



**MAGYAR CUKOR ZRT.**

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Nr.: MÚE 04

**Mode of Operation**

**Rules**  
**Entry into the Plant,**  
**Traffic and Parking within the Plant**

The owner of this mode of operation is

**MAGYAR CUKOR ZRT.**

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**MODIFICATIONS**

<b>Date, entering into force:</b>	<b>State description:</b>
12. 01. 2015	Issuance 1

## 1. Purpose

- The permitting mechanism for entries must be elaborated in the way that the operation will be supported and the expected security level will increased.
- The property, operation and food safety level risks must be controlled and minimized by documented entry and exit process
- Suppressing the driving norm violations with clear expectations
- The safe operation and the traffic rules should be supported using development of a safe parking order

## 2. Definitions

**Motor vehicle:** Passenger cars, small-size lorry, normal-sized lorry, trucks, vehicles with special indications, working machines

**Company car:** Cars owned and used by the Group Agrana, Magyar Cukor Zrt. and its subsidiaries, cars for use of the employees (so called key cars)

**Entry permit:** document, which contains those data required to decide, whether a given car is entitled to drive in to the plant.

**Basic condition for entry:** an evaluated and approved entry permit.

### **License plate control system:**

A technical system that reads – using control cameras installed at entry points – the licensing plates of cars.

The data will be controlled with use of a computer within a data base containing the license plate numbers, which are permitted.

Based on the results of this control the barrier arm will be elevated or blocked, that means the entry is permitted or blocked.

## 3. Territorial validity

Magyar Cukor Zrt., Kaposvár Plant

## 4. Liability, conditions

#### 4.1. **Liabe employees**

The person, who is responsible for the operational process

Manager of the security service

Education requirements:

Training of the independent area managers of Magyar Cukor Zrt.

Training materials: Operating processes

Information of business partners and suppliers, training of the security service

#### 4.2. **Conditions**

Good implementation

- The personal and motor vehicle traffic happens through the indicated entry points
- All entry and exit is documented and verified
- The license application and extension will be done in time
- The operation is effectively supported by the established entry and parking rules
- Processes support the compliance with the food safety standards

## 5. Process description

<b>Process</b>		
<b>Steps</b>	<b>When?</b>	<b>Responsible person</b>
<p>1. The dedicated entry points of Magyar Cukor Zrt., Kaposvár Plant, time of operation:</p> <ul style="list-style-type: none"> <li>➤ <u>Passenger traffic:</u> Main Entrance, Kaposvár, Pécsi utca 10-14. sz. Time: 0 – 24 h</li> <li>➤ <u>Vehicle traffic:</u> Side entrance nr. 1 for ware transport Kaposvár, Baross Gábor u. Time: 0 – 24 h</li> <p>Side entrance nr. 2 (transporting sugar beet) Servitude way coming from the Pécsi street beside the Kaposvár “Rákóczi Stadion”: it can be used only in campaign; time 6.00 – 22.00 h</p> <p>Main entrance: Exclusively for plant owned cars and cars having a special license; time: 0 – 24 h</p> <li>➤ <u>Rail transport:</u> Rail track at the South-Western side of the plant, when needed</li> </ul>		<p>Manager of security service Security Service</p>
<p>2. At the entry points the rods of the barriers should always be in lowered position.</p> <p>3. Deviations are allowed only in a case of exceptions listed within the guard instruction’s book</p> <p>The gate at the railway track must be kept closed. It can only be opened in case, when a railway train passes through the gate as requested by the railway company Rail Cargo Hungária Zrt.</p> <p>After the train has passed through the gate it must be closed.</p>	<p>Continually and/or in case of necessity</p>	<p>Security Service</p>

<p>4. The personal access is allowed only through the main entrance.</p> <p>The following persons are allowed to enter the plant site:</p> <ul style="list-style-type: none"> <li>- Employees of the company MC Zrt. and those of its Hungarian subsidiaries, mentioned jointly as employees</li> <li>- Representatives of the company owner</li> <li>- The entitled authorities</li> <li>- Users of the company canteens and the medical clinic</li> <li>- as well as representatives of partners, which has business relation with the company and</li> <li>- Guests taking part on events at the plant site according to individual arrangement</li> </ul>	Continually	Security Service
<p>5. The entry to the plant site occurs with use of a gate having a turnstile.</p> <p>The system controls the eligibility of persons and records the exact time of entry.</p> <ul style="list-style-type: none"> <li>➤ Employees, contractors can entry with use of their entry cards issued to them.</li> <li>➤ For visitors, who have no card, the card will be issued by the security service after having verified them and consultation with their partners within the company.</li> </ul> <p>Nobody is entitled to entry without registration into the plant.</p>	Continually	Security Service
<p>6. Issuance of the entry cards to employees and taking back: at the initiative of the HR-manager of the company, the manager of the security service makes the steps necessary.</p> <p>The condition on the issuing of the permit that the employee took part on trainings for local fire, labour and industry protection trainings.</p>	Contract of employment	HR manager Manager of Security Service
<p>7. In order to be admitted to the site the employees of external business partners to implement any work must apply the necessary entry permit with use of a special form, which must be filled in accordingly and submitted to the manager of the security service.</p> <p>8. Condition of the issuing of the entry permit: preliminary participation of the employee of the business partner on fire, labour and industrial security training. The card will issued by the manager of the security service.</p>	In case of necessity	Area manager

<p>9. Reception of visitors/groups of visitors occurs at the main entrance. Any visitor is only allowed to make visit to the plant's production resp. storage areas in company of its business partner or by somebody else.</p> <p>All visitors must be signed preliminarily a so called "Visitor's declaration" form.</p> <p>This form can be down-loaded <i>T:VasoVatogatói nyilatkozatVatogatói nyilatkozat.doc</i></p>	<p>Prior to entry of visitors</p>	<p>Security Service Receiving partner</p>
<p>10. If the swivel gate does not allow the passage of a person having an entry card, the regarding eligibility should be verified in the SIS-system.</p> <p>The entry will be denied to all unauthorized persons.</p>	<p>Red signal of the turnstile</p>	<p>Security Service</p>
<p>11. The passenger traffic data should be registered in the traffic log in the following cases:</p> <ul style="list-style-type: none"> <li>➤ Failure of the turnstile door</li> <li>➤ At the arrival of a visitor group the name of the group leader and the number of persons within the group as well as the date of arrival must be recorded.</li> <li>➤ A name list must be added.</li> </ul>	<p>Turnstile is out of order or arrival of a group of visitors</p>	<p>Security Service</p>
<p>12. Checking of the personal traffic must be done in accordance with the following documents:</p> <ul style="list-style-type: none"> <li>- Alcohol test and</li> <li>- Operating procedure registered in the Book of Security issued to the security service.</li> </ul>	<p>Continually</p>	<p>Security Service</p>
<p>13. The following document should be observed for the entry of persons: Code of Conduct, see: Conditions of entry into an industrial zone.</p>	<p>Continually</p>	<p>Security Service</p>
<p>14. The cars, bicycles, motor bikes of employees, users of the canteen and the medical clinic, guests, business partners, authority representatives can storage at the external parking lots.</p> <p>Two-wheeled transport vehicles/devices on the plant size are <b>not allowed!</b></p>	<p>Continually</p>	<p>Security Service</p>

<p>15. In case of an intent of entry with car: It must be initiated by filling in of the "Entry permit" form with the following steps. Exceptions: Company cars and cars of authorities:</p> <ul style="list-style-type: none"> <li>➤ The form should filled in accordingly by the applicant and handed over or sent to the area manager of MC Zrt. who has the service ordered and will make it use later on.</li> <li>➤ The manager – who ordered and later on will use the service – certifies with his signature that the entry is necessary.</li> <li>➤ The concerned area manager of MC Zrt. shall forward the fully, legibly and accurately filled in application to the manager of the security service.</li> <li>➤ The supported form of communication is the electronic form (e-mail and the entry/driving in permit as an attached file)</li> <li>➤ In case of necessary the concerned manager takes care of the extension of the entry permit.</li> </ul>	<p>Driving-in demand -2 workdays</p>	<p>Motor vehicle owner/operator Area manager</p>
<p>16. To continually support the operational processes the entry permits are valid (can be issued) till the completion of the given tasks but maximum 6 months long.</p>	<p>Continually</p>	<p>Security Service</p>
<p>17. The evaluation of the entry permits, the permitted license plate number, the period of time for entry and the entry point will be recorded within the data base of the license plate recognition system (Seawing Integrated Solution - SIS).</p>	<p>Driving-in demand -1 day</p>	<p>Security Service</p>
<p>18. Motor vehicles are allowed to drive in to the plant area in accordance with the issued entry licenses.</p> <p>The plate recognition system checks the right of entry.</p> <p>Based on the results of the checking the system either opens or hold closed the arm of the barrier: the entry will either allowed or denied.</p>	<p>In case of driving-in intent</p>	<p>Security Service</p>
<p>19. Motor vehicles using special signals or belonging to operational authorities do not need entry permits to drive in, but the licensing plate, the time and the reason of the entry must be recorded in the guard book.</p>	<p>At time of passage</p>	<p>Security Service</p>



**Rules  
Entry into the Plant,  
Traffic and Parking within the Plant**

<p>20. Driving-in to the plant area of personal vehicles is not supported.</p> <p>The following cases are exceptions from this rule:</p> <ul style="list-style-type: none"> <li>- Motor vehicles owned by the plant</li> <li>- Motor vehicle using a special signalisation</li> <li>- Motor vehicle transporting such equipment, materials and tools, which can't be transported manually and having delivery notes, which must be handed-over to the security service at entry/exit so as they could be checked accordingly.</li> </ul>	<p style="text-align: center;">In case of driving-in intent</p>	<p style="text-align: center;">Manager of Security Service Security Service</p>
<p>21. The traffic and the stay within the sugar plant can be done only with the regulations of Highway Code (KRESZ) and/or the security prescription for the drivers. These rules are given on the information tables at entry points in four languages (English, German, Croatian and Hungarian)</p>	<p style="text-align: center;">Continually</p>	<p style="text-align: center;">Security Service Driver</p>
<p>22. Only the driver of the motor vehicle is allowed to stay in the driving cabin.</p> <p>Those persons, who maybe are within the motor vehicles' cabin must should get out and in case of necessity they should be redirected to the main entrance.</p>	<p style="text-align: center;">Before entry</p>	<p style="text-align: center;">Security Service</p>
<p>23. If any motor vehicle will be rejected to entry, the reason should be checked in the license plate recognising system's data base.</p> <p>If the entry is in the interest of the operation of the sugar factory, measures must be taken to settle this problem e.g. to obtain the permission of a responsible manager, data restoration, remove technical errors.</p> <p>The entry could be done with opening the barrier manually, if the reason of the rejection has been clarified accordingly and it was allowed by the manager of the security service or the employee, who ordered the given service.</p>	<p style="text-align: center;">Barrier arm does not open</p>	<p style="text-align: center;">Security Service</p>
<p>24. For the event the motor vehicle has the necessary valid entry permit, but nevertheless the barrier arm will not open, the entry must be allowed manually.</p>	<p style="text-align: center;">In a given situation</p>	<p style="text-align: center;">Security Service</p>
<p>25. In case of manual opening the following remarks should be recorded in the data boxes of the SIS system: <u>licence plate number, driver's name, number of delivery note, name of the manager, who gave the permission, why manual opening was necessary, who opened the barrier.</u></p>	<p style="text-align: center;">Using manual opening</p>	<p style="text-align: center;">Security Service</p>

**Rules  
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<p>Tasks to be carried out by entry of motor vehicles:</p> <ul style="list-style-type: none"> <li>➤ Searching for prohibited articles, alcoholic beverages, checking the luggage and cargo space and the internal space of the vehicles</li> <li>➤ Monitoring the quantity of tools, wares and materials listed on the delivery note</li> <li>➤ Checking the quantities of the transported goods prior to the exit</li> <li>➤ In case of necessity: weighing of the vehicles</li> <li>➤ Checking seals and closing ropes of the customs service</li> <li>➤ Wearing of prescribed personal protective equipment</li> </ul>	At passage	Security Service
<p>26. Parking on the sugar factory's area: only on places/in the way, which are designated by Highway Code's (KRESZ) tables, depending on the availability.</p> <ul style="list-style-type: none"> <li>➤ Designated built-in parking spaces for company owned cars are available as follows: at right and left side of main entrance, as well as at right and left side of the roundabout.</li> <li>➤ Designated built-in parking spaces for guests having valid entry cards and business partners are available as follows: at right and left side after the roundabout and in front of the so called technical building as designated, in the given way.</li> <li>➤ Parking places for the Packaging and Logistic Centre</li> </ul>	As needed	Driver Security Service
<p>27. All irregularities in connection with the entry, the traffic and parking minutes must be taken up and it should be forwarded to the manager of security service to be investigated.</p>	In case of irregularities	Security Service
<p>28. Investigation of irregularities, imposing penalties, informing the stakeholders taking measures, so as everybody will comply with the rules accordingly.</p>	In case of irregularities	Manager of Security Service

**6. Appendices:**

**1. Appendix 1- Basic principles**

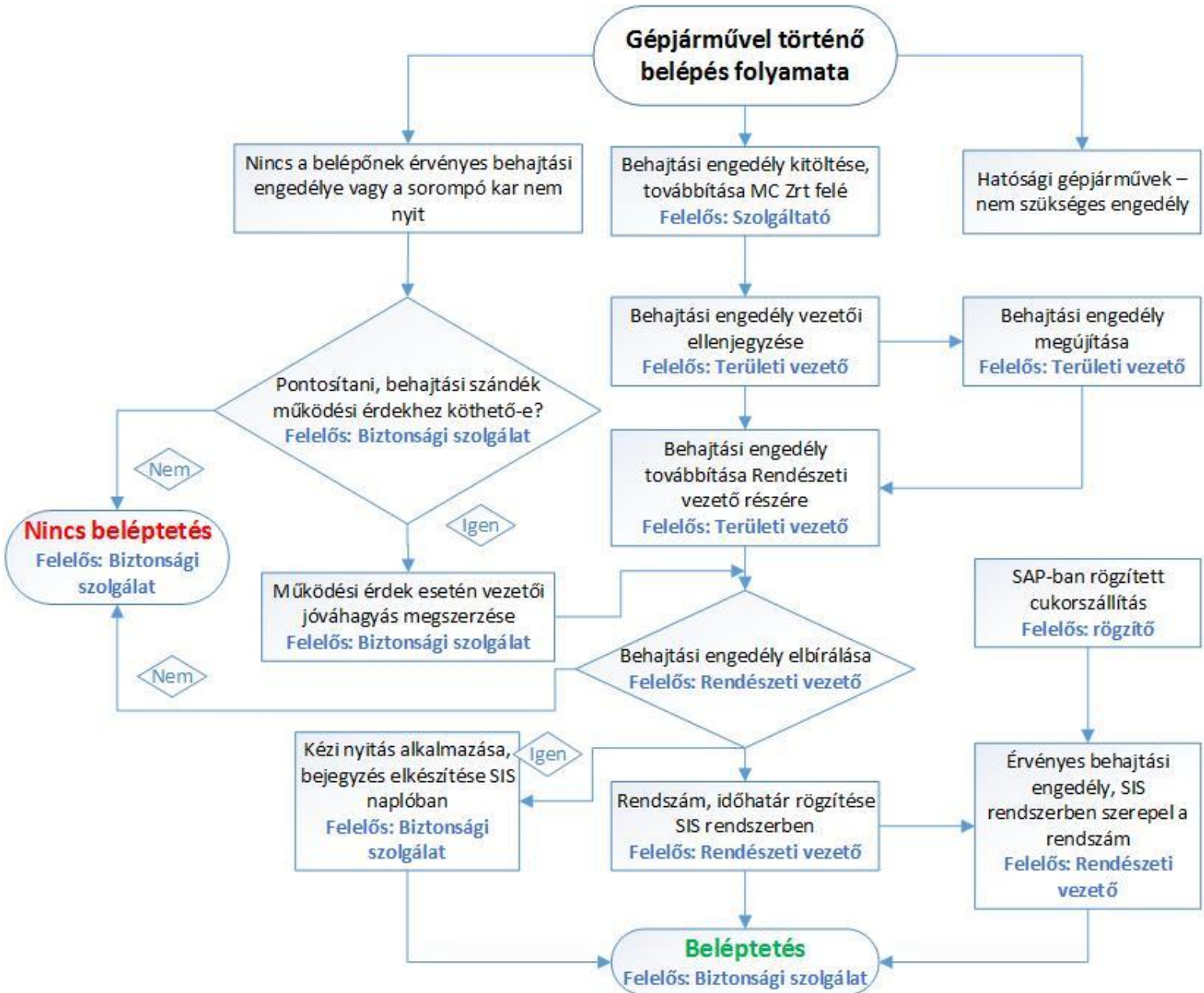
**Basic rules**

The basic rules of entry, traffic and parking connected with the sugar factory have been determined as follows:

- The processes are sustainable for a long run, they support the operation and give suitable security guarantee.
- The given added value to the security of the property and foodstuffs.
- The entry occurs at dedicated control points in checked form.
- Entry takes place only at the main entrance.
- Motor vehicle traffic – with exception of company owned cars – takes place at the entrances regarding goods' transport.
- The entry can occur on conditions: entry card and driving-in permit.
- Issuing of entry/driving-in permits: by the manager of security service at the initiation of the area manager.
- At the entrance points a license plate recognition system is installed.
- In lack of driving-in licence the interest of operation is of premier importance.
- Every manual opening must be justified in the SIS in form of remarks.
- Parking takes place at places and in the way signalled by tables according to places available.
- Investigation of irregularities, sanctioning as prescribed.

2. Appendix 2 – Process Chart, Entry system for motor cars

See the chart separately!



3. Appendix 3 – Entry\_permit\_hu:



Behajtási engedély\_hu

4. Appendix 4 – Entry permit\_eng:



Behajtasi engedély\_eng.

5. Appendix – Security rules for drivers:



Biztonsági szabályok gépjárművezetők rész:

6. Appendix 6 – List of tools:



Szerszámlista

7. Appendix 7 – Personal entry permit:



Személyi belépési engedély

8. Appendix 8 – Normasértések, szankciók (nem került lefordításra):



Normasértések\_Angol

Document	Responsible for preservation	Time of preservation	Notes
Registration of entry/exit	IT manager	1 year	Electronic log file
Issuance/taking back of permits	IT manager	1 year	Electronic log file