

Formular | **External Company Declaration [en] Fremdfirmenerklärung**
External company certificate (to be completed by the principal)

Contracting department/site:	_____
Name of responsible contract manager/Tel.:	_____
Name of coordinator/Tel.:	_____
Name of supervisor:	_____
Contract (works to be performed):	_____

Location of work (operational area, workplace):	_____
Provisional execution (date)	_____ from _____ to _____

External company certificate (to be completed by contractor/external company)

Address of external company	Responsible external company manager on site
Company:	Name:
Postcode/City:	Position:
Telephone:	Telephone:

The undersigned acknowledge the points below and confirm by their signature that they will comply with them.

1. Occupational health and safety rules

Instructions on safety, order, environmental protection and hygiene

2. Occupational health and safety

The contracted work will be performed in compliance with the relevant laws, ordinances, accident prevention regulations, safety rules and standards.

3. Collaboration

The above-named employee has been appointed the coordinator to liaise between the works of the external company and that of the client or other companies. He will coordinate the scheduled works in order to prevent either party causing hazards to the other.

The coordinator has the authority to give instructions to employees of external companies in so far as this is necessary for the safe procedure of the work. The external company continues to be responsible for its employees' safety. It will provide them with training and instruction relating to the assignment. If the external company's presence unexpectedly coincides with that of other companies on site, an agreement must be reached to prevent either party causing hazards to the other. If activities involving particular hazards are expected, the above-named supervisor will be called in. If the external company employs subcontractors, it will be responsible for them and must pass on the occupational health and safety rules. The subcontractors' details must be supplied to the coordinator.

4. Dismissal

Violations of the Instructions on safety, order, environmental protection and hygiene or of conditions or measures arising from this external company certificate may lead to the dismissal of individual employees or entire external companies from DMK's factory premises and possibly to claims for recourse.

5. Legal basis

This external company certificate was drawn up on the basis of the German Occupational Safety and Health Act (ArbSchG) Section 8, the Accident Prevention Regulation (DGUV V1) Section 6 and the Information on and Principles of Workplace Safety and Health issued by the employers' liability insurance association (DGUV-I 215-830).

Date/Signature DMK Coordinator/Responsible DMK Manager	Date/Signature Responsible External Company Manager
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Training and instruction record for works by external companies

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Subject of training and instruction	Notes on content
Company organisation (hygiene, first aid, only detectable patches/adhesive plasters, emergency calls, emergency info, wearing of visitor's pass, prohibition of smoking and alcohol etc.)	
Occupational safety organisation (PPE, permits for working in containers, site security, activities of other outside companies in the work area, no knives with break-off blades, <i>obligation to wear protective goggles, assign power connection or use PRCD</i> , etc.)	
Emergency plan , escape routes, assembly point	
Hazardous substances (standard operating procedures, PPE, facilities for rinsing eyes etc.)	
Possible effects on ongoing operations of works to be carried out	
Dealing with forklift truck and elevating work platforms (training certificate/driver's authorisation)	
Erecting scaffolding (3-part side protection, max. 30cm from wall, anchoring, floor covering, acceptance report etc.)	
Product protection: presence only in allocated area. The use of foreign lubricants and hazardous substances is only permitted after consultation with the external company coordinator. List the substance in the note.	
Energy: Efficient use of energy (e.g. lights out, switch off machines)	

Documents handed over:	Special notes:
<input type="checkbox"/> information sheet "Instructions on safety, order, environmental protection and hygiene"	
<input type="checkbox"/> Information sheet for access to IT systems: „Anweisung zur Informationssicherheit“	

I certify by my signature that I have been given training and instruction on the above topics. I understood the content of the training and instruction. I have received the listed documents.

I hereby undertake to pass on the information received to my own assigned employees and to subcontractors in the form of training and instruction

Responsible External Company Manager:	Date:	Signature:
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Training/Instruction certificate for external company employees			
Surname, first name	Date, Signature	Surname, first name	Date, Signature

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Hazard assessment

Hazards

- Fall hazard
- Fire hazard
- Explosion hazard
- Gas hazard
- Hazard of contact with hot materials/media
- Hazard of contact with hazardous substances
- Hazard of electric shocks/electric arcs
- Radiation hazard
- Crushing hazard of moving machine parts
- Crushing hazard of automatically starting machinery
- Crushing hazard of moving transport vehicles/equipment
- Hazard in confined spaces
- Crane operation hazard
- Forklift hazard (materials handling equipment)
- Elevating work platform hazard
- Other construction hazard/hazard of other companies
- Other hazards _____
- Other hazards _____

Measures

<input type="checkbox"/>	Make sight inspection before using equipment (ladders, tools, machines etc.), do not use any defective equipment
<input type="checkbox"/>	Permits needed for working in containers and confined spaces
<input type="checkbox"/>	Instruction and training and authorisation needed for materials handling equipment (forklift truck) and elevating work platforms
<input type="checkbox"/>	Permit needed for working with inflammable substances
<input type="checkbox"/>	<i>Permit for earthworks and work on electrical installations</i>
<input type="checkbox"/>	Gas alarms
<input type="checkbox"/>	Personal protective equipment against falling to be worn
<input type="checkbox"/>	Personal protective equipment against hazardous substances to be worn
<input type="checkbox"/>	No smoking, no naked flames permitted
<input type="checkbox"/>	Use scaffolding
<input type="checkbox"/>	Protect construction site
<input type="checkbox"/>	Specific power connection to be allocated
<input type="checkbox"/>	<i>Observe the 5 safety rules for electrical work</i>
<input type="checkbox"/>	<i>System release certificate (Lock out - Tag out)</i>
<input type="checkbox"/>	
<input type="checkbox"/>	

DMK Coordinator/Responsible Contract Manager		Responsible External Company Manager	
Date	Signature	Date	Signature