

Workmen's Registration Document



Heimbach GmbH
An Gut Nazareth 73, 52353 Düren
(Delivery Address: Olefstrasse 57-59 (Tor 3) RF72+QX Düren)

This workmen's registration document must be filled in **before commencement of work** and sent to the purchasing department of Heimbach GmbH:

Fax-No.: 0 24 21/802-716

or

Email to: einkauf@heimbach.com

Important Information:

- The third party company signs in daily at reception.
(Opening times: 7:30 h – 16:30 h).
- Outside opening hours the third party employee goes directly to the contact/client and signs in there. As soon as reception is open the third party company employee must sign in there properly and in person.
- Reception checks as to whether the **workmen's registration document** and the **proof of safety instructions** and the **pre-registration** having been carried out are present (see page 3/3). **Only then will access to the premises be permitted!**
- The issued third party company ID must be worn and displayed at all times.
- Reception informs the Heimbach procurer (project manager/coordinator) of the arrival of the third party company. The procurer then collects him/her from reception.
- The assigned assembly point No: 5 (opposite employee parking lot) for emergencies as well as the smokers' area are shown to the third party company by the Heimbach procurer. In addition he/she clarifies possible particularities at the workplace.

The following fields must be filled in by the third party company:

Name of third party company:.....

Construction manager/contact person:.....

Employees (names):.....

.....

Telephone-No.:(contact person)

Date of work: from to

Start/end of work: fromh toh

Place of operation:

Facility/Machine:

Project Manager Heimbach:

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Is interruption of electrical equipment necessary?
(in consultation with electrical workshop before commencing job) Yes No

Will work be done on Heimbach's software? Yes No

Will work be done on operating mechanics? Yes No

Will fire sensitive work (welding, soldering) be done?
Request permit in central maintenance before commencing work! Yes No

Will there be other jobs requiring a permit?
If yes, relevant permits must be shown. Yes No

Does the job involve hazardous substances? If yes, which ones: Yes No

.....
(Send in copy of safety data sheet)

Are you and your employees familiar with the area of work on our premises?
The most direct way to the coordinator must be taken!
If no, collection and instruction by the coordinator are required! Yes No

Is the provision of Heimbach personnel required?
If yes, please state the requirement: Yes No

.....

Is additional Heimbach equipment needed, e.g. forklift trucks, lifting devices? Yes No

If yes, which:

Have the employees been instructed in health and safety procedures?
You can do this with the following link:
<https://heimbach.secova.de/app2/visitor?o=26&secret=5f05be8267e5d>
See page 3/3! Yes No

A pre-registration was carried out under the following link:
https://heimbach.secova.de/app2/visitor_prereg?o=26&secret=5f05be8267e5d
and was sent to Heimbach in advance? Yes No

Was a hazard assessment conducted for the contracted work? Yes No

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We herewith acknowledge that we have taken note of the Third Party Company Directive and we commit to observe this for the purpose of the stay on the premises of Heimbach GmbH. We will instruct our on-site employees and any subcontractors accordingly.

Furthermore we confirm that we have instructed our on-site staff in the safety instruction on the basis of the safety information.

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

The safety instruction carried out is valid for 12 months and must be renewed before this time expires.

Date:

.....
Stamp / Signature (Construction Manager / Contact Person)

The following employees have taken note of the Third Party Company Directive and have been instructed in the safety information:

Name, First Name	Signature	Date

You will find the Third Party Company Directive, the Workman's Registration Document and the Operation Instructions on our Homepage:

<https://www.heimbach.com/de/heimbach-gruppe/downloads>