



wir bewegen Zukunft



FREMDFIRMENORDNUNG

Für ein sicheres Arbeiten

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1 General information and obligations

These external company regulations are an integral part of all contracts for work and services concluded between VAF GmbH and each contractor, insofar as these enter the premises of VAF GmbH. The aim is to create uniform specifications with regard to requirements for the protection of persons, property, energy and the environment, which are also part of our corporate policy. The interfaces between the external companies and our company are described.

The VAF external company regulations are an integral part of any contract awarded to external companies and must be observed in all their components.

1.2 Validity

The current version of these external company regulations shall apply in each case. This can be viewed at any time on the VAF GmbH website under Downloads (<https://www.vaf-bopfingen.de/index.php/de/downloads>).

1.3 Basic obligations

All employees of external companies are obliged, within the scope of fulfilling the contract for work or service, to comply with all relevant EU directives, laws, ordinances, safety regulations, accident prevention regulations and other regulations of the employers' liability insurance association as well as technical rules. Please inform yourself about the regulations that apply to your work before you start working within our company. It is also obligatory to comply with the rules of these external company regulations. Insofar as further requirements are made in other legal regulations, in particular industrial safety regulations, these regulations shall remain unaffected. The person responsible for the external company on site is responsible for monitoring compliance by the employees of the external company (see also § 3 ArbSchG and GSAI regulation 3).

1.4 Obligation to instruct employees

The external companies are obliged to ensure that the personnel they employ are adequately informed and instructed on the contents of this Directive and have received activity-specific safety instructions before commencing their activities. The basis for this is, among other things, the risk assessment carried out by the external company for the specific activities of the employees.

1.5 External company coordination

If employees of the client and external company employees work together at a workplace or in a work area, a person must be appointed in accordance with § 6 para. 3 DGUV Regulation 1 to coordinate the work in order to prevent mutual danger. This is the respective VAF hall manager for the production area, while for all other areas it is the manager's responsibility to coordinate the line function in accordance with the current organization chart. In the event of immediate danger to people and the environment, the coordinator has the authority to issue instructions to all employees of external companies. The contact person and person in charge of the external company on site must be named by the contractor.

1.6 External company employees

The external contractor's obligations also include the selection of suitable employees for this order. In addition to professional competence and reliability, the selection criteria also include the health suitability of the employees. Occupational medical check-ups may be required for certain activities. For certain groups of people (e.g. young people or expectant mothers), restrictions regarding working hours, work processes, physical strain or even employment prohibitions must be observed. The external company is only obliged to employ persons for whom the legal registration and permit regulations are fulfilled (e.g. income tax card, social insurance, work permit for foreigners, if applicable). If the employees deployed are not sufficiently proficient in the German language, the external company must take appropriate measures to provide the necessary information in these external company regulations and further instructions at the place of deployment.

1.7 Confidentiality and data protection

External companies and their subcontractors are obliged to maintain secrecy about all trade and business secrets, both during the duration of their activities and after their termination. The taking along or reproduction of drawings, files etc. is only permitted with the approval of the VAF client. In particular, the necessity of careful handling of personal data is pointed out. Personal data may only be processed and used in accordance with applicable data protection legislation. When transmitting personal data to the contractor, it is imperative to agree a contract for order processing with VAF as the customer. The contractor must make sure that his employees have signed a confidentiality agreement on data protection.

2. Commencement of work on our premises

2.1 Login and logout

All employees of external companies must report to the reception desk for registration, issue of the visitor's pass and assignment of the contact person before starting work. The visitor pass, which must be worn visibly at all times, is the property of VAF. It is not transferable and must be returned to the reception when leaving the premises. Any loss of the visitor pass must be reported to VAF immediately.

2.2 Instruction at the workplace

The employees of external companies receive an additional introduction to the workplace-specific regulations and behavioral measures from the coordinator before beginning work. This instruction is documented in writing with the form "AS-F-10006 instruction sheet for external company use".

Work may only be started after on-site instruction and execution of all necessary safety measures.

2.3 Traffic and parking regulations

On the factory premises, the road traffic regulations apply with a maximum speed limit of 20 km/h. If it is necessary to park on the factory premises, this may only be done at the places allocated by VAF.

2.4 Working hours and breaks

The work is normally to be carried out from Monday to Friday from 06:00 a.m. to a maximum of 10 working hours. Activities occurring outside this standard period require the separate consultation of the assembly management (guard instruction). The pause times must be adapted to the VAF pauses. If the work is interrupted or temporarily shut down, the person responsible for the external company will inform the contact person about existing or possible accident risks. Further protective measures may need to be agreed.

2.5 Setting up workplace

Only the allocated intermediate storage areas may be used, which must be cleaned and evacuated at the end of the order. The material storage facilities must be designed in such a way that operational procedures, transport and traffic routes are not impaired. The storage of flammable materials must be carried out under fire protection aspects. Flammable liquids may only be carried in suitable containers. The temporary storage has to be coordinated with the contact person.

2.6 Photography and filming

Photography and filming is only permitted on the factory premises with the express permission of the client. The factory premises are partly under video surveillance. Video surveillance areas are marked with appropriate signs.

3. Occupational health and safety

3.1 General regulations

- Only use marked paths. Prohibitions on passage must be observed. You may only enter operating areas in which you are executing the order or where you are going along the specified routes. Access to the canteen is permitted.
- Doors in escape routes and emergency exits must not be locked during operation and must be kept free at all times. Fire protection and first aid facilities as well as safety signs must not be delivered.
- There is an absolute ban on drugs and alcohol on the entire factory premises. It is prohibited to bring, store or consume alcoholic beverages or drugs on the factory premises. The ban on alcohol and drugs also applies during break times and before journeys to and from work. Non-observance will result in immediate eviction from the factory premises.
- Smoking and open fires are prohibited in offices and production halls throughout the premises. Smoking areas are provided for smokers. It is expressly pointed out that smoking is not considered working time!
- You are obliged to observe the safety markings. Mandatory and prohibition signs must be observed.
- Work areas must be closed off and marked by the external company if there is a danger to third parties. This may be necessary, for example, on construction sites, scaffolding, machine commissioning, etc. **When commissioning machines and systems, the responsible software commissioning engineer is responsible for physically and visually blocking access and ensuring that the danger zone is secure for unauthorized persons at all times.**
- There is a risk of falling objects in activities above workplaces and traffic routes. Appropriate measures must be taken to protect persons and equipment.
- In all work, the workplace or construction site must be kept as tidy as is necessary for the safety and quality of the work. Machines and materials adjacent to the workplace must be protected against damage or contamination. When working for several days, the workplace must be left tidied up and secured every day.
- No compensation will be paid for tools or material lost in the factory. Do not leave tools and materials unattended or lock them during breaks and at the end of work. The same applies to private objects. Do not leave any valuables in open vehicles. Help prevent possible thefts.
- **Elektrical appliances require a current DGUV 3 test.**
- Electric heaters, coffee machines, kettles and televisions must not be brought onto the factory premises. For the legal registration obligation of radios the owner is responsible, the radio is to be marked with the name of the owner.
- Attention: On the entire company premises and in the buildings, forklift and truck traffic must be expected.

3.2 Personal protective equipment (PPE), work clothing

Suitable work clothing and personal protective equipment (PPE) must be worn within the factory premises. Please observe the valid BG regulations. Safety shoes must be worn in assembly, production and storage areas. Ear protection must be worn in marked noise areas. Additional protective clothing (e.g. helmet, goggles or protective gloves) must be worn depending on the work to be performed. According to GSAI regulation 1 § 29, the contractor must provide his employees with personal protective equipment for risky work. If personal protective equipment is missing, the contact person must be informed. He will then check whether you can obtain them from our stock.

3.3 Use of VAF work equipment

The use of the company's own work equipment (equipment, machines, systems) is only permitted after consultation with the specialist department responsible for this means of work and with its approval and instruction. If special evidence of the operator are required for use or operation, the operator must be presented on request or confirmed in writing by the external company management. Required evidences can be, for example:

- Evidence of training for driving forklift trucks (industrial trucks) in accordance with DGUV Regulation 68 "Industrial trucks" and DGUV Principle 308-001 "Training and assignment of drivers of industrial trucks with driver's seat and driver's platform"
- Evidence of competence for the operation of lifting platforms in accordance with DGUV Principle 308-008 "Training and commissioning of lifting platform operators"
- Evidence of competence for the operation of cranes in accordance with DGUV Principle 309-003 "Selection, instruction and certificate of competence of crane operators"

In principle, VAF assumes that the employees employed by the external company have the necessary evidence when using the company's own work equipment in order to carry out the work within the scope of the order in a safe manner. It is the obligation of the external company to ensure this.

3.4 Use of own work equipment

All work equipment brought in by the external company must be in a technically safe condition and suitable for the respective application. Work equipment that is subject to an inspection requirement must be inspected at regular intervals and, where possible, marked accordingly. If special evidences by the operator are required for use or operation, the corresponding text sections from Chapter 3.3 apply equally.

3.5 Working with a risk of falling

Work at height may only be carried out if sufficient safety measures are taken against falling. If not provided by the customer, collective fall protection devices (e.g. railings, side protection) or rope protection (restraint system or fall arrest system) must be used. Work on roofs without a suitable fall arrest system is prohibited. The external work company is responsible for preparing a risk assessment for work involving a risk of falling and instructing its personnel on the measures to be taken when working with a risk of falling. When using personal protective equipment in the form of a fall arrest system, it must be ensured that the person who has fallen into the harness can be released from the hanging position as quickly as possible (suspension trauma). When using lifting platforms with boom function (e.g. articulated telescopic platforms), it is compulsory for the operator and any other persons on the working platform to carry a fall arrester to prevent falling out/ejection; further information can be found in the operating instructions.

3.6 Use of dangerous substances

If dangerous substances are used within the scope of the order, they must be released in advance by VAF. The corresponding EC safety data sheets must be submitted in advance. These substances may not be used without express permission. In principle, products with the lowest possible health and environmental risk should be used. Dangerous substances may only be made available at the workplace in the quantities required for the continuation of the work. However, not more than the daily quantity required. For the use of dangerous substances, operating instructions must be prepared by the external company. The employees must be instructed by the external company on the basis of these operating instructions. Storage of dangerous substances in excess of the daily quantity requires separate approval by the customer's safety specialist. The storage quantities are to be limited to the most necessary. When handling dangerous substances, the applicable statutory provisions, in particular the Dangerous Substances Ordinance and the Technical regulations for Dangerous Substances, must be observed. The same applies to the information in the corresponding safety data sheet.

3.7 First aid and behavior in the event of accidents

Minor injuries can be treated at a VAF first aid station, if necessary VAF first aiders (see notice) can be used. The self-treatment must be entered in the association book available there. If an employee of the contractor suffers an accident requiring medical attention, call 112 (internal 0-112) immediately. The scene of the accident must be left unchanged if this allows the rescue of persons and no securing is necessary to prevent further accidents. Accidents must be reported both to the contractor's employer's liability insurance association and to the client for information purposes. All electrical accidents must always be attended by the rescue service.

3.8 Evacuation in emergencies

In emergencies it may be necessary to clear buildings. This is announced by sounding a siren. In such cases, the assembly point must be reached as quickly as possible via the marked escape routes. The location of the assembly point can be found in the escape and rescue route plans.

4. Fire protection

4.1 Fire protection regulations

The fire protection regulations of VAF GmbH serve the purpose of pre-emptive fire prevention. It is intended to prevent or minimize personal injury and damage to property in the event of fire.

Part A of the fire protection regulations contains the most important rules of conduct in the event of a fire and is permanently displayed within our buildings. It is intended for all persons staying on the factory premises.

Part B consists of written instructions and rules of conduct for preventing the spread of fire and smoke, keeping escape and rescue routes clear and instructions on how to behave in the event of a fire and other dangers. Although Part B is primarily aimed at the employees of VAF GmbH, it must also be observed by the employees of external companies in general with regard to points of a general nature of information and conduct.

Part C is intended for employees of VAF GmbH who perform special tasks in the event of a fire (e.g. fire protection assistants, evacuation assistants).

The fire safety regulations can be inspected by the **responsible installation manager** if required.

4.2 Flammable work, permit

Flammable work such as welding, flame cutting, grinding, cut-off grinding etc. may only be carried out if all necessary safety measures have been agreed with the VAF Fire Protection Officer and the client of the specialist department. Work may only commence once the necessary framework conditions have been documented and implemented in the "**Permit for flammable work**" required for this purpose. **The release of the permit is carried out by the Fire Protection Officer.**

4.3 Explosion protection

Work in dangerous areas or on dangerous plant components and pipelines is only permitted with the special approval of the Fire Protection Officer. This work may only be carried out by appropriately trained personnel. The relevant regulations for explosion protection must be known. Not only gas-air mixtures but also explosive dusts must be observed.

4.4 Measures for fires

General:

Before starting work, proactive information about the locations of fire extinguishers, emergency telephones, escape and rescue facilities and the assigned assembly point must be obtained.

Combating incipient fires:

Incipient fires can be fought with the available fire extinguishers.

Setting off emergency calls in the event of fires:

Phone: 112

Brände verhüten



Feuer, offenes Licht und Rauchen verboten

Verhalten im Brandfall

Ruhe bewahren	
Brand melden	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Brandmelder betätigen</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;">  <div style="margin-left: 10px;"> oder Notruf: 112 wählen WER meldet? WO brennt es? WAS brennt? Warten auf Rückfragen! </div> </div>
In Sicherheit bringen	<div style="display: flex; align-items: center;"> <div style="width: 20px;"> <p>Gefährdete Personen warnen!</p> <p>Hilflose mitnehmen!</p> <p>Türen und Fenster schließen!</p> <p>Gekennzeichneten Fluchtwegen folgen!</p> <p>Aufzug nicht benutzen!</p> <p>Sammelstelle aufsuchen!</p> <p>Auf Anweisungen achten!</p> </div> <div style="margin-left: 10px;">   </div> </div>
Löschversuch unternehmen	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Feuerlöscher benutzen!</p> <p>Löschschlauch benutzen!</p> <p>Löschdecke benutzen!</p> </div> </div>

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5. Environmental protection

All negative environmental impacts must be reduced to an absolute minimum. Environmental impacts of a particular nature or magnitude (e.g. noise) must be discussed in advance with the coordinator. The unintentional release of environmentally harmful substances or other environmentally relevant incidents must be reported to the client immediately. Environmental offenses will be reported immediately.

5.1 Waste management

It is prohibited to dispose of environmentally hazardous waste such as oils, poisons, emulsions, paints, acids, alkalis, flammable liquids and solvents via the sewage system or on the premises. Water-polluting substances must not be allowed to enter the soil or waste water system and must therefore be stored in approved retention facilities and disposed of properly. All material waste and packaging materials are to be taken back by the contractor after completion of the work. The use of VAF GmbH's disposal containers is not permitted without the consent of the person responsible for your order. Small personal waste can be disposed of using the waste containers available at the site. Care must be taken to separate the waste properly.

5.2 Energy-conscious behavior

When carrying out order-related activities, the use of energy-efficient work equipment and energy-saving behavior must be ensured as far as possible. This includes, for example, switching off the lighting at the end of work and responsible handling of compressed air, water and other operating materials. Objects or electrical devices that are not used to perform the job-related activity, must not be brought into the company.

6. Suggestions for improvement

In addition to adhering to the rules of conduct specified in these external company regulations, we would like to invite you to actively request information and recommendations regarding environmental protection and energy saving as well as the reduction of potential dangers.

Contact us!

VAF – wir bewegen Zukunft

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