

Guide for Contractors and Service Providers

Health and Safety, Fire Prevention and Industrial Security, Environmental Management Flight Safety

**BHTCL
12,800 rue de l'Avenir
Mirabel, (Québec)
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**Contractors and service providers must always have this guide
in their possession at all work sites.**

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MESSAGE TO CONTRACTORS AND SERVICE PROVIDERS

Welcome to BHTCL (Bell Helicopter Textron Canada Limited) in Mirabel. Our corporation's health and safety goal is to obtain "0" incident or work related sickness. This guide was prepared with you in mind and describes certain rules you must follow in order to ensure that work is done safely and respects environment. These rules are an integral part of the work you have to do inside or outside our facilities.

Respecting these rules is an obligation and a priority for our company. In the event that they are disrespected, corrective actions such as a contract cancellation, a financial penalty or an expulsion of the individual(s) responsible will take place.

The safety and protection of the environment are important elements that cannot be endangered in any way whatsoever. Accordingly, BHTCL reserves the right to require corrective measures should these regulations not be adhered to.

For more information, please contact the BHTCL Work Manager. Moreover, the Health and Safety, Fire Prevention and Industrial Security, Environmental Management and Flight Safety Advisors are always available to answer your questions. Please feel free to contact them.

Contacts:

Health and Safety Department	Ext: 3924
Environmental Management Group	Ext: 4662
Fire Prevention and Industrial Security Department	Ext: 3588
Flight Safety (FOD Prevention)	514-425-0351 (*73 049)

Introduction

The preventive measures outlined in this guide are an integral part of all contracts. Therefore, any contractor and its employees that agree to do work must respect BHTCL's internal/company policies and procedures, as well as the laws governing health, safety and environmental protection in Quebec.

In this guide, the term "work site" defines any repair, installation, moving, equipment, process or machine work done by a contractor/supplier on BHTCL's premises, including any site or land belonging to BHTCL; also taking into consideration the time period required for the work to be accomplished.

This guide is intended to help you do to your work in complete safety and with respect for the environment.

The role of the BHTCL Work Manager

The role of the BHTCL Work Manager is to ensure that the contractor/service provider do their work in keeping with specifications. The BHTCL Work manager is the person who acts as a liaison between the individual in charge designated by the contractor/service and BHTCL. The BHTCL Work Manager must meet, within a reasonable time frame, with the Departments' Supervisors, in order to inform them on the nature of the work to be done on their site and the particular safety measures to apply.

The BHTCL Work Manager is the only person who can provide you with instructions concerning your work. However, any BHTCL employee has the right to stop you if your work does not comply with safe regulations or is endangering our employees or facilities. In the event that the work is stopped for these reasons, the BHTCL Work Manager must be notified immediately.

Exception

Any departure from the rules provided in this guide must first be approved by the respective department, namely the Health and Safety Department, the Fire Prevention and Industrial Security Department, the Environmental Management Group, the Flight Safety Department (FOD) and the Work Manager.

1. GENERAL RULES

1.1 ID Card

All consultants¹ working in the plant or the office must go to the main entrance or the security gate in order to register. The security guard or the receptionist on duty will ask the consultant for an identification card including a picture.

The security guard or receptionist will remit a consultant ID card "without escort" (blue) and inform the consultant that the ID card will need to be carried in a visible fashion at all times along with safety glasses.



Visitors who are required to meet with an employee must present themselves at the main entrance or the safety gate in order to register on the visitors' list.



The security guard or receptionist on duty will ask for a valid identification card that includes a picture. A visitor's ID card with escort (red) will then be remitted and the visitor will wear the ID card in a visible fashion at all times along with safety glasses.

1.2 Safety

For safety reasons, only individuals designated by BHTCL's person in charge of the project may enter or leave the premises. It is also forbidden to enter any area other than the one the consultant's work is done.

The emergency exits must be used only for emergencies and must never be blocked.

Only vehicles required to perform the work may enter the controlled area.

1.3 No smoking and prohibited substance rules

Smoking is prohibited everywhere on BHTCL's site. The only time an employee may smoke on the site is during break or lunch time in an outdoor smoking shelter situated in the employees' parking lot, between 11 am and 1 pm for the day shift and 5 pm to 6 pm on the night shift.

¹ ***A definition of the word consultant may be found in the document entitled "Policy and Procedure on the Hiring of Consultants" which is available on the Human Resources Intranet site, under "Policies".***

1.4 Speed limit

The speed limit on BHTCL's site is 15 km/h.

1.5 Personal protective equipment

The wear of safety glasses is obligatory for all employees working in production zones, work site areas, including indoor or outdoor facilities where there are particles in movement, dangerous substances, solar and intensive heat radiation, molten metal or other related risks.

The wear of safety shoes with metal caps is obligatory for all employees working in productions areas, indoor or outdoor facilities where there are risks of injuries such as foot punctures, drop of heavy or cutting objects, molten metal, hot or corrosive liquid substances.

In the event that a work area is designated as a "construction site", in respect with the L.R.Q., Chapter S-2.1 Loi sur la santé et sécurité du travail, the wear of hard hats is obligatory in order to comply with the Code de sécurité pour les travaux de construction S-2.1, r6.

1.6 Emergency 3333

To report an emergency, dial 3333 on a BHTCL phone. The security guard on duty will direct the right emergency services to the incident/accident site.



1.7 Building evacuation (Fire Alarm)

An evacuation could take place during a fire, hazardous product spill, gas leak, natural disaster, bomb alert or any other major circumstances of the kind.

When you hear the alarm, you must **stop working immediately** and the equipment used shut-off safely. **All employees** must leave the building by walking out from the nearest exit. Once outdoor, all employees must gather to the evacuee assembly area foreseen in this case (Check signs posted behind stops signs in main aisles). You may ask the person in charge of your sector the exact place where your evacuee assembly area is located.

When you hear the alarm, **any type of work done** must stop immediately and the equipment used shut down safely. **All employees** must evacuate by walking out of the nearest exit.

Once outdoor, all employees must go to their foreseen evacuee assembly area situated in the employee parking lot (evacuee assembly area descriptions are posted in the back of the stop signs of the center aisle). You may consult the person in charge of your area in order to find out where your evacuee assembly area is located.

During the evacuation the contractor or service provider's personnel must report to the guardhouse.

1.8 First aid and work related accidents

All work-related accidents resulting in injuries must be reported to the BHTCL Work Manager and the Medical Department. To comply with BHTCL's Accident/Incident Inquiry Analysis Policy, investigation of a serious accident must be accomplished within 24 hours and no more than five open business days for other cases.

The BHTCL Work Manager and his Director are the people in charge of the investigation. These individuals must also be assisted by one Health and Safety member.

1.9 Marking off work areas

Any important notable work site must be clearly identified at the entrance.

Outside a work site, the edges of the work zones must be clearly marked off by a barricade or fence in the case of fixed zones, or by a tape and pylons when the work zone must be moved. In all cases, entrances must clearly identify and controlled. All equipment must be stored inside the work site or construction site.

In the event that work is blocking an aisle or a traffic lane, whether inside or outside the plant, alternate routes must be provided and identified.

1.10 Emergency equipment

Fire equipment such as fire extinguishers, hoses, fire hydrants, sprinkler systems, etc, as well as the equipment used to retain spills must not be moved, blocked or otherwise made inaccessible.

First-aid equipment, eye wash and emergency showers must not be moved or made inaccessible.

2. HEALTH AND SAFETY REQUIREMENTS

2.1 Prevention Program

The contractor/service provider must submit a copy of his prevention program to the BHTCL Manager if he/she has 10 individuals working simultaneously on a work site. A copy must also be sent to the BHTCL Health and Safety Department at least one week before the work starts.

This program must respect Quebec's legal regulations along with Textron's corporative regulations and must be approved by the BHTCL Health and Safety Department.

2.2 Employee Training

The contractor/service provider must, upon request, provide any training certificates for his/her employees required by BHTCL. Anyone who has access to the work site, as per the *Code of safety on construction sites*, must have taken "**The Health and Safety on Construction Sites Course**" given by the "Association sectorielle paritaire du secteur de la construction".

Workers must have the necessary permits, authorizations and certificates legally required for their duties.

N.B.: Only courses taken with an accredited sector-based association is recognized by BHTCL. Any derogation request must be addressed to BHTCL's Health and Safety Department. The responsibility rests on BHTCL's Work Manager to remit justified information before the work begins.

Lack of respect for any of the above regulations will prevent the individual concerned to stop the work or use the equipment for which a training program is required.

2.3 Caretaking

In order to maintain a well-kept work site, the following caretaking rules must be respected:

- Aisles, traffic lanes, doors and stairways must be kept free from obstructions at all times.
- The contractor/service provider must take adequate measures to limit the dispersion of dust outside the work zone.
- Stacks of materials must be stable and not pose any danger to workers.
- Tools and materials must be put away at the end of each work day.
- Maintain the work site clean and safe during work activities.
- As per the agreement with the person in charge of the site, all **domestic waste** must be removed from the work zone at the end of each shift work. All **hazardous waste** must also be disposed of in compliance with section 4 in this guide (Environment).

2.4 Motorized vehicles and equipment

The usage of BHTCL's motorized equipment is strictly forbidden. **Any departure from this rule must be approved by the Health and Safety Department.**

The BHTCL Work Manager has the responsibility to submit justified information for the derogation's request analysis before the work begins.

Signaled speed must be respected at all times. The driver must stop the vehicle at stop signs.

It is recommended to drive at a slow pace in risky zones such as confined space and pedestrian passageways. Pedestrians and emergency vehicles must be given priority to circulate.

Motorized vehicles and equipment used indoors must, preferably, be powered by electricity or propane. In the case of vehicles that are powered by diesel, gas or propane, the exhaust system must be equipped with a catalyzer and a gas cooling system.

Moreover, whenever possible, the emissions of diesel-powered vehicles and equipment must be vented outside the building, and care must be taken to avoid contaminating the ventilation system air vents. The contractor/service provider must, upon request, produce a recent gas emission analysis certificate, motor calibration certificate and an inspection certificate attesting to the proper working condition of the equipment.

Motorized vehicles and equipment must be in proper state and checked at the beginning of every new shift. Furthermore, an inspection sheet must be completed and available at all times.

Finally, equipment such as: commercial vehicles, fork and boom scissor lifts are allowed inside the building: helicopter hangar, calibration workshops and paint shops, or any other area requiring a special electrical classification. Unless told otherwise, vehicle types approved are: DX, EX or EE. In order to verify which vehicle type to use, you may contact the Fire Prevention and Industrial Security Department. No vehicles will be admitted without prior authorization from the Fire Prevention and Industrial Security Department.

A guide is required when moving heavy equipment inside the buildings.

2.5 Tools and equipment

The tools and equipment used by a contractor/service provider must be in perfect working condition. They must be used only as specified and in keeping with the manufacturer's recommendations. All safety devices (such as guards) must be in place and operational.

2.6 Ladders, step-Ladders, scaffolding and non-motorized platforms

The equipment must be in good condition, installed and used in compliance with the safety code of the construction industry. In the case of equipment with wheels, the wheels must be locked in place while the equipment is being used. Only non-conductive ladders and step-ladders made of fiberglass may be used.

Scaffolds:

- are laid on solid ground or resting surfaces;
- include stable supports to protect individuals working close to them in order to avoid a vertical drop of more than 1.2 meter (4 feet);
- It is important not to give access to people who do not have to work near them;

- Support devices may be removed only if they stop people from doing their work. In this case, the wear of a safety harness is obligatory for any individual working at more than 3 meters high (10 feet)

Ladder, stepladder :

- Any work involving heights must avoided whenever possible;
- A ladder or stepladder may be used for work requiring less than one hour;
- Ground surface must be even and non-slippery;
- The ladder must surpass 1 meter (3 feet) above the surface or level to be reached by the worker. The top end of the ladder must solidly rest on support points or someone must firmly hold the foot of the ladder during its usage; climb up or walk down a ladder or stepladder. Tools must be attached to a belt or a basket containing a hand-line;
- When a ladder is being used, the distance measured horizontally between the foot of the ladder and the vertical surface that it is leaning against must be $\frac{1}{4}$ of its length. For example, with respect to a 2.4-meter (8 feet) ladder, the foot of the ladder must be 0.6 meter (2 feet) from the wall;
- Do not leave place a ladder in front of a door. If necessary, the door must be condemned;
- A security perimeter must be installed with cones or ribbons.
- When there is a risk of a three-meter (10 feet) fall or more, an individual must wear a safety harness attached to an anchor point, except in a case when the ladder is used as a means of access;
- When possible, anti-fall prevention systems must be installed;
- A detailed working procedure must be established and distributed to individuals who's work involves heights (ex : security perimeters, usage of cones, lock-down procedures, location of anchorage points, etc).

2.7 Motorized platforms

Employees using motorized platforms must wear a harness.

When using a pod, an elevating platform, a stacker or any other equipment representing a risk of a fall, it is strictly forbidden to climb onto the guard-rail or to use a lifting system to bring individual(s) above the level of the platform equipment.

The equipment must satisfy the requirements of the various standards, such as (ACNOR or others), and must be used in compliance with the Safety Code of Construction.

The safety harness must include an shock absorbing device and a holding device attached to the anchor point, as per the manufacturer's identification, or any other anchor point unlinked to a pod or a lift platform (see section 2.8 – anchored to a rupture-resistant element).

2.8 Work involving heights

When there is a risk that workers could fall three meters (10 feet) or more, they must wear a safety harness as per the requirements CAN/CSA-Z259.10 M00. The harness must be used with one of the following:

The point of restraint where the rope is attached or the automatic winding or unwinding system must be attached one of the following ways:

- a) Anchored to a rupture-resistant element of at least 18kn (approx. 4100 lbs).
- b) Attached to a cable slide system– a dynamic belay vertical rope anchored to a rupture-resisting element of at least 18 kN (The winder or the unwinding system may not be used in this case).
- c) Attached to dynamic belay horizontal rope and by a designed engineer's anchoring system, based on the work's site plan or statement.

For example: sprinkle, water, gas conductive parts or wires must not be used as anchoring points.

2.9 Rooftop work

If snow removal or any type of work needing to be done at a distance less than 2 meters (6.6 feet) from the edge of the roof, workers must wear a safety harness (see section Work Involving Heights) or a guard-rail must be erected.

The guard-rail must be designed to:

- Resist a point charge of 0,55 Newton Kilo (100 lbs) any area on a superior bow-rail.
- Resist a vertical charge of 1.5 Kilo Newton Kilo (300 lbs) per meter of row applied on a superior brow-rail.
- Own a superior bow-rail placed between 900 and 1100 mm from the floor and, with at least, an intermediate bow-rail fixed at mid-distance between the higher bow rail and the floor.

Any particular situation must be evaluated by the Health and Safety Department or those concerned.

Exclusion : fireman on rescue

The lifting method of the contractor/service provider who needs to bring equipment or material on the roof must be approved by the BHTCL Work Manager and a member of the Health and Safety Department.

2.10 Floor openings

Floor openings must be visibly identified and protected with appropriate means such as, barricade, guard-rail (see section 2.9) etc.

When a floor opening must be covered to enable pedestrians or vehicle circulation, the covering materials used must be strong enough to support twice the weight of a person (600 lbs) or that of the heaviest vehicle that will drive over it. The protection method used must be approved by the BHTCL Work Manager.

2.11 Electricity

Non-conductive part of fixed, portable or plug-in machinery must be grounded. Portable tools and machinery that are protected by an approved double insulation system do not have to be grounded.

Extension cords must be the three-wire type and in good condition. Damaged power cords and extension cords must not be used. They must be protected against any damage. Power cords and extension cords must not run across corridors, aisles or circulation lanes to prevent falls and damage to the cords. The type of cord being used depends on the use and conditions at the work site, and the caliber depends on the current being used (in keeping with the electrical code).

Uncovered light bulbs on temporary lighting systems must be protected against any damage or accidental contact. Temporary lighting systems must not be suspended or secured by means of electrical cords and must not be used to power portable tools or any equipment other than lighting.

Extension cord plugs must be approved and protected by ACNOR. When different voltages, frequencies or types of current are being used, the extension cords must be designed so that they cannot be interchanged.

Before doing any work on an electrical circuit, make sure that it is turned off and locked down, as seen in section 2.12.

For work done outside or in damp conditions, the extension cords must be equipped with a ground fault circuit interrupter (GFCI).

2.12 Lock-down (0 Energy Display)

The contractor/service provider must follow the "BHTCL lock-down procedure". To this effect, BHTCL's Work Manager and the individual representing the contractor/service provider must make sure that:

- The equipment is turned off and locked down by the BHTCL Work Manager or one BHTCL employee. Only contractor/service provider workers who have completed a BHTCL lock-down training procedure may (therefore be qualified to act alone) bypass this rule.
- **IMPORTANT : IF YOU DID NOT ATTEND THIS TRAINING, IT IS IMPERATIVE THAT YOU BE ASSISTED BY AN INDIVIDUAL WHO ATTENDED THE BHTCL LOCK-DOWN TRAINING SESSION AND OBTAINED HIS/HER CERTIFICATION.**
- Each of the contractor/service provider's employees has the required number of locks, identified with the contractor/supplier's name and telephone number, as well as padlock hasps.

- A label is affixed at each cut-off point. This label must indicate the reason for the work as well as the contact information of the lock owner.

2.13 Entering confined space

The contractor/service provider must follow "*BHTCL's Entering Confined Space Procedure*".

The contractor/supplier's must contact the BHTCL Work Manager to obtain a "work register and entry permit" before starting the work.

Unless there is an emergency, the BHTCL Work Manager must inform the Health and Safety Department or the Fire Prevention and Industrial Security Department at least 24 hours in advance.

The entry permit is available at the Health and Safety Department (Ext.: 3924) or the Fire Prevention Department (Ext: 3588).

Workers assigned to work in confined spaces must have been given the appropriate training. Proof of training attendance must be available upon request
Only training attended at a recognized sector-based association or the equivalent will be accepted.

The contractor/service provider must provide all the required equipment in compliance with BHTCL's confined space regulations.

In the event that gas detection is required on an ongoing basis, the contractor/service provider must provide the detection equipment.

As defined in the BHTCL's confined space policy, the person supervising the work must be a BHTCL employee.

2.14 Overhead cranes, lifting devices and slings

The contractor/service provider must obtain permission from the BHTCL Work Manager before using lifting equipment that belongs to the company. The contractor/service provider should also provide a card or certificate stating that employees using the lifting equipment and the slings have received training from a recognize institution, such as the Association sectorielle – Fabrication d'équipement de transport et de machines (ASFETM).

The slings used by the contractor/service provider must be in good condition and equipped with a label indicating the bearing load.

2.15 Isolated worker

When a worker works alone in an isolated area where he/she is unable to receive assistance, the contractor/service provider must provide a procedure for intermittent or ongoing surveillance. This procedure must be approved by the BHTCL Work Manager.

2.16 Asbestos

When work is done on or with products containing asbestos, the requirements of paragraph 3.23 in the Security Code for Construction Work must be respected.

If products associated with asbestos are found during demolition work, activities must cease immediately and the person in charge of the project must be informed in order to make the necessary arrangements in compliance with acknowledged environmental practices.

3. FIRE PREVENTION REQUIREMENTS

3.1 Hot work permit

A hot work permit must be submitted before beginning any type of work involving open flames, heat, sparks or the latter three. This work includes cutting, brazing, grinding, welding, flames used as reheating sources.



A hot permit may be obtained only from The Fire Prevention Department (during the day) and the Industrial Security Department (nights, weekends and statutory holidays)

Since specific precautions need to be taken, the individual at the Fire Prevention Department or Industrial Security Department authorizing any type of heat work, must inspect the site where the work is to be done. These security measures are integral components of a hot permit and they need to be validated by the individual submitting the permit before any work begins. Additional security measures will be required by the individual submitting the permit if the work represents a particular risk for the building and its contents.

All equipment used by the person for hot work must be in good condition and the work must be done in compliance with **CSA W117.2-94**.

A proper sized and classified portable fire extinguisher must be placed near the hot work.

Once the work is completed, the worker must immediately remit his/her hot permit copy to the Fire Prevention Department (during the day) or Industrial Security Department (nights and weekends). Either department will then inspect the area where the hot work was accomplished.

3.2 Compressed gas cylinders

Compressed gas cylinders must always be stored, in a vertical position, attached either with a chain, a webbing or a rope, When the cylinders are not used, their valves must be shut and booted.

Cylinders should not be near heating sources or open flames. They should also not be in contact with electric circuits.

Hoses, couplings and flame damper devices must be in good condition and inspected every time they need to be used. Damaged hoses must be replaced immediately.

At the beginning of each working day, a leakage inspection must be made. It is forbidden to use open flames to detect any kind of leakage.

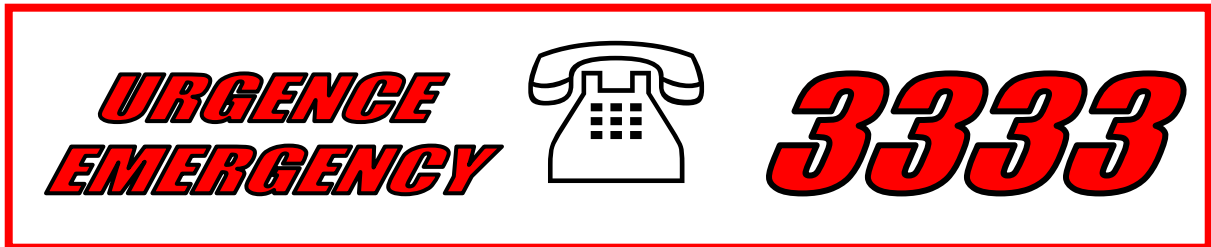
When they are not in use, the oxygen and acetylene cylinders must be stored outdoors at least 3 meters (10 feet) apart from each other.

3.3 Propane cylinder storage

Unplugged cylinders are not to be stored inside the building. Cylinders must be stored outside at least 15 meters (50 feet) away from the building structure. They need to be stored, as much as possible, in a cage or ventilated container labeled with a flammable icon. Full or empty cylinders must be attached safely.

3.4 Work on the fire alarm system (Alarm)

The BHTCL Fire Prevention and Industrial Security Department is responsible for all work done on the fire alarm system. The contractor/service provider must notify this department before any work begins on the alarm system.



3.5 Work on the sprinkler system

The contractor/service provider must notify the BHTCL Fire Prevention and Industrial Security Department before any work begins on the sprinkler system.

3.6 Work in areas where there is a high risk (Fire)

3.6.1 Paint shop and Mixing Rooms

The contractor/Service provider must notify the BHTCL Fire Prevention and Industrial Security Department before any work begins in order to test if fumes from flammable liquids (LEL) can be detected. The acceptable level is 0%.

No welding, cutting and grinding may be done inside without a pre-authorization from the BHTCL Fire Prevention and Industrial Security Department.

Equipment such as lift trucks, jib-boom or scissor lifts are not allowed inside when flammable products are used, unless authorized by the BHTCL Fire Prevention and Industrial Security Department or an authorized DX, EX or EE type.

4. ENVIRONMENTAL REQUIREMENTS

4.1 General Information

BHTCL agrees to respect all aspects of the environment and offer all its employees a safe and healthy work environment. We actively promote healthy environmental practices and safety behaviors and count on our suppliers to do the same. The contractor/service provider must take the necessary steps to prevent pollution, to use and preserve responsibly the natural resources required for our operations and recycle generated residual materials.

We provide all of our contractors/service providers with the environment requirements that apply to any construction project, equipment installment, service, demolition, maintenance and other types of work.

The contractor/service provider must ensure, at all times, that he/she is in compliance with the environmental government legislation in effect and BHTCL's environmental procedures.

Anyone who does not respect the environmental established compliance procedures may be held responsible for any damage caused to the environment and will be required to rectify the situation.

4.2 Use of chemical products

Before entering the site, the contractor/service provider must give the BHTCL Health and Safety and Environmental Management Groups a list containing all the chemical products that will be used on the work site along with the Material Safety Data Sheets (MSDS) in French. All products must be approved by Health and Safety and Environmental Management Groups before entering the site.

Moreover, Material Safety Data Sheets for products authorized on the site must be available at all times and correctly labeled in compliance with WHMIS.

Should additional chemical products, which did not appear on the list before the work began, be required, an updated list and Material Safety Data sheets (in French) must be remitted and approved by the Health and Safety and Environmental Management Groups.

On the BHTCL site, the contractor/service provider must ensure that a minimum quantity of hazardous material is kept and stored in appropriate and compatible containers with a secondary structural confinement.

Hazardous material is defined as any material containing substances that are considered dangerous to one's health or environment and that can be explosive, gassy, flammable, toxic, radioactive, corrosive, oxidizing or leachable, and also any material or object deemed hazardous in the "Hazardous Material Regulation".

4.3 Managing residual material

A residual material is defined as being any material that must be discharged, used, old or obsolete.

Handling, storing or getting rid of residual material (hazardous or non-hazardous) must be done in compliance with the regulations in effect.

The contractor/service provider must ensure that he/she generates a minimal quantity of residuals during their work on the BHTCL site. Upon request, the contractor/service provider must remit written material describing his efforts to reduce and recycle residuals.

Prior to his/her arrival on the BHTCL site, the contractor/service provider must confirm if he/she believes hazardous residual material (dangerous waste) will be generated. An evaluation of the type, quantity and date of the material must also be confirmed.

The contractor/service provider must ensure a separate segregation for every generated hazardous residual. Each container must be identified with the name of the residual type.

Generally, residual material discharged in containers that are specifically identified with the name of the residual material on a label (ex: cutting oil residue, ventilation duct cleaning solution) or the name of the residue type (paint residue, paint solvents). These containers are available throughout BHTCL site, in order to be used for residual material or hazardous residual material (plant only).

Should there be a doubt on how to dispose of a residual material, the contractor/service provider must contact the BHTCL Work Manager or the BHTCL Environmental Management Group.

The contractor/service provider must comply with BHTCL's residual handling procedures, as required by BHTCL.

4.3.1 Non-hazardous residual material

Non-hazardous residual material generated by the contractor/service provider during his/her work on BHTCL's site must be disposed of in respect with BHTCL's policy and procedures.

Recyclable material such as paper, cardboard and metal must be placed in the appropriate containers for recycling purposes.

The contractor/service provider must use existing structures to facilitate recycling and recuperation of the residual material.

4.3.2 Hazardous residual material

Prior to his/her arrival on BHTCL's site, the contractor/service provider must advise BHTCL if he/she believes hazardous residual material (dangerous waste) will be

generated. An evaluation of the type, quantity and date of the material must also be confirmed.

Here is an example of the type of work that may or may not be limited to equipment cleaning or ducts being contaminated with hazardous material (chemical product line's ventilation system, cleaning of chemical process or chemical storage tanks, etc).

Handling, storage and discharge of hazardous residual material must be done in compliance with the environmental regulations in effect and the BHTCL environmental policy.

If a project generates an important amount of hazardous residual material or requires specific management methods, the BHTCL Work Manager will contact the Environmental Management Group. This department will confirm the appropriate management methods and will supply the discharge containers.

4.4 Discharging material into sewers

No material may be discharged in the Company's sewer system without the authorization of Environmental Management Group, which will ensure compliance with environmental standards.

4.5 Atmospheric emissions

The Environmental Management Group must be notified, in writing, about any activity, device or equipment used by a supplier that could result in atmospheric emissions before the start of a project. An appropriate abatement or dust reduction system must be used when excessive amounts of dust are produced.

During transportation activities, care must be taken not to generate dust and trucks must be covered with a protective tarpaulin to preserve the environment.

4.5.1 Refrigeration and cooling system

The contractor/supplier must send only Authorized Maintenance Technicians, licensed with an "Environmental Qualification of the Labor Force Certificate in the Refrigeration and Cooling Industry obtained from CFC/HCFC/HFC" for any type of work foreseen on BHTCL's refrigeration and cooling system.

Upon their arrival on the site, before the beginning of any work on the refrigeration and cooling system, Authorized Maintenance Technicians will be required to show the BHTCL Work Manager their "Environmental Qualification of the Labor Force Certificate in the Refrigeration and Cooling Industry" obtained from CFC/HCFC/HFC.

No work can be done if a contractor/service provider is unable to present this certification.

Authorized Maintenance technicians must apply the rules of the "Halocarbon Federal Regulation (2003) ".

If halocarbon is used during air conditioning work, the Federal Halocarbon Regulations and the Ozone-depleting Substances Regulations notices must be completed and remitted to the person in charge of BHTCL's plant air conditioning system

4.6 Excavation and soil management

Should there be signs of contamination during an excavation operation, the contractor/service provider must immediately stop the excavation work and inform the BHTCL Work Manager.

The BHTCL Work Manager must advise the Environmental Management Group in order to make sure that the appropriate management procedure is followed.

4.7 Spill report

The contractor/service provider must, immediately, remit a written report to BHTCL's Work Manager and the person in charge at BHTCL's Environmental Management Group regarding any incident implicating chemical products (including combustible and residual materials). The name of the product, the quantity spilled the circumstances of the incident and all pertinent information must be included in this report.

5. FOD Prevention Program Requirements

5.1 General information

"FOD" is an acronym meaning Foreign Object Damage". The Bell Helicopter Textron Canada Ltd. (BHTCL) FOD Prevention Program aims at eliminating foreign objects and the damages they cause to aircraft and their components.

The term FOD is recognized and used by the Canadian and international military/civil aviation community. FODs may be a foreign object or body left behind in the aircraft or in one of its components. They can originate from outside the plant such as snow, ice, birds or, parts and debris left behind by subcontractors. FOD may also stem from the inside such as lost tools (screwdriver, pencil, etc.) or manufacturing scrap such as shop material, packaging or masking tape, installation hardware, etc.

Very serious consequences may be tied to FODs and, at worst, may lead to a crash resulting in disastrous human and material losses.

This is why BHTCL has implemented a prevention program including various topics such as:

- Promoting awareness for all employees
- Display of areas:
 - Critical ; and
 - Daily control of tools

As a BHTCL supplier, you have an important role to play. As such, it is essential that you and your personnel conform to BHTCL guidelines and instructions pertaining to FOD control and restrain from smoking when present on any BHTCL premises.

Although procedures and guidelines constitute significant elements of a structured and efficient FOD prevention program, vigilance from our part remains the main component which insures the program's dependability.

An excellent method of prevention consist of keeping a clean and tidy work area at all times and to follow the "Clean as you go" maintenance routine. The same goes for food debris, (wrappings, cans, etc.).

5.2 Definitions

5.2.1 FOD Critical Zone

The critical area is described as: the heliport as well as preflight, HSO, experimental and paint hangars are designated FOD critical areas.

Are also designated FOD critical areas, all work stations where operations being performed expose the following components or systems to FODs:

- Engines
- Transmission
- Drive systems
- Flight controls
- Hydraulic systems
- Fuel systems

5.2.2 FOD Sensitive Area

All other production areas in the Mirabel and St-Jérôme facilities

5.3 Caretaking

5.3.1 Clean as you go

A practice which consists in periodically removing debris generated while performing tasks in order to prevent potential FOD build up. It mainly consists of:

- Cleaning entire area you're in if you have to stop working;
- If there is a possibility that debris could possibly be carried away by the wind, remove them immediately to prevent their migration towards the heliport;
- Insure that debris have been removed completely when work is suspended or when moved to another worksite;
- Clean at the end of your shift; and
- If you drop something or ear something drop, pick it up.

5.3.2 Tool Inventory

In order to maintain the integrity of the prevention program, it is crucial that all tools:

- Be under control, which means knowing how many tools you bring on a BHTCL site ;
- That the same number of tools you brought on a BHTCL site are brought back at the end of work; and

- Notify the person escorting you or contact at BHTCL as soon as a tool is reported missing.

5.3.3 Vehicule inspection

Upon arrival on a BHTCL site, all BHTCL suppliers insure that their vehicle does not carry foreign objects and/or parts that could fall off their vehicle. A soon as they enter the critical area, (i.e. test areas and heliport traffic areas as well as hangars) all vehicles will have to be inspected in order to insure this.

The same procedure applies upon leaving the critical area; the vehicle will be inspected in order to insure that no foreign object has been left behind and/or parts in the critical area at issue.

Note: Special attention will be paid to lawn mowing equipment, surface sweepers and snow removal equipment.

5.3.4 Food and beverages

All food and beverages are prohibited inside cabins or aircraft and in hangars.

5.3.5 Contamination

If your activities can generate some sort of contamination such as cement dust or metallic particles and that it cannot be contained 100%, it is essential that you notify your contact at BHTCL. When there is a risk of contamination to an aircraft or one of its components, your contact will take the necessary measures to insure its protection.

