

Formular | **External Company Declaration with information sheet [en]**
Fremdfirmenerklärung mit Merkblatt
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

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, obligation to wear protective goggles, assign power connection or use PRCD, 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.)	
Sprinkler systems: Bumping into a sprinkler nozzle can cause the glass tube to break.	
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"/>	Permit for earthworks and work on electrical installations
<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"/>	Observe the 5 safety rules for electrical work
<input type="checkbox"/>	System release certificate (Lock out - Tag out)
<input type="checkbox"/>	
<input type="checkbox"/>	

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

Formular | **External Company Declaration with information sheet [en]**
Fremdfirmenerklärung mit Merkblatt
Permit for welding, cutting, soldering, thawing, hot melt adhesion and abrasive cutting works

Type of work:	<input type="checkbox"/> Burning/welding <input type="checkbox"/> Cutting/grinding <input type="checkbox"/> Roof work <input type="checkbox"/> Shrinking/hot melt adhesion <input type="checkbox"/> Soldering <input type="checkbox"/> Thawing
Maximum validity of permit	<u>Own employees:</u> at welding workplaces (workshop) 1 year, outside of welding workplaces job-oriented; <u>external employees:</u> per contract!

Emergency number: 112
Nearest telephone/ fire alarm:
Telephone DMK contact:

Topic:	Safety precautions before starting work:	Required		
Elimination of fire and explosion hazard	Define danger zone, block it off (radius min. 10m , for gratings also secure lower levels)	<input type="checkbox"/>		
	Safety induction by DMK employee	<input type="checkbox"/>		
	Remove inflammable, explosive substances and objects incl. dust deposits in danger zone	<input type="checkbox"/>		
	Remove wall and ceiling panels if they cover/conceal inflammable substances or are themselves inflammable	<input type="checkbox"/>		
	Cover fixed, inflammable substances and objects by suitable means (wet them if appropriate)	<input type="checkbox"/>		
	Seal openings, cracks, joints and breaks in walls with non-inflammable materials	<input type="checkbox"/>		
	Eliminate explosion hazard inside machinery or systems (product residues, adherent materials, gases, inflammable liquids)	<input type="checkbox"/>		
	Seal fixed containers, apparatus or pipes that contain or have contained inflammable materials	<input type="checkbox"/>		
	Ventilate in accordance with the explosion prevention regulations (EX-RL); combine with measurements for monitoring purposes	<input type="checkbox"/>		
Provision of extinguishers	<input type="checkbox"/> CO ₂ extinguishers <input type="checkbox"/> Foam extinguishers(indoor) <input type="checkbox"/> Powder extinguishers (outside) <input type="checkbox"/> Fire blankets <input type="checkbox"/> extinguishers (for metal) <input type="checkbox"/> Water hose (connected under pressure) <input type="checkbox"/> If polystyrene is installed in the roof, a pressurized C-pipe is provided on and under the roof	<input type="checkbox"/>		
Fire alarm system	If the fire alarm system is switched off, inform the DMK insurance department and, if necessary, the fire brigade and initiate/organise substitute measure(s).	<input type="checkbox"/>		
Fire watch	Induct fire watchman	<input type="checkbox"/>		
Topic:	Safety measures while work is ongoing:	Required		
Fire watch	Constantly check danger zone (including during breaks)	<input type="checkbox"/>		
Interruption	Secure equipment (close valves on gas bottles, switch off power to electrical equipment)	<input type="checkbox"/>		
Topic:	Safety measures after finishing work:	Required		
Working area	Remove covers cautiously and be alert (notice pockets of embers, smouldering areas)	<input type="checkbox"/>		
Fire alarm system	Reconnect automatic fire alarm system and inform fire service	<input type="checkbox"/>		
Fire watch	For 30 minutes after finishing work (incl. extinguishers at the workplace)	<input type="checkbox"/>		
	For 4 hours after finishing work (incl. extinguishers at the workplace)	<input type="checkbox"/>		
	For 8 hours after finishing work, check working area and adjacent area every half hour	<input type="checkbox"/>		
Completion	Take off blocks, remove extinguishers and return them to the proper place	<input type="checkbox"/>		
	If appropriate, prepare record of events	<input type="checkbox"/>		
Participants	Work approval:	Name (block letters)	Date	Signature
Principal/ coordinator	The above measures should be sufficient to ensure security			
Person responsible for execution	The work may not start until all the necessary safety measures have been carried out. All the qualifications required by law for the performance of the above work are held.			
Fire watchman	Measures listed are acknowledged			
Participants	Handover of workplace after the works are finished:	Name (block letters)	Date	Signature
Person responsible for execution	Measures listed have been carried out			
Fire watchman	Measures listed have been carried out			
Client/coordinator	Measures listed have been carried out and fire alarm system reconnected			

(Original to client or DMK coordinator/responsible contract manager; copy to contractor)

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Permit for earthworks and works on electrical systems

Type of work:	<input type="checkbox"/> Earthworks <input type="checkbox"/> Electrical works
Maximum validity of permit	<u>Own employees:</u> at welding workplaces (workshop) 1 year, outside of welding workplaces <u>job-oriented:</u> external employees: per contract!

Emergency number: 112
Nearest telephone/ fire alarm:
Telephone DMK contact:

Topic:	Safety precautions before starting work:	Required		
Earthworks	generally requires the approval of electric Maintenance (or ask utility company)	<input type="checkbox"/>		
	View plans for underground lines	<input type="checkbox"/>		
	Use of a line locator	<input type="checkbox"/>		
	Make search nesting	<input type="checkbox"/>		
	Have electrical lines disconnected	<input type="checkbox"/>		
			<input type="checkbox"/>	
Electr. systems	All work may only be carried out with the approval of electric Maintenance	<input type="checkbox"/>		
	Work on electrical installations may only be carried out by qualified electricians and EFKffT*. The certificate of competence of the person performing the work must be presented in advance or at the request of the client.	<input type="checkbox"/>		
	For work over 1000 V only authorised DMK employees are entitled to operate equipment.	<input type="checkbox"/>		
	Secure with Lockout Takeout!	<input type="checkbox"/>		
		<input type="checkbox"/>		
Data, control and visualization systems	Work on data, control and visualization systems must be coordinated and approved with the IT administrator or the persons responsible for the automation systems.	<input type="checkbox"/>		
Topic:	Safety measures while work is ongoing:			
Earthworks	Manual excavation is required from the route warning tape at the latest (alternatively suction excavator)	<input type="checkbox"/>		
	Place the excavation at least 60cm away from the trench and building pits	<input type="checkbox"/>		
	From a depth of 1.25 m, trenches must be secured or the trench walls must be made sloping	<input type="checkbox"/>		
	If unexpected lines are found, the client / external company coordinator must be informed immediately	<input type="checkbox"/>		
	If pipes (water/gas/electricity) have been damaged, the pit, trench or shaft must be left immediately and the client / contractor coordinator must be informed immediately	<input type="checkbox"/>		
Topic:	Safety measures after finishing work:			
Earthworks	Secure construction pits, trenches and shafts against falling in	<input type="checkbox"/>		
	Install route warning tape according to DIN 54841-3	<input type="checkbox"/>		
		<input type="checkbox"/>		
Participants	Work approval:	Name (block letters)	Date	Signature
Principal/coordinator	<i>The above measures should be sufficient to ensure security</i>			
Person responsible for execution	The work may not start until all the necessary safety measures have been carried out. All the qualifications required by law for the performance of the above work are held.			
Participants	Handover of workplace after the works are finished:	Name (block letters)	Date	Signature
Person responsible for execution	Measures listed have been carried out			
Principal/coordinator	Measures listed have been carried out			
*EFKffT: qualified electrician for specified activities				
(Original to client or DMK coordinator/responsible contract manager; copy to contractor)				

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Permit for working in containers and confined spaces
Safety and protection measures/responsibility
1. General

The safety, protection, emergency and rescue measures in accordance with the statutory provisions, particularly those of DGUV-Regel 113-004 (Working in containers, silos and confined spaces) must be observed.

2. Containers/confined spaces
a) Contents / Materials / Working space characteristics

- Contents of space solid/powder liquid gas
 Food Additives Sewage
 Hazardous substances Other (specify: _____)
 oxygen-reduced atmosphere ([inertising] gases, carbon monoxide/dioxide, nitrogen compounds, [solvent-containing] fumes from hazardous substances, dust from dry matter etc.)

Substances that (may) be generated or be released (during the works):

- leading to reduction of oxygen in the air
 other (name: _____)
 oxygen-reduced atmosphere ([inertising] gases, carbon monoxide/dioxide, nitrogen compounds, hydrogen sulphide compounds, [solvent-containing] fumes from hazardous materials, dust from dry matter etc.)

Characteristics of working space, i.e. the space is

- empty cleaned rinsed with: _____

b) Installations

- no measures required
 installation (e.g. agitator) has been shut down and secured by: _____
 inlets/outlets have been disconnected/interrupted and secured by: _____

c) Substances/operating materials to be introduced:

- see reverse Specify: _____

d) Ventilation/exhaust facilities

- Air analysis/contamination measurement not required before starting ongoing Monitoring
 no measures required
 supply of sufficient oxygen in air ensured via atmospheric ventilation/exhaust
 supply of sufficient oxygen in air ensured via technical forced ventilation/exhaust (power: _____)
 Other measures required: _____

e) Protective measures

- Training/information has been provided to all persons and departments involved in the works before starting
 Safety officer at opening Name _____
 Head protection Eye protection Independent respiratory protection
 Hand protection Coverall Flame-resistant protective clothing
 Respiratory protection with filter Fire extinguishing equipment Marking/closure of danger zone
 Explosion protection (non-sparking tools, explosion-protected electrical equipment, isolating transformers)
 Insulating mats (against heat/cold/electrical hazard)
 Safety harness with safety wire Fall arrester Emergency winch
 Other protective measures (specify: _____)

Approval

The employee explicitly declares that he is properly instructed to the abovementioned security requirements.

Approval granted: from _____ to _____

DMK coordinator/responsible contract manager:	Date:	Signature:
Confirmation of receipt	Date:	Signature:

(Original to client or DMK coordinator/responsible contract manager; copy to contractor)

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Fremdfirmenerklärung mit Merkblatt**Certificate of authorisation of a fork-lift truck driver/In accordance with Section
7 Accident Prevention Regulation (UVV) (DGUV Vorschrift 68)**Ms/Mr _____ is hereby authorised
(First name) (Surname)to drive the following types of fork-lift
truck:
of the
make
at our DMK site_____

_____She/he must observe the standard operating procedures of the Accident Prevention Regulations
"Conveying Vehicles" (DGUV V 68) and the operating instructions.She/he must inform the line manager immediately of defects and secure the fork-lift truck after use
against unauthorised use (remove key).

Training/instruction attended:

. .
(DD) (MM) (YYYY)_____
(Signature of employee)

Acknowledged:

. .
(DD) (MM) (YYYY)_____
(Signature of DMK coordinator/responsible contract
manager)**Certificate of authorisation of a fork-lift truck driver in accordance with Section
7 UVV [Accident Prevention Regulation] (DGUV Vorschrift 68)**Ms/Mr _____ is hereby authorised
(First name) (Surname)to drive the following types of fork-lift
truck:
of the
make
at our DMK site_____

_____She/he must observe the standard operating procedures of the Accident Prevention Regulations
"Conveying Vehicles" (DGUV V 68) and the operating instructions.She/he must inform the line manager immediately of defects and secure the fork-lift truck after use
against unauthorised use (remove key).

Training/instruction attended:

. .
(DD) (MM) (YYYY)_____
(Signature of employee)

Acknowledged:

. .
(DD) (MM) (YYYY)_____
(Signature of DMK coordinator/assignment manager)

Formular | **External Company Declaration with information sheet [en]**
Fremdfirmenerklärung mit Merkblatt

**Training certificate resp. certificate of authorisation of an elevating
work platform operator in accordance with DGUV-G 308-008**

<p>Ms/Mr _____ (First name) (Surname)</p> <p>Date of birth: _____ is authorised to drive the following types of elevating work platforms:</p> <p>at our DMK site:</p> <p>She/he must comply with the Accident Prevention Regulation "Safe Handling of Mobile Elevating Work Platforms" (DGUV-I 208-019) and the operating instructions. She/he must inform the line manager immediately of defects and secure the elevating work platform after use against unauthorised use (remove key).</p>	<p><input type="checkbox"/> Training/instruction attended (in accordance with DGUV-G 308-008)</p> <p><input type="checkbox"/> The training certificate (in accordance with DGUV-G 308-008) has been presented</p> <p>_____ (DD) (MM) (YYYY)</p> <p>_____ (Signature of trainer/line manager/coordinator)</p> <p>_____ (DD) (MM) (YYYY)</p> <p>_____ (Signature of employee)</p> <p><u>Authorised by:</u></p> <p>_____ (DD) (MM) (YYYY)</p> <p>_____ (Signature of line manager / DMK coordinator / responsible person)</p>
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**Training certificate resp. certificate of authorisation of an elevating
work platform operator in accordance with DGUV-G 308-008**

<p>Ms/Mr _____ (First name) (Surname)</p> <p>Date of birth: _____ is authorised to drive the following types of elevating work platforms:</p> <p>at our DMK site:</p> <p>She/he must comply with the Accident Prevention Regulation "Safe Handling of Mobile Elevating Work Platforms" (DGUV-I 208-019) and the operating instructions. She/he must inform the line manager immediately of defects and secure the elevating work platform after use against unauthorised use (remove key).</p>	<p><input type="checkbox"/> Training/instruction attended (in accordance with DGUV-G 308-008)</p> <p><input type="checkbox"/> The training certificate (in accordance with DGUV-G 308-008) has been presented</p> <p>_____ (DD) (MM) (YYYY)</p> <p>_____ (Signature of trainer/line manager/coordinator)</p> <p>_____ (DD) (MM) (YYYY)</p> <p>_____ (Signature of employee)</p> <p><u>Authorised by:</u></p> <p>_____ (DD) (MM) (YYYY)</p> <p>_____ (Signature of line manager / DMK coordinator / responsible person)</p>
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Formular | **External Company Declaration with information sheet [en]**
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Information sheet:

„Directive for safety, orderliness, environmental protection and hygiene“

1. SCOPE OF VALIDITY

These instructions apply for all contractors and their employees, who carry out project assignments within the DMK sites and their subsidiaries. Failure to comply with these instructions can lead to expulsion from the plant grounds of DMK and recourse. The contractor remains responsible for his employees and subcontractors.

2. PRINCIPLES

○ **Registering attendance at the plant / site**

External parties must register on site corresponding to the regulations. All employees of the contractor must be recognisable as “external parties” via an identification badge.

Entry to the DMK grounds is only permitted within the framework of fulfilling the agreed services and only within the assigned areas of application. In addition, a valid instruction certificate pursuant to section 4 of the Infection Protection Act must be presented for activities in hygiene areas.

If the employees of the contractor suffer from persistent diarrhoea or vomiting, this could be a sign of an infectious disease. This must be reported to the coordinator immediately and also in a time frame of 10 days after working period at DMK.

○ **Instructions / Discretionary authority**

On the factory premises, the Contractor and his employees are subject to the instructions of the DMK and the external security service. In cases of suspicion and for special reasons, people and vehicles may be checked by the security service

○ **Working hours**

The regulations concerning the working hours and a potential use of the DMK time logging systems shall be coordinated by mutual agreement with the DMK coordinator.

○ **Work implementation**

Before starting work, all work issues must be agreed with the coordinator or client. This includes all measures to avoid accidents and damage to property and the environment as well as hygiene requirements. The responsibility remains with the Contractor. The working hours shall be coordinated with the DMK coordinator. The Contractor shall ensure that the working hours of his employees are properly recorded. After completion of the work, the workplace / construction site shall be handed over to DMK tidy and clean.

○ **Motor vehicles**

Driving onto the DMK grounds with private or company cars is only permissible for performance of the work. The road traffic regulations and local provisions must be observed. Private cars must be parked on the company car park.

○ **Working equipment**

Only working equipment that is in a flawless state and which corresponds to the requirements of the Operational safety Ordinance may be used. Tools with wooden handles may not be used in the production areas. Working equipment of DMK may only be used after approval; the use shall be at the contractor's own risk. The removal of DMK products and materials (also scrap and refuse) is prohibited.

The setting up and use of private electrical appliances is prohibited (radios, coffee machines etc.). Defects to technical equipment must be reported immediately. Repairs to electrical equipment/devices may only be carried out by qualified electricians. Mobile phones are prohibited in the area of sensitive electrical switching systems (low-voltage main distribution, PLC etc.).

○ **Responsibility**

The contractor is responsible for compliance with all regulations and requirements in respect to safety, environmental protection and hygiene.

The contractor must instruct his employees concerning the resultant measures and rules of conduct and ensure compliance with the regulations through suitable supervisory persons.

○ **Faults**

If the contractor or his employees determine particular incidents within the framework of the order processing, DMK must be notified of this immediately.

○ **Alcohol/ Drugs**

The bringing along or consumption of alcohol and drugs on the DMK premises is prohibited.

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Allergens

Every transmission of food according to the regulation (EU) 1169/2011 in their current respective version by external persons must be prevented. External persons have to be informed about allergens in general and allergens of the location by DMK employees.

3. HEALTH AND SAFETY AT WORK

Coordinator

If a mutual hazard is possible during the work, DMK shall appoint the coordinator pursuant to section 6 BGV A1 (Accident Prevention Regulations). If using foreign employees, the contractor must ensure an adequate understanding.

Access to hazard and safety zones

The access to hazard and safety zones is only permitted after instruction by DMK. The safety instructions (notices, signs) must be strictly observed.

Work with increased hazard potential

For the following activities **with increased hazard potential**, the Contractor shall obtain a permit before commencing (permit certificate).

- Welding, cutting, soldering, defrosting and abrasive cutting work;
- Earthwork, on account of the potential damage to supply and disposal lines;
- Work on electrical systems;
- Work where particularly increased safety measures are deemed to be necessary (e.g. if there is a risk of falling or when entering tanks/systems).
- Operation of forklifts, aerial work platforms, cranes, tele handlers etc. may only be performed by contractors who have been appropriately trained.
- The proof of training must be carried along!

Work clothing and personal protective equipment The wearing of work clothing and the use of personal protective equipment (e.g. safety shoes) corresponding to the identified hazards is mandatory.

Accidents / First Aid

The facilities of DMK are available to the contractor and his employees for medical first aid. The obligations of the contractor pursuant to the trade association regulations, in particular DGUV V1 (First Aid), remain unaffected. Every accident must be reported to the DMK coordinator.

4. ENVIRONMENTAL PROTECTION

Hazardous substances

If hazardous substances are used by the contractor, he must inform the DMK coordinator in proper time by handing over the standard operating procedures (pursuant to section 14 of the Hazardous Substances Ordinance).

In particular when working with hazardous substances, the standard operating procedures must be kept on site. When delivering acid and lye, a deadman switch and tested hoses must be used!

Substances hazardous to water

Substances hazardous to water must be used and stored in such way that a contamination of the ground or water is prevented. Work equipment used (e.g. collecting pans) must correspond to the requirements of AwSV (building inspection approval) All containers with liquids hazardous to water must be stored on drip pans.

If leakages result despite safeguarding measures, the substances must be prevented from spreading using suitable measures and the continuously occupied office of the site informed.

Noise

Noise pollution of the neighbourhood by construction noise and machine noise must be avoided. Switch off truck engines during periods of standstill.

Disposal

All refuse resulting (in the project) shall be disposed of by the contractor; he shall bear the responsible and costs for this. Divergent regulations must be specified in writing.

Refuse must not be mixed and must be clearly marked. The disposal verifications (delivery note, acceptance or accompanying note with quantity indications) must be submitted to DMK for all refuse disposed of.

In particular in the case of hazardous waste, the stricter regulations (disposal approval / specific validations) must be considered.

Illegal disposal of wastes (e.g. about the canal system or hazardous waste about the residual waste) lead the expulsion from the plant grounds of DMK.

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If required, the coordinator, environmental officer or the experts for occupational safety of DMK shall provide further information.

5. FIRE PROTECTION

- **Fire watch:** During and after completion of hot work, an adequate fire watch must be maintained in accordance with the permit to inspect the workplace and adjacent areas for glowing spots, fire nests and smell of fire.
 - **Roof work:** For hot work on roofs with combustible insulating materials (e.g. polystyrene) inside and/or outside, a C-hose under water pressure and a fire watch must be available both on the roof and under the roof inside the building!
 - **In designated Ex-areas:** the formation of ignition sources of all kinds (open flames, hot surfaces, electrical and mechanical sparks, electrostatics) must be safely avoided. Only the daily requirement of flammable substances must be kept ready at the workplace.
 - **Escape and traffic routes** in buildings and outdoors must be kept clear.
 - **Fire protection bulkheads:** If walls or fire protection bulkheads in walls or in fire protection walls are opened, e.g. in order to insert cables, these openings must be closed again daily after completion of work. This closing can be done with fire protection cushions.
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6. HYGIENE

- **Preliminary Remarks**
The implementation of work in the production areas of DMK calls for strict compliance with the following instructions and rules of conduct by internal and external personnel. Violations after prior admonition can lead to expulsion from the plant grounds.
 - **Personal hygiene**
For reasons of hygiene, it is necessary to wash and disinfect your hands every time before starting work and also during work, especially after using the toilet and handling of allergen containing food. Hands must be dried with disposable paper towels or a hand dryer.
Food, drink and the intake of medication is prohibited in the production rooms. Smoking is only allowed in specially allocated rooms or free areas. A paper handkerchief must be used in the case of coughs and sneezes. Do not spit on the floor. Glass bottles and other glass vessels are not allowed in the production rooms.
 - **Work clothing**
Clean work clothing must be worn. A change of work clothing can be ordered upon instruction by the plant management. The clothing must be changed in the allocated changing room. In the case of further plant-specific specifications, compliance with these is mandatory, especially when working in the immediate area of allergen containing or in allergen-free areas. A hair net must be worn in the production areas. Jewellery such as earrings, rings, chains and watches must not be worn in the production area. It must be ensured that loose parts in pockets cannot fall out.
 - **Workplace**
The workplace must always be kept clean and tidy. The workplace must be secured, e.g. set up dust panels, cover production machines to prevent contamination. Do not use product containers and packaging materials for refuse and construction site utensils. If using supplied cleaning agents, lubricants etc., these must be demonstrated to be harmless to health. For ingredients based on food allergens, they are not allowed. Lubricants on parts coming into contact with product must be approved by the plant and approved for food.
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7. ENERGY

- The DMK Group operates an energy management system in accordance with DIN EN ISO 50001. All employees of external companies working on our behalf are required to work with us to
 - to work towards achieving our energy savings targets
 - to support the metrological monitoring of energy consumption
 - to improve the energy efficiency of our processes
 - to comply with internal, external and legal requirements
 - Making connections to supply lines of any kind, e.g. hydrants, compressed air, gas, electricity, etc. is only permitted with the approval of the DMK coordinator.
 - Attention must be paid to the efficient use of energy, media (compressed air, steam, refrigeration, etc.) and resources (product, working materials, etc.).
 - Detected leaks of any kind must be promptly repaired or reported to the DMK Coordinator.
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- Lights, machines and other energy-consuming work equipment are to be switched off, if possible, after the end of work
- Stopcocks, valves, doors and gates are to be closed at the end of the working day.
- If you identify opportunities to save energy or resources, please submit a suggestion for improvement to us

8. IT- SECURITY

A valid IT security and confidentiality agreement signed by the Contractor and DMK-IT is required for access to IT-systems of any kind as well as to the data stored in or processed by them. No access shall be granted without such an agreement.

The employees working at the DMK-locations and their subsidiaries are obliged to comply with the terms of the agreement.

9. LABELLING AND SAFETY INSTRUCTIONS

	Assembly point		First aid material		emergency exit with directional arrow
	Pay attention to forklift-like traffic!		Hier gilt die StVO		Fotografieren verboten
	No smoking on the factory premises!	Personal protective equipment must be worn according to activity and hazardous substance			
	Wear safety goggles or face protection		Wear safety helmet		Use respiratory protection
	Wear safety shoes		Apply fall protection (safety harness)		Wear a hear net in the production
	Wear protective gloves		Use hearing protection equipment		Wash and disinfect your hands
	Hand on rail when using the stairs		take bridges over conveyor belts		Secure gas bottles

Aufbewahrung ausgefülltes Formular: Ort Werk, Fremdfirmenkoordinator, Dauer: 1 Jahr nach Auftragsende
Storage of completed form: Plant, contractor coordinator, duration: 1 year after end of contract