

1. Purpose

Establish the general guidelines for air management in the manufacturing areas of Grupo Bimbo supply chain, in order to mitigate the risk of contamination towards food.

2. Scope

This policy applies to the associates responsible for production areas, raw materials, finished product warehouses and offices within the production centers of Grupo Bimbo.

3. Definitions

Compressed air. Mass of air that is at a pressure higher than atmospheric and is used in pneumatic elements and in processes.

Negative pressure. State in which there is less quantity of cubic meters of air per minute of exit than those of entrance, thus creating a partial vacuum inside. The objective is to contain air pollutants within a certain area.

4. Responsibilities

Global Quality and Food Safety Department: Issue and communicate the guidelines of this policy to the food safety and quality leaders of each Business Unit.

Global Operations Department: Define the global ventilation standard for application in supply chain investment projects and, where necessary, provide technical advice to the Engineering areas of Business Units in air management projects.

Business Unit General Presidents: Ensure the implementation and management of the projects and resources necessary to comply with this policy, as well as improve the sanitary conditions of the bakeries or snack / confectionery manufacturer (hereafter "production centers") of their Business Unit.

Engineering and/or Maintenance Leaders in the Business Unit and production centers: Plan, budget resources, execute and ensure air management in manufacturing areas, under the application of this policy.

Food Safety and Quality Leaders in the Business Unit and production centers: Evaluate compliance with this policy in the manufacturing areas under their responsibility.

5. General Guidelines

In order to ensure the production areas have ventilation that allow air recirculation and that processes, that require the application of compressed air in contact with food, are free of contaminants that could affect food safety and quality, it is the policy of Grupo Bimbo that associates responsible for production center, through Maintenance and Food Safety areas, ensure compliance with the following guidelines:

General considerations:

- Where possible, injected air flow should not be directed to the exposed product.
- Conduct a technical analysis to evaluate the environmental, geographical conditions and operational requirements (temperature and humidity) of the production center, to know the current situation of the installation.
- Based on the technical analysis determine if it is necessary to make modifications to the air management system (e.g. relocation of equipment, conditioning of the installation, among others).
- Any modification to the air injection system and compressed air network must be communicated to the HACCP team of the production center, to assess the risk.

Equipment requirements for regulating temperature:

Ensure that the following equipment complies with what is established here:

- Air injectors: Should have filters that guarantee the retention of particles of at least 3 microns for process areas and, in areas of exposed baked product or without other heat treatment (cooling zones), it must be 0.3 to 1 microns, as well as guaranteeing air changes per hour, in accordance with the provisions of **ST-EN-01 Global Ventilation and Air Handling Standard for Grupo Bimbo**. In cases where there are clean rooms, these must have filters that guarantee retention of particles of up to 0.01 microns.
- Air extractors. Must have a functioning closing mechanism during the times that they are not in operation, to avoid the inclusion of any contaminant or pest from outside the production center. The extractors must be easily cleaned and maintained.
- Air conditioning. Must be a closed system, including drainage for condensates in the areas that require it.
- Heating system. Used specifically in low temperature geographical areas that require their installation, they must comply with applicable local legislation.
- Fans. Used to cool the product are not recommended. If necessary, they should not be directed at the floor or exposed product.

Compressed air in direct contact with product:

- Ensure that compressed air used for direct contact with the product is filtered to guarantee product safety, such as: aeration systems for creams, packaging, fluidized bed for shipping ingredients, etc. The air quality must comply with a particle retention of 0.01 microns.

Equipment installation, maintenance and upkeep:

The Engineering, Maintenance and Food Safety areas at production centers must perform and coordinate the following activities for the operation of the equipment previously mentioned:

- Conduct a risk assessment to define the frequency of changing the filters, maintenance and sanitation.
- Cover an area or equipment when work is conducted on or in a nearby area of equipment.
- Ensure that all interventions to the equipment comply with security measures.
- Ensure that, during the installation of equipment, there are measures to prevent stagnation of water and the entry of any pest.
- Identify compressed air leaks and assess accidental contact with food immediately.

Other considerations:

The Engineering and Maintenance areas should:

- Prove that the air flow pattern does not represent a risk of product contamination.
- Ensure that the entrance to the manufacturing areas have air locks and physical separation, preventing two consecutive doors from being opened simultaneously.
- Ensure that minor ingredient weighing areas have negative pressure, through closed rooms, as well as focused air extraction at the weighing points.

6. Responsibility / Ownership

The Global Quality and Food Safety 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 versions are described below:



Global Policy for Air Management in Manufacturing Areas

Global Quality and Food Safety Department

FGB-QS-04

Revision / History of the revision

Version	Revision Date	Updated by:	Approved By:	Main Changes
1				