



Guidelines for
the employment
of
EXTERNAL COMPANIES

on the grounds of

Institut für Mikroelektronik Stuttgart
Allmandring 30a
70569 Stuttgart

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1. Purpose and objective

These guidelines issued by Institute für Mikroelektronik Stuttgart (IMS) describe the particular requirements for a safe employment of external companies on the grounds of the IMS.

External companies will ensure that all employees delegated to work on the grounds of the IMS are aware of and observe these guidelines prior to their commencement of work. The external company will ensure that all Contractors (incl. employees) are aware of them. Furthermore, the external company will ensure the proper selection of competent employees.

1.1 General directions

1.1.1 Regulations

These guidelines are mandatory for all external companies delegated to work on the property and inside the buildings of the IMS. In addition, there are **special regulations in particular areas on IMS grounds (f. e. clean room, lab)** which go beyond the contents of the external company guideline. The external company is obliged to inform its employees of the regulations applicable for their work *prior* to the commencement of their work.

According to the German Occupation Safety and Health Act as well as the Accident Prevention Regulation (BGV A1) the external company shall take the measures necessary to prevent occupational accidents and that coincide with the general safety and occupational health regulations.

In order to avoid mutual risks the relevant IMS employee shall coordinate the work while taking into consideration safety, precautionary fire safety, occupational safety and health. This means that the delegated IMS employee has authorization over the employees of the external company. The mandated measures are sustainable until the work has been completed.

1.1.2 IDs for external employees

External employees shall carry a visible ID at all times. The IDs are issued at the reception desk.

1.1.3 Activities by employees of external companies

The employees of external companies will log in daily before commencement of work and log out after completion of the day's work with the appropriate employee at the reception desk. Before commencing work the external companies shall be designated by the IMS employees of the appropriate department coordinating their tasks. **The employees of the external company shall only access authorized areas of the facility enabling them to explicitly do their work.** They may not enter labs, machine shops, the clean room and the basement unless they have an appointment and instructions. The IMS employee shall monitor their work and validate each working step.

1.1.4 Code of conduct during the assignment

Documents, drawings, papers, copies, etc. may not be taken from the operating floors or offices, duplicated or made accessible to unauthorized persons without permission of the IMS. Carried items may be checked in order to protect business and personal property.

Alcohol and working under the influence of alcohol is not permitted, smoking is prohibited in all IMS buildings.

1.1.5 Testing of equipment

In the case of trial-launching equipment without the ability to use applicable regulations for a normal operation, a risk assessment according to the German Occupational Safety and Health Act (ArbSchG) has to be performed in cooperation with the contact person.

1.1.6 Damage to IMS property during an assignment with external employees

In case of damage to IMS property the relevant contact person has to be notified immediately.

1.1.7 Safety and health labels

The safety and health labels have to be observed!

1.2 Personal safety equipment (PSE)

Employees of external companies are obliged to wear the necessary protective equipment. These are to be provided by the external company.

1.3 Cleansing of work area after completion of work

Upon completion of work on buildings, equipment and machines a final inspection shall be performed. The workplace shall be clean-swept upon completion of work. It is particularly important that the relevant safety equipments are functional and in order. All leftover pieces, such as waste, packaging, etc. shall be removed. The waste disposal has to be carried out by the external company in accordance with applicable regulations.

2 Construction and assembly work

Construction sites, excavations, pits, drains, floor openings, etc. shall be secured and signposted during the entire time the construction and assembly work is carried out.

2.1 Building utilities

Equipment interference, switch manipulation and disassembly of in-house equipment are prohibited unless approval by the division management.

2.2 Ladders, scaffolds and elevating work platforms

Ladders, scaffolds and elevating work platforms shall be equipped in accordance with regulations and shall only be used under the provision of such. Only proper scaffolding is to be used. Activities on the scaffold are prohibited while work is done below it.

2.3 Working alone

Working alone in a dangerous environment is prohibited.

2.4 Work outside regular working hours

Weekend and holiday work shall be coordinated with division management listing each designated worker by name.

2.5 Noise

Noise levels apply according to the "Noise and Vibrations Occupational Safety and Health Ordinance". In the case of work creating unavoidable noise disturbances and/or dangerous noise levels the external company shall draw attention to this in a timely manner in order for relevant measures to be taken (such as noise protection, suitable working times and the use of personal safety equipment).

3 Hot work - welding

3.1 Clearance for hot work

Should there be a requirement for the external company to deal with open fire (welding, cutting, brazing, etc.) or grinding and severing the consignor shall previously be informed.

A hot work permit shall be obtained. Division management shall decide whether a fire guard is required. Work shall not commence until the fire guard is in place. Appointing a fire guard and providing suitable fire extinguishers shall be carried out by the external company. Hot work in a hazardous area shall be subject to authorization by the consignor.

3.2 Electrical welding equipment

Electrical welding equipment must have sufficient isolation around the primary and secondary side. The ground wire shall feed into the work place in order to avoid stray welding currents that could destroy the grounding system of machines and equipment.

3.3 Work causing smoke and dust

The building is equipped with an automatic fire alarm system including smoke alarms. For all tasks where impurities, such as smoke and dust, are introduced into the air a request to deactivate the smoke detectors shall be made to division management. The costs of wrongfully alerting the fire department will be invoiced to the external company.

3.4 Fire alarm

In the event of a fire the fire detector shall set off and the fire shall immediately be reported by calling the emergency number 112. The employees of the external company must be notified of the nearest fire alarm prior to commencement of work. The building is to be evacuated immediately once the alarm sets off. Everyone is to proceed to the assembly point in the parking lot opposite the main entrance right away. Clearance of the building is given by the fire department's head of operations.

4 Conduct with hazardous materials

4.1 Hazard information

When working with hazardous materials the provisions in the Ordinance on Hazardous Substances and its technical provisions regarding the handling of dangerous substances apply. When working with dangerous substances an up-to-date safety data sheet for each dangerous substance shall be provided on demand.

4.2 Disposal into sewage

Chemicals (incl. paint or finish wastes, solvents, oil) may not be disposed of into canalization. They have to be disposed of in accordance with the legal provisions.

5 Electrical equipment

5.1 Assignments near current-carrying equipment

In case of tasks near current-carrying equipment or facilities approval is required by the consignor and division management. The power shutdown shall be requested in sufficient time beforehand. The power shutdown and subsequent switch-on and/or safety installations and removals may not be carried out prior to the approval by division management. Handling electrical equipment without approval is prohibited.

5.2 Electrical connections

Electrical connections shall only be set up by companies approved by the IMS. Engaged electrical construction site contributors must fulfill the provisions in VDE 0612 and all other existing specifications.

6 Machines, tool, appliances

6.1 IMS equipment

The use of IMS equipment, machines, tools, etc. is prohibited unless approved by the relevant department.

6.2 Equipment by external companies

Tools, machines, vehicles and equipment by the external company must satisfy and be used according to existing provisions and specifications.

7 Rules of conduct in case of accidents

In case of an accident involving an employee of an external company, the IMS will provide all existing means of aid including first aid equipment. In case of a serious accident the emergency ambulance is to be notified immediately dialing 112 as well as the qualified first aiders dialing 555 and/or 888. The scene of the accident shall be left untampered if possible when saving the insured person.

Datum: 03. März 2015



Professor Dr. Joachim N. Burghartz

Attachment:

Form for external companies

Company name:

Address:

Date:

I have acknowledged the external company guidelines and instructed my employees accordingly.

<input type="checkbox"/> No subcontractors are needed	
<input type="checkbox"/> Subcontractors are required: list of subcontractors	
Contractor address: Company:..... Represented by:..... Postal code/City:..... Phone:	Contractor address: Company: Represented by:..... Postal code/City: Phone:

The employees of the subcontractor were also instructed according to the IMS external company guidelines.

....., the.....

External company signature