

Safety Instructions for External Companies





These Safety Instructions for External Companies can also be found online at <https://www.pfw.aero/agb>, or here:



Contractor Declaration

Order number: _____

Construction Site / Assembly Site: _____

Duration of the activity: _____

The safety-related execution of the Contract complies with the generally recognised state-of-the-art technology, as defined in the legislation, ordinances, standards and requirements in their respective applicable versions.

By his acceptance of the Contract, the Contractor undertakes to pay special attention to the following provisions and requirements:

- Product Safety Law and Ordinances
- Chemicals Act / Hazardous Substance Ordinance
- Health and Safety at Work Act and Ordinances

The protective equipment required for the work to be carried out (see over) is provided, complies with the current test and inspection regulations and is used as intended.

With our signature, we also confirm receipt of the brochure "Safety Instructions for External Companies".

The PFW Coordinator has provided a briefing on the special circumstances and specifics.

Company: _____

Address: _____

Please note:

1. Signatures overleaf!
2. After reading the instruction, remove the sheet and file for maintenance.
3. Please note reverse side!

Agreed Protective Measures

The protective measures must be selected according to the hierarchy of measures T (Technical), O (Organisational) and P (Personal).

With his signature, the Contractor confirms that he has been informed and obligated by the PFW Coordinator to comply with the measures implemented for the forthcoming works.

Technical protective measures:

- Work equipment has been inspected and tested and is fully functional
-
-

Organisational protective measures:

- The license is up-to-date and is available
 - The risk assessment is available
 - Safety data sheets according to Section 7 are available
 - Permits/licenses according to Section 5
-
-

Personal protective equipment (e.g. head, eye, ear and hand protection)

- Head protection
 - Face protection
 - Protective goggles
 - Respiratory protection
 - Ear protection
 - Hand protection
 - Protective footwear
 - Protective clothing / physical protection
 - Fall protection
-
-

N.B.: The designated Coordinator (as representative of PFW Aerospace GmbH) is authorised to issue instructions to the employees of the external company with respect to occupational safety in accordance with the German Accident Prevention Regulations (UVV), and in the event of danger to life and health and/or the incorrect use of machinery and equipment, can halt the works on the construction site!

In the event of non-compliance with the safety regulations, access to the site may be denied. All additional costs incurred will be born by the Contractor!

The Contractor shall ensure the provision of an employer liability insurance policy which is appropriate for the Contractor's services to cover personal and material damages and financial loss.

Coordinator's name Signature

Contractor's name Signature Date

Table of Contents

Contents

Contractor Declaration.....	3
Agreed Protective Measures.....	4
Table of Contents	5
1 Scope	6
2 Fundamentals.....	6
3 General Provisions	7
4 Supervision / Instruction	10
5 Hazardous Work.....	11
6 Machinery, Equipment, Installations	13
7 Hazardous Substances, Fire and Explosion Protection.....	14
8 Construction and Installation Works.....	16
9 Rooms, Circulation Routes, Signals.....	18
10 Violations of the Safety Instructions	19
Implementation of the efficacy check according to the German Occupational Safety Act (ArbSchG) Article 3	21
11 Important Emergency Phone Numbers	23

1 Scope

PFW Aerospace GmbH Speyer

The "Safety Instructions for External Companies" apply equally to field or branch offices, provided that the framework conditions allow this. Special regulations are issued separately.

2 Fundamentals

The "PFW Aerospace GmbH – Safety Instructions for External Companies" booklet is part of the Contract terms and conditions of PFW Aerospace GmbH, hereinafter referred to as PFW .

COMPLIANCE WITH REGULATIONS

Prior to undertaking any work, you should inform yourself of the regulations that govern your work and of the location of the:

- Nearest escape routes
- Fire extinguishers, fire alarms
- Emergency call equipment
- First Aid station / Sanitary station / Where applicable, emergency shower

The relevant occupational safety laws, ordinances, accident prevention regulations and the generally recognised safety-related and occupational health rules and regulations must be observed on the PFW work site.

Prior to undertaking the works, the Contractor is also obliged to inform himself, with the specific competent department, of the necessary PFW-internal company regulations and safety measures, and to comply with the rules and requirements.

The Contractor must instruct all employees who speak a different language with particular care, and must supervise all personnel he has employed. These Safety Instructions also apply to the subcontractors, associations and work groups employed by the main Contractor.

PFW must be notified of the employment of subcontractors, associations and work groups prior to commencement of the works (Purchasing and the coordinating department). The subcontractors must be named, together with their address, contact person(s) and the competent accident insurer (trade association).

3 General Provisions

The access and presence of external companies on the works premises are based on the company's in-house directives and instructions. The instructions issued by the site security personnel and in special cases, by the fire brigade, must be followed.

3.1 Company working hours

The start and end of the working hours and breaks must be adjusted as closely as possible to align with the company working hours.

3.2 Working outside the standard working hours

The Contractor must report all work which is carried out outside of PFW's working hours, on work-free days, Saturdays, and on Sundays and official public holidays, to the specific competent department / the Coordinator and must apply for a special work permit in a timely fashion.

The Contractor is also responsible for obtaining the special exemption permits for work on Sundays and official public holidays from the competent trade inspectorate in a timely fashion.

3.3 Access pass

The premises may only be accessed on foot or driven on if an access pass has been issued by PFW. This pass must be worn and visible for the entire duration of the activity on the company premises. The access pass is non-transferable. After the activity is complete, the site access pass must be returned without request. The same applies to issued high-visibility jackets/vests, key fobs etc.

Each access pass can also be loaded with money and can be used in the PFW casino. Any credit remaining on the pass will be paid out by site security when the pass is returned.

Site security must be notified immediately if the pass is lost. (See Section 6.6 Use of PFW facilities)
The Contractor undertakes to ensure that his employees only go directly to the workplace immediately before the start of the works, and leave the work site immediately after the end of the works, without entering or accessing any other site facilities.

3.4 Loaned objects

Issued loaned objects, e.g. high-visibility jackets/vests, overshoes, protective goggles or even key fobs must be returned to site security without prompting once the activity is completed. Site security must be informed immediately if a loaned object is lost. (See Section 6.6 Use of PFW facilities)

3.5 First Aid (Emergency Phone Number 4444)

The Contractor is required guarantee the provision of a First Aid service himself. Fatalities or major accidents must be reported immediately on the site's internal emergency number 4444.

In the case of emergencies, First Aid can be supported by PFW-internal measures. The PFW sanitary station is located on the ground floor of building 31 and is open from 7.15 am to 3.45 pm. If the sanitary station is unmanned, the staff from site security will take over the First Aid chain in building 32.

Furthermore, the Contractor must fulfil his legally prescribed reporting obligations.

3.6 Narcotics/addictive substances

The contracting of external companies takes place under the condition that no persons are employed who are under the influence of alcohol or other intoxicants.

Site security or the PFW Coordinator is authorised to remove such persons from the premises in the event of violations – irrespective of any existing contracts or agreements in place.

Intoxicants may not be brought onto the PFW site.

3.7 Checks

For the protection of personal and business property, checks may be carried out and may extend to checks on items carried by personnel. All transportation vehicles belonging to the external company which enter the site, including those used for loading, are subject to the StVO (German Road Traffic Regulations) and the StVZO (German Regulations Authorising the Use of Vehicles for Road Traffic). Checks can be performed by on-duty site security staff.

3.8 Objects brought onto the site

In the interests of both parties, any objects, materials and tools brought onto the site which are necessary to execute the Contract must be secured against unauthorised use and theft when leaving the workplace.

3.9 Smoking

Smoking is prohibited in all PFW buildings and is permitted only in those places designated for such purpose (smoker shelters, smoker areas).

3.10 Setting up the workplace, construction site

Setting up the workplace/construction site, the provision of site fencing, machinery etc., the creation of material storage locations and the specification of traffic circulation routes on the construction site may only take place using the corresponding suitable materials and with the agreement of the specific managing department or the Coordinator. The external company officer must contact his competent Coordinator immediately.

3.11 Order in the workplace

Workplaces must be kept clean. Tools, equipment and materials must be stored correctly in the locations indicated by the PFW Coordinator in order to exclude the possibility of any risk or hazard. Before leaving the work premises, the Contractor must perform cleaning (swept clean) (also see "Use and handling of hazardous substances").

3.12 Recording images and audio

Photographic, video and filming equipment may not be brought onto the site. These devices can be stored in a locker with site security. Mobiles and smartphones can be used as part of the provision of the service. If recordings are necessary, a photography and filming permit must be obtained from site security in a timely fashion.

3.13 Duty of confidentiality

All commercial information on PFW and its business partners of which you become aware during the activity at PFW must be kept confidential from third parties, even after the end of the activity. The same applies to PFW internal company information such as technical and structural facilities, production methods and procedures. All documentation (e.g. technical reports, construction plans) must be protected from unauthorised access, disclosure and viewing. At the end of the Contract, all documentation must be returned to PFW, or its proper destruction confirmed in writing. You also undertake to maintain the confidentiality of the results of the services provided by PFW towards any third party.

3.14 Risk assessment / measures

The Contractor undertakes to produce a written risk assessment on the company-specific risks and any potential hazards that may endanger one another. Where necessary, the framework conditions must be agreed with the PFW Coordinator prior to commencement of the works. If risks or hazards are present, these must be excluded using the appropriate means and methods, or reduced to an acceptable level. If necessary, the measures must also be specified in writing. For this Contract, the Contractor undertakes to employ trained, qualified and instructed personnel and to comply with the specified measures.

4 Supervision / Instruction

4.1 Coordinator

PFW shall employ a Coordinator to coordinate the activity and to prevent any mutual risks or hazards.

The Coordinator has managerial authority in accordance with DGUV (German Statutory Accident Insurance) Provision 1 with respect to the Contractor and his employees. He has the right to demand all necessary documentation, such as the hazardous substances cadastre, operating instructions/manuals, the work flow and in particular, the risk assessment

The SIGE plan (Safety and Health Plan) must – if necessary – be produced by the Client.

The Coordinator's managerial authority does not release the supervisor of the external company (Contractor) from its responsibility and duty of supervision towards its employees and subcontractors.

4.2 Questions on occupational safety (building 32)

If you have any safety-related questions, please contact the Occupational Safety Department.

4.3 Additional officers

PFW can designate additional officers (e.g. project manager, site manager, coordinator in accordance with the German Construction Site Ordinance).

5 Hazardous Work

5.1 Hazardous work alone

Working alone must be classified according to the risk assessment (Code of Practice BGI/GUV-I 5032). Hazardous work alone must be avoided. If, as a result of an emergency or an exceptional case, hazardous work is nevertheless carried out by one person alone, then supervision and monitoring using appropriate measures, e.g. short-term monitoring, an automatic notification system and so on, must be put in place.

5.2 Instruction / approval

For the following activities, approval must be obtained via the PFW Coordinator immediately before the Contract is carried out.

No.	Description	Approved by	Tick where applicable
a)	Welding, soldering and cutting works using a naked flame and the handling of flammable materials (welding permit)	Permit Fire brigade	
b)	Accessing confined spaces, vessels, trenches and supply and disposal channels or drains (clearance)	Checklist Coordinator / Fire brigade	
c)	Working on fire extinguisher systems, fire detection systems and fire alarm systems	Permit Site security / Fire brigade	
d)	Working in areas which are protected by automatic fire extinguisher systems (e.g. CO ₂)	In c) Checklist Site security / Fire brigade	
e)	Temporary removal / putting out of service and recommissioning of protective equipment	Checklist Coordinator, Manager of organisational unit, Occupational safety	
f)	Pressurised containers and pipelines	Checklist Manager of organisational unit, Coordinator	
g)	Working on live electrical installations or working in the vicinity of live parts	Checklist Coordinator, Occupational Safety	

h)	Working in/on areas where there are radiation, fire or explosion hazards and in the vicinity of chemical plant	Permit Occupational Safety	
i)	Use of hazardous substances brought onto the site (e.g. chemicals) and use of dangerous plant/systems	Checklist Coordinator / Occupational Safety	
j)	Earthworks, for example excavating construction trenches and shafts	Checklist Coordinator	
k)	Working with mobile cranes within a radius of 1.5 km from the airfield	German Federal Aviation Authority (LBA) form Coordinator / Occupational Safety	
l)	Erection and removal of scaffold	Permit Coordinator	
m)	Use of lifting platforms (hired) (checking the suitability of employees, of the environment and the work assignment)	Checklist Coordinator	

6 Machinery, Equipment, Installations

6.1 Work equipment (tools, devices etc.)

The work equipment must comply with the relevant Accident Prevention Regulations and standards (EN, DIN, VDE) and must be in a fully functional, fault-free condition. Proof of testing and inspection must be provided on request.

6.2 Suitable personal protective equipment (PPE)

This must be provided by the Contractor himself. Proof of testing and inspection must be provided on request.

6.3 Electrical installations

Working on or in the vicinity of current-carrying systems or installations may only take place further to consultation with the specialist electricians at PFW. Electrical installations and operating equipment may only be set up, modified and maintained by a qualified specialist electrician.

6.4 Electrical connections

Electrical connections to the PFW site grid may only be made further to the approval of the Coordinator (PFW Electrical Department).

6.5 Information technology (IT)

Devices with an IT connection may be brought onto and set-up on the site.

In principle, the connection of IT equipment to the PFW network and the use of PFW-own equipment is permissible only further to the prior approval via the Coordinator and the PFW IT department, and is permitted solely for the fulfilment of the contractual obligations.

It is prohibited to make any arbitrary changes to PFW's own IT equipment (technical modifications, location changes, installation of software, connection of external data storage media etc.).

6.6 Use of PFW facilities

The use of PFW's own facilities, machinery, materials etc. is only permitted further to the approval/instruction of the competent specific department or by the Coordinator. The Coordinator must be notified immediately of any damage arising from use. The person causing the damage shall be liable. PFW reserves the right to enforce claims for compensation.

7 Hazardous Substances, Fire and Explosion Protection

7.1 Areas with a risk of fire and explosion

Always observe the safety signals!



In work areas where there is a risk of fire and explosion (e.g. in storage rooms for flammable substances), smoking, naked flames, sources of ignition and spark-generating tools are prohibited. The Coordinator will provide instruction in these areas. Electrical equipment and tools brought onto the site must have explosion protection (please see classification), or prior to their bringing onto the site, clearance must be granted by the fire brigade / Occupational Safety Department. In the event of the negligent triggering of the fire protection system, compensation will be demanded.

7.2 Removal (disposal) of waste and residual materials

The Contractor is deemed to be the waste generator for the waste and residual materials from materials brought onto the site in order to fulfil the Contract, and consequently is responsible for its disposal.

Unless otherwise agreed, all objects such as semi-finished products, work materials, drinking bottles, empty containers and all liquid or solid waste must be collected in the correct manner and taken away directly by the Contractor and/or disposed of externally in accordance with the applicable legal regulations.

A claim to use the internal waste disposal facilities is subject to the written approval of the Client and may be associated with additional costs – please notify the Waste Disposal Officer.

7.3 Use and handling of hazardous substances

If hazardous substances are used by the Contractor to carry out the works, the Contractor must provide PFW with the necessary documentation (safety data sheets, user manuals) prior to commencement of the Contract and must keep this documentation to hand in the workplace.

The Contractor must ensure compliance with the respective hazard information and safety advice and the instruction of the employees by the Contractor.

Prior to commencing works, the Contractor must submit a cadastre of the hazardous substances used to the Coordinator, and in the event of the use of substances with a high hazard potential (e.g. cancer-causing [carcinogenic] or toxic substances), must obtain the approval of the Occupational Safety department.

7.4 Water and soil protection

When handling substances hazardous to water (e.g. oil, solvents, paint), compliance with the legal regulations must be ensured.

Under no circumstances may substances hazardous to the water or soil enter the sewerage system or the ground. The Contractor must put in place preventive measures for this purpose. In the event of an accident involving substances hazardous to water – even small amounts – the incident must be reported immediately by calling the internal emergency number 4444 and ceasing work immediately.

8 Construction and Installation Works

8.1 Ladders, steps, workplaces at height

Ladders, steps and scaffold must be designed and used in accordance with the relevant rules and regulations of the standards governing their use. For works carried out in work areas at height and at varying mobile locations (provided that the work to be carried out does not allow for protection by balustrade or railings), safety gantries, safety nets or safety harnesses must be employed in accordance with the conducted risk assessment. The use of scaffold is subject to approval.

Special protective measures must be implemented if there is a risk to employees in workplaces and on traffic routes that objects could drop down from working areas, traffic installations or operational facilities located at heights above them (e.g. entries to buildings, gates etc.).

8.2 Storing and stacking

Stores and stacks must be secured, constructed, maintained and removed in such a way that employees cannot be endangered by falling or toppling objects or leaking substances.

8.3 Roof work

Non-weight-bearing roofing may not be accessed, or only accessed by specifying the use of special measures, due to the risk of breaking through. Instruction by the Coordinator will be required. Signs and information at entry points must be observed.

8.4 Working on or in the vicinity of airfields

The relevant legal regulations and requirements, in particular the Air Traffic Act, must be complied with. Works in the restricted airport easement area may only be carried out further to coordination with Air Traffic Control, the Speyer State Office for Mobility (LBM Speyer) and the Coordinator. Even a brief presence or short stay in or around the airfield must be approved and site security notified.

8.5 Earthworks/civil engineering works

Prior to the commencement of earthworks, the responsible company must obtain information on the location of current-carrying cables and of water and gas pipes from the competent specific departments or construction authorities. The instructions issued by these departments or construction authorities must be followed. Section 6.6 Use of PFW facilities must be observed.

NOTE: In general, the driving of posts or poles into the ground is not permitted. Where it is not possible to avoid anchoring and the like, the Coordinator's approval must be obtained on a case-by-case basis.

8.6 Securing the construction sites

Construction sites, excavations, channels, ground openings etc. must be properly secured in coordination with the Coordinator.

8.7 Openings

Openings in fire walls, partition walls and corridor walls must be coordinated with the Fire Safety Officer / fire brigade prior to commencing the activities. Openings must be closed temporarily in the event of work interruptions and immediately after completion of work, as prescribed.

9 Rooms, Circulation Routes, Signals

9.1 Entry of rooms, operation of machinery

The entry of rooms and plant and the operation of machinery and equipment is prohibited, where this is not necessary for the purpose of fulfilment of the Contract.

9.2 Site traffic

The provisions of the German Road Traffic Ordinance apply to driving and parking on the PFW company site. A maximum speed of 20 km/hour must not be exceeded on the entire company premises. Parking on keepout areas or in front of exits and emergency exits is prohibited and is only permitted in designated parking areas. The traffic control measures of site security must be observed. Vehicles parked contrary to these regulations will be towed away at the owner's own cost. Vehicles involved in in-house transportation and circulation must comply with the regulations of the Road Traffic Licensing Regulations or with the relevant accident prevention regulations. They may only be driven and operated by persons who have been trained accordingly and who have been authorised to do so in writing by the Contractor.

Special incidents in which you are involved, in particular, accidents, damage to parked vehicles and any other damage, must be reported to the Coordinator and to site security without delay.

9.3 Keeping traffic and escape routes clear

Traffic routes, escape and rescue routes, keepout and turning areas, emergency exits, safety equipment (fire extinguisher systems, showers and eye washes etc.) and access ways to electrical systems must be kept clear.

Illegally parked vehicles will be towed away at the owner's cost.

10 Violations of the Safety Instructions

In the case of a serious violation of the Safety Instructions, the Client can demand that the Contractor excludes the offending employee or vicarious agent from any further activity. In some circumstances, termination of the contractual relationship may be considered.

Notes:

.....

Implementation of the efficacy check according to the German Occupational Safety Act (ArbSchG) Article 3

<input type="checkbox"/> Assembly work	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Disassembly
<input type="checkbox"/> Other:			

<p>Works contract / Order:</p> <p>Contractor, Contact Person:</p> <p>Contact by telephone on:</p> <p>PFW Coordinator:</p>

Is:
<p>Are the respective measures being implemented? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>Are the measures implemented adequate? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>Are there problems with implementation? If so, what are they?</p>

Improvements:
<p>Can improvements be made to the occupational safety measures?</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no</p>

Additional measures:
<p>Are additional measures required? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>If so, which measures (Technical-Organisational-Personal):</p> <p>Who introduces the measures and checks their efficacy?</p> <p>By what date will the improvements be made?</p> <p>When will the next efficacy check take place?</p>

Date/ Contractor's signature _____

Date/ Coordinator's signature _____

11 Important Emergency Phone Numbers

**Internal emergency phone number
4444**

06232 / 616 4444

Sanitary station (80) 4223
06232 / 616 4223

Phone number to report a fault: (80) 4230
06232 / 616 4230

Safety / Environmental protection: (80) 4370
06232 / 616 4370

Waste disposal: (80) 4370
06232 / 616 4370

Fire brigade / Fire protection (80) 4666
06232 / 616 4666

Your contact person:

Coordinator _____

First Aider _____

Safety Officer _____

Person responsible for the hangar _____

