
 BeRTA Version 3.2 RTA Rail Tec Arsenal Fahrzeugversuchsanlage GmbH 1210 Wien, Paukerwerkstraße 3	Übersicht		
	Customer Information		
Stand: 2-11-2020	Arbeitssicherheit & Gesundheitsschutz	Datei: Besucherinformation Kunde_EN_2020.docx	page 1 of 2

The Staff of Rail Tec Arsenal (RTA) Welcomes You to the Vienna Climatic Wind Tunnel!

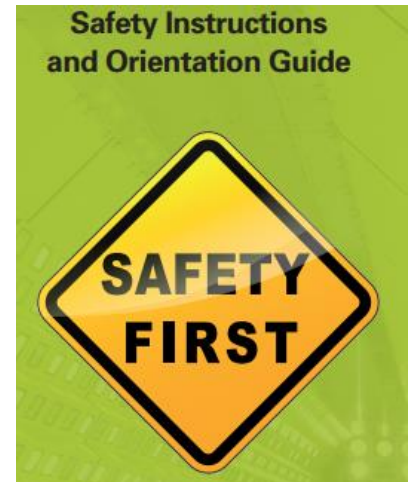
Please consider the information given in the „**Safety Instructions and Orientation Guide**“ brochure! Additionally we have compiled some further information for a smooth cooperation.

RTA is an **accredited test laboratory (EN/ISO 17025)** and conforms to the quality management systems standard **ISO 9001** as well as to the occupational **health and safety assessment systems standard (ISO 45001)**.

Access Control System and Safety Briefing

At your first registry you will get a short safety briefing. If not, please tell an RTA Member and insist on your safety briefing – in your own interest!

Only after this safety briefing you will be provided with your **access card** (a programmable key) and therewith you have permitted access to the parts of the facility allocated to your project. When the project is finished and you are leaving the facility the last time, after logging out at the “Customer Registration Board” the access card should be returned by putting it into the designated box next to the exit door.



You are responsible for the safety of your **sub-contractors and guests**. Registry obligation applies from them too at their first arrival and they need to be given the safety briefing. It is vital for us to be notified in advance of any visiting person to your project, such as sub-contractors and guests, to enable us to maintain an overview of the people present at the premises, and also to ensure that we can provide them with necessary support (tours through our facilities, reservation of meeting rooms, catering, access cards etc..).

Localities, Codes of Conduct

The **office section** is an internal area. In our capacity as a test laboratory, we set high standards in terms of confidentiality and safe handling of customer specific data. We therefore ask you to enter this part of the building only if requested or accompanied by a member of staff.

1st Floor: project and plant managers' offices, Meeting Room 1

2nd Floor: RTA management, Meeting Room 2 and 3

The **control room** serves as the control centre for both climatic wind tunnels. Due to the confidential nature of our work as noted above, and in order to maintain the necessary silence in the control room (concentration on the processes going on in the CWTs), visitors are only permitted to enter for short discussions to clarify any necessary details. Linger should be avoided!

Electrical cables, measurement cables and other equipment required for assembly purposes are available in the preparation rooms as well as in other locations. These test appliances may **only be used by RTA personnel!**



For minor mechanical works customers can use the **workshop**. Permission and access is given by the project manager in charge or the head of measurement installation. Every user has to confirm a special safety briefing. The use is at one's own risk.

It is permitted to take photographs and to film climatic wind tunnel facilities. However, in the interests of our customers, we must point out that it is expressly **forbidden to photograph or film test objects** (vehicles, other test objects) without prior permission by the owner of the test object. In general, any information obtained, which is not relating to your own project, is subject to confidentiality.

Coordination and Timing

Alteration work, repairs at vehicles in the climatic wind tunnels have to take place between 7:00 and 15:30. During this period you will be able to call upon the assistance of technical personnel.

Please note that **activities involving increased manpower**, such as functional tests or icing tests, must be scheduled from 8:00 am to 5:00 pm (in the case of 24 hour shift operation, except when otherwise stipulated).

 BeRTA Version 3.2 RTA Rail Tec Arsenal Fahrzeugversuchsanlage GmbH 1210 Wien, Paukerwerkstraße 3	Übersicht		
	Customer Information		
Stand: 2-11-2020	Arbeitssicherheit & Gesundheitsschutz	Datei: Besucherinformation Kunde_EN_2020.docx	page 2 of 2

Services

RTA provides **free W-LAN** for customers. At the first registration the Terms of Use have to be accepted.

There is a printer available at the reception desk to print documents via USB data import.

We are happy to offer you our “**free fruit**” service on the premises designated to you (please ask the project manager assigned to your project). Fruit set out in other locations (for example on the 1st floor and in the control room) is intended for RTA personnel.

In the measurement rooms you will find a small fridge and basic equipment (pizza cutter, plastic cutlery, plastic plates, napkins etc.) for eating **snacks**, pizzas etc.. Full meals are served in the Tech-Base canteen opposite, as well as in several restaurants close by.

Hot **drinks**, such as coffee and tea, and still water are available from the vending machine next to the control room. Water and tea are free of charge, coffee and other hot drinks are charged at a reduced cost price of € 0,20.

In Public Matters...

In addition to providing these services to our customers, we are also committed to **presenting** you the Vienna Climatic Wind Tunnel - the world's largest facility of its kind - in an attractive and interesting way. It is our aim to make you familiar with both the technology used and the meaning and value of our work in this facility.

The RTA management will be happy to inform you on all aspects of the facility. We will organise special **events** for you and provide you with **further information** (pictures, texts, videos).

For further information please visit the RTA-homepage: www.rta.eu

**We wish you a pleasant and successful time at the
Vienna Climatic Wind Tunnel!**