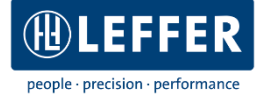


Rules and Regulations for Outside Contractors

(working as contractors for Hans Leffer GmbH & Co. KG)



from _____ to _____ Order Number/Work Order: _____

Mr./Ms. _____ From the company _____

Coordinator _____ Phone: _____ Deputy: _____ Phone: _____

Standing Order

☐

Yes

☐

No

For standing orders

Maintenance Representative _____

Only the coordinator may sign work records/reports.

The contractor must observe the following:

1. These operating regulations are **an integral part of the contract** with the contractor.
2. The contact person for all safety-related questions concerning your and our employees is the above-mentioned coordinator.
3. Before work begins, potential hazards to your and our employees must be identified. Your employees must be instructed by your supervising person in accordance with our *ASU-28-W* template *for outside contractors* before work begins. Please provide our coordinator with brief confirmation that this has been done.
4. Before work begins, the hazardous substances and operating materials that the contractor will use during their work must be reported. The safety data sheet must be submitted in advance, along with proof of training for your employees in handling these substances.
5. You and your employees must comply with all applicable occupational safety regulations while carrying out the assignment. Compliance with occupational safety regulations is monitored by the Leffer Group. However, this does not relieve your supervisor of their own duties and responsibility toward your employees.
6. In the event of safety violations, our coordinator is authorized to order a suspension of work until the deficiency is remedied and to exclude employees who violate the regulations from further work. The coordinator's instructions must be followed without exception.
7. The tools and equipment you use, particularly ladders and scaffolding, must be in a safe, certified condition. When leaving the work site, they must be locked away or otherwise secured so that they pose no danger to people or property.
8. The use of company-owned equipment and materials is permitted only with the coordinator's approval.
9. We will report any theft to the authorities and pursue criminal charges.
10. Ensure that your employees wear the necessary personal protective equipment (safety glasses, safety shoes, hard hats, etc.).
11. For all hot work, such as welding, cutting, and grinding, a permit must be obtained from the coordinator using *form F-AS-070 "Permit,"* so that appropriate safety measures can be implemented and any installed fire alarm loops can be deactivated. The party responsible for any costs incurred due to non-compliance shall bear those costs.
12. If contract work is to be performed in areas requiring special access authorization, the instructions of the responsible supervisors must always be followed. Unauthorized operation of machinery and equipment is strictly prohibited.
13. Assign only appropriately qualified employees to perform hazardous work. Such work, as defined in § 8 DGUV V 1, requires the knowledge and approval of our coordinator.
14. The following, in particular, are considered hazardous work:
 - Work involving a risk of falling, work in silos, containers, or confined spaces,
 - welding in confined spaces,
 - hot work in areas at risk of fire or explosion or on closed hollow structures,
 - Gas pressure tests and leak tests on containers,
 - Testing of large-scale technical systems, such as boiler systems,
 - Tree felling,
 - Work in areas with gas hazards,
 - Lifting operations where the crane operator cannot see the load,
 - Handling of particularly hazardous substances, e.g., in chemical, physical, or medical laboratories.
15. Material storage areas and stacks must be arranged in such a way that they do not endanger workplace safety, operations, transport, or traffic flow.
16. Bringing alcoholic beverages onto the premises and consuming them is not permitted. Employees suspected of being under the influence of alcohol will be removed from the premises.
17. Contractor personnel may only be present in the rooms and areas of the building necessary for the performance of their duties.
18. Mandatory, prohibitory, and warning signs must be observed. They must not be removed or defaced.

Operating industrial trucks, aerial work platforms, or similar equipment	(Employees must be qualified in accordance with occupational safety regulations)	☐ Yes	☐ no
Hazardous substances, water-polluting substances	(Check for reactions with other substances; approval by the environmental management officer required for on-site storage—safety data sheet required!)	☐ Yes	☐ no
Noise	(Determine personal protective measures)	☐ Yes	☐ no
Hazard to Leffer Employees	(Take measures to protect Leffer employees in accordance with the hazard, e.g., cordoning off the area, extraction, hearing protection, etc.)	☐ Yes	☐ no
Environmental hazards	(Assess wastewater, waste, and air emissions)	☐ Yes	☐ no
Gas, water, compressed air	(Clarify shutdown procedures)	☐ Yes	☐ no
Live systems	(Clarify shutdown procedures)	☐ Yes	☐ no
Work on machinery, piping	(Work Permit (F-AS-80), verify that power is disconnected)	☐ Yes	☐ no
Instruction	(Instruction, training required and completed)	☐ Yes	☐ no
Other Hazards and Agreements:			
It is hereby confirmed that all employees comply with the protective measures specified in the risk assessment as well as the operating regulations for outside contractors.		Signature of the person(s) in charge at the outside contractor	
Authorization forms must be kept on the job site			
Supervision of the outside contractor			
Notable incidents during monitoring:			
End of assignment Date:			
Signature of Leffer Coordinator Signature of External Contractor Manager			

		Unterweisungsnachweis nach DGUV Vorschrift 1, § 4			
Thema		Betriebsordnung für Fremdfirmen und Unterweisung ASU-28-W „Fremdfirmen“			
Stichworte/Anlass					
Baustelle/Abteilung/Personenkreis		Fremdfirmen			
Führungskraft / Vorgesetzter (evtl. Unterschrift)					
Datum		Uhrzeit Beginn		Uhrzeit Ende	

Mit meiner Unterschrift bestätige ich, dass ich an der Schulung teilgenommen und den Inhalt verstanden habe.

Lfd. Nr.	Pers.-nr. oder Firma	NAME, Vorname	Tätigkeit (bzw. "Schlosser", "Auszubildender" usw.)	Unterschrift
1				
2				
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