

# Safety Instructions for External Companies



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



## Contractor Declaration

The safety-related implementation of the order shall comply with generally accepted state-of-the-art standards as defined in laws, ordinances, standards and directives in the applicable versions.

When accepting the order, the Contractor undertakes to comply with the following regulations and requirements:

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

The protective equipment needed for the work to be carried out shall be provided, correspond to the current test and inspection regulations, and used as intended.

With our signature on the issued work permit, we also confirm receipt of the “Safety Instructions for External Companies” booklet.

The PFW coordinator shall brief the Contractor on the special circumstances before the work is started.

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## 1 Scope

PFW Aerospace GmbH Speyer

As far as the framework conditions allow it, the "Safety Instructions for External Companies" shall apply analogously to branch offices. Any special regulations shall be disclosed separately.

## 2 Basics

The "PFW Aerospace GmbH – Safety Instructions for External Companies" booklet is integral part of the General Terms and Conditions of PFW Aerospace GmbH, hereinafter referred to as PFW.

### COMPLIANCE WITH REGULATIONS

Before starting the work, acquaint yourself with the regulations applicable to your work as well as the locations of the following:

- closest emergency escape routes
- fire extinguishers, fire alarms
- emergency call equipment
- first aid station / health center / emergency shower if necessary

On the PFW plant premises, applicable Occupational Health and Safety Laws, Ordinances, Accident Prevention Regulations and the generally recognized Occupational Health and Safety Regulations shall be observed.

The Contractor undertakes to obtain information about the necessary PFW-internal operating regulations and safety measures from the department in charge before starting work, and to comply with the regulations accordingly.

The Contractor shall instruct all foreign workers with particular due diligence and supervise all employees deployed by him. These safety instructions shall also apply to subcontractors and work teams commissioned by the main Contractor.

The deployment of subcontractors and work teams shall be announced to PFW prior to the start of work (Purchasing and coordinating department). The subcontractors shall be named including their address, contact partner and competent accident insurance institute (Employers' Liability Insurance Association).

### 3 General Regulations

The access and presence of external companies on the plant premises are based on company internal instructions. Instructions by plant security personnel and, in special cases, by the fire department shall be observed.

#### 3.1 Plant Working Hours

The beginning and end of the working hours as well as breaks shall be adapted to the working hours of the plant as far as possible.

#### 3.2 Work Outside Regular Working Hours

The Contractor shall coordinate all work to be carried out outside PFW working hours on days off, Saturdays as well as Sundays and holidays with the respective department in charge / coordinator.

The Contractor shall also be responsible to obtain the special permit for work on Sundays and holidays from the Trade Supervisory Board in due time.

#### 3.3 ID

The plant may only be entered with an ID issued by PFW, both by foot and by car. This ID shall be worn and clearly displayed throughout the work on the plant premises. The ID is not transferable. Upon completion of the work, the plant ID shall be returned unsolicited.

Each ID card features the function to top up money and thus can also be used for the Casino at PFW. Any remaining amount shall be paid out at the plant security office when returning the ID.

If the ID gets lost, the plant security office shall be notified without delay. (Refer to section 6.6 Use of PFW Equipment) The Contractor undertakes to ensure that his employees only arrive shortly before the start of work and go directly to their workplace, and leave the plant premises directly after work, without entering other plant facilities.

#### 3.4 Loaned Equipment

Any loaned protective equipment shall be returned to the plant security office unsolicited upon completion of the work. Any lost equipment shall be reported to the plant security office without delay.

#### 3.5 First Aid (plant emergency number 06232 616-4444)

The Contractor shall ensure their own first aid response. Fatal, serious or multiple accidents shall be immediately reported using the plant emergency number.

In case of an emergency, the first aid response may be supported by PFW internal measures. The PFW health center is located in building 31, 1st floor and is occupied from 06:45 – 15:30. In case no one is at the health center, the colleagues of the plant security office in building 32 assume responsibility to ensure emergency care.

In addition, the Contractor shall fulfill his statutory reporting obligations.

### **3.6 Addictive Substances**

External companies are commissioned on the condition that no one is deployed who is under the influence of alcohol or other intoxicating substances.

The plant security personnel or PFW coordinator are authorized to expel these individuals from the plant premises in case of violations, without prejudice to existing contracts.

Intoxicating substances may not be brought onto the PFW premises.

### **3.7 Checks**

In order to protect company and personal property, checks can be ordered that extend to items carried along. All of the external company's transport vehicles that drive onto the plant premises, including the load, are subject to the German Road Traffic Regulations (StVO) and Road Traffic Licensing Regulation (StVZO). Checks may be carried out by the plant security personnel on duty.

### **3.8 Brought Along Objects**

In everyone's interest, brought along objects, materials and tools required to carry out the order shall be secured against unauthorized use and theft when leaving the workplace.

### **3.9 Smoking**

Smoking is prohibited in all PFW buildings and is only permitted in the designated areas (shelters and open areas where smoking is allowed).

### **3.10 Setting Up The Workplace, Construction Site**

Setting up the workplace / construction site, installation of site fences, machines, etc., setting up material storage areas and determining the traffic routes on the construction site shall only be carried out with appropriate material and in agreement with the department in charge / coordinator with the appropriate documentation.

### **3.11 Keeping The Workplace Clean**

Workplaces shall be kept clean. Tools, equipment, material, and vehicles shall be safely stored in the places assigned by the PFW coordinator so that no hazards are posed. Prior to leaving the workplace, the Contractor shall have to clean (broom clean) the area (also refer to "Use And Handling Of Hazardous Substances").

### **3.12 Audio And Visual Recordings**

Bringing along photo, video and film equipment is prohibited. This equipment can be stored in a locker at the plant security office. Mobile and smart phones may be used within the framework of the services

to be rendered. In case recordings are necessary, a respective authorization for taking photos and videos shall be obtained from the coordinator in due time.

### **3.13 Non-Disclosure Agreement**

All business information of PFW and their business partners that become known to you in the course of working at PFW shall be kept confidential towards third parties, even after completion of your work. This also applies to company internal information of PFW such as technical equipment and structural facilities, production methods and procedures. All documents (e.g. technical records, blueprints), especially if they are used and stored outside of PFW, shall be protected against unauthorized access and review. Upon completion of the order, all documents shall be returned or properly destroyed with written certification of destruction to PFW. Confidentiality shall also be maintained towards third parties about the results of the services provided by PFW.

### **3.14 Risk Assessment / Measures**

The Contractor undertakes to prepare a written risk assessment regarding the plant-specific risks posed and potential mutual endangerment in accordance with § 8 of the Occupational Health and Safety Act (ArbSchG). Framework conditions shall be jointly agreed in advance with the PFW coordinator if necessary. If risks are posed, then they shall have to be eliminated with appropriate measures or reduced to an acceptable level. The measures shall be laid down in writing. The Contractor undertakes to deploy trained, qualified, and instructed personnel for this order and to comply with these specified measures.

## 4 Supervision / Instructions

### 4.1 Coordinator

PFW shall appoint a coordinator for the coordination of the job and prevention of mutual endangerment.

The coordinator has authority to issue instructions for the Contractor and his employees in accordance with provision 1 of the German Social Accident Insurance (DGUV). The coordinator shall also be entitled to request all required documents such as hazardous substance register, operating manuals, workflow and, in particular, the risk assessment from the Contractor.

The safety coordination (SIGE) plan – if necessary – shall be prepared by the Client.

The coordinator's authority to issue instructions does not absolve the superiors of the external company (Contractor) from their responsibility and duty of supervision towards their employees and subcontractors.

### 4.2 Questions Regarding Occupational Health And Safety

If you have questions regarding safety-relevant issues, do not hesitate to contact the Occupational Health and Safety department / HSE (Health and Safety Executive).

### 4.3

PFW is entitled to appoint additional representatives (e.g. project manager, site manager, coordinator in accordance with the Construction Site Ordinance).



## 5 Hazardous Work

### 5.1 Hazardous Lone Work

Lone work shall be classified in accordance with the risk assessment (BGI/GUV-I 5032). Hazardous lone working shall be averted. If due to an emergency or exception, a hazardous job must be carried out by one person alone, supervision of that person shall be ensured through adequate measures such as brief checks, automatic alert system, or similar.

### 5.2 Training / Permit

For the following jobs, a permit shall be obtained through the PFW coordinator directly before the start of the order performance.

No.	Description	Required documents Approval	Check where applicable
a)	Welding, soldering, and cutting work with an open flame and handling flammable substances (welding permit)	Permit Fire Department	
b)	Driving in narrow spaces, containers, pits as well as supply and discharge channels (clearance measurement)	Checklist Coordinator / Fire Department	
c)	Work on fire extinguishing, alert, and warning systems	Permit Plant Security / Fire Department	
d)	Work in rooms protected with automatic (e.g. CO2) fire-extinguishing systems	Checklist Plant Security / Fire Department	
e)	Temporary removal / decommissioning and recommissioning of protective equipment	Checklist Coordinator, manager of the organizational unit, Occupational Health and Safety	
f)	Pressure vessels and pipes	Checklist Manager of the organizational unit, coordinator	

<b>g)</b>	Work on live electrical systems or working near live parts	Checklist Coordinator, Occupational Health and Safety	
<b>h)</b>	Work in / on areas that pose a potential risk of radiation, fire and explosion as well as in the vicinity of chemical plants	Permit Occupational Health and Safety	
<b>j)</b>	Groundwork, such as excavation of building pits and shafts	Checklist Coordinator	
<b>k)</b>	Work with truck-mounted cranes within a radius of 1.5 km of the airfield	Federal Aviation Administration (LBA) form Coordinator / Occupational Health and Safety	
<b>l)</b>	Assembly and disassembly of scaffolding	Permit Coordinator	
<b>m)</b>	Use of lifting platforms or hoists (commission) (Checking the qualification of the employees, the suitability of the surroundings and the appropriateness of the work task)	Checklist Coordinator	
<b>n)</b>	LOTO checklist	LOTO instruction, checklist Coordinator	
<b>o)</b>	Switching log 20kv systems	Permit Coordinator	
<b>p)</b>	Commissioning of forklift truck/crane operator	Permit Coordinator	

## **6 Machines, Devices, Equipment**

### **6.1 Work Equipment (Tools, Devices, etc.)**

The work equipment shall be in compliance with the applicable Accident Prevention Regulations and standards (EN, DIN, VDE) and be in proper working condition. Test/inspection certificates shall be submitted upon request.

### **6.2 Adequate Personal Protective Equipment (PPE)**

The Contractor shall provide his own personal protective equipment. Test/inspection certificates shall be submitted upon request.

### **6.3 Electrical Equipment**

Work in the vicinity of live systems and equipment shall only be carried out in consultation with the competent qualified electrician (VEFK) of PFW. Setup, modifications and maintenance of the electrical systems and plant equipment shall only be carried out by a qualified electrician.

### **6.4 Electrical Connections**

Electrical connections to the PFW plant network shall only be carried out with the involvement of the coordinator (PFW Electrical Engineering department).

### **6.5 Information Technology (IT)**

Devices with an IT connection may be brought into the plant and set up.

In general, connecting IT equipment to the PFW network and the use of PFW-owned equipment is only permitted upon prior authorization by the coordinator and PFW IT and only for fulfilling tasks as per contract.

It is prohibited to carry out unauthorized modifications (technical modifications, change of operating site, installation of software, connecting external data carriers, etc.) on PFW-owned IT equipment.

### **6.6 Use Of PFW Equipment**

The use of PFW-owned equipment, machines, materials, etc. shall only be permitted upon prior authorization / training by the competent department / by the coordinator. Damage resulting from the use shall be reported to the coordinator without delay. The party that causes the damage shall be liable accordingly. PFW reserves the right to assert claims for damages.

## 7 Hazardous Substances, Fire And Explosion Protection

### 7.1 Areas With Potential Risk Of Fire And Explosion

Observe all safety-related signs and labels!



In work areas where a risk of fire and explosion is posed (e.g. storage rooms for flammable substances), smoking, handling naked flames, fire and spark-producing tools is strictly prohibited. Proper instructions in these areas shall be provided by the coordinator. Brought in electrical equipment and tools shall be explosion-proof (observe classification) or measurements for the clearance of the area shall be carried out by the fire department / Occupational Health and Safety department. Damage claims shall be asserted for negligent triggering of the fire alarm system.

### 7.2 Removal (Disposal) Of Wastes And Residual Materials

With regard to the waste generated and residual materials left over from materials brought to the plant in the course of the fulfillment of the contract, the Contractor is considered to be the party that generated the waste and thus is responsible for the disposal thereof.

Unless agreed otherwise, all materials such as semi-finished products, work materials, empty containers as well as all liquid and solid waste shall be properly collected and immediately taken back by the Contractor and / or disposed of according to the applicable statutory regulations.

The use of internal disposal facilities is subject to the written consent from the Client and may entail additional costs. Please notify the Disposal Officer accordingly.

### 7.3 Use And Handling Of Hazardous Substances

If the Contractor uses hazardous substances when carrying out the work, the Contractor shall provide PFW with the required documents (safety data sheets, operating instructions) before the start of the assignment and make them available at the workplace.

The Contractor shall ensure compliance with the relevant hazard warnings and safety instructions as well as proper instructions to the employees.

Before starting the work, a register of all hazardous substances used shall be submitted to the coordinator and the HSE (Health and Safety Executive) shall be consulted in case substances with a high hazard potential (e.g. cancer-causing [carcinogenic] or poisonous [toxic] substances) are used.

## 7.4 Water And Soil Pollution Control

Substances hazardous to water (e.g. oils, solvents, paints) shall be handled in compliance with the statutory regulations.

Substances hazardous to water or the soil must by no means enter the sewer system or soil. The Contractor shall take precautionary measures for this purpose. Accidents involving substances hazardous to water – even just small amounts – shall be reported instantly by calling the internal emergency number 06232 616-4444 while the work shall be stopped immediately.

## 8 Construction And Installation Work

### 8.1 Ladders, Treads, Elevated Workplaces

Ladders, treads and scaffolding shall be designed and used in accordance with the relevant regulations and engineering practices. When working at elevated, mobile workplaces (if the work to be carried out does not allow for securing the site with parapets and railings), safety scaffolding, safety nets or safety harnesses shall be used in accordance with the prepared risk assessment. Employees are obligated to use safety belts on lifting platforms. The use of scaffolding is subject to approval.

Special safety precautions shall be taken if a risk is posed to employees at workplaces and traffic routes that objects could fall from elevated workplaces, traffic or operating facilities (e.g. entrances to buildings, gates, etc.).

### 8.2 Storage And Stacking

Storages and stacked batches shall be secured, set up, maintained and removed in a way that no hazards are posed to the employees by falling or tipping objects or leaking substances.

### 8.3 Work On The Roof

Due to the risk of breaking through and falling, roof membranes with inadequate load-carrying capacity must not be walked on, or only if special precautionary measures are taken. The coordinator shall instruct the Contractor accordingly. Signs and labels on the accesses shall be observed. Details can be found on roof access maps provided via the coordinator.

### 8.4 Work In The Vicinity Of Airfields

Applicable statutory regulations and requirements, in particular, the Air Traffic Law shall be observed. Work in the restricted construction zone shall only be carried out upon coordination with the air traffic control, the Speyer State Office for Mobility and the coordinator. Short-term stays in the area of the airfield shall also be coordinated and reported to the plant security office.

### 8.5 Civil Engineering Work

Before starting with the civil engineering work, the company carrying out the work shall obtain the information required about the location of live cables, water and gas lines from the competent department / building authorities. Instructions given by these departments / building authorities shall be followed. Section 6.6 Use Of PFW Equipment shall be observed.

NOTE: Driving posts and poles into the ground is generally not permitted. Where it is unavoidable for the attachment of anchors and such, the approval of the coordinator shall be obtained in each individual case.

## 8.6 Securing The Construction Site

Construction sites, excavations, pits, channels, openings in the ground, etc. shall be properly secured in consultation with the coordinator and according to regulations.

## 8.7 Wall Breakthroughs

Breaking through fire walls, interior and hall walls shall be discussed and coordinated with the fire prevention officer / fire department before starting the work. Openings shall be closed provisionally if the work is interrupted and immediately after completion of the work in accordance with the regulations.

## **9 Rooms, Traffic Routes, Signs**

### **9.1 Entering Rooms, Operating Machinery**

Do not enter any rooms and plants, do not operate any machinery and equipment unless it is necessary for the fulfillment of the order.

### **9.2 Traffic On Plant Premises**

The road traffic regulations apply to driving and parking on the PFW plant premises. The speed limit of 20 km/h shall be adhered to on the entire plant premises. Parking in restricted areas or in front of exits / emergency exits is prohibited and is only allowed in the designated parking areas. The traffic control measures implemented by the plant security department shall be followed. Vehicles used for internal transport and participating in the traffic on the plant premises shall be in compliance with the Road Traffic Licensing Regulations and the applicable Accident Prevention Regulations. They shall only be driven or operated by those who have been trained accordingly and possess the written authorization to do so from the Contractor.

Special incidents in which you are involved, in particular, accidents, damage to parked vehicles and other cases of damage, shall be reported to the coordinator and plant security without delay.

### **9.3 Keeping Traffic And Escape Routes Clear**

Traffic routes, escape and rescue routes, restricted and turning areas, emergency exits, safety equipment (fire extinguishing equipment, body and eye showers, etc.) and access to electrical systems shall be kept clear.

Illegally parked vehicles shall be towed at the owner's expense.



## 10 Violation Of Safety Instructions

In case of serious violations of the safety instructions, the Client shall be entitled to request the Contractor to exclude the offending employee or vicarious agent from further work. In certain circumstances, the contractual relationship may be terminated.



## Effectiveness Check According To §3 Of The German Occupational Health and Safety Act (ArbSchG)

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

Work Order/ Order:

  

Contractor, Contact Partner:

Can be reached at the following phone no.:

  

PFW coordinator:

Current situation:

Are the measures taken implemented?     yes             no

Are the measures taken sufficient?         yes             no

  

Have there been any problems with the implementation? If yes, what are they?

Improvements:

Can the occupational health and safety measures be improved?

yes             no

Additional measures:

Are additional measures necessary?                                             yes             no

If yes, which (**T**echnical-**O**rganizational-**P**ersonal):

  

Who introduces the measures and monitors their effectiveness?

By when will the improvements be implemented?

When will the next effectiveness check be carried out?

Date/ Signature of Contractor \_\_\_\_\_

Date/ Signature of Coordinator \_\_\_\_\_



## Effectiveness Check According To §3 Of The German Occupational Health and Safety Act (ArbSchG)

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

<p>Work Order/ Order:</p> <p>Contractor, Contact Partner:</p> <p>Can be reached at the following phone no.:</p> <p>PFW coordinator:</p>
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<b>Current situation:</b>	
Are the measures taken implemented?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are the measures taken sufficient?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have there been any problems with the implementation? If yes, what are they?	

<b>Improvements:</b>
Can the occupational health and safety measures be improved?
<input type="checkbox"/> yes <input type="checkbox"/> no

<b>Additional measures:</b>
Are additional measures necessary? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes, which ( <b>T</b> echnical- <b>O</b> rganizational- <b>P</b> ersonal):
Who introduces the measures and monitors their effectiveness?
By when will the improvements be implemented?
When will the next effectiveness check be carried out?

Date/ Signature of Contractor \_\_\_\_\_

Date/ Signature of Coordinator \_\_\_\_\_

## Our 12 Golden Rules



**1 | Risk situation**



**2 | Traffic**



**3 | Ergonomics and tools**



**4 | Personal protective**



**5 | Work permit**



**6 | Lifting and loads**



**7 | Energized systems**



**8 | Driving in narrow**



**9 | Excavation and shaft work**



**10 | Work in elevated spaces**



**11 | Hot work**



**12 | Hazard area**

## 11 Important Telephone Numbers

# Internal Emergency Number 4444



**06232 / 616 4444**

Health Center 4223  
06232 / 616 4223

Phone number to report faults: 4230  
06232 / 616 4230

Occupational Health and Safety  
/ Environmental Protection: 4370  
06232 / 616 4370

Disposal: 4370  
06232 / 616 4370

Fire Department / Fire Safety 4666  
06232 / 616 4666

Your contact partner:

Coordinator \_\_\_\_\_

First Aid Response \_\_\_\_\_

Safety Officer \_\_\_\_\_

APU Manager \_\_\_\_\_

