

EVENTS HANDBOOK | GRAND HYATT RIO DE JANEIRO

1 – IMPORTANT ASSEMBLY INSTRUCTIONS

- Respect all emergency exit locations
- Do not exceed the maximum height allowed on each event room
- Rules for working at heights
- Information about electricity
- Remember the ART (Annotation Technical Responsibility) and the Noise Emissions Certificate – documents for the power generator
- Do not bring outside food items
- Information for suppliers
- Submission for design set approval
- Event handbook agreement and terms of liability signed

2- SHIPPING AND HANDLING OF MATERIALS FOR EVENTS

Avenida Lúcio Costa, 9.600, Barra da Tijuca, 22795-007, Rio de Janeiro, RJ, Brasil

- Monday's through Friday's from 8am until 4pm and Saturday's from 8am until 11am.
- The entrance of materials and equipments must be made using the ramp access located on the side of the hotel.
- They will be redirected to the specific areas of loading and unloading of materials for assemblies such as equipment, design set, decoration and furniture.
- All materials must be identified with the company name, event date and must be identified by the organizer of the event.
- Invoices can't be addressed in the Name and/or CNPJ of the Hotel.
- All shipping materials must be sent no later than one day prior to the event or a room must be leased to store the materials.
- A name list and ID of all employees involved in the assembly process must be submitted prior to the assembly to the hotel within 48 (forty eight) working hours, along with a list of all the materials and equipments that will be used. The ID must be presented at the time of entry into the hotel.
- All materials that enter and leave the hotel will be inspected by the security staff team along with the person responsible for the company. The hotel is not responsible for materials left at the venue.

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BEVERAGE ENTRANCE

- Monday's through Friday's from 11am until 4pm.
- Once given permission all products must have an invoice that is not addressed to the Grand Hyatt Rio de Janeiro.
- Beverage items are to be delivered within the hotel standards required by the hotel.
- The disclaimer located at the end of this manual must be signed and sent to the coordinator of your event.
- The quantities of all items need to be sent with 48 (forty eight) hours prior to the events department.

3- DESIGN SET

- All events need to present a floor plan that must be approved by the engineering department and security staff of the hotel.
- The floor plans with booths, stage, backdrops, design set, props and all other special assemblies should be sent in advance, respecting the 10 (ten) days policy prior to the event so that any adjustment can be made on time.
- Submission of a copy of the voucher proving payment of the ART (Technical Responsibility Annotation) fee for scenography, lighting, awnings, generators and sound is mandatory. Such voucher is to be delivered to the hotel no later than 48 hours before the event under penalty of cancellation.
- Submission of a fireproofing certificate is mandatory for any type of fabric eventually used for decoration.
- It is the client's responsibility to make a site inspection before and after the event along with the hotel staff to verify the conditions of the room.
- The design set cannot be mounted directly on the floor or hotel carpet. The floors cannot be marked, drilled or painted.
- The usage of electrical machines is not permitted, such as drills, saws and other equipments that cause noises, loud sounds or vibrations. Painting and sanding is also not allowed in any material on the hotel premises.
- It is the client's and supplier's responsibility during all assemblies and dismantling process to make sure caution is being used when setting the design set. It is also necessary to instruct suppliers regarding the handling and installation of all materials to avoid damage to the venue.
- All damages during the assembly and dismantling process of your event will be of the client's responsibility and budget costs will be passed on.

MAXIMUM HEIGHT FOR ALL ASSEMBLIES

- Ballrooms: 4,5m
- Espaço Lagoa: 2m

ACCESS SPECIFICATIONS FOR TRUCKS

	Característica	Comprimento máximo	Capacidade
Veículo Urbano de Carga (VUC)	Apropriado para áreas 6,3 metros urbanas		3 toneladas
Toco ou caminhão semi-pesado	Possui apenas 1 eixo	14 metros	6 toneladas



Maximum height: 3,20m

Maximum length: 14m

Height from floor to protection bar: 0,80m

The rear bumper must be articulated (non-negotiable).

4- EMERGENCY EXIT, FIRE HYDRANTS AND FIRE EXTINGUISHERS

- All doors work as an emergency exit and therefore must not be obstructed by any type of design set (sceneries, props, materials, etc.)
- It is not permitted to store equipment cases behind the stage restricting the emergency exit passageways. Materials and equipments must be immediately removed after assembly. If needed, a supporting room can be leased to store and accommodate the materials.
- All design sets must be in compliance with the minimum required space of 2,00m (79 inches) of free passageway in all Venues and Foyers.
- Os salões, foyers e áreas de circulação estão equipados com detectores de fumaça, sistema *sprinklers*, extintores e hidrantes. Essas instalações não poderão estar obstruídas pela colocação de objetos e/ou materiais.
- It is not permitted to cover any of the Hotels signs, such as doorsm exit locations and passageways.

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- None of the entrance doors, exit doors, or emergency exit doors can be locked, bolted or stuck during the execution of the event.
- The usage of fog machines or any kind of pyrotechnic shows will not be allowed.

5 – ELECTRIC POWERS

- The need to use external generators is defined based on an analysis by the engineering department of the Hotel.
- All electrical outlets of the hotel are 220V and all equipments must be connected to an electric generator contracted for the event. It will be up to the organizer to provide the generators.
- It is required by law to present the ART (Annotation of Technical Responsibility) for the generator, with proof of payment, less than 48 (forty eight) hours prior to the event, accompanied by the responsible engineer documentation.
- It is required to present the Noise Emissions Certificate for the generator
- All primary and secondary power and light circuits must be protected by circuit breakers, packed in boxes with lid and posted in insulating material.
- Possible power outages, breakdowns and/or other problems related to improper electrical installation shall be the responsibility of the client whom will have to bear with the consequences.
- All work related to electricity must be accompanied by the hotel staff. An electricity inspection will be conducted for safety purposes before and after the event.
- The room and foyer outlets may only be used if less than a 300 watts load. The hotel is not responsible for power outage and damage caused to equipments during installation.
- All power cables that passes through internal and external areas of the hotel where guests can cut across should be protected by “cable protector and cord covers” to prevent accidents. The usage of any form of tape is strictly prohibited.

ELECTRICAL PANEL

- Technical description of electrical panels – Voltage – 380 V three-phase power system, neutral and ground.
- Technical description of power switches: 20 A / 220 V (ABNT NBR 13.146:2012)

ENERGY SUPPLY

- The Grand Ballroom and Rio Ballroom have independent electrical circuits of the hotel, from the Power Generator Group with Parallelism logic dedicated to this purpose, parked in specific

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outdoor area. The cabling between the generators and the venues is fixed and protected. A common ground point to the hotel is also available in the generators area. **Due to the proximity of the Environmental Preservation Area, it will be only allowed generators that produce level of noise permitted by brazilian legislation.**

- It is required the usage of Thermo Acoustic Insulation at the power generations. The maximum level of noise emission allowed is 65db – 1,5m.
- The Grand Ballroom and Rio Ballroom are equipped with Electric Power Panels (EPP), strategically distributed. Each EPP has a socket Steck model S5546 – NBR IEC 60309-1, 63 A, 5-pole (3P + N + T), ground pin to 6 hours (red). Each EPP has 40kVA capacity – three at Grand Ballroom I, three at Grand Ballroom II, one at Rio Ballroom I, and two at Rio Ballroom II.
- Check the availability for the Adapter Box ground pin to 6 hours (red) to ground pin 9 hours (blue), or for Cam-Lok 150 A. In any of the options, the maximum current will remain 63A. Value for Adapter Box: BRL 110 for one day and BRL 330 for one week.

6 – WORKPLACE SAFETY

- The CONTRACTOR shall comply with and enforce the laws and regulations work safety and occupational health. The main concern in the job area is the safety of each worker and co-workers and the facilities they operate.
- It is mandatory to use the PPE (Personal Protective Equipment) at work during assembly and dismantling and always when necessary by each employee of the company. The equipments must be provided by the company and in the absence of the proper equipment the worker will be prevented to continue their activities until it is properly equipped.
- Provide a copy of this handbook to each leader of the department (engineers, coordinators, supervisors, leaders, etc...) and enforce the terms of agreement in accordance with Article 157 of the Labor Code Item number I.

SAFETY RULES FOR WORKING AT HEIGHTS

- It is considered working at heights all activities performed 2 meters (78.74 inches) above ground level where there is risk of falling.
- It is the contractor responsibility to guarantee that all safety measurements are met according to the Brazilian Standard Regulatory Law (NR-35) of the Ministry of Labor and Employment.
- Documents that must be submitted prior to the beginning of the activities:
 - Work Permit (Banquet Event Order) signed by the person responsible for assembling;
 - Proof of Workers Standard Regulatory Law (NR-35);

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- PPE (Personal Protective Equipment) documentation;
- OSHA (Occupational Safety and Health Administration) Certificate.
- In case a Genie is needed, proof of proper training and equipment usage is required and will need to be submitted in advance,



- The lift platform is only supplied with a certified operator at the Regulatory Norm nº 35 (NR-35) of the Ministry of Labor and Employment (MTE). Platform rental: BRL 440 per hour. Make your reservation to guarantee availability.
- The platform rental includes the placement of banners, balls, balloons and other decorative elements for the operator. For installation of electrical and electronic equipment, check value and operator's availability.
- Electric hoists with 200kg capacity are available in the Grand Ballroom. Value for electric hoist hired by the hotel: BRL 264 per day.
- Grid (trusses Feeling Q30 with electric hoists and electric control) are available in the Grand Ballroom and Rio Ballroom.

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Ballroom	Qty	Size	Capacity	Value per day	Value per week
Rio Ballroom	2	6 m	800 kg	BRL 828	BRL 3.312
Grand Ballroom	2	9 m	800 kg	BRL 1.242	BRL 4.968
Grand Ballroom	2	12 m	1.200 kg	BRL 1.656	BRL 6.624

- Support bar: 100kg distributed throughout the bar. Verify the rental charge with the hotel.
- Note: To use the tracks of partitions, in any of the above rooms

LADDER SAFETY

- Only use ladders that are in good condition and properly sized (max 6 meters). They should be stable, rigid and must have devices that maintain a constant aperture.
- Adjustments will not be permitted on the stairs such as knots, splices and utilization of boxes or cases as supporting bases.

SCAFFOLD REGULATIONS

- Scaffold must be equipped with guardrails and a toe board made of good quality wood.
- During assembly and disassembly activities, the usage of full body harness double lanyard or Y-lanyard is required.
- The displacement of the scaffolding structures with workers on them is forbidden.

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7- SECURITY OFFICERS

- The hotel has no exclusive security officers and firefighters for the time period of the event as they are limited to the Grand Hyatt property security services. The value per firefighter hired through the hotel is: BRL 844.00 for the period of 12 hours (day or nights, with a meal break of one hour). Evening: BRL 1,012.00 for a period of 12 hours (which includes one hour dinner break).
- For events with over 200 participants it is necessary to hire 1 (one) security officer for every 100 (one hundred) participants. The value per security officer hired by the hotel is: Morning: BRL 850.00 for a period of 12 hours (which includes one hour lunch break). Evening: BRL 900.00 for a period of 12 hours (which includes one hour dinner break).
- If the customer is hiring firefighters outsiders, you must send us the documents below:
 - Authorization for the company's operating provider of such service (Civil Fireman);
 - Certificate of formation of civil firefighter;
 - Recycling training course;
 - Copy of RG and CPF;
 - A copy of any document proving relationship with the service provider company (CTPS registration or provision of service contract);
 - Certificate of background.
- If the client hires a security officer from a third party company, the hotel requires the following documentation to be sent in advance that is in accordance with Article 20 of Law n.º 7.102 issued by the Ministry of Justice / Department of Public Safety:
 - The license of the company to operate as a Security Officer Agency – Certificate of Good Standing for Operation of Specialized Security, must be valid;
 - A copy of the PSO (Private Security Officer) license ID must be valid. In the absence of the ID, copies of personal documentation of security officers or firefighters will be made;
 - Training Certificate;
 - Revised/Updated Training;
 - Identity History Summary Check;
 - Personal Identity with Picture;
 - Social Security Number;
 - A copy of any document evidencing that the service provider company is registered by the government or has a license permit to work as a security officer company.
- Only legalized security officer agencies can offer this type of service. All documents must be submitted prior to the beginning of any activity.
- The hotel is not responsible for participants personal belongings such as: laptops, tablets, phones, purses, backpacks, artworks, equipment, and other item left at the event rooms or anywhere in the hotel. Participants must take care of their personal items.

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- For events with more than 300 participants we recommend hiring a permanent ambulance throughout the entire time period of the event. Submission of a document issued by the company hired proving the delivery of such services is mandatory.

8- INFORMATION FOR SUPPLIERS

- The assembly team shall be limited to the specific areas of spaces leased for the event.
- It is forbidden to wait in other hotel areas, escalators and elevators.
- It is prohibited to lay down/sleep inside the hotel premises during assembly and dismantling of the events.
- The hotel offers restrooms for workers located at the back of the house. It is not permitted to use the front of the house restrooms.
- It is forbidden to bring outside foods or drinks to the hotel premises.
- No worker under the age of 18 will be allowed to work at the events; except for emancipated workers that present valid documentation.
- The usage of flip-flops, tank tops, shorts, caps or shorts are not permitted as working clothes.

UNDER THE AGE OF 18

- Everytime there are minors participating in the event, either for a performance, choir presentation, or other activity, a **DISCLAIMER OF RESPONSIBILITY FOR UNDER AGE PERFORMANCE** must be duly signed with a photo ID and the presence of an adult is required on the day of the event.

EVENT STAFF

- For staff meals, please contact the event coordinator to obtain the menu options and prices.

9 - EXPO

- The Grand Hyatt Rio de Janeiro may halt or determine the time period of demonstration for any equipment which in its discretion may present risk to people, products, structures, or booths as well as those that produce high levels of noise, vibrations, odors or anything else that might disturb the participants, hotel guests, and hotel operations.
- Any product vehicle, motorcycles and other machinery items that will be displayed on the event will need to be authorized by the Engineering Department of the Grand Hyatt Rio de Janeiro, as well as meet the requirements needed.
- Smoke machines are not allowed in the halls and event space.

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BOOTHS

- The event production must send a proposal indicating all booth locations with 15 (fifteen) days in advance to be approved by the engineering department of the hotel.
- The production team of the event must inform the needs of electrical power / total electrical load of the booths.
- In case the exhibitor needs access to the internet, please contact the event coordinator responsible for the event with 7 days in advance. Please find the values below:

Internet			
	Speed	Computer	R\$/daily
<u>WiFi (link compartilhado)</u>			
Wireless Internet	5 Mb	1-20	1.430
Wireless Internet	10 Mb	21-50	2.145
Wireless Internet	20 Mb	51-100	5.445
Wireless Internet	30 Mb	101-150	8.030
Wireless Internet	40 Mb	151-200	10.615
Wireless Internet	50 Mb	201-250	13.200
Wireless Internet	> 50 Mb	> 250	S/C
Nota: VPN e outros serviços cobrados a parte.			
<u>Dedicated Internet Link</u>			
Dedicated Internet Link	2 Mb		138
Dedicated Internet Link	4 Mb		990
Dedicated Internet Link	10 Mb		2.475
Dedicated Internet Link	20 Mb		5.775
Dedicated Internet Link	30 Mb		8.250
Dedicated Internet Link	40 Mb		10.725
Dedicated Internet Link	>40 Mb		S/C
<u>Acesso a Internet Individual</u>			
Wifi (01 acesso por pessoa, por dia)			85

- The telephone services are to be requested no less than one working day before the date of the event. Please note that telephone pulses used will be charged separately and will appear in the extra expenses bill of the event.
- The fee for coffee machines and other supplies – BRL 200,00 per day
- The fee for coffee machines and other supplies in reference to the suppliers of sugar, sweeteners, cups (with replacements) provided by the hotel – BRL 250,00 per day.

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- The tax for exclusive waiter for the booth is BRL 400,00 per waiter / for a period of 8 hours (which includes 1 hour lunch).
- The tax for exclusive cleaning staff for the booth is BRL 250,00 per staff / for a period of 8 hours (which includes 1 hour lunch).

DESIGN SET (SCENOGRAPHY) CLEANING PROCEDURES

- The hotel is not responsible for cleaning any material from the event.
- The contracted companies scheduled to do the design assembly will be responsible for cleaning the area before and after the event. They will also be responsible for the removal of additional left over materials as well as the removal of garbage generate during assembly and dismantling.
- Should they fail to remove such litter, a penalty shall be charged, hereby set at BRL 3.500,00.

10 – ADDITIONAL INFORMATION

FREIGHT ELEVATOR - BALLROOM

- Elevator 13: 1,50 x 2,40 x 2,70m – 1800Kg (24 people)
- Elevator 14: 1,50 x 2,40 x 2,70m – 1800Kg (24 people)
- Elevator 15: 2,00 x 1,85 x 2,70m – 1800Kg (24 people)

FREIGHT ELEVATOR - TANO

- Elevator 3: 1,23 x 3,30 x 2,10m – 675Kg (9 people)
- Elevator 4: 1,23 x 3,30 x 2,10m – 675Kg (9 people)
- Elevator 5: 1,23 x 3,30 x 2,10m – 675Kg (9 people)

CLOAKROOM

- The event space area has one cloakroom available for the event period. Please inform in advance if considering using this service.

ECAD

- For any live performance or musical work it is required by law to pay ECAD (Brazilian Music Rights) fee. Submission of a copy of the voucher proving payment made to ECAD is compulsory and must be delivered to the hotel no later than 48 (forty-eight) hours before the date of the event. For more information on how to make this payment, contact by phone: (55 21) 2544-3400 (www.ecad.org.br).

MATERIAIS

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- We offer a limited quantity of practical modules, as well as round and rectangular tables, chairs, white tablecloths, podium, and other materials. Please refer to the event coordinator for more detailed information regarding the quantities, models and sizes.

SPARKLES

- Hotel does not permit the use of sparkles on property.

THIRD PARTY COMPANIES AT THE GRAND HYATT

Audio-visual equipments: ExecutiveOne - hya.rio@executiveone.com

(55 21) 99423-4006 – Jonathan Ramos: [<eventos6.rio@executiveone.com>](mailto:eventos6.rio@executiveone.com)

(55 21) 99423-4005 – Sueli Machado: Eventos5.rio@executiveone.com

The Grand Hyatt Rio de Janeiro has a certificate of compliance nº183.003/17 granted by ABNT on May 17th 2017 and valid until February 14th 2020, which certifies the requirements of the Standard ABNT NBR 15401:2006 - Sustainability Management System for Hospitality Industry.

Grand Hyatt Rio de Janeiro reinforces its commitment with the sustainable tourism principles in all three dimensions (environmental, social and economic) and stipulates its sustainability policy – CARE:

Commitment with the continuous improvement of the sustainability management system

Accommodation to the legislation and the commitments subscribed by the hotel

Respect in all relationships guaranteeing customer satisfaction

Engagement in customer service, with excellence, to all involved parts

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11- RESPONSIBILITY TERMS

_____, hereby represented by Mr.(s) _____, is solely responsible for receiving, maintaining and returning the rented event room in the same condition as found, replacing or repairing any damages to furniture's, equipment and fixtures caused by suppliers (companies/direct service hired).

At the end of the contract, the event rooms need to be returned in the same condition as rented, except for natural deterioration of regular use.

GRAND HYATT RIO DE JANEIRO, as well as Firefighters conducts sporadic and unannounced inspections in order to verify that the information and requirements from the EVENTS HANDBOOK are being met. The hotel reserves the right to stop, prevent and halt any work that does not follow the pre-established norms. Any expenses incurred will be held as CLIENT's liability.

I hereby agree to the terms and condition of the EVENTS HANDBOOK:

Company: _____

Responsible for the Event: _____

ID. Nº: _____ State: _____ Issuer: _____

Signature: _____

Location: _____

Date: ____/____/____

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12- MINOR RELEASE (UNDER AGE OF 18)

Rio de Janeiro, ____ de ____ de 201____

I, _____, hereby declare that
_____ assume full responsibility for the
minors listed below:

That will perform at the event _____,
held at the Grand Hyatt Rio de Janeiro on ____/____/____.

The Grand Hyatt Rio de Janeiro is exempt from any responsibility for minors (under the age of 18).

Company: _____

Responsible for the Event: _____

ID. Nº: _____ State: _____ Issuer: _____

Signature: _____

Location: _____

Date: ____/____/____

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13 – BRAZILIAN STANDARD REGULATORY LAW Nº 18 OF THE MINISTRY OF LABOR TO PROPERLY USE SCAFFOLDING STRUCTURES AND WORKING PLATFORM

(Amended by Ordinance SIT No. 30, as of December 20, 2001).

18.15.1 The scaffolds dimension, its supporting structures and fixtures should be performed by a legally qualified user.

18.15.2 Scaffolds must be designed and constructed to withstand safely the workloads to which they are subject.

18.15.2.1 Only companies that are regulated by the CREA with qualified professionals and have licensed working permits or corporate permit can manufacture scaffolds machines or any structural component. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.2.2 All panels, pipes, floors, and bracing of scaffolds should contain the manufacture identification along with the reference type, batch number and year of manufacture. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.2.3 It is forbidden to use scaffold without the recordings provided on item 18.15.2.2. (Inserted by Ordinance SIT No. 201, as of January 21, 2011 – See Article 2 of the Ordinance Term).

18.15.2.5 Manufacturers of scaffolds machines must be identified and provide technical instructions through a handbook/manual that contain information such as. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

a) Materials specifications, dimensions and anchor positions and junctions

b) Details of the sequential procedure for assemblies and dismantling operations.

18.15.2.6 Scaffolds work surfaces must have locks that do not allow for displacement or undocking. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.2.7 During the assembly and disassembly of scaffolding activities, it should be noted that: (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

a) All workers must be qualified and gone through specific training according to the type of scaffold in operation to prevent accidents.

b) It is required by law to wear seat belts that are full body harness with double lanyard that have hooks with a minimum opening of fifty millimeters and dual lock.

c) Tools must be exclusively manual and have mooring to prevent falling accidents.

d) Workers must carry an identification badge with its qualification that contains the date of the last medical examination and training date.

18.15.2.8 Metal scaffolding machines must have locks against accidental undocking. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.3 The work floor of the scaffolding machine should be equipped with guardrails, anti-slippery, leveled, and fixed and safety locked in a resistant way. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.3.1 The work floor of scaffolds can be completely metal or mixed, with a metal frame structure with floor coverings made with synthetic materials or in wood, or completely done with good quality wood. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.3.2 The work floor of the scaffolding machine must be scaled by licensed professionals. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

18.15.5 The work floor of the scaffolding machine that are made with wood must be of good quality, dry, and contain no cracks. The wooden floor must be resistant, and is strongly forbidden to paint the imperfections to disguise the flaws.

18.15.5.1 It is prohibited to use wood chips in the manufacturer of scaffolding machines.

18.15.6 The scaffolding machines should have guardrails systems and skirting board, including headboard around the perimeter, as subsection 18.13.5, expect for the side of the working face.

18.15.7 It is strongly prohibited to remove any scaffolding safety device or void your action.

18.15.8 It is strongly prohibited to utilize stairs and other means on top of the work floor of the scaffolding machines to achieve higher places.

18.15.9 Access to scaffolds must be done safely.

18.15.9.1 Access to tubular scaffolding must be done safely by utilizing proper ladders which can be: (Inserted by Ordinance SIT No. 201, as of January 21, 2011).

a) metal ladders, embedded or attached to the panels with a minimum 40cm (15.74 inches) of width and an uniform distance of 20-25cm (7.87 - 9.84 inches respectively) between the ladder steps.

b) Sailor type ladders, externally mounted to the scaffolding structures according to items 18.12.5.10 and 18.12.5.10.1; or

c) ladders for collective use, internally assembled or externally mounted to the scaffolding structure, with minimum width of 80cm, handrail, and anti-slippery steps

18.15.9.1.1 Access can also be through the gate or other protective system with opening to the interior of the scaffolding machine with device against accidental opening. (Inserted by Ordinance SIT No. 201, as of January 21, 2011).