

# Partner Company Manual

based on DGUV [German Social Accident Insurance] Regulation 1

---



---

**Approval / Responsibility**

---

Date: 22.11.19

---

Dr. R. Petersen (MD)

---

---

**Approval / Responsibility**

---

Date: 25.11.19

---

T. Quade (MD)

---

---

**Responsible for validity of information**

---

Date: 28.11.19

---

J. Vogts (KQ)

---

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

<b>1</b>	<b>Scope of application</b>	<b>4</b>
<b>2</b>	<b>Terms and abbreviations</b>	<b>4</b>
<b>3</b>	<b>Occupational health, safety and environmental objectives of Blohm+Voss</b>	<b>4</b>
<b>4</b>	<b>Project organisation</b>	<b>4</b>
<b>5</b>	<b>Shipyard map of Blohm+Voss</b>	<b>5</b>
<b>6</b>	<b>Terms and conditions of working at the Blohm+Voss shipyard</b>	<b>6</b>
6.1	Scope of Orders, Billing	6
6.2	Work Regulations, Working Hours	6
6.3	Provision of Work Areas and Erection of Physical Structures	6
6.4	Support Workers, Materials, Facilities and Equipment	7
6.5	Energy and Water Supply	8
6.5.1	Electrical Power Supply	8
6.5.2	Acetylene and Oxygen Supply, Burner Hoses and Pressure Gauges	9
6.6	Lighting	9
6.7	Heating and Air Conditioning	9
6.8	Shipyard Security	9
6.9	Driving and Parking at the Shipyard	10
6.9.1	Parking Areas	11
6.9.2	Parking Permit	11
6.10	Security Check	11
6.11	Photography, Filming, etc.	11
6.12	Occupational Health and Safety	11
6.12.1	Basic Safety Instructions	11
6.12.2	Project and Work-Specific Instruction	12
6.12.3	Yard, Work and Project-Specific Safety Instruction	12
6.12.4	Risk Assessments and Operating Instructions	12
6.12.5	Accident Prevention Regulations	12
6.12.6	Selected Work Instructions	13
6.12.7	Personal Protective Equipment (PPE)	13
6.12.8	Attaching Loads	13
6.12.9	Safety Installations, Preventative Measures	14
6.12.10	Approval for "Hot-Work"	14
6.12.11	Working on Tankers	14
6.12.12	Operation of Technical Equipment	14
6.12.13	Drugs, Alcohol, Smoking	14
6.13	Environmental Protection	15
6.13.1	Environmental Protection Regulations	15
6.13.2	Hazardous Waste	15
6.13.3	Waste and Residue Disposal	16

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

	6.13.4	Water Treatment Plant/Water Pollution	18
	6.14	Medical Service	18
	6.15	Fire Prevention	18
	6.15.1	Fire Prevention Regulations, Part A - Notice	19
	6.16	Liability and Shipyard ban	21
	6.17	Acknowledgement of Terms and Conditions for Working at the Shipyard	21
<b>7</b>		<b>Coordination of Projects and Scope of Work</b>	<b>21</b>
	7.1	Acknowledgement of the Blohm+Voss coordinator pursuant to DGUV Regulation 1, Section 6	21
	7.2	Acknowledgement of the Partner Company Manual	21
	7.3	Clarifications on the Coordination of Work	22
	7.4	Coordination of Work as per DGUV Regulation 1	22
	7.5	Special Conditions for the Obligations of Partner Companies not contracted by Blohm+Voss	22
	7.6	Tasks of the Field Engineer/Coordinator from Blohm+Voss	22
	7.7	Use of Subcontractors	22
	7.8	Authorisation for the Field Engineer/Coordinator from Blohm+Voss to give Instruction	23
	7.9	Coordination and Agreements with the Field Engineer/Coordinator	23
	7.9.1	Duty to Inform	23
	7.9.2	Duty to Report	23
	7.9.3	Occupational Safety	23
	7.9.4	Hazardous Substances	23
	7.10	Organisation before the Project or Works planned begins	23
	7.10.1	Daily Reporting of Personnel Numbers from the Partner Company	24
	7.10.2	Registration of Weekend Work by the Partner Company	24
	7.10.3	Changing Rooms, Lockers, Wash Facilities, Social Rooms and Canteen	24
<b>8</b>		<b>Safety Markings on the Shipyard</b>	<b>25</b>
<b>9</b>		<b>Other Applicable Documents</b>	<b>27</b>

# Partner Company Manual

## based on DGUV [German Social Accident Insurance] Regulation 1

---

### 1 Scope of application

The Partner Company Manual applies to all partner companies actively operating within the shipyard area.

### 2 Terms and abbreviations

A partner company, in the sense of this manual, refers to:

- A contracted contractor or subcontractor
- A customer or client
- A company contracted or commissioned by our customer or client

Partner Companies are companies who produce achievements within the scope of work or service contracts for Blohm+Voss, their customer, supplier or other third party on the shipyard area of Blohm+Voss. Within this document, the term Partner Company will be used to refer to the abovementioned.

### 3 Occupational health, safety and environmental objectives of Blohm+Voss

We proactively practice occupational safety, health and environmental protection. In particular, this includes:

- the prevention of accidents at work
- Protecting the health of our own employees as well as third-party employees and visitors to the shipyard
- the avoidance of environmental damage

We aim to continuously minimise pollution of the environment as well as the consumption of resources and energy, and to protect both human beings and the environment. We are characterised by our good relationship with the environment and the public as well as the proactive cooperation with the authorities.

These objectives apply to both our own employees and visitors or employees of our partner companies. This is taken into account when selecting which partner companies we choose to cooperate with.

### 4 Project organisation

Please see Section 7.10.

## Partner Company Manual

based on DGUV [German Social Accident Insurance] Regulation 1

### 5 Shipyard map of Blohm+Voss



More locations:

- A Project offices, logistics, shipping, A11
- B Post Office, Hauptverwaltungsgebäude (HVG)
- C Receipt of goods E20
- D Hall C19

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

## **6 Terms and conditions of working at the Blohm+Voss shipyard**

For partner companies and their subcontractors who are actively operating at the Blohm+Voss shipyard, at the shipyard facilities or locations and on construction sites as well as ships (hereinafter referred to as "shipyard"), the following conditions are part of the contract or are recognised as contractually agreed, unless otherwise agreed by separate contract.

Partner companies and their subcontractors undertake to comply with legal requirements at Blohm+Voss sites.

### **6.1 Scope of Orders, Billing**

If the partner company is contracting partner of Blohm Voss: A partner company must, in principle, carry out the work that is commissioned to them. Should the partner company wish to deviate from this standard and use other subcontractors to complete the work then Blohm+Voss requires that all information regarding these subcontractors and their contact persons are sent in writing for approval along with the order confirmation, and in any case before the work begins. If Blohm+Voss does not object to the use of such subcontractors, then it is understood that the partner company and subcontractors agree with these terms and conditions.

If the partner company acts on account of a contractual relationship with third parties on the shipyard area of Blohm+Voss, it must announce Subcontractors and their contacts before the beginning of the work by Blohm+Voss in writing.

Work and environmental protection rules or requirements remain unaffected by such special agreements and apply to all. The rules for occupational safety and environmental protection required by law within Germany form part of these terms and conditions of working on the Blohm+Voss sites.

Personnel and/or benefits in kind provided by the Fire Brigade/Occupational Health, Safety and Environmental Protection and Medical service departments will be invoiced by Blohm+Voss and billed in accordance with the current regulation fees (unless otherwise stated in writing and agreed prior with Blohm+Voss).

### **6.2 Work Regulations, Working Hours**

Working hours and break times are to be adapted to match the working hours and break times at Blohm+Voss. For services outside of normal working hours, a prior agreement with the responsible /co-ordinator at Blohm+Voss is required. Basically, workers are only permitted to stay on the shipyard for the purpose of providing the contracted services.

Represented partner companies must name and provide a German-speaking or, at least, English-speaking site supervisor. The Acknowledgement of Coordinator form must be completed, signed and handed over to the responsible Blohm+Voss Field Engineer/Coordinator before commencing work.

At the shipyard and on the ships, all employees of the partner company and their subcontractors must wear a protective helmet marked with the company name or logo with the full name of the worker also on the helmet and the work overalls.

In addition, the equipment on board (such as ladders or tool boxes) must be marked in such a way that it can be easily attributed to the respective owner or company.

### **6.3 Provision of Work Areas and Erection of Physical Structures**

Insofar as the space is freely available, designated and approved areas of the yard area such as storage, office and workshop space as well as social areas, may be provided by Blohm+Voss for the use of

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

partner companies and their subcontractors for loading areas for storage and storage areas as well as for the erection of storage and office containers or other lightweight constructions.

Premises and open spaces are allocated further to a written request from the partner company and decided by Blohm+Voss after review and in agreement with the Project Managers or the Field Engineer Coordinator. The assigned rooms/areas are to be maintained/cleaned etc. by the user. The rental costs are calculated according to the valid regulation fees.

The use of rooms as well as the construction and operation of buildings must be carried out in accordance with the law and in compliance with applicable regulations. The representatives Blohm+Voss are authorised to carry out necessary controls, in the sense of hazard prevention, to said rooms and buildings at any time; their instructions must be followed.

Prior written consent from Blohm+Voss is required if the partner companies wish to provide third parties with the use of the rooms or areas allocated to them.

After the work has been completed, the residual material from the premises or from the workplace must be removed by the partner company and its subcontractors within one week. The allocated areas must be handed over in a clean, flawless condition, free from all types of contamination. After this deadline, Blohm+Voss B.V & Co. KG is entitled to carry out the clearance or cleaning at the expense of the partner company and its subcontractors. At the end of the contract, a handover of the allocated areas/rooms with the Field Engineer/Coordinator is required.

Required telephone and Internet connections must be requested in writing and be cancelled in writing when no longer required. The connection costs, running fees as well as arising costs due to failure of deregistration and/or costs from their subcontractors, are to be paid by the partner company. Incoming mail for partner company addresses can be picked up at the Blohm+Voss post office during their opening hours. Corresponding personnel services and benefits provided by Blohm+Voss will be invoiced in accordance with the current fee regulations (unless otherwise agreed in writing by Blohm+Voss).

Camping or living on the premises or outdoor parking areas is not permitted. Legal regulations apply in this instance.

#### **6.4 Support Workers, Materials, Facilities and Equipment**

In principle, neither support workers, material, facilities, equipment (tools, machines, means of transport, cranes, etc.) nor assistance such as the repair of equipment of the partner companies or their subcontractors will be provided by Blohm+Voss.

If, for the execution of the agreed services, such provisions are required, the partner company or its subcontractor must request such provisions from the Field Engineer/coordinator. The assistance/provision will be invoiced upon the written confirmation of the request in accordance with the current fee regulations.

The using and application of the facilities and equipment provided by the shipyard is at the partner company's own risk. If measures are necessary to change the facilities and equipment, these must be communicated to the Field Engineer/Coordinator of Blohm+Voss. Unauthorized changes are strictly prohibited.

Only tested, regulation and marked equipment and facilities may be used.

Work or use of equipment should not cause any obstruction or hazard. Emergency exits are to be kept free at all times, and the signs must remain visible at all times.

Use of equipment and facilities during the normal working week is coordinated according to the yard requirements. The partner company and its subcontractors shall preserve the property of Blohm+Voss that has been entrusted to them, against damage, loss and theft, and duly maintain it and return it

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

immediately after the end of its use to the designated location. At the end of the work, if the auxiliary or operating equipment are returned in a state other than that of which they received them or not returned at all, then they must be replaced with the same new auxiliary or operating equipment.

Blohm+Voss accepts no liability for personal injury or damage to property due to lack of care in carrying out the aforementioned obligations.

#### 6.5 Energy and Water Supply

The use/withdrawal of compressed air, electrical energy and tap water as well as technical gases and oxygen may only take place in agreement with the Field Engineer/coordinator.

Required power connections to structures are only carried out at the appropriate facilities if the infrastructure is available. The energy consumption for the aforementioned uses is added together and read from the counters (if available).

Electrical energy, technical gases and tap water are provided in customary form according to the existing supply facilities, as far as they are needed in direct relation to the work to be undertaken. The partner company and its subcontractors must ensure that these energies are used sparingly. The provision of energy outside of normal working hours is to be agreed with the Field Engineer/coordinator. The costs will be charged according to the valid fee regulations.

Should Blohm+Voss be prevented from distributing or delivering the promised energies by force majeure or other circumstances which it cannot avert or change by reasonable means, their shall be suspension until the obstacles or disruptions and their consequences are eliminated. Discounts and/or compensation for loss of energy are excluded.

The partner company and its subcontractors must verify the quality and condition of the power supply, the location and extent of the connection points and the standard of the power distribution facilities before using the power supply. Any questions that arise must be clarified with the responsible Field Engineer/coordinator; the relevant employees are to be informed about the proper use. Equipment such as hoses, fittings and technical gases must be rented from Blohm+Voss at cost and kept in perfect condition. They are repaired exclusively by Blohm+Voss. No other private equipment may be used. In the event of longer work interruptions (e.g. breaks) and at the end of the workday, the hoses must be removed from the rooms, closed off and secured to prevent illegal use.

##### 6.5.1 Electrical Power Supply

Electric energy must only be used via properly secured power connections. This limits the use to only those consumers in compliance with VDE with the appropriate connections. Connections to the mains may only be carried out by authorised shipyard personnel. All related costs in connection with such work shall be borne by the partner company, including those costs for its subcontractors.

The electrical supply voltage for the three-phase alternating current is 400 V/ 50 Hz. Standard outlets are 63 A/32 A/16 A via CEE connections. Larger connection capacities can be provided via direct connections.

The electric power supply for small machines and auxiliary lighting has a voltage of 220 V/ 50 Hz.

On board a vessel, Blohm+Voss provides workplace lighting and on site connections (3-phase or AC). The lighting equipment is the property of Blohm+Voss B.V. & Co. KG.

Isolating transformers, safety lamps with extra low voltage, explosion-proof lighting und equipment and lamps with a special protection class, e.g. IP65 and higher, are not provided by Blohm+Voss (unless otherwise prior agreed with Blohm+Voss in writing).



## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

The electrical equipment used by the partner company and its subcontractors must comply with the applicable DIN, VDE and DGUV regulations. Proof documentation must be provided.

Cable extensions for three-phase power systems, hand-held equipment and portable lamps are not provided by Blohm+Voss. Cable reels must be fully unwound before use.

#### **6.5.2 Acetylene and Oxygen Supply, Burner Hoses and Pressure Gauges**

For safety reasons, the use of acetylene and oxygen bottles in or on board the ship that has not come from the shipyard as well as the use of liquid gas in general is strictly prohibited. The Field Engineer must be informed if acetylene or oxygen cylinders are brought on board.

For cutting and welding work, Blohm+Voss will provide and maintain a central supply of distribution boxes (gas oxygen trestles) and air distributors. Planning will be undertaken between the partner company and its subcontractors and the Field Engineer/coordinator.

The supply is through the ATEX system, i.e. the fuel gas is fed without pressure via vacuum units from the distributors. The acetylene is sucked in by the injector effect of the burner. This has the advantage that in case of damage to the burner tube, suction stops, and the vacuum unit closes so that no gas can escape. Likewise, from a defective mixing nozzle with the failure of the injector effect ensures no danger.

To use the ATEX system, burners with special injector nozzle sets and gas hoses with a larger cross-section than gas cylinder pressure supplies are required. The gas hoses are connected without a pressure gauge directly to the vacuum units of the distributors. For oxygen supply, no cylinder pressure reducer may be used. Oxygen tubing must be connected via an extraction point pressure reducer.

For these reasons, and to ensure that only tested and faultless tools are used, only burners and hoses and pressure reducers from Blohm+Voss may be used for firing and welding. These are issued upon request via the Field Engineer coordinator. The use of such tools are invoiced at cost to the partner company and its subcontractors according to the current fee regulations. When not using the equipment, make sure that the oxygen hose is disconnected from the burner (breaks and after-work hours).

Defective devices and hoses must be replaced. Repairs may only be carried out by Blohm+Voss.

The partner company must ensure that both its employees and those of its subcontractors treat the borrowed material with care and, for everyone's safety, keep it in perfect condition.

If the partner company or its subcontractor does not return hoses or tools or returns them damaged, the partner company must reimburse the costs for repair or replacement.

The testing of the burner hoses is marked with specific labels. For these specific labels, as well as the proper handling of autogenous equipment, acetylene and oxygen hoses, see the corresponding general instructions (section 9).

#### **6.6 Lighting**

Blohm+Voss provides lighting for outdoor spaces, walkways and rooms.

#### **6.7 Heating and Air Conditioning**

In the event that air conditioning/ventilation or heating is required on Blohm+Voss' production sites or at workplaces occupied by Blohm+Voss and the partner companies or their subcontractors, these are provided and operated by Blohm+Voss.

#### **6.8 Shipyard Security**

Entering and driving on the yard area for employees of partner companies and their subcontractors to carry out works contracted is only permitted with prior registration (electronically via the system provided

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

for this purpose), a safety instruction (see Chapter 6.12) and valid work ID. Employees of the partner company or their subcontractors must show their identity card or passport with photo or an additional identity card if it is without photo (passport is recommended).

The work ID card must always be on your person. It is strictly forbidden to pass your work ID onto others.

All employees of the partner company and their subcontractors are obliged to undergo the checks that are put in place by the management of Blohm+Voss and which are specified in the instruction Execution of random checks (personal / bag checks) on the object. When passing through the main shipyard gates, credible proof must be provided with regards to the authorised carrying of material, tools, etc.

Any tools, items, materials etc that belong to Blohm+Voss may not be used outside the yard or used for other than for the authorised purposes and needs special permission in the form of a signed shipyard export license.

Unauthorised access to other equipment, buildings or premises than is necessary for carrying out the contracted work is strictly prohibited.

### 6.9 Driving and Parking at the Shipyard

Driving and parking in the yard area should be kept to a minimum. Exceptions are deliveries as well as transports of material to the objects.

Crane operation must not be hindered (see section 6.9.1). For the sake of shipyard operations, driving requires the utmost attention and caution.

Access for cars is exclusively through the main entrance, gate 1, Hermann-Blohm-Straße 3. Cars with trailer or trucks and lorries as well as all deliveries of goods (also with cars!) are to be handled via the truck access gate 4 for incoming goods.

The same street rules apply within the yard area as for outside. In particular, the right-to-left rule must be observed at all points. **The maximum speed is 20 km/h!**

The docks may only be used for loading and unloading material. Vehicles may also not be parked for a short amount of time, but must be removed immediately after unloading. Driving into the docks with an empty load or to drop off people is not allowed. Access areas for the fire brigade are to be kept clear at **all times**.

Heavy transport vehicles and industrial trucks, especially with loads, have general right of way. Transport vehicles and trailers are expected to have overhanging, unmarked loads.

In the dark, vehicles with weaker lights such as transport equipment, forklifts, cyclists, etc. are to be expected at the shipyard site. Production equipment such as cranes, machines etc. are not lit. The parking ban for restricted areas is also valid at night.

There is a ban on cycling in all halls. In the docks, one can only cycle in the project-specific areas. For example, if a dock is empty then cycling within this dock is prohibited unless works are being carried out on the dock.

When driving on the respective dock bridges, the max. permissible total weight is 30 tons for Docks 5, 10, 11, 12) or 40 tons for Dock 16.

At low tide or when there is a flashing warning light at the dock, the vehicles without a hand-brake for example like with a forklift or trailer by means of a fixed winch when up – to be secure, this also applies to the increased risk of slipping.

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

#### 6.9.1 Parking Areas

For visitors to Blohm+Voss, there is a car park on the left before the main gate, separated by a barrier. After returning the card issued at the time of registration once you wish to leave the shipyard, the gatekeeper issues a coin to open the parking space barrier.

Employees of partner companies and their subcontractors can also park their cars free of charge in the outdoor car park to the right of the main gate access.

At the shipyard, parking is only allowed on the marked parking areas.

Blohm+Voss is not liable for any damages caused by third parties.

Disruptions to the shipyard traffic and the production process are to be avoided. Blohm+Voss is entitled to remove vehicles parked obstructively at the expense of the partner company and this also applies to their subcontractors.

For large projects, additional parking areas may be approved and marked out by the project management.

**Parking is strictly prohibited on hatched or marked areas and in crane runways, in front of driveways or hall gates, in the docks and on the dock pontoon!**

#### 6.9.2 Parking Permit

The indicated parking order must be observed. For more extensive projects that include regular material transport, access permits can be issued upon request.

Parking outside the designated parking areas is not permitted. Driving and parking permits can be withdrawn at any time without justification, but especially in the event of a violation of these guidelines.

#### 6.10 Security Check

For some projects, for example those in the naval sector, the partner company and its subcontractors are required to register their employees with the BMWi in good time and have them security checked so that there are no delays in working in the security-relevant zones.

The security representative of Blohm+Voss has the right to prohibit the employment of certain employees of the partner companies and their subcontractors in the yard.

#### 6.11 Photography, Filming, etc.

For security reasons, photographing, filming, making sketches or using other optical recording systems is strictly prohibited throughout the entire yard area! Infringements entitle Blohm+Voss to confiscate films, tapes, memory cards, sketches, etc. Photographing is permitted only with a permission.

Distributing leaflets and propaganda material is prohibited. Likewise, any political activity at the shipyard is prohibited.

#### 6.12 Occupational Health and Safety

##### 6.12.1 Basic Safety Instructions

Employees of partner companies or their subcontractors may not enter or navigate the yard area to carry out contracted works without prior safety instruction.

There are two options for the completion of safety instruction:

Employees of partner companies and their subcontractors receive an appropriate safety briefing with a subsequent test before entering the shipyard area. The passed safety instruction will be confirmed with a proof of instruction/certificate to state as such.

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

Approved partner companies are requested to instruct their employees before the project starts to view a presentation of Blohm+Voss via the internet, also with a subsequent test. The application for this is made by the Department of Occupational Safety and Environmental Protection (E-Mail: [arbeitsumweltschutz@blohmvooss.com](mailto:arbeitsumweltschutz@blohmvooss.com)). The proof of instruction/certificate must be sent to the Department of Work and Environmental Protection.

Information on this procedure can be found in the work instruction registration process for partner companies via the Blohm+Voss Internet site in the Business Partners section. After passing the safety instruction, the corresponding employee is approved for the creation of a shipyard work ID.

#### 6.12.2 Project and Work-Specific Instruction

The Field Engineer/Coordinator instructs the site manager of the partner company on the project and works-specific conditions, the project and work-specific hazards and the regulations (GB, BA and AA). The project and work-specific instructions must be observed in addition to the general regulations.

The partner company will receive **Annex A - Project-specific documents** and the corresponding instructions.

The project or work-specific instruction given is confirmed after passing the Safety Instruction Test.

#### 6.12.3 Yard, Work and Project-Specific Safety Instruction

Before starting contracted work at Blohm+Voss, the partner company must make its employees and those of its subcontractors aware of the hazards they may encounter during work, on the shipyard and project-specific hazards. The site manager of the partner company shall be responsible for this.

Evidence that the safety instructions in accordance with DGUV Regulation 1, Section 4, is achieved by obtaining the form **Safety instruction certificate** according to Section 9 as well as other valid documents. The form is available from the applicabe. These certificates must be submitted to the Work Safety and Environmental Protection department upon request.

The partner company must additionally nominate Blohm+Voss responsible representative for the observation of safety regulations. This person is designated on the form, **Recognition of the coordinator**. This function can be performed by the site supervisor or SIGEKO (Safety and Health Coordinator) of the partner company.

#### 6.12.4 Risk Assessments and Operating Instructions

The partner company and its subcontractors are obligated to prepare risk assessments with respect to their work at the yard. The same applies for operating instructions in the event they do not yet exist (see below).

Risk assessments and operating instructions must be submitted to the Field Engineer/coordinator. The resulting safety measures and arrangements shall be coordinated and initiated with the Field Engineer/Coordinator before starting the work.

Safety-critical work such as the handling of machines and equipment and the handling of hazardous substances as per the Dangerous Chemicals Ordinance are regulated by the operating instructions of Blohm+Voss and apply to the work at the yard.

#### 6.12.5 Accident Prevention Regulations

The partner company undertakes to make sure that its employees and those of its subcontractors observe the relevant accident prevention and work safety regulations, the generally recognised safety-related and occupational health related rules and the environmental protection regulations. This also applies to in-house regulations at Blohm+Voss.

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

Blohm+Voss is member of the trade association Holz und Metall. The current accident prevention regulations and implementation instructions of this professional association also apply. The trade association requirements of the partner company and its subcontractors remain unaffected. The partner company and its subcontractors are obligated to provide all necessary documentation and take all precautions required to observe the requirements and regulations including the technology regulations.

In addition to this, all laws, ordinances, regulations and rules shall be observed. In particular, the following regulations need to be observed when working at the shipyard:

DGUV Rule 109-603	Industry Shipbuilding
DGUV Regulation 1	Basic Rules of Prevention
DGUV Regulation 4	Electrical Installations and Equipment
DGUV Regulation 6	Occupational Healthcare
DGUV Information 209-004	Safety Note: Handling of Hazardous Substances
DGUV Rule 113-004	Noise
DGUV Regulation 45	Shipbuilding
DGUV Rule 100-500	Operation Work Equipment
DGUV Information 209-012	Cranes
DGUV Information 209-013	Riggers
DGUV Information 209-061	Lifting straps/lines
DGUV Information 201-030	Chains
DGUV Regulation 67,68,69	Industrial trucks
DGUV Information 208-016	Ladders and step-ladders

All accident prevention regulations, their implementation instructions, the applicable trade association information (old ZH1 documents: guidelines, regulations, safety rules, principles and leaflets), legislative texts, etc. can be inspected at the Work Safety and Environmental Protection department.

#### 6.12.6 Selected Work Instructions

The generally operating instructions listed in Section 9 and the project-specific instructions of Annex A have to be observed by the partner company and its subcontractors.

If special work instructions do not exist but are required for the relevant work, they shall be prepared by the partner companies and coordinated together with the Field Engineer/coordinator.

#### 6.12.7 Personal Protective Equipment (PPE)

Wearing personal protective equipment is mandatory on the shipyard. See Shipyard Map in Section 5.

The partner company must ensure that its employees and those of the subcontractors are appropriately equipped.

#### 6.12.8 Attaching Loads

The attaching of loads and the operation of cranes in accordance with the safety at work procedures must only be carried out by trained riggers employed at Blohm+Voss (equipped with an orange hard hat/orange safety helmet with face shield).

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

In exceptional cases, employees of partner companies and their subcontractors may rig loads, provided this has been authorised by the Field Engineer/Coordinator from Blohm+Voss and the appropriate instruction pursuant to DGUV regulations has been received. Such employees must also wear orange helmets with the face shield.

#### 6.12.9 Safety Installations, Preventative Measures

Safety installations, including fire extinguishing systems, must not be removed, blocked, deactivated, rendered inoperative or misused. Hoses for technical gases are to be kept in perfect condition and must be removed from tanks and confined spaces during longer interruptions of work and during breaks.

Scaffoldings and guardrail systems may only be built, dismantled, modified and maintained by specialist scaffolding contractors commissioned by Blohm+Voss.

When, during the work contracted to the partner company or its subcontractors, the formation of explosive air mixtures is to be expected, the Field Engineer/coordinator, the Work, Safety and Environmental Protection department and the Fire Brigade must be informed before commencing work.

The partner company and its subcontractors must provide and maintain explosion-proof equipment that may be required for the contracted work to be completed.

Sources of danger shall be eliminated immediately or secured respectively. The Field Engineer/Coordinator needs to be informed immediately.

At the end of the daily work, workplaces shall be left tidy and in a secure condition.

#### 6.12.10 Approval for “Hot-Work”

“Hot-work” is working with a naked flame or arc, flying sparks or work creating sparks or the heating of components that may ignite. The work instruction includes instructions for both planning and carrying out of any work with fire as well as “Hot-Work” on board.

- “Hot-Work” may only be carried out with a “Hot-Work” permit and with a responsible Fire Protection Person present. The work must be approved by the Field Engineer/coordinator/Project Manager. For reasons of fire prevention, the Field Engineer/coordinator/Project Manager will contact the Fire Brigade to provide a responsible Fireperson. This also applies to tanks.

#### 6.12.11 Working on Tankers

Work on tankers is subject to a project-specific instruction.

Work may only be started further to the approval from a committee of four people (the Hamburg Port Authority [HPA], a safety expert, a certified chemical analyst and the Fire Brigade) in the form of a safety certificate and a daily gas-free status certificate that needs to be displayed on the notice board.

#### 6.12.12 Operation of Technical Equipment

Cranes, industrial trucks, hydraulic work platforms and forklift trucks may only be operated by employees of partner companies and their subcontractors with a valid operation permit. Forklift truck operators of external companies must produce evidence of training and a certificate/license to operate such trucks.

#### 6.12.13 Drugs, Alcohol, Smoking

It is prohibited to bring alcoholic beverages or other intoxicating substances onto the shipyard, consume them at the shipyard or to arrive at the shipyard for work drunk or intoxicated in any way.

Smoking is permitted only at in the designated zones marked as such. Other than in these areas, smoking is prohibited especially on board ships and inside tanks containing hazardous substances.

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

#### 6.13 Environmental Protection

Our company is aware of the responsibility for humanity and the environment.

The company is not only committed to complying with all environmental laws and regulations, but also strives for an environmentally conscious use of energy and raw materials.

Open internal and external communication is the cornerstone of efficient and effective environmental protection for our company.

We expect our employees, our partner companies and their subcontractors to support us in our efforts to protect the environment and our environmental goals, including:

- avoidance of waste and residues,
- separation and environmentally sound disposal of residues,
- economical use of energy and resources,
- proper handling of hazardous substances,
- fast and regular waste disposal,
- avoidance or reduction of emissions,
- protection of soil and water from contamination,
- preparation of emergency measures within the scope of work for us.

##### 6.13.1 Environmental Protection Regulations

The partner company and its subcontractors undertake to render their service in such a way that residual materials are avoided or can be recycled harmlessly and disposed of professionally as per the applicable statutory provisions.

Packing material is the property of the partner company and its subcontractors and must be removed immediately from the items, production area and the shipyard and disposed of at their expense.

Provisory of different regulations in any contracts is it possible to dispose the waste through the waste disposal contractor of Blohm+Voss, however, this is at the expense and is the responsibility of the partner company.

The partner company shall be liable to Blohm+Voss for any damage resulting from any breach of the environmental protection regulations of the partner company or its subcontractors. The partner company shall indemnify Blohm+Voss against any third-party claims arising from such violations.

The partner company and its subcontractors will be informed by the Field Engineer/Coordinator about current changes to special environmental protection regulations at the shipyard.

##### 6.13.2 Hazardous Waste

Unavoidable accumulation of any hazardous waste („Hazardous waste“ pursuant to Section 41 Sentence 2 KrW-/AbfG [Waste Avoidance, Recycling and Disposal Act], with reference to the European Waste Index (essentially Commission Decisions 2000/532/EC and 2001/118/EC), shall be reported to the waste disposal officer at Blohm+Voss before the works begin.

The execution and the correct proof of the disposal is an inseparable part of the scope of services of the partner company and its subcontractors.

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

#### **6.13.3 Waste and Residue Disposal**

The partner company and its subcontractors are responsible for the disposal of waste and residual materials. The partner company must arrange for proper disposal via the Field Engineer/coordinator, who then organizes the disposal and establishes contact between the providers/waste disposal companies and the partner company.

Unavoidable waste must always be collected and disposed of separately.

The mixing of residues leads to a complex subsequent separation in the waste collection hall. The resulting costs for such subsequent separation are at the expense of the partner company and its subcontractors. The mixing of oil residues with other substances leads to the disposal of the entire contents of the container of oil residues and is particularly expensive.



## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

The partner company and its subcontractors shall collect waste and residues separately as follows:

Residues	Small Quantities	Large Quantities	Provider/Waste Disposer
Domestic waste (from on board a ship)	ASP (green) labelled "NUR Hausmüll"	Skip container, can be lifted with a crane (10m <sup>3</sup> /15m <sup>3</sup> )	Otto Dörner
Domestic waste, cleaning residues (from the shipyard)	Iron bucket -("Dockerspute" – an iron container can be hung from a crane)	Skip container, in the dock or on the quay (20m <sup>3</sup> )	Otto Dörner, with forklift
Kitchen waste/rubbish (from on board a ship)	ASP (green) labelled "NUR Hausmüll"	Dumpster only	Otto Dörner
Oil residues, cleaning rags, etc. (from on board a ship)	ASP (black) labelled "NUR Ölrückstände"	Disposal by specialist company	Otto Dörner
Oil tank cleaning residues (from the shipyard)	ASP containers	Tank container, can be lifted with a crane, enclosed	Otto Dörner
Residual Oils (can be pumped)	ASF container	Blohm+Voss Tank barge	Blohm+Voss via Field Engineer/coordinator
Hydraulic fluids, lubricants, etc.	ASF container		Otto Dörner
Liquids	Plastic tank (2m <sup>3</sup> )		Otto Dörner
Paint drums, paint thinner residues	ASP	Skip container, can be lifted with a crane (10m <sup>3</sup> / 15m <sup>3</sup> )	Otto Dörner
Metal, scrap		Skips - normally blue	TSR-Recycling
Wood (clean and contaminated need to be separated)		Skip container cranable (10m <sup>3</sup> / 15m <sup>3</sup> )	Otto Dörner
Batteries	Collecting containers in offices + workshops		Operational managers of the departments
Hazardous substances	Special barrels		<b>Otto Dörner (only planned disposals!)</b>

### Definitions

ASP container: 1 m<sup>3</sup>, metal container/dumpster with lockable cover

ASF container: 1 m<sup>3</sup>, metal tanks/dumpsters with tank cover for liquids

### Waste Disposal Contacts

Otto Dörner: Lederstraße 24, 22525 Hamburg  
 Otto Dörner on the shipyard: Waste collection hall, south of slipway 7  
 TSR Metall Recycling GmbH & Co. KG: Breslauerstraße 7, 21129 Hamburg

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

Other than the abovementioned standard disposal and disposal of hazardous substances, any other method of disposal needs to be planned by the environmental office by means of a disposal concept and proof of disposal must be provided. The applicable laws and regulations such as the Federal Emission Control Act, the Waste Avoidance, Recycling and Disposal Act, the Water Resources Act, the Hazardous Goods regulations, in-house safety regulations and operating instructions, all need to be observed.

**For further questions, please contact the officer responsible for waste disposal, hazardous goods, water protection and pollution control - Tel. 040 3119 2263.**

#### 6.13.4 Water Treatment Plant/Water Pollution

The restwater from the high-pressure cleaning of the hull and the hydro-blasting water produced by the Dockmasters is collected in the storage tanks of the dock waste water treatment plant located in floating docks 10, 11 and 16 and dry dock Elbe 17.

Before commencing work on the hull or superstructure blasting/washing/coating, an application must be submitted to the responsible Field Engineer. In an emergency, the following numbers apply:

Tel: 040 3119 1409 or 040 3119 7782  
Mobile: 0172 433 7927  
Facilities Tel: 040 3119 1376

The emergency plan must be observed accordingly.

#### 6.14 Medical Service

In the event of an acute illness or injury, the medical service will provide first aid. A copy of an Accident Report/First Aid logbook entry can be provided upon request.

The partner company and its subcontractors are responsible for sending the report to the relevant trade association.

Any accident at the shipyard must be reported to the Work Safety and Environmental Protection department by submitting a copy of the Accident Report that is sent to the trade association.

The partner company and its subcontractors are required to provide evidence of the occupational health examinations that may be necessary for particular work. Such health examinations can be performed by the Medical Service at Blohm+Voss.

Services provided by medical service personnel of Blohm+Voss (occupational physicians, assistants, paramedics, emergency rooms, A+E etc.) and/or the provision of care (e.g. outpatient medical care, medical treatment of any kind, occupational health check-ups, assessment of fitness for work, etc.) shall be reimbursed by the partner company and its subcontractors, and will be invoiced by Blohm+Voss as per the current fee regulations (unless a corresponding service contract has been concluded with Blohm+Voss that includes such services).

#### 6.15 Fire Prevention

The partner company and its subcontractors shall observe the ***Fire Prevention and Protection Regulations of Blohm+Voss***.

At the end of work, the working area, as well as the recreation and wardrobe rooms, shall be left in such a state that an outbreak of fire or the danger of an accident are eliminated.

For certain areas, pre-existing Hot-Work bans must be strictly observed.

Flammable transport packaging must not be stored on ships, but must be disposed of immediately.

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

Fire prevention officers are to be requested well in advance from the Fire Brigade (see Section 6.12.10 regarding approval of Hot-Work).

All persons employed on our shipyard are obliged to prevent and fight accidents and fires.

#### **6.15.1 Fire Prevention Regulations, Part A - Notice**

The Fire Prevention Regulations, Part A (public notice) applies to all persons on the Blohm+Voss shipyard.

**Partner Company Manual**  
 based on DGUV [German Social Accident Insurance] Regulation 1

# Fire Prevention

**Fire, open flames and smoking are strictly prohibited**



## In case of fire

**Keep calm**

**Sound the alarm**



**Trigger the fire alarm**

**If you smell burning, smoke, see flames or suspect there is a fire**

**Report the fire**



**Fire Brigade Emergency Tel: 20**

**Mobile: 040 - 3119 - 5555**

**WHO is calling?**

**WHAT has happened?**

**WHERE has it happened?**

**HOW MANY people are injured?**

**WAIT for instructions**

**Get to safety**



**Warn those people at risk and around you**

**Help those around you to safety**

**Follow the marked escape routes**

**Do not use lifts or elevators**



**Go to the nearest Assembly Point and await further instructions**

**Attempting to put out the fire**



**Use fire extinguishers**

**Be careful! Your personal safety is important**

**Use fire hydrant/ hose from the wall**

**Be careful! Your personal safety is important**



**Alarm signal  
(house alarm)**

**Continuous siren**

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

#### 6.16 Liability and Shipyard ban

Blohm+Voss shall not be liable either for personal injury to the partner company or its employees or subcontractors and their employees respectively, nor damage to equipment, tools, materials and/or other items belonging to partner companies or its employees or subcontractors and their employees respectively, unless resulting from wilful misconduct or gross negligence of the legal representatives or executive employees of Blohm+Voss or its legal entities.

The partner company undertakes to indemnify Blohm+Voss against any claims for damages claimed by employees of the partner company, their subcontractors or third parties, which result from the behaviour of the partner company or its employees at the shipyard.

If the partner company or its employees or its subcontractors or their employees repeatedly or severely violate one or more regulations, Blohm+Voss shall be entitled to terminate the contract without notice and may, effective immediately, prohibit the partner company and its subcontractors from entering the shipyard. Irrespective of this, Blohm+Voss shall be entitled to prohibit individual employees of the partner company or their subcontractors from entering the yard in the event of violation of the above-mentioned regulations. Any possible contractual obligations with the partner company and Blohm+Voss remain unaffected.

Driving and parking on the premises of the shipyard as well as the entering of facilities, docks and ships shall be at one's own risk. Blohm+Voss assumes no liability for damage to property or pecuniary loss of any kind, unless in the event of gross negligence or wilful intent of Blohm+Voss. In particular, Blohm+Voss shall not be liable for damage as a result of contamination. For its part, Blohm+Voss reserves the right to claim damages of any kind.

Blohm+Voss shall be reimbursed for any damage, costs or expenses caused by the partner company or its subcontractors.

#### 6.17 Acknowledgement of Terms and Conditions for Working at the Shipyard

The partner company confirms the terms and conditions for working at the shipyard by completing the form ***Acknowledgement of Terms and Conditions for Working at the Shipyard*** as per Section 9 along with the other applicable documents.

### 7 Coordination of Projects and Scope of Work

#### 7.1 Acknowledgement of the Blohm+Voss coordinator pursuant to DGUV Regulation 1, Section 6

The partner company must acknowledge the Field Engineer/Coordinator from Blohm+Voss as the supervisor for the relevant construction site or project.

The acknowledgement of the coordinator by the partner company is confirmed by completing the form ***Acknowledgement of the Coordinator*** as per Section 9 along with the other applicable documents.

The form must be completed and submitted to the responsible Field Engineer/Coordinator prior to the start of work.

#### 7.2 Acknowledgement of the Partner Company Manual

The partner company must acknowledge the Partner Company Manual and the current fee regulations by completing the form ***Acknowledgement of Terms and Conditions for Working at the Shipyard*** and by submitting it to the Field Engineer/coordinator.

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

### **7.3 Clarifications on the Coordination of Work**

In principle, the responsible Field Engineer/Coordinator from Blohm+Voss is the first contact for all matters relating to the implementation of a project. The operational and shipyard-specific conditions must be taken into account. Therefore, all actions must be coordinated together with the responsible Field Engineer/coordinator.

### **7.4 Coordination of Work as per DGUV Regulation 1**

If the partner company assigns work to subcontractors the partner company must appoint a person to coordinate the work. The partner company has to make sure that this person has the authority to give instructions as the subcontractor over its employees.

When the partner company accepts a project or work order and the scope of work takes place at the same time as other projects or work orders carried out by other partner companies, the partner company undertakes to coordinate such work with the other partner companies as far as this is required to avoid possible hazards.

### **7.5 Special Conditions for the Obligations of Partner Companies not contracted by Blohm+Voss**

If during the completion of the work a partner company assigns work to another partner company and this work is executed at the same time and place, it may be that, despite cautious and careful working of each group of workers, hazards may occur, unless every detail is coordinated with each other with regards to time, planning and the scope of works. The partner company assigning the work further must therefore undertake to nominate a coordinator. The partner company must check in advance, when assigning such work, whether at the time the job is due to take place there are other groups of workers working concurrently and whether hazards are possible. Both the own employees and the employees of other companies need to be considered.

This applies to all partner companies including subcontractors and those that have been commissioned by the customer directly and execute work on the premises of Blohm+Voss. Necessary documents, such as risk assessments, etc. must be submitted to the Blohm+Voss Department of Work and Environmental Protection.

### **7.6 Tasks of the Field Engineer/Coordinator from Blohm+Voss**

Effective coordination is only possible when a timed workflow or detailed job schedule have been prepared by the individual parties involved before starting the project. However, this presupposes that the Field Engineer/Coordinator is informed about the start/end of the work, intended works, the number of workers and the work methods. The Field Engineer/Coordinator is therefore entitled to request all documents required from each partner company in this respect. The obligation of the partner company to cooperate is stipulated in the DGUV Regulation 1, Section 6.

### **7.7 Use of Subcontractors**

If a partner company uses subcontractors, it shall inform the Field Engineer/Coordinator of the required details (names of companies, responsible site managers or supervisors and period of work). The partner company is obliged to regulate the coordination of the work with its own subcontractors as per legal and statutory regulations in the same way. The partner company must inform its subcontractors of the name of the Field Engineer/Coordinator from Blohm+Voss before starting any work.

## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

#### 7.8 Authorisation for the Field Engineer/Coordinator from Blohm+Voss to give Instruction

The responsible Field Engineer/Coordinator from Blohm+Voss is authorised to give instruction to the partner company, its employees and the subcontractors and their employees with regard to occupational safety and environmental protection.

This authorisation to give directives is a prerequisite for the Field Engineer/Coordinator to do an effective job.

The Field Engineer/Coordinator ensures that deviations from the plan do not run out of control. In the event that deviations are required or in the event of edits to the schedule, which may result in hazards, the Field Engineer/Coordinator shall change the job schedule accordingly. In such a case, work must be interrupted and may only continue when the work schedule has been updated and the Field Engineer/Coordinator has explicitly said that work may continue. The Field Engineer/Coordinator shall immediately inform the responsible person from each group of workers of any significant change in the schedule.

#### 7.9 Coordination and Agreements with the Field Engineer/Coordinator

##### 7.9.1 Duty to Inform

The partner company must ensure that its responsible site manager is available for discussion with the Field Engineer/Coordinator prior to the start of the works and at least once a day for coordination purposes. Both workflow and work progress as well as safety-technical questions must be coordinated.

##### 7.9.2 Duty to Report

All accidents, incidents, damage or deviations from agreements shall be immediately reported to the Field Engineer/Coordinator without delay.

The partner company and its subcontractors shall report accidents to the Occupational Health and Safety Department at Blohm+Voss using the form **Accident Registration Form for Partner Companies** as per Section 9 along with all other applicable documents.

##### 7.9.3 Occupational Safety

Defective safety equipment, scaffolding, etc., missing equipment or inadequate conditions as well as other questions with regard to the execution of the work must immediately be reported to or discussed with the Field Engineer/coordinator. The Field Engineer/Coordinator has the right to demand risk assessments and operational procedures from the partner company and its subcontractors.

##### 7.9.4 Hazardous Substances

The transport, handling and storage as well as the processing of hazardous material must be reported to and agreed with the Field Engineer/Coordinator before delivery to the shipyard. The procedures **Delivery of Hazardous Materials** and **Handling of Hazardous Substances** must be observed. Storage locations must be mutually agreed upon. For the handling of these hazardous substances, operational procedures need to be submitted or must be prepared respectively.

#### 7.10 Organisation before the Project or Works planned begins

Before starting work, the partner company shall be informed about the organisation of the project or works planned by the project manager or coordinator from Blohm+Voss.

For projects and works that require security-cleared personnel, registration is required at least 7 days before work begins.

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

Before starting the work, the partner company shall inform the project management of the contacts for the relevant shift and site managers. These contacts will then be taken over into the project and job-specific telephone directory. Changes shall be reported to the project manager or coordinator immediately.

#### **7.10.1 Daily Reporting of Personnel Numbers from the Partner Company**

The partner companies of Blohm+Voss are obligated to register the number of their own personnel and that of their subcontractors daily (day and night shift) for the respective day in writing.

The daily report of the number of personnel at the yard is submitted via the form **Registration of Partner Company Working Hours** as per Section 9 along with all other applicable documents.

#### **7.10.2 Registration of Weekend Work by the Partner Company**

The registration of weekend work at the shipyard by the partner company is completed by submitting the form **Registration of Partner Company Working Hours** as per Section 9 with all other applicable documents.

Work on weekends needs to be especially planned. Among other things, crane service or energy supply must be organised.

The planning must take into account that neither work safety nor environmental protection are affected (e.g. availability of fire brigade personnel, crane operators) in relation to the work that needs to be carried out.

In the event of an accident or damage to the environment, it must be ensured that all measures of the emergency plan as well as rescue operations can take place unhindered (e.g. crane operators for the rescue of an injured person).

The scheduled number of personnel as well as the availability of the supervising person must be submitted. Registration for work on Sundays and public holidays, including the statutory approval, shall be in the responsibility of the partner company. Official requirements and statutory stipulations must be observed.

#### **7.10.3 Changing Rooms, Lockers, Wash Facilities, Social Rooms and Canteen**

For employees of Blohm+Voss partner companies and their subcontractors, changing rooms with lockers and wash facilities can be provided on request. The rooms will be allocated by the management of the production department further to consultation with the Field Engineer/coordinator.

The employees must lock the lockers themselves. Blohm+Voss assumes no liability for the items kept in the lockers or inside the changing rooms. After the works or project has been completed, the lockers and the rooms shall be returned in a clean condition to the responsible representative at Blohm+Voss. Abandoned, locked lockers will be opened and emptied by Blohm+Voss no later than 3 days after completion of the work at the expense of the partner company and its subcontractors.



## Partner Company Manual

### based on DGUV [German Social Accident Insurance] Regulation 1

---

## 8 Safety Markings on the Shipyard

The following safety markings can be found on the Blohm+Voss shipyard:



### Road traffic signs on the shipyard – 20km only

The StVO and StVZO regulations apply – See Section 6.9



### Driving or crossing the dock bridge – maximum weight 30 tons

See Section 6.9



### No bicycles

See Section 6.9



### No cameras (no photography, no videos, no other recording apparatus)

See Section 6.11



### No smoking

Please observe the signs – See Section 6.12.13



### No drugs, no alcohol and no intoxicating substances

See Section 6.12.13



### Emergency telephone number 20 (fire, accident, oil accident, etc.)

Emergency telephones are located at marked energy stations, quays, gangways and docks



### First-aid station/emergency room at the main gate

Weekdays from 7:00-15:00 hrs. Outside these hours, first aid is provided by the fire brigade

# Partner Company Manual

based on DGUV [German Social Accident Insurance] Regulation 1

## Personal protective equipment (PPE)



See Section 6.12.7



## Scaffolds

See Section 7.9.3



## Escape and rescue route plans



## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

## **9 Other Applicable Documents**

Fire Prevention and Protection Regulations of Blohm+Voss  
Current Fee Regulations of Blohm+Voss  
Procedure Instruction for Delivery of Hazardous Goods  
Procedure Instruction for the Handling of Hazardous Substances  
Procedure Instruction for carrying out Hot-Work  
Procedure Instruction for the Registration of Partner Company Work Hours  
Procedure for Equipment Management  
Procedure for Emergencies  
Procedure for Crane Operators and Slings / Lifting of Loads  
Procedure for Working on Tankers or in Tanks  
Procedure for Erecting, Releasing and Working with Scaffolding  
Procedure for Registration of a Partner Company via the Blohm+Voss Internet Website  
Procedure Execution random checks (person / bag checks) on the object  
Annex A Project-specific documents

### **Forms**

Form Acknowledgement of Terms and Conditions for Working at the Shipyard  
Form Acknowledgement of the Coordinator  
Form Project-specific Safety Instruction Certificate from Blohm+Voss Field Engineer/coordinator  
Form Registration of Partner Company Work Hours  
Form Accident Registration Form for Partner Companies  
Form Safety Instruction Certificate in compliance with Section 4 of the DGUV regulation issued by the site manager of the partner company  
Form Shipyard export bill

### **Overview of General Procedure Instructions**

BA 101 Cleanliness and Order on board, in rooms and in Working areas  
BA 102 Rules of conduct in the event of oil spillage  
BA 104 Driving on the dock bridges 5/10/11/12/16  
BA 105 Assembly of Scaffolding or Rigging  
BA 106 Working on Pontoons

## **Partner Company Manual**

### **based on DGUV [German Social Accident Insurance] Regulation 1**

---

- BA 120 Evacuation of ships at the shipyard in the event of danger
- BA 134 Crossing of gangways and stair towers at the berth
- BA 156 Cycling inside shipyard halls
- BA 200 Wearing of Personal Protective Equipment (PPE) + Annex (Yard layout)
- BA 301 Use of Ropes, Chains and Lifting Slings for the Lifting of Loads
- BA 309 Operation of Industrial Trucks by authorised (qualified) Personnel
- BA 321 Motor Vehicles on the shipyard