

Instruction Protocol for External Companies

Document-No: HF 00110.05.EN

Regard Proprietary notice ISO 16016!



Valid for: HBL, HDS, HFT, HHE, HLS, HMS, HMT, HON, HPH, HUT

| 1 Access control (unauthorised persons) / Secrecy | instructed | |
|---|--------------------------|------------|
| The access identity card is a personal document. Wear the card always on the body and do not let anybody access your card. | <input type="checkbox"/> | |
| Make sure that no outsider or unauthorised person enters along with you in the company premises or in our buildings. | <input type="checkbox"/> | |
| Obligation to maintain secrecy of all information of and on Hettich according to the secrecy agreement done between my employer and Hettich. | <input type="checkbox"/> | |
| Ban on photography on the whole premises. If required obtain an approval from Hettich and carry it with you while photographing. | <input type="checkbox"/> | |
| 2 General Information | | |
| Discussed driveways, entries and factory traffic. | <input type="checkbox"/> | |
| Pedestrians use only doors. Gates are reserved for industrial trucks and transport vehicles | <input type="checkbox"/> | |
| Vehicles and fork lifts must be expected on the whole premises and in the halls. | <input type="checkbox"/> | |
| Safety instructions and regulations for the respective operating site must be gathered from the responsible Hettich employee (e.g. escape routes, first aid kits, sanitary facilities, security service). | <input type="checkbox"/> | |
| Appropriate personal protective equipment must be provided by the contractor and must be used (safety shoes, ear protection, fall protection, protective gloves, safety glasses, breathing mask etc.). Obligation to wear PPE was discussed. | <input type="checkbox"/> | |
| Specific prohibitions on site were discussed. | <input type="checkbox"/> | |
| Prohibition of using hazardous substances (for toxic and carcinogenic substances) was discussed. If the use of such substances is required, obtain approval from Hettich. | <input type="checkbox"/> | |
| Selective sorting of garbage: scrap, cardboard, residual waste, hazardous waste and their proper disposal. | <input type="checkbox"/> | |
| Emergency measures for incidents with environmental risks were discussed. | <input type="checkbox"/> | |
| Mentioned the safe use of electrical use and visual inspection before starting work. Only use tested tools. | <input type="checkbox"/> | |
| A mobile circuit-protection device is mandatory for all operations with electrical equipment. | <input type="checkbox"/> | |
| Identified deficiencies (occupational safety, environment, energy efficiency) must be reported to the responsible Hettich employee immediately. | <input type="checkbox"/> | |
| 3 Work place related instruction | | |
| Risk assessments must be performed before construction and installation work, a copy must be delivered to Hettich and the own employees must be instructed according to risk assessment. | <input type="checkbox"/> | |
| Usage of fork lifts and lifting platforms only after submitting the driver license, assignment from the contractor and the permission from Hettich (compulsory wearing)! | <input type="checkbox"/> | |
| Safety regulations for lifting platforms, fork lifts, ladders and scaffoldings were discussed. | <input type="checkbox"/> | |
| Working areas are to be protected with barriers and warning instructions in such a way that nobody is endangered. This also applies to mobile working areas. | <input type="checkbox"/> | |
| Fall protection for danger of falling according to DGUV-V 38, PPE must be provided by the contractor. | <input type="checkbox"/> | |
| Drilling, demolition, roof, and underground working are only allowed after approval from the Facility Management. | <input type="checkbox"/> | |
| Hazardous work must preferably be done with two people. Otherwise use emergency device for working alone. Available at the Hettich reception, according to the location. | <input type="checkbox"/> | |
| Explanation on work on cranes and in crane areas. Approval from Hettich necessary. | <input type="checkbox"/> | |
| Working in explosive areas only after notification to the responsible Hettich employee. | <input type="checkbox"/> | |
| Explanation on workflows, possible risks, proper use of safety precautions and environmental protection. | <input type="checkbox"/> | |
| No override or manipulation of safety devices (e.g. override guard doors, wedging of fire doors and others). | <input type="checkbox"/> | |
| Instructing on the behaviour during maintenance, cleaning and servicing. | <input type="checkbox"/> | |
| Communicating processes on safe and secure troubleshooting (e.g. residual energy, concealed pipes or others). | <input type="checkbox"/> | |
| 4 Fire prevention | | |
| General ban on smoking, only exception in special signed smoking areas. | <input type="checkbox"/> | |
| Welding, cutting, and fire operations with sparking are only allowed with fire permit from Hettich! | <input type="checkbox"/> | |
| Explanation on fire prevention in general and in special areas. | <input type="checkbox"/> | |
| In case of fire or smoke emission activate the evacuation alarm immediately and if possible try to extinguish, otherwise seek assembly point immediately. Consider emergency routes on site before starting to work. | <input type="checkbox"/> | |
| 5 First aid organisation | | |
| Information on reporting obligation to Hettich, how to behave in case of occupational accidents, especially transmission of an emergency call. | <input type="checkbox"/> | |
| After an accident was caused the responsible Hettich employee has to be informed in order to direct the ambulance to the injured person. | <input type="checkbox"/> | |
| The names of people responsible for first aid are known in the respective areas (see first aid boxes). Minor injuries are to be entered only in the own accident book. | <input type="checkbox"/> | |
| 6 Contact person | | |
| The responsible Hettich employee was named. | <input type="checkbox"/> | |
| Internal emergency number available <input type="checkbox"/> yes <input type="checkbox"/> no If yes, telephone number: | | |
| This content was explained to me in a personal discussion. Furthermore, I was trained with the help of the Hettich document "Standard instructions for external companies". I was explicitly instructed on the necessity of the measures for preventing accidents. I have understood them and they will be followed by me as they mainly aim at my health and also avoid unnecessary loss and costs. Non-observance can lead to an expulsion from the location! | | |
| Way to the supplier portal for external companies to download the basis of instruction  | | |
| I was instructed to carry a copy of this instruction protocol every time within Hettich premises and the copy should not be older than 12 months. | | |
| Instruction according to the Hettich standard instruction for external companies for the following site: | | |
| Instruction carried out on: | | |
| Instructor, Name | Company | Signature: |
| Employee, Name | Company | Signature: |