

Welcome to Air Salvage International.

These guidelines cover the basic requirements that apply on our premises and have been prepared for your benefit.

Air Salvage International's objective is to provide a safe, healthy and secure working environment for all workers and members of the public on its premises. By following these guidelines, you will be helping to ensure your own health and safety and that of other people working on, or visiting the premises.

Nothing in these guidelines absolves Contractors / Visitors from their duty to comply with all existing relevant legislation.

Please ensure that you read these notes. **If there is anything that you do not understand please do not hesitate to ask.**

Thank you for your co-operation.

IMPORTANT NOTICE

All aspects relating to any visit to be conducted on site must be discussed with the Managing Director to identify any risk/hazard so that precautionary measures may be established –

SECURITY

Any visitor/worker is to comply with all security procedures currently operated at Air Salvage International. Group visit organiser should submit a list of members before visit commences on site.

All visitors will be issued with a security pass by the Company which must be displayed at all times whilst on site.

All visitors must sign in and out of the premises at the reception in every instance. This rule must be adhered to irrespective of the reason of leaving the building.

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Do's and Don'ts**Do:**

- ❖ Clearly display your security badge at all times
- ❖ Sign in on arrival and sign out when leaving the building
- ❖ Remember the name of Air Salvage representative

Do not:

- ❖ Leave the building for temporary periods without signing out
- ❖ Wander outside of permitted areas
- ❖ Leave unattended packages on site or in the hangars
- ❖ Leave materials / rubbish at the end of your visit/tour.

FIRE AND EMERGENCY PROCEDURES**Fire Alarm and Fire Fighting Equipment**

In the event of a fire, the fire alarm will sound. (Air Horn)

Action on Hearing the Fire Alarm

- ❖ Leave the building by the nearest available fire exit
- ❖ Assemble in the designated area
- ❖ Do not return for personal belongings and tools
- ❖ Do not return to the building for any reason until authorised to do so
- ❖ Keep calm and **WALK DO NOT RUN**
- ❖ Fire Exits, Fire Escapes, Doors, Gangway and Staircases must not be obstructed in any way without express permission from the Base Manager, or MTU Supervisor.

Action on Discovering a Fire

- ❖ Inform a member of staff.
- ❖ Inform reception of the location and the extent of the fire
- ❖ Leave the building by the nearest available fire exit
- ❖ Assemble in the designated area

PERSONAL PROTECTION

The Air Salvage International Limited rules in respect to personal protection (PPE) and other specified protective clothing or equipment must be strictly adhered to. Such areas or operations may be indicated either by signs, written or verbal instructions.

The Company does not accept any liability for protective clothing and equipment loaned to the Visitor.

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REPORTING OF ACCIDENTS

On site injuries and accidents must be reported to the Quality Manager, Base Manager or MTU Supervisor, whether treatment is considered necessary or not.

Any near misses must also be reported to above persons and recorded on the appropriate form.

HEALTH AND SAFETY RULES

Ensure that you follow the documented safe system of work. Please pay particular attention to the following rules.

Visiting Area

- ❖ Stay in your designated.
- ❖ Do not enter any area marked “HAZARDOUS AREA” unless fully authorised to do so.
- ❖ Pay attention in the visiting area. Please notify your tour guide if you see any potential hazards during the time of your tour.

Equipment

- ❖ Do not remove any existing guards, barriers or locks without express permission.
- ❖ Do not climb upon any structure unless authorised to do so.
- ❖ Do not climb on, or get in any machinery unless authorised to do so.
- ❖ Wear personal protective equipment issued to you.

Housekeeping

- ❖ Keep all aisles, corridors and exits clear. Do not block fire exits.
- ❖ Rubbish is to be properly disposed of, use bins provided.

General

- ❖ Obey all safety signs.
- ❖ Do not wander off alone stay with your group. (hazardous operations ongoing).
- ❖ Do not smoke in areas, which are not designated smoking areas.

GENERAL SITE FACILITIES**Toilets**

Toilets are available. These facilities are shared with the Company's staff and are to be kept clean and tidy.

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