

Health, Safety & Environmental/ Quality Guidelines Contractor and Visitor Safety Program

1.0 PURPOSE AND SCOPE

The purpose of this procedure is to ensure contractors, vendors and visitors at Dallas Airmotive Inc. (DAI) facilities comply with all applicable health, safety, environmental, and quality policies. When personnel visit our facilities, it is essential that we take precautions to ensure they are aware of our safety requirements before they are allowed access to the site.

Depending on the nature of the visit, a safety introduction may be all that is required. In some situations, when contractors are scheduled to work onsite, the contractor must go through an approval process (referenced below) and complete a Work Permit prior to starting work. This procedure identifies the type of controls required for contractors, vendors and visitors.

Listed under *References* below are other procedures related to the procurement of contractor services. These procedures must be coordinated with the contractor before work can commence.

This Procedure is applicable to all personnel who are not resident employees at the facility including personnel from other BBA locations. Other formalized processes can be used in lieu of this Procedure if they are effective in ensuring the health and safety of all personnel and ensure that the impact on product or the quality system is considered.

2.0 OWNERSHIP AND APPROVAL

The BBA DAI HSE Director owns this procedure. Any revisions must be approved by the owner or designee.

3.0 DEFINITIONS

- 3.1 *Contractor* – Any third-party organization or person working on DAI premises. This includes electricians, mobile equipment repair services, painters, general contractors, etc.
- 3.2 *DAI Authorized Representative* – A DAI employee or contractor assigned to contractor oversight activities
- 3.3 *Host* – DAI point of contact for the visitor
- 3.4 *Large Scale Project* – A project involving a General Contractor and/or multiple subcontractors which has unique safety concerns or complexities
- 3.5 *Project Manager* – DAI employee responsible for the project and management of the contractor
- 3.6 *Small Scale Project* – A project involving a single contractor which can be managed by the Host or designated facility representative
- 3.7 *Vendor* – Any outside personnel providing a routine service (e.g. Vending machine maintenance, janitorial services, lawn care services, shop towel service, etc.)

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- 3.8 *Visitor* – Any person, including DAI personnel, who are guests at the facility and who do not perform work activities. Visitors include sales people, delivery personnel, guests, etc.

4.0 REFERENCES

- 4.1 SA-016 Outside Contractor Safety Agreement
- 4.2 SA-017 Outside Contractor Safety Information Sheet
- 4.3 SA-060 HSE/Quality Management of Change review Form
- 4.4 SA-061 Work Permit
- 4.5 SA-071 HS&E Regulations for Visitors & Contractors Brochure
- 4.6 SA-072 Contractor Safety Acknowledgement
- 4.7 OP 740-1: Purchasing – Supplier, Subcontract, General
- 4.8 ISO 9001:2008: RSQM
- 4.9 ISO 14001:2004: EMS OP-1000-1
- 4.10 Environmental Terms and Conditions (BBA Aviation DAI Website)
- 4.11 Safety and Environmental Guidelines - BBA DAI (Hot Work Permits, Confined Space Permits, etc.)
- 4.12 FA-003 Vendor Add/Change Request form
- 4.13 FA-005 New Vendor Initiation
- 4.14 Repair Station/ Quality Manual 5.4 Planning

5.0 CONTRACTOR APPROVAL PROCESS

Listed below is the process for a vendor/contractor to become “approved” to conduct work at DAI facilities:

- 5.1 The DAI representative requesting a vendor will be responsible for providing the vendor with the necessary forms, initial set-up requirements and safety requirements referenced below
- 5.2 FA-005 New Vendor Initiation Form including attachment of W9 Form (IRS Tax ID). FA-005 New Vendor Initiation (or FA-003 Vendor Add/Change Request) form along with the Outside Contractor's W9 Form needs to be sent (fax or email) to BBA Aviation USA; A. P.; 201 S. Orange Ave, Suite 1400 Orlando FL, 32801.
- 5.3 Certificates of Insurance as required by Environmental Terms and Conditions. The facility address must be shown as an “additional insured” and listed as the Certificate Holder for the Contractor's insurance coverage.
- 5.4 If in the event an Outside Contractor does not have the required insurance, General Purchasing will forward a copy of the Purchase Request to the Legal Department and have them review and talk to the Outside Contractor about the liability requirements. No Purchase Order number will be issued unless approved by the Legal Department
- 5.5 Signed Outside Contractor Safety Agreement – SA-016. This signed agreement acknowledges that the Contractor has reviewed the Outside Contractor Safety Information Sheet (SA-017) and understands the Company policy on work permits, emergency response, waste generation, spill response, smoking policy and general safety rules.

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- 5.6 Forms sent for initial set up to be kept on file electronically and maintained by the Purchasing Department. The Safety Agreement (SA-016) and Insurance Certification(s) require annual update.
- 5.7 Contractor Safety Information Request Form requesting the following information shall be required for all large scale projects where outside contractors require additional oversight due to the complexity of the project and associated hazards:
 - Safety representative name & contact information
 - Total Case Incident Rate (TCIR) and Days Away, Restrictions, Transfers (DART) rate for the preceding three years
 - Verification that contractor has written safety program
 - Verification that contractor will be able to make training records available upon request
 - Verification that contractor will produce certifications or training records for trades and activities that require them (e.g. welding, forklift operation, etc.)
- 5.8 Information contained in the Contractor Information Request Form referenced above will be reviewed by the HSE Department and if necessary, the HSE representative will be responsible for discussing concerns with the contractor. If safety issues cannot be mitigated or addressed, HSE will inform Purchasing and the P.O. Requester of the issue.
- 5.9 Once all of the above items have been satisfactorily addressed, an Outside Contractor may be added to an approved Outside Contractor list and a Purchase Order (P.O.) for work may be issued.

6.0 PROCEDURE

- 6.1 All visitors, vendors and contractors must be managed by a DAI authorized representative who is responsible for their compliance with safety and quality policies while on DAI premises. The purpose is to have an identified point of contact that can represent the third-party while they are on site.
- 6.2 All contractors, vendors and visitors must sign in when they arrive on site. The DAI point of contact shall be listed on the sign-in log. Requiring all personnel to sign-in ensures that they can be accounted for during an emergency
- 6.3 Additional project related sign-in logs or Safety Acknowledgement Forms may be required for large scale construction projects which a designated access point other than the main entrance is used
- 6.4 All Contractors will enter each BBA Aviation DAI site through the main port of entry.
 - 6.4.1 Forest Park: Main Bomar Ave. Gate / Front Office
 - 6.4.2 Heritage Park: Main DAI Office South
 - 6.4.3 Neosho: West Entrance
 - 6.4.4 RTCs: Main Entrance
 - 6.4.5 Alternate entrance arrangements may be necessary when main entrance is not staffed or blocked; or it is more feasible to bring contractors through an entrance closest to the work being performed at the facility.

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- 6.5 The reception person or DAI authorized representative will sign the Contractor into the facility and issue them the HS&E Regulations for Visitors & Contractors Brochure (SA-071)
- 6.6 The reception person will contact the Host when visitors arrive at the main entrance
- 6.7 The DAI authorized representative or Host is responsible for reviewing all applicable safety requirements with the contractor, vendor or visitor. If the DAI authorized representative or Host determines that they lack sufficient information to provide a thorough safety review, assistance shall be requested from the HSE representative.
- 6.8 The DAI authorized representative will ensure safety glasses and shoes are worn when in the production, warehouse or construction areas. If the visitor does not have their own, the DAI authorized representative or Host can provide safety over-shoes and safety glasses, or withhold permission to enter the area until these items are obtained.

Guidelines for Visitors

- 6.9 Visitors are to be escorted by facility DAI personnel at all times when entering a production area. Escorts are not required in office areas unless the visitor is a foreign national subject to ITAR requirements at U.S. locations.
- 6.10 If it is necessary for a visitor to enter a production area, he / she shall be prohibited from interfering with production activities or detracting employees from working safely
- 6.11 Visitors should be restricted to walkways when possible and walk at the side of aisles used for vehicles.
- 6.12 At the conclusion of the visit, the visitor must sign-out and return the visitors badge and borrowed personal protective equipment.

Guidelines for Vendors

- 6.13 Vendors, who routinely visit the facility to service vending machines, provide uniform services or make sales calls must register at the front desk or with Security prior to coming on site.
- 6.14 The point of contact (Host) must conduct a safety orientation with the vendor annually. The safety orientation is required for each of the vendor's employees who come on site.

Guidelines for Contractors (Including Work Permit)

- 6.15 The DAI authorized representative will:
 - 6.15.1 Issue HS&E Regulations for Visitors & Contractors Brochure (SA-071) containing the safety requirements
 - 6.15.2 Establish a control point to ensure no unauthorized personnel enter the facility or work zone
 - 6.15.3 Ensure all visitors / contractors receive a safety orientation. This may include a review of the SA-071 Brochure and verification that personnel have read and understood what it says.
 - 6.15.3.1 For projects involving numerous contract personnel who may arrive on site at various times throughout the day, they can be

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allowed to work without the safety orientation if under the direct supervision their trained Lead/Supervisor who is responsible for their actions. The untrained employees will not receive a badge until training is completed. At no time will more the five untrained workers be allowed to work without a safety orientation.

- 6.15.4 Ensure all sign the Safety Acknowledgement Form. The Acknowledgement only needs to be signed once annually verifying they have received a safety orientation and will comply with the rules
- 6.15.5 A list of contractors who have completed the orientation and signed the acknowledgement will be maintained in the Safety/Contractor folder in docTrack.
- 6.15.6 Issue a uniquely numbered badge which is recorded in the visitor log or the Safety Acknowledgement Form. Badges must be collected at the end of the work day to prevent them from being used by others who may not have been trained. Issuing the same badge number on consecutive days will reduce delays associated with issuing badges.
- 6.16 Provide the contractor with the following instructions:
 - 6.16.1 Where to park vehicles
 - 6.16.2 How to segregate waste materials resulting from the project.
 - 6.16.3 How to report injuries, property damage, environmental incidents and near-misses
 - 6.16.4 How to respond in an emergency. Explain exit routes, shelter locations and gathering locations
 - 6.16.5 Daily job clean-up requirements
 - 6.16.6 How to ensure impact to product or the quality system is mitigated.
- 6.17 Conduct a job walk with the contractor prior to starting work. A job walk may have been conducted during the bid proposal process; however, a job walk is required on the first day of the project to discuss job specific issues and ensure all safety and quality procedures are understood and agreed upon.
- 6.18 At completion of the job walk, the contractor must complete the Work Permit (SA-061). Instructions for completing the Work Permit are listed below.
- 6.19 The DAI authorized representative will review the Work Permit to ensure all safety hazards, quality concerns and mitigation measures have been identified.
- 6.20 DAI will audit the contractor routinely throughout the day to ensure safety and quality procedures are followed. Results of the audit will be listed on the Work Permit.
- 6.21 Should the scope of work change, the contractor and DAI shall modify the permit accordingly, or issue another permit where significant changes are expected.
- 6.22 Contractor will turn over any operating manuals, installation guides and warrantee materials at completion of the project.
- 6.23 Contractor is required to provide safety data sheets (SDS) for all hazardous chemicals brought on site.
- 6.24 For work scheduled after normal working hours and weekends, the DAI authorized representative will inform appropriate personnel and HSE as soon as possible to ensure processes are in place for safety orientations, audits, building security, parking, etc.

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7.0 WORK PERMIT REQUIREMENTS

A Work Permit is required for all work conducted by contractors. The purpose is to ensure that consideration has been given to any contractor activity that has the potential to impact human health, the environment, property, or product. The Work Permit is designed to help identify concerns and provide documentation for the safe completion of the project.

When the same work (e.g. lighting retrofit) is conducted in multiple buildings or work areas, only one Work Permit is required. If the same contractor is employed to perform different activities such as roofing repair and pumping installation, separate Work Permits are required for each job due to the differences in the scope of work and unique safety concerns that the projects may have. Permits are good for one work day. Permits may be authorized for up to one week if the project lasts longer than one day and is a continuation of the same work scope and the contractor is audited routinely to ensure compliance.

7.1 Work Permit Completion Instructions

The contractor is responsible for completing the Permit which must be reviewed by the DAI authorized representative or HSE representative. Below are topics listed on the Permit that shall be addressed prior to starting work. Each item that is applicable to the project shall be checked (✓) on the permit indicating that it is a requirement.

- Verify a PO has been issued – this will ensure the following requirements have been met:
 - Form SA-016; Outside Contractor Safety Agreement – *this should be completed prior to issuance of a P.O.*
 - Form SA-017; Outside Contractor Safety Information Sheet – *this should be completed prior to the issuance of a P.O.*
 - Certificates of insurance as required by DAI – *this should be received prior to issuance of a P.O.*
- Form SA-060; HSE/Quality Management of Change Review Form (*if applicable*) – *required for most projects*
- Pre-work interview with DAI HSE personnel (*if applicable*) – *required when additional information is needed from the contractor*
- Available, applicable contractor safety program documentation (*specify*) – *list any relevant safety documentation provided by the contractor, maintain copies with the Work Permit*

The following Work Permit items are required.

- Have viewed Contractor Safety Orientation? – *each worker must take part in a safety orientation*

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- Have signed safety acknowledgement statement? – *each worker must sign the statement*
- Have received SA-071 safety program summary brochure? – *each worker must be provided a brochure*
- Have received badges? – *each worker must be provided a uniquely numbered badge*

- Scope of work reviewed? – *The DAI authorized representative must understand what activities are being conducted in association with the Permit*
- Job walk conducted? – *A job walk is necessary to visually review the scope of work and its impact on existing operations and safety of personnel*
- Affected personnel notified? – *Personnel in the area where work is conducted must be informed of the activities and potential safety implications*
- Revisions/additions/deletions to Work Permit during course of work (*describe below*)? – *if the scope of work changes, it must be noted on the permit*

PROCESSES

Each one of the processes listed on the Permit represent potential hazards that need to be evaluated. When reviewing the Permit, don't assume that the contractor addressed all the processes that may apply to their work. For example, if "Compressed Gases" box is checked, it may indicate that welding may be one of the tasks associated with the project. In this case, the "Hot Work / Welding" box would also need to be checked and a Hot Work Permit issued.

CONTROLS/INSPECTIONS

The controls and inspections listed on the permit are mitigation measures that must be employed to address the hazards associated with the PROCESSES identified. There are four items which are requirements on most projects requiring a Work Permit. They are:

- Clean-up Requirements (*incl. waste removal*)
- Incident Reporting
- Safety Glasses (ANSI Z87 w/ side shields)
- Safety Shoes (non-slip, safety-toe)

After you review and confirm the PROCESSES as represented by the contractor, review the CONTROL/INSPECTIONS section of the Permit to ensure that the appropriate safety precautions have been identified. This is a critical step in the Permit process and represents an understanding that the contractor knows what safety measures need to be taken. These are also the items that will be reviewed during the auditing process.

8.0 AUDIT VERIFICATION

The DAI authorized representative must ensure audits are performed during project activities. The purpose is to verify the contractor's adherence to the requirements identified in the Permit. During the audit, verify each HSE requirement on the Permit is being followed and that impact to product or the quality system is mitigated. If there is a violation of the Permit conditions where work presents an immediate danger to health and safety, or product, the work shall be stopped immediately and the issue discussed with the contractor.

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If the hazard is not life threatening, the General Contractor or lead contractor/sub representative shall be informed that the issue needs to be addressed. If the violation was a misunderstanding, discuss the process in question and get assurance from the contractor that the violation will not reoccur and allow them to continue their work. If the same violation occurs again or there is a wilful violation of the safety procedures, the contractor shall be prohibited from continuing the work and senior management shall be contacted to determine what further actions will be taken.

During the audit, verify that work was performed safely, instructions were followed and positive comments were received from personnel working in the proximity of the project. Place a checkmark (✓) in the appropriate boxes if the observations were positive and list negative observations in the comments section. It is important to discuss the contractor's activities with personnel working in the area. They are the ones that are observing the contractor throughout the day and may be able to provide additional information.


Comments shall be noted in the comments section of the permit or written on the backside of the Permit if sufficient room isn't available in the comments section.

9.0 RECORDS AND RETENTION

Copies of all Work Permits will be maintained on file for a minimum of one year by the HSE representative.

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10.0 ATTACHMENTS



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Work Permit

Instructions for completion of the Work Permit are located in HSE Guideline 3800, Contractor & Visitor Safety Program. Contractor to complete Permit and reviewed by authorized DAI representative.

Work performed by (*Contractor*): _____

Start Date: _____ End Date: _____

Work Description & Location: _____

All work/projects require the following to be submitted (*check requirements completed*):

- Form SA-016; Outside Contractor Safety Agreement
- Form SA-017; Outside Contractor Safety Information Sheet
- Certificates of insurance as required by DAI
- Form SA-060; HSE Management of Change Review Form (*if applicable*)
- Pre-work interview with DAI HSE personnel (*if applicable*)
- Available, applicable contractor safety program documentation (*specify*)
Specify:

All Contractors and Sub-contractors:

- Have viewed Contractor Safety Orientation?
- Have signed safety acknowledgement statement?
- Have received safety program summary brochure?
- Have received badges?

- Scope of work reviewed? Job walk conducted? Affected personnel notified?
- Revisions/additions/deletions to Work Permit during course of work (*describe below*)?

Comments/Notes: _____

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