



A Textron Company

ATTACHMENT B

Outside Contractor Requirements and Rules of Conduct for Performing Work on Bell Helicopter Textron Canada Premises

1.0 THE BHTCL/CONTRACTOR CONTRACTUAL RELATIONSHIP

1.1 Suppliers of Contractor, Subcontractors

Contractor is responsible for informing his suppliers of materiel, delivery personnel, and subcontractors of any stipulations(s) of this Attachment B (referred to herein as "the Agreement") which apply to them.

2.0 THE COMPANY - WORKING RELATIONSHIP

2.1 Prior to Work Commencement

Contractor is at all times to abide by BHTCL security rules and regulations as described in the *Guide for Contractors, Service Provider Health, Safety, Fire Prevention and Environmental Protection* available online at http://www.bellhelicopter.com/en/suppliers/edi_terms.cfm

Before beginning any of the work, the Contractor or Service Provider shall make arrangements with the BHTCL Project Manager and if required with the BHTCL Health & Safety and or Environmental Protection teams regarding the applicable rules and regulations that must be complied with.

It is the sole responsibility of the Contractor or Service Provider to supply the individual protection equipment required specific to the type and nature of the work conducted.

Contractors and their employees must meet any and all requirements imposed by the Contractors employees must be certified by the Aerospace Training Institute (Quebec only) www.ifaero.ca.

Contractor is to notify the applicable Department of BHTCL (hereinafter "Department") prior to his arrival at the Security Gate to start work on any project. Such notification minimizes the time required for Contractor to gain security clearance and get to the job site. The Contractor shall have his work schedule approved by the Department prior to his arrival to ensure access to the work site and least disruption to the production efforts.

Contractor will be admitted to BHTCL facilities after Department is notified of Contractor's arrival. At this time, Contractor will receive directions to the job site and any other instructions which he requires to begin work.

Should a job necessitate night or weekend work by Contractor, he will submit, to Department, a request to perform such work (except in emergency situations). Such requests are to be so submitted twenty-four (24) hours in advance of workday night work and before 12:00 noon of the preceding Thursday in the case of weekend work. Special arrangements will be made for emergency situations.

The Contractor shall comply with all applicable laws and regulations while on-site at BHTCL including but not limited any applicable Canadian and foreign export laws and regulations. The work performed by the Contractor may be subject to the International Traffic in Arms Regulations (22 CFR 120-128 and 130); Canadian Export and Import Permits Act (RS Chapter E-19) and the Export Permits/Import Permits Regulations promulgated thereunder; the Canadian Defense Production Act and the Canadian Controlled Goods Regulations promulgated thereunder; the Canada Customs Act/Special Import Measures Act and the Canada Customs Regulations. The parties acknowledge that the above-referenced laws, rules, and regulations impose restrictions on the import, export, re-export, or transfer to any third country or party (including nationals and dual nationals from proscribed or restricted countries), of certain categories of goods and technical data. Disclosure of such goods and data to foreign persons is subject to the above regulations regardless of where the export occurs.

2.2 Contractor Materials and Equipment

Contractor personnel is to arrive at the job site fully prepared and equipped to perform the tasks which contractor has agreed to execute.

In the event that Contractor encounters, in the execution of these tasks, unforeseeable problems requiring the loan of some BHTCL equipment for their resolution, he may request, from Department, an equipment loan.

To minimize interference with BHTCL operations, only those Contractor vehicles strictly necessary to the performance of the work will be parked, as directed by the Department, at the job site.

Material and equipment to be used by Contractor in performing work will be located in areas designated by Department and will, in all cases, be kept arranged in an orderly fashion.

Contractor materials awaiting installation or other use are to be neither received nor stored by BHTCL. Until Contractor's job is accepted as "complete" by Department, all such materials are the unique responsibility of Contractor.

Removal of Contractor-owned material, equipment, and/or job salvage is subject to inspection by Department and also by a BHTCL Security Officer.

2.3 Other Conditions of Work Execution

All Contractor personnel is to restrict its movement about Company premises to the immediate job site area. At no time, will traffic across heliports and flight lines be permitted without Department escort.

Contractor will use acceptable means to keep concrete removal operations dust-free.

Roof and exterior wall penetrations will be sealed overnight by Contractor and will never be left in such a condition as to expose Company's buildings and equipment to weather damage.

3.0 SAFETY PROVISIONS

3.1 Combustion and Combustible Materials

Department must be notified of the time and location at which any welding, soldering, or burning activity, or work using open flame of any type is to be carried out by Contractor. No such work may take place without prior inspection by Department of the respective working area. This procedure is to be observed each day on which such work is executed. A welding permit may be issue to Contractor when all welding safety conditions have been satisfied.

For protection of BHTCL personnel and property, Contractor is required to furnish non-combustible shields as and when recommended by Department.

Contractor is to keep combustibles and waste materials in its charge to a minimum. Such materials are to be removed at least daily, and more frequently if such is the recommendation of Department, from job sites to designated areas, or from the premises altogether.

3.2 Accident, Fire Prevention

Department is to be notified by Contractor prior to his commencement of any work on any part of BHTCL's Fire Protection Equipment (e.g. sprinklers, sprinkler and alarm system, extinguishers, etc.).

All gas cylinders used by Contractor are to be securely fastened, with approved means, to solid structures.

Open ditches, holes, and other hazardous areas in and around which Contractor works are to be barricaded and identified at all times by Contractor in an approved manner.

4.0 FOD Prevention Program

4.1 General Information

"FOD" is an acronym meaning **F**oreign **O**bject **D**amage". 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.).

4.2 Definitions

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

FOD Sensitive Area

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

4.3 Caretaking

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 see something drop, pick it up.

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.

VEHICLE 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. As 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.

Food and Beverages

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

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.

