

**OPERATING STANDARDS FOR THE
EUSKALDUNA
EUSKALDUNA CONFERENCE CENTRE AND
CONCERT HALL'S FACILITIES**



Drafted by: Sales Dept. and Coordination Dept.



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1. RECEPTION OF GOODS

1.1 Identification of goods

All goods must be perfectly identified with the following details:

- The event/customer name:
- Recipient (congress warehouse, Euskalduna Jauregia)
- Sender
- Recipient (if different from the event organiser)
- The event date
- Room or Hall
- Stand No. (if applicable)
- No. of packages

If goods are not clearly identified, security will not receive the Goods.

1.2 Delivery:

- SHIPPING DIRECTION: Euskalduna Jauregia. Avda Abandoibarra 4. Muelle de carga. 48011 Bilbao.
- RECEPTION OF MATERIALS: At the loading berth of the building (at the back of the building through the lowered access in Olabeaga street. See Point 2.2., Page 5 of this document
- STARTING THE RECEPTION OF GOODS Reception will be previously agreed with the Sales Dept. (Tel. + 00 34 94 402 50 00)
- STORAGE SPACE REQUIRED: If a large storage space is required, the Sales Dept. must be notified in advance.
- DELIVERY TIME: Working days - Monday to Friday From 8 am to 5 pm If material deliveries have to be made outside of this timetable, the Sales Dept. must be notified in advance.

1.3 Assistance:

- MEANS OF LOADING, UNLOADING AND INTERNAL MOVEMENT OF MATERIALS Each company is responsible for bringing the means required for material loading and unloading. The means (trucks) or loading/unloading personnel to assist in the assembly/transport of internal goods, if any, will be contracted in advance with the Sales Dept.

1.4 Event completion and final removal of goods:

The removal of goods will be carried out by the person appointed by the event organiser as the person responsible for the removal.

At the end of the event, any material to be removed by the event organisers must be handed over to security and stored in the warehouse specified by security.

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Goods that have not been handed over to the Security Service will not be considered as stored goods. Therefore, they shall be ultimately destroyed.

Any material which is handed over to security and not removed during the 10 calendar days following the date of the end of the event will be considered as dispensable by Euskalduna Jauregia and will therefore be destroyed.

For the final removal of goods, goods must be identified with following details:

- Event name.
- Event date.
- Sender.
- Recipient.
- Number of packages.

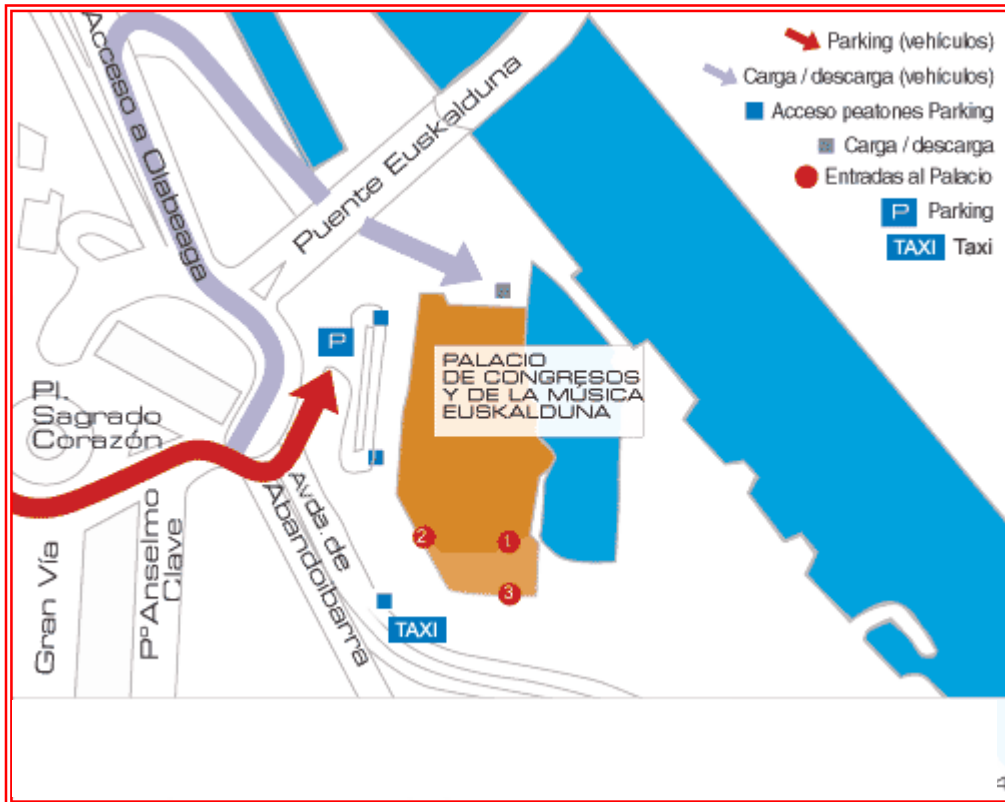
If goods are not clearly identified, security will not receive the Goods.

2. ACCESS-HOW TO GET THERE

2.1 How to get there



2.2 Accesses



Annex 9.1: Section Drawing Location of building spaces

3. LOADING / UNLOADING AND PARKING

- **LOADING/UNLOADING AREA**

Authorised for loading or unloading of materials. Once the loading/unloading is finished, the vehicle must be moved from the area immediately. The entrance is on Olabeaga street, in front of Euskalduna bridge. See Figure Point 2.2 Page 5.

- **VIP PARKING AREA:**

This exceptional parking area is reserved for authorities, which will be previously authorised by the Euskalduna Conference Centre and Concert Hall. The entrance to this parking area is on Abandoibarra street, in front of the Sagrado Corazón square/ Doña Casilda park. The maximum capacity of this parking area is 10 vehicles. See Figure Point 2.2 Page 5.

- **PUBLIC PAY PARKING AREA:**

Entrance on Abandoibarra Street, in front of Sagrado Corazón square/ Doña Casilda Park. Open 24 hours. Maximum capacity: 475 vehicles. See Figure Point 2.2 Page 5.

4. ENTRY, TRANSIT AND PARKING

4.1 Entry:

4.1.1. *Documentation to be submitted before the entry of personnel*

All the requested Labour Risks Prevention documentation will be turned in before the personnel is to enter the facilities of the Euskalduna Conference Centre and Concert Hall.

Moreover, a list of the personnel involved in the organisation, assembly/work activity, artistic work must be submitted at least one day in advance, including the following details:

- Company:
- Name
- Surname
- National Id or Passport No.

This information will be submitted to the Security Service - Coordination Dept.:

Fax: + 00 34 94 403 50 82 // Email: seguridad.euskalduna@prosegur.com.

In order to access the facilities, it is compulsory to have the National Identity Card or Passport at hand.

4.1.2. *Established accesses*

- Customers: Personnel involved in event organising and assembly: Access through the dressing rooms entrance or entrance designated by the Sales Department of the Euskalduna Conference Centre and Concert Hall.
- Artists and Musicians: Access through the Dressing Room door
- Participating companies and Subcontractors: Access through the dressing room door. If another access is required, the corresponding authorisation must be requested from Security. Coordination.
- Catering: Access through the bow gate, on the side of Hotel Meliá.

4.2 Transit and Stay:

The personnel may not stay in any other place except where they carry out their work; they must always follow the previously designated itineraries, which have been authorised by the Euskalduna Conference Centre and Concert Hall.

It is forbidden to touch the switches or any other equipment or machinery of the facilities unless expressly authorised by the Euskalduna Conference Centre and Concert Hall.

5. ASSEMBLY ORGANISATION

5.1 Timetables

The assembly and disassembly of events will be done in the schedules established by the Euskalduna Conference Centre and Concert Hall and agreed with the organisation. The accesses established by the Euskalduna Conference Centre and Concert Hall will be used at all times.

5.2 Distribution of Stands and other components:

The organiser will present a proposal for the distribution of stands or other elements at least 15 days prior to the date of the event and it must be approved by the Euskalduna Conference Centre and Concert Hall.

The proposal submitted must take into account the specifications of the Stand Distribution Drawing included in this document. Annex 9.2: Basic drawings for distribution of stands or other components

The stand distribution proposal must be submitted as a scale drawing with actual dimensions of the stands, walkways and other components to be arranged within the space.

5.3 Spokesperson or Person Responsible for the Assembly/Event

The organiser must be present during the whole assembly process and act as a spokesperson with the exhibitors.

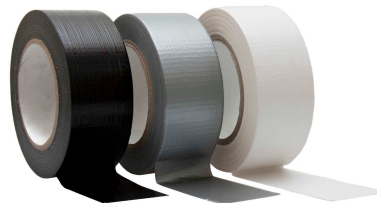
5.4 Particularities

- Temporary storage: must be in good order, as well as all the walkways, transit and access areas to fire fighting equipment. Furthermore, the doors and their immediate accesses should be entirely clear.
- Protection of premises, material transport and use of lifts of the singular area of the building: While the materials are moved the lifts must be protected in order to prevent any damage. Also, any measures required to safeguard the spaces-assets of the premises must be carried out or protected. (bringing the appropriate material for the above mentioned protection is recommended).
- Corten Steel and other surfaces: Fixing, mounting, storing or supporting any object at a distance lower shorter than one meter from corten steel - either temporarily or as an exhibition component - is strictly forbidden. For any other surfaces - ceilings and walls, etc. - keeping a distance of 10 cm is sufficient to prevent any possible damage.
- Posters: Fixing posters on the columns or in any other surface of the singular area - Hall, foyer, façade, corten steel, etc.- is strictly forbidden.
- Adhesives: Any need to use adhesives requires the acceptance and approval of the staff of the Euskalduna Conference Centre and Concert Hall supervising the assemblies.

Placing of carpets and similar elements: Only double-sided blue tape manufactured by SELF is allowed for carpet fitting during exhibitions. This tape does not leave any adhesive residues on the floor. The Euskalduna Conference Centre and Concert Hall will provide the distributor's details. Rolls of 50 m x 38 mm:



Fastening of cabling and similar elements: Only Rosco brand Gaffer matt 5 cm x 50 cm tape is authorised. The following colours will be used depending on the colour of the floor: black, grey, white or beige



- *Exhibition of appliances, bulky machinery or vehicles:* the Sales Dept. must be notified in advance, including the measurements of the equipment, to confirm that access is feasible, to study any preventative measures to be implemented and to decide on the best route.

In road Vehicle exhibitions, the threading lines must be protected throughout the whole route inside the building by means of boards with a minimum width of one meter. These boards must be provided by the organiser/assembly company at the event and the manoeuvre should be done in the presence of the Euskalduna Conference Centre and Concert Hall's staff.

- *Stand Furniture:* The Euskalduna Conference Centre and Concert Hall does not provide sales stands, chairs, tables, etc. These elements should be provided for by the organiser.

5.5 Code of Behaviour:

- *SMOKING:* In compliance with the current legislation, it is forbidden to smoke in the facilities of the Euskalduna Conference Centre and Concert Hall.
- *HANDLING OF THE INSTALLATIONS:* No one can handle any of the equipment, installation, valves, etc. alien to their job specifications outside of their areas of competence without instructions of their immediate superior and expressed authorization from the Euskalduna Conference Centre and Concert Hall.
- *COMBUSTIBLE MATERIALS* Special care must be exercised during the collection and storage of combustible materials which will be stored in areas located far away from ignition sources and with the corresponding signposting. It is mandatory to communicate the storage of these materials to the staff of the Euskalduna Conference Centre and Concert Hall, more specifically, the Technical and Coordination Departments.
- *FIREWORK MATERIAL:* Before use, their existence must be reported. This material may only be used with due authorisation from the Coordination Manager and the Technical Manager of the Euskalduna Conference Centre and Concert Hall.

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Pursuant to the Royal Decree 2816/1982, of 27th of August, General policing regulation of shows and leisure activities. Preparing any firework material in the same site used for the performance is forbidden. Fire cracker explosions must be carried out in closed boxes with a single metallic mesh cover. Flares can only be lit over little plates and placing water containers nearby. Torches carried by artists must be completely put out before exiting to another room or area. In firework activities, at least 2 additional fire extinguishers - in addition to the fire extinguishers located on site will be provided and a person of the organisation with the required training to use fire extinguishers, if required, must be appointed.

- **ORDER & CLEANLINESS:** There must be a use identified and a place allocated by the person responsible for the area for each component located within a work area. Walkways and fire fighting equipment will be specifically monitored to prevent any obstruction. Fixing any loose objects - tools, materials, etc.- in corridors, stairs or elevated places from where they can fall, is forbidden.

During the exhibitions, the Euskalduna Conference Centre and Concert Hall will be responsible for the daily housekeeping of the common areas of the halls. Each exhibitor is responsible for the cleaning of their Stand area.

- **WASTE:** Each company is responsible for collecting and removing from the premises, any waste generated in assembly and dismantling activities. Bringing any tools and means of assembly required is recommended.
A job is never considered to be finished until all the auxiliary components used to carry out the activity and all the waste materials produced are fully removed.
- **USE OF ROOMS:** It is strictly forbidden to use the rooms without expressed authorisation from the personnel of the Euskalduna Conference Centre and Concert Hall.
- **IDENTIFICATION:** Any person inside the premises of the Euskalduna Conference Centre and Concert Hall must identify himself if required by Security. Non-compliance will lead to the adoption of the appropriate measures, and may be expelled from the facilities.
- **ACCESS CARDS:** The access cards are personal and non-transferable and the staff should wear them while they are inside the Building giving them to the security service once their work in the Euskalduna Conference Centre and Concert Hall has ended. **Loosing** an access card carries a penalty of €10, which must be paid in order to obtain another card. **Forgetting** an access card also leads to a penalty of €10, which will be refunded once the original card is returned.
- **DRESSING ROOMS/CHANGING ROOMS/WCs:**
 1. The Euskalduna Conference Centre and Concert Hall will not be held responsible for the damages or losses of valuables left inside the dressing rooms/toilets/changing rooms.
 2. Maintaining good order and cleanliness inside the dressing rooms, WCs and changing rooms is compulsory. Please make use of waste bins, hangers and lockers provided.
 3. Attaching, glueing any type of notice, poster, sticker, etc. on the locker itself or on the walls of the changing rooms/WCs/dressing rooms is forbidden.

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4. Eating and drinking inside the changing rooms/WCs/dressing rooms is forbidden. Euskalduna Conference Centre and Concert Hall has a "dressing room cafeteria area" for this purpose, it's located on floor 0 of the dressing room building.
5. **In the dressing rooms** reserved for internal personnel and stewards/stewardesses, leaving any type of object outside of the lockers is forbidden. If there were objects, clothing or bags outside of the locker, it will be removed by the Euskalduna Conference Centre and Concert Hall. The person in charge/responsible for the company can claim the object from Security at the dressing room door.

The dressing rooms are equipped with lockers. If the use of lockers is required, this can be requested from Security at the dressing room door. As a general rule, the use of more than one locker per person is forbidden and if this were necessary, Security must be informed. Security will empty the lockers allocated to temporary personnel, daily. Each employee is responsible for making appropriate use of the locker and ensuring it is properly maintained. Once the activity in the premises is finished, the locker must be emptied and the key returned to Security. Security periodically empties the lockers which are not used regularly by regular personnel in order to have the maximum number of lockers available for personnel who may require their use.

6. LABOUR RISK PREVENTION

Any external company working in the facilities of Euskalduna Conference Centre and Concert Hall must comply with the provisions established in the Labour Risk Prevention Act and in other applicable legal provisions in force, as well as those regulations and instructions established by the Euskalduna Conference Centre and Concert Hall.

For that purpose, special emphasis must be placed on the following sections:

6.1 Accident and incident reporting

Reporting any accident or incident sustained or detected by the personnel of the different companies, is compulsory.

Security is responsible for calling 112 and companies must abstain from doing so at their own account. **IT IS COMPULSORY TO CALL TEL.: + 00 34 94 4035078 or + 00 34 94 4035004**

Only if personal injuries are severe and security considers it appropriate, the accident will be managed by calling 112. Generally, each company must handle the event through the medical service - External Health Prevention Service or Accident Mutual Insurance Company - they have contracted.

6.2 Emergencies

In case of emergency in the facilities, all works must cease and be left in safe conditions; disconnecting the equipment being used and leaving the area following the instructions of the personnel of the Euskalduna Conference Centre and Concert Hall and the established evacuation signs.

Means of Emergency Communication:

- Fire emergency alarms distributed throughout the premises.
- Calling TEL **+00 34 94 403 50 78**

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Following the instructions of the EMERGENCY PROCEDURE provided. Observing the capacities set out for each room and for the whole building is compulsory.

6.3 Signposting

The external companies shall be responsible for setting up the signs of the works that could imply risks for others, by means of signs, markers, tape, fences, etc. Furthermore, it is compulsory to respect and comply with all the signs set up by the Euskalduna Conference Centre and Concert Hall in its facilities.

6.4 Lighting

All the work areas will be perfectly lit to prevent the risk of falls and poor movement. Likewise, the external company will also be responsible for having emergency lighting. If the lighting in the facilities of the Euskalduna Conference Centre and Concert Hall were insufficient to carry out the work, the company must report these deficiencies to the Euskalduna Conference Centre and Concert Hall prior to the commencement of the work.

6.5 Restricted access to high-risk areas

Below follows a list of venues/spaces that, due to their own nature present high risks for unqualified staff and, therefore, it is mandatory to inform the Euskalduna Conference Centre and Concert Hall of the need to access these areas with sufficient time.

- High and Low Voltage transformer centres Floor - 2
- Boiler rooms, power units, HVAC and gas installations Floor - 2
- The main stage grid - floor 8
- Orchestra pit and main platforms : floor -1 and -3 respectively
- Covers.
- Organ machinery. Floor 2 - Main stage
- Telephone connection points Floor - 3

Sometimes, access to these premises implies compliance with internal Procedures and some other times, compliance with the established signs.

6.6 Working at heights

Operators working at heights will be given sufficient prevention material to remove the risk of falls for personnel and for objects. (fall-arrest harnesses, handrails, scaffolding, lifting platforms, lifelines, markers from the lower part to the work point, railing, etc.) From 2 m high, personal protection equipment (PPE) or collective protection is compulsory to prevent falls.

When working at heights, the provisions set out in the *ROYAL DECREE 2177/2004 of 12th November, amending the Royal Decree 1215/1997 of 18th July* which sets out the minimum Health & Safety provisions regulating the use of work equipment by the employees on matters of temporary work at height.

A special focus will be placed on the correct use and assembly of scaffolding, the conditions and use of handrails, the conditions and use of lifting platforms, the correct use of fall-arrest Personal Protective Equipment (PPE).

Only the authorised staff of the Euskalduna Conference Centre and Concert Hall can assemble, disassemble and change their scaffolds.

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If scaffolding is in process of assembly or shows assembly defects, posing a clear risk for users, a red signpost reading "Scaffolding Out of Service" will be displayed; however, if scaffolding is correctly assembled, a green signpost reading "Scaffolding in Service" will be displayed. It is authorised to use scaffolds in the Euskalduna Conference Centre and Concert Hall only when they have green signposting.

The scaffold "in service" and "out of service" signposting will be visibly displayed on the access side of the scaffolding.

Using scaffolding which are not officially approved is strictly forbidden (E.g.: mobile scaffolding)

For scaffolding assembly, the following PPE are compulsory:

- Suitable work clothing.
- Safety footwear (toecap and non-slip soles)
- Helmet (if possible without eye shade and with chinstrap)
- Mechanical protection gloves.
- Fall-arrest harness with an anchoring element with a minimum length of 1.8 m and a connector or hook-type line snap.

It is forbidden to use elevating machinery (lifting platforms) in the Euskalduna Conference Centre and Concert Hall unless previously authorised.

6.7 Work equipment, machinery, portable electrical tools and lifting accessories

Any work equipment, machinery, tools and lifting accessories must comply, wherever applicable, with the provisions set out in:

- *ROYAL DECREE 1215/1997 of 18th July, concerning the minimum safety and health requirements for the use of work equipment by workers. BOE No. 188 of 7th August.*
- *ROYAL DECREE 1644/2008 of 10th October, regulating the standards for machinery marketing and start-up.*

All the work equipment, machinery, portable electric tools, belonging to the Euskalduna Conference Centre and Concert Hall must be operated by authorised and qualified staff that is responsible for their operation and always with due authorisation of the Euskalduna Conference Centre and Concert Hall. This authorisation must be requested from the staff of the Euskalduna Conference Centre and Concert Hall (Technical or Coordination Department).

6.8 Load hoisting and use of lifting accessories such as slings, cables, chains, shackles, hoisting eyes, rockers, hooks, etc.

Any load hosting on the Main Stage will be Supervised and executed under the supervision of the Scenery Machinery and Signalling Technician of the Euskalduna Conference Centre and Concert Hall, in compliance with Internal Procedure PRO.CO.09.

Complying with the guidelines provided by the technicians is compulsory. The Euskalduna Conference Centre and Concert Hall reserves the right to discard or forbid the use of elevating accessories of external companies that do not comply with the minimum safety conditions for their use.

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6.8.1. Checks and recommendations regarding work equipment before any lifting operation.

1. Inspect the equipment before every use. If any defect is identified - marks, cuts, wear and tear - its use will be rejected.
2. Ensure that none of the employees or people are standing directly under a load during a hoisting or lowering operation. The use of a safety helmet is recommended and can be compulsory if the signalling technician or the performing machinery technician considers it necessary.
3. Hooks will be fitted with safety pins. Ensure that they are locked before the Load is lifted. Take into account that if the safety pin is left outside of the hook, the hook is overloaded and therefore its use must be rejected.
4. If any equipment identification plate, label or instructions are missing or illegible must not be used.
5. Equipment showing deformed, broken or heavily rusted metallic components, must not be used.
6. Textile slings with cut straps, burst seams and damaged strips, welding stains or any other abrasion or wearing signs, must not be used.
7. Cable slings with worn out bushings, broken wires, flattened straps and any other deformity in the cable structure must not be used.
8. Chain slings with bent or stretched links, seized or rusted joints must not be used.
9. To shorten a chain, use exclusively a shortening hook.
10. When a device to be removed is detected, it is mandatory to communicate it to the person responsible from the Euskalduna Conference Centre and Concert Hall so that the appropriate corrective measures can be implemented and its can prevent its use by mistake.

6.8.2. Using textile slings, chains and cables:

When the load is directly connected to the slings, chains and cables (choker or basket hitches), some restrictions must be taken into account:

1. Ensure that the slings work without twisting?.
2. Making knots on textile slings to join or short them, is forbidden. If damaged, replace with another one in good condition.
3. In basket applications, slings must never be placed near the edges of the load to prevent the load from falling.
4. Take care to prevent that neither the chain nor the polyester strap come into contact with sharp edges. Working with chains on sharp edges (beams, frames) with a radius of the same or higher diameter than the chain link or the fabric thickness, is safe.
5. For choker hitches, use flexible slings (chain, cable or rounded) but never rigid flat slings, as the straps may damage the fabric. Normally, for choker hitches, introducing the sling directly into the strap is recommended.
6. For choker hitches with cable slings of 2 branches, care must be taken to ensure that both slings work from both sides to prevent twisting.

6.8.3. Maximum Use Load:

Polyester slings:

CARGA MÁXIMA DE UTILIZACIÓN (Kg)											
Cod. color CEN	1 eslinga		2 eslingas		3 ó 4 eslingas						
	Tiro directo	Ahorcado	ángulos de inclinación b°		Ángulo de inclinación b°		Ángulo de inclinación b°				
			0°<b°<7°	7°<b°<45°	45°<b°<60°	0°<b°<45°	45°<b°<60°	0°<b°<45°	45°<b°<60°		
	1	0,8	2	1,4	1	1,4	1	2,1	1,5		
Violeta	1.000	800	2.000	1.400	1.000	1.400	1.000	2.100	1.500		
Verde	2.000	1.600	4.000	2.800	2.000	2.800	2.000	4.200	3.000		
Amarillo	3.000	2.400	6.000	4.200	3.000	4.200	3.000	6.300	4.500		
Gris	4.000	3.200	8.000	5.600	4.000	5.600	4.000	8.400	6.000		
Rojo	5.000	4.000	10.000	7.000	5.000	7.000	5.000	10.500	7.500		
Marrón	6.000	4.800	12.000	8.400	6.000	8.400	6.000	12.600	9.000		
Azul	8.000	6.400	16.000	11.200	8.000	11.200	8.000	16.800	12.000		
Naranja	10.000	8.000	20.000	14.000	10.000	14.000	10.000	21.000	15.000		

Chain slings

Eslingas Cadena

MAXIMUM USAGE LOAD (MUL) =
MUL OF ONE BRANCH X FACTOR (ANGLE)



Carga Máxima de utilización (T_n)
coeficiente de seguridad 1:4



Dimensión eslinga (mm)	Eslinga de un solo ramal	Eslinga de 2 ramales		Eslinga de 3 y 4 ramales		Eslingas sin fin de nudo Corredizo
		0°<B<45° Factor 1,4	45°<B<60° Factor 1,0	0°<B<45° Factor 2,1	45°<B<60° Factor 1,5	
4	0,50	0,71	0,50	1,06	0,75	0,80
5	0,80	1,12	0,80	1,60	1,18	1,25
6	1,12	1,60	1,12	2,36	1,70	1,80
7	1,50	2,12	1,50	3,15	2,24	2,50
8	2,00	2,80	2,00	4,25	3,00	3,15
10	3,15	4,25	3,15	6,70	4,75	5,00
13	5,30	7,50	5,30	11,20	8,00	8,50
16	8,00	11,20	8,00	17,00	11,80	12,50
19	11,20	16,00	11,20	23,60	17,00	18,00
20	12,50	17,00	12,50	26,50	19,00	20,00
22	15,00	21,20	15,00	31,50	22,40	23,60
23	16,00	23,60	16,00	35,50	25,00	26,50
25	20,00	28,00	20,00	40,00	30,00	31,50
26	21,20	30,00	21,20	45,00	31,50	33,50
28	25,00	33,50	25,00	50,00	37,50	40,00
32	31,50	45,00	31,50	67,00	47,50	50,00
36	40,00	56,00	40,00	85,00	60,00	63,00
40	50,00	71,00	50,00	106,00	75,00	80,00
45	63,00	90,00	63,00	132,00	95,00	100,00

6.9 Welding, cutting and grinding equipment

Any piece of equipment to be used must be in good condition: group protection, cable insulation and crack-free hoses.

Bottles in service must be kept on the trolley for that purpose and will be fitted with pressure reducing valves with gauges and check valves in the blow pipes and in the outputs of pressure reducing valves.

Spark dispersion must be avoided as much as possible in welding, cutting and grinding operations using flame-proof tarpaulin, welding blankets or by securing a safety area.

Electric welding machines will be earthed to the closest working point and the distance between the connection point and welding must never exceed 8 meters to prevent false contact points which may lead to electric arcs.

Electrode holders must be coated with insulating material and in good working order.

Blowpipe hoses must not lie across vehicle transit areas to prevent damage.

During work breaks - meals or others - and at the end of the work day, welding, cutting and grinding equipment must be disconnected and the existence of glowing particles must be checked.

6.10 Personal Protective Equipment (PPE)

PPEs must be adapted to the work risks and environment. When compulsory, the use of PPE will be correctly implemented according to the prevention techniques, specific trade standards and procedures and instructions in place.

The Euskalduna Conference Centre and Concert Hall requires the following personal protective equipment:

General use and compulsory during assembly:

- Safety boots or shoes with non-slip soles and protective toecaps.
- Suitable work clothing.

Occasional use according to risk exposure:

- Hand protection. (gloves providing protection against cutting, chemical contact, etc., as applicable)
- Eye protection - goggles or face screens to offer protection against particles and welding slag - as applicable.
- Head protection. (safety helmet, in case of overlapping jobs and when the lower area cannot be secured)
- Fall arrest protection - fall-arrest harness with anchor component and a connector or snap hook.
- Hearing protection. (disposable earplugs or headphones are compulsory in any work to be undertaken in the cold room).
- Breathing protection. (for particles or organic vapours or smoke, as applicable)

PPE must comply with:

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EUSKALDUNA
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CONCERT HALL'S FACILITIES**



- *Royal Decree 773/1997 of 30th May, on minimum safety and health concerning the use by workers of personal protective equipment.*
- *Royal Decree 1215/1997 of 18th May, concerning the minimum safety and health requirements for the use of work equipment by workers.*
- *Royal Decree 2177/2004 of 12th November, amending Royal Decree 1215/1997 of 18th July, which sets out the minimum safety and health requirements for the use of work equipment by the workers on the matter of temporary work at height.*

6.11 Electricity

Work entailing electric risks must comply with:

- *Royal Decree 614/2001 of 8th June, on the minimum provisions for the protection of the health and safety of workers against electrical hazard.*

For this purpose, an electrical installation is defined as any set of appliances and circuits associated to a specific purpose: the production, conversion, transformation, transmission, distribution or use of electrical power - including batteries, capacitors and any other equipment storing electric power.

The main principle entails the obligation of carrying out any work undertaken in an installation or close to an installation without voltage. Basic operations - connection and disconnection - can be carried out with the installation under voltage (live) in LV installations with electrical materials envisaged and legally sold to be used, work in installations with safety voltage (50 V AC). Manoeuvres, measurements, tests and verifications can also be carried out under voltage, as well as work in or close to installations where operating conditions or continuity conditions permit. In the latter cases, the procedure used to carry out the work live must follow the general requirements set out in Annex III and IV of the R.D. 614/2001.

The operations and manoeuvres to leave an installation without voltage, before beginning the "non-voltage works", and reconnecting the voltage after finishing the works, shall be done by qualified workers that for high voltage installations must be expressly authorised by the Euskalduna Conference Centre and Concert Hall. Once the installation components where the work is to be undertaken are identified and unless there are major reasons to proceed otherwise, the process will follow a sequence of five stages:

1. **Disconnection**
2. **Preventing any possible re-supply**
3. **Verifying the lack of voltage**
4. **Earth connection and in short circuit**
5. **Protection against close-by energised (live) components, if any, and setting up safety signposting to define the perimeter of the work area.**

In general, three types of work positions can be described in electrical risks:

1. Employees using electrical equipment and/or installations.

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CONCERT HALL'S FACILITIES**



2. Employees who carry out a non-electrical activity in the vicinity of electrical installations with accessible live parts.
3. Employees who deal with the installation, repair or maintenance of electrical installations.

In the first two cases, employees must generally be trained in electrical risks and collective and personal protection means. In the third case, training must be more comprehensive and at the same time more specific for each specific type of work to be carried out.

If the external company uses their own switchboards, they must be equipped with differential protection.

Electrical machines must be disconnected from the mains once the authorised work is completed.

When cables have to be conducted through passing areas, they must be appropriately protected with grommets, tubes or similar components.

All live electrical parts must be protected against potential contact with people or objects.

7. SANCTIONS

People or companies that fail to comply with the regulations established, both by the Euskalduna Conference Centre and Concert Hall and by the legislation in force on Labour Risk Prevention could be expelled from the facilities, either temporary or definitively, in accordance to the extent of the offence.

Losing or forgetting access cards: A penalty of €10 shall be applied for each card which is not returned to Security.

8. FINAL CONSIDERATIONS

The external company must name a person responsible for its staff in order to monitor and enforce all the regulations established on Labour Risk Prevention while the works are being carried out in the facilities of the Euskalduna Conference Centre and Concert Hall.

The external company must supply the statutory safety equipment and clothing required for its personnel to carry out their work.

In compliance with the current legislation in the field of coordination, external companies must cooperate in the enforcement of the legislation on Labour Risk Prevention, and shall reciprocally inform on the specific risks of the activities they carry out in the work centre that may affect the employees of other companies that work at the same time at the Centre, specifically those which could get worse or may be modified by circumstances derived from the concurrence of activities. In accordance with the Royal Decree 171/2004, of 30 January, that expands Article 24 of Act 31/1995 of 8 November 1995 on Labour Risk Prevention regarding coordination of entrepreneurial activities.

The external company is obliged to provide employees with sufficient training and information on prevention matters for the correct performance of the work positions.

9. ANNEXES

9.1 [Section Drawings of Space Location in the Building](#)

9.2 [Basic Drawings for the Distribution of Stands and other components](#)

9.3 [Technical Drawings \(Heights, Space Dimensions, Electrical and Water Outlets\)](#)

APPENDIX

9.1 Sectional drawing of the location of spaces in the building

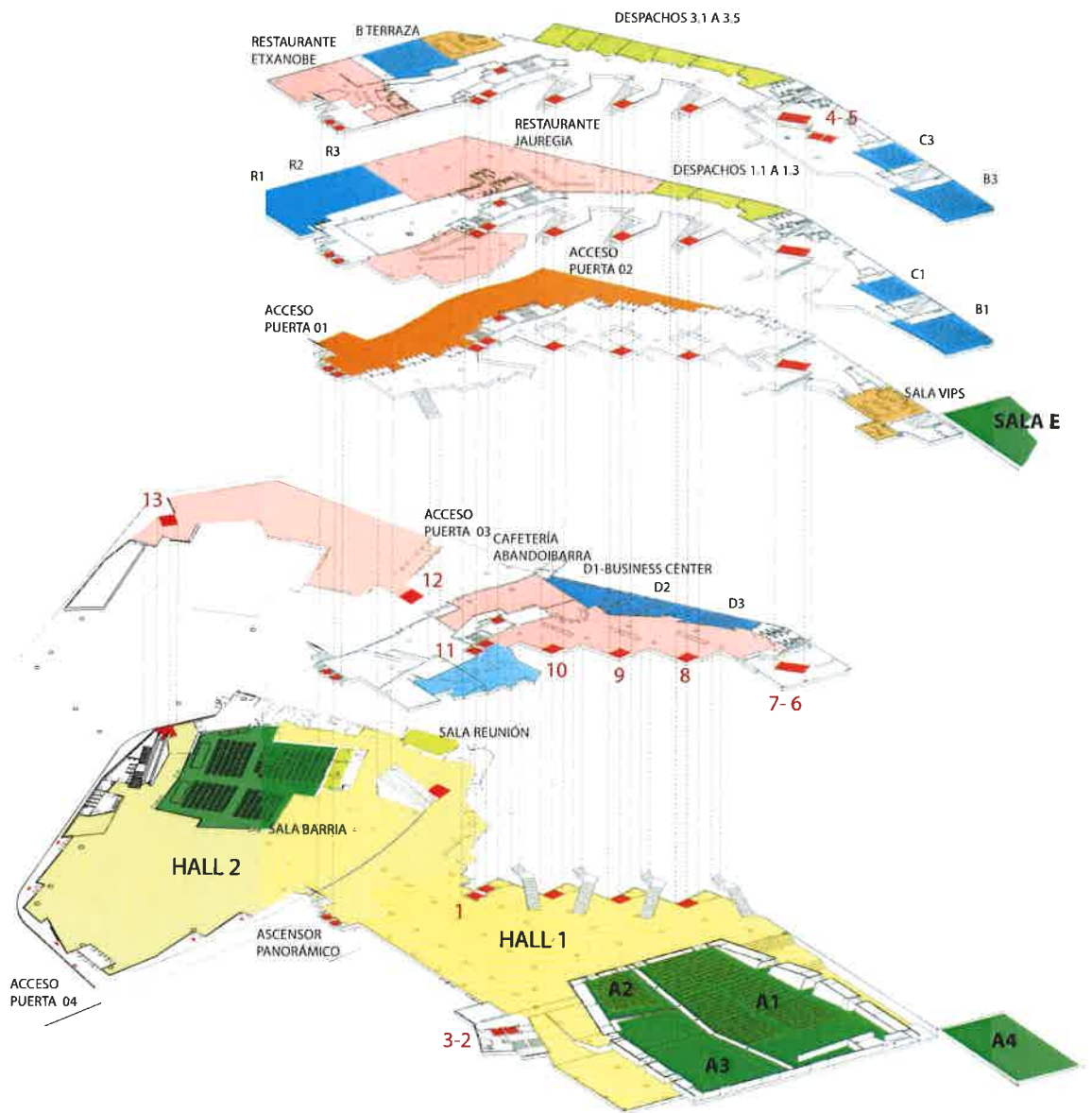
PLANTA 3

PLANTA 1

PLANTA 0

PLANTA -1

PLANTA -2



APPENDIX

9.2 Basic drawings for distribution of stands and other elements

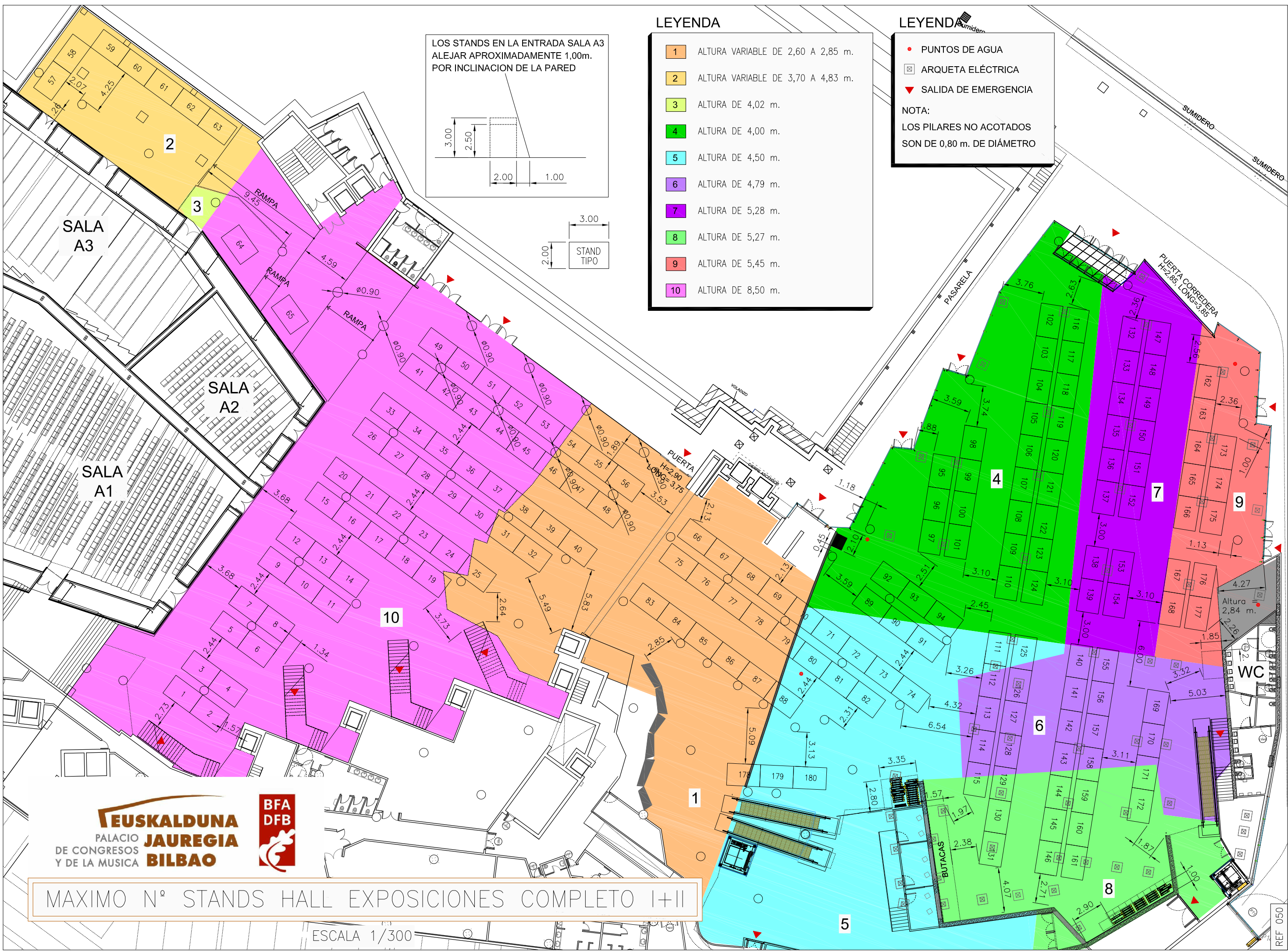
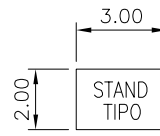
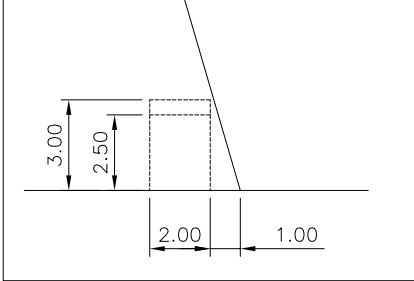
LEYENDA

- 1 ALTURA VARIABLE DE 2,60 A 2,85 m.
- 2 ALTURA VARIABLE DE 3,70 A 4,83 m.
- 3 ALTURA DE 4,02 m.
- 4 ALTURA DE 4,00 m.
- 5 ALTURA DE 4,50 m.
- 6 ALTURA DE 4,79 m.
- 7 ALTURA DE 5,28 m.
- 8 ALTURA DE 5,27 m.
- 9 ALTURA DE 5,45 m.
- 10 ALTURA DE 8,50 m.

LEYENDA

- PUNTOS DE AGUA
 - ⊠ ARQUETA ELÉCTRICA
 - ▼ SALIDA DE EMERGENCIA
- NOTA:
LOS PILARES NO ACOTADOS SON DE 0,80 m. DE DIÁMETRO

LOS STANDS EN LA ENTRADA SALA A3
ALEJAR APROXIMADAMENTE 1,00m.
POR INCLINACIÓN DE LA PARED



MAXIMO N° STANDS HALL EXPOSICIONES COMPLETO I+II

ESCALA 1/300

REF 050

APPENDIX

9.3 Technical drawing (heights, space size, power sockets and water connections)

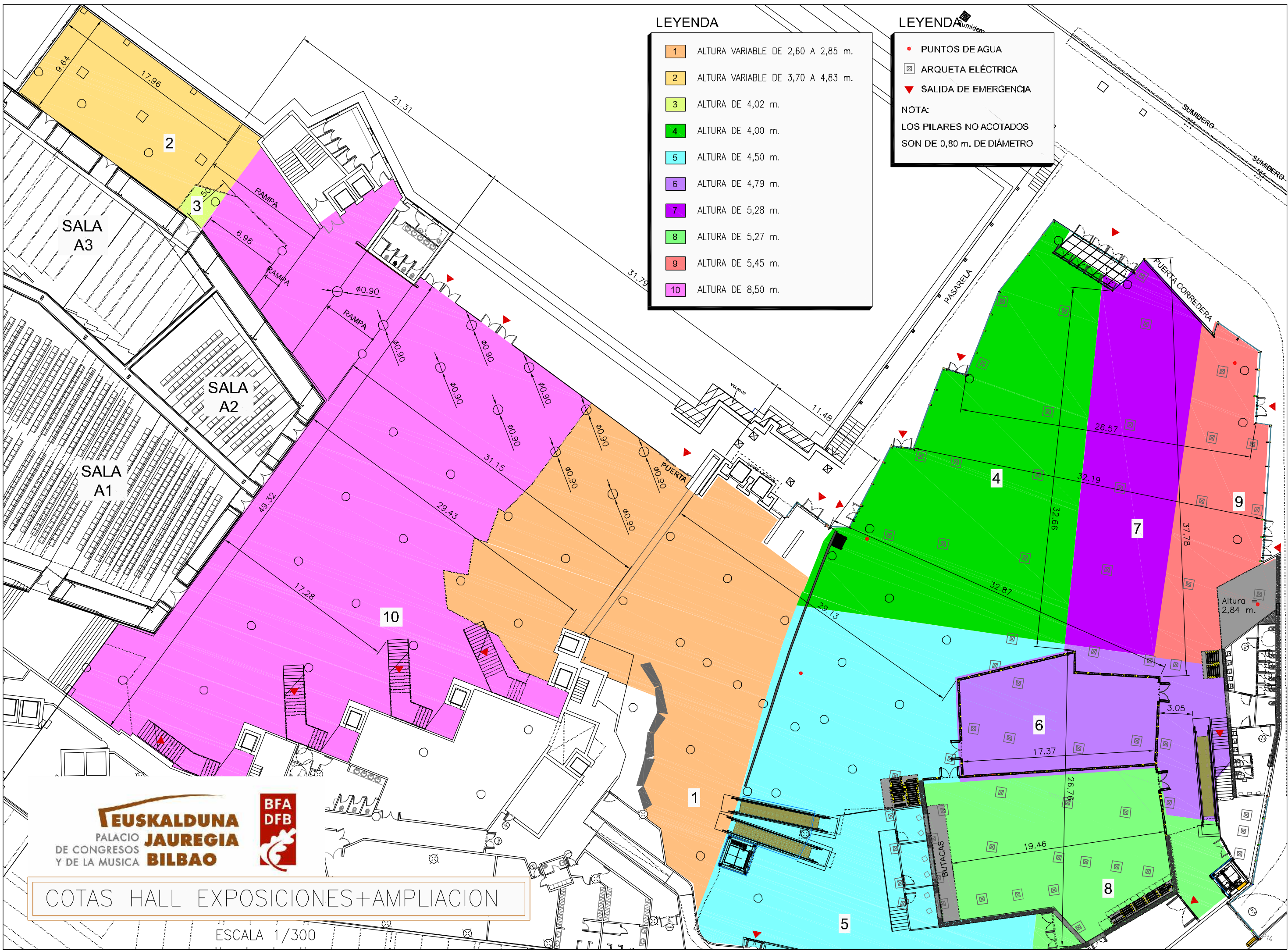
LEYENDA

1	ALTURA VARIABLE DE 2,60 A 2,85 m.
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8	ALTURA DE 5,27 m.
9	ALTURA DE 5,45 m.
10	ALTURA DE 8,50 m.

LEYENDA

•	PUNTOS DE AGUA
⊠	ARQUETA ELÉCTRICA
▼	SALIDA DE EMERGENCIA

NOTA:
LOS PILARES NO ACOTADOS SON DE 0,80 m. DE DIÁMETRO



EUSKALDUNA
PALACIO
DE CONGRESOS
Y DE LA MUSICA **JAUREGIA**
BILBAO



COTAS HALL EXPOSICIONES+AMPLIACION

ESCALA 1/300