

External company guideline

for the visit and execution of work by external companies and subcontractors



This guideline defines the special requirements for the use of external companies on the premises of Rudolf Hillebrand GmbH & Co. KG are described. The aim is to avoid accidents involving personal injury, damage to operating equipment and environmental damage.

REGISTRATION AND DEREGISTRATION

Visitors and technicians from suppliers and outside companies should register at the reception desk and then sign the visitors' attendance list. Your responsible contact person will pick you up there. Before entering the factory halls and/or starting work, you are obliged to read our guideline for visitors and inform yourself about our company regulations. Once you have finished your work, the assigned contact person must be informed and you must sign out at reception.

GENERAL INFORMATION

Please park your vehicle on the designated parking spaces. The StVO applies on the company premises. The maximum speed is 10 km/h. Operating areas and parts of buildings may only be entered as far as it is absolutely necessary for the performance of the work. Alcohol, smoking or taking photographs is not permitted in the entire company building. Anyone who enters the company premises is obliged to comply with all applicable legal regulations. No data or photos, whether in digital or paper form, may be taken or reproduced without the permission of the contact persons named to you.

ENVIRONMENT AND WASTE DISPOSAL

When handling environmentally relevant substances (e.g. oils, cleaners, solvents, acids, etc.) the legal regulations and the corresponding operating instructions of the customer must be observed. The discharge of liquid and solid substances of any kind into the sewer system is strictly prohibited. You are fully responsible for the complete, proper disposal of the waste produced, free of charge for us. In the case of hazardous waste, a proof of disposal must be presented on request.

SAFETY INSTRUCTIONS

Compliance with the regulations for occupational health and safety (Berufsgenossenschaft) is ensured by the supervisors and employees of the external company. Work may only begin after prior consultation and approval by Rudolf Hillebrand GmbH & Co. KG is permitted. Flammable activities such as welding, soldering, flame-cutting, etc. may only be carried out after filling out the permit for flammable activities. Any breakthroughs or openings in fire protection walls must be professionally closed again as quickly as possible in accordance with the valid regulations. Personal protective equipment must be provided by the external company. The personal protective equipment must be used by the employees of the external company; safety shoes are mandatory

in all cases. The safety specialists or the superiors of Rudolf Hillebrand GmbH & Co. KG are authorised to give instructions to the employees of the external company with regard to compliance with the BG regulations. Defects in tools and equipment provided by us must be reported immediately. Work is to be carried out in such a way that no hazards can arise for the contractor's employees. When carrying out work at height, suitable fall protection devices must be used. The use of cranes and industrial trucks is only permitted to the employees of external companies after consultation with the responsible representative of Rudolf Hillebrand GmbH & Co. KG. and after presentation of the valid driving licence.

EMERGENCY

In the event of emergencies or accidents, the emergency plan of Rudolf Hillebrand GmbH & Co. KG requires action to be taken. You are obliged to inform yourself about the emergency plan before starting work. Emergency alarm boards are located on the digital bulletin boards and contain all important information about first responders, escape plans and behaviour in an emergency. The emergency numbers are:

Accident (accident at work): 0 110
Emergency (fire, oil alarm, etc.): 0 112

LIABILITY:

You are fully liable for any damage caused by you and your employees on the premises of the client. By accepting the placed order you ensure that there is an appropriate liability insurance and that your employees have been informed about the external company policy.

By signing this guideline, it becomes an integral part of the contract and thus bindingly accepted by the contractor and all subcontractors:

company name:	
name, surmane:	
date:	
signature:	