

VISITORS / SUB-CONTRACTOR

1. Visitors

- a. All visitors must report to the front office and sign-in and out in the log book located at the receptionist counter.
- b. Receptionist will determine who the person is here to visit and will contact that employee to come to the office.
- c. If the visitor must enter the production area, the employee who is being visited is required to ensure the visitor receives a Visitor Badge and appropriate PPE including hat/hairnet, safety glasses, safety toed shoes, and
- d. Visitor badge must be worn and visible at all times that the visitor is in the Plant.
- e. Visitors are required to be escorted at all times.
- f. Visitor badge must be turned in to the Receptionist when the visitor signs out in the log book.
- g. Truck driver visitors must sign the Truck Driver Sign In Log (#QF09-091) at receptionist desk. When signed it is understood that there is competence on Uchiyama EMS policy.

2. Sub-Contractors

- a. When a Sub-contractor is needed in the plant, a Purchase Order will be filled out according to Purchasing Requisition WI06-001.
- b. The Sub-contractors shall be told to report to the front office upon their arrival at the Plant. They are not permitted to enter the plant through the doors in any other area of the plant.
- c. Sub-contractors and all crew members must sign in and out in the log book located at the receptionist desk.
- d. The receptionist will contact the employee who requested the sub-contractor, who will meet the sub-contractor at the reception area.
- e. Depending on the duration and scope of work, the sub-contractor and all crew members will be issued non-escorted contractor badges, which have full access to all gates, doors, etc. Visitors have limited access and require an escort at all times, therefore visitors do not require Contractors Orientation.
- f. Upon contractor and crew arrival, PESM/Assistant will verify that all crew personnel have complete and/or current Contractors Orientation paperwork on file located on the Subcontractor Training Log (#QF09-300). If any member is not current with training they must complete the training prior to the start of any work.
- g. Badge(s) will be issued upon the completion of the Sub-contractor Orientation Checklist (#QF09-230). All sub-contractors and crew members must sign a Contractor Orientation Checklist Form (#QF09-230), Uchiyama Mfg. America LLC Safe Work Agreement (#QF09-262), and a Uchiyama Mfg. America LLC Non-Disclosure Agreement (#QF09-244)

Note: PESM/Assistant is responsible to provide orientation to domestic Sub-contractors and the Japanese Staff for Japan based sub-contractors.

3. After-Hours

- a. Visitors are not permitted in the plant after normal first shift business hours. Security guard should ask all non-approved visitors to leave the premises.
- b. Unless given prior approval by UMA Management, Sub-contractors must perform all activities during regular first shift business hours
- c. All deliveries must be during the hours of 6:00 AM and 7:00 PM. No delivery personnel are allowed to enter the plant without proper authorization of UMA management.

**SUBCONTRACTOR ORIENTATION CHECKLIST WILL BE REVIEWED ANNUALLY
FOR ANY CHANGES / UPDATES.**