

This document is an integral part of the contract of an order placed by a company belonging to the Kurtz Ersa group

With the acceptance of the order the contractor declares himself in agreement with this integral part of the contract and accepts the conditions and consequences resulting from it.

The contractor is to confirm and deliver a declaration pertaining to the receipt and acceptance of the guidelines before acceptance of the order.

We herewith expressly point out that the contractor is to verify the sum insured by his pertinent insurances (in particular his Liability Insurance) and adjust these to the order risk accordingly.

Any breach of these and the following instructions (in particular the non-compliance with safety regulations) can lead to the withdrawal of the order and/or an expulsion from the premises. These actions will be at the sole discretion and execution of the principal and his executives depending on the severity of the case.

All work to be done in our plant will be carried out during regular working hours and in any case in the presence of a supervisor of the principal.

**Regular working hours are:**

Monday to Friday	7 a.m to 4 p.m.	Kurtz Eisenguss GmbH & Co. KG, Kurtz GmbH Ersa GmbH + globalPoint ICS GmbH & Co. KG Kurtz Holding GmbH & Co. Beteiligungs KG Conline GmbH
Monday to Thursday	6 a.m.- 10 p.m.	Kurtz Ersa Logistik GmbH
Friday	7 a.m.– 12 p.m.	Kurtz Eisenguss GmbH & Co. KG, Kurtz GmbH Kurtz Holding GmbH & Co. Beteiligungs KG Conline GmbH
Friday	7 a.m.- 11 p.m.	Ersa GmbH + globalPoint ICS GmbH & Co. KG
Friday	6 a.m.- 6:15 p.m.	Kurtz Ersa Logistik GmbH

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Should the order need to be carried out at another time, the contractor will give due notice to and coordinate with the principal.

1. At the beginning of the work phase, the contractor must register with the principal responsible. Errors pertaining to the scope of the order and/or its contents and otherwise must be fully and immediately reported to the principal.
2. Unless otherwise specified, the road traffic regulations § 23 StVO are valid on the premises. The speed limit is 10 km/h. The movement of vehicles should be kept at a minimum. Defined entry and exit areas must be respected.
3. Directives made by the principal and/or his executives must be followed.
4. All work at the Kurtz Ersa Group must be carried out under the observance of all relevant, legal regulations, in particular UVV (accident prevention regulations), VGB Guidelines, VOG and the pertinent German Standard regulations, as well as with regard to the protection of the environment.
5. Operational movements of vehicles and entities of the principal have priority and must be given due consideration.
6. Each contractor is responsible for the procurement of the suitable operating and auxiliary equipment and material necessary for his area of work. This also applies to the tools and working equipment necessary to carry out the order.
7. Production-related difficulties regarding the order must be given due consideration when making the offer. The principal must be informed immediately of problems arising from course of performance.
8. Production processes pertaining to the Kurtz Ersa Group have priority over any construction or other activities. Impairments of company business operations are to be kept at a minimum or excluded and are to be reported for every situation.
9. Utilities may only be shut down by the principal himself after prior approval. An unavoidable shut- down must be clarified and planned within a reasonable timeframe before the work day begins or effected outside of the normal working hours.
10. The contractor is responsible for due diligence with regard to all aspects of the work done. In particular concerning supervisory duty on the construction site. Suitable measures must be taken to avoid accidents, fires, environmental hazards and other dangerous situations (e.g. cordoning off ditches, observing welded objects until they have cooled down, handling materials in compliance with environmental regulations). Any and all waste is to be disposed of by the contractor at his own cost.
11. The use of dangerous materials must be reported to the hazardous substance officer.

Sollte die Durchführung des Auftrages einen anderen Zeitraum erfordern, so ist dieser dem Auftraggeber rechtzeitig bekanntzugeben und abzustimmen.

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**The principal's hazardous materials officers:**

Kurtz Eisenguss GmbH & Co. KG	Mr. Helmut Kratschmann	Tel. 09342 805 361
Kurtz GmbH	Mr. Helmut Kratschmann	Tel. 09342 805 361
ERSA GmbH + globalPoint ICS GmbH & Co. KG	Mr. Helmut Kratschmann	Tel. 09342 805 361
Kurtz Holding GmbH & Co. Beteiligungs KG	Mr. Helmut Kratschmann	Tel. 09342 805 361
Conline GmbH	Mr. Konrad Kraft	Tel. 09342 963 6300
Kurtz Ersa Logistik GmbH	Mr. Helmut Kratschmann	Tel. 09342 805 361

Operating instructions shall serve as a reference of information on possible dangers and are to be adhered to at all times pertaining to work done by the contractor, respectively his executives.

12. Activities which cause sparks (e.g. welding, ...) must be authorized by the plant's fire officer before the work is started. A completed welding permit is required.

**The principal's fire prevention officers:**

Kurtz Eisenguss GmbH & Co. KG	Mr. Marcel Arburt	Tel. 09342 807 397
Kurtz GmbH	Mr. Marcel Arburt	Tel. 09342 807 397
ERSA GmbH + globalPoint ICS GmbH & Co. KG	Mr. Florian Fischer (external)	Tel. 0171 7395029
Kurtz Holding GmbH & Co. Beteiligungs KG	Mr. Marcel Arburt	Tel. 09342 807 397
Conline GmbH	Mr. Timo Seynstahl (external)	Tel. 06021 861 236
Kurtz Ersa Logistik GmbH	Mr. Frank Ullrich (external)	Tel. 09341 9265 41

This supplement to the conditions of purchase is an integral part of the contract for all orders. Any subsequent claims which may ensue and be asserted after the offer has been made are excluded. Delays and other consequences for the principal are to be avoided and can result in claims for damages by the principal.

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**Verantwortliche Ansprechpartner Auftraggeber:**

Technik: \_\_\_\_\_ Telefon: \_\_\_\_\_

Einkauf: \_\_\_\_\_ Telefon: \_\_\_\_\_

Werkssicherheit: \_\_\_\_\_ Telefon: \_\_\_\_\_

**Verantwortliche Ansprechpartner Fremdfirma:**

Technik: \_\_\_\_\_ Telefon: \_\_\_\_\_

Einkauf: \_\_\_\_\_ Telefon: \_\_\_\_\_

Werkssicherheit: \_\_\_\_\_ Telefon: \_\_\_\_\_

Für das Kurtz Ersa Konzern Unternehmen:

\_\_\_\_\_  
Datum, Unterschrift

\_\_\_\_\_  
Unternehmen

Name: \_\_\_\_\_  
Bitte in Druckbuchstaben ausfüllen.

Für die Fremdfirma:

\_\_\_\_\_  
Datum, Unterschrift; Firmenstempel

\_\_\_\_\_  
Unternehmen

Name: \_\_\_\_\_  
Bitte in Druckbuchstaben ausfüllen.