

**SUPPLIER QUALITY ASSURANCE MANUAL
FOR PARTS AND RAW MATERIALS**

***** INTRODUCTION AND GENERAL INFORMATION *****

**SECTION 4 - DENSO SITE SAFETY AND SECURITY GUIDELINES FOR
VISITING SUPPLIERS**

PURPOSE: DENSO is committed to maintaining a safe and secure environment at all sites and expects all visiting Suppliers to fully comply with company, state, and federal guidelines regarding safety and legal issues.

SCOPE: These guidelines apply to all Suppliers and Suppliers' support personnel who visit DENSO sites.

EXPLANATION:

1. Supplier Responsibilities:

A. All Suppliers and Suppliers' support personnel are required to abide by the guidelines as put forth in this policy. If there are any questions about specific safety and security requirements, the DENSO host department and/or Safety, Health, and Environment should be contacted for clarification before the visit.

2. General Guidelines:

A. All Suppliers and Suppliers' support personnel are required to bring the appropriate safety equipment with them when they visit DENSO sites.

- 1) Safety glasses with side shields may be required in the manufacturing areas although not in the office areas.
- 2) Steel-toed safety shoes are required in the manufacturing areas. Special shoe covers are required for the Electronic Products (EP) and Instrument Cluster (IC) facilities. The covers are available at the Plant Security Office.
- 3) Protective equipment such as gloves, body suits, respirators, helmets, and ear plugs may be required at these sites depending on the nature of the Supplier's visit. All safety equipment required by state and federal regulations and any DENSO requirements will be the minimum safety compliance for Suppliers visiting any sites. Special anti-static overcoats must be worn by visitors to the EP and IC sites. These overcoats are available in the Plant Security Office.
- 4) Any visitors who will be going into manufacturing areas must wear appropriate clothing. Examples of articles that might be inappropriate are scarves, ties, and jewelry. Shorts and open shoes are prohibited.
- 5) No cameras or recording devices are allowed in DENSO facilities without the written approval by the Divisional Executive Vice President or Above.

ISSUE 1	REVISION 02	DENSO MANUFACTURING	SECTION 4
October 2005			PAGE 1 OF 3

SUPPLIER QUALITY ASSURANCE MANUAL FOR PARTS AND RAW MATERIALS

***** INTRODUCTION AND GENERAL INFORMATION *****

- B. All DENSO manufacturing, office, and cafeteria areas are Smoke-Free. All sites do have identified outside areas where Smoking is permitted.
- C. All visitors must be accompanied by DENSO associates through the length of their tour and unless specific areas are indicated by the DENSO host visitors must stay within the marked aisle ways.
- D. DENSO sites are production facilities with a variety of machinery and forklifts/overhead cranes being used. Please be alert to your surroundings and yield to traffic.
- E. DENSO sites have a variety of emergency plans to deal with emergencies such as fires and tornadoes. Should the alarm system go off during your visit listen carefully to the instructions of your host and other DENSO personnel and go with them to the appropriate staging area they indicate.
- F. Accident/ Injury Reporting:
 - 1) In the event of an accident or injury, the DENSO host should be made immediately aware of the incident as well as the Safety, Health, and Environment Department. Should the incident occur on either 2nd or 3rd shift contact the Safety, Health, and Environment Department. If there is no immediate response contact the Security Department for the facility you are visiting.
 - 2) Suppliers and Supplier's support personnel must be covered under worker's compensation insurance. Proof of coverage may be requested during visits to DENSO facilities.
- G. First Aid/ Emergency Medical Services:
 - 1) DENSO facilities maintain Nurse's Stations at each facility. Basic first-aid, such as bandages, can be obtained at these stations.
 - 2) In the event of an incident beyond basic first-aid, DENSO will assist in arranging medical transportation to outside medical facilities as needed. All costs related to such transportation and medical treatment is understood as being the responsibility of the Supplier.
- H. Loss Prevention/ Supplier use of own tools, gages, and parts at DENSO facilities:
 - 1) Suppliers can bring in tools, gages, and parts. Any equipment that is not readily identifiable as being the property of the Supplier must be put on an itemized list that states item type, manufacturer, and serial number that

ISSUE	1	REVISION	02	DENSO MANUFACTURING	SECTION	4
	October 2005				PAGE	2 OF 3

SUPPLIER QUALITY ASSURANCE MANUAL FOR PARTS AND RAW MATERIALS

***** INTRODUCTION AND GENERAL INFORMATION *****

can be shown to the Security Department or DENSO host that establishes ownership of the equipment at the beginning of the visit. This list may be used when the Supplier leaves the DENSO facility they have been visiting to audit the removal of equipment.

- 2) Any equipment brought to DENSO facilities must be in safe working condition and operated by trained and, where applicable, certified operators.

I. Chemical Usage by Suppliers at DENSO facilities:

- 1) Suppliers may bring in chemicals necessary to their visit at DENSO, but all chemicals must be pre-approved by the Safety, Health, and Environment Department and properly labeled in accordance to state, federal, and DENSO guidelines. The Supplier is fully responsible for compliance with all laws regarding the transportation, packaging, storage, handling, and disposal of their hazardous materials. This includes having proof that personnel sent to DENSO facilities have been properly trained and certified in chemical handling and that they immediately notify the Safety, Health, and Environment Department and the Security Department of any spill or other problem related to the chemicals they have brought to the facility.

J. Legal Matters of Employment/ Sexual Harassment:

- 1) It is fully understood that any individual sent by a Supplier to a DENSO facility is the employee of that Supplier and that the Supplier accepts full responsibility for that employee's actions while at a DENSO facility.
- 2) DENSO expects full compliance to all state, federal, and DENSO policies regarding fair employment practices and sexual harassment. DENSO is fully committed to a positive working environment and will assist any Supplier with any questions as is requested.

ISSUE	1	REVISION	02	DENSO MANUFACTURING	SECTION	4
	October 2005				PAGE	3 OF 3