

   	Form	Number:	FB-A-0010b	Author: H. Babista
	Job briefing for external companies	Date:	06.08.2019	Release: S. Börner
		Page:	1 of 2	

Note!

The external company may only carry out the work once this form has been completed and the required signatures have been provided.

External company:	Name, address:	
Responsible external company employee	Surname, name, mobile:	
Internal coordinator of the external company	Surname, name, mobile:	
Work order (brief description) as well as the order or job number		
External company employee(s) use(s)...		
Forklift (YES/NO)	<input type="text"/>	Forklift license provided (YES/NO) <input type="text"/>
Crane (YES/NO)	<input type="text"/>	Crane license provided (YES/NO) <input type="text"/>
Work platform (YES/NO)	<input type="text"/>	Qualif. certificate provided (YES/NO) <input type="text"/>

Note! The equipment may not be used or operated without the relevant qualification!

External company employees are required to wear the following PPE:

Safety boots	<input checked="" type="checkbox"/>	other (please enter)
Protective gloves:	<input type="checkbox"/>	
Protective clothing:	<input type="checkbox"/>	
Face mask	<input type="checkbox"/>	
Helmet:	<input type="checkbox"/>	
Protective goggles	<input type="checkbox"/>	

Content of the job briefing

- Emergency escape and rescue plan (fire alarm systems and extinguishing equipment, fire safety regulations - A notice, first aid equipment, as well as emergency escape and rescue routes)
- Information on first responders in the area in which the external company is located or in adjoining
- Provision of the list of emergency numbers, information on conduct in case of work accidents,
- Information on conduct in case of evacuations (e.g. in case of fire)
- Information on any hazardous substances in the area of activity
- Information on the risk of injury on any sharp or pointed tools or workpieces in the area in which the external company is located
- Information on areas that external company employees need to avoid or are not permitted to access due to a hazard

Additional training contents: (Entered by the coordinator)

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