the responsible shipyard coordinator after presentation of the legally required qualifications and verification documentation.

7.5 Transport, Slings and Load Securing Work

Within the scope of dismantling and assembly work of components or aggregates, various transport, slinging and load securing work is required, which must be carried out in the object, in the dock or on the pier. The contractors who are responsible for such tasks shall take into account the currently applicable regulations / information leaflets of the Employer's Liability Insurance Association for their risk assessments and measures (in particular for mutual hazards).

The use of the shipyard's own crane systems by the contractor's employees must be registered with the Intralogistics Department of Neptun Logistik GmbH and is only possible in consultation with the responsible coordinator of the shipyard. Only trained personnel demonstrably authorized by the shipyard may be used. Proof of this must always be available and presented on request.

7.6 Coating Work

Coating work inside an enclosure, in closed rooms and in confined spaces and tanks are also hazardous work where hazardous dusts and aerosols may explode. Special protective measures must also be taken for the personnel carrying out the work and possible employees from other trades (in the event of mutual hazards).

7.7 Working with Hazardous Substances / Biological Agents, Water and Soil Protection

Safe handling of these substances according to the STOP principle (substitution, technical solution, organisational solution, personal protective equipment) is a basic prerequisite for the work. Since hazardous substance management includes a comprehensive compendium of regulations, the contractors who handle such substances or work in their environments are responsible for their own risk assessments / measures in accordance with the regulations. The storage of hazardous substances must also be ensured in accordance with legal / official requirements.

If certain substances are prescribed by the client, only these may be used. Hazardous substances must be registered with the Purchasing Department before work begins. The required registration form is to be requested from the purchaser named in the order. Only hazardous substances that have been approved by the environmental management may be used at the shipyard. Prior to release, the safety data sheet of the substance and a brief description of the intended use must be submitted to the shipyard's environmental management.

The shipyard reserves the right to reject unannounced deliveries of hazardous materials at the access gate.

Due to the special conditions on board (limited ventilation possibilities, more difficult firefighting), hazardous substances may only be kept in the quantity required for the immediate continuation of the work - at most the storage of the daily requirement is permissible. These supplies must be stored in accordance with regulations and legal requirements.

When using neutral containers for the collection and disposal of hazardous substances or mixtures, these must be labelled with the hazardous substance symbol and the hazardous substance designation. Only approved containers are to be used. Mixing of different classes of hazardous substances is not permitted.

Hazardous substances (e.g. paint or varnish residues, solvents, adhesives, oil) must not be allowed to enter the sewage system, the harbour basin or the soil under any circumstances. Suitable protective measures (e.g. binding agents, spill kits, canal covers) shall be provided by the contractor.

In the event of incidents, the shipyard shall act in accordance with *Appendix 3 - "Emergency & Alarm Plan"*. The hazardous substances shall be stored, labelled and transported in accordance with the legal requirements. The contractor shall be responsible for this.

7.8 Work on Pressurized Systems e.g. Hydraulics

Work on pressurised hydraulic systems must be planned and carried out with special care, as there are increased hazards. Only trained specialist personnel should be used. Separate measures must be taken for testing and commissioning in order to exclude mutual hazards or to minimise them to an acceptable level. If tests, trials or commissioning of hydraulic systems have to be carried out on board/on deck in a floating condition, additional protective measures (oil barriers etc.) must be taken if these result from the risk assessment.

7.9 Dangerous Solo Work

According to DGUV regulation 1, "dangerous work" should not be carried out by one person alone.

This includes, among others, the following work:

- Work on live electrical installations,

- Work with ionising radiation requiring the establishment of controlled or monitoring areas as defined by the Radiation Protection Ordinance or the X-Ray Ordinance,
- Work with certain hazardous chemical and biological agents,
- Work in containers and confined spaces,
- Work in compressed air and work where self-contained breathing apparatus is required,
- Work involving an immediate risk of falling and work in or near water/Kai.

If, in exceptional cases, one person alone is to be entrusted with "hazardous work", the contractor's coordinator shall implement a technical or organisational measure for supervision.

7.10 Scaffolding Work

Any scaffolding work (erection, conversion and dismantling) must be registered with the shipyard's scaffolding coordinator and may only be carried out by qualified personnel/specialist companies. During this work, other work must be stopped or refrained from in the hazardous areas. Scaffolding is only approved after joint inspection by the responsible scaffolding company and the shipyard's scaffolding construction officer. Only scaffolds to which a written approval has been attached may be entered.

Independent modifications are prohibited and may lead to an immediate and permanent shipyard ban within the entire MEYER Group.

7.11 Working at Heights (on Ladders, Scaffolds, Elevated Platforms, & Cherry Pickers)

Ladders, scaffolds, elevated working platforms, etc. must comply with the applicable regulations and standards and may only be used for their intended purpose. All scaffolds and working platforms that are more than 1.00 m above the ground must have a complete scaffold covering, guardrail rails, intermediate rails and toe boards at used levels.

Scaffolds may only be used if the "Scaffold Approval Certificate" with the signature of the scaffold erector is displayed at the entrance.

Activities on scaffolds and other elevated levels must be coordinated in such a way that there is no danger below the working area. The "STOP" prevention principle must also be applied here.

The contractor's coordinator is responsible for securing the traffic areas in the danger zone. Collective safety measures (guardrails) are to be preferred.

The use of platform lifts is only permitted by competent, qualified and instructed personnel who have been appointed in writing. Proof of this must be kept on hand and presented to NEPTUN WERFT upon request.

7.12 Working Near Live Equipment, Work on and Use of Electrical Equipment

Partner companies that carry out work on electrical systems and equipment must ensure, taking into account § 4 ArbSchG and § 8 BetrSichV, that electrical hazards to which employees are exposed during the provision and use of electrical equipment, during the operation of systems requiring monitoring and during work on electrical systems and equipment are excluded or sufficiently limited.

Work on electrical installations and equipment (manufacture, assembly, modification and repair) may only be carried out by a qualified electrician or under the direction and supervision of a qualified electrician.

The shipyard coordinator must be informed of the disconnection of electrical current in good time so that appropriate arrangements and precautionary measures can be made and implemented.

The switching off and switching on of power or the assembly and disassembly of protective devices may only be carried out by a qualified electrician and must be notified to the shipyard coordinator in advance. Unauthorised actions by the partner companies executing the order - especially any switching work - are prohibited on all electrical installations on the ship. Signage may not be removed without authorisation.

Electrical equipment may only be connected to the mains via the existing connection devices. Temporary installations are not permitted.

The most important occupational health and safety measures to be observed by all contracting partner companies are described in the 5 safety rules in DGUV V 3:

- Activate,
- Secure against switching on,
- Check that no voltage is present,
- Earth and short-circuit,
- Cover or isolate nearby live parts.

7.13 Noise and Vibration Work

For the protection of their own employees, the contractors shall use machines and hand tools with as little vibration as possible.

If it is determined in the course of the risk assessments that particularly severe, unavoidable noise pollution (≥ 85 dB(A)) may occur, the contractor's coordinator must inform the shipyard coordinator and coordinate and initiate measures to protect the employees in the relevant areas. The principles of the TOP hierarchy of measures (technical solution, organizational solution, personal protective equipment) must be applied. The employees must use appropriate noise protection.

7.14 Working in Potentially Explosive Areas

Under certain conditions, explosions can potentially occur in technical installations on the premises as well as on board in which people can die and major damage to property can occur.

The following are examples of installations where an explosion cannot be ruled out during certain types of work:

- Large scale conversion work,
- In mixing tanks,
- Inside tanks,
- In enclosed areas,
- Suction hose coating areas,
- Charging stations for accumulators,
- Day storage containers for paints.

Therefore, for all work with a risk of explosion, the contractors must take suitable protective measures to prevent an explosion as part of their risk analyses.

Suitable protective measures against the risk of explosion are, for example, ventilation, gas-free measurement, use of explosion-proof tools, work with extra-low voltage, etc. Explosion protection documents must be drawn up for potentially explosive work or work areas in accordance with the applicable statutory and employers' liability insurance association requirements, and work must be carried out in accordance with them.

Work may not be started until the responsible shipyard coordinator, has confirmed it in writing.

During work in potentially explosive areas or on potentially explosive system parts and pipelines, it must be ensured that no explosive atmosphere prevails (in accordance with DGUV R 113-001).

8 Working/Operating Equipment (Tools)

The contractor and respective subcontractors shall only use demonstrably tested and labelled working/operating equipment such as machines, tools and vehicles on the premises of NEPTUN WERFT. Working/operating equipment must be suitable for the intended purpose and must be in good condition in terms of safety.

Before each use of the equipment, it must be visually inspected for damage.

The expiration of the safety inspection period of the equipment must be clearly labelled.

Please Note: TRIS 1201 must be taken into account here. The equipment should meet modern standards for minimum resource consumption and must be clearly marked as the property of the contractors.

Analogous to the hazardous work procedures, general and safety-related specifications are laid down for some important working/operating equipment, which regulates the safe handling of their use.

The use of working/operating equipment or tools of NEPTUN WERFT by the contractors is only permitted in agreement with the shipyard coordinators. The Contractor is responsible for handing over the working/operating equipment in question to the Tool Shop on time in view of upcoming statutory inspections. The Contractor may be invoiced by the Client for working/operating equipment that is lost or not handed over on time.

In the event of an absence of >6 weeks, the Contractor's employees are obliged to return the working/operating equipment borrowed from the shipyard to the tool dispenser. The Contractor may be invoiced for work/operating equipment that has not been returned.

8.1 Electrical Distribution and Electrical Equipment

Electrical distributions used by contractors may only be operated with a tested residual current device. The protection of electrical lines against damage at bulkheads, companionways and deflection points must be ensured. Electrical work equipment must be suitable for use on construction sites.

The relevant health, safety and fire protection instructions in chapter 7.12 "Working near live equipment, work on and use of electrical equipment" must be applied in analogy to the work equipment electrical distributions and electrical work equipment.

Please Note: When using frequency-controlled electrical equipment, protective measures must be taken in accordance with the current state of the art.

8.2 Electrical Welding Equipment

The earth cable must be brought up to the work site to avoid welding currents that destroy the earthing system of machinery and equipment. TRIS 1201 must be taken into account for safety inspections.

The relevant health, safety and fire protection instructions in chapter 7.2.1 "Work involving high temperatures" are to be applied in analogy for the work equipment electric welding equipment.

8.3 Load Handling Attachments, Chain Hoists etc.

Load handling attachments, chain hoists etc. must be free of damage and regularly - at least every 12 months - inspected for safety. The corresponding inspection stickers must be attached to the respective load handling attachments, slings, chain hoists etc. in a clearly visible manner. TRIS 1201 must be taken into account for safety inspections. Before each use of the load handling attachments, slings, chain hoists, etc., they must be visually inspected for damage.

The relevant health, safety and fire protection instructions in chapter 7.5 "Transport, slinging and load securing work" must be applied analogously to the work equipment load handling attachments, chain hoists, etc.

9 Environmental Protection Regulations

As a matter of principle, it is important to ensure the careful use of resources, to avoid emissions into the environment, to handle hazardous substances safely and to minimise waste. In the event of incidents, the shipyard shall act in accordance with *Appendix 3 - "Emergency & Alarm Plan"*.

10 Waste

The contractor shall be responsible for complying with all relevant regulations and for disposing of waste properly. Disposal of non-hazardous waste on the premises of NEPTUN WERFT, which arises as part of the given contract, is permitted in the designated disposal facilities.

Hazardous waste must be reported in writing to the responsible waste coordinator of the shipyard.

At break times, at the end of each day's work - if necessary, also in the intervening period - the workplace must be cleared and the waste disposed of properly.

If the contractor fails to comply with the clearing/disposal obligations, the shipyard shall be entitled to have the clearing/disposal carried out at the contractor's expense after the expiry of a reasonable period of time.

11 Dust

It is mandatory for the contractor's coordinator to define measures to keep dust emissions as low as possible. These measures include, for example, the use of modern self-extracting sanding machines and industrial vacuums.

Please Note: Separate disposal measures must be provided for all the above-mentioned work processes, which comply with the applicable environmental protection regulations.

12 Company Canteen, Changing Rooms, Lockers, Sanitary Facilities, Social Rooms

The company canteen and social rooms can be used by all persons at the site. The specifications of the canteen operator and the behavioural guidelines of NEPTUN WERFT according to *Appendix 4* must be observed and complied with.