



Form

Job briefing for external companies

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Author: H. Babista

Release: S. Börner

The external company may only carry out the work once this form has been completed and the required signature.	iras haya haan nroy	idad

External company:	Name, address:	
Responsible external company employee	Surname, name, mobile:	
Internal coordinator of the external company	Surname, name, mobile:	
Work order (brief description) a	s well as the or	der or job number
External company employee(s)	use(s)	
Forklift (YES/NO)		Forklift license provided (YES/NO)
Crane (YES/NO)		Crane license provided (YES/NO)
Work platform (YES/NO)		Qualif. certificate provided (YES/NO)
Note! The equipment may not be used	or operated withou	t the relevant qualification!
External company employees a	re required to	wear the following PPE:
Safety boots	х	other (please enter)
Protective gloves:		
Protective clothing:		
Face mask		
Helmet:		
Protective goggles		

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)		

The responsible local employee confirms the following points by providing their signature:

(If several external company employees are on site for the work order, the confirmation also applies for the external company's other employees)

- we are aware of the guidelines for external companies and have understood the content.
- the guidelines for external companies will be complied with by all external company employees.
- the PPE required for the work order is available and will be used as intended.
- the external company only uses tested and technically flawless devices, tools, or other equipment.
- the external company employees confirm that they have received internal (from the owner of the external company or its representatives) safety training at least once a year.
- the external company employees confirm that they have received job-specific training on site from the LMT Group's coordinator or its representative before commencing activities.

Separate agreements: [may not present an increased safety risk]

Any separate agreements that have been reached between the external company and the coordinator must be

entered here. Ot	herwise "none" must be entered.
The following separate	agreements have been reached:
- none	
Confirmation by	the external company:
Date:	Signature of the responsible external company employee
	the LMT Group's coordinator or their representative: the coordinator or their representative also releases the assigned work.
Date:	
Mailing list:	One signed original for the coordinator and the external company's representative in each case