

## SAFETY INSTRUCTIONS FOR SUPPLIERS

1. Supplier upon accepting the Purchase order agrees and undertakes to abide by the following Safety Instructions. Any deviation thereof shall amount to breach of the order and shall invite penalty / rejection of materials depending on the severity of the deviation.
2. Supplier entering on his behalf in Syngene premises should adhere to Syngene's Environment, Health, Safety and Sustainability Policies and procedures.
3. Supplier shall always conduct themselves in full compliance with Syngene site, safety and security regulations and immediately report to Syngene for any incidents
4. Supplier shall undergo safety induction training program, as a pre-condition to Syngene premises. Some of the trainings as
  - Emergency Action plan
  - Safe Work Practices
  - Potential fire and toxic release
  - General Safety
  - Hazard Identification
5. All material shall be properly packed and labelled with necessary signage
6. Transport vehicle shall comply with Motor Vehicle Act, Carriage by Road Act and rules thereto.
7. The speed limit of the vehicle inside Syngene premises should not cross the limit of 15 KM/Hr.
8. Driver to carry Vehicle Registration copy, Valid Driver Licence, emission test certificate, FC certificate, Vehicle insurance certificate, Flame/Spark arresters, tyre chokes and necessary PPEs.
9. Vehicle with self-start problems, worn out tyres, damaged silencer, damaged battery terminal, Fuel leakage, oil spillage or other problems that imperil life and property shall not be deployed.
10. Driver should not carry any flammable items like match boxes, cigarette lighters, etc.,
11. Driver should not enter the Syngene Premises with the influence of alcohol and tobacco products.
12. Hazardous Chemical / Effluents / Hazardous waste transport vehicles shall carry first aid box, fire extinguisher, transport emergency card, HAZCHEM code & hazardous goods transport licence for driver including permits required in compliance with pollution control and other applicable statutes.
13. Supplier shall ensure all materials are delivered without any damage to the container/s in which, they are packed.
14. Materials should be properly secured during the transportation to prevent any tampering or mischief affecting the quality or quantity.

15. All the chemicals shall be delivered along with Material Safety Data Sheet.
16. Gas Cylinders supplied are within the expiry period and shall be provided with Warning Signage, Labelling, colour coding, valve caps, expiry date, pressure test Certificates and Certificate of analysis. All gas cylinders shall be transported in vertical position and security fastened.
17. Supplier ensure to adhere material handling instructions, storage conditions, instructions relating to manner of disposal in the event of any force majeure.
18. Supplier obligation to mitigate any possible losses, without prejudice to Syngene's rights under the terms of purchase order.
19. Operating instructions and User manuals shall be provided with respective Instruments, Equipment and Machinery.
20. Test certificates, calibration certificates, equipment drawings should be provided along with respective Instrument, Equipment and Machinery, wherever applicable
21. Moving parts of the machinery shall be guarded as per IS 9474.
22. As far as practicable possible, all packing material shall be environment friendly and in compliance with applicable statutes
23. Supplier shall ensure that they follow safety precautions while delivering the material to Syngene. In the event of delay in deliverables beyond agreed timelines, Supplier shall liable to pay the damages of one percent (1%) of the order price for every week of continuing delay, subject to a maximum of ten percent (10%) as penalty.
24. In the event of damage to person or property of Syngene or other Supplier caused by their personnel, Syngene reserves the right to recover complete cost of the replacement/repairs of such damages from Supplier.
25. In the event of theft of any material by Supplier, without prejudice to other legal remedies, Syngene shall impose penalty of Rupees Fifty Thousand (Rs. 50,000/-) as minimum per event of theft plus cost of such material.