

Confirmation

This form must be signed by all companies and contractors operating at ACG as well as all their employees before commencing work on ACG premises. It covers all employees who work with equipment and maintenance on the premises of ACG including structural or technical work and service activities (e.g., Cleaning, Security etc). This form is especially important if the work is to be unattended or unsupervised.

The supervisor confirms on behalf of the management of their company by signing of this form that all Austrian employment law and social insurance regulations will be complied with and names a person or persons including a suitable substitute person who will take full responsibility for the given work as a supervisor. Furthermore, it confirms that all aspects of the "safety regulations for external companies" will be complied with and that it is the individual responsibility of all staff to demonstrate a knowledge of and apply correctly the safety regulations.

"With my signature, I acknowledge that in case of violations and the issuing of a one-time warning, people can be expelled from the premises of ACG. Failure to comply with safety regulations may result in civil and criminal consequences or prosecution."

Function		Name + Signature	Telephone number on site	
Supervisor of contractor/s				
Deputy Supervisor				
ACG Responsible Person				
Sign in / Sign out				
Suppression of fire systems				
Planned start o	f work	Planned or	empletion of work	
(Date and Time)			Planned completion of work (Date and Time)	
		l		



Checklist of Instructions (Tick as appropriate)

and process of environmental	incidents", Local safety (guidelines and fire protection	on regulations.			
Briefing on the local access and security rules						
Briefing on local fire response and regulations (Alarm, Assembly point) and the location of First Aid facilities (First Aid Kit, Defibrillator)						
Hot Work to take place?	YES – Hot Work	Order + Review required				
	□ NO					
Briefing that Smoking and Alcohol are forbidden on all ACG premises except for designated areas. (This includes being forbidden on roofs and scaffolding)						
Briefing on Environmental regulations and instructions (including Waste avoidance and disposal, separation of recycling procedures and energy saving methods)						
Actions to take in the case of incidents (see Chapter 6.1 of VA SQ SE 00040)						
Assurance and briefing of data secrecy and confidentiality requirements						
Employees of contractors (v	who will be carrying ou	t work):				
Approval for the following services/areas (please tick): Other:						
ATCCV LOWW LOWG LOWK LOWL LOWS LOWI						
Date Nai	me (Block letters)	Signature	Submitted by:			

Special/additional Comments: