

### Responsible, activity and deliverables matrix

When a Business Unit has a need to acquire a line and there are assets available in other Business Units, there are three scenarios under which it can dispose of one of them.

- A. Installed and producing
- B. Installed and not producing
- C. Dismantled and crated, being this the most critical.

Responsible	Activity	Deliverable
<b>Destination Business Unit Engineering and Manufacturing Leaders</b>	<ul style="list-style-type: none"> <li>Both must visit the facility in which the line is located to assess it.</li> <li>If the current scenario is C), no visit is required, as the equipment information will be shared by the Origin Business Unit.</li> </ul>	<ul style="list-style-type: none"> <li>Written message to the destination Operations VP regarding the status of the line and the intention to acquire it or not.</li> </ul>
<b>Destination Business Unit Operations VP</b>	<ul style="list-style-type: none"> <li>Request the line by email to the Operations VP of the origin Business Unit once the project's business case is approved.</li> </ul>	<ul style="list-style-type: none"> <li>Email Request</li> </ul>
<b>Origin Business Unit Operations VP</b>	<ul style="list-style-type: none"> <li>Approve or decline the line request, expressly by e-mail.</li> </ul>	<ul style="list-style-type: none"> <li>Reply Email</li> </ul>
<b>Global Engineering</b>	<ul style="list-style-type: none"> <li>Provide guidance and support to the Business Units, origin and destination, to ensure they comply to Grupo Bimbo policies.</li> </ul>	N/A
<b>Accounting &amp; Maintenance Leaders of the production center of origin</b>	<ul style="list-style-type: none"> <li>Keep a list of assets, available for transfer, with the following information: <ul style="list-style-type: none"> <li>Asset Number</li> <li>Description</li> <li>Acquisition date</li> <li>Original investment cost</li> <li>Pictures</li> </ul> </li> <li>Contract a third party specialized in Valuations to perform a Fair Market Value study of the line.</li> <li>Generate invoice for the line for exporting the assets.</li> </ul>	<ul style="list-style-type: none"> <li>Assets list</li> <li>Certified FMV</li> <li>Asset / Line Invoice</li> </ul>
<b>Destination Business Unit Engineering Leaders</b>	<ul style="list-style-type: none"> <li>Involve Finance and Foreign Trade departments of both Business Units in the follow-up meetings.</li> <li>Select a contractor to perform the equipment decommissioning and later commissioning (must be the same for both tasks).</li> <li>When scenario A) or B), perform visits to the origin production center to: <ul style="list-style-type: none"> <li>Verify that all the assets required for the process are listed.</li> <li>Verify the line production rate and preventive maintenance works.</li> <li>Obtain technical documentation of the assets (manuals and programs).</li> <li>Identify overhauling tasks to be performed after decommissioning.</li> </ul> </li> <li>Have at least two key associates trained in the equipment maintenance for at least 2 weeks prior to line shutdown and during decommissioning.</li> <li>Formalize the line transfer to the management of the destination production center.</li> </ul>	<ul style="list-style-type: none"> <li>Follow-up meetings minutes.</li> <li>Visit report that validates tasks mentioned in the 3rd bullet.</li> <li>Training completion form describing topics learned.</li> <li>Signed handover document of acceptance, by the destination production center, and indicating the status of the line.</li> </ul>

## Annex 1

Global Operations Department

<b>Destination Business Unit Manufacturing Leaders</b>	<ul style="list-style-type: none"> <li>Have at least two key associates trained in the equipment operation and process details for at least 2 weeks prior line shutdown.</li> </ul>	<ul style="list-style-type: none"> <li>Training completion form describing topics learned.</li> </ul>
<b>Finance and Foreign Trade of both Business Units</b>	<ul style="list-style-type: none"> <li>Align requirements from both sides to comply with the origin and destination legislations regarding their own scope.</li> </ul>	<ul style="list-style-type: none"> <li>Export-Import process agreements of each department between Business Units.</li> </ul>