

Formular | **External Contractor Declaration [en] / Fremdfirmenerklärung**

Fremdfirmenerklärung

(to be completed by the client)

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| Client/Project: | |
| Name of the person responsible for the contract/Tel.: | |
| Name of the coordinator/Tel.: | |
| Name of the supervisor: | |
| Assignment (work to be carried out): | |
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| | |
| Location (work area, workplace): | |
| Expected completion (date) | from _____ to _____ |

External contractor declaration (to be completed by the contractor/external firm)

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|--|---|
| Address of the external company | On-site representative of the external company |
| Company: | Name: |
| Postcode/Town: | Position: |
| Telephone: | Telephone: |

The signatories have taken note of the following points and confirm that they will comply with them by signing below. Breaches may result in disciplinary action.

1. Health and safety regulations

Instructions on safety, order, environmental protection and hygiene

2. Health and safety

The work commissioned shall be carried out in compliance with the relevant laws, regulations, accident prevention regulations, safety rules and standards.

3. Cooperation

The above-mentioned employee has been appointed as coordinator to coordinate the work of the external contractor with that of the client or other companies. He will coordinate the planned work in order to avoid any potential mutual hazards.

The coordinator has the authority to issue instructions to the external contractor's employees to the extent necessary to ensure safe working procedures. The external contractor remains responsible for the safety of its employees. It must provide them with job-specific training. Should the external contractor unexpectedly encounter other companies, arrangements must be made to avoid mutual hazards. If activities involving particular hazards are anticipated, the aforementioned supervisor shall be appointed. If the external contractor engages subcontractors, they shall be responsible for them and obliged to pass on the health and safety regulations.

The details of the subcontractors must be reported to the coordinator.

4. Expulsion

Breaches of the instructions on safety, order, environmental protection and hygiene, or of the requirements and measures set out in this external contractor declaration, may result in the removal of individual employees or entire external contractors from the DMK site and may give rise to claims for recourse.

5. Legal Basis

This external contractor declaration has been drawn up on the basis of Section 8 of the Occupational Safety and Health Act (ArbSchG), Section 6 of DGUV V1 and DGUV-I 215-380.

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| Date/Signature DMK Coordinator/DMK Responsible Person | Date/Signature External contractor's representative |
|---|--|

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Training record for work carried out by external contractors

| Subject of the briefing | Notes on the content |
|---|---------------------------------|
| Site organisation (hygiene, first aid, wear only metal-detectable plasters, emergency call, emergency information, wear visitor badge, no smoking or alcohol, etc.) | |
| Work safety organisation (PPE, permits for work in containers, site safety measures, activities of other external contractors in the work area, no knives with snap-off blades, mandatory wearing of safety goggles, assigning a power supply or using a PRCD, etc.) | |
| Alarm plan , evacuation, emergency exit, assembly point | |
| Hazardous substances (operating instructions, PPE, eye wash facilities, etc.) | |
| Potential impact of the work to be carried out on ongoing operations | |
| Operating industrial trucks, aerial work platforms, telehandlers and cranes | Training certificate available: |
| Erecting scaffolding (3-part side protection, no more than 30 cm from the wall, anchoring, floor covering, acceptance certificate, etc.) Wear PPE to prevent falls! | |
| Sprinkler systems: Bumping into a sprinkler head can cause the glass tube to break. | |
| Product protection: Stay only in the designated area. Use of lubricants and hazardous substances brought on site only after consultation with the external contractor coordinator (NSF or Halal certificate). List the substance in the note. | |
| Energy: Use energy efficiently (e.g. turn off lights, switch off machines) | |

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| Documents provided: | Special notes: |
| <input type="checkbox"/> Information sheet “Guidelines on Safety, Order, Environment and Hygiene” | |
| <input type="checkbox"/> Information sheet on access to IT systems: “Information Security Guidelines” | |

By signing this document, I confirm that I have been briefed on the above-mentioned topics. I have understood the content of the briefing. I have received the documents listed.
I undertake to pass on the information received to my own staff and to subcontractors in a briefing.

| | | |
|----------------------------------|------|-----------|
| External company representative: | Date | Signature |
|----------------------------------|------|-----------|

| Training certificate for employees of the external company | | | |
|---|--------------------|---------------------|--------------------|
| Surname, First name | Date/ Signature | Surname, first name | Date/ Signature |
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**Risk assessment
Hazards**

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- Risk of falling
- Fire hazard
- Risk of explosion
- Gas hazard
- Danger from contact with hot materials/media
- Hazard from hazardous substances
- Danger from electricity / electric shock / electric arcs
- Radiation hazard
- Risk of crushing from moving machine parts
- Risk of crushing from automatically starting equipment
- Risk of crushing from moving transport/work equipment
- Hazard from working in confined spaces
- Hazard from crane operations
- Risk from forklift trucks (FFZ)
- Risk from aerial work platforms
- Risk from other construction works/companies
- Hazards from potential building contaminants
- Other hazards _____
- Other hazards _____

Measures

- Visual inspection before using work equipment (ladders, tools, machinery, etc.) Do not use damaged or untested work equipment
- Permit for work in containers and confined spaces (DMS No. [55475](#))
- Permit for work involving fire hazards (DMS No. [55477](#))
- Permit for earthworks (DMS No. [55476](#))
- Permit for work on electrical installations (DMS No. [121061](#))
- Use gas detection equipment
- Wear personal protective equipment against falls
- Rescue plan if a fall cannot be ruled out.
(AA Rescue Plan for Work Using PPE Against Falls from a Height. DMS No. [93713](#))
- Wear personal protective equipment to protect against hazardous substances
- Observe the smoking and fire ban
- Scaffolding usage checklist (DMS No. [76411](#) or [56372](#))
- Site safety measures
- Allocation of power supply
- Equipment release certificate (Lockout – Tagout) (DMS No. [55195](#))
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|---------------------------------|--------------------------------------|
| Coordinator/Project Manager DMK | External contractor's representative |
| Date Signature | Date Signature |

Retention of completed form: 1 year after completion of the contract, external contractor coordinator