

IBS - Institut für Brandschutztechnik und Sicherheitsforschung GmbH Akkreditierte Prüf-, Inspektions- und Zertifizierungsstelle	Quality management form		Page 1 of 2
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Document “Prior information for clients and contractors“

Intended use:

This document serves to inform clients about safety requirements and inhouse rules to be observed when carrying out activities within the BVS-Holding. This is valid especially when fire tests take place.

The information is also given on the basis of the client’s obligation to instruct contractors operating in their favour within BVS-Holding about safety requirements and inhouse rules.

Additionally, this document is meant to provide support in the evaluation of the workplace to which the client/BVS-Holding customer sends its contractors.

Expiry:

This document is an integral part of the general terms and conditions.

Take note:

- The employer of the posted employees is responsible for evaluating the workplace!
- All safety instructions and warnings must be observed and respected!
- The instructions of BVS-Holding personnel must be complied with!
- Bring and wear appropriate personal protective equipment (PPE) when carrying out any work!
- Always wear protective footwear during construction works (fire test preparation)!
- Wearing a helmet is obligatory during crane operation and fire testing!
- A special working area is assigned to conduct preparatory construction works for fire tests!
- The paths marked green must be kept free at all times!
- Coordination is required in case further persons have to stay in the same working area!
- Only operationally reliable and tested work equipment may be applied!
- It is possible to borrow special working equipment (crane, lift truck, scissor lift platform) if a corresponding driving license is presented! The provision of special work equipment by BVS-Holding shall be on a voluntary basis. There is no right of availability to this equipment. Usage by BVS-Holding has priority over others! Prior to delivering and working with hazardous substances (e.g. coatings, foams, mortar, detergents etc.) notification must be given to the responsible BVS-Holding personnel (safety management). Safety data sheets must be presented and the requirements fulfilled.
- External visitors must register without exception!
- Parking is permitted in the areas specifically allocated for this purpose!

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- Photography and filming are not permitted on the premises. All information and observations must be treated as confidential.
- Construction work may be carried out during the normal working hours from Monday to Thursday from 7:00 a.m. to 17:00 p.m. and Friday from 7:00 a.m. to 12:30 p.m.!
- Please make use of the sanitary facilities and the lounge provided for eating and drinking, breaks and rest periods, changing of clothes and cleaning.

Please be aware especially of following things:

- In front of the specific testing facility is a danger zone visual marked (as a mark on the floor or in form of a cordon). This is done by the BVS-Holding staff members.
- To enter the danger zone is only allowed if the client or contractor is wearing a full and functional personal safety equipment.
- If the client or contractor does enter the danger zone without allowance, the IBS is authorized to stop the fire test immediately (the client is not able to claim a cost replacement).
- Full and functional personal safety equipment must be used.
- The personal safety equipment consists of: helmet with face protection, "fireproof" outerwear (Quality e.g. welders clothing, fire brigade clothing), safety shoes and gloves.