

Access rules for Teracom's facilities

Refers to Placement customers and their contractors.

1. General

Teracom's facilities comprise buildings, masts and areas that are hired or owned by Teracom, as well as associated land. Equipment sheds that are owned by Teracom but at the disposal of customers also constitute Teracom's facilities.

Requirements regarding authorization for access, as well as the ability for parties to carry out work at Teracom's facilities under their own control, are described in this document.

Personnel at placement customers and their contractors are only entitled to access facilities in accordance with individual placement agreements.

However, access is also granted to the facility for which placement is sought in those cases where framework agreements exist. In other cases, Teracom's personnel must be present during visits. Access is only granted to employees of companies holding a corporation tax certificate when it comes to Swedish companies. Companies domiciled outside of Sweden must hold a document that is comparable with a corporation tax certificate.

Placement customers must be responsible for ensuring that those who carry out work at Teracom's facilities have the required knowledge regarding technical and administrative provisions for the activity in question, and for the tools and work equipment that are used. With regard to e.g. hoists, lifting devices, etc., these must be approved through inspections.

Personnel at placement customers and their contractors who carry out installation work, service and maintenance must have professional skills and sufficient practical experience of work on masts or radio/tele-technical areas. Requirements for electrical authorization are covered separately below.

Personnel at placement customers and their contractors who are to visit Teracom's facilities must be able to communicate in Swedish or English. This and other necessary documents are only supplied in Swedish, and it is up to the placement customer or its contractor, if necessary, to assume responsibility for translation being carried out on behalf of personnel at placement customers and their contractors.

As planning must be carried out for each facility in the event of extensive installation, service and maintenance work, advance notification specifying the scope and duration of the work must be provided. The need to carry out major work is notified to Teracom's Operations Management at least **five** working days before the work is due to start.

Personnel at placement customers and their contractors must always notify Teracom's Operations Management that visits are due to take place at a Teracom facility. This must be done at least **2 hours** before access is required. After the visit, it is necessary to report departure to Teracom's Operations Management.

Teracom's facilities are unmanned.

Contact with the relevant manager or service engineer is communicated by Teracom's Operations Management.

Teracom's personnel are entitled to refuse entry to the facility for persons who do not have access authorization, or who for some other reason are not deemed suitable.

Incorrect procedures in the event of access to the facilities, e.g. failure to activate or deactivate alarms, result in an alarm at Teracom's Operations Management. Measures to rectify these alarms can entail costs for Teracom. Costs arising from failure to follow the instructions will be invoiced to the customer.

2. Responsibility 2.1 Placement

customer's responsibility

Personnel at placement customers and their contractors must be aware of and apply the content of Teracom's rules and regulations when accessing and working in Teracom's facilities. The regulations that external personnel must acquaint themselves with and apply are presented under each point. In general, however, the attached regulation applies:

- Spending time at masts and towers 14.4/ZAM 66" (See appendix 1)

Placement customers are responsible for engaged contractors acquainting themselves with and applying the above rules and regulations.

Assignments carried out by personnel at placement customers and their contractors must take place under the constant presence of an assignment manager, who is responsible for the work when several people from the same company are participating, as well as being the contact person for Teracom personnel.

2.2 Coordination responsibility

Coordination responsibility refers to the shared working environment at the facility.

Teracom's personnel, according to the list of coordination managers from Teracom that is posted at major FM/TV stations, have coordination responsibility for the working environment when they are at the station.

If there are no personnel from Teracom at the facility, and two or more people from various employers are spending time there at the same time, these must consult with regard to the shared working environment.

Attached are:

Coordination responsibility: 5.3/ZAM 66 (See appendix 2)

- General rules regarding coordination responsibility within Teracom's facility: 5.3a/ZAM 66 (See appendix 3)

3. List of individuals with access authorization

Placement customers must send the name of the person responsible for cards/keys at the placement customer, and where applicable their contractor, to Teracom Card and Key Center.

The placement customer provides Teracom/Card and Key Center with a list of its own personnel and, where applicable, the personnel of the contractor engaged by the placement customer, who require access to Teracom's facilities. Changes to the list must be notified to Teracom/Card and Key Center.

If agreed between the placement customer and its contractor, the placement customer's contractor must submit to Teracom/Card and Key Center a list of individuals at the contractor who are to have access to Teracom's facilities. Changes to the list must be notified to Teracom/Card and Key Center.

The information to be submitted can be seen from appendix 7.

4. Requirements regarding work at Teracom facilities

4.1 Premises

Access may only take place to areas where the placement customer has co-located equipment, as well as to staff areas.

4.2 Masts

Personnel at placement customers and their contractors must have sufficient knowledge to carry out work at height.

This entails:

- conforming to Teracom's regulation WORKING AT HEIGHT
- having a valid height certificate with medical tests in accordance with AFS 2000:6. *)
- having completed safety training lasting at least two days for work at height. This training must include information about responsibility and coordination responsibility. *)
- having several years of documented experience of work at height in an EU Member State. Experience of work at height in a country outside of the EU may be deemed equivalent by Teracom's Working Environment Manager.
- having and using the necessary personal protective equipment, incl. rescue equipment.
- having professional knowledge about legal working methods and the stresses entailed by working on masts/towers. If the work is to take place on a high mast, experience from work on such masts is required.
- having an appointed supervisor always present at the workplace, who will manage and allocate the work, but also ensure that approved, fault-free equipment is used and monitor compliance with applicable regulations and approved working methods. This also applies in cases where personnel from different companies are carrying out the mast work in question together.

*) Until further notice, information about training regarding work at height must first be sent to Teracom's Working Environment Manager for assessment before the relevant personnel are allowed to work on Teracom's masts. Teracom reserves the right, when necessary, to request additional information.

Personnel at placement customers and their contractors must also be aware of and apply the content of Teracom's safety regulations for work and spending time on masts. Attached are:

- Working at height: 14.3/ZAM 66 (See appendix 4)
- High-frequency electromagnetic fields, Working environment: 14.06/ZAM 66 (See appendix 5)

We particularly want to point out here the importance of observing applicable instructions for work in the high-frequency electromagnetic fields. Information regarding which areas can entail a risk of applicable limit values being exceeded must be obtained from Teracom if there is any doubt. Contact with the relevant manager or service engineer is communicated through Teracom's Operations Management.

Placement customers must notify Teracom of any safety restrictions regarding co-located equipment, such as HF fields.

In order to use a mast lift, it is necessary for the personnel in question to have completed Teracom's internal training for the operation and maintenance of the type of mast lift in question. A special operator certificate will then be issued. The need for training must be agreed with Teracom and will be paid for by the placement customer.

4.3 Electricity

In those cases where electrical work is to be carried out, authorization requirements in accordance with the provisions of the Swedish National Electrical Safety Board (ELSÄK-FS) will apply.

Connection to electric power may only be carried out in accordance with received connection instructions.

4.4 Assembly

The placement customer must check that work carried out by the placement customer or its contractors has been performed professionally and in accordance with agreed terms and conditions. The report from this internal control must be submitted to Teracom without being requested.

5. Cards and keys

Teracom must provide the placement customer with keys, so that the placement customer can carry out the necessary work on its equipment without delay. The placement customer is entitled, at its own expense, to receive additional keys.

The placement customer is responsible for received keys being used and stored in such a way that they cannot be accessed by unauthorized parties. Received keys must not be marked in such a way that they can be linked to the facilities in question.

Cards and keys are handled by the Card and Key Center.

6. Procedure in conjunction with visits to Teracom's facilities

The procedures can be seen from appendix 6.

This appendix must be enclosed whenever cards and keys are distributed.

Access for other personnel and external equipment specialists may be granted on request.

Requests/notifications must be submitted to Teracom's Operations Management in the event of visits to Teracom's stations.

List of appendices and contact with Teracom

Appendices:

- Appendix 1** “Spending time at masts and towers 14.4/ZAM 66”
- Appendix 2** “Coordination responsibility 5.3/ZAM 66”
- Appendix 3** “General rules regarding coordination responsibility within Teracom’s facility 5.3a/ZAM 66”
- Appendix 4** “Working at height 14.3/ZAM 66”
- Appendix 5** “High-frequency electromagnetic fields, Working environment 14.06/ZAM 66”
- Appendix 6** “User guide regarding access routines for Teracom’s facilities”
- Appendix 7** “List of personnel who require access to Teracom’s facilities”

All appendices are available via the link www.teracom.se

To contact Teracom:

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