



Procedure / Instruction

Herschel

Title: **Instruction for External Companies / Contractors**CI-No: *N/A*

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Issue	Date	Sheet	Description of Change	Release
1	23.10. 07		First Issue	

Instructions for External Companies/Contractors

Information Security & IT Systems

- It is strictly forbidden to inspect, to capture or to make copies of IT-systems (H/W and Software, laptops, desktops, data storage device), data files, data programmes, cabinets, containers, documents, files, books, folders, card indices, lists, note pads as well as drawings and plans. If you get unintended knowledge about in-house affairs or individual-related data, these information are to be treated confidentially and shall not be communicated to any other party.
- Photographing and film shooting is prohibited on the entire plant.
- In the meeting rooms the only access to the internet / your company net is allowed via the "external" or "nomads" marked LAN cables.
- It is not allowed to access Astrium IT infrastructure, e.g. office computers.

Safety Instructions

- Please follow the attached "*Safety Instructions for External Companies / Contractors*".

Clean Room & Check out

- Clean Room
 - Personnel without having badge access to the Clean Room (CR) area are not authorized to enter the facilities without an escort and prior notification of the following Herschel personnel:
 - Rene Stritter (Herschel PA Manager)
 - Martin Müller (Electrical AIT, clean room organisation)
 - Rüdiger Hohn (Herschel AIT Manager)
 - No casual sightseeing is permitted. Any reason for a visit in the CR has to be announced to one of the above mentioned personnel for approval. The decision whether the access can be granted (pending on activities, already needed personnel in the CR) is decided by the above Herschel personnel.
 - In the clean room the Quality Assurance (QA) has to be informed about the purpose (inspection closure of open work etc). The on site QA will supervise that the general rules for clean rooms and Space Flight Hardware are followed. It is assumed that all people entering the clean rooms are familiar with these rules. Each third party has to assure that personnel are appropriately instructed.
- Check out
 - Personnel without having badge access to the Checkout area are not authorized to enter the Check out area.
 - No casual sight seeing is permitted. Only essential personnel for test preparation, test execution are allowed to enter the checkout area.
 - In case of operator distraction non essential personnel has to leave the checkout area.

Miscellaneous

- It is forbidden to stay on other floors / buildings than your office or project related rooms, floors or buildings.
- Entering other offices is only allowed in presence the owner of the office.
- The main working period is 6:45 am to 7:00 pm. Outside this time period it is not allowed to stay on the plant grounds without special permission (e.g. shift work see attached form sheet).
- Please follow the attached guide "Waste Management".
- On the following days working is allowed only with special permission (see above bullet) and no internal services are available (e.g. canteen):
 - 2nd November 2007
 - 24th, 27th, 28th and 31st December 2007
 - 2nd to 4th January 2008

Violation of the above instructions can lead to immediate revoking of the permanent badges. In severe cases the person involved can be barred from the Astrium work site.

I herewith certify that I read this instruction and I have understood them.

In Immenstaad on this day

.....
Project Manager

.....
External Employee

Safety Instructions for External Companies/Contractors

Occupational Safety, Fire Prevention, Environmental Protection and Information Security

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1. General

- 1.1 EADS attaches great importance to industrial safety, fire prevention, environmental protection and information security. Please, before starting your work on the site, get informed about the valid regulations which are important for accomplishing your contract.
- 1.2 According to the regulations of the German Employer's Liability Insurance Association (BGV A1, § 5) our enterprise is committed to urge you in written form to pay regard to the regulation and rules in BGV A1, § 2 (1). After this you have to arrange for making dispositions and taking measures, which correspond to these regulations and generally accepted industrial safety and medical rules, in order to prevent industrial accidents. As far as requirements are placed in other legislation, in particular for industrial safety, the above mentioned regulations remain untouched.
- 1.3 During completion of the work you are obliged to observe the valid environmental protection regulations, in particular the German Federal Immission Control Law (BlmSchG), the Water Protection Law (WHG) and Waste Management Law

(KrW/AbfG) with the appertaining ordinances and state laws (Baden-Württemberg). Likewise you are bound to observe the hazardous goods regulations.

- 1.4 Stay only in those areas, where your workplace is defined according to the contract. Entering other areas is not allowed except the staff canteen during the opening times.
- 1.5 Prohibition, requirement and information signs (labels) are to be observed strictly. Any arbitrary attachment, changing and removal of these signs is not permitted.
- 1.6 Emergency routes and emergency exits are to be always kept free. They may not be blocked temporarily with materials, vehicles or other articles.
- 1.7 Co-workers of external companies, who are not able to accomplish their work without hazard for themselves and others due to consumption of alcohol or other intoxicants, may not be employed with work.
- 1.8 With gross offences against the provisions of the aforementioned instructions, the co-workers of external companies can be expelled from the plant.

2. Coordination of work

- 2.1 In order to avoid mutual risks the contact person and coordinator on EADS side, who are announced to you, tunes the work according to the requirements of BGV A1, §6 . The operational sequences and safety precautions, which are mandated by him, have to be observed throughout the duration of work. Likewise the directives of the plant security and plant fire department have to be obeyed.
- 2.2 You have to inform the coordinator about the beginning and the interruptions of the work, and work outside the official work time (e.g. evening, weekend), dangerous work, change of workplace and end of work. In addition the coordinator has to be informed about possibly occuring interferences within the work flow.
- 2.3 Solitary work has to be avoided if possible. If dangerous work has to be carried out by a single person due to an emergency or exceptional case, you have to secure observation by taking suitable measures, such as short-term inspection or detection devices according to BGV A1, § 36 (3).
- 2.4 If a peculiar strong noise impact is expected, you have to inform the coordinator on time, in order to provide the best suiting time and/or other appropriate noise preventive measures.
- 2.5 After completion of work at buildings, plants and machines you have to conduct final inspections. Here, attention is particularly payed on technical safety installations. Their operability has to be assured. Damaged plants and equipment have to be reported to the coordinator.

3. Construction, Assembly and Maintenance

- 3.1 Only proper ladders may be used, which correspond to BGV D 36. Scaffolds have to be built according to DIN 4420. Make sure that only perfect and approved material is used and the scaffold is provided with a side protection, railing cross-beam and

board. Mobile scaffolds may not be moved with persons on it. Activities on scaffolds have to be avoided, if persons are working under it. In such cases the further procedure has to be arranged with the coordinator. An exemption are closed scaffolds. The name of the owner has to be labelled legibly on the scaffolds and ladders.

- 3.2 Elevated workplaces require peculiar precautions. The workplace surroundings are to be secured, that neither an endangerment by falling matters nor the danger of a fall of persons exists.
- 3.3 Roofs may be ascended only, if the coordinator (facility management) confirms a sufficient stability.
- 3.4 Before the beginning of earthwork (excavations, cavities, channels. etc.) as well as drilling and pick work at buildings, the implementing company has to request for information about conducting cables, water and gas pipes from the responsible operating departments via the coordinator. Directives of these departments are to be responded.
- 3.5 Construction sites, excavations, cavities, channels, soil and wall openings and works at elevated levels are to be secured sufficiently throughout the whole construction period. Barrier material (tapes) and appropriate signs have to be provided by the implementing company.
- 3.6 If work has to be conducted at supply plants, where malfunction and emergency is monitored by the security control centre, these works have to be registered at the security control centre and logged off after completion.
- 3.7 Material stores and material piles are to be built up in a way that safety and the production process are not endangered.

4. Heat generating activities – welding, etc.

- 4.1 Welding and soldering work and work on explosion-proof plants, as well as work with grinding and cut-off machines have to be approved by the plant fire department. The permit has to be requested at the security control centre a day or at the latest one hour before the beginning of the work. Concurrently the corresponding work has to be logged off at the completion.
- 4.2 Only with existing permit signed by the plant fire department this work may be started.
- 4.3 Our plant is furnished with fire/smoke detectors. The following activities may cause unmeant release of the fire detecting system and an automatic alarm:
 - all heat generating work
 - work with hot-air blower (shrinkage of tubes, blow-dry, welding of plastics or climatic exposure test cabinet, etc.)
 - bonding with solvent adhesive (flooring, cleaning with solvents, etc.)
 - smoke generating work (e.g. soldering, welding)
 - dust generating work
 - water vapour generating work
 - smoking and open fire

Please check before beginning your work, if fire detectors (smoke detectors, smoke absorption systems, etc.) or gas detectors are installed at or near the workplace. In this case inform the security control center. The originator is charged for damages and the deployment of the plant fire brigade, which are caused by disregarding the safety instructions.

- 4.4 Welding may only be carried out by skilled and trained personnel (BGV D1)
- 4.5 Mobile gas welding devices have to be equipped with an approved non-return finger (BGV D1)
- 4.6 Gas cylinders have to be protected against heat impact, mechanical impact, topple down and rolling. Bottle valves of acetylene gas bottles (without red ring around the bottle neck) have to be stored 40 cm higher than the bottle foot before the withdrawal of gas.
- 4.7 After the completion of fire promotive work, you have to accomplish a final inspection with respect to pockets of embers. Before leaving return your permit at the main gate of the plant.

5. Machines, plants, implements, tools

- 5.1 Your work equipment, in particular cranes, welding sets, electrical hand tools have to correspond to the requirements of the valid accident prevention regulations. Electrical tools have to be verified according to BGV A3
- 5.2 Machines, tools, vehicles and other devices must be clearly characterised as property of an external company. Our enterprise does not take over any liability for damages or loss and resulting damages, of brought-in property, nevertheless from which cause.
- 5.3 The utilisation of company-owned installations (machines, equipment, etc.) is permissible only with permit of the coordinator.
- 5.4 Protection equipment and safety installations are to be used. These may not be avoided or made ineffective.

6. Electrical connection

- 6.1 If work has to be conducted in the proximity of conducting plants or installations, the Department of Electrical Engineering (Facility Management) has to be engaged via the coordinator. They decide on the appropriate measures. The disconnection of the electrical current has to be requested in time, so that the appropriate arrangement can be met with the work areas concerned.
- 6.2 When using electric power tools in containers, boilers and other close areas (made of conductive material) a protection separation or safety-low voltage must be used.
- 6.3 Electrical connectors to our plant net may be accomplished only by the Department of Electrical Engineering. Make sure that the electrical construction site distributors used correspond to the VDE regulations and are in an approved condition.

7. Handling hazardous materials and substances

- 7.1 If handling hazardous materials and substances the Hazardous Materials Ordinance (GefStoffV) and the corresponding technical rules (TRGS) have to be observed. Before the beginning of work the safety data sheet of the hazardous materials (according to the EC Directive 91/155) have to be handed over to the coordinator. Necessary operating instructions are to be provided and hold out at the workplace. Hazardous substances, which can be generated throughout work, have to be told in writing. The use of carcinogenic materials is not allowed.
- 7.2 Hazardous materials may be present in workplaces only in such quantities, which are absolutely necessary for the completion of work.
- 7.3 Smoking and fire are prohibited, if inflammable working materials are used. Ignition sources of any kind are to be kept away. If necessary, also measures are to be taken against electrostatic charge. In particular combustible gas-air mixtures (e.g. gluing of a carpet) are to be discharged safely. Appropriate ventilation equipment has to be provided and operated by you.

8. Waste management – water protection

- 8.1 All remaining parts – waste parts of material, screws, rivets, planks, beverage bottles, etc. – are to be disposed of professionally.
- 8.2 If containers are provided for the waste disposal, you have to nominate a contact person, who is responsible for genuine filling of these containers. If you don't comply with the mandatory waste separation you are obliged to compensate additional cost for our enterprise, which arises due to necessary post-sortation.
- 8.3 Handling substances hazardous to waters, you have to avoid that these are spilled into the waste water, the sewage system, into the soil and surface water. If pollution can not be avoided, please inform the water pollution control representative (Tel. 9236 or 5829) immediately. Works in the sense of the Federal Water Act (WHG § 19), such as monitoring/check of plants for substances hazardous to waters, maintenance, repair, installation and cleaning are only permitted, if your company is authorized according to WHG § 19 I.

9. Personal protection equipment

- 9.1 According to BGV A1 § 4 you have to provide personal protection equipment (e.g. safety goggles, shoes, helmets and belts), if your co-workers are engaged with dangerous work.
- 9.2 You and if necessary your coworkers are bound to consider mandatory-signs and to wear the necessary personal protection equipment.

10. In-Plant traffic

- 10.1 Road traffic regulations and motor vehicles regulations (STVO and STVZO) apply in our plant. The maximum speed indicated at the work gate has to be observed. Please drive carefully and considerately and pay attention to the traffic signs and in particular to pedestrians, load activities and forklifts.
- 10.2 Vehicles, which participate in in-plant traffic, as well as cranes, ground conveyors, lift working platforms may be driven or operated only by skilled and authorized personnel.
- 10.3 Parking is permissible only on the surfaces marked as a parking lot. Exceptions can be accepted only by the plant security office. (Tel. 9230)

11. Conduct in accidents

If you or one of your co-workers should be met with an accident, our Emergency Medical Service (EMS) is at your disposal.

In case of emergency please inform the security control office, which is operated day and night, by the emergency telephone code 112 or 110 and the industrial safety office (Tel. 2000). If you call from a cellular phone please note to dial the emergency code with the prefix: 07545-8-112 or 07545-8-110. This call is automatically routed to the security control office, where further measures for rescue, first aid and/or fire fighting are taken.

The provisions of your company for emergency and accident reporting remain untouched. At the location of the accident nothing may be changed, if the rescue of persons allows for it.

12. Information security

During your activities in our plant an insight into affairs that are subject to special confidentiality is possible for you and your personnel. Therefore it is strictly forbidden to inspect IT-systems, cabinets, containers, documents, files, books, card indices, lists, as well as drawings and plans. If nevertheless you and your personnel get knowledge about in-house affairs or individual-related data, these informations are to be treated confidentially. If the aforementioned obligations are violated, you are committed for compensation to our enterprise and the affected persons.

If you and your co-workers get knowledge about informations that are characterized as "restricted " ("VS nur für den Dienstgebrauch") these have to be processed according to corresponding security rules ("Merkblatt über die Behandlung von Verschlussachen (VS) des Geheimhaltungsgrades – VS-nur für den Dienstgebrauch; VS-NfD-Merkblatt"). If necessary, you can receive the aforementioned bulletin from your coordinator or from the plant security officer.

Without authorisation for handling classified materials by the Federal Ministry for Economics you are not entitled, to work on, to receive, keep or notice state secrets or classified materials ("Confidential" or "Secret"). Should such a state secret or classified materials be made accessible, you have to inform the local plant security officer immediately.

Photographing and film shooting is prohibited in the entire plant!!

13. Safety signs

Prohibition signs



No smoking



No fire
No flame



Pedestrians prohibited



Do not extinguish
with water



No potable water



Positively
no admittance



Ground conveyors
not allowed



Do not touch



Do not touch
energised housing



Do not connect



Prohibited for persons
with a pacemaker



No storing



Prohibited for persons
with metal implant



Do not use
cellular phones

Mandatory signs



Eye Protection
(Safety goggles)



Safety Helmet



Ear Protection



Respiratory Protection



Safety Boots



Safety Gloves



Safety Overall



Face Mask



Safety Harness



Disconnect before work

Warning signs



Highly Flammable



Risk of Explosion



Dangerous Chemicals
Poison



Corrosive
(acid / caustic)



Radiation Risk



Pending Load



Ground Conveyor



Electric Shock Risk



Laser Hazard



Oxidising



Electromagnetic
Field



Risk of Stumbling



Risk of Fall



Biological Risk



Coldness



Harmful to Health



Gas Cylinder



Potentially Explosive
Atmosphere



Risk of Squeezing



Hot Surface



Hand Injuries

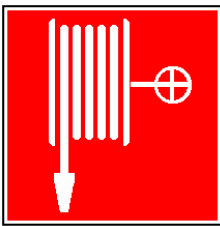


Slip Hazard

Danger signs / Barriers



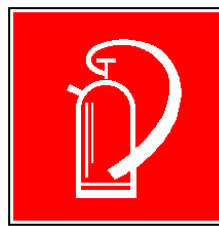
Fire prevention/protection



Compartment with
fire hose



Ladder



Fire Extinguisher



Fire Alarm Phone

Hazard Labels according to Hazardous Substances Ordinance (GefStoffV)



Explosive



Oxidising



Extremely inflammable



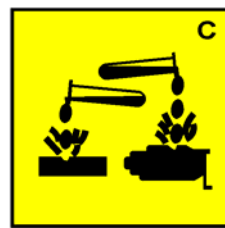
Highly inflammable



Very toxic



Toxic

Corrosive
(acid/caustic)

Irritant



Harmful

Dangerous to
the Environment

Emergency / First Aid Signs



First Aid



Stretcher



Emergency Phone



Direction to First Aid Equipment



Emergency Shower



Eyewash

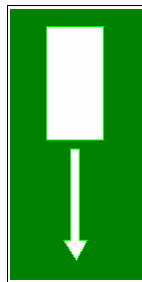


Physician

Escape and rescue routes/exits



Rescue Route



Emergency Exit



Assembling Point

Form Sheet (available at secretariat)

EADS	Zutrittsberechtigung für Fremdfirmenangehörige			
Die Zutrittsberechtigung ist dem Werkschutz auf Verlangen vorzuzeigen.				
Name, Vorname			Firma	
Bei Handwerkergruppen weitere Teilnehmer (Vorgesetzter in obere Zeile)				
1. _____	4. _____	7. _____		
2. _____	5. _____	8. _____		
3. _____	6. _____	nicht benötigte Felder streichen		
Oben genannte Personen sind zu folgenden Zeiten berechtigt, das Werk zu betreten (Ausstellung für maximal 14 Tage möglich):				
_____ von Datum	_____ bis Datum	_____ in der Zeit von	_____ bis	_____ Uhr
Arbeitsplatz: _____				
Auszuführende Arbeiten: _____				
Zutreffende Genehmigungsart ankreuzen und mit Namenszeichen versehen:				
<input type="checkbox"/> Mo. - Fr. vor 7.00 Uhr	<input type="checkbox"/> an Samstagen/arbeitfreien Tagen			
<input type="checkbox"/> Mo. - Fr. nach 18.30 Uhr	<input type="checkbox"/> an Sonn- und Feiertagen			
Genehmigt				
Zeichn.-berechtigter	Name	Abt.	Unterschrift	
d. betreuenden Stelle				
Werkschutz-				
Kontrollnachweis	Name	Datum	Zeit	Unterschrift
Original bleibt bei Kontrollen als Nachweis beim Werkschutz				

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Waste Management



Paper/ Cardboard	⇒	Brown Bin / in each office
Other Solid Waste	⇒	Red Bin/ in each office
Food Waste	⇒	Green Bin/ in local kitchens
Synthetic Material	⇒	Blue Bin/ in local kitchens
Dual System ("Grüner Punkt")	⇒	Yellow Sack/ in local kitchens
Glass (brown, white, green)	⇒	Used Glass Container
Folder (empty)	⇒	Recycling Area
Printer Consumables (Original Packaging)	⇒	Cleaning Company
Liner, Correction Fluid, Ink pad	⇒	Cleaning Company
Batteries	⇒	Material Store
Bulky Goods	⇒	Ca retaker
Classified Materials (Documents)	⇒	Shredder, Closed Collective Reservoir
Classified Data Medium	⇒	Confidential Document Department
Electrical & Electronic Equipment	⇒	Recycling Area
Contaminated Laboratory Glass, Metal and Plastics	⇒	Recycling Area
Clean Laboratory Glass	⇒	Recycling Area
Special/Hazardous Waste	⇒	Recycling Area
Process effluent	⇒	Waste Water Treatment Facility

Guide



END OF DOCUMENT

	Name	Dep./Comp.		Name	Dep./Comp.
X	Alberti von Mathias Dr.	ASG23	X	Schmidt Thomas	AED15
X	Baldock Richard	FAE12	X	Schweickert Gunn	ASG23
X	Barlage Bernhard	AED13	X	Sonn Nico	ASG51
X	Bayer Thomas	ASA42	X	Steininger Eric	AED32
X	Brune Holger	ASA45	X	Stritter Rene	AED11
X	Edelhoff Dirk	AED2	X	Suess Rudi	OTN/ASA44
X	Fehringer Alexander	ASG13	X	Theunissen Martijn	DSSA
X	Fricke Wolfgang Dr.	AED 65	X	Vascotto Riccardo	HE Space
X	Geiger Hermann	ASA42	X	Wagner Klaus	ASG23
X	Grasl Andreas	OTN/ASA44	X	Wietbrock Walter	AET12
X	Grasshoff Brigitte	AET12	X	Wöhler Hans	ASG23
X	Hamer Simon	Terma	X	Wössner Ulrich	ASE252
X	Hanka, Erhard	FI552	X	Zumstein Armin	ASQ42
X	Hendrikse Jeffrey	HE Space			
X	Hendry David	Terma			
X	Hengstler Reinhold	ASA42			
X	Hinger Jürgen	ASG23			
X	Hohn Rüdiger	AED65			
X	Hölzle Edgar Dr.	AED32			
X	Hopfgarten Michael	AED32			
X	Huber Johann	ASA42			
X	Hund Walter	ASE252			
X	Idler Siegmund	AED312			
X	Ivány von András	FAE12			
X	Jahn Gerd Dr.	ASG23			
X	Kalde Clemens	ASM2	X	ESA/ESTEC	ESA
X	Kettner Bernhard	AET42	X	Thales Alenia Space Cannes	TAS-F
X	Klenke Uwe	ASG72	X	Thales Alenia Space Torino	TAS-I
X	Knoblauch August	AET32			
X	Koelle Markus	ASA43		Instruments:	
X	Koppe Axel	AED312	X	MPE (PACS)	MPE
X	Kroeker Jürgen	AED65	X	RAL (SPIRE)	RAL
X	La Gioia Valentina	Terma	X	SRON (HIFI)	SRON
X	Lang Jürgen	ASE252			
X	Langenstein Rolf	AED15			
X	Langfermann Michael	ASA41		Subcontractors:	
X	Martin Olivier	ASA43		Austrian Aerospace	AAE
X	Maukisch Jan	ASA43		Austrian Aerospace	AAEM
X	Much Christoph	ASA43		BOC Edwards	BOCE
X	Müller Jörg	ASA42		Dutch Space Solar Arrays	DSSA
X	Müller Martin	ASA43		EADS Astrium Sub-Subsyst. & Equipment	ASSE
X	Pietroboni Karin	AED65		EADS CASA Espacio	CASA
X	Platzer Wilhelm	AED2		EADS CASA Espacio	ECAS
X	Reichle Konrad	ASA42		European Test Services	ETS
X	Runge Axel	OTN/ASA44		Patria New Technologies Oy	PANT
X	Sauer Maximilian Dr.	AED65		SENER Ingenieria SA	SEN
X	Schink Dietmar	AED32		Thales Alenia Space, Antwerp	TAS-ETCA