

1. Introductory information

1. **Machines and devices** - within the meaning of this standard, mean the equipment that the Contractor introduces to the premises of LG Energy Solution Wrocław Sp. z o.o. in order to perform the tasks specified on the basis of agreements and contracts (hereinafter referred to as equipment). The provisions of this standard apply only to external companies (Subcontractors).
2. **Equipment registration** - activities related to checking technical and service documentation (service books, inspection books, equipment insurance, UDT approval and others, depending on legal requirements) and the licenses of operators of individual machines and devices (if required), issuing a passport equipment and its registration in the electronic system. **The inventory of the equipment is kept by the Health and Safety Department of LG ESWA.**

Due to the intended use and application, the following categories of equipment are subject to registration:

- a. **handling equipment - these are:**
 - tower and quick-assembly cranes,
 - mobile cranes, portable cranes (HDS),
 - mobile platforms (MEWP's),
 - telescopic loaders + accessories,
 - forklift trucks (all categories),
 - construction cranes, goods lifts.
- b. **construction machinery - they include:**
 - excavators, backhoe loaders, mini-excavators,
 - loaders and construction dumpers,
 - road rollers, asphalt stacker cranes.

3. **Granting the equipment passport** - this is the final stage, which confirms that the equipment meets the specified requirements (current, appropriate and required documentation as well as operators' licenses, confirmation that the equipment is in a proper technical condition).

The registration process is as follows:

- 1) **The Contractor checks the technical condition of the equipment** before introducing it to the plant, using the Checklist (Attachment no.1). The employee who assesses the technical condition on the basis of the list confirms the technical condition assessment with his own signature. Depending on the type of equipment to be inspected, the Contractor selects a dedicated scope of inspection (specific sections of the checklist).
- 2) **The Contractor prepares the required documentation** of the equipment that he wants to introduce to the LG ESWA plant and presents an employee of the Health & Safety Dept. of LG ESWA for verification at least 24 hours before the planned start of works with the use of the above-mentioned equipment

Preparation of documentation consists in:

- a. checking the technical condition of the equipment and completing and signing the checklist,
 - b. fill in the passport form (the passport number is given by an employee of the LG's H&S Dept.),
 - c. completing the equipment documentation - inspection book, equipment insurance, approval of the UDT and checking the licences of device operators (for inspection).
- 3) **The contractor presents the completed and complete documentation personally** for inspection by an employee of the LG ESWA Health & Safety Department. After successful verification, the equipment is registered in the system. A signed passport with the assigned number should be placed on the device to which it relates, in a visible place - it is tantamount to the possibility of introducing it to the premises of LG ESWA and starting work with its use.

Submitting incomplete or incomplete documentation for verification will be tantamount to the inability to register the equipment!

Remember!

The Contractor who delivers to the premises of LG Energy Solution Wrocław Sp. z o.o. own or rented equipment is fully responsible for it. Transport of the equipment must be organized in accordance with the safety rules in force at the plant.

An employee of an external company (rental company) from which the Contractor rents the equipment must be informed by the Contractor about the conditions and safety rules in force on the premises of LG ESWA before entering the premises of the plant.

The Contractor or a person designated by him is responsible for organizing safe entry to the premises of the plant and for notification.

Personal protective equipment that is mandatory when transporting and unloading equipment on the premises of the plant is:

- a protective helmet,
- workwear,
- S3 class safety shoes,
- warning vest.



Depending on the place of delivery of the equipment, the Contractor arranges its safe unloading. If the conditions so require, he is obliged to appoint an observer who will be responsible for traffic safety in the area of unloading or loading the equipment

2. Conditions of equipment parking on the premises of the plant

1. **The Contractor organizes a safe place to park the equipment** on the premises of the LG ESWA plant only after obtaining the consent of the Responsible for the area where the Contractor performs the work and wants to leave the equipment. **Leaving them at the Contractor's discretion is prohibited.** In case of doubt, the person responsible may agree the introduction with the building supervisor from the **INFRA TFT Department**.
2. **Equipment parking place:**
 - cannot be threat to the safety of employees or third parties,
 - cannot be located in the course of communication routes, fire and evacuation routes, in the light of fire doors or gates. The equipment must not block access to the plant's fire-fighting equipment and systems and other elements affecting collective safety.
 - it must be located away from flammable and hazardous materials,
 - **must be properly fenced off and marked.**
3. **The equipment parking / storage area must remain fenced and marked with appropriate labels** (Attachment no. 3). The zone is fenced off by means of white and red cones or white and red plastic chains, placed in a stable position, secured against tipping over. The use of plastic or fabric tapes of a white and red color is prohibited. **The Contractor (user) is responsible for fencing and marking the equipment stopping area.**
4. **If the Contractor has commissioned works on the higher floors of the plant's buildings** and will use equipment such as mobile platforms as part of the work - before their introduction for these levels, the Contractor must obtain the consent of the Responsible for the area due to on the load-bearing capacity of the ceilings of individual levels. Contractor's obligation is to inform the Ordering Party and the Responsible for the area about the necessity to use such equipment at the time prior to the issuance of the work permit. **Entering equipment to levels of buildings on their own, without the consent of the Responsible for the area is forbidden.**
5. **Battery operated equipment is subject to special supervision.** Mobile platforms or other battery-powered equipment of the Contractor must be equipped with portable extinguishing agents in accordance with the device manufacturer's operating instructions. If the instruction does not provide for such measures, the Contractor shall provide, on his own, for each of the devices, a technically efficient fire extinguisher with a mass of at least 6 kg extinguishing agent, intended for extinguishing fires of ABC groups. **In the internal areas of the plant, such machines may only be parked and only after obtaining the consent of the Area Responsible.**
6. **The parking of battery-powered equipment and its charging during the day shift (7:00 am - 7:00 pm) takes place under the supervision of persons designated by the Contractor (equipment user).** Between 7:00 pm -7:00 am, the equipment may be charged only with the consent of the Responsible for the area and with his consent to supervise the charging process by his employees (LG ESWA employees). If it is not possible to supervise the charging of the equipment - its charging is prohibited.
7. **The equipment is charged with the use of charging devices dedicated by the manufacturer** with the use of power cables (extension cords) made with resistance class at least IP 44. The user (Contractor) is responsible for the efficiency of these devices. The routing of power cables from the power source to the equipment should be organized in a safe manner, so that the cables are not exposed to damage (e.g. hitting) and do not endanger the safety of third parties.

The storage of fuel used to power the equipment in the internal areas of the LG ESWA plant and other places not intended for this is prohibited. The Contractor is obliged to discuss this issue with the Responsible for the area!

Remember!

The Contractor (user) specified in the passport of the device is responsible for the safety of the equipment stoppage. Lending the equipment to third parties does not relieve the relevant user of their full responsibility for the equipment.

The contractor (user) is obliged to properly secure the passport and labels marking the equipment parking zone against the adverse effects of weather conditions. Damaged or illegible documentation is invalid.

For each piece of equipment introduced to the premises of the LG ESWA plant, the Contractor (user) provides material means for the elimination of any leaks (oil, etc.) - i.e. sorbent and cleaning cloth in the necessary amount.

In the event of a failure of the equipment - the Contractor secures and marks it and immediately submits it to a professional service. The Contractor cleans the place of the leak on his own. If the situation requires it, the Contractor is obliged to call the Company Fire Department.

Use of third-party equipment without express written permission is prohibited. The contractor is obliged to properly secure the equipment and its controls against unauthorized access by third parties.

Charging the equipment with the use of damaged or inoperative devices is prohibited. The Contractor (user) bears the costs for damages resulting from a failure resulting from the use of such equipment.

3. Instructions for completing the documentation

1. **Assessment of the technical condition of the equipment** - The contractor (user) completes the data in the Checklist in accordance with the equipment documentation - completing the gray fields (Attachment no. 1).
2. **Registration number** - given by an employee of the LG's Health & Safety Dept. at the time of issuing the passport (Attachment no. 2), **the data below is entered by the person who checks the technical condition (Fig. 1)**



LISTA KONTROLNA MASZyny
machine control checklist

Numer ewidencyjny registration number	Given by LG ESWA H&S Dept.
Nazwa Wykonawcy Contractor's name	4 CONSTRUCTION
Imię i nazwisko osoby kontrolującej name & surname of the controlling person	Jan Kowalski
Typ i nazwa maszyny type & name of the machine	Podest ruchomy, GENIE GS-3230
Numer seryjny serial no. (nameplate)	GS12403-121245
Numer dopuszczenia UDT UDT approval number	N3710002222

Fig. 1 Device data

3. As part of the technical condition assessment, the **GENERAL REQUIREMENTS** and, depending on the type of equipment, the **DETAILED REQUIREMENTS** (Fig. 2) are completed - by **marking the X** in the appropriate field - in this case it is a mobile platform.

WYMAGANIA OGÓLNE general requirements	TAK yes	NIE no	N/D n/a
Aktualne dopuszczenie UDT valid UDT approval	x		
Aktualne uprawnienia operatora valid operator license	x		
Aktualne ubezpieczenie OC valid insurance	x		
Czytelna tabliczka znamionowa readable nameplate	x		
Dowód rejestracyjny (ważny przegląd) evidence of registration (valid review)			x
Gaśnica min. 4 kg fire extinguisher min. 4 kg	x		
Książka eksploatacji exploitation book			x
Książka przeglądów, konserwacji inspections, maintenance book	x		
Opory bez uszkodzeń tires without damage	x		
Sprzęt do likwidacji wycieków leak removal kit	x		
Sygnalizator pomarańczowy warning light	x		
Sygnal cofania reversing signal	x		
Sygnal dźwiękowy w kabinie operatora horn in the cab	x		
Wycieki oleju, paliwa, hydrolu oil, fuel, hydrol leaks		x	
Wyciąg spalin exhaust extraction			x
WYMAGANIA SZCZEGÓŁOWE – PODESTY RUCHOME detailed requirements – mobile platforms	TAK yes	NIE no	N/D n/a
Bateria sprawna, bez wycieków battery in good condition, without leaks	x		
Sprawne elementy sterujące functional controls	x		
Sprawne i kompletne obarierowanie functional and complete barriers	x		
Sprawne punkty kotwiczące functional anchor points	x		
Sprawne przewody ładujące functional charging cables	x		
Sygnal opuszczania podestu signal to lower the platform	x		
Zabezpieczony dostęp do elementów sterujących secured access to controls	x		

Fig. 2 Assessment of general requirements and specific requirements for a mobile platform

Remember!

An employee completing the machine's checklist checks the correctness of the data in the machine's documentation and other documents. The data entered in the list must be consistent with the facts.


The registration number in the checklist is assigned by an employee of the LG ESWA Health and Safety Department at the time of successful documentation verification. The number on the passport of the device is the same as the number on the checklist.

The data entered in the general requirements and detailed requirements must be consistent with the facts. A machine whose basic systems are not operational cannot be approved for use on the premises of LG ESWA.

In the event of a hardware failure, the issued passport becomes invalid. The contractor is obliged to neutralize any leakage and call a specialized service in order to repair the machine immediately. The failure of the machine should be reported to the employee of the Health and Safety Department of LG ESWA - the machine should be marked "FAILURE" for the time of repair, and if it threatens the safety of employees or third parties, it should be removed from the plant.

The place of equipment failure in the event of a leak. The Contractor (user) is obliged to properly clean up, if necessary - notify the Company Fire Department.

4. The completed checklist is signed by the inspector in a designated place (Fig. 3)

	
Podpis kontrolującego <i>controlling person signature</i>	Podpis przedstawiciela BHP LG ESWA LG ESWA EHS signature

LG Energy Solution Wrocław Sp. z o.o. - Safety & Health Department

2 | Strona

Fig. 3 Signature place on checklist

5. The completed checklist is delivered by the Contractor (user of the equipment), along with a complete set of documents and a completed passport, to the office of the LG ESWA Health and Safety Department for inspection. After successful verification of the documentation, the equipment receives a registration number that is placed on the passport and checklist. The Contractor places the passport in a place visible on the equipment, the checklist remains in paper form at the LG ESWA H&S office.)

PASZPORT MASZINY MACHINE INFORMATION TAG			
Numer ewidencyjny <i>registration number</i>		Given by LG ESWA H&S Dept. <i>Nadany przez Dział BHP LG Given by LG EH&S Team</i>	
Miejsce pracy i postoju <i>Place of work and stopover</i>		PACK 1, Magazyn PANIOS, poziom 1 <i>Numer budynku, nazwa obszaru, numer piętra building number, area name, floor number</i>	
Typ i nazwa maszyny <i>type and name of machine</i>		Podest ruchomy, GENIE GS-3230	
Numer UDT <i>UDT number</i>	N3710002222	Operatorzy maszyny <i>machine operators</i>	
UDT ważne do <i>UDT valid until</i>	31.12.2022	Imię i nazwisko <i>name & surname</i>	
OC ważne do <i>insurance valid until</i>	31.12.2022	Piotr Nowak <i>Numer telefonu name & surname</i>	
Podpis Specjalisty BHP LG / <i>Signature of LG EH&S Specialist</i>		+ 48 501 601 701	
		Imię i nazwisko <i>name & surname</i>	
		Numer telefonu <i>name & surname</i>	
		-	
		-	
LG Energy Solution Wrocław Sp. z o.o.		Nazwa Wykonawcy <i>Contractor's name</i>	Kierujący zespołem / EHP (Imię, nazwisko) <i>Work Supervisor / EHS (name, surname)</i>
		4-CONSTRUCTION	IAN KOWALSKI
			Numer telefonu <i>phone number</i>
			+ 48 500 600 700

Passport completed and signed by an employee of the H&S Dept. of LG ESWA with the assigned registration number. The Contractor (user) is obliged to laminate and place it in a visible place on the equipment it concerns. Equipment that does not have a passport or the passport is damaged or illegible - cannot be used - it is recommended to prepare 2 copies of the passport at the time of registering the equipment.

Note: For each piece of equipment, it is allowed to indicate a maximum of 2 operators, all data in the passport are mandatory. The operator of the equipment to which it has been assigned is also responsible for safely leaving the equipment in a place designated for parking in accordance with the conditions described in this standard.

At the request of the Responsible for the area where the Contractor organizes the equipment standstill - the operator designated to operate it, leaves the control devices (remote control) to the agreed safe place, if it is necessary to move the equipment to a safe place. This activity is performed only by an authorized employee.

Remember!

The Contractor (the user of the equipment) is responsible for the control of access to the devices controlling devices (remote controls, keys, etc.).

The Contractor (user of the equipment), whose equipment is registered and the operator, is responsible for the consequences of unauthorized use of the equipment by unauthorized employees, which did not protect access to the supported equipment.

The registration number on the equipment passport is assigned by an employee of the LG ESWA health and safety department at the time of successful verification of the equipment documentation. One passport is assigned only to one specific piece of equipment and cannot be used to mark several different pieces of equipment.

Registering the equipment and issuing a passport does not release the Contractor (user) from the obligation to monitor the requirements specified in the equipment documentation. It is the responsibility of the Contractor (user) of the equipment to check the validity of UDT certification, the validity of insurance or the validity of operators' rights.

Equipment with validity of UDT approval, insurance cannot be used during works on the premises of LG ESWA.