



Panasonic
BUSINESS

GENERAL CONDITIONS

FOR TRAINING

General conditions for training

REGISTRATION

Registration must take place in writing. Please send the enclosed registration form to

Panasonic Industry Europe GmbH

Robot & Welding
After Sales Service
Jagenbergstr. 11a
41468 Neuss

Fax: +49 (0) 2131/60899-200

Email: pwse.spares@eu.panasonic.com

DATES

Training dates are allocated on an individual basis. Please get in touch with us in good time to ensure we can accommodate your desired date. Reservations can only be made upon submission of the order in writing. Panasonic reserves the right to reschedule the training session offered under special circumstances and in agreement with you.

We would like to point out that a maximum of three people can participate in the training session. This is the only way we can ensure we offer effective and high-quality training tailored to the participants' requirements with sufficient opportunities for exercises. If you would nevertheless like to make individual changes, please note that this will also incur additional costs.

TIMES

Our regular training periods are Monday to Friday between 9 a.m. and 4:30 p.m. and include a lunch break of one hour. This can be changed by agreement. Beverages and lunch are included during the training period.

TRAINING DOCUMENTS

All manuals are distributed only during the training sessions. A certificate of participation is issued following successful conclusion of the session.



PREREQUISITES

Please ask for information regarding required prior knowledge. We would be happy to advise you. If it becomes apparent during the training session that a participant does not have the prerequisite knowledge, this participant might not be able to be taken into consideration as the session progresses.

ACCOMMODATION

We would be happy to help you with a hotel reservation. Please find information here on three hotels close to the training centre:

Bastion Hotel Düsseldorf Neuss (directly opposite, 2 min walk)

Jagenbergstrasse 2
41468 Neuss
+49 (0) 2131-930004
www.bastionhotels.com

Hotel Marienhof Garni (approx. 4 km)

Kölner Straße 187a
41468 Neuss
+49 (0) 2131-203080
www.hotel-marienhof-neuss.de

Commundo Tagungshotel (approx. 4 km)

Humboldtstraße 2
41468 Neuss
+49 (0) 800 8330 330
www.commundo-tagungshotels.de

SAFETY REGULATIONS

Please familiarise yourself with the following points prior to starting your activities:

- Emergency exits
- First aid facilities
- Fire extinguishing equipment

1. Accident prevention regulations: We place a high priority on accident prevention at our facility and therefore demand the highest safety at every workplace. Before you begin working with us or participating in training, you are required to inform yourself thoroughly about occupational safety and health regulations. Noncompliance with the legal regulations may cause not only injury to yourself but also to our employees. We therefore expect you to comply with valid regulations.

2. Environmental protection and hazardous substances: You are required to observe the legal regulations pertaining to emissions and water protection as well as legislation pertaining to chemicals. Substances hazardous to water must not enter the canalisation or the ground under any circumstances. These substances must be provided and/or stored in collecting pans. You are personally liable and culpable in the event of any infringements. Upon request, you must be able to produce evidence of training required for handling hazardous substances.

3. Workplace: You must always remain at the workplace you have been assigned for your tasks at Panasonic. Accessing any other operations departments is only permitted to the extent required to perform your work task. The work location must be left clean.

4. Smoking ban: Smoking is only permitted in the designated areas outside of the building. Only deposit cigarette butts and ash into the ashtrays provided for this.

5. Personal protective equipment: You must wear safety shoes. Moreover, you must also wear appropriate safety gear to protect you from hazards.

6. Crane systems and industrial trucks: Unauthorised use of our lifting devices and industrial trucks is not permitted. The service manager must request permission from us beforehand if these are required for assembly work. Your employees must hold the appropriate training and/or permits allowing them to operate industrial trucks.

7. Our company-owned property: The use of company-owned devices, machines, equipment and material takes place at your own risk and is only permitted with the permission and knowledge of the department on whose behalf you are working. You must show the required proof of qualification to be able to use our work equipment.

8. Your tools: The tools, machines, devices etc. that you use must comply with and be approved by BetrSichV (German Health and Safety at Work Regulations) and DGUV (German Social Accident Insurance). Please be diligent about locking everything away in the evening and during work breaks. We do not offer any replacement in the case of loss.

9. Open fire: Work procedures that require working with open fire are only permitted with our prior approval. We decide whether the provision of fire protection is required. An application to the service manager must be made for all hot work.

10. Scaffolding and ladders: Only use scaffolding and ladders that comply with the employers' liability insurance associations. Pay special attention to ensuring that scaffolding material is in perfect working order! Do not move portable scaffolding if there are persons on it; scaffolding assembled in the workshop and above doors and gates must be secured such that workers cannot be injured as the result of falling objects. Immediately remove disassembled scaffolding.



11. Waste: It is generally not permitted to bring waste into Panasonic. We have installed containers in all areas into which you can dispose of your waste, separated according to type. Your contact person or our employees can help you to separate your waste.

12. Electric tools and machines: Voltage of 230 Volts and power current of 400 Volts are provided for the use of electric tools and machines. All connectors must conform to VDE (Association of German Electricians) regulations. It is not permitted to interfere with existing switching systems or distribution installations.

13. Voltage-carrying systems When working in the proximity of open, unprotected voltage-carrying systems, always ensure the voltage is switched off and/or it is protected against accidental contact. Switching off the voltage during assembly processes must be reported to the service manager beforehand and as early as possible to prevent outages in other areas.

14. Accidents: If you or one of your employees suffer an accident, we have company first aiders at hand. Nevertheless your personnel is generally required to be sufficiently trained in first aid and have materials at hand. The regulations that apply in your own company regarding the reporting of accidents remain unaffected. Report every accident, emergency and/or case of damage according to the following:

Where did the emergency/case of damage occur?

What happened?

How many are injured?

Who is calling?

15. Non-disclosure agreement: Products provided by customers that are subject to a non-disclosure agreement may be located on our premises. When working on our premises, you are obliged not to disclose anything to third parties regarding any relevant, recognisable and visible products and information. Furthermore, a general photography ban is in place covering the entire company grounds, which also includes mobile telephones capable of taking photographs. Panasonic reserves the right to initiate legal steps in the case of infringements.

16. Safety clause: You are obliged to ensure that you comply with all occupational health and safety and environmental regulations when performing the tasks assigned to you. You are obliged to provide comprehensive instructions regarding the content of this data sheet to the employees you have deployed. You shall indemnify us from any third-party claims made against us in the case of damage within the scope of work performed by you that is not attributable to fault on our part (indemnity obligation). You must have adequate liability insurance to cover claims in cases of damage and produce proof of such upon request. The instructions of Panasonic employees must be followed.



LIABILITY

Panasonic Industry Europe GmbH is not liable for damages that occur as the result of accidents in our plant or through the loss of objects. Participants are not permitted to use any personal storage mediums. Participants may be liable for the full extent of damages occurring as the result of using their own storage medium.

CANCELLATION

After registration has been confirmed, cancellations can only be made in writing to Panasonic Industry Europe GmbH. Cancellations up to 7 calendar days before the start of the training session incur a processing fee of 10 % of the training fee.

Less than 7 days beforehand or nonattendance is charged at 50 % of the training fee. Alternatively, a replacement participant can be named.

ROUTE DESCRIPTION

- You can reach us via the A3 or A57, which both meet the A46
- Drive onto the A46 and then leave it at exit 22 Neuss Uedesheim
- Keep right and turn off towards the direction of Neuss-Grimlinghausen
- You will reach a roundabout after 300 m
- Take the second exit and turn into Jagenbergstrasse
- Turn left after 50 m and follow the signs to the parking lots



