

**Mondi Štětí a.s.**

# **STANDARD**

## **Part 11.01**

### **Build-up / Erection / Deliveries**

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## **STANDARD**

### **Part 11.01**

## **Build-up / Erection / Deliveries**

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## 1 General

The contact person during the execution of works will in all matters be the installation or project manager named in the purchase order contract.

Possible

further agent's contact persons will be named in writing.

- 1.1** The agent is committed to inform himself, prior to the start of work, about local and technical site conditions and possible discrepancies between the dimensions given in the plan and those measured at the site. In principle, actual dimensions go before plan dimensions. Subsequent claims due to difficult terrain or other site problems will not be accepted.

The agent, in agreement with the principal, will provide a highly qualified installation manager who is responsible for planning and coordinating of the installation at the site.

- 1.2** Supplementary extra work may be carried out only after written confirmation by the principal.

Extra-work slips are to be initialed daily by the principal, subsequent claims will not be considered (obligatory presentation).

An extra-work document signed on such occasion does not entitle the agent to charge it unless the work was expressly specified in the order. Mondi understands such recordings to be for internal use only.

The agent is to keep a job diary for the construction and montage project in which the daily progress and all special events (e.g. alterations, staff, weather conditions, etc.) have to be entered. This job record is also available for entries by the site inspection. The agent is obliged to have special entries immediately confirmed by the site inspection.

- 1.3** All tools, equipment and work protection gear necessary for the execution of the project (e.g. welding sets, ladders\*, etc.) are to be provided by the agent. The principal is not liable for possible damage to or loss of the tools.

**\*)The use of wooden ladders is not allowed at Mondi premises!**

Tools that are borrowed from Mondi and not returned immediately after use are deducted from the invoice with a surcharge of 50%. Returning of tools after settling of accounts will not be recognized.

With Mondi not assuming any liability, all materials, machines and tools not owned by Mondi but taken by the agent to the premises for the duration of work, must be insured against theft, fire and other possible risks.

**1.4** The principal will on principle not provide auxiliary workers. If nevertheless exceptionally provided for and agreed in writing, the workforce of the principal will work under the professional instructions of the project installation manager. The agent is thus fully responsible for the quality of the work performed by the auxiliary workforce.

**1.5** In order to maintain competent and smooth installation, the mounting staff must not be changed. Any exceptional change must be approved by the principal.

**1.5.1** It is understood that the mounting staff is sufficiently qualified for the respective jobs (welder certificates, stacker and crane licenses, etc.). If the principal finds staff members to be insufficiently skilled or unwilling to comply, the installation manager, in agreement with the principal, is to have the respective members sent back and replaced immediately, free of charge for the principal.

**1.6** If apprentices or foreign workers assist in the mounting, they must be named to the principal.

In order to avoid communication problems, the mounting personnel must have a working knowledge of Slovak. If the knowledge is found inadequate, Mondi is entitled to reject such persons and demand immediate replacement by the agent.

If the mounting is done by foreign workers, the agent is to check the validity of their residence and work permits. In the case of non-compliance, the agent will hold Mondi safe of harm and action.

**1.7** The execution of the work has to be agreed with the principal and other companies involved in such a way that the production of the principal and the performance of the other agents involved will suffer no delays or obstructions. The individual works must be constantly coordinated and harmonized with the project/works management. Interface definitions have to be found by the agent in discussions with the principal and possible other participating companies. Work schedules of the individual agents must be matched in co-operation with the project leader. Costs arising from delayed clarifications have to be borne by the agent. Delays are considered only if promptly reported in writing to the principal.

- 1.8** The agent commits himself to keep the site clean and to constantly collect scrap and waste, building rubbish, packages, etc. which are to be deposited centrally and then taken weekly to a dump designated by the project or works management. Non-compliance by the agent entitles the principal to have the removal charged to the agent. After completion of the mounting, the site have to be swept clean and left by the agent as quickly as possible.

If such request is not followed within a reasonable period of time, the principal is entitled to have the site cleared at the expense of the agent. It is of utmost importance that no mounting scrap enters the production flow (e.g. pulpers, pits, channels). Extra costs accrued to Mondi as a result of insufficient separation of scrap and leftovers by the agent's personnel are to be borne by the agent.

All waste contaminated by polluting wastes or consisting of polluting substances must be stored and deposited by the agent in compliance with the respective environmental protection laws.

**Disposal of polluted waste according to Waste Management Act 223/2001 Z.z**

Under no circumstances must these materials be allowed to enter Mondi production or waste systems.

In particular, these are the following substances or similar substances:

- \* Pickling pastes or liquids
- \* All kinds of solvents, lacquers, paints, their tins and detergents
- \* Acids and bases
- \* Glues
- \* Oils and fats

as well as packages and working materials polluted with such substances.

- 1.9** Positioning of mounting lorries and storage containers must be coordinated with the project or works management. The same holds true for the use of areas for storage or other purposes. For material storage, the principal will not provide any kind of storage areas, shanties, etc. The agent is to provide appropriate storage facilities (containers, etc.).
- 1.10** During site furnishing and in the course of mounting, all traffic ways must be kept free, especially **free for access by the fire brigade and the ambulance.**

- 1.11** The agent is contracted to furnish his service at his own responsibility and in compliance with the legal regulations, the trade and statutory provisions, and also the regulations concerning the social and technical protection of workers.

The agent is responsible to Mondi and the authorities for all events that occur in connection with the realization of the project, inasmuch as they concern actions or omissions of the agent's personnel and also for the adherence to all safety and accident and fire protection measures. The agent's personnel is not allowed to enter production areas outside their respective working site.

- 1.12** The use of principal's workshops is permitted only after consent by the project or installation management and the shop management, or by the competent shop foremen. Accrued costs will be invoiced to the agent after the work in the workshop is finished.

- 1.13** If not otherwise agreed in writing, the principal will not provide any transport or lifting services or facilities. New parts or assemblies provided or intermediately stored for mounting by Mondi are transported by the agent from the material store to the mounting site. The issuing of such parts and materials is done exclusively on the basis of materials requisition slips released by the project management.

- 1.14** All services provided by the agent must comply with all Slovak statutory provisions, valid at the day of service, and also with the Slovak Safety Rules, the construction and mechanical engineering regulations and the Slovak Industrial Standards STN.

- 1.15** Fixing of mounting posts (lifting devices) or similar to rails, pipes and columns is not allowed. The project or mounting management must approve exceptions.

- 1.16** Excavation and shaft work may be started only after prior co-ordination with the project or installation management.

1.16.1 Each cutting on territory MONDI must be secured by frosted fencing with warning beacons. In case of communication must be the cutting also marked by road signs. Height of fencing is 2 m.

The cutting must be marked by information board with below listed data.

Information board regarding to the cutting on territory MONDI	
Contractor of the jobs:	Name of the company
Contractor's contact person:	Name and surname / phone number
Realization make for professional department :	Name of professional department
Mondi contact person:	Name and surname / phone number
Building permission (if it is issued)	Number / date / surveyor's office
License for the work (if it is issued)	Number /date
Start of the work	Date
Ending of the work	Date

- 1.17** Changes in the realization of the project with respect to the order are permitted only after co-ordination with and written consent by the project or installation management. Non-compliance entitles the principal to deny any claims under such title and demand correction of the project in line with the original order and contracted standard.
- 1.18** All parts selected for reuse must be removed in such a way that they remain unharmed. They must be marked, cleaned and intermediately stored by the agent's personnel at a place specified by the project or installation management. Auxiliary materials required for the intermediate storage must specify three months in advance to the start of removal.
- 1.19** After completion of the installation, or (if necessary) after completion of certain installation steps, the **operability** of the respective facilities is to be restored and the following actions must be carried out:
- 1.19.1** Cleaning wherever necessary (air ducts inside and outside, flushing of pipelines, removal of mounting leftovers).
- 1.19.2** Tightness tests on pipe lines and welds including presentation of certificates to the project or installation managements of the principal (e.g. materials certificates, x-ray and ultrasonic tests.

Checking of electric controls, checking of sense of rotation of ventilators and pumps, etc..

Drafting a safety protocol in accordance with STN and a lightning protection protocol in accordance with STN 33 15 00 and 33 2000-6 for the order volume as defined in the scope of delivery.

**1.19.3** Filling of water pipe line systems, coolant circuits, lubricating systems, checking of oil levels, etc.

**1.19.4** Insertion of air filter cells, filter bands, etc.

**1.19.5** Aligning of coupled machine assemblies, adjustment of bearings, etc. (including presentation of measuring and test protocols). See technical provisions under item 7.

**1.19.6** **All other work necessary for the provision of operability.**

Items from 1.19.1. to 1.19.6 are not to be regarded as an exhaustive list of requirements.

## **2** Working hours

**2.1** The regular pre-mounting working hours correspond in general with the day shift working hours of the principal, with possible exceptions arranged with the project or installation management.

**2.2** Work to be performed on Saturdays, Sundays and holidays must be announced in good time and must state the number of workers required.

**2.3** Possibly required permissions from authorities for rest-day working etc. have to be procured by the agent.

**2.4** Expenses for possible difficult work or other extras will not be remunerated separately.

**2.5** Work on facilities which are generally in operation during the mounting period but temporarily shut down for conversion purposes must be coordinated with the project manager.

Shut-down hours in such cases must be kept at a minimum.

Such standstills of facilities may occur also outside regular working hours.

Inevitable waiting times and extra cost for separate travelling to and from the site as well as overtime or other expenses will not be remunerated separately.

### 3 Liability and insurance

#### 3.1 Safety regulations

The agent's personnel must observe the valid safety and accident prevention regulations, which contracting companies obtain from purchasing department.

#### 3.2 The premises may be entered and left only with a valid entry permit via the main entrance gate. This is true also for the arrival and departure of the mounting personnel. The agent's personnel to follow the appendix D ( Os 67, TEP B.2.1). Exceptions must be approved by the principal.

Mondi Štětí reserves the right to have mounting personnel's vehicles inspected by authorized persons when leaving the premises.

#### 3.3 All work with open flames or lighting, all grinding and welding work and all transports of container requires a work permit issued by the project or installation management.

For safety reasons relating to risk of fire and/or explosion such work can be started only after issuance of a work permit.

#### 3.4 Emptying of systems and pipes and switching of cocks and valves may be done by the agent only after coordination with or consent (work permit) by the project or installation management. Consequential damage and/or possible loss of production due to non-compliance will be charged to the agent.

#### 3.5 Wrong or incorrect mounting causing damage to existing facilities or facilities just being mounted (crushed pipe insulations, distorted cable trays, etc.) entitles Mondi Štětí to charge the causer of the damage with the costs of remedies.

If the causer cannot be traced, all companies working at the respective site are held liable for the damage.

#### 3.6 The agent is liable for all damage and loss suffered by the principal, his staff members, third parties and his own staff as a result of negligence of his personnel.

- 3.7** Any equipment placed at the agent's disposal must be tested by the agent for safety before it is used (subject to control). Shortcomings must be reported immediately.
- 3.8** The principal is to comply with all statutory provisions and safety regulations at his own cost.  
He is exclusively responsible for any offence or violation.
- 3.9** The principal will prove to the agent the conclusion of a liability insurance contract with a cover as stated in the contract. The covering price relative to injury and damages have to be ad effectum the Code de commerce.

#### **4 Site electricity**

- 4.1** Voltage: 230/ 400 Volt, 50 c.p.s.
- 4.2** The principal provides the outlet for the connection of the site electricity distribution box. The plant's protective system acc point 4.1 against accidental contact complies with STN 33 20 00-4-41. The connection to the site electricity distribution is to be made by the agent. Connected load (kW), place and time of connection of the distributor must be submitted to the project or installation management at least 14 days in advance.
- 4.3** Site electricity distribution equipment, electric tools, cables, site lighting, etc. have to be approved by customer, respective modify according valid standards and prescriptions.
- 4.4** The agent bears the full responsibility for proper and safe installation of the site electricity connection and distribution equipment in compliance with the appropriate standards.
- 4.5** In the interest of general accident prevention, the principal reserves the right to remove unsuitable equipment or to cut off the electric supply.
- 4.6** It is expressly pointed out that the electricity used for works in tanks and containers is to comply with the respective safety regulations (e.g. lower voltage, isolating switch).
- 4.7** The agent must inform himself as to whether or not certain areas require the use of explosion-proof tools or equipment.

- 4.8** Machines and appliances can be connected in the halls via four-pole sockets. The agent has to inquire with the project or installation management as to the suitability of the sockets for the required power. If this is not done, the agent will be held liable for any consequential damage.

## **5 Packaging and dispatch of deliveries**

- 5.1** All parts supplied have to be packed in accordance with requirements. Machined surfaces, shafts and bearings and similar have to be surface treated to block corrosion and have to be protected before damage.
- 5.2** The packaging and the supplied parts have to bear the essential order designations and indicate the place of a possible transport protection.
- 5.3** Prior to the shipment of larger parts of equipment, a ready-for-shipment-note stating weight and dimensions is to be sent in advance.
- 5.4** If not otherwise agreed, the agent himself accepts the deliveries at the site.

With no personnel of the agent available at the site, there can be no unloading or accepting, and the goods are sent back.

## 6 Supplement

### Competence and cost splitting

	Done or provided by		Paid for by		Remarks
	Agent	Principal	Agent	Principal	
<b>A) <u>Assembling – general</u></b>					
1. Personnel accommodation	X		X		Possible assistance in finding suitable accommodation
2. Lunch and dinner	X		X		
3. Locker room and washroom	X	X 1)	X	X 1)	After prior written agreement
4. Toilets	X	X 1)	X	X 1)	After prior written agreement
5. Offices with furniture	X		X		
6. Telephone	X		X		Existing facilities may be used individually after prior consent by installation manager
7. Telefax	X		X		
8. -----					
9. Travel expenses	X		X		
10. Separation allowance	X		X		
11. Commuting expenses	X		X		
12. Allowance for time spent on daily commuting	X		X		
13. Heated storage room (m <sup>2</sup> )	X		X		

14.	Unheated storage area (m <sup>2</sup> )	X		X		
15.	Tool room (m <sup>2</sup> )	X		X		
16.	Outdoor storage area (m <sup>2</sup> )		X		X	Place named by installation management
17.	Goods acceptance at the mill	X		X		
18.	Transport to intermediate storage	X		X		In-plant assistance possible on workdays till 14:00 hours after prior agreement
19.	Transport from intermediate storage to site	X		X		
20.	Packaging	X		X		
21.	Lifting device up to 5 tons	X		X		Use of existing cranes after notification
22.	Lifting device for over 5 tons					
23.	Pressurized air, max. 6 bar	X	X 2)	X	X 2)	Existing connections may be used (upon agreement)
24.	Water	X	X 2)	X	X 2)	Existing connections may be used (upon agreement)
25.	Heating	X		X		Existing connections may be used
26.	Lighting	X		X		Existing lighting may be used
27.	Electricity, 400 V		X		X	Connection without cable and site distributor
28.	Electric power, single phase, 230 V		X		X	Connection, without cable and site distributor
29.	Wrecking, Dismantling	X	(X)	X	(X)	According to performance specification

30.	Welding set connections, in numbers and at places as required	X		X		
31.	Welding gas, oxygen	X		X		
32.	Welding rods, electrodes	X		X		
33.	Tools (mounting)	X		X		
34.	Mounting scaffolding	X		X		Including scaffolding beams and boards, etc.
35.	Cutting work, wall break-through	X	(X)	X	(X)	Construction company; according to performance spec.
36.	Basic painting	X		X		Incl. touch-up work according to related MBP Standard
37.	Final painting	X		X		Incl. touch-up work according to related MBP Standard
38.	In-plant rules of conduct		X		X	Compliance observed by supplier or agent
39.	Guarding accessible site areas during non-working hours	X		X		
40.	Fire protection	X		X		Plant fire brigade, upon agreement
41.	First Aid		X		X	
42.	Cleaning	X		X		
43.	Snow removal		X		X	Only access ways

	Done or provided by		Paid for by		Remarks
	Agent	Principal	Agent	Principal	
<b>B)</b> Insurance					

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Freight	X		X	
In-plant transport	X		X	
Mounting	X		X	
Liability	X		X	
Fire prevention	X		X	
Theft	X		X	

- 1) Only for small-scale project sites with only up to 10 persons at the total site area
- 2) Provision of air and water after installation by the agent

## 7 Technical prescriptions

### 7.1 Aligning

\*The aligning of machines (shafts, couplings) is to be done with optical instruments (e.g. OPTALIGN or similar) that permit parallel and angular misalignments to be reduced to practically zero.

\*If such instruments cannot be applied, the aligning has to be done conventionally after consent by the Mondi's supervisor in charge.

\*The permissible tolerances are to correspond with the recommendations given by the respective machine producer or with

- the generally accepted tolerances for "aligned shafts":

0.2° angular tolerance and  
zero parallel displacement  $\Delta x = 0$

- the generally accepted tolerances for "non-aligned shafts":

Cardan shafts 0.7° angular tolerance

## Belt drives 2.0° angular tolerance

\* Aligning must consider operating conditions.

- The result of heat influence (if to be considered) must be assessed.

- Laterally moveable shafts (rolls) may have an angular misalignment at any operating position of not more than one degree.

\* The aligning has to be recorded and the written report presented at the acceptance of the installation.

## 7.2 Articulated shafts

The installation of articulated shafts requires the aligning:

\* Of the arrow- markings on shaft and head  $\geq \leq$ , and

\* Of the areas of the two forks of the joint; angular tolerance  $\leq 0.5^\circ$

## 8 Minimal safety and health requirements on building site

See Statute of Government of Czech Republic No. 591/2006 Coll.

## 9 Working with asbestos

See Annex - Measures Suggestions Asbestos

## 10 General demands on supplies

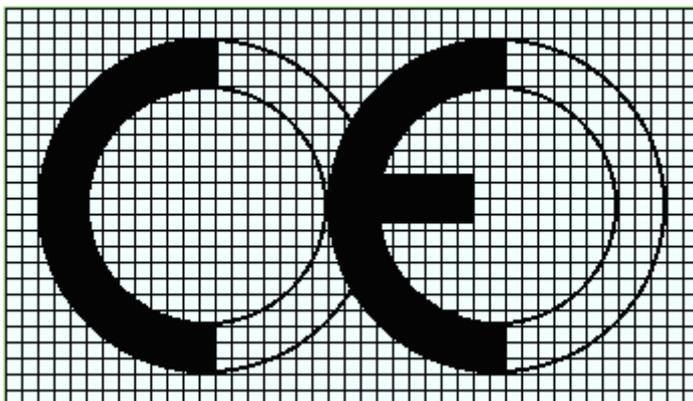
Products, equipments and apparatuses delivered and installed in Mondi Štětí a.s. have to be marked by sign of CE conformity marking or others signs of Conformity, which are in harmony with validity legislation of Czech Republic and are in harmony with technical prescription of European Community.

Contractor must submit to purchaser "Declaration of conformity" according to standard EU Directive 2006/42/EC, or according to Law No. 22/1997 Coll. with later amendments as well as Government Directives 179/1997 Coll. (CE mark) and 176/2008 Coll. (Machinery).

Example:

Product CE conformity marking

Product CE conformity marking consists of characters „CE”, CE marking must have height at least 5 mm. If product CE conformity marking is diminished or maximized, the proportions of the picture according to Government directive No. 179/1997 Coll. have to be kept.



Product CE conformity marking must be placed on instrument or on his identification plate with technical dates.

Product CE conformity marking is possible locate on the product only if has been CE issued on product or if to product is applied Declaration of his conformity with technical regulations of European Community.