



SITE OPERATING RULES & REGULATIONS

On-Site Test Group Coordinator Responsibilities

- ♦ Assign entry codes to access facility, shops, and test areas
- ♦ Assign test courses for customer use
- ♦ Close courses at any time for maintenance, weather conditions or safety concerns
- ♦ Remove any customer, visitor, or employee for disregarding **AET Site Operating Rules and Regulations**

Building and Common Areas

1. All persons seeking entry into the **AET** facility will first require clearance and need to register as a customer (tester) or sign in on the **AET Daily Visitor Entry Log** as a visitor.
2. Customers (testers) will be required to read and individually sign a **Confidentiality Agreement, User Waiver Release, and Indemnity Agreement**.
3. All registered customers (testers) have autonomy to leave and return to the site without additional check ins. However, they as individuals will check out with **AET** on conclusion of their stay, regardless of whether other members of their group remain on site.
4. All visitors will sign out on the **AET Daily Visitor Entry Log** upon leaving the site.
5. Customers will not transport, accompany or in any way assist site entry of any person not cleared and registered as a customer or visitor with **AET**.
6. Registered customers will be assigned a **site entry code** exclusive to their group. This code number can be applied to the entry keypad and enable the site entry gate to open and automatically close. It is a violation of these rules to convey assigned code numbers to any other person.
7. Registered customers renting building(s) will be given a visitor card to gain access to their assigned building(s).
8. No customer (tester) or visitor shall enter or attempt to enter any building inside the main access gate unless that building has been expressly assigned to that customer or by invitation of the Site Coordinator.
9. No customer (tester) or visitor shall attempt to observe or survey any other customer's products, tests, or operations.

10. Use of cameras and photographic equipment will be allowed within the customers assigned building(s), in the site building area and on the site test courses when no other customers are present.

Use is prohibited in site building areas and site test courses when more than one customer is cohabitating that area of the site. Special exceptions may be possible only through the Site Coordinator and then only if he/she can satisfy all customers security concerns.

ANY PHOTOPGRAPHY OF ANOTHER CUSTOMER'S (TESTER'S) PRODUCT, TESTS OR OPERATION IS PROHIBITED AND STRICTLY A VIOLATION OF THESE RULES AND REGULATIONS. ALL FILM IN THE VIOLATOR'S POSSESSION WILL BE CONFISCATED BY AET PERSONNEL, AND THE VIOLATOR SUBJECT TO EJECTION FROM THE AET FACILITY.

11. Customers (testers) shall be liable for repair costs of negligent damage they may cause to *AET* buildings or equipment.
12. All *AET* buildings are smoke free, including lodging. There are smoking areas in front of each customer garage and housing unit.
13. Building area speed limit shall be at a safe speed relative to driving conditions, but not to exceed 15 mph.

Test Course Area Use

1. Any vehicle on Course Area I **must** have an *AET* radio on board.
2. The bridge and approaches to the test course area is single lane only. Do not meet another vehicle on the bridge. The bridge and approach speed limit shall be at a safe speed relative to driving conditions, not to exceed 5 mph.
3. No customer shall enter the test course area without having been assigned test courses and times by the test site coordinator.
4. Usage of asphalt courses during periods of snowfall must be coordinated with *AET* maintenance. Courses effected are #12, #14 and #16.
5. Any use or testing of tire chains must first be approved by *AET*. This includes *AET* building areas.
6. No customer shall enter test courses he/she has not been authorized to be at that time.
7. Each course is identified with a sign at its entry point. Each sign further displays either a green "OPEN" or red "CLOSED" panel. Never enter a course when the red "CLOSED" panel is displayed. Course #18, "Camber Course," is line of sight hindered, therefore anyone using this course **must** deploy the "CLOSED" sign when entering.

8. Familiarize yourself with the course, signage and flagging at low speeds prior to testing.
9. Observe and obey all course signs.
10. All drivers and passengers must wear seat belts while operating vehicles.
11. Test vehicles must stay on course. **Do not** attempt to go “cross country”. Course area perimeters are extremely dangerous near the river and its associated terrain.
12. All test vehicles must operate on all courses according to the established clockwise traffic pattern.
13. All headlights, taillights, turn signals, brake lights and windows shall be free of snow, ice, and frost.
14. Vehicle flashers may be utilized on test vehicles operating on any test course.
15. Vehicle headlights will be on during periods of low visibility and prior to dusk.
16. All test drivers and passengers should have adequate cold weather protective clothing with them while testing. Should a tester have to abandon the vehicle for any reason, frostbite can occur rapidly in the sub-zero environment.
17. Testers whose vehicles go off course and become stuck or need assistance for any reason should contact **AET** personnel for assistance on channel 1, on an **AET** radio system.
18. Excessive speed and reckless operation of vehicles on access roads and test courses is prohibited.
19. Report any observed surface damage, unsafe condition, or hazard of any nature to the Test Site Coordinator.
20. Test vehicles will not be allowed on a test course while it is being maintained by **AET** equipment.
21. Test drivers should be prepared to cease testing, without notice anytime a safety hazard appears, i.e., blowing snow or heavy snowfall which can quickly cause the “white out” effect to visibility.
22. Report any accident or incident to the Test Site Coordinator immediately.
23. In the event of an EMERGENCY call:

AET Coordinator 218-634-2041 or Radio Channel 1
 LakeWood Hospital 218-634-2120
 Baudette Clinic..... 218-634-1655
 Ambulance 911
 Fire 911
 Police..... 911

SAFETY MUST BE EVERYONE’S FIRST PRIORITY AT AET