

Proof of on-site instruction
(Tick as appropriate)

An on-site instruction is required if construction or technical work as well as service activities (housekeeping, security, etc.) are carried out unaccompanied or partially unaccompanied at ACG locations or at ACG air traffic control facilities as well as in the case of subleases at ACG locations. The basis of the one-site instruction is the "Safety Regulations for External Companies", the VA EB MG 0003 Reporting and Handling Environmental Incidents as well as the local safety guidelines and fire protection regulations.

Basic information:

Contractor / Tenant:	
On-site instruction conducted by:	
<input type="checkbox"/>	Initial on-site instruction (valid for the duration of the assignment or max. 1 year)
<input type="checkbox"/>	Recurrent on-site instruction (annual repetition if assignment lasts longer than one year)
<input type="checkbox"/>	Contractual relationships: ACG is responsible for implementation (to contractor employees) Tenancy agreements: Tenant is responsible for implementation (to employees of tenant)

On-site instruction for the following site(s)

Employee(s) approved for the following sites (please tick)	<input type="checkbox"/> Other site(s):	
<input type="checkbox"/> ATCCV	<input type="checkbox"/> LOWW	<input type="checkbox"/> LOWG
<input type="checkbox"/> LOWK	<input type="checkbox"/> LOWL	<input type="checkbox"/> LOWS
<input type="checkbox"/> LOWI		

Verification of familiarization with safety regulations for external companies

<input type="checkbox"/>	A proof of instruction of all employees of external companies (FO_SQ_SE_00258) regarding the <u>safety regulations for external companies</u> , which is not older than one year, is available. If not, this must be done prior to start the work.
<input type="checkbox"/>	The following points were explicitly pointed out again: <ul style="list-style-type: none"> • No smoking or alcohol anywhere at ACG sites • Obligation of secrecy (e.g., prohibition of photography and filming) • Environmental protection behavior (e.g., waste avoidance, waste separation and proper disposal, energy saving, ...) • Behavior in case of emergency (according to chapter 4.2 Safety regulations for external companies)

On-site instruction

<input type="checkbox"/>	Instruction/briefing on local access and security rules has taken place. Does the work take place in security zone 2 or 3? <input type="checkbox"/> yes (Background-Check!) <input type="checkbox"/> no
<input type="checkbox"/>	Instruction/briefing of local fire protection rules (alarm, assembly point) and the location of first aid facilities (first aid kit, defibrillator if available) has taken place. If hot work is to be done, this work must be approved by the fire prevention officer by means of a hot work permit.

Form – Proof of on-site instruction (EN)

Name of contractor employees / employees of tenant

Date	Name (block letters)	Background-Check ¹⁾ required if work is carried out unaccompanied or partially unaccompanied at ACG locations in security zone 2 or 3.		Signature
		Type	Valid till	
		<input type="checkbox"/> ZÜP <input type="checkbox"/> SÜP <input type="checkbox"/> MBG		
		<input type="checkbox"/> ZÜP <input type="checkbox"/> SÜP <input type="checkbox"/> MBG		
		<input type="checkbox"/> ZÜP <input type="checkbox"/> SÜP <input type="checkbox"/> MBG		
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		<input type="checkbox"/> ZÜP <input type="checkbox"/> SÜP <input type="checkbox"/> MBG		
		<input type="checkbox"/> ZÜP <input type="checkbox"/> SÜP <input type="checkbox"/> MBG		

¹⁾ A background check is not mandatory for all external company employees, provided at least the supervisor of the contractor can prove a valid background check and carries out the accompaniment.