

# Visitor Guidelines



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Thank you for interest in visiting BMW Hams Hall Motoren GmbH. The following guidelines are set out to ensure that Health and Safety guidelines are adhered to while you are visiting our facility and also to inform you of our current policies regarding visitors to our Plant.

## Policy

- When you arrive at BMW Hams Hall Motoren GmbH, please park your vehicle in the rear car park. The car park in front of reception is for short-stay visits only.
- On entering the building, please give your name, company or tour party name to the receptionist. You will then be issued with a visitor pass.
- BMW Hams Hall Motoren GmbH is a non-smoking site. Smoking is not allowed anywhere on the facility. Please note that this includes the car parking areas.
- During your visit, please do not leave the area(s) you have been authorised to visit. It is not permissible to visit areas of the facility unattended.
- No cameras are allowed in any part of the production areas.
- While in the production areas, please do not get too close to the machinery or touch any components.
- If you feel unwell at any time during your visit, please inform your host.
- If the fire alarm should sound, please report to Reception whereupon you will be advised regarding which fire exit to use.
- Please be aware of the AGV's (Automated Guided vehicles), Fork Lift Trucks and Logistics vehicles.