

Information for Contractors

Dear contractual partner,

While improving our external company management, we have improved the system for safety training and the pre-registration of external companies. With this, we intend a legally secure recording and implementation of safety instructions, a quick evaluation of external companies present in an emergency and the simplification of internal processes.

In the future, we will use Secova's web-based software for this purpose, the so called

SAM Fremdfirmenmodul.

The safety briefing for the respective external company employees as well as the pre-registration is to be guaranteed by the respective external company itself and before starting work in our company. Only after submitting these two documents does the external company employee gain access to the Heimbach site after checking by reception and can carry out the planned activity. Unfortunately, if there is no safety briefing and no prior registration, **no admission can be granted!**

To carry out the **safety briefing**, please use the following link, alternatively QR code:

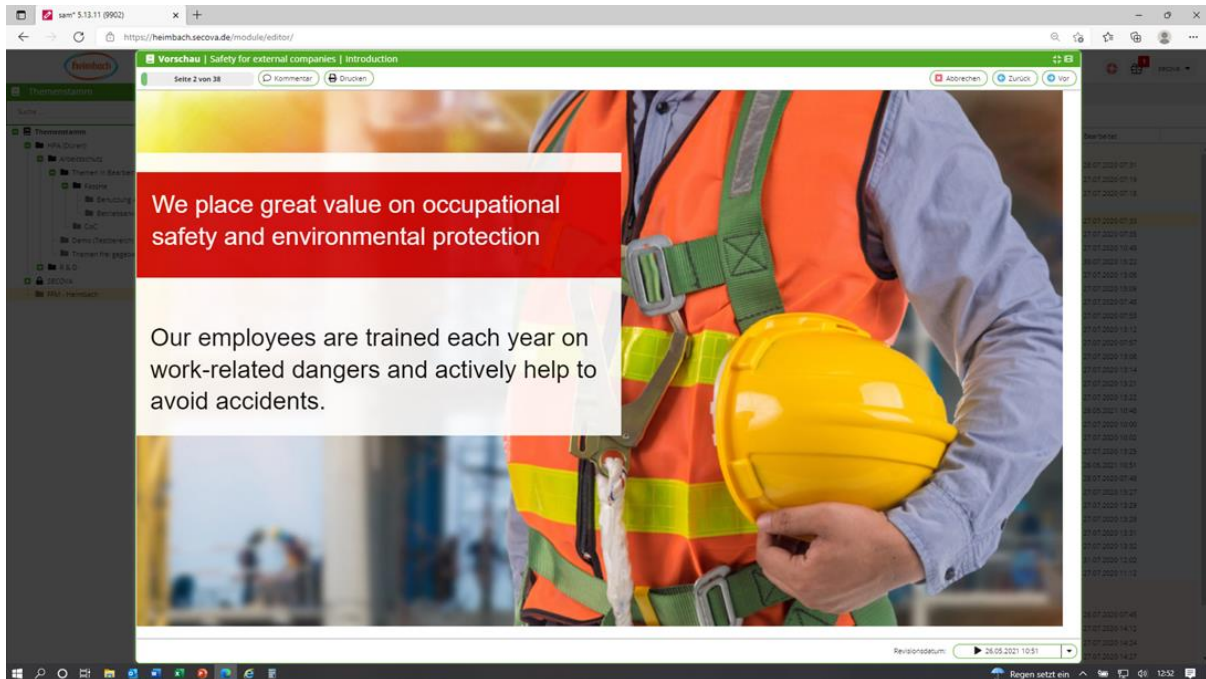
<https://heimbach.secova.de/app2/visitor?o=26&secret=5f05be8267e5d>



In the first step, the external company employee is asked to enter his **first** and **last name**, the **company** and the **company headquarters**.

In the second step, the safety briefing starts with a final questionnaire. If a question is not answered correctly, the system automatically leads the employee back to the relevant topic. You can scroll through the information pages using the arrow keys at the top right.

You can scroll through the pages using the arrow keys at the top right.



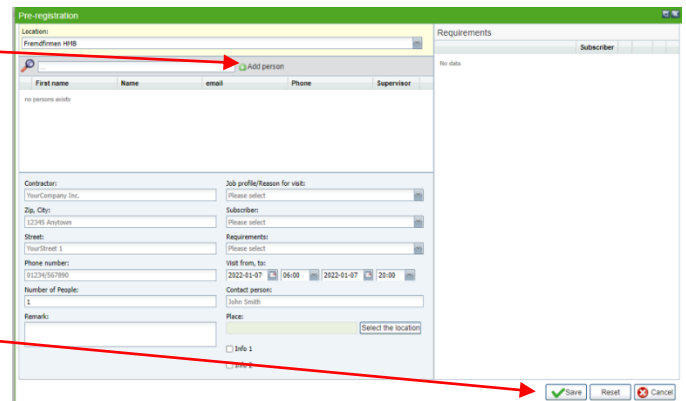
The **visitor registration** offers the possibility to inform us in good time, at least 3 days before the start of work, about the implementation of the external company work. The following link, alternatively a QR code, will take you to the registration mask, in which you should enter all external company employees working at Heimbach as well as all the necessary information in the given mask.

https://heimbach.secova.de/app2/visitor_prereg?o=26&secret=5f05be8267e5d



The screenshot shows a web form titled "sam* | Welcome". At the top, there are flags for Germany, United Kingdom, Spain, France, Italy, and China. The form contains the following fields: "Title:" with a dropdown menu showing "Mr"; "First name:" with a text input field; "Last name:" with a text input field; "Company name:" with a text input field; and "Headoffice (City):" with a text input field. At the bottom of the form, there is a "Login" button with a lock icon.

1. The personal data can then be entered by clicking on “**Add Person**”. Now please click on “**Save**” below the name.
2. Then fill in the other information fields in the lower area. Select “**Monteur**” under “**Job profile/Reason for visit**”. Enter “**visit from / to**” and “**contact person**”. The pre-registration is terminated by pressing the “**Save**” button.



Only in compliance with the procedures outlined above, a smooth process is possible by returning the **completed external company registration** and the **pre-registration** including **safety briefing** in the SAM external company module.

If you have any questions about the use and implementation, please do not hesitate to contact us. We are happy to help – thank you very much.

Düren, 23rd November 2023, Herbert Faßbender (Savety Officer)