

#### SUBJECT PROCEDURE

## COMMUNICATION OF REQUIREMENTS RELEVANT TO SUPPLIERS/SUBCONTRACTORS

#### **DRAFTING/ APPROVAL**

	DRAFTING		VERIFICATION		APPROVAL						
REV.											
	ENTE <sup>(*)</sup>	SIGNATURE	ENTE <sup>(*)</sup>	SIGNATURE	ENTE <sup>(*)</sup>	SIGNATURE					
00	RA		DG		DG						
		G. PASCARELLI		L. Russo		L. Russo					
01	RA		DG		DG						
		G. PASCARELLI		L. Russo		L. Russo					

#### **Revision history**

Rev	DESCRIPTION EDIT	DATE	DRAFTING	VERIFICATI ON	APPROVAL
			INSTITUTION <sup>(*)</sup>		
00	First issue	01.12.03	RA	DG	DG
01	Education update	29.09.09	RA	DG	DG
02					
03					

(\*)Acronyms:

**PR**≡*Production* 

DG=Director General Q&I=Quality &Improvement **GM**=*Materials Management*  **DP**=*Product definition* **AM**≡*Administtration* 



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### GENERAL REQUIREMENTS

# The general requirements must be respected by all companies called to operate on our site, regardless of the nature of the work or services to be performed. They are :

#### 1 PROHIBITION OF WASTE ABANDONMENT

It is forbidden to abandon waste and materials of any kind in the whole area of the plant. At the end of the works the company will have to take care of their loading and transport as well as cleaning the temporarily occupied area.

The materials which are allowed to be disposed in bins, must be transported to the bins located on public roads.

The materials for which our Company has started its management can be placed in the appropriate company containers, with the prior consent of our personnel in charge.

# 2 PROHIBITION OF STORAGE, EVEN TEMPORARY, OF DANGEROUS SUBSTANCES OF ANY NATURE INSIDE THE PLANT

Dangerous substances (flammable, toxic, harmful or irritating) and chemical substances in general which could, in the event of leaching or spillage, pollute the water or soil, cannot be stored in the plant.

# 3 PROHIBITION OF DISCHARGE OF ANY SUBSTANCE INTO THE SEWERS OR ON THE SQUARES

The discharge of any substance into the toilets is prohibited, with the exception of biodegradable detergents used for cleaning them.

When handling or transferring liquids, all precautions must be taken to prevent spills. In case of emergency, to contain such spills and absorb the substances, notify the the responsible environmental management system that will provide absorbent material.



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The subcontractor is required to collect waste oils and used filters and rags only in the presence of an employee appointed by RA because the containers are located in the compressor compartment closed with a bolt.

During collection, the subcontractor is obliged to act with the utmost caution in order to avoid any spillage on the ground; in case of spillage, the subcontractor is obliged to operate according to the instructions provided by the employee.

4 LIMITATION OF NOISE GENERATED BY THE USE OF EQUIPMENT OF ANY KIND

It is necessary to limit the use of noisy equipment to the bare minimum. Their use is however limited to daytime hours;

### 5 HAVING EXAMINED RELEVANT DOCUMENTS

Where necessary, we will arrange for your staff to view the relevant instructions on our website. The acknowledgment will be attested by the signature of your staff on our distribution list.

### INTERFACES

Our company's interfaces for other companies are:

Mr. Caliendo EnzoAdministration ManagerMr. Guida CiroProduction ManagerMr. Pascarelli ElioEnvironment Manager