



Preliminary Information for Clients and Contractors

Status: May 2019

“Preliminary Information for Clients and Contractors” of the companies of the BVS Group that send employees to the operating site of the BVS Group

Purpose:

Customers and contractors receive information in this document on the conditions and measures regarding safety and the company rules must be observed during activities on the operating premises of the works of the BVS Group, in particular in the context of conducting fire tests, but also in the performance of services for the BVS Group.

This document is to help in the evaluation of the workplace to which customers and contractors of our company deploy their employees.

This document is an integral part of the General Terms and Conditions of the companies of the BVS Group.
[General Terms and Conditions of IBS-Technisches Büro GmbH](#)

To be observed in general:

- The workplace evaluation must be conducted by the employer of the deployed personnel!
- All safety and hazard notices of the BVS Group shall be observed and adhered to respectively!
- Our employees' safety instructions must be followed without exception!
- Corresponding personal protective equipment must be brought along and used for the work to be carried out!
- Safety shoes must be used in assembly work (for fire tests)!
- Hardhats are required without exception during crane and testing operations!
- A work area will be assigned for assembly work (for fire tests)!
- The routes marked in green must be kept clear!
- Additional persons may be in the assigned work area, which is why it must be ensured that there is reciprocal coordination and that consideration is paid (coordination duty)!
- Exclusively reliable and tested work equipment may be used!
- There is the option to use special work equipment of the BVS Group (crane, stacker, scissor-type lifting platform); a corresponding driver's license must be presented for use!



- The provision of special work equipment by the BVS Group is voluntary. The customer has no right to availability. Use by the BVS Group has priority! Before introduction and working with hazardous substances (e.g. varnishes, foams, mortar, cleaning agents, etc.) our competent personnel (safety management) must be informed. Safety data sheets must be presented and their requirements be observed!
- Each person external of the company must sign in without exception!
- Parking is permitted only in the marked areas!
- It is prohibited to take photographs and record videos. All information and observations of any circumstances on site shall be treated as confidential!
- Assembly works shall be carried out during our regular working hours from Mondays to Thursdays, 07:00 AM to 05:00 PM and on Fridays from 07:00 to 12:30 PM!
- Exclusively the social rooms and sanitary facilities made available shall be used for eating meals, observing resting times, changing clothes and washing.

In the course of fire tests, the following shall be observed in particular:

- The hazard zone set up by our personnel in front of the relevant test bench must be observed (marking with barring chain)!
- Accessing the hazard zone is permitted only with complete and functional PPE! In case of violations, the fire test will be discontinued and the customer or contractor will not have a claim to the compensation of costs!
- Always the complete and functional personal protective equipment must be used (PPE)! The PPE consists of a hardhat with facial protection, "fire visor" outerwear (quality e.g. like welder clothing, firefighter clothing), safety shoes, gloves.

The German wording of this Preliminary Information is the only legally binding language version. In the event of any discrepancy between the German wording and the English wording, the German wording shall apply.