

THIS INFORMATION NOTE IS ADDRESSED TO ALL SUPPLIERS OF TUBITEX S.P.A..

It is required to comply with and to sign the rules here below as well as to fill in with the requested data. This document, properly filled in and signed, together with annexes, should be sent to TUBITEX S.p.A. (via email to: fornitori@tubitex.com or via fax at 0444 795 304).

1 COMPANY IDENTIFICATION

COMPANY NAME: _____
REGISTERED / ADMINISTRATIVE OFFICE: _____
OPERATIONAL HEADQUARTERS / PLANT: _____
TEL.: _____ FAX: _____ PEC: _____
SUPPLY OF (MAIN ACTIVITIES): _____
GEOGRAPHIC AREA OF INTERVENTION: _____
VAT NUMBER: _____ TAX CODE _____

2 ORGANIZATIONAL STRUCTURE (NAMES)

LEGAL REPRESENTATIVE: _____ MARKETING REP. _____
ADMINISTRATIVE REF.: _____ MARKETING REP. _____

3 PROPERTY, FINANCIAL AND TECHNICAL STATEMENTS

SHARE CAPITAL: _____ PREVIOUS YEAR TURNOVER: _____
TECHNICAL DOCUMENTATION AVAILABLE (tick and attach): CATALOGUES TECHNICAL SPECIFICATIONS
 SAFETY DATA SHEETS (SDS) ANALYSIS REPORTS OTHER _____

Are your products, if subject to the European Directive **89/106/EEC**, CE-marked? YES (attach copy of the Declaration of Conformity)
Has the company entered into a proper insurance for product recall in case of serious defect of the same? YES (attach a copy of the certificate)

4 ADDITIONAL INFORMATION

Has the company an official management system? YES NO
In accordance with which rules? ISO 9001 ISO 18001 ISO 14001 _____
In the case of certified company, please send enclosed to this document a copy of the latest valid certificates, by fax to **0444 795 304** or send an e-mail to: fornitori@tubitex.com.
Has the company entered into an insurance for damages to third parties, directly or indirectly deriving from the sold products (if yes, attach a copy of the certificate)? YES NO
Has the company adopted an organisational model 231 (Legislative Decree 231/01)? YES NO
Has the company read the Tubitex code of ethics, on the website www.tubitex.com? YES NO

- How long have you been working on the market? _____ YEARS N. of Employees: <15 from 15 to 50 over 50
- Do you subcontract machining? NO If YES point out which ones:
- Do you run checks on the quality of the product/service? YES NO
- Is the personnel training planned and documented? YES NO
- Do you perform technical assistance activities at your customers sites? YES NO
- Are you available for visits with our technicians (Inspections)? YES NO
- Do you send inspection certificates and/or technical specifications of your products? YES NO

5 ACCESS PROCEDURE TO THE OFFICE

5.1 HOURS

The activities within TUBITEX S.p.A. are allowed between 8.00 a.m. and 6.00 p.m.; specifically, for loading and unloading activities inside TUBITEX S.p.A. The following opening hours MUST BE RESPECTED:

- **From MON to FRI:** 7.00 a.m. carriers reception and entrance;
- **From MON to THU:** 6.00 p.m. end of carriers reception and entrance. 7.00 p.m. end of loading/unloading operations.
- **FRI:** 1.00 p.m. end of carriers reception and entrance. 2.00 p.m. end of loading/unloading operations.

5.2 ENTRANCE TO THE SITE

The entrance to the site for activities in TUBITEX S.p.A. shall be subject to authorisation by the RECEPTION:

- IT IS COMPULSORY to announce oneself by using the INTERCOM.
- IT IS FORBIDDEN to announce oneself by using the HORN.
- IT IS FORBIDDEN to enter unannounced taking advantage of the opening and closing time of the gates.
- IT IS FORBIDDEN to introduce hazardous substances foreign to the company (including of other customers) without having previously notified it and without being provided with the relevant material safety data sheets.

The reception in case of the simultaneous arrival of several carriers **shall decide upon**, according to internal organisational needs, **the order of access** and shall point out to the carrier from which entrance it is possible to access the site.

IT IS IMPORTANT to point out that, **while waiting** in the external area it is necessary to:

- Place oneself sideways to the property in such a way as not to hinder the entrance/exit from the site and road traffic;
- Turn off the engines to minimise noise pollution and exhaust emissions.

5.3 ACCEPTANCE AND MOVEMENT WITHIN THE SITE

Once receiving access authorisation from the reception, the carriers must:

- 1) Wear a high visibility vest.
- 2) Make their way to the weighbridge area.
- 3) Deliver transport documents to the Reception.
- 4) Head to the area indicated by reception, for unloading/loading of the vehicle.

5.4 BEHAVIOUR DURING LOADING AND UNLOADING OPERATIONS

Within the site, the circulation of the vehicles must always take place at walking pace and only within the above/arranged locations.

Once arriving in the area indicated by the reception, the carrier shall be welcomed by Tubitex personnel.

During loading/unloading operations of the vehicle, the carriers must:

- Place the vehicle in the site pointed out by Tubitex personnel and turn off the vehicle, unless specific equipment such as pumps/compressors/cranes etc. are to be used.
- Stay on the vehicle or keep a safe distance but near the loading area, unless for loading/unloading activities specific equipment such as pumps, compressors etc. are to be used;
- They must not access inside the production areas, unless they are authorised to do so.
- They can access external toilet facilities (indicated by appropriate signs) and the dining area.
- They shall not be allowed to perform cleaning and/or maintenance work on the vehicle
- They shall not be allowed to leave any type of waste in the area of Tubitex S.p.A. unless previously agreed and authorised.
- In the event of accidental spills of substances, they must immediately notify Tubitex personnel for the timely application of emergency procedures

5.5 ANNEXED DOCUMENTS

- RAD Extract
- Emergency Plan Extract

6 STATEMENT OF THE LEGAL REPRESENTATIVE

I, the undersigned born in on
 residing in address n. as legal
 representative of headquartered in
 VAT n. Tax Code
, registered at the Chamber of Commerce of
 under n. exercising the activity of
 as per **copy of the registration
 certificate here enclosed**, pursuant to and by effect of art. 47 of the Presidential Decree 445/2000, as well as art. 26
 paragraph 1 letter a) point 2 of the Legislative Decree n. 81/2008, aware of the penalties set forth for false
 certifications and misleading declarations, as provided for by the Criminal Code and the special laws on the matter and
 of the resulting civil and contractual liabilities

DECLARE

under my own responsibility to own all professional technical eligibility requirements provided by the applicable law in
 connection with the performance of the work entrusted to me as identified better here below

Detailed description of work:

ALSO DECLARE

- 1) to be compliant with the obligations specifically provided for the self-employed workers by the Legislative Decree. 81/2008 Consolidated Deed as regards to accident prevention and safety at work;
- 2) to be adequately informed, educated and, where necessary, trained in accordance with the provisions of the Legislative Decree No. 81/2008, particularly regarding the use of the equipment needed to carry out the work referred to above;
- 3) to possess the specific health suitability provided by the applicable legislation on the matter;
- 4) that during the execution of the works mentioned above shall use the following Personal Protective Equipment:

PPE and relating TECHNICAL FEATURES	FUNCTION / AREA OF USE
Safety shoes (EN ISO 20345 cat.S1P)	Protection and reporting of interferences between the external staff and company vehicles/handled goods inside the interference area
High visibility vest (EN 340 - EN 471)	

- 5) to possess all the specific documents certifying the compliance with the provisions as per the Leg. D. 81/2008 of machinery, equipment and temporary works, which will be used in relation to the intervention and introduced into the areas, for which the customer is responsible;

- 6) to possess the tax compliance certificate, a copy of which is enclosed hereto;
- 7) that the company is not in bankruptcy, clearance, closing the business, arranging an agreement among creditors or (for non-Italian companies) in any other situation equivalent to those listed above in accordance with the legislation of the country of origin;
- 8) that no judgement, which has become final, for any crime, affecting the professional conduct or for financial crimes, has been pronounced in the past against the company and/or its legal representatives;
- 9) that the company has fulfilled its obligations relating to the payment of taxes and social security contributions;
- 10) that the company is able to provide, upon request, appropriate bank statements, attesting its financial capacity;
- 11) having read the documentation concerning the **Management and Control Organisational Model** pursuant to the Leg. D. 231/2001, which can be downloaded from the site www.tubitex.com, namely: the code of ethics and the code of conduct, the general provisions of the model, the disciplinary and penalty system.
- 12) If the supplier or its top-level or employed personnel violates the rules of the Code of Ethics and Conduct and/or the procedures provided by Tubitex S.p.A. pursuant to the Leg. D. n. 231/2001, which can be viewed on the website www.tubitex.com, as well as in the case of committed crimes, provided for under the Leg. D. 231/2001 by the supplier, or by its top-level or employed personnel or, still, in case of investigations, relating to the supplier or its top-level or employed personnel, which entail the seizure of the workplace, approved by the judicial authority, Tubitex S.p.A. shall terminate the contract with a notice to be sent by registered mail with return receipt or via certified e-mail. The termination shall be immediately effective from the date of receipt of the notice sent by Tubitex S.p.A.. Tubitex s.p.a may also take legal action for the compensation of any damage, which has been suffered or may be suffered;
- 13) The accuracy of the information contained in this document and in its annexes;
- 14) to have understood and accepted the terms of Tubitex S.p.A. pointed out here above, concerning the supply terms, which will be set and in the case of use of third parties for the fulfilment of some of the contractual obligations, the supplier shall commit to forward to them the aforementioned terms and to supervise on their compliance;
- 15) Finally, the supplier commits to formally to communicate, before accessing the company, any changes of the above-mentioned statements.

Read, confirmed and signed in on

STAMP AND SIGNATURE

Documents to enclose

Annex 1: Certificate of registration with the Chamber of Commerce and Industry.

Annex 2: Copy of the valid tax compliance certificate (DURC).

Annex 3: Copy of corporate certifications of the management system (if any)

Annex 4: Copy of the insurance certificates required (if any)