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11	12.11.12	K. Gehrke	new company name, delete Guardianstraße
12	13.11.12	K. Gehrke	new company name
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15	12.04.2013	B. Schöbel	Adjustments according to German version

1 Purpose and Scope

This process instruction lays down the requirements for the orderly behaviour of external companies and their employees. The needs of occupational safety, fire protection and environmental protection are given special attention.

This process instruction applies for all external companies which carry out work on the works site of Hanwha Q CELLS GmbH works site Thalheim (repair and assembly work, services, cleaning and maintenance work).

2 Responsibility and Authority

Environment, Health and Safety (EH&S): Responsible for introducing, updating and monitoring the process instruction.

The division / department managers of Hanwha Q CELLS GmbH who have issued the respective order are responsible for the process instruction being implemented on the Hanwha Q CELLS works site Thalheim.

2.1 External company coordinator

The (division / department) managers of Hanwha Q CELLS GmbH who have issued the respective order are responsible for the deployment of external companies in accordance with point 1. They appoint a Hanwha Q CELLS external company coordinator who has been trained by EH&S and is responsible for the concrete instruction and supervision of external companies as long as they are active on the works site. The current list of external company coordinators is saved under Y:\EHS\0002_Beauftragtenorganisation.

External company coordinators can also be employees of an external company (e.g. a planning office) who are appointed by Hanwha Q CELLS GmbH. The external company coordinators are trained by employees of the EH&S area. The EH&S training modules for external company coordinators provide training on the following subjects: Access security, facility security, legal requirements when dealing with external companies, the organisation of external company handling.

The training sessions (initial training + further training) for external company coordinators are organised on a regular basis by the Academy in collaboration with EH&S (editorial work and assignment of trainers). After successful attendance of the initial training session, the external company coordinators receive a certificate of appointment. The certificate of appointment is saved in QIMS under the designation FRM-14-01-0025-DE and is issued by EH&S.

Already trained external company coordinators are automatically invited to the further training sessions.

The duties of an external company coordinator in relation to external companies include above all:

- Participating successfully in the EH&S training module for external company coordinators.
- Specifying the access authorisation (area zone, time zone) for employees of the external companies [the access control system is programmed by employees of the control room].
- Providing instruction on the work task and work place.

- Maintaining daily coordination with the person responsible for the area in which the work is being carried out.
- Providing instruction with regard to occupational safety, fire protection and environmental protection and to any other instructions and regulations in force as documented in writing on the form FRM-14-01-0015-EN and in Appendix 6.8.
- Checking that the external companies adhere to the specified instructions and regulations.
- Handing over essential documents and keys to external companies and collecting them again after the work is completed.
- Adhering to, implementing, enforcing and supervising the respective sign in, sign out and approval procedures.

2.2 Representative of the external company

Before work commences, the external company must appoint a representative (construction manager, assembly manager, master craftsman, and foreman) who until completion of the work is responsible to Hanwha Q CELLS GmbH for the deployment of the external company's employees and their behaviour on the works site in accordance with the safety regulations in force. This also applies for changes of employees during the work and for the involvement of sub-contractors. Sub-contractors must be registered in parallel with the Hanwha Q CELLS external company coordinator.

Attention is drawn in particular to the general authority to issue directives held by the person in charge of the respective area and by the security personnel of Hanwha Q CELLS GmbH as landlord.

If several companies are carrying out work simultaneously at one work place, each contractor is responsible for his own employees. If there is a risk of reciprocal hazards, the external companies and Hanwha Q CELLS GmbH must jointly appoint for the external companies in question a coordination representative who is responsible for the reciprocal coordination. The employees of all external companies active in the area as well as all employees of Hanwha Q CELLS GmbH who are also active there must follow the coordination representative's instructions.

2.3 Further responsibilities in Hanwha Q.Cells GmbH

Responsibility for carrying out repair work and assembly work rests with the Head of Maintenance (Production Plants) or the Head of Facility Management (Supply and Disposal Facilities), and for identical work within the context of one project with the respective project manager.

Responsibility for cleaning and maintenance work (office rooms, outdoor facilities, etc.) and for building, repair and servicing work in the administration area and outdoor facilities generally rests with the Head of Facility Management.

Work on the computer and telecommunication systems networks is carried out under the responsibility of the Head of IT in consultation with Facility Management.

Work on fire protection systems and equipment falls under the responsibility of the Head of Facility Management.

The contact person / coordinator for external companies, they have a service contract with Hanwha Q CELLS, has to ensure that these companies hold all relevant regulations and processes at Hanwha Q CELLS (e.g. regulations of the integrated quality-, safety-, and environment man-

agement system). The contact person / coordinator has to verify all commitments with the involved departments of Hanwha Q CELLS.

Any work whose performance requires that the needs of environmental protection are taken into account must be coordinated by the Hanwha Q CELLS external company coordinator with the Environment, Health & Safety (EH&S) area and with the Facility Management department.

Such work includes for example work on the waste water cleaning plant, work on plants in which water-endangering substances are stored or conveyed, work on emission-reducing equipment (e.g. discharge air filters) and work which entails the handling of large quantities of chemicals or other water pollutants or during which waste requiring mandatory monitoring is created.

The contact person for the contractors or external companies is responsible for the briefing (e.g. in the regulations at Hanwha Q CELLS) and safety instructions, they are necessary for the works are named in this paragraph. The presentation for the briefing and safety instruction you can find here: Y: \ EHS \ 0009_Hilfsmittel für Unterweisungen \ Unterweisungsmodule \ Fremdfirmen.

3 Description

3.1 External companies

The external company employees of these companies are not allowed to leave their defined work area and move freely about the works site. The responsible external company coordinator must check this regularly.

Dangerous work or activities in hazardous areas are allowed to be performed only under the constant supervision of the external company coordinator or a security officer appointed by him. The decision as to whether such activities are involved shall be taken by the person responsible for the area in which the work is being carried out or by the external company coordinator or if necessary by EH&S.

Sub-contractors and syndicates for which the client must provide his written consent are also independent external companies within the context of this process instruction.

The external companies which carry out work at Hanwha Q CELLS GmbH over a prolonged period of time or constantly or regularly are instructed at least once a year about the stipulations of this process instruction listed below (Appendix 1).

3.2 External companies with a working language other than German

All employees with a working language other than German must be instructed such that they are able to fully understand the content of the instruction. To guarantee correct understanding among deployed employees who have a working language other than German, at least one person in the work group must have a sufficient command of German.

3.3 General provisions

All external companies **must** be able to name a Hanwha Q CELLS contact / external company coordinator.

The Hanwha Q CELLS external company coordinator will familiarise the external company's representative with the localities before the work commences.

All external companies / service providers (day visitors and long-term visitors) must be signed into the respective areas using the mandatory form FRM-14-01-0015-EN "Registration for external companies". The only exceptions are the service companies which within the framework of signed contracts perform technical management duties and cleaning services.

The contact / external company coordinator must fill in FRM-14-01-0015-EN "Registration for external companies" in full. In the case of activities in Production or its suspension dome it is essential to inform the respective production shift leader. The latter must counter-sign the sign-in note. The sign-in and sign-out note (FRM-14-01-0015-EN) including all related appendices remains with the respective external company for the duration of the work. The completion of the work must also be confirmed on the FRM "Signing in and signing out external companies" before it is archived by the contact of Hanwha Q CELLS GmbH / the client.

The representative of the external company confirms with his signature on Appendix 6.7 that all employees of the external company were instructed prior to commencement of the work about the content of this process instruction (Appendix 1). The employees must confirm this likewise with their signatures.

An involvement of the EH&S area and the technical areas of Hanwha Q CELLS GmbH does not release the members of external companies in any way from their duty of supervision and their responsibility.

Every external company employee is issued with a day visitor ID card / long-term visitor ID card by the works security staff at the central gate. These ID cards must be worn and clearly displayed at all times and must be returned upon leaving the works site / after completing all the work on the site. See 3.4.2.

3.3.1 Special status of sub-suppliers

Sub-suppliers which have to enter the Hanwha Q CELLS site for loading and unloading purposes on a daily basis are given an entry permit after receiving instructions. This permit enables them to enter and exit at the central gate without difficulty. The sub-suppliers must keep the entry permit clearly displayed in the driver's cab. The company names are noted on the entry permits. The security station at the Solar Valley central gate receive a list of the issued entry permits from the respective department which acts as the contact for the sub-supplier in question.

3.3.2 Non-disclosure agreement

A non-disclosure agreement (NDA) must be signed by all external persons who for example have access to production or contact with technology and obtain knowledge of sensitive information during their visit. Exceptions are visitors without access to sensitive information, e.g. suppliers, construction works (in the outdoor area). Responsibility for the organisation and implementation of this provision rests with the requisitioner / external company coordinator, responsibility for archiving rests with our Legal department. All existing non-disclosure agreements are collected and listed in the Legal department.

3.4 Registration and in-house transport

3.4.1 Advance registration of service providers and external companies

Service providers and external companies must be registered at the central gate by the external company coordinator or the Hanwha Q CELLS contact at least 1 day prior to commencement of the work. Long-term visitors (at least 1 week duration) are registered using the application for long-term ID cards.

Registration is performed via the respective team assistance. In the intranet, the team assistances add the same-day visitors' data to the FM webpage using the web application 'Visitor registration'. In the evening the reception staffs send the list, containing the updated data for the following day, to the gate keeper at the main entrance. External companies / service providers which are not registered are not allowed entering through the central gate. For registrations made at very short notice it is possible to inform the central gate by telephone or directly by e-mail.

3.4.2 Access arrangements for service providers and external companies

The day ID card can be programmed with access authorisations. Responsibility for allocating the necessary access authorisations rests with the external company coordinator. The access control system is programmed by employees of the control room

For the employees of companies which are engaged at Hanwha Q CELLS GmbH constantly or over a prolonged period of time it is possible for the external company coordinators to issue a fixed-period long-term ID card via the central gate.

Such long-term ID cards must be applied for from the control room in good time prior to commencement of the work through the respective team assistant or the respective external company coordinator (FRM-14-01-0105-DE "Application for long-term visitor ID card"). For the duration of their validity these ID cards are not required to be handed over by their holders upon leaving the works site. After signing in for the first time, the holders are not required to sign in or sign out at reception or the central gate throughout the period of validity. Like the day ID cards, the long-term visitor ID cards can be programmed with access authorisations. Responsibility for allocating the necessary access authorisations rests with the external company coordinator, responsibility for the programming rests with the control room.

3.4.3 Arrangements at the Hanwha Q CELLS site Thalheim

External companies are allowed to enter and exit the works site only through the central gate. There the employee of the external company receives a visitor ID card after presenting his or her national ID card and naming the external company coordinator. The employee's data are stored. The data are used solely for internal company purposes.

Parking is prohibited on the site except in the marked parking areas. Cars use the multi-storey car park. Goods vehicles use the parking possibilities alongside Line 5. See appendix 5.

The employees of external companies must sign in without delay at the Control Room. See Appendix 5. The employees of the Control Room get in touch with the respective external company coordinator / contact. The latter picks up the external company's employees from the Control Room.

Driving speed on the works site must be adapted to the given conditions and under no circumstances is it allowed to exceed the prescribed maximum speed of 20 km/h. The applicable road traffic regulations must be obeyed and the in-house stacker traffic observed under all circumstances.

Within the production lines there is an "automated guided vehicle system" (AGVS). The path of the AGVS is marked yellow. Walking on this path is permitted only when absolutely necessary. Special attention must be paid when walking on or crossing this path. The FTS-lane must always be kept unblocked! An FTS-department approval is necessarily needed to work on the FTS-lane.

When a grey pedestrian path is available, it must be used under all circumstances. Riding on the AVGS is prohibited!

3.4.4 Checking the safety measures

Prior to commencement of the work the external company's representative must make sure that the prescribed safety measures have been carried out. Similarly he must check constantly that the prescribed safety measures are in place and effective.

The instructions of the Hanwha Q CELLS external company coordinator and of the Hanwha Q CELLS EH&S area must be obeyed without delay. Their sole purpose is to prevent damage and accidents and their consequences.

If external companies or their members are found behaving in a way which jeopardises safety or the environment, the persons in charge of the respective area and the security personnel of

Hanwha Q CELLS GmbH will have no option but to insist on the work being discontinued at the contractor's expense. If the incident is repeated, the issued order may be cancelled. Any consequences from this decision will be borne by the perpetrator.

3.5 Documentation

The responsible representative of the external company confirms on Appendix 6.7 that he has received this process instruction, any additional specifications and proper instruction. The name of the external company's representative must also be entered there. Any additional written specifications must be added to the confirmation.

These documents are kept and archived by the contact person Hanwha Q CELLS GmbH (who issued the respective order).

4 Applicable Documents

FRM-14-01-0006-DE	Permit for fire-hazardous work
FRM-14-01-0008-DE	Entry permit for vehicles
FRM-14-01-0009-DE	Shaft permit
FRM-14-01-0011-DE	Internal accident investigation
FRM-14-01-0015-EN	Registration for external companies
FRM-14-01-0021-DE	Approval for roofing work
FRM-14-01-0025-DE	Certificate of appointment for an external company coordinator
FRM-11-04-0001-DE	Protocol – Measures of security systems
FRM-11-04-0003-DE	Approval for work on electrical systems
FRM-14-01-0105-DE	Application for a long-term visitor ID card
FRM-22-01-0102-EN	Non-Disclosure Agreement (Standard)
FRM-22-01-0104-EN	Non-Disclosure Agreement (strict version)

5 Archiving and Circulation List

QIMS Reports

6 Appendices

6.1 Appendix 1: Safety rules

In detail it is necessary to observe the following:

- The external companies and their employees are responsible for carrying out the work entrusted to them properly and in accordance with the requirements of occupational safety, fire protection and environmental protection. They must obey and comply with the applicable legal provisions and safety regulations at their own expense. The contractor is liable for any damages and losses suffered by Hanwha Q CELLS GmbH, its employees, third parties and / or the external company's personnel as the result of their errors or negligence.
- All work must be performed such that no hazards arise for the soil and groundwater, no water water-endangering substances (e.g. lubricants, fuels, cleaning agents, chemicals) can enter the soil or the works sewage systems, waste and residues are collected and disposed of in accordance with the regulations, and unnecessary noise is avoided.
- The contractor must set up his work place (construction site, assembly site or the like) on the areas allocated by Hanwha Q CELLS GmbH. The necessary safety measures must be discussed with
  Hanwha Q CELLS GmbH before a work place is set up. The external company's representative is responsible in principle for ensuring that this work place does not present any hazards for third parties (employees of Hanwha Q CELLS GmbH or other) and / or the environment. If safety measures are required for such reasons, the external company must carry out these measures in consultation with Hanwha Q CELLS GmbH. In consideration of the operational safety of existing plants, the representative of the external company must in every case notify the responsible contact (Hanwha Q CELLS external company coordinator, project manager) on a **daily** basis of the beginning and end of the work.
- External company employees are only allowed to enter the work place which is assigned to them. Access to production areas, operating facilities and work rooms outside the assigned work place is prohibited.
- The contractor is responsible for the provision of personal safety equipment and for it being used. If additional personal safety equipment is required on account of the operations performed at Hanwha Q CELLS GmbH, this will be specified in writing by the client.
- It is compulsory to wear safety shoes and full length clothing in all production buildings and workshops, on construction sites and during assembly work. Abrasion-resistant shoes must be worn in the production areas. To prevent soiling the production areas, shoes worn outdoors must be changed or overshoes must be put on before entering the production areas. The external company is itself responsible for providing the overshoes.
- For work which involves a risk of falling, the required security measures must be introduced (scaffolding, safety belt, safety rope, etc.).
- The design of the scaffolding must comply with the existing regulations (DIN 4420). Damaged scaffolding must be taken out of use.
- Mechanical ladders must be set up on a surface able to carry the load and are not allowed to be climbed on until they are in a stable standing position and the arresting devices for the erected ladder and the extended ladder sections are active. The ladders must have been tested with verification in accordance with BGV D36. Free-standing mechanical ladders must be se-

cured against excessive wobbling and slipping. Only work of little scope and securing jobs are allowed to be performed from mechanical ladders.

- Power distribution boards for construction sites and the units and machines used there must comply with the valid DIN / VDE or Euro standards with regard to their electrical equipment and must have been tested in accordance with the requirements of statutory regulations and trade association rules. The connection points, cable routing and location of the power distribution board must be agreed with the person in charge from Hanwha Q CELLS GmbH.
- The external companies are themselves responsible for ensuring that the electrical equipment, including the main connection points, are in a condition which complies with the regulations and are properly used. Only suitably trained persons are allowed to be entrusted with modification and repair work on the equipment.
- Movable connection lines must be laid such that they are protected from mechanical damage.
- All items of portable electrical equipment used must be tested in accordance with the statutory regulations. The inspection stickers must be undamaged and easily visible.
- Electric power for construction jobs above and below ground and with steel must be drawn only from a properly installed power distribution with a residual-current circuit-breaker. The power distribution board must be kept closed. The power distribution board is allowed to be connected to the network only by an electrician appointed by Hanwha Q CELLS GmbH or in consultation with the external company coordinator.
- Work on electrical systems requires written authorisation from the client (Approval for work on electrical systems FRM-11-04-0003-DE).
- Work with naked flames, torch-cutting / welding / soldering work and all other types of work in which sparks or heat are generated require written authorisation from the client unless the work is performed at work places specially approved for said purpose. This authorisation is issued by the owner-user (Hanwha Q CELLS GmbH) with his confirmation (signature) on FRM-14-01-0006-DE "Permit for fire-hazardous work".
- Work in containers, confined spaces, apparatus, pits, conduits / channels / ducts etc. must be agreed in advance and requires written authorisation from the client / owner-user. Unintentional starting of these systems must be ruled out by suitable safety precautions. Authorisation for this work is issued by the owner-user (Hanwha Q CELLS GmbH) with his confirmation (signature) on FRM-14-01-0008-DE "Entry permit".
- Work in EX-areas and in vessels for chemicals, as well as on pipes and fittings for chemicals, is subject to prior arrangement and written authorisation from the client / owner-user. Authorisation for this work is issued by the owner-user (Hanwha Q CELLS GmbH) with his confirmation (signature) on FRM-14-01-0015-EN "Registration for external companies".
- It is prohibited to handle naked flames and to smoke anywhere on the works site (including inside vehicles). Smoking is permitted only in the designated areas provided (smoking areas).
- How to behave in the event of a fire is explained in Part A of the Fire Protection Ordinance (see Appendix 2).
- It is prohibited to possess and consume alcoholic drinks or other intoxicants on the works site. The gatekeepers at Hanwha Q CELLS GmbH have been instructed to prevent persons who are evidently under the influence of alcohol from entering the works site. Persons who are found to be under the influence of alcohol at the work place must leave, in consultation with the external company coordinator, the works site and if necessary will be brought to their own home / accommodation at the perpetrator's expense. Hanwha Q CELLS GmbH reserves the right to use alcohol testers.

- Receipt to the team assistant of the RHB Logistics team of Hanwha Q CELLS GmbH Facility Management. This applies accordingly for unused materials and other waste produced by the external company.
- The responsible contact (Hanwha Q CELLS external company coordinator, project manager) must be immediately informed in the event of an incident of any type (accident, near accident, fire, environmental hazards). All the measures required to provide assistance and to limit the damage must be initiated without delay. The services of the company doctor of Hanwha Q CELLS GmbH can be used for the treatment of wounds or for first aid. For subsequent investigation the responsible contact person has to fill in FRM-14-01-0011-DE (internal accident investigation). The form has to be send via Hanwha Q CELLS external company coordinator to Hanwha Q CELLS EH&S within 3 working days.
- It is prohibited to take photographs on the works site of Hanwha Q CELLS GmbH.
- Hanwha Q CELLS GmbH reserves the right to carry out vehicle inspections at the works exit.

The fire-brigade and first aid services can be reached directly by dialling: 112

6.2 Appendix 2: Regulatory fire part A

Behaviour in the event of fire

Regulatory fire by DIN 14 096 part A

1. **Stay calm!**

2. **Report Fire!**
   (in principle to operating guard)

   Fire alarm
   ☞ **Push the button of the fire alarm!**

   Emergency call 112

   - ☐ **Where it burns?**
   - ☐ **Which burns?**
   - ☐ **Are humans injured or in danger?**
   - ☐ **Who is calling?**

3. **Save humans!**

4. **Try to extinguish the fire!**
   - ☐ **Use existing fire-extinguishing equipments!**
   - ☐ **Warn people being in danger!**
   - ☐ **Assist helpless people!**
   - ☐ **Close doors and windows!**
   - ☐ **Follow escape routes!**
   - ☐ **Don't use the lift!**
   - ☐ **Go to meeting places!**
   - ☐ **Keep ways free for firebrigade!**
   - ☐ **Obey instuctions given by the fire-brigade**

6.3 Appendix 3: Emergency plan

There are three different alarm systems at Hanwha Q CELLS GmbH:

A. Chemicals alarm:

Tripping: If chemicals escape, an alarm is tripped manually (chemicals emergency pushbutton)

Potential risk: The chemicals are toxic and / or corrosive substances → Avoid contact at all cost

Type of alarm: Acoustic (ELA: Electronic public address system)

B. Gas alarm:

Tripping: The plant components are fitted with measuring systems which detect when permissible operational states / limits values are violated and sound an alarm

Potential risk: Toxic and / or corrosive gases, risk of fire and explosion

Type of alarm: Acoustic (ELA: Electronic public address system)

Optical (warning traffic-lights → red)

C. Fire:

Tripping: Fire alarm system (automatic fire alarms, manual alarms)

Potential risk: Fire, smoke

Type of alarm: Acoustic (ELA: Electronic public address system)

Behaviour in the event of an alarm:

- Stay calm.
- Leave the building by the emergency exits indicated on the signs.
- Save others if they are injured, but do not put yourself at risk when doing so.
- Go straight to one of the designated meeting points.
- All the employees from a company assemble in groups and check whether the team is complete; if an employee is missing, the incident manager in charge must be notified immediately.
- Wait for and follow further instructions.

6.4 Appendix 4 : Internal alarm numbers

Fire-brigade / Emergency Call: 112

Shift leader:

Cell production:	☏ (0) 03494 / 6699 43248
RL/ Technikum:	☏ (0) 03494 / 6699 52132
MTL/ Crystallization:	☏ (0) 03494 / 6699 51182
Module production:	☏ (0) 03494 / 6699 54109

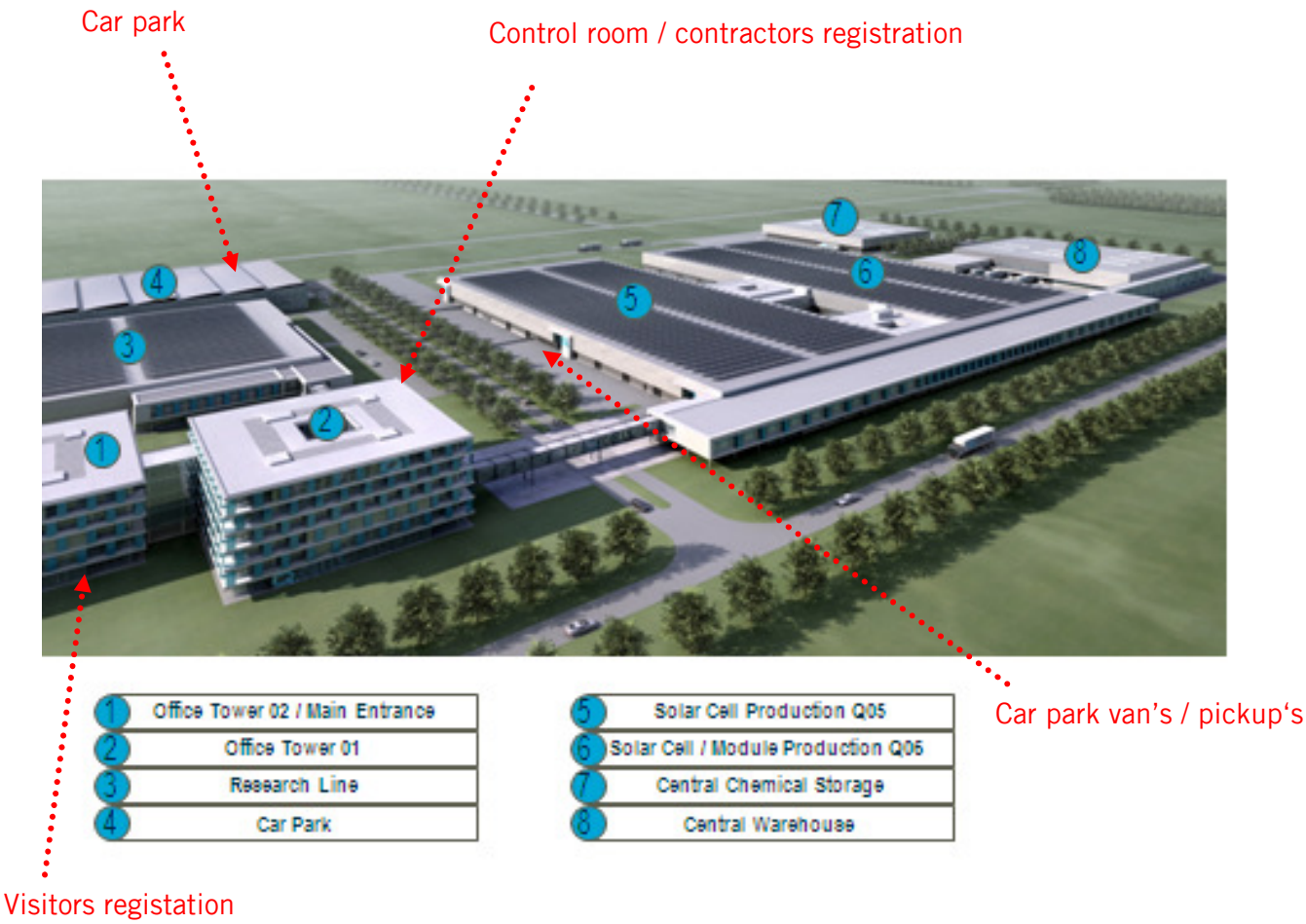
24-hours On-Call Service:

EH&S:	☏ (0) 03494 / 6699 41111
Gegenbauer FM:	☏ (0) 03494 / 6699 44266
RL/ MTL/ Crystallization:	☏ (0) 0172 / 202 69 74
IT:	☏ (0) 0174 / 333 06 25

Further phone numbers:

control room Hanwha Q CELLS:	☏ (0) 03494 / 6699 44444
Company Doctor:	☏ (0) 03494 / 6699 55555
Central Warehouse:	☏ (0) 03494 / 6699 44224

6.5 Appendix 5: Overview of Hanwha Q CELLS Thalheim



6.6 Appendix 6: Disposal regulations

1. The Contractor is obliged to remove and dispose of all the waste, rubble, raw materials, auxiliary materials and operating materials, resources and other materials (hereinafter referred to as “waste”) which are produced during the performance of the accepted assignment immediately, professionally, at his own expense and in compliance with all waste-relevant regulations, employing the following maxim "Prevention before recycling before environmentally-friendly disposal". Should the Contractor fail to fulfill this obligation, the Client shall arrange for the disposal of the waste at the Contractor’s expense. In this case, the Contractor is obliged to reimburse the Client all costs incurred in the process.

2. The regulation in Para. 1 does not apply to contaminated waste, which must only be disposed of by the Client. Waste deemed contaminated includes in particular inventoried systems and parts of inventoried systems classified as dangerous, e.g., chemical supply and waste disposal lines, exhaust fans, roof coverings, mineral wools, etc. In cases of uncertainty with regard to the classification of waste to Para. 1 or 2, the Contractor is obliged to discuss the matter with the Client before removing the waste in question. The Client will decide in this case whether the waste can be removed and disposed of by the Contractor or whether the Client prefers to arrange the disposal himself. Scrap metal, non-ferrous heavy metals and cables must also be disposed of by the Client and must not be removed by the Contractor.

3. The Contractor is obliged to separate the waste according to Para. 1 and contaminated waste, scrap metal, non-ferrous heavy metals and cables according to Para. 2 and to transport the waste which is not to be disposed of by the Contractor according to Para. 2 to the waste disposal station or sort it into the containers provided.

4. Packaging must be removed and disposed of by the Contractor in accordance with the provisions of the German Packaging Ordinance (VerpackV).

5. Insofar as the Contractor transports or arranges transport for waste for which a transport license is required pursuant to the German Ordinance on Transport Licences (TgV), Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal (KrW-/AbfG), he must ensure that this license is procured and carried throughout the transport. A copy must be submitted to the FM department in advance. If a special authorization is employed for this, a copy of the corresponding certificate must be submitted accordingly.

6. Should the Contractor fail to fulfil the obligations assigned to him in Para. 1 Sentence 1 and the Client subsequently incur damages resulting from said obligations, the Contractor is obliged to release the Client from all claims and reimburse the Client for any damages arising from said claims. The same shall apply if the Contractor removes, recycles or disposes of contaminated waste, scrap metal, non-ferrous heavy metals and cables according to Para. 2.

6.7 Appendix 7: Confirmation of the briefing of external companies

This appendix, duly completed, must be handed to the Hanwha Q CELLS external company coordinator / contact on the first day of work and is archived by him or her.

The representative of the external company was briefed on the process instruction "External companies directive" and on the following additional instructions and directives:

- _____
- _____
- _____
- _____
- _____

The process instruction PIN-00-02-0019-EN "External companies directive" was handed over. The representative declares that every employee of the external company will be instructed by him to the same extent and with due verification before the employee commences his work at the work place on the Hanwha Q CELLS GmbH work site.

The following persons are appointed as external company coordinator for Hanwha Q CELLS GmbH and as representative for the external company:

External company coordinator for Hanwha Q CELLS GmbH (name / function): _____

Representative for the external company (name): _____

Date: _____

Company: _____

_____ _____

Name of the representative for the external company Signature

Name and signature of the instructed external company employee

Name	**Signature**