

From \_\_\_\_\_ to \_\_\_\_\_ Order Number / Work Order: \_\_\_\_\_

Mr/Mrs \_\_\_\_\_ Company \_\_\_\_\_

Coordinator \_\_\_\_\_ Tel: \_\_\_\_\_ Representative: \_\_\_\_\_ Tel: \_\_\_\_\_

**Standing Order**                  with a standing order:  
                                  Yes      No      head of technical services \_\_\_\_\_

**Only the coordinator may sign work performance records/reports.**

**The contractor must observe the following:**

1. These operating regulations **are part of the contract** with the contractor.
2. The contact person for all questions concerning the safety for your and our employees is the above-mentioned coordinator.
3. Before starting work, all possible hazards for your and our employees must be determined. Your employees must be instructed by your supervisor before starting work. Please provide our coordinator with a brief confirmation that this has been done. The inspection must be documented by signing the risk analysis (page 3).
4. Prior to the start of work, the hazardous substances, and operating materials that the external company will use, must be notified. The safety data sheets must be submitted in advance, as well as proof of training of your employees in the handling of these substances.
5. External companies who bring hazardous and operating materials for presentation or testing must always register them at the gate before entering the premises and show the corresponding safety data sheet as well as the operating instruction for hazardous and non-hazardous substances. Without these data sheets, it is not permitted to bring in or bring along any materials. This also applies to persons with a permanent permit.
6. Prior to the start of work, activities that could generate dirt must be identified. Contamination of our machines and equipment as well as finished parts by falling dirt particles must be avoided at all costs.
7. If it is necessary to test activities on systems or machines based on semi-finished or finished parts, these are to be determined by the coordinator, clearly marked, and disposed of accordingly after the test or, if possible, reintegrated so that no confusion and consequently incorrect delivery to the customer can occur later on.
8. All relevant occupational safety regulations must be observed by you and your employees during the execution of the order. Compliance with the occupational safety regulations is monitored by the VOIT Group. However, this does not relieve your supervisor of his own duties and responsibility towards your employees.
9. In the event of safety violations, our coordinator is entitled to order the cessation of work until the defect has been rectified. He is also entitled to exclude employees who violate regulations from further work. His instructions must be followed without fail.
10. The tools and equipment you use, especially ladders and scaffolds, must be in a safe working condition. When leaving the workplace, they must be locked away or otherwise secured so that they do not pose a risk to persons or property.
11. The use of company-owned equipment and materials is permitted only with explicit permission of the coordinator.
12. Any theft will be reported to the police and prosecuted.
13. Make sure that your employees wear the necessary body protection equipment (safety glasses, safety shoes, safety helmet, etc.).
14. For all work with fire, such as welding, cutting, and grinding work, permission must be obtained from the coordinator by means of FB\_S10\_03 "Work Permit", so that appropriate protective measures can be taken, and any fire alarm loops installed can be deactivated. The costs arising from non-observance are borne by the person responsible.
15. If contract work is to be carried out in areas with special access authorization, the instructions of the responsible supervisors must always be observed. Unauthorized operation of machines and equipment is strictly prohibited.
16. Only use appropriately qualified employees for hazardous work. Such work in the sense of § 8 DGUV V1 requires the knowledge and approval of our coordinator.
17. Dangerous work is in particular:
  - Working with a risk of falling, working in silos, containers, or confined spaces,
  - welding in tight spaces,
  - Fire work in areas where there is a risk of fire or explosion or on closed hollow bodies,
  - Gas pressure tests and leak tests on containers,
  - Testing of large technical systems, such as boiler systems,
  - felling of trees,
  - Working in gas-endangered areas,
  - hoist work when the crane driver cannot see the load,
  - Handling particularly dangerous substances, e.g., in chemical, physical or medical laboratories.

18. Material storage and material stacks must be arranged in such a way that they do not endanger occupational safety, operational transport, as well as traffic flow.
19. Bringing in and drinking alcoholic beverages is not permitted. Employees who are suspected of being under the influence of alcohol will be expelled from the premises.
20. The external personnel is only allowed to stay in the rooms and parts of the building necessary for the fulfillment of their assignment.
21. Mandatory, prohibitive, and warning signs must be observed. They must not be removed or made unrecognizable.
22. Escape routes and escape doors are marked and must be always kept clear. Markings may not be removed or made unrecognizable.
23. Fire extinguishing equipment and related signs shall not be obscured or otherwise rendered unusable.
24. Operational malfunctions, damages, etc. must be reported immediately to the coordinator.
25. The contractor must notify the coordinator of the introduction of hazardous materials. These must be transported, stored, processed, and disposed of in accordance with regulations.
26. The contractor's work area must be cleaned up and tidied daily by the contractor before the end of work.
27. Disposal of waste: Any packaging, empty containers of auxiliary materials and other waste must be taken back by the contractor.
28. The contractor has to sign in and out at our gate or reception desk at the start of the work and daily thereafter. After receiving the visitor's pass, it must be always worn visibly. Furthermore, you are obliged to always wear a high-visibility vest.
29. If a standing order for an external company is approved for a longer work assignment, they may go from the gate to the work site independently. There is also no need for coordinator to accompany them out. Nevertheless, these persons must sign in/out in person at the registration terminal at the gate and by telephone at the FFK every day they work on site.
30. If work is to continue after 6 p.m. or is to begin before 7 a.m., this must be coordinated in advance with the coordinator and reported to the gate early on. If work is to be carried out on weekends (Saturday/Sunday) or on bank holidays, this must also be coordinated with the coordinator and reported to the gate in advance. A single person is not allowed to work in buildings, halls or on equipment without prior agreement with the coordinator.
31. In case material deliveries are required for the execution of the order, please use the following delivery address, stating the intended use and recipient: VOIT Automotive GmbH, Plant 1 Saarbrücker Straße 2 or Plant 2/3 Dudweilerstraße 105 in 66386 St. Ingbert.
32. Accidents and injuries must be reported immediately to the gate.
33. Work records/reports are to be kept daily in a meaningful form and submitted to the coordinator for signature.
34. Dealing with energy and environment: Work must be carried out in an environmentally conscious and energy-efficient manner. The use of raw materials, consumables and supplies as well as the use of electricity, gas, water, and compressed air must be minimized.
35. The stay at the work site is only authorized for the time needed to fulfill the planned job order. Sanitary and break area are to be approached directly and without interruptions. Any data exchange within VOIT Automotive GmbH is prohibited or only permitted with the express consent of the coordinator.
36. Picture and sound recordings require special permission. Photography and filming equipment may not be carried. Camera phones are to be turned off.
37. In the event of an alarm, you must immediately proceed to the assembly point for external companies via the marked escape and rescue routes.
38. When working with electrical devices, a third-party electricity meter must be borrowed, to which the energy consumers must be connected. These are deposited at the gate and will be given out by the coordinator. (Renewable Energies Act § 62b).

During the utilization of services, we are legally obligated to be able to provide certain evidence. These are usually § 15 GefStoffV and §6 DGUV V1. Personal data may also be collected, which will be processed in accordance with the applicable data protection laws.

**Important phone numbers: 06894 – 909 – XXXX** (or directly via house phone, then dial extension only):

VOIT		Plant 2 and 3	
Gate:	1377	Gate:	2770
Paramedic/first aider:	41	Paramedic/first aider:	42

Rescue control center / fire department can be reached directly by cell phone via **112!**

**Noted and accepted:**

\_\_\_\_\_  
Date: Signature Contractor

Briefing of external company provided:

\_\_\_\_\_  
Date: Signature Coordinator

Information provided to own employees:

\_\_\_\_\_

Date:

Signature Coordinator

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<b>Gefährdungsanalyse</b> (vom/von der Verantwortlichen der Fremdfirma, und dem/der VOIT Koordinator/in durchzuführen)			
Heißarbeiten	(Schweißgenehmigungsschein, spez. Brandschutzmaßnahmen festlegen.)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Erdarbeiten	(Absperrung, Sicherungsmaßnahmen durchführen)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Höhenarbeiten	(ggf. Gerüste nach DIN 4420 u. ä. verwenden)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Gefahrstoffe, wassergef. Stoffe	(überprüfen von gegenseitigen Reaktionen; Freigabe durch Umweltmanagementbeauftragten erforderlich bei Lagerung im Werk – Sicherheitsdatenblatt notwendig!)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Lärm	(persönliche Schutzmaßnahmen festlegen)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
VOIT-Mitarbeitergefährdung	(Maßnahmen ergreifen zum Schutz des VOIT-MA's entsprechend Gefährdung, z. B. Absperrmaßen., Absaugung, Gehörschutz o.ä.)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Umweltgefährdung	(Abwasser, Abfall, Luftemissionen klären)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Gas, Wasser, Pressluft	(Abschaltung klären)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
spannungsführ. Anlagen	(Abschaltung klären)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Unterweisung	(Unterweisung, Schulung erforderlich und durchgeführt)	<input type="checkbox"/> ja	<input type="checkbox"/> nein
Sonstige Gefahren und Absprachen:			
<p>Hiermit wird bestätigt, dass die in der Gefährdungsanalyse festgelegten Schutzmaßnahmen sowie die Betriebsordnung für Fremdfirmen von allen Beschäftigten eingehalten werden.</p> <p><b>Beauftragungen sind am Arbeitsplatz mitzuführen</b></p> <p>Darüber hinaus wird bestätigt, dass die eingesetzten Mitarbeiter, die von der Fremdfirma geforderten Arbeitsschutz-Unterweisungen erhalten haben.</p>		<p>Unterschrift des/der Verantwortlichen der Fremdfirma</p>	
<b>Überwachung der Fremdfirma</b>			
Besondere Vorkommnisse während der Überwachung:			
Auftragsende Datum:			
<hr/> Unterschrift VOIT Koordinator/in		<hr/> Unterschrift Leitung Fremdfirma	



## Mitarbeiterliste

**Anhang:** Betriebsordnung für Fremdfirmen

**Koordinator:** \_\_\_\_\_  
 Name, Vorname (Druckbuchstaben) Unterschrift des Referenten

**Vertretung:** \_\_\_\_\_  
 Name, Vorname (Druckbuchstaben)

**Datum:** \_\_\_\_\_

lfd. Nr.	Name, Vorname (Druckbuchstaben)	Firma	Unterschrift	Bemerkung
1				
2				
3				
4				
5				
6				
7				
8				