1. Purpose

To establish minimum Grupo Bimbo general guidelines for the installation and use of safety devices on machinery and equipment.

2. Scope

These guidelines apply to the production, maintenance, engineering and industrial safety managers and non-management associates of Grupo Bimbo and all its Business Units, affiliates and subsidiaries, in their different geographies, functions and business areas. Should a Business Unit's policies, or an individual countries laws, regulations and codes dictate more than these minimum guidelines, then they superseded this document.

3. Definitions

Electrical Safety Elements: Devices the objective of which is to eliminate dangerous power surges that may hurt a person or damage goods.

Electrical Control Elements: Devices the objective of which is to allow a machine or equipment to carry out the task for which it was designed.

Safety Relay: An electrical safety device that is specifically designed and approved for that function. It isolates electrical safety functions from control functions on equipment, to ensure an effective de-energization of electrical energy and safety circuits that may harm personnel, or damage goods.

PLC: Programmable Logic Controller.

Pushbutton Switch: Control device that allows electric power activation while being pushed and deactivates the power when released.

Selector Switch: Control device that activates electric power when turned to the on position and keeps the power on until the switch is turned to the off position.

***Bypass*:** An alternate path that operates in parallel with a control device; when it is activated the operation of the control device is deactivated and bypassed.

4. Responsibilities

CEO Department, Business Unit VPs, Corporate Operations and Human Relations VPs and General Managers: Primarily responsible for promoting and overseeing this policy is complied with.

Safety Committee and Operations, Production, Maintenance and Industrial Safety Directors: Comply with and demand full compliance with this policy. Prepare an action plan to ensure its correct implementation. Follow up and report on the implementation progress achieved. Report on and take immediate corrective actions if any deviation is detected.

Production and Maintenance Associates: Fully comply with the requirements set forth in this policy.

5. General guidelines

Managers and associates, irrespective of their position or workplace, must always fully comply with the following guidelines. Failure to follow these guidelines could result in disciplinary action, up to and including termination of employment.

Installation

- The safety devices must be wired in such a way as to be independent from the control devices, so that in the event of a failure of the latter, the safety devices are not affected.
- Any safety device to be installed must be defined by a risk analysis carried out jointly by production, maintenance and industrial safety teams, in order to determine the required level of protection; whether it be basic protection that deactivates and blocks a mechanical function of a specific part of the machine; medium protection that deactivates the power of the machinery involved; or high protection that deactivates and blocks all forms of additional energy such as, but not limited to: electric, pneumatic, residual, and stored energy devices etc.)
- The separation of the safety circuits must be made through the installation of a safety relay, all safety guards, emergency stop switches and safety device must be connected to it. This relay will only allow to start up the machine through a clearly identified safety reset button.
- PLCs are not considered safety devices; therefore, emergency stop switches, or safety guards and safety devices are not allowed to be connected to them to operate a machine, or equipment to a safe condition. Exception: Rockwell Automation's GuardLogix™ series of PLC's are accepted as safety devices providing that the design and programing follows the guidelines outlined by Rockwell Automation.
- When a programmable electronic system controls an equipment, the safety switches must be connected through the safety relay.
- If safety switches need to be bypassed or deactivated for maintenance reasons and providing local law permits this then the bypass should take two forms: 1) For maintenance work a spring return to de-energized state key switch shall be used. Maintenance teams and maintenance supervision are the owners and the only personnel that are authorized to use this key; 2) Viewing of product in production; at this time, only the proofer access doors is where this is permitted, and the circuits are to be approved by the OEM. It shall be pushbutton. In all cases where work is being performed LOTO must be followed
- The installed safety devices must work with a positive signal when activated, so that if there is a circuit failure, the safety relay is activated.

Operation

- It is strictly prohibited to use safety devices as stop controls.
- A device that requires technical recognition must be used. (e.g. a pushbutton, spring return switch with a key).
- It is strictly prohibited to use selector switches to deactivate micros for maintenance.
- Saving time or money or the lack of an administrative procedure never reason justify changes to safety measures and risk mitigation, partially installed, or not installed at all.
- Disabling, blocking or bypassing any safety device goes against the ***GGB-015 Global Safety Policy*** and will be cause for immediate employment termination for all the personnel involved.
- Devices can only be deactivated by a trained technician when necessary for maintenance purposes or to test the safety devices and ensuring that when the machinery is started up the safety devices are duly connected and operating.

6. Responsibility / Ownership

The Global Operations Department is the assigned owner of this policy and is primarily responsible for its contents, updating, monitoring of its compliance and submission for approval before the Global Internal Control and Risk Management Department, the Steering Committee, and CEO.

7. Updates

The changes implemented in between version are described below

Revision / History of the revision				
Version	**Date Revision**	**Updated By:**	**Approved By:**	**Main Changes**
1				