

General requirements to the order of performing works / rendering services on VGR territory (Kaluga)
Version: 2022-03-02

PUBLIC
ОБЩЕДОСТУПНО

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These General requirements to the order of performing works / rendering services on VGR territory (Kaluga) are applied when performing works/rendering services on the VGR territory in the part applicable to the process of works performance / services rendering. Sections 1; 2; 3.1; 5.1; 8 are binding on all Counterparties.

If the Counterparty engages third parties (subcontractors), the Counterparty is obliged to ensure that they comply with these General requirements to the order of performing works / rendering services on VGR territory (Kaluga).

1. Labor safety requirements

1.1. General Requirements

The procedure for the organization and performance of works and rendering services on the VGR territory is determined by the document "Requirements for occupational safety and health care imposed on Contractors". The contents of these requirements may be found on the VOLKSWAGEN Group suppliers' platform "B2B-Lieferantenplattform", placed in the Internet at: www.vwgroupsupply.com (hereinafter referred to as the Platform) (section Cooperation — Procurement Conditions new — Volkswagen Group Rus — General Procurement Terms & Conditions — Requirements for occupational safety and health care imposed on Contractors). Prior to the start of work, the Counterparty is obliged to submit to the VGR Labor Protection Service a completed Contractor's Card issued as per the form specified in Appendix 1 to the indicated document.

1.2. Provision with workwear

The counterparty is obliged to provide its employees working on the VGR territory with all necessary workwear, special footwear and other personal protective equipment, depending on the type of work, responsibilities and possible risk.

Throughout the entire period of Work on the VGR territory, the Counterparty's employees are required to have the Counterparty's identification logo printed on workwear.

2. Compliance with the requirements of access and intra-facility regulations

The Counterparty is responsible for compliance by its employees with the requirements of the access and intra-facility regime established on the VGR territory in accordance with the local VGR regulations.

3. Fire safety requirements

3.1. Compliance with fire regulations

While performing works / rendering services, the Counterparty is responsible for strict compliance with the requirements of the fire protection regime established on the territory of the VGR, and also maintains its premises, work areas and storage in accordance with the "Rules of the fire protection regime in the Russian Federation".

3.2. Conducting briefings on fire safety measures

The Counterparty shall ensure providing primary, unscheduled and repeated briefings on fire safety measures with all employees with a mandatory signature in the briefing register.

3.3. Permission to carry out welding works

While carrying out planned welding and other fire-hazardous works on the territory of VGR, the Counterparty issues a temporary permit for their conducting and coordinates it with the management of the workshop (department) and the fire department instructor or the plant fire safety department PS 056 27200 080 Carrying out fire-hazardous works. At that, the Counterparty independently brings the place of these works into a fire-safe state and provides it with the necessary fire extinguishing means, as well as ensures control over the progress during the works and for one hour after their completion.

4. Requirements for ensuring connection of energy resources

All work must be performed and commissioned by the Counterparty in accordance with the requirements of the PUE, PTEEP, POT, GOST, SNiP, instructions of manufacturers and other regulatory and technical documentation of the Russian Federation.

Before planning the work and sending a commercial offer, the Counterparty must coordinate with VGR, including the energy and mechanical department:

- the equipment and materials used with the provision of certificates confirming their quality;
- required energy carriers and resources, including the capacity to connect electrical and technological equipment.

5. Performance of the electrical part of works

Performance of the electrical part of works must comply with the requirements of state standards, construction codes and other regulatory and technical documents (PUE, PTEEP, POT, SNiP, GOST, etc.) to be applied when performing works on the territory of the Russian Federation. Ensure safety of people, operational modes and protection of electrical installations and equipment.

When performing the electrical part of works related to the organization of VGR equipment power supply, the Counterparty is also obliged to comply with the following requirements of the VOLKSWAGEN Group: VW standard (portal VW AG: [KELH B03-03, 04 Anlagenelektrik](#)), the list of materials allowed for use (portal VW AG: [Betriebsmittelvorschriften](#)), regulations (portal VW AG: [KELH IV-MgU-I-B09 Anlagenelektrik](#)), as well as the requirements contained in VGR policies, process standards and working instructions.

In order to obtain an up-to-date version of the above documents containing the requirements of the VOLKSWAGEN Group and VGR, the Bidder must contact the VGR planning specialist responsible for the project in the division before submitting a CO.

The Bidder confirms by submitting a Commercial offer, that he is familiar with the contents of the above documents containing the requirements of the VOLKSWAGEN Group and VGR, fully accepts their provisions and, if the Contract is concluded, shall fulfill his obligations under the Contract in accordance with the requirements of these documents.

Before acceptance and commissioning tests and comprehensive testing of equipment, the Counterparty must independently verify compliance with the Rules of technical operation of consumers' electrical installations, Rules for the deployment of electrical installations, construction codes and regulations, state standards, labor safety rules, explosion- and fire-safety rules, manufacturer's instructions, installation instructions for equipment. This requirement does not substitute a joint inspection with the VGR representatives as a part of the acceptance commission.

6. Requirements in the field of environmental protection

6.1. Compliance with environmental requirements

All employees of the Counterparty working on the VGR territory are obliged to comply with the environmental legislation of the Russian Federation and the rules on environmental protection in force on the VGR territory.

6.2. Introductory briefing on environmental protection

Before starting work, all employees of the Counterparty working on the VGR territory and the head of the Counterparty's works are required to pass an introductory briefing of VGR in the field of environmental protection.

6.3. Waste management

Removal of waste generated as a result of the works performed is carried out independently and in a timely manner by the forces and means of the Counterparty. Location of the waste storage containers is coordinated with the VGR Department of Environmental Protection and Environmental Strategy. The Counterparty is obliged to provide the VGR representative upon request with a waste disposal contract and certificates confirming the transfer of waste.

It is prohibited to store waste in the VGR territory without authorization.

In case of environmental damage caused as a result of the Counterparty's activities, the Counterparty is obliged to eliminate the damage caused, as well as to compensate VGR for the costs incurred in this regard.

6.4. Handling technological production fluids

It is prohibited to drain technological production fluids (including washing) and/or discharge waste generated from their use into the VGR sewage systems, as well as into both surface and underground water bodies, catchment areas and soil.

7. Requirements to storage of materials, repair of equipment

7.1. Provision of a place to deploy necessary equipment

The Counterparty is obliged to coordinate with the VGR the list of equipment, devices, materials, tools, fixtures, fittings and inventory necessary for the performance of work / rendering services, ensuring the economic activities of employees and purchased to meet obligations under the Contract (if there is a corresponding requirement from VGR).

FGR provides at the request of the Counterparty a place for deployment and storage of equipment and tools / devices of the Counterparty necessary for performance of work / provision of services under the Contract, exclusively for the duration of such work / provision of such services.

The Counterparty is obliged to coordinate the procedure for using the necessary areas and premises during works performance with the VGR representative (responsible for the project) before transferring the commercial offer to VGR.

7.2. Identification of the deployment place

The place of the materials and equipment deployment must be enclosed by the Counterparty with a warning tape. The Counterparty has to place on materials the information sheets containing information about:

- name of the Counterparty;
- contact details of the Counterparty (including phone number, position of the contact person);
- subject, date and number of the Contract;
- term of deployment.

7.3. On the VGR enterprise territory, the Counterparty is prohibited without the consent of the VGR:

- to leave unused equipment;
- to carry out repair of equipment;
- to store spare parts for repair of equipment and tools.

7.4. Distribution of responsibility for the safety of the Counterparty's property

The Counterparty is responsible for the safety of the property belonging to him, including machinery, appliances, tools and materials placed and stored by him on the VGR territory.

VGR is not liable for the lost/damaged property of the Counterparty.

8. Certification requirements

The counterparty guarantees VGR that all goods and materials used to perform the work/provide services, including equipment, fixtures, tools, raw materials, materials, chemical materials, personal protective equipment, etc., complies with state regulatory requirements for labor protection, safety requirements established by the Technical Regulations of the Customs Union and other regulatory legal acts of the Russian Federation, and provides necessary documentation to VGR.

9. Requirements to the chemical materials used

Chemical materials used by the Counterparty in the performance of work/provision of services must comply with the requirements of regulatory legal acts of the Russian Federation for the safety of these materials, have a safety data sheet for the chemical product and its formulation, a declaration or certificate of conformity provided to VGR by the Counterparty simultaneously with the commercial offer.

Before submitting a Commercial offer, the Bidder must contact a labor protection specialist in order to approve the use of chemical materials on the VGR territory.

The Bidder confirms by submitting a Commercial offer, that he is familiar with the contents of the above requirements, fully accepts their provisions and, if the Contract is concluded, shall fulfill his obligations under the Contract in accordance with these requirements.

VGR reserves the right to assess the chemical safety of chemical materials on the basis of the safety data sheet and the formulation of the chemical product, declaration or certificate of conformity. This documentation shall be provided ~~to the specialist of the testing laboratory department~~ to the occupational safety specialist of VGR before the use of chemical materials.

When performing work/providing services is strictly prohibited to the Counterparty without consent of VGR to use silicone in any form, materials containing silicone or asbestos, as well as materials that have a harmful effect on the paint layer of the car, for example, PCB (Polychlorbyfevinil). Additional requirements in this part to be fulfilled by the Counterparty are contained in Article 20 of the GPC.

In case of revealing harmful effects of chemical materials used by the Counterparty in the performance of work/provision of services, the Counterparty is obliged at the request of the VGR to replace such materials and/or stop using them within the time limit set by VGR.

10. IT works performance

Performance of the IT part of works must comply with the requirements of regulatory technical documents (PUE, PTEEP, POT, SNIIP, GOST, etc.) to be applied when performing works.

When performing the IT part of work, the Counterparty is also obliged to comply with the requirements of the VOLKSWAGEN Group and requirements contained in the VGR policies, process standards and work instructions.

In order to obtain an up-to-date version of the above documents containing the requirements of the VOLKSWAGEN Group and VGR, the Bidder must contact before submitting a Commercial Offer the specialist of the VGR IT and Business Process Reengineering department (responsible for the project from the IT department).

The Bidder confirms by submitting a Commercial offer, that he is familiar with the contents of the above documents containing the requirements of the VOLKSWAGEN Group and VGR, fully accepts their provisions and, if the Contract is concluded, shall fulfill his obligations under the Contract in accordance with the requirements of these documents.