



Supplier Handbook

This document is MEYER Confidential. Supplier and potential supplier shall treat this document as confidential MEYER material and may distribute it only within its organization on a need to know basis.

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AwSV *German: Verordnung über Anlagen zum Umgang mit wassergefährdenden Stoffen*
GCR.....*General Contractor Requirements*
GSR *General Supplier Requirements*
GTC *General Terms and Conditions*
ISPS Code *International Ship and Port Security - Code*
PPE *Personal Protective Equipment*
SHE *Safety, health and environmental protection*
SSID *Service Set Identifier*
StPO *German: Strafprozessordnung*

1 Introduction

1.1 Terminology

MEYER-Group	Meyer Werft, Neptun Werft and other related companies
MEYER WERFT	Meyer Werft GmbH
NEPTUN WERFT	Neptun Werft GmbH & Co. KG
Supplier	A partner company that has a direct contract with MEYER (first tier) for the supply of products or execution of services/works contracts as well as third-party work.
Sub-supplier	When the text refers to a "subcontractor", this means a company other than the supplier, depending on the context, but often e.g. a supplier of the supplier, but who does not have a direct contract with MEYER.

1.2 Function of the Supplier Handbook

Please read the Supplier Handbook carefully!

NEPTUN WERFT is committed to complying with all relevant laws and regulations through its safety, health and environmental policy. NEPTUN WERFT improves the understanding of safety, social responsibility, human rights and environmental protection in all the company's activities through an open information policy towards employees and the public.

NEPTUN WERFT is therefore expected to ensure that the suppliers it commissions and all suppliers working on its shipyard premises comply with the same safety, health and environmental protection regulations as NEPTUN WERFT itself.

Supplier management is responsible for all affiliated companies and also at other MEYER-Group sites, unless they have their own regulations.

The Supplier Handbook contains the relevant information and elements that are important when working with the MEYER-Group and is aimed at both direct suppliers and sub-suppliers who provide supplies and services to the MEYER-Group on behalf of our supplier base.

It is roughly divided into general information and relevant attached documents that apply to the individual topics. All instructions and regulations must be observed by partner companies and sub-suppliers.

In order to ensure smooth processes on the shipyard premises, NEPTUN WERFT is particularly concerned to actively use this Supplier Handbook, to make it available to your suppliers as a guide and to develop it further.

1.3 This is MEYER-Group

MEYER Group

The MEYER Group is an internationally active group of companies. It includes two shipyards in Papenburg and Rostock as well as other subsidiaries and companies in the MEYER Group. Together with this highly qualified network, we build cruise ships, river cruise ships and ferries for customers from all over the world that are precisely tailored to the respective markets and target groups.

Our strong network

We benefit from many partners who are involved in the construction of our ships. In addition to the many external suppliers, these include above all our companies in the MEYER Group, with whom we work closely on a daily basis. In total, the Group provides impetus for over 40,000 jobs in shipbuilding, the supply industry and the shipyard environment in Germany and other European countries.

1.4 This is NEPTUN WERFT

A strong Group

NEPTUN WERFT has been part of the MEYER Group since 1997. Here in Rostock, we build floating engine room units for the cruise ships constructed at our shipyards in Papenburg and the Finnish city of Turku. NEPTUN WERFT has also delivered over 70 river cruise ships and various ferries and gas tankers since it was founded.

NEPTUN WERFT employs around 450 people, making it one of the most important employers in Rostock. We also have around 30 apprentices in three different professions.

1.5 Map of NEPTUN WERFT



The yard map can also be viewed under [NEPTUN WERFT | Route Planner](#).

1.6 Partner of the Year

Since 2005, the title "Partner of the Year" has been awarded to selected suppliers of the MEYER-Group. The basis for this award is the supplier evaluation introduced as part of the shipyards' supplier management, which has been carried out regularly since then.

The core of the system is the evaluation of deliveries/services according to the above-mentioned criteria such as price, delivery reliability and quality per ship. Another essential component is the regular assessment of the both shipyards by their suppliers. The aim is to continuously improve the cooperation between the MEYER-Group and its suppliers.

2 Basic Rules and Regulations

The Supplier Handbook contains the basic rules, guidelines and information for suppliers and sub-suppliers at NEPTUN WERFT. Compliance with these rules, guidelines and procedural instructions is essential and obligatory for smooth cooperation.

NEPTUN WERFT's site in Rostock has limited space and therefore requires maximum effectiveness. This also means that many interests have to be reconciled and therefore require regulations. To ensure safe operations, it is necessary that all persons working at the site observe the rules, especially with regard to safety, health and environmental protection, and take their mutual concerns into account.

For further information and advice, the brochure "[Working Safely at NEPTUN WERFT](#)" is available. Furthermore, the current [Code of Conduct](#) with the declarations on the social rights of employees at NEPTUN WERFT can be viewed on the website.

The legal and official requirements for occupational health and safety (e.g. Working Hours Act, Minimum Wage, Occupational Health and Safety Act) must always be complied with. This also applies to companies that do not have a registered office in Germany but operate in Germany.

The Laws and regulations shall be complied with at all times.

2.1 Supplier Application

The potential supplier applies via our homepage by filling out the [application form](#). In the process, the interested company provides information about its company and its products and/or services. This information must be filled in truthfully. Furthermore, it is possible to upload files on the company or product information.

Once the supplier management has checked the data, the potential supplier is contacted if there is a need for the services and products.

After sending this application, the interested company will receive confirmation by e-mail that the application has been received.

The supplier will be checked before the cooperation. In order for the MEYER-Group to get to know the supplier in detail, it is requested to provide a self-disclosure with general information and, depending on the field of activity, relevant certificates and documents, if applicable. In the further course, an individual qualification check process is carried out.

NEPTUN WERFT wants to work with suppliers to ensure that ship projects are completed in accordance with qualitative, ethical and ecological principles. In this context, the aim is for our suppliers to meet the requirements of the [General Supplier Requirements](#) (GSR) and [General Contractor Requirements](#) (GCR) and, if necessary, to work together on measures to fully comply with the requirements. The GSR and GCR can be downloaded here and will also be provided to you by our purchasing department if required for your contract.

NEPTUN WERFT recommends that suppliers or sub-suppliers register for the email supplier newsletter. This is possible via the following link "[Supplier Newsletter](#)". Information is disseminated via the newsletter. In addition, suppliers can view all collected communications on the website and stay up to date. It contains news about new regulations, occupational health and safety measures, general process changes, sea trial information and much more important information for working at the shipyard.

If a supplier no longer wishes to receive this newsletter, the supplier can also unsubscribe using the above link.

2.2 Access to the Shipyard; Registration and Deregistration Process

2.2.1 Access Authorization

Only persons with a valid shipyard pass are entitled to enter NEPTUN WERFT. The shipyard passes are not transferable. 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 and always in compliance with the Youth Employment Protection Act.

2.2.2 Employee Registration

These instructions from the ID office for the [employee registration](#) describe how employee access to the premises of NEPTUN WERFT is guaranteed. Here you will find all the relevant information, from applying for a short-term or permanent pass to handing in the passes.

2.2.3 Registration for a Short-Term Pass

A visitor's pass (also short-term pass) must be applied for if it is valid for a maximum of up to five working days including the following weekend.

- Visitor passes are applied for without a form from the contact person at NEPTUN WERFT (mainly for users in the administrative area). They are issued at the main watch.
- Permanent passes are applied for with a form by the main supplier to the contact person at NEPTUN WERFT. This pass is valid for employees who mainly stay within the production areas and carry out a work activity. Sub-suppliers must apply for the ID card through the main supplier. They are issued at the ID card office.

The application for shipyard passes must be completed in full and sent to the contact person at NEPTUN WERFT or to the e-mail address Ausweisstelle@neptunwerft.de specified in the form for approval. The contact person must send the application to the ID office at least 48 hours before the start of work in order for the permanent ID to be approved. You will find the forms and further information under the following link for [access to the shipyard](#).

To obtain the permanent pass, it is mandatory that the contact person/construction manager or a contact person of the main supplier is present.

2.2.4 Registration and Deregistration of a Permanent Pass

A permanent pass must be applied for if the validity is longer than five working days including the following weekend.

For the registration, renewal or deregistration of a permanent pass of your company's employees as well as those of your sub-suppliers, please use only the following form, which must be sent to the ID office at least 48 hours before starting or leaving work. You will find the forms and further information under the following link for [access to the shipyard](#). Please send the form to Ausweisstelle@neptunwerft.de.

2.2.5 Registration of Sunday work

The Working Hours Act in Germany only permits employment on Sundays and public holidays in exceptional cases. NEPTUN WERFT is in possession of a Sunday and public holiday permit, which is, however, subject to certain regulations. In order to be able to comply with these rules, timely and personal registration is essential (by Wednesday 1 pm at the latest). How and who has to register can be found in the [instructions on how to register for work on a Sunday](#).

2.2.6 Items carried to the Yard

It is forbidden to bring alcoholic drinks, drugs or other intoxicating substances. It is prohibited to bring weapons, explosive devices and other dangerous objects into the shipyard. Exceptions must be registered with the contact person from NEPTUN WERFT's purchasing department and approved by security before the contract is concluded. Other items brought along that are not needed on the shipyard premises may be deposited at the shipyard gates in individual cases. No liability will be assumed.

2.2.7 Documentation of Presence

The presence of employees at high-risk workplaces (e.g. tank on the new building) must be documented by the respective supervisors for safety reasons (e.g. reporting boards, shift lists). Supervisors must be present as soon as their employees start working at the shipyard and keep an overview of their employees present.

2.2.8 Powers of the Shipyard Security and the Shipyard Fire Department

The security guard and the fire brigade of NEPTUN WERFT are responsible for monitoring security and order at the Rostock site. In order to fulfil these tasks, the security guard and the fire brigade have the powers described in more detail below. Requirements of the security guard and the fire brigade are to be complied with immediately and without restriction.

- The fire brigade and security guard are responsible for the entire area of validity of NEPTUN WERFT.
- The above-mentioned security groups are permitted to intervene in cases where security and order require them to do so. After the intervention, the case will be handed over to the responsible security group.

2.3 Photography Prohibition and Permission

As a general rule, photography and filming with smartphones, cameras, etc. is prohibited throughout the shipyard and especially on our newbuildings. The same applies to the distribution of corresponding photos taken at the shipyard and on ships under construction.

Exceptions to the taking of photos/videos must be applied for by the respective supervisor of the MEYER Group and confirmed by MEYER PORT4.

The basic requirement for applying for a photography permit is possession of a shipyard ID card.

The photography permit can only be issued as a ticket by a corresponding manager or site manager of the MEYER Group via the shipyard's service portal. All photography permits issued before June 2024 lose their validity. The digital photography permit can be applied for a maximum of two years.

Please ensure that the form is completed in full, including confirmation of the data protection guidelines. Only correctly completed forms can be accepted and authorized.

By applying digitally via the MEYServicePortal, it will no longer be necessary in future to carry a printed photo permit.

Employees with a short-term pass (paper card) can only obtain a day permit with an exemption authorization using a corresponding form (see [here](#)). The completed form must be sent to security@meyer-port4.de.

As part of the MEYER Group's data protection measures, the photographs must be protected against unauthorized or unlawful processing by third parties and may only be passed on to those persons who are entrusted with the performance of the relevant services.

The photos may only be used for operational purposes. Any further publication is not permitted.

The MEYER Group has the right to have the photos deleted at any time, provided there is no statutory retention period to the contrary.

2.4 Theft Prevention and Loss/Theft reporting

Only through close and trusting cooperation between NEPTUN WERFT and your company as well as between all partner companies is it possible for us to hand over the ships to the shipping companies on time and in high quality. This close and trusting cooperation requires that all companies comply with applicable law. For this reason, we would like to expressly point out once again that we do not accept or will not tolerate any violations of applicable law. In particular, we will take immediate action against theft of materials, tools and machinery, whether from NEPTUN WERFT or our partner companies. Possible consequences include a police report, a shipyard ban, claims for damages and closure of the construction site. If such an illegal act is noticed, it is necessary to fill out the form "Report of loss/theft". With such a procedure, the item is automatically invoiced. In this case, the contact person/site manager of NEPTUN WERFT is available and will issue the form to the person concerned.

In order to prevent theft, it is recommended that the following points are taken into account in everyday working life at the shipyard:

- Do not bring large amounts of money, jewellery or other valuables into the shipyard.
- Always lock away the amount of money and valuables you absolutely need.
- Only take on board the tools you need for your work assignment. The tools on board must be minimised to the bare minimum, as perpetrators can take advantage of quiet working phases and places to break open toolboxes.
- Do not leave tools unattended at the workplace; this also applies to your personal belongings. Lock the tools away during breaks or take them off board with you. You are responsible for your own tools!

- NEPTUN WERFT is the owner of the tools. The lending of tools is therefore to be avoided as a matter of principle, and giving them away is prohibited.
- Return your tools to the output as soon as you no longer need it (more information can be found in this handbook). Here it cannot be stolen and it is available again to other employees. The surplus of tools can thus be steadily reduced.
- Report suspicious observations immediately to the control centre (+49(0)381 384 1646 / +49(0)381 384 1647). Look out for clothing, company names, hair colour, skin colour, height, helmet colour or other conspicuous features of the person observed. This information will make it easier to apprehend or later identify the perpetrators.
- Report thefts to the control centre immediately after they have been detected. The security staff may be able to take further measures to clarify the situation.
- Perpetrators who are found committing an obvious criminal offence in the act may, as long as their identity is not known, be temporarily detained until the arrival of the police (§127 StPO). It should be noted that no employee puts himself or herself in danger and that the means used for this purpose must be proportionate. In the event of any arrest, the site security centre (+49(0)381 384 1646 / +49(0)381 384 1647) must be informed immediately.
- Work together with the safety staff on board. This also means that you must abide by the rules of the shipyard (e.g. wearing PPE, correct behaviour during hot work, order and cleanliness, no smoking...). The safety staff on board are instructed to consistently pursue rule violations.

2.4.1 Damage

Wherever work is done, mistakes happen. NEPTUN WERFT is well aware of this. Nevertheless, it is particularly important in the area of cruise ship construction to deliver high quality on time. Together we can only succeed in this if additional work due to damage is avoided. For this reason, we expect the following services from our partner companies:

- Own material must be protected from damage by appropriate measures and proper storage.
- Third-party material shall be handled with care and protected from damage.
- The supplier's own work already completed or in progress shall be protected from damage by appropriate measures and proper handling.
- External services, such as preliminary or subsequent work, must be handled with care and protected from damage.

Suppliers shall immediately report any damage to NEPTUN WERFT's facilities and items to NEPTUN WERFT's control centre at under +49(0)381 384 1646 / +49(0)381 384 1647.

2.5 Smoking, Alcohol and Drugs Prohibition

Smoking, alcohol and drugs consumption is generally prohibited on the entire shipyard premises (including in vehicles). Individual sub-areas may be exempted from the general smoking ban; these areas are marked accordingly. It is prohibited to bring alcoholic beverages, drugs and other addictive substances to the MEYER-Group sites or to consume them there. It is prohibited to enter the shipyard in an intoxicated or otherwise intoxicated state. Exceptions require the prior written approval of the management.

2.6 Video Surveillance

Certain areas of the shipyard are under video surveillance for security reasons. Notices are posted on our gates or video surveillance is indicated on site.

2.7 Ensuring domestic Peace at the Yard

The consent of the management is required to put up posters or write on walls, to distribute leaflets, flyers or printed matter, to sell or advertise goods, to hold public meetings and events, to carry out public political activities and to carry out public collections of money and signatures. Works constitution laws of the employee representatives and trade unions remain unaffected.

The active solicitation of employees from other companies is also prohibited.

2.8 Audits und rights to check

The Supplier Quality Managers carry out audits at the suppliers' companies and production sites as required to monitor and control compliance with the general terms and conditions of delivery, obligations from the respective supply contract, legal requirements or compliance guidelines. The respective audit programme is based on the reason for the audit and the legal requirements. After the audit, the suppliers are classified.

MEYER-Group reserves the right to inspect the supplier in the event of suspected non-compliance with the criteria and, if necessary, to classify it more positively/negatively.

The partner companies shall grant the necessary rights of access, information, investigation and presentation. If deviations are identified and documented accordingly, the partner companies shall immediately initiate coordinated remedial measures and inform NEPTUN WERFT independently and regularly about the status of the respective preventive or remedial measure. Legal consequences are governed by the corresponding supply contract.

2.9 Import and Export of Goods

2.9.1 Controls at Gates and on the Yard Premises

Regular checks of persons are carried out at the shipyard gates or on the shipyard premises for the purpose of theft prevention as well as security (ISPS Code). The site security is authorized to check containers and bags carried by suppliers at any time.

2.9.2 Import

All imports must be indicated by appropriate accompanying documents, e.g. delivery note for goods, material/machine/tool list for machines, tools and other work equipment. The security guard is authorized to carry out appropriate checks. In the case of import of private property, prior notification to the security guard is required. Provided that the form "[Material-, Machine-, Tool-, Vehicle Inventory List](#)" is filled out at the time of import, the export of the declared items is still possible upon presentation of the form.

2.9.3 Export

The export of material requires written approval by an authorized person of the respective department of NEPTUN WERFT or the work contract partner. An export is only possible with a written export application and with approval by the manager of NEPTUN WERFT responsible for the supplier. Should there be any discrepancies at the gate between the details in the export application and the items actually available for export, NEPTUN WERFT will consider this as attempted theft and will sanction this accordingly.

For the transfer of goods, supplier traffic and heavy goods traffic, the control centre is available. Special transports such as heavy transports, bulky goods and equipment must be coordinated with the responsible departments in good time.

2.9.4 Delivery and Storage of dangerous Goods

The legal regulations for hazardous substances and/or dangerous goods must be complied with.

Suppliers are only permitted to store or transfer hazardous substances in accordance with the Hazardous Substances Ordinance with the written consent of the relevant NEPTUN WERFT's contact person.

The supplier shall draw up a list of hazardous substances containing the following information and hand it over to the responsible contact person/site manager at NEPTUN WERFT without being asked to do so.

- New building Number
- Storage place
- Name of the hazardous substance
- Manufacturer
- Expected quantity
- Safety Data Sheet

Please also submit the list of hazardous substances to the following e-mail address

Arbeitssicherheit@meyer-port4.de.

Substances hazardous to water, flammable and combustible liquids such as paints and varnishes, cleaners, thinners, adhesives, etc., and other hazardous substances must be stored in accordance with the legal requirements. Approved storage containers or safety cabinets, for example, are suitable; capacities for these are kept available by the shipyard and can be rented accordingly. Storage outside the storage locations provided is prohibited and will be punished accordingly. If no further capacities are available, the responsible contact person/site manager must be contacted. This contact person decides on the further procedure.

All deliveries must be registered at least 48 hours in advance by sending an e-mail to Zentrallager@neptunwerft.de and Wache@neptunwerft.de using the notification form.

The use or storage of explosive or toxic substances is strictly prohibited and any infringement will be punished accordingly.



explosive



toxic

Only the daily requirement of hazardous substances is to be kept on board the new buildings and in the production halls. Storage, especially of flammable and combustible or oxidising substances, is not permitted. The security guard carries out random checks in cooperation with occupational safety.

2.10 Insurance

During the performance of the order as well as for the period of subsequent liability, the supplier shall maintain business, product and environmental liability insurance covering the liability risks of the client in connection with the order.

The sum insured shall amount to at least EUR 5,000,000 for personal injury, property damage and financial loss per insured event and shall be available twice for all insured events. The supplier shall provide evidence of insurance cover before commencement of the work by submitting an insurance confirmation from its liability insurer to the responsible contact person/buyer.

2.11 Liability

Subject to separate individual contractual provisions, the supplier shall be liable in accordance with the statutory provisions.

NEPTUN WERFT shall be liable in accordance with the statutory provisions if the supplier asserts claims for damages based on intent or gross negligence, including intent or gross negligence on the part of representatives or vicarious agents. Insofar as NEPTUN WERFT is not accused of intentional breach of contract, liability for damages shall be limited to the foreseeable, typically occurring damage. Furthermore, NEPTUN WERFT shall not be liable for damage caused by the elements, e.g. flood, storm and hail damage, damage caused by snow (pressure), landslides, lightning, earthquakes or subsidence. Liability for culpable injury to life, body or health remains unaffected. In particular, the following is pointed out: The parking spaces on the shipyard premises are at risk due to paint splashes and flash rust. Users of the parking spaces are hereby advised of the existing danger. Any liability of NEPTUN WERFT in this respect is expressly excluded. The General Terms and Conditions (GTC) of NEPTUN WERFT shall apply in addition. The [General Terms and Conditions](#) can be found on our homepage.

2.12 WLAN-Guest Access

WLAN access is available for guests if required for business purposes. In order to use it, you will receive a voucher from your contact person/site manager that has been coordinated according to the validity of your ID card. To obtain access, proceed as follows:

1. Call up the network settings of your end device and perform a search for networks.
2. Connect to the WLAN with the name (SSID) MEYER-Guest.
3. Call up the guest WLAN portal (captive portal) at hotspot.meyerwerft.de.

This step works automatically for many devices or a prompt to enter further login information is displayed.

4. Enter the login information:

- You have a voucher (paper card with scratch-off field): Enter the scratched code in the input window labelled "Voucher".
- You have a long-term access: Use the link "Employee login" below the logo to switch to the input mask for long-term access. Enter your user name and password there.

5. Confirm the privacy policy and click on "Login"/"Register".

3 Before getting started

Before commencing work and at annual intervals, each supplier shall instruct its personnel deployed at the site with regard to the safety regulations to be observed. These instructions shall be documented and presented to the MEYER-Group upon request.

At the workplaces on site, the employees must also be made aware of the respective operational behavioral and protective measures as well as possible hazards, in particular the escape and rescue routes and the assembly points, before starting work.

In principle, personal protective equipment (PPE) must be labelled with the name and company of the employee. If this is not possible at short notice, the employee must at least wear his shipyard pass visibly on his clothing.

If NEPTUN WERFT invites to safety events (e.g. safety meeting) or similar, participation is obligatory for the supplier's employees (here: supervisors or similar).

It must be possible at all times to provide evidence on site of instructions given, current occupational health examinations required, etc., as well as other qualification certificates and powers of attorney of the employees when carrying out corresponding work or accessing hazardous areas (laboratory, application or production rooms, warehouses, plants, etc.).

Employees of suppliers who regularly work in these areas must be able to provide this evidence at all times.

3.1 First Aid

Any fire, accident or emergency must be reported **immediately** to the control center and the assigned contact person/site manager as well as occupational safety.

- Emergency (Fire, Accident, Safety)
Phone: Control center +49(0)381 384 1646 or +49(0)381 384 1647
- Occupational Safety Department Meyer Port 4
Phone: +49(0)4961 81 0
Mail: Arbeitssicherheit@meyer-port4.de

The following information must be given when making an emergency call:

- Who? (Name and Callback number of the caller)

- Where? (Location of the event: street, building number, deck, fire zone, part or side of the building, stage ...)
- What? (Type of event: accident or danger due to fire, gas leak, water or the like)
- How? (How many injured/sick and type of injury)
- Waiting for queries

Behaviour in case of accidents

- Remove persons from the danger zone!
- Give first aid immediately!
- Instruct rescue personnel!

Behaviour in case of fire

- Fight incipient fires with fire extinguishers, observe self-protection!
- Close doors after leaving the room!
- Instruct rescue personnel, warn employees!

Behaviour in case of hazardous substance release

- Prevent penetration into dock and harbour water, sewers and soil!
- Use binders!

Behavior in case of bei evacuation

1. When the evacuation alarm sounds, immediately go to the nearest assembly point (see shipyard plan) via the marked escape routes. Follow the instructions of the evacuation assistants.
2. Escape routes on board are marked by special escape route signage.
3. Routes to the nearest fire extinguisher and fire alarm point are identified on board by special signage.






In principle, the parties involved must ensure that road marshals are set up to direct the fire brigade and the rescue vehicle.

For further information and advice, the brochure "[Working safely at NEPTUN WERFT](#)" is available.

3.1.1 Emergency & Alarm Plan

Any fire, accident or emergency must be reported immediately to the control centre.

Further information can be found in our brochure "Working Safely at NEPTUN WERFT", which can be found under [company regulations](#).

	Emergency Plan		AD 00468 Version 010 / 04.04.2022
 Actions in case of accidents	 Actions in case of fire and explosions	 Actions in case of release of hazardous substances	 Actions in case of Dangerous spots
Stay calm !	Stay calm !	Stay calm !	Stay calm !
1. Rescue persons, inform first-aider 2. Dial emergency number 1646* or 1647** (paramedics at the main gate) 3. Inform your superior 4. Instruct the emergency service	1. Rescue persons, fight small fires immediately, e.g. with fire extinguishers 2. Dial emergency number 1646* or 1647** (paramedics at the main gate) 3. Inform your superior 4. Instruct the emergency service 5. Gather at the assembly point Report to assembly point	1. Perform first measures of protection, prevent leakage into the drainage system, dock water and harbor water 2. Dial emergency number 1646* or 1647** (paramedics at the main gate) 3. Inform your superior 4. Remove with adequate medium Instruct the emergency service 5. Request external assistance from your superior	1. Secure or mark the dangerous spot 2. Dial emergency number 1646* or 1647** (paramedics at the main gate) 3. Inform your superior
emergency number: * 0381 / 384 1646 ** 0381 / 384 1647 0151 / 15038271			

3.2 Traffic at the Yard

The maximum permitted speed for all vehicles on the shipyard site is 20 km/h, in the halls 6 km/h (walking speed). The rules of the Road Traffic Regulations and the Road Traffic Licensing Regulations are applied analogously at the site. Regulations deviating from these are e.g.:

- Keep access to emergency facilities and escape and rescue routes clear.
- Keep restricted areas of the fire brigade free.
- Do not park above underground hydrants or manhole covers.
- Do not park on unpaved surfaces
- Use marked delivery areas for logistics (swap body parking areas, etc.)

If permission has been granted to drive into the production halls, they must be driven into at walking speed and with the utmost caution. Heavy goods transports of internal factory traffic always have right of way. Riding bicycles or similar in the halls and workshops is strictly prohibited; exceptions to this rule are the fire brigade and security guards. Material transport by means of bicycles may only be carried out with cargo bicycles suitable for this purpose, provided that the pre-installed loading area can be used without endangering third parties. Bicycles on the yard may only be parked in the existing bicycle racks. Parking in buildings (especially in stairwells), in open spaces or against fencing is prohibited. Bicycles that appear to be no longer in use are collected by the security guards at regular intervals.

3.3 Forklifts and other Transport Devices

In principle, forklift trucks and other industrial trucks must always be operated by instructed and authorized NEPTUN WERFT and NEPTUN LOGISTIK personnel. The employees must carry a valid driving authorization with them.

If means of transport are required by the supplier, the requirements must be agreed with the transport department at Transport@neptunwerft.de. If necessary, the supplier can request the hire of forklift trucks from the scheduling department. The authorization depends on the use, the period and the materials to be transported.

Partner companies can use their own authorized equipment. These must be registered at Transport@neptunwerft.de. The equipment will be checked by NEPTUN WERFT or NEPTUN LOGISTIK to ensure that it fulfils the requirements. The instruction and authorization for the drivers must be submitted.

3.4 Tools and Tools Handout

Many tools are subject to regular "UVV inspections" in accordance with the accident prevention regulations (UVV). Both the partner company and each employee themselves are obliged to ensure that only safe tools are used - be it their own tools or tools borrowed from NEPTUN WERFT.

Tested tools are the be-all and end-all for a safe workplace, as an increased risk of accidents is prevented.

We would like to emphasize that the tools used by the partner company are the property of NEPTUN WERFT and that you, as the user of these tools, are therefore obliged to comply with the requests we make of you. The requirements shall apply to the same extent to tools brought along which are the property of the supplier. The "[Material, machine, tool and vehicle inventory list](#)" form must be used for the import and export of your own tools.

It is also the duty of NEPTUN WERFT to continuously hand in tools that are no longer required in the issues. In the case of the annual inventory, all tools must be confirmed in the issues. Overviews of the tools on loan can be requested at any time by the project manager as well as by each employee themselves in the issues.

At the end of the order and when employees deregister, we would like to point out that the partner company **is obliged to present an adjusted tool account for each employee**. The form (checklist) "Registration, extension and deregistration of a permanent pass" is available as a free download on our homepage under the chapter "[access to the shipyard](#)". This checklist describes all relevant steps for deregistering an employee and is considered official proof that the employee has properly left the shipyard premises.

Please note as a matter of principle: The responsibility for an employee lies with the respective partner company with which the employee was registered, up to and including proper deregistration!

Before leaving the shipyard premises on the last working day, the employee can use a checklist to confirm that his tool account has been left in order. Under the chapter "[access to the shipyard](#)" on our homepage,

the form for "Registration, renewal and deregistration of a permanent pass" is available as a free download. This can be presented when handing in the shipyard pass at gate 5. Here, too, proper deregistration is confirmed. The form serves as proof for the partner company.

3.5 Supply of Electricity, Water, Gases, Light, Heat and Air

The production halls are supplied with electricity, water, gases, compressed air, light and, if necessary, heating and ventilation. Every employee is obliged to use energy (including electricity, water, gases, light, heat, air) as sparingly as possible. Defective supply lines, e.g. water hoses, must be removed and replaced immediately. Suitable work equipment such as compressed air and technical gases must be properly checked for leaks before use. Violations will be punished.

In order to prevent damage to property and loss of energy, NEPTUN WERFT's control centre must always be notified in the event of faults by calling +49 (0)381 384 1646 or +49 (0)381 384 1647.

3.6 Use of the Company Canteen

The services of the company canteen can be used by all persons at the site. When visiting the canteen, contamination of clothing must be kept within limits, dirt must not stick to the furniture and/or floor coverings.

3.7 Changing Rooms, Lockers, Washrooms and Social Rooms

The use of all social rooms, by suppliers and sub-suppliers, requires the express consent of NEPTUN WERFT. A daily flat rate per person will be charged for this. Registration for social rooms and lockers shall be made with NEPTUN LOGISTIK at least 24 hours before the start of work (registrations for Mondays must be made by 12.00 noon on Fridays at the latest). The administration can be reached at the following e-mail address: Anfrage-Rahmenbedingungen@neptunwerft.de.

3.8 Offices and other Work Rooms

Office space at NEPTUN WERFT is not available to suppliers. It is possible to bring containers. If space is required, please contact the industrial management at the following e-mail address: Anfrage-Rahmenbedingungen@neptunwerft.de.

For more information or if you have any questions, please contact your responsible contact person at NEPTUN WERFT.

3.8.1 Use of Facilities and Equipment

Work on operating equipment (e.g. buildings, systems, machines, etc.) generally requires the authorization of NEPTUN WERFT; the same applies to the use and operation of equipment, facilities and systems. The equipment and facilities must be inspected before use in accordance with the statutory regulations.

In addition to the initial instructions of the operating instructions (sawing, grinding, drilling, etc.), there are further instructions that require prior consultation. The work must be agreed and coordinated with the responsible contact person/site manager. The proof must be submitted to the responsible contact person/site manager in order to obtain approval.

If the use of NEPTUN WERFT's facilities (areas, buildings, rooms, energy and water) is authorized, NEPTUN WERFT reserves the right to charge the supplier a usage-based fee after consultation or notification. One example is the possibility for suppliers to request and use rental containers around the operating sites for the short-term expansion of storage facilities. Please also enquire about this at Zentrallager@neptunwerft.de. The same procedure applies to outdoor storage areas.

Furthermore, suppliers shall comply with the labelling obligation on machines, tool trolleys and tool boxes or other company-related loading units.

Energy must always be used sparingly.

3.9 Parking areas

A car park with sufficient spaces is available for employees and suppliers of NEPTUN WERFT. The parking areas can be seen in the shipyard plan. Access to the car park at the shipyard is via the street "An der Werft". Please allow some time, as the capacity utilisation of the car park and the streets varies considerably. Parking is only permitted in marked parking spaces. Vehicles parked outside these areas or in an irregular/dangerous manner will be towed away for a fee.

Separate parking areas are provided at all gates for two-wheelers (bicycles, motorbikes, scooters, etc.).

4 Working safety at the Yard

Important information on working safely at the shipyard:

- I. The contents of the brochure "Working Safely at NEPTUN WERFT" must be observed.
- II. The work shall be carried out in compliance with the relevant laws, ordinances, regulations, safety rules and standards on occupational safety, health and environmental protection.
- III. NEPTUN WERFT's Purchasing Department, NEPTUN WERFT's site manager and the Occupational Safety Department shall be notified of the use of sub-suppliers, stating the name of the company, the company address and the persons responsible for the construction site. The persons shall be registered via the ID card office.
- IV. All employees shall register at the ID card office. If the employee is working at NEPTUN WERFT for a longer period of time, he/she will receive an ID card (permanent pass) with a photo at the ID card office for access to the shipyard. For this purpose, the employee must present a valid identity card/passport (possibly with visa) and a valid work permit.
- V. Workplace-specific personal protective equipment shall be provided to the employees by the supplier free of charge. Completeness shall be checked at NEPTUN WERFT.

For further information, the brochure [Working Safely at NEPTUN WERFT](#) is available. Furthermore, the current [Code of Conduct](#) and the corporate [principles](#) can be viewed on the homepage.

4.1 Access to controlled Areas and Ships

Access to controlled areas is secured by an electronic access barrier (with card reader). If access to such areas is necessary, a request for access authorization must be made through your responsible contact person/site manager. Some areas require a separately conducted instruction in advance as proof.

4.2 Basic Instructions

Before starting work, every employee must have received the instruction "Safe working at NEPTUN WERFT". In addition, each employee must be instructed on the hazards that may arise and the measures to prevent them before commencing work. All instructions must be documented in writing with the date, topic content, signature of the instructor and the instructed person. The minimum requirement for working at the shipyard is to appoint an occupational safety officer and to provide regular instruction.

If sub-suppliers are used, the sub-supplier's site manager must be instructed by the client's supplier. A copy of the brochure "Working safely at NEPTUN WERFT", a copy of the information sheet for partner companies and the work instructions must be handed over to him.

4.3 Personal Protection Equipment (PPE)

The supplier must provide the necessary and suitable personal protective equipment for its workers. In addition, the work clothing must meet the requirements according to the supplier's own risk analysis of the workplace and be provided in sufficient quantity for the contractually tendered activity.

The wearing of a safety helmet, safety goggles, safety shoes and work clothing (with name and company name) is mandatory in the production area.

Contaminated clothing (with liquids hazardous to health) must be changed immediately and sent for suitable cleaning or professional disposal.

More detailed information on this can be found in the brochure "[Working safely at NEPTUN WERFT](#)". If you have any questions, please contact NEPTUN WERFT's occupational safety department.

4.4 Construction Area Setup

The partner companies must set up and maintain their construction and assembly sites and all associated facilities in accordance with the statutory regulations; this also applies explicitly to social facilities for employees. The installation and appearance of the construction site facilities shall be determined in consultation with the specialized departments at the sites.

Suppliers' facilities must be labelled with an appropriate company sign (name, contact person, telephone number, etc.). If these facilities are heated due to their use, the current fire protection regulations of NEPTUN WERFT must be observed. Outdoor storage areas must be fenced in and secured. After completion of the construction and assembly measures or after expiry of the contract period, all facilities must be dismantled and removed from the shipyard. The sites must be free of material residues, waste and soiling. The original condition must be restored.

NEPTUN WERFT specialist departments are authorized to inspect the facilities at any time.

4.5 Scaffolding

The scaffolding is controlled by NEPTUN WERFT's industrial management and scaffolding department. The ordering/cancellation of each scaffold is effected by means of a fault report. This is to be requested from NEPTUN WERFT's area manager/site manager, who will hand over the execution to NEPTUN LOGSTIK. After approval of the order, the scaffolding will be erected within 24 hours to 10 working days. The scaffolds are purely working scaffolds. Any third-party dismantling of the scaffolding is prohibited. In the event of modifications, the order process must be followed. Scaffolds may only be entered when a release slip is attached. Locked scaffolds may not be entered. Modifications to the scaffold may only be carried out by the scaffold erector. Non-compliance will result in consequences up to and including a shipyard ban.

Fall Protection

Fall protection (crawler frames, rocket feet, balcony barriers, scaffolding, etc.) may not be removed, NEPTUN LOGISTIK is responsible for this. NEPTUN WERFT's area manager must be notified if conversion/dismantling is required. Failure to comply will result in consequences up to and including a shipyard ban.

4.6 Cranes

The use of NEPTUN WERFT's cranes requires notification via crane scheduling at Transport@neptunwerft.de. The work must be agreed and coordinated with the responsible contact person/site manager. Cranes may only be operated by instructed and authorized persons in compliance with the relevant accident prevention regulations. To use cranes, a transport form must be requested from crane scheduling at Transport@neptunwerft.de or by calling +49(0)160 4710 202 at least 24 hours in advance.

Suitable load carriers must be provided for crane transport. The hazard warnings must be visibly attached to the outside of the transported goods, and the attachment drawings must also be provided with an indication of the centre of gravity of the load. The transport and temporary storage of hazardous substances must be registered at Karsten.Hagedorn@neptunwerft.de.

4.7 Cherry Pickers

Aerial work platforms may only be operated with a valid driving license for industrial trucks or IPAF license and instruction (BA42). The order and instruction of the potential user is carried out by an employee of the logistics department and supervisors in production. Registrations can be requested at Transport@neptunwerft.de.

Authorization to operate the aerial work platforms is limited to one year and can be renewed for another year by means of a repeat instruction.

4.8 Welding

Welding requirements

The work on cruise ships is complex and, in the special process of welding, dependent on many sets of rules with regard to the components.

The supplier undertakes to check which welding requirements apply to the respective order before the start of the order and also to have all the necessary qualifications and experience in dealing with welding components and constructions and to carry out the welding work professionally. Therefore, the supplier must ensure that all persons employed (including persons from a sub-supplier) who are confronted with welding work have safe equipment and can provide evidence of corresponding documents and certificates. These must be handed over to the responsible welding supervisor of the client for inspection before the contract is concluded. More detailed information on the following areas is then to be read in each case in the text of the contract and submitted before the contract is awarded.

The documents shall be sent to the welding supervisors of MEYER WERFT and NEPTUN WERFT (schweissaufsicht@meyerwerft.de). The welding supervisor of the client may, at his own discretion, request submission of the original documents.

General welding inspection and approval

The supplier undertakes to report to NEPTUN WERFT's welding supervisor to clarify the welding requirements. The supplier is obliged to pass on this information to a sub-supplier.

The welding supervisor of the client checks the requirements of the supplier and issues an approval for the respective welding activities to be carried out on the basis of management systems, such as DIN EN ISO 3834, or manufacturer qualification, such as DIN EN 1090, Welding Workshop Approval of the classification society.

After approval, each employee of the supplier who carries out welding activities on the premises shall receive a permit card which shall be issued in accordance with his welding qualification.

The permit card must be applied for from NEPTUN WERFT's welding supervisor before welding work begins and must be carried by the employee at all times and presented on request. Furthermore, the card remains valid for all orders.

If the supplier subcontracts the commissioned service or parts thereof in whole or in part to a third party, all welding requirements shall also apply to this third party. Further subcontracting by the sub-supplier to another sub-supplier (sub-subcontracting) is prohibited.

Pre-Welding Process

Employees of the supplier who carry out welding activities on certain components (after consultation with the responsible contact person/site manager) at the shipyard must pass an additional manual skills test at the shipyard. The sample size of the manual skills tests shall be selected by NEPTUN WERFT's welding supervisors on the basis of existing qualifications.

The testing of manual skills by means of work samples, the so-called pre-welding, takes place on the premises of NEPTUN WERFT.

These work samples are then assessed by NEPTUN WERFT's welding supervisors. If they are not passed, they may be repeated twice. If an employee fails the test three times, consultation between the welding supervisor and the supplier is required.

Audit

NEPTUN WERFT's welding supervisors reserve the right to conduct a fundamental and detailed examination of the supplier in the form of an audit before awarding the contract. The results and any deviations found will be recorded in the form of an audit report and communicated accordingly.

A time period in which the deviations are to be remedied is also shown.

For more information or if you have any questions, please contact the welding supervisor at the following e-mail address: Schweissaufsicht@meyerwerft.de

4.9 Environmental Protection

One of NEPTUN WERFT's basic economic principles is the careful use of energy and resources. The materials used (materials, supplies and operating materials) are examined on the input side of the balance sheet just as much as the energy used (electricity, natural gas). Everyone has to behave in an environmentally conscious manner in all operational processes, reduce the consumption of natural resources, e.g. electricity, raw materials and water, and minimize the "CO2 footprint" as much as possible. It is one of the main tasks of the respective supplier to prevent pollution of the environment by all reasonable efforts and to observe international agreements and treaties on environmental protection as well as applicable national regulations. These regulations result, for example, from permit conditions and ancillary provisions. If you have any questions, the environmental management is at your disposal.

4.9.1 Waste Disposal

In order to conserve natural resources, the generation of waste is to be avoided as far as possible. The disposal facilities provided by NEPTUN WERFT must be used to dispose of any waste that is nevertheless produced. Attention must be paid to the intended separation of waste. In particular, no hazardous waste may be mixed with non-hazardous waste (e.g. paints, oils).

Hazardous waste shall be disposed of in the containers provided or handed in to a trained employee at the disposal hall. The supplier undertakes to provide NEPTUN WERFT with information on the type and quantity of hazardous waste produced, e.g. by providing safety data sheets.

In addition, care must be taken to ensure that waste from insulation materials is not contaminated with commercial waste (e.g. paper, wood, foils) or that commercial waste is not contaminated with waste from insulation materials.

If the supplier's work produces waste for which no appropriate disposal option is available, the supplier shall coordinate the disposal route with NEPTUN WERFT's waste management representative.

For the disposal of the above substances owned by the supplier, the supplier shall also bear the costs and responsibility for disposal. Upon NEPTUN WERFT's request, the supplier shall submit the corresponding receipts for proper disposal.

4.9.2 Water and Soil Protection

The intentional discharge or dumping of hazardous substances, waste or other residual materials into a body of water or into the ground is prohibited. This applies in particular to the adjacent harbour water, the building docks of NEPTUN WERFT and the surface drainage on the shipyard premises. In addition, precautionary measures must be taken against the accidental leakage of substances.

NEPTUN WERFT's facilities that are subject to the "Ordinance on Facilities for Handling Substances Hazardous to Water" (AwSV) may only be used after prior instruction by NEPTUN WERFT's contact person. The regulations of the respective operating instructions as well as official ancillary provisions must be complied with.

Within the framework of the risk assessment, the supplier must check whether substances used can be replaced by less water-polluting substances (substitution principle).

Should a substance leak occur despite the precautionary measures taken, NEPTUN WERFT's control centre and NEPTUN WERFT's responsible contact person/site manager must be informed immediately so that suitable measures can be initiated to protect the water or the soil.

4.9.3 Emissions

NEPTUN WERFT endeavors to reduce to a minimum the emissions generated during shipbuilding, such as noise, solvents, dust and exhaust gases. For this reason, the supplier must also assess potential emissions arising from his work in advance and initiate measures to avoid or reduce them. These shall be coordinated in advance with NEPTUN WERFT's Emission Control Representative. The supplier undertakes to strictly comply with any permit conditions.

4.10 Contact Persons

The responsible contact person/site manager is available as a project-related contact person. In the event of incidents such as emergencies, accidents, theft or other malfunctions, please contact the control centre under +49 (0)381 384 1646 or +49 (0)381 384 1647.

The company MEYER PORT 4, manages the contact persons for the areas of security and safety as well as occupational safety and environmental protection, among other things. By calling 04961 / 81-0, callers will be directed to the appropriate contact person.

5 Execution of the Tasks

5.1 Employees of the Supplier

Partner companies must deploy sufficiently qualified personnel in compliance with relevant legal and other regulations. In particular, the partners must observe the legal regulations on combating illegal employment

when fulfilling their contractual obligations. The regulations of the "General Equal Treatment Act" shall be complied with. In particular, the suppliers and their employees shall be made aware of the inadmissibility of discrimination on the grounds of race, ethnic origin, gender, religion, ideology, disability, age or sexual identity as well as of the inadmissibility of harassment or sexual harassment within the meaning of the "General Equal Treatment Act" and shall work towards ensuring that this does not occur.

Young people who have not yet reached the age of 18 may only enter the shipyard for the purpose of training, all other cases only with prior consultation and permission.

At the client's request, appropriate qualification certificates for the personnel deployed shall be submitted. Safety officers, first aiders and employees instructed in the handling of hand-held fire extinguishers must be on site in sufficient numbers.

In principle, the personnel responsibility of his/her employees remains with the SUPPLIER!

Different safety, health and environmental protection (SHE) certificates are to be verified depending on the risk potential of the services to be provided. The form of the certificate to be verified depends on the risk potential of the service to be provided and the risk potential of the place where the service is to be provided. NEPTUN WERFT may request the required certificates for the trades to be performed, which shall be specified in the order. If several trades are to be performed at the same time, the highest certificate requested shall be required. Any sub-suppliers used must also be able to provide evidence of the certificates required for their trades. NEPTUN WERFT reserves the right to audit suppliers by its own employees or commissioned experts after giving notice.

The sub-suppliers to be used must have the safety certificates required for their trade.

NEPTUN WERFT reserves the right to object to the use of sub-suppliers at any time if there are objective reasons and in order to safeguard legitimate interests.

The respective rules and guidelines of NEPTUN WERFT are also binding to the full extent for sub-suppliers. The supplier shall be obliged to obligate its sub-suppliers in writing to comply with this supplier management before they are employed by NEPTUN WERFT and to work towards compliance.

SUB-SUPPLIERS are not contractual partners of the principal!

5.2 Claiming (Damage, Defect, Delay)

Claims that you wish to file against NEPTUN WERFT (incoming claims) must be reported within three working days. It is imperative that you use the [claim notification form](#) for this purpose. Send the completed claim notification form by e-mail to the technical responsible person **AND** to ClaimManagement@neptunwerft.de.

Please note that failure to comply with these formal and deadline requirements will usually result in rejection of the claim.

5.3 Internal Transport and Handling with hazardous Substances

Forklift transports in the halls shall be carried out exclusively by NEPTUN WERFT or by the partner commissioned by NEPTUN WERFT.

The delivery and handling of substances shall be carried out via the handling area of NEPTUN WERFT's hazardous materials warehouse, with the exception of the required daily quantities. The in-house transport of hazardous substances is only permitted with suitable transport tubs.

5.4 Provision and Transport of Materials on Board

Delivery of material that requires crane transport will only be driven into the halls in connection with a booked crane transport – see section "Cranes".

Material that is brought on board manually by the partner company is only to be placed in the marked areas in front of the ship and immediately transferred from there to the ship (no permanent storage location; max. storage period 12 hours).

Material must be clearly labelled by the owner. Minimum details:

- Name of the owner (company name of the supplier)
- Name and telephone number of the responsible contact person of the supplier
- Date of delivery on board or to the hall

Flammable outer packaging made of wood, cardboard, foil, etc. must be removed **before transport on board** - as far as possible.

Flammable outer packaging made of wood, cardboard, foil, etc., which cannot be removed, must be covered by the responsible supplier with a fire protection cloth **before being transported on board**, which - as far as possible - must be attached to the material.

Flammable material stored on board must be covered with fire protection cloths, which - as far as possible - must be attached to the material.

In the case of outer packaging made of film, which cannot be removed from the material before transport on board, only a film that meets the requirements of DIN 13501 S1 d0 is permissible. In the case of high-quality small parts, e.g. electrical components, it is essential that the outer packaging remains intact to protect and maintain the quality.

5.5 Safety-Order-Spruceness - SOS

For each new building project, a person responsible for safety, order and cleanliness is to be appointed by the partner company. Depending on the area, the name and telephone number of this person may be posted on the clock control boards.

- The materials brought on board should be kept as low as possible and should generally only cover the daily requirements.

- The workplaces are to be kept clean; waste is to be collected in the containers/waste bags provided. If central collection points are marked in the areas, the waste containers/garbage bags are to be placed at these points.
- Walkways and escape routes must be kept clear at all times.
- Waste/garbage bags are to be taken off board by the partner companies as far as possible and at the latest at the end of each day's work and disposed of in the containers provided in front of the new building/ship.
- At the end of each day's work, the work areas must be left clean and tidy.
- NEPTUN WERFT reserves the right to have the respective areas cleaned and materials and fire loads removed/covered at the expense of the partner company/partners responsible in the event of non-compliance with the safety, orderliness and cleanliness requirements. For this purpose, a one-time prior warning of the shipyard and the exceeding of the set deadline for the production of a safe and tidy condition (usually 24 hours) shall be sufficient. The warning shall be given in writing.

Our Rules for Safety–Order–Spruceness

Ship & Yard:

- **Escape and Emergency routes** are free, **restricted areas** are respected
- **Stumble hazards** are eliminated
- **Guardrails** are available according to directions
- During welding works, the employees are using the **exhaust equipment**
- Employees are wearing their **personal protective equipment**
- All areas of the shipyard and on the ships under construction are **tidy and clearly structured**

Ship:

- It must be possible to close the **Fire doors** and in general they are closed.
- Only **little fire loads** are aboard; not avoidable fire loads are **protected with fire cloth**
- **Contractors are to remove their waste** from the vessel and dispose of it during breaks and at the end of shifts

5.6 Preventative Fire Protection

Preventive fire protection is a very important part of occupational safety during work at the shipyard and on board. The contents of the brochure "[Working Safely at NEPTUN WERFT](#)" must also be observed. This includes the following guidelines:

- The fire doors on board must always be kept closed.
- The quantities of material on board and in the halls are to be limited to the daily requirements.
- The material that is not needed must be removed immediately.
- Materials must be unpacked before being brought on board to avoid unnecessary waste.

- Packaging such as foils and cardboard boxes may only be made of flame-retardant material (DIN 4102/B1).
- During hot work, the surrounding materials must be covered with a fire protection cloth.

For carrying out hot work, instruction of the organizational guideline on "Fire protection for work involving fire hazards" is required. For further instructions and information, please refer to the above-mentioned brochure.

5.6.1 Hot Works (Hot Work Certificate)

A personal hot work permit is required for hot work. The hot work permits are vessel specific and are required by the supplier's employee depending on the type of work. The permit is dependent on the risk level and potential hazards. The supervisor of the supplier's employee must give at least 48 hours' notice before the start of the work. This can be requested at NW-Heisserlaubnis@neptunwerft.de. Permit slips are deposited at the issuing station 24 hours prior to the start of the hot work activity. The validity of the hot work 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 NEPTUN WERFT reserves the right to carry out spot checks for inspection purposes.

5.7 Reporting of Accidents and Damage

5.7.1 Accidents and Damage Reporting

In the event of accidents and damage, the immediate measures described in the section "First Aid" in the Supplier's Manual and in the brochure "[Work Safely at NEPTUN WERFT](#)" must be taken. All incidents (accidents, damage to property, etc.) must be reported immediately to the person responsible for the order and to NEPTUN WERFT's control centre at +49(0)381 384 1646 or +49(0)381 384 1647.

Accidents that have not been recorded by NEPTUN WERFT paramedics must also be reported directly by calling +49 (0)151 18265701 or emailing Arbeitssicherheit@meyer-port4.de.

5.7.2 Reporting of environmental Accidents

All environmentally relevant incidents, such as the accidental leakage of hazardous substances, must be reported immediately to NEPTUN WERFT's control centre. The control centre coordinates measures to contain any potential environmental damage.

5.8 Tracking of Material Deliveries

Since the beginning of the Corona crisis, some conditions in industry and commerce have changed significantly, such as delivery times. The changes have had a significant impact on our production and on our ability to provide the necessary materials in time for installation.

In order to be able to complete our ship projects on time, in the usual quality and at the initially agreed costs, it is imperative to constantly track the status of the provision of materials.

For this purpose, regular exchange with the suppliers (exclusively in the case of material deliveries) is essential, which takes place via the following channels, for example:

- Excel exports to SharePoint via existing orders
- Status message about evaluations
- Regular contact with the relevant buyers and deadline trackers at MEYER WERFT and NEPTUN WERFT

We are constantly reviewing how we can optimize our processes in deadline tracking with new systems. You will be informed about all changes via your direct contacts and in the supplier handbook.

5.9 Invoicing

We request that you send us your invoices by email.

Please note the following points when issuing invoices:

1. Each document used to bill for a delivery or other service must meet the requirements of §14 UStG (German VAT Act)
2. The specified delivery/service date or service period must be given as a calendar day (not calendar weeks)
3. If the service date is after the handover of a delivered seagoing vessel to the shipping company, the calculation must be made by stating the seagoing vessel paragraph (tax-free in accordance with § 4 No. 2 in conjunction with § 8 Para. 1 UStG).
4. It is imperative that the correct order number is given.
5. Please only charge as ordered (quantity and price must match the order).
6. Please always state our order items and designations.
7. Please attach the work or performance records that we have confirmed to the invoice. It is essential that the documents are combined into a single PDF file.
8. No advance payments may be made unless this was agreed in the order.
9. Completed deliveries must be invoiced at 100%, including partial payment steps with retention, e.g. payment after delivery or guarantee retention.
10. For deliveries, a delivery note number must be indicated on the delivery note and on the invoice.
11. A final invoice must be issued when all services have been provided 100%.
12. Please always state the current total order value on final invoices.
13. Please note down payments already made on the final invoices (see example below).
14. Please settle negative order items in a separate credit note.
15. When sending the invoices, please make sure to use the correct email address for incoming invoices of the respective recipient. The background to this is that these are legally independent companies.
16. Always send us your invoices in PDF or X-Rechnung format. The corresponding attachments must result in a common PDF or X-Rechnung file with the invoice.
17. Your email to our incoming invoice email address can only be accepted if it does not include a distribution list to multiple recipients.

Please understand that we have to immediately return to you for our discharge any invoices that do not meet the above requirements.

Please send only invoices and credit notes to our invoice receipt email address, which has been communicated to you. Other correspondence will not be processed there and will be deleted.

Please send your reminders to our general email address paymentreminder@meyerwerft.de.

6 Logistics and Delivery

6.1 Notification of Delivery

A planned delivery by suppliers of e.g. materials shall be made informally in advance to NEPTUN WERFT's goods receiving department. All deliveries must be notified at least 48 hours in advance at the e-mail address Zentrallager@neptunwerft.de and Transport@neptunwerft.de. In order to be prepared for special features, such as registering a necessary crane for unloading and obtaining the actual unloading address in advance, please use the [notification form](#).

For this purpose, an e-mail with all the necessary information for delivery is to be sent to the above e-mail address.

6.1.1 Notification of Customs Goods

Deliveries of goods from third countries (non-EU countries) must be cleared through customs. The customs department at MEYER WERFT must be notified in advance of goods that have not cleared customs. The following documents are required for the notification:

- Commercial invoice
- packing list
- Bill of lading (e.g. delivery note, CMR, Bill of Landing (B/L) or Air Waybill (AWB))

For this purpose, an e-mail with all the necessary information about the delivery must be sent to the following e-mail address: nico.golz@neptunwerft.de

After successful notification, a delivery date and the unloading point will be agreed with the supplier.

6.2 Delivery

NEPTUN WERFT accepts goods from Monday to Thursday between 06:15 and 13:30. On Friday, delivery closes at 11.45. Other times apply on public holidays, at weekends and during company holidays. If you wish to deliver outside the regular opening hours, you can contact the following e-mail address to discuss further details: Zentrallager@neptunwerft.de.

Deviations from the delivery location are possible, if a different arrangement has been agreed with the supplier or a different delivery address has been stored in the order.

6.3 Storage and Logistics

Questions about the opening hours of the central warehouse or regarding a dedicated contact person and queries about the delivery or other questions relating to logistics, will be answered by sending a message to the following e-mail address: Zentrallager@neptunwerft.de.