

	Policy	02-08-002-DE-RL
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1 Purpose and Scope

This policy sets out the requirements for external contractors, their employees, subcontractors, suppliers, service providers and visitors insofar as they perform work or are present on the FEW factory premises or in FEW operating areas.

The objective is to ensure that all contractor work is carried out safely, with minimal disruption and in compliance with the law. Occupational accidents, health hazards, fire and explosion hazards, environmental risks, data protection breaches and disruptions to operations are to be prevented.

- This policy supplements contracts, purchase orders, specifications, permits and inductions.
- Stricter statutory, regulatory, accident-insurance or contractual requirements take precedence.
- The contractor remains responsible for its employees, subcontractors, work equipment, work methods and supporting documentation.

2 Legal Basis and Binding Regulations

For work at FEW, the following legislation, regulations and generally accepted rules of engineering practice in particular must be observed:

Area	Key Legal and Technical Basis
Occupational safety and organisation	German Occupational Safety and Health Act (ArbSchG), German Occupational Safety Act (ASiG), DGUV Regulation 1, applicable DGUV rules/information/principles
Workplaces and work equipment	German Workplace Ordinance (ArbStättV), ASR, German Ordinance on Industrial Safety and Health (BetrSichV), TRBS
Electrical safety	DGUV Regulation 3, VDE provisions, in particular VDE 0100-704 for construction sites
Hazardous substances and environment	German Hazardous Substances Ordinance (GefStoffV), TRGS, German Circular Economy Act (KrWG), German Federal Water Act (WHG)
Construction and maintenance work	German Construction Site Ordinance (BaustellV), where construction work or construction-site-like activities are involved
PPE and traffic	German PPE Use Ordinance, DIN EN ISO 20345, German Road Traffic Regulations (StVO) on the factory premises
Data protection and confidentiality	GDPR, German Federal Data Protection Act (BDSG), TDDDG, German Trade Secrets Act (GeschGehG)
FEW regulations	Fire Safety Regulations, escape and rescue plans, alarm plans, operating instructions, permits and induction documents

This list is not exhaustive. The contractor is independently responsible for complying with all public-law, accident-insurance, technical and contractual requirements applicable to the assignment.

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3 Principles Governing Contractor Work

Guiding principle

- No activity may be performed without registration, induction, the required permit and clarified protective measures.
- If the hazard situation is unclear or there is imminent danger, work must be stopped immediately and coordinated with the FEW coordinator.

3.1 Binding Nature, Instruction and Documentation

- Before work begins, the contractor must instruct its employees on the basis of this policy and the hazards associated with the assignment.
- The instruction must be documented in a traceable manner and evidence must be provided to FEW upon request.
- Only suitable, qualified, instructed and medically fit persons may be deployed.
- Any required certificates of competence, inspection records, permits, insurance documents and qualification records must be submitted before work begins or upon request.
- The contractor remains responsible even where an FEW coordinator has been appointed.

3.2 Contractor Coordination and Authority to Issue Instructions

Role	Tasks and Authority
FEW coordinator / person responsible for the assignment	Coordinates the parties involved, provides instruction on operational hazards, coordinates protective measures, monitors compliance with this policy and is authorised to suspend or prohibit work in the event of safety, fire protection, environmental, data protection or conduct violations.
Contractor / responsible contact person	Before work begins, appoints a technically competent contact person who can be reached during working hours, as well as a deputy. Informs FEW of special hazards, subcontractors engaged, hazardous substances, work methods and changes.
Subcontractors	May be engaged only after FEW has been informed in advance. The contractor must fully instruct subcontractors and require them to comply with this policy.

The instructions of the FEW coordinator must be followed. This applies in particular to occupational safety, fire protection, health, environmental and data protection matters, order and cleanliness, and operational processes.

3.3 Registration, Sign-out and Access

- Visitors and contractor employees must be registered before the appointment or before work begins.

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- During regular working hours, registration and sign-out take place at the office or reception; outside these hours, directly with the FEW coordinator.
- The person must be entered in the visitor and contractor sign-in/sign-out list.
- Visitor badges issued must be worn visibly throughout the stay and returned when the stay ends.
- Access is permitted only for the commissioned service and to the approved areas.

3.4 Qualifications, Subcontractors and Deployment Requirements

FEW assumes that appointed contractors possess the necessary professional expertise. In particular, the contractor must ensure:

- Use of suitable, qualified and instructed personnel.
- Submission of required social-security, residence, competence or qualification documents, where applicable.
- Use of inspected and suitable work equipment.
- Use of the prescribed personal protective equipment.
- Safe handling of hazardous substances and proper disposal of waste.
- Immediate reporting of accidents, near misses, property damage and environmental incidents to the FEW coordinator, FEW contact person or reception/office.

Accidents must also be documented using form 02-05-015-DE-FB Accident Report.

3.5 Risk Assessment, Coordination and Permits

Before commencing work, the contractor must prepare an activity-specific risk assessment and define the necessary protective measures.

- FEW supplements the risk assessment with site-, operation- and interface-specific hazards.
- Mutual hazards involving FEW, the contractor and other employers must be coordinated before work begins.
- Documentation is completed using 02-05-014-DE-FB Hazards and Protection Objectives for Contractor Work.
- The induction is documented using 02-05-018-DE-FB Induction Record for Contractor Work.
- If the scope of work, work methods, substances used, work equipment or hazard situation changes, renewed coordination is required.

Permit to work

- Activities may begin only when registration, induction, risk assessment and all required permits have been fully clarified.
- If documents are missing or protective measures are unclear, FEW may prohibit the start of work.

3.6 Personal Protective Equipment and Safety

- The contractor provides the necessary personal protective equipment and monitors its proper use.
- In all FEW areas, except administrative areas and designated walkways, at least S1 safety footwear in accordance with DIN EN ISO 20345 must be worn.

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- Depending on the activity, higher protection classes, safety glasses, hearing protection, hand protection, respiratory protection, fall protection or other PPE may be required.
- Escape and rescue routes, emergency exits, emergency egress openings, fire-service access routes and firefighting equipment must be kept clear at all times.
- Production areas may pose hazards to persons with pacemakers or implants. Persons with pacemakers are not permitted to enter the FEW production facility.
- Fire and naked flames are prohibited throughout the factory premises unless expressly authorised.

3.7 Electrical Installations and Equipment

- Electrical installations on construction sites must be installed and operated in accordance with the applicable VDE provisions, in particular VDE 0100-704.
- Construction-site power distribution boards must be equipped with suitable residual-current protective devices, generally 30 mA RCDs.
- Existing supply points in the building installation may be used only after prior coordination with FEW.
- All electrical equipment must be inspected, safe and marked with evidence of the most recent inspection, for example an inspection label.
- Inspection records must be provided upon request.

3.8 Work Equipment, Ladders, Scaffolding and Industrial Trucks

- Work equipment may be used only if it is suitable for the activity, inspected, functional and in a safe condition.
- The contractor's work equipment must be marked as the property of the contractor.
- Ladders, scaffolding, mobile elevating work platforms and safety nets may be used only for their intended purpose and in accordance with applicable regulations.
- Scaffolding must be approved, inspected and labelled; evidence must be provided upon request.
- Areas beneath work at height must be secured against falling objects. Remaining beneath such work is prohibited.
- Industrial trucks may be used only with the consent of the person responsible for the assignment.
- FEW-owned industrial trucks may be used by contractors only with express approval and where all required documentation is available.

3.9 Factory Rules, Traffic and Utility Systems

- The German Road Traffic Regulations (StVO) apply on the factory premises; vehicles must be driven at walking speed.
- Only designated parking areas may be used.
- Roads, loading and unloading zones, fire-service access routes and fire-service circulation routes must be kept clear.
- Connections to FEW utility networks, for example electricity, water or compressed air, may be made only with the approval of the FEW coordinator.
- As a rule, work must be performed during normal operating hours and planned so that FEW operations are affected as little as possible.
- Work requiring technical systems to be shut down or causing production disruption must be coordinated with FEW in good time, generally at least two weeks before work begins.

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3.10 Fire Protection and Hot Work

- The FEW Fire Safety Regulations must be observed without exception.
- For welding, cutting, soldering, thawing, abrasive cutting or comparable hot work, permit 02-05-010-DE-FB must be completed and approved before work begins.
- Maintenance or Building Management/Facility Management must be informed before and after hot work if fire alarm zones may be affected.
- Work generating dust, smoke, aerosols or heat that may affect fire detectors, laser sensors or safety devices must be reported in advance.
- Lists of fire wardens and first aiders are available at reception/the office and on the notice boards.

3.11 Hazardous Substances, Waste and Environmental Protection

- Substances hazardous to health or the environment may be handled only after prior coordination with and approval by FEW.
- Safety data sheets, operating instructions and required protective measures must be provided before work begins and coordinated with FEW.
- Only the quantity of hazardous substances required may be brought onto the premises; they must be safely labelled, stored, used and removed.
- Hazards to employees of other employers must be identified, coordinated and documented.
- Waste, hazardous-substance waste and recyclable materials must be disposed of regularly, professionally and in compliance with the law by the contractor.
- FEW waste and recycling containers and the wastewater system may not be used without express permission.

3.12 Construction Sites, Roof Work and Special Hazards

- For construction work or construction-site-like activities, it must be checked in advance whether the German Construction Site Ordinance applies.
- Where required, advance notice, the safety and health plan and safety and health coordination must be clarified in good time.
- Work involving a risk of falling, roof work, work in confined spaces, hot work, work on electrical installations and comparable activities require a special permit.
- For roof work, 02-05-017-DE-FB Permit for Maintenance Work on the Roof must also be completed.
- Special hazards must be reported to the FEW coordinator immediately.

3.13 Aerosol Sprays and Spray Bottles

- The use of aerosol sprays and spray bottles is generally prohibited throughout the FEW premises.
- Exceptions must be registered with FEW in advance, stating the purpose, location of use, ingredients, quantity and safety data sheet.
- Use is permitted only after express approval by FEW.

3.14 Alcohol, Drugs, Cannabis and Medication

- Entering the FEW factory premises, production rooms or offices under the influence of alcohol, cannabis, other intoxicating substances or medication that impairs perception is prohibited.

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- Commencing work, driving vehicles and operating machinery or equipment while under such influence is prohibited.
- The consumption of alcohol, cannabis and drugs, as well as the misuse of medication, is prohibited on the factory premises.
- The private sale or distribution of alcohol, cannabis, drugs or similarly intoxicating substances is prohibited.
- Contractors must not deploy employees who may endanger themselves or others.

3.15 Hygiene

- Hygiene requirements must be observed.
- These include, in particular, washing hands after using the toilet and before entering staff facilities.
- At the end of the work, workplaces must be left clean, safe and free of residues.

4 Alarm and Emergency Procedures

All persons on FEW premises must observe the alarm and emergency procedures and follow instructions issued by FEW, the fire service, emergency medical services or authorities.

4.1 Emergency Contacts and Reporting Procedure

Emergency	Number / Contact
Police	110
Fire service / emergency control centre	112
FEW internal	FEW coordinator, FEW contact person or reception/office

Emergency reports must be clear and complete:

1. Who is reporting?
2. What happened?
3. Where did it happen?
4. How many people are injured or at risk?
5. Wait for questions and do not hang up immediately.

4.2 Escape, Evacuation and Assembly Point

- When a warning signal sounds, for example a siren or horn, or when instructed, the building must be evacuated immediately.
- Use the nearest signposted escape route, emergency exit or emergency stairwell.
- Lifts must not be used in the event of fire.
- Warn persons in the vicinity; assist injured persons or persons requiring help insofar as this can be done without danger.
- Proceed to the designated assembly point and do not leave it until authorised.

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5 Data Protection, Non-disclosure and Confidentiality

Contractors, their employees and any third parties engaged are required to comply with data protection requirements, maintain confidentiality and protect trade secrets.

Topic	Requirement
Personal data	Data relating to visitors and contractor employees is processed in particular for access control, occupational safety, documentation, hazard prevention and performance of the contract.
Legal framework	In particular, the GDPR, the German Federal Data Protection Act (BDSG) and, where applicable, the relevant provisions of the TDDDG apply.
Confidential information	Oral, written, electronic or other information arising from the business relationship may be used only for the purpose of providing the service.
Records	Records of operating facilities, working methods, products, production processes or internal procedures are permitted only where required for the assignment and authorised by FEW.
Photography, video and publication	Photography, filming, video recording, reproduction, publication or disclosure on FEW premises is permitted only with the prior written authorisation of the FEW coordinator or FEW contact person.
Return and deletion	After the work has ended, FEW documents and data must be returned or deleted unless statutory retention obligations require otherwise.
Further information	Further information on the processing of personal data is provided in the FEW Privacy Notice or in separate visitor or data protection notices.

The duty of confidentiality continues after the work has ended.

6 Liability, Insurance and Sanctions

- Within the scope of statutory and contractual provisions, the contractor is liable for damage caused by the contractor, its employees, subcontractors or other third parties engaged.
- Damage, accidents, near misses and environmental incidents must be reported immediately to the FEW coordinator, the person responsible for the assignment or reception/the office.
- In the event of breaches of this policy or of safety, fire protection, environmental or data protection requirements, FEW may suspend work, remove persons from the factory premises or exercise further contractual and statutory rights.
- FEW is liable for loss of or damage to the contractor's property only in accordance with statutory provisions and insofar as liability has not been validly excluded or limited.
- Mandatory statutory liability provisions and duties to maintain safe premises remain unaffected.
- The contractor must maintain liability insurance appropriate to the nature and scope of the service, with adequate coverage, and provide evidence upon request.

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7 Checklist Before Work Begins

Check item	Completed / Evidence
Assignment, scope of services and work area clarified	Purchase order / assignment / specification
FEW coordinator and contractor contact person appointed	Contact details and deputy
Registration and access authorisation completed	Sign-in/sign-out list / visitor badge
Instruction completed and documented	Induction record 02-05-018-DE-FB
Activity-specific risk assessment prepared	Form 02-05-014-DE-FB
Interface and mutual hazards coordinated	Documented protective measures
Required permits obtained	e.g. hot work, roof work, construction site, hazardous substances
PPE, work equipment and inspections available	Inspection labels / evidence / qualifications
Hazardous substances, safety data sheets and disposal clarified	Approval / SDS / disposal record
Emergency routes, assembly point and alarm rules known	Induction / notices

8 Associated Documents

- 02-05-010-DE-FB Erlaubnisschein für feuergefährliche Arbeiten
- 02-05-017-DE-FB Erlaubnisschein Instandhaltungsarbeiten auf dem Dach
- 02-05-011-DE-FB An- und Abmelde liste Fremdfirmen und Besucher
- 02-05-018-DE-FB Einweisungsprotokoll für Arbeiten von Fremdfirmen
- 02-05-014-DE-FB Gefährdungen und Schutzziele bei Fremdfirmenarbeiten
- 02-05-015-DE-FB Unfallmeldung
- Fire Safety Regulations
- Escape and Rescue Route Plan
- Operating instructions, alarm plans and other site-specific FEW regulations, where applicable

9 Revision History

Rev.	Section	Change	Name	Date
00	All	Initial issue	Clemens	22.05.2024
01	All	Revision for legal compliance.	Clemens	10.06.2026