

Checklist for external companies for preparation of work with regard to safety at work within the buildings and on the premises of MPA BS and iBMB

The following is to be observed by the external company, before work can be started at MPA/iBMB:

- Designation of a qualified assembly manager who guides and is responsible for the external company's work in the buildings and on the premises of MPA BS and iBMB. This responsibility includes ensuring that the external company's staff adheres to the rules for safety at work and accident prevention.
- In order to meet the requirements for safety at work, the work to be performed by the external company is to be agreed and coordinated with MPA BS and iBMB representatives.
- MPA/iBMB's staff is authorized to instruct the external company's staff with regard to adherence to the work safety rules. Such instructions are to be followed.
- For operation of cranes and lifting platforms and for work connected with fall hazards by the external company's staff within the buildings of MPA BS and iBMB, the following is required:
 1. Naming the persons who shall perform such work
 2. Submitting proofs of physical aptitude for all persons concerned (e.g., G25 or G41 proof, or equivalent occupational health assessment in accordance with internationally recognized principles)
 3. Submitting corresponding qualification certificates or confirmation of training by the external company
- The external company shall provide its staff with personal protection equipment (PPE) and instruct them in how to use the PPE.
- The external company shall provide necessary safety data sheets and technical instructions for the hazardous substances that shall be used.
- The external company shall instruct its staff in working with the hazardous substances to be used. The staff of MPA BS and iBMB is to be included in this instruction, if and when they also have to work with these hazardous substances or come into contact with them.
- Submission of proofs of the proper condition of electrical equipment and devices, like drilling machines, cutting tools, mixers, etc. by a test in accordance with BGI/GUV-I 5190 and identification with a valid inspection sticker. For safe and hazard-free usage, there must be an operating manual for each device.
- If the external company uses its own ladders and scaffolds, a proof of suitability for the devices is to be submitted and the external company's staff is inducted into the use by MPA/iBMB staff.
- For hot work: Submission of the proof of suitability for the devices and instruction of the external company's staff, plus naming of a firewatch team if required.
- Designation of a first aider for local work
- The external company has to follow the rules for waste sorting and environmental protection.

We hope for successful and accident-free work in the buildings and on the premises of MPA BS and iBMB. Our best wishes for a smooth work preparation and a good trip to MPA BS/iBMB!

Checklist 1 – Staff

Company:

Period of work at MPA BS/iBMB from/to:

	Name, first name	Crane operator	Lifting platforms	PPE	Checked by MPA BS/iBMB Date, signature
Assembly Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff member 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date/signature of Assembly Manager:

Checklist 2 – List of hazardous substances

Company:

Period of work at MPA BS/iBMB from/to:

Designation of hazardous substance	Safety data sheet enclosed	Special protective measures/barriers required
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date/signature of Assembly Manager:

Checklist 3 – Local instruction of the staff members listed in Checklist 1

Company: _____

Field of work: _____

Instruction in	Instruction performed by MPA staff (date, name, signature)	Confirmation by signature of the Head of the external company's team (date, name, signature)
Escape routes and behaviour in the event of fire (place of nearest fire extinguishers)		
Crane operation		
Lifting platforms		
First-aid measures (nearest first-aid box, emergency information sheet for first aid). The external company has to name its own local first aider.		Name of first aider of external company