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Form M01: Site regulations (typical version with standard wording)		

**The document bearing the original signatures is kept by CC-QM.**

QMHA Rev. 0			
Document preparation	14.08.02 Schöbel	15.08.02 Wengeler	15.08.02 H. D. Müller
	Date: Prepared	Date: Checked	Date: Approved
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<b>Uhde</b>	<b>Technical instructions</b>	QMHU code: <b>11 BM-F07</b>	
	<b>Construction site regulations</b>	UAN (for QMHA)	Page: <b>2 of 7</b>
<b>1</b>	<b>Scope</b>	These technical instructions shall be applied by all Uhde divisions and departments that assign construction and commissioning personnel to construction sites. These instructions take effect on the date of approval.	
<b>2</b>	<b>Aim/purpose</b>	To ensure that the plant construction and commissioning be trouble-free and that the requirements for health, environment and safety be met, rules shall be drawn up for the organisation, implementation and supervision of the construction and commissioning work as well as for the conduct of site personnel.	
<b>3</b>	<b>Responsibilities</b>	<p>The <b>project-team coordinator for construction (AK-BM)</b> is responsible for compiling the site regulations. The said person must ensure that the project-related site regulations be agreed with the departments involved and approved by the customer if this is laid down in the contract, and he/she must also provide for the commitment of the contractors.</p> <p>The site regulations shall be checked by the <b>head of the construction department</b> and approved by the <b>project manager</b>.</p> <p>The <b>site manager</b> must ensure that the provisions laid down in the site regulations are observed on the site. When the systems are step by step handed over by the site manager to the <b>commissioning manager</b>, the responsibility for compliance with the site regulations is likewise transferred.</p>	
<b>4</b>	<b>Procedure</b>		
<b>4.1</b>	<b>Compilation of site regulations</b>	The site regulations shall be compiled using form 11 BM-F01 M01 and standard text elements. The person drawing up the regulations shall check whether contract-specific amendments are required. The form contains standard text elements to facilitate the editing work.	
<b>4.2</b>	<b>Commitment of contractors</b>	The contractors shall sign a contractual commitment to comply with the construction site regulations.	
<b>4.3</b>	<b>Implementation of site regulations</b>	<p>In an initial briefing (cf. FAW 11 BM-F10) to be documented, all site personnel will be committed to observe the regulations. The rules will also be put up on the site-management notice-board.</p> <p>Unless accompanied by authorised site personnel, visitors are not allowed to enter the site as they are not familiar with the specific site conditions and have not been instructed about the site regulations. They will, however, be briefly informed about the specific dangers.</p> <p>The site management's responsibility of supervision and control also includes that the site regulations be observed. This can be done by questioning or checks on routine inspection tours, SHE inspections or by other communication channels.</p>	
<b>4.4</b>	<b>Amendments to site regulations</b>	The site regulations need be amended in the event of major changes of hazard potentials on the site when, for example, hazardous materials are brought in and used for commissioning so that they may be of effect on emergency situations or the reason for taking along additional personal protective equipment, such as emergency and rescue equipment. Such modifications shall be communicated to all site personnel by way of adequate briefing/training.	
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<p><b>4.5 Contents of site regulations</b></p> <p><b>4.5.1 General</b></p> <p><b>4.5.1.1 Location of job site</b> The following information must be specified: geographical location (place, country), traffic links (airport, public transport, roads). Further details must be stated: is the construction site is part of works premises, information about the adjacent facilities/plants and the location of the construction plot.</p> <p><b>4.5.1.2 Relevant addresses and telephone numbers</b> A list of the persons / institutions responsible, with addresses and telephone numbers shall be compiled. This includes customer/owner, project management, site management, safety coordinator and their deputies as well as works/casualty doctor, works fire brigade, control rooms, security personnel/gate-keeper. These data must always be updated.</p> <p><b>4.5.1.3 Organisation chart of the site personnel</b> The organisation chart of the site personnel shall be up on the relevant notice boards. Functions that are still vacant shall be provided with the names of the persons responsible.</p> <p><b>4.5.1.4 Working time</b> Provisions related to standard working time, breaks, special situations, shift work, night work, legal holidays must be included. Stand-by duty shall be covered if required.</p> <p><b>4.5.1.5 Persons responsible for coordination and control of workplace safety and health</b> The safety coordinator and the contractors' representatives responsible for safety and health must be appointed. Their responsibilities and authority to give instructions must be defined. It must be clearly stated that contractors and subcontractors bear full responsibility and liability for the safety of their personnel on the site.</p> <p><b>4.5.1.6 List of contractors and sub-suppliers</b> A list of all Uhde contractors and sub-suppliers with addresses/telephone numbers and names of persons responsible must be compiled and kept updated.</p> <p><b>4.5.1.7 Reporting by contractors and sub-suppliers</b> The following must be included: are the crafts, scopes of supplies and services, assignment of personnel and equipment and materials to be used by the individual contractors and sub-suppliers. The daily check-in procedure for persons present shall be fixed. It must be stipulated whether first-aid personnel, safety engineers, supervisory personnel etc. shall be identified in the daily check-in list. The participants in the coordination meetings shall be named. Incidents / accidents and non-conformities, deficiencies and damage subject to reporting (cf. QA 11 BM-F03 and QA 08 AR-A18) must be incorporated.</p> <p><b>4.5.2 Workplaces</b></p> <p><b>4.5.2.1 Temporary site facilities, site traffic</b> The site regulations shall include provisions about the use of areas assigned to contractors and subcontractors (temporary site facilities, material delivery, materials store, machinery/equipment stores). Nameplates may be provided on such facilities. Traffic routes, traffic restrictions, evacuation and emergency access routes, fire-brigade access routes, parking lots for cars (outside/inside battery limits), transport of persons, transport of heavy loads and its routes shall be taken into consideration. The site regulations shall also include the necessary protective measures to be taken against extreme climate conditions (frost, heat, sandstorm, heavy/continuous rainfall).</p> <p><b>4.5.2.2 Social facilities, supplies and waste disposal</b> The supply of water and electric power as well as the waste disposal of social facilities (sewage, rubbish) shall be agreed with the customer.</p>			
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<p>Provisions shall be made for the utilisation of sanitary facilities (toilets, washing-rooms, etc.), common/lunch rooms, canteen if any, etc. Uhde and the contractors/subcontractors shall agree on an adequate size of the social facilities (depending on the number of persons). Location of and access to first-aid equipment and medical room, if any, shall be stipulated in the site regulations.</p> <p><b>4.5.2.3 Power supply and lighting system for temporary site facilities</b> The supply of electric power for temporary site facilities, the installation of sub-stations and incoming feeders shall be agreed with the customer. The provision of the basic lighting system (minimum luminous intensity) and the illumination of escape and emergency routes / meeting points shall be agreed with the customer and the contractors.</p> <p><b>4.5.2.4 Utilities</b> The provision of utilities such as compressed air, steam, instrument air, nitrogen, demineralised water etc. shall be agreed with the customer.</p> <p><b>4.5.2.5 Site tidiness and waste disposal</b> Working areas: the site regulations shall include instructions for the removal of materials and components not required, packaging materials, disposal / sorting of waste, sanitary requirements, etc. General sanitary requirements shall be specified for social facilities.</p> <p><b>4.5.2.6 Communication facilities</b> The utilisation of communication facilities such as telephone, fax, e-mail, mobile telephones, walkie-talkies and any other electronic means shall be clearly specified.</p> <p><b>4.5.3 Occupational safety and health</b></p> <p><b>4.5.3.1 General regulations and their announcement</b> Statutory regulations and rules for the prevention of accidents, customer's and Uhde standards as well as the occupational safety and health plan (valid for Germany only) shall be compiled. The general standards and site regulations are made public on the relevant notice boards and in the initial briefing.</p> <p><b>4.5.3.2 On-site briefing</b> Personnel that is on the site for the first time will be briefed about the special conditions / hazards before starting their work. Additional briefing shall take place whenever necessary. All briefing sessions (including those of contractors and subcontractors) shall be documented. Control and supervision of safety and health measures are implemented by means of inspections as laid down in the technical instructions 11 BM-F05 HES inspections on the site.</p> <p><b>4.5.3.3 Medical check-ups</b> Provision shall be made for the assurance and recording of the work-related medical check-ups for Uhde personnel (cf. QA 08 AR-F07).</p> <p><b>4.5.3.4 Personal protective equipment</b> The obligation of Uhde's (cf. QA 08 AR-F07) and contractors'/sub-suppliers' personnel to use their personal protective equipment such as protective clothing, safety shoes, protective helmet, goggles, etc. shall be defined. The steps to be taken in the event of any infringement shall also be stipulated.</p> <p><b>4.5.3.5 Hazardous areas</b> With regard to work permissions (procedure as described in 11 BM-F09) the safety measures required for work involving open-flame application, entering of vessels, radiographic examinations, switching authorisation, securing of hazardous areas shall be specified.</p> <p><b>4.5.3.6 Earth works (approval / safety measures)</b> The necessity of obtaining the site management's approval for unscheduled excavation of pits and trenches, driving-in of piles / metal rods etc. shall be laid clearly defined.</p>			
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<p><b>4.5.3.7 Construction machinery, tools, devices and equipment subject to official inspection</b>  The site regulations shall include provisions which ensure that the necessary permissions / certificates for construction machinery, tools, devices and equipment subject to official inspection be documented in test/inspection records or other equivalent documents.  It must also be documented that the requirements for the use of such equipment are met (qualification of personnel, briefing, operating instructions, work orders).</p> <p><b>4.5.3.8 Construction work (approval / coordination)</b>  Either the site manager or the safety coordinator shall define the safety measures to be taken for the construction work required on site.</p> <p><b>4.5.3.9 Scaffolds (permissions / approval)</b>  It shall be ensured that the scaffolds to be used are suitable and in proper condition. Permits / certificates of approval shall be presented. Structural modifications of scaffolds may only be carried out by skilled personnel. Closed scaffolds shall be marked and must not be used.  Work that may be performed from ladders shall be specified.</p> <p><b>4.5.3.10 On-site handling of hazardous materials</b>  Handling of hazardous materials requires strict adherence to relevant instructions of operation/use. This shall be emphasised in the site regulations.  Provision must be made for the type of storage facility (e.g. hazardous material container) and the quantities of hazardous materials required (e.g. varnishes, etc.) shall be covered by the site regulations.</p> <p><b>4.5.4 Fire and explosion protection / general emergency planning</b></p> <p><b>4.5.4.1 Emergency response plans with communication lines</b>  Emergency plans including instructions of conduct shall be drawn up for cases of fire, accidents and emergencies. The necessary site plans shall be made available. These plans shall be made public (put up in relevant places).</p> <ul style="list-style-type: none"> <li>- Description of personnel's conduct in cases of fire as well as specification of communication lines (refer to example).  Specification of locations for fire-fighting equipment and instructions for use of extinguishing agents, taking into account the changing peripheral conditions on site. Respective plans must be put up in suitable places.</li> <li>- Description of the procedure in the event of accidents, specification of reporting lines (cf. example) and first-aid measures to be taken (refer to ZH 1/144). Conduct in the case of accidents and first-aid measures shall be communicated by briefing and notice-board. Ambulances for casualties as well as destinations (specialist hospitals etc.) shall be determined on the basis of the degree of severity and the type of the accident.</li> <li>- Description of the procedure in the event of emergencies including specification of reporting lines for emergency situations:  The use of personal emergency and rescue equipment in the event of evacuation alarm or similar emergencies shall be stipulated as well as personnel gathering at special meeting points in order to check if persons are missing.</li> </ul> <p><b>4.5.4.2 Practice alarm / fire drills</b>  Practice alarms / fire drills shall be agreed with the customer.</p> <p><b>4.5.5 Environmental protection</b></p> <p><b>4.5.5.1 Waste collection</b>  The places shall be agreed with the customer where waste sorted by different categories is to be collected and who will be responsible for waste disposal. The contractors and sub-suppliers shall also agree to participate in this disposal system of waste materials sorted by categories.  The procedure for documenting the amounts of waste shall be agreed.</p> <p><b>4.5.5.2 Treatment and discharge of waste water during construction period</b>  The customer and Uhde shall agree on provisions regarding the treatment and discharge of surface water from reinforced areas, pits etc. The same applies to infiltration / ground water.</p>			
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<p><b>4.5.5.3 Disposal of polluted waste water (e.g. from cleaning operations)</b> Provision shall be made for the disposal of polluted waste water obtained when cleaning with water-polluting substances, performing pressure tests, etc.</p> <p><b>4.5.5.4 Noise control</b> Noise control measures (primary control at sources of noise, personal protective equipment) shall be defined for areas where the noise level is expected to exceed 85 dB(A). This includes identification measures.</p> <p><b>4.5.6 Site security</b></p> <p><b>4.5.6.1 Site fence</b> To prevent trespassing by unauthorised persons on the construction site, provision for the erection of a site fence shall be agreed with the customer, if necessary. To secure the construction area itself, it may be necessary to agree under certain circumstances that an access-control system is implemented.</p> <p><b>4.5.6.2 Security personnel, admission permits</b> To control the access to the site, provisions for security personnel and admission permits (ID cards) shall be agreed with the customer.</p> <p><b>4.5.6.3 Incoming and outgoing materials / equipment</b> The procedure for incoming materials and equipment shall be stipulated, if necessary with the customer's approval. This procedure shall cover all supplies, tools, etc. An analogous procedure shall be agreed for outgoing materials.</p> <p><b>4.5.6.4 Special provisions (visitors, photos, etc.)</b> The admission procedure for visitors and site tours shall be agreed with the customer. Visits shall be announced in good time. Should visitors be accompanied by site personnel, there is no need for initial briefing. They must, however, use the required personal protective equipment when they enter the construction area. Provisions for on-site photographing / filming shall be agreed with the customer.</p> <p><b>4.5.7 Miscellaneous</b></p> <p><b>4.5.7.1 Authority of Uhde site management to issue instructions/directives</b> The Uhde site management is authorised to issue HES instructions/directives HES to Uhde personnel, all contractors and sub-suppliers.</p> <p><b>4.5.7.2 Alcohol and drugs</b> Provisions as regards alcohol and drugs shall be stipulated for the site regulations; the consumption of alcohol and drugs is generally forbidden.</p> <p><b>4.5.7.3 Weapons and explosives</b> Taking any kind of weapons and explosives to the site is forbidden unless required for special construction work.</p> <p><b>4.5.7.4 Smoking, fire, open flame activities</b> There is a general ban on smoking. The site management may indicate and identify rooms in which smoking is allowed. Fire and open flames are generally forbidden. Welding and flame-cutting work require a special permission and must only be performed in work areas which are identified accordingly.</p> <p><b>4.5.7.5 Food and beverages</b> Food and beverages may only be consumed during the official breaks and in explicitly identified areas. If special climatic conditions apply to the site, special precautions shall be taken to ensure that sufficient water / beverages be available for the site personnel.</p> <p><b>4.5.8 Enclosure</b> Emergency response catalogue</p>			
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<p><b>5 Notes and remarks</b> The following technical instructions shall also be applicable:</p> <ul style="list-style-type: none"> <li>• 11 BM-F10 Initial briefing</li> <li>• 11 BM-F05 HES inspections on job sites</li> </ul>			
<p><b>6 Documentation</b> QM instructions shall always be documented. This shall include in particular the persons responsible for compiling, checking and approving the documents. These QM instructions shall become an integral part of the QMHU. Any void version or revision shall be stored electronically by CC-QM. Any discrepancy between different document versions can thus be identified and shown accordingly.</p>			
<p><b>7 Updating procedure</b> Should modifications to these instructions be required, the relevant suggestions shall be submitted to the corporate QM manager via the divisional QM representative. Instructions QA 01 ZZ-A02 shall apply.</p>			
<p><b>8 Document distribution</b> These instructions shall be made available on the Intranet by CC-QM.</p>			
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# Site regulations

1 BM-F07 M01

Date	Signature	Date	Signature	Date	Signature
Prepared		Checked		Approved	



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## **1 General**

### **1.1 Site location**

Country:

Town:

Street:

Access:

Airport:

Railway/bus:

The site is located on factory premises: xxxx, block/construction area: xxxx

The following manufacturing facilities and production plants are located in the direct vicinity:

### **1.2 Important addresses and telephone numbers**

Customer/plant owner:

Mr/Ms:

Town

Phone:

Fax:

Project manager:

Mr/Ms/Department:

Street:

Town:

Phone:

Fax:

Site management:

Mr/Ms/Department:

Street:

Town:

Phone:

Fax:

Deputy site manager:

Mr/Ms/Department:

Phone:

Fax:

**Site regulations**

Works/casualty doctor:

Mr/Ms:

Address:

Phone:

Fax:

Ambulance service:

Address:

Phone:

Fax:

Plant fire brigade:

Address:

Phone:

Fax:

Control room/workshop:

Phone:

Security service/gate keeper:

Phone:

**1.3 Site organisational chart**

The current site organisational chart is on display on the white board in the site office.  
(Typical chart, see Annex 1)

**1.4 Working hours**

Regular working hours: Monday through Friday, 07:00 hrs to 12:00 hrs and 12:45 hrs to 17:00 hrs.  
Any working hours in excess of the normal working hours, overtime, late work/shift work and standby duty shall be notified to and approved by the site management one day in advance. Official permits, if any, shall be obtained by the sub-contractor. Any permits related to the Uhde employees shall be arranged for by the site management in consultation with the Human Resources division.

**1.5 Persons responsible for the co-ordination and supervision of labour safety and health protection**

Person appointed as co-ordinator on behalf of plant owner/customer:

Mr/Ms:

Function:

Address:

Phone:

**Site regulations**

Person appointed as co-ordinator on behalf of Uhde GmbH:

Mr/Ms:

Function:

Address:

Phone:

Person appointed as co-ordinator for construction materials:

Mr/Ms:

Function:

Company:

Address:

Phone:

**1.6 List of sub-contractors and their sub-contractors**

(list to be added)

**1.7 Reporting by sub-contractors and their sub-contractors**

Daily reports:

The daily reports for the previous day shall be submitted to the site management not later than 10:00 hrs on the following day. Such reports shall contain all data on the relevant trades, the scope of supplies and services, the personnel assigned and the equipment and materials used.

Daily personnel lists:

A list naming the site personnel, sorted by qualification, shall be submitted to the site management daily by 10:00 hrs.

In said list, a distinction shall be made by administrative (management and administration) and direct working hours. Supervisory personnel, safety engineers, persons trained in first aid etc. shall appropriately be identified in the daily report.

Co-ordination meetings:

Once a week the Uhde site management will hold co-ordination meetings to be attended by all sub-contractors and their sub-contractors. Special work and work to be carried out outside the site fence and on existing pipe racks, and special activities, such as X-raying, transport of heavy equipment, heavy construction, which might impair or cause danger to life, shall be announced during the co-ordination meetings in advance for the following week.

The co-ordination meeting will be held every ....day at 00:00 hrs in the conference room of the Uhde site office.

Incident/accident reports :

The Uhde site management shall immediately be informed verbally or by phone of all incidents, accidents and general cases of damage. A written report detailing the subject, the persons affected, the sequence of events and the consequences shall be filed immediately or by the next day at the latest (see QA 11 BM-F03).

## Site regulations

## 2 Workplaces

### 2.1 Temporary site facilities, site traffic

The current temporary site facilities arrangement plan showing the areas assigned to sub-contractors, materials received, areas for material storage, parking areas for machinery and equipment, traffic routes, routes for transporting heavy equipment, traffic restrictions, evacuation and emergency access routes, fire lanes and parking lots is on display in the Uhde site office (for example, see Annex 2).

The temporary site facilities arrangement plan is binding. Any changes and/or amendments shall be approved by the Uhde site management.

The following conditions shall also apply:

The transport of heavy equipment shall be notified to the site management not later than 72 hours prior to its arrival on the site. If required, the Uhde site management will specify any changed transport routes in consultation with the customer/plant owner.

Private cars are only allowed to park on the lots clearly marked for this purpose and are not allowed to access the construction site, the areas assigned to sub-contractors and the areas for material storage. The parking of private cars alongside the access and plant roads, near or within the construction site, areas for material storage or other temporary site facilities is prohibited.

### 2.2 Supply and disposal of utilities for indoor facilities for operating personnel and other amenities

The taps for drinking water, the connecting points for electric power and the location of the temporary site facilities including offices, recreation rooms, sanitary facilities and first-aid station are shown in the temporary site facilities arrangement plan.  
(insert contract-specific arrangements)

### 2.3 Temporary power supply, site lighting

The location and capacity of the main distribution boards is shown in the temporary site facilities arrangement plan (insert contract-specific arrangements)

### 2.4 Auxiliaries (utilities)

(insert contract-specific arrangements)

### 2.5 Tidiness and cleanliness of site

Tidiness and cleanliness are essential criteria and are prerequisite for quality.

Cables, hoses etc. shall be returned to the sub-distribution board/tap and rolled up daily at the end of the shift.

Paved areas shall be swept daily at the end of the shift.

Any waste shall immediately be disposed of, collected at the specified points and removed from the site as and when required by the amount of waste obtained, but at least once per week (see section 5.1).

Packing materials and materials supplied but not used shall be collected at the specified points, their disposal being arranged by the site management.

Any materials not used shall immediately be removed at the end of the respective work and returned to the material store, if required.

### 2.6 Communication facilities

(insert contract-specific arrangements)

## Site regulations

### 3 Labour safety

#### 3.1 General regulations and their promulgation

The Labour Safety Act and the Rules for the Prevention of Accidents (UVV/BGV/BGR/BGI) of the Employers' Liability Insurance Association apply (including implementation instructions etc.) and are on display in the Uhde site office.

On sites in Germany, the Site Regulations (BaustVO) and the related safety and health protection plan shall also apply.

The Uhde site management will perform regular and, if required, additional plant safety inspection tours and produce records of these tours, the attendance of said tours being mandatory for all specified persons. Any decisions made during said inspection tours and the related records are binding. Any defects detected shall be rectified without delay.

#### 3.2 Briefing/safety instruction

Prior to taking up work on the site, the personnel shall initially be instructed on the special conditions and hazards. Briefing of the Uhde personnel and the managerial staff of the sub-contractors commissioned by Uhde is performed by the Uhde site management and documented accordingly including the names of the persons instructed.

Briefing of the sub-contractor's personnel is performed by the sub-contractor himself and documented by him accordingly.

Any additional instruction/briefing shall be performed as and when required. The attendance at such sessions shall be documented by name and signature.

Upon request, the records of said briefing/instruction including the signed list of participants shall be submitted to the Uhde site management.

#### 3.3 Medical check-up

The required medical check-ups of the Uhde personnel shall be carried out and recorded as specified in technical instructions QA 08 AR-F07.

All sub-contractors are themselves responsible for ensuring that medical check-ups are performed. Upon request by the Uhde site management, documentary evidence of the check-ups shall be provided.

#### 3.4 Personal protective equipment (PPE)

Upon request, the PPE for the Uhde personnel is provided by HA and handed over to the staff member concerned. Any other PPE and PPE for site visitors shall be provided/made available by the Uhde site management (see QA 08 AR-F07).

All sub-contractors and their sub-contractors shall themselves be responsible for furnishing their personnel with PPE.

Each person engaged in activities on the site shall wear the PPE, such as clothes, protective shoes, helmet and goggles, etc. made available to him/her. In cases of non-compliance, the person(s) concerned will be admonished or reprimanded.

#### 3.5 Hazardous areas

The hazardous areas are shown in the temporary site facilities arrangement plan and identified in the specific areas. Work in said areas shall be notified to and approved by the Uhde site management (e.g. permit procedure, see 11 BM-F09).

## Site regulations

Upon request, the Uhde site management will grant permission, inter alia, for the following work and define the safety measures to be taken therefor:

- work involving a fire hazard/welding
- entering of vessels, pits etc.
- switching operations

### 3.6 Earthworks (approval / safety measures)

Earthworks, excavations, drilling/ramming of piles/metal bars etc. shall be notified to and approved (by means of an excavation or similar permit) by the Uhde site management who will also define any safety measures required.

### 3.7 Construction machinery, equipment and utilities subject to official or specified approval, electrical equipment

Sub-contractors shall ensure that the required permits/certificates for the construction machinery and plant used, lifting gear and other equipment subject to official or specified approval and electrical equipment are documented in test/inspection records or other suitable and admissible test certificates. Said documents shall be submitted to the Uhde site management on request.

Sub-contractors shall provide proof that requirements for the use of the machinery, plant, equipment and electrical equipment etc. are met (qualification of personnel, briefing, operating instructions, work orders).

### 3.8 Erection work (approval / co-ordination)

In the weekly co-ordination meetings, the Uhde site manager or the safety and health co-ordinator will specify the additional and special safety measures for the construction and erection work to be carried out (see section 1.7, page 5).

### 3.9 Scaffolds (permits / approval)

In the weekly co-ordination meetings, the Uhde site manager or the safety and health co-ordinator will specify the additional and special safety measures for the construction and erection work to be carried out (see section 1.7, page 5).

### 3.10 Handling of hazardous substances on site

The placement of hazardous substances on the site and/or areas assigned to sub-contractors and areas for material storage shall be notified to and approved by the Uhde site manager and the safety and health co-ordinator. The site management will specify, in consultation with the customer if required, the areas for material storage (e.g. hazardous goods containers), quantities to be stored and special and additional safety measures.

The sub-contractor shall ensure that the max. allowable quantity of said substances is never temporarily stored on the site, and never more than the so-called "daily amount required".

Only personnel adequately trained in handling hazardous substances shall be allowed to do so. Proof shall be furnished of said qualification. The operating instructions and instructions for use shall be observed and the required safety measures shall be taken.

<b>Uhde</b>	Plant	Customer	Site	UAN	Page
					9 / 13
<b>Site regulations</b>					

## **4 General hazard prevention plans / fire and explosion protection**

### **4.1 Emergency plans including communication lines**

Emergency plans govern the behaviour in the case of accidents and emergencies and are on display in the Uhde site office, at a central location of the day rooms, in the areas for material storage, the warehouse and the construction site.

The location is shown in the temporary site facilities arrangement plan.

### **4.2 Preventive fire-protection requirements (fire extinguishers etc.)**

Adjacent areas may not be jeopardised by work that could constitute an ignition hazard (e.g. ignition sparks, spatters, slag in the case of welding, cutting, flame cutting or grinding). For this purpose, said areas shall be covered with fire-proof canvass, provided with guards etc., and flammable materials shall be covered with fire-proof canvass/blankets.

The sub-contractor shall provide fire extinguishers at a central location on the construction site, in the areas for material storage, the temporary site facilities, in the day rooms, in the pre-assembly areas, on platforms and scaffolds. Said places shall be shown in the temporary site facilities arrangement plan and clearly identified by pictographs for the specific location.

Any openings within hazardous and/or fire-hazardous areas leading to other areas (e.g. manhole covers on works roads) shall be covered.

Any work that could constitute an ignition hazard on existing pipe racks is subject to an appropriate permit and special safety measures shall be specified.

### **4.3 Provisions for accidents, means of reporting (first aid etc.)**

(for an example, see Annex 03)

### **4.4 Emergency provisions**

(for an "emergency" example, see Annex 04)

(for a "fire" example, see Annex 05)

### **4.5 Practice alarms / alerts**

Practice alarms and alerts shall be carried out from time to time.



<b>Uhde</b>	Plant	Customer	Site	UAN	Page
					10 / 13
	<b>Site regulations</b>				

## **5 Environmental protection**

### **5.1 Waste collection**

(insert contract-specific arrangements)

### **5.2 Treatment and discharge of waste water during plant construction**

(insert contract-specific arrangements)

### **5.3 Handling of substances polluting the water (e.g. cleaning water)**

(insert contract-specific arrangements)

### **5.4 Noise control measures**

(insert contract-specific arrangements)

<b>Uhde</b>	Plant	Customer	Site	UAN	Page
					11 / 13
	<b>Site regulations</b>				

## **6 Site security**

### **6.1 Site fence**

(insert contract-specific arrangements)

### **6.2 Security personnel, access permits**

(insert contract-specific arrangements)

### **6.3 Incoming and outgoing materials/equipment**

(insert contract-specific arrangements)

### **6.4 Special provisions (guests, no photos etc.)**

(insert contract-specific arrangements)

<b>Uhde</b>	Plant	Customer	Site	UAN	Page
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<b>Site regulations</b>					

## **7 Miscellaneous**

### **7.1 Authority of the Uhde site management**

The Uhde site management is authorised to instruct the Uhde personnel and the sub-contractors and their sub-contractors in HSE matters.

### **7.2 Drugs and alcohol**

The consumption of drugs and/or alcohol is forbidden in the entire site area. The site area includes offices, day rooms, warehouse, areas for material storage and open air storage areas, pre-assembly areas and all other related facilities.

### **7.3 Weapons and explosives**

It is forbidden to bring weapons and explosives to the site (see section 7.2). As regards special structural measures and processes requiring the use of guns and explosives, the Uhde site management will grant exceptional permission on request and define the related safety measures to be taken.

### **7.4 Smoking, fire and open flames**

(insert contract-specific arrangements)

### **7.5 Food and beverages**

Food and beverages may only be consumed during the official breaks and in the areas specifically designated for this purpose.

In the entire site area any drinking water/soft drinks may only be brought along in plastic boxes or cans (see section 7.2). Gas cylinders are forbidden.

**Site regulations****8 Annexes** (are only available in German version)

Annex 01: Typical organisational chart

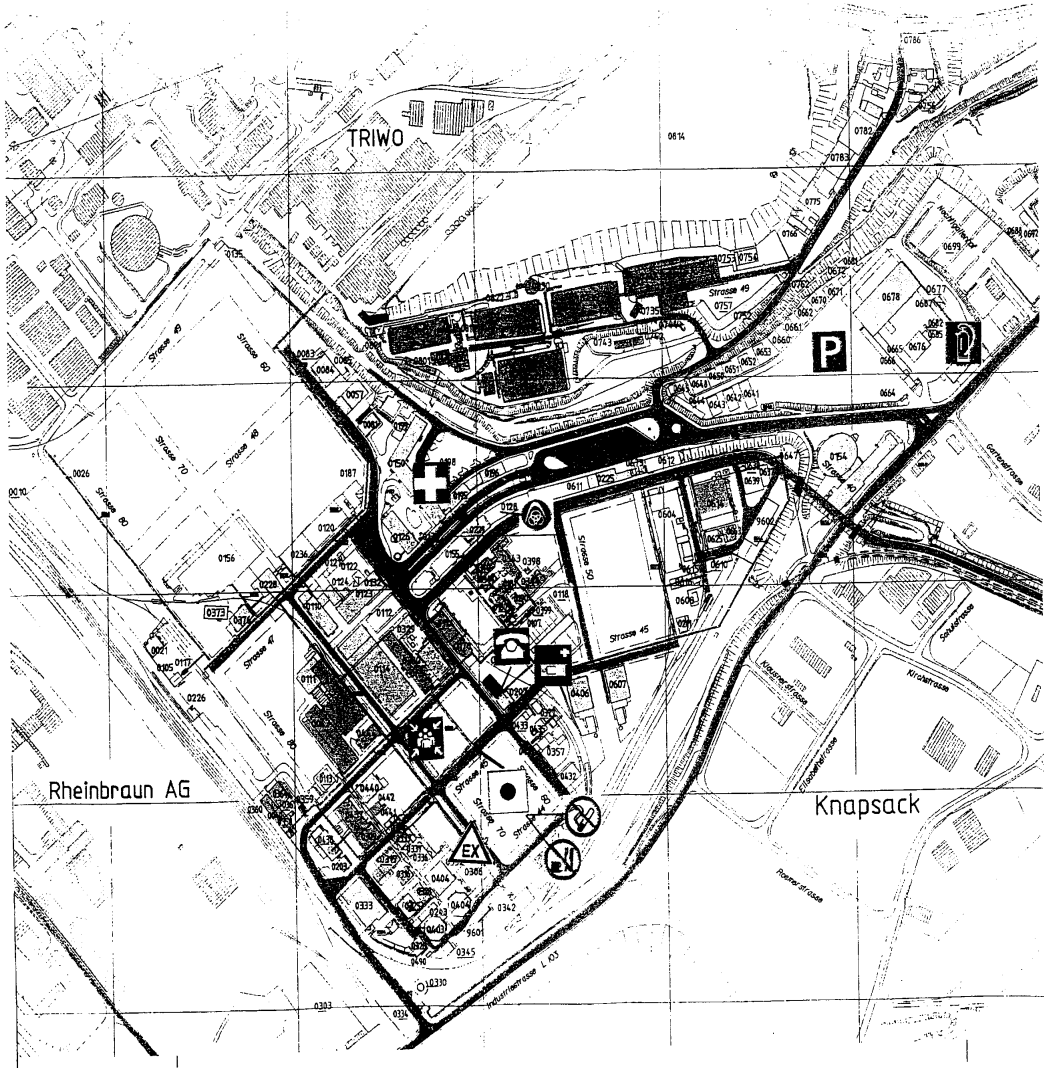
Annex 02: Typical temporary site facilities arrangement plan

Annex 03: "First aid instructions" including means of reporting

Annex 04: "Emergencies" including means of reporting

Annex 05: "Fire" including means of reporting

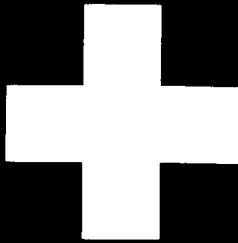
Annex 06: List of emergency management instructions



Werksteil Knapsack

-  ANWANDTUNGSGESELLSCHAFT KNAPSACK
-  Celanese
-  Clariant
-  InfraServ Knapsack

Flächenangaben: ca. 100000 m<sup>2</sup> (inkl. Grünflächen) | Datum: 2010  
 Projekt: Baustelleneinrichtungsplan | Maßstab: 1:500



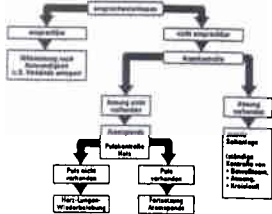
### Notruf

Wo geschah es?  
Was geschah?  
Wie viele Verletzte?  
Welche Art von Verletzungen?  
Warten auf Rückfragen!

### A Grundsätze

- Ruhe bewahren
- Erkennen, überlegen, handeln
- Zusätzliche Schädigung verhindern
- Unfallstelle absichern
- Hilfe herbeiholen
- Notruf
- Verletzten möglichst nicht allein lassen

Vorgehen beim Auffinden einer Person



### B Retten

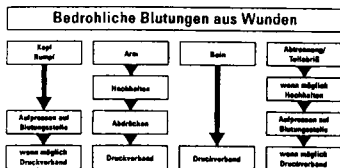
Aus dem Gefahrenbereich bringen

Rettungsgürtel



### C Blutende Wunden

- Erkennen** Blutende Wunden können durch Kleidungsstücke oder durch die Lage des Verletzten **verdeckt werden**
- Gefahr** Schock  
Verbluten
- Maßnahmen** Wunden keimfrei bedecken



### D Abriß von Körperteilen

Abgetrenntes Körperteil wie vorgefunden in keimfreies Verbandmaterial einwickeln und dem Verletzten möglichst kühl verpackt mitgeben

### E Bewußtlosigkeit

- Erkennen** Der Bewußtlose ist nicht ansprechbar
- Maßnahmen** Feststellen der Atmung  
Stabile Seitenlage



Retungsleitstelle (Notruf):

Ersthelfer:

Betriebssanitäter:

Erste-Hilfe-Material bei:

Sanitätsraum:

Ärzte für Erste Hilfe:

Berufsgenossenschaftliche Durchgangsarzte:

Berufsgenossenschaftlich zugelassene Krankenhäuser:

## Lerne Helfen – werde Ersthelfer

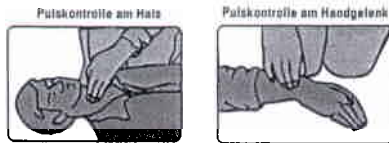
Meldung zur Ausbildung bei:

### F Atemstillstand

- Erkennen** - Keine Atemgeräusche  
- Keine Atembewegungen  
- Keine Ausatemluft
- Gefahr** Tod durch Sauerstoffmangel
- Maßnahmen** - Mund zu Nase Beatmung  
- Falls nicht durchführbar  
- Mund-zu-Mund-Beatmung
- Falls erforderlich**  
- Fremdkörper aus Mund und Rachen entfernen  
- Atemspende fortsetzen

### G Herz-Kreislauf-Stillstand

- Erkennen** - Bewußtlosigkeit  
- Atemstillstand  
- Kein Puls
- Gefahr** Tod durch Sauerstoffmangel
- Maßnahmen** Herz-Lungen-Wiederbelebung  
- Druckpunkt aussuchen  
- Herzdruckmassage und Atemspende im Wechsel



### H Schock

- Erkennen** - Schneller und schwächer werdender, schließlich kaum tastbarer Puls  
- Fahle Blässe  
- Kalte Haut  
- Frieren  
- Schweiß auf der Stirn  
- Tinnensloisigkeit  
Diese Anzeichen treten nicht immer alle und nicht immer gleichzeitig auf
- Maßnahmen** - Schocklage herstellen  
- Blutung stillen  
- Vor Wärmeverlust schützen  
- Für Ruhe sorgen  
- Tröstender Zuspruch  
- Ständige Kontrolle von  
- Bewußtsein  
- Atmung  
- Kreislauf



### I Verbrennungen

- Erkennen** - Hautrötung  
- Blasenbildung  
- Tiefergehende Gewebeschädigungen
- Gefahren** - Schock  
- Störungen der Atmung  
- Infektion
- Maßnahmen** - Brennende Person ablöschen  
- Mit heißen Stoffen behaftete Kleidung sofort entfernen  
- Auf der Haut festhaftende Stoffe nicht entfernen  
- Lokale Kaltwasseranwendung  
- Brandwunde keimfrei bedecken  
- Vor Wärmeverlust schützen  
- Ständige Kontrolle von  
- Bewußtsein  
- Atmung  
- Kreislauf

# Anleitung zur Ersten Hilfe bei Unfällen



BG

Ausgabe Oktober 1991  
Herausgegeben vom Hauptverband der gewerblichen Berufsgenossenschaften, Zentralstelle für Unfallverhütung und Arbeitsmedizin - Fachauschuß Erste Hilfe - Alte Heerstraße 111, 53757 Sankt Augustin

### K Unfälle durch elektrischen Strom

Grundsatz: Auf Selbstschutz achten!

Bei Hochspannung oder unbekannter Spannung mindestens 5 m Abstand.

- Gefahr** - Atemstillstand  
- Herz-Kreislauf-Stillstand  
- Verbrennung

**Maßnahmen** Bei Niederspannung (übliche Spannung im Haushalt und Gewerbe, maximal bis 1000 Volt)

Strom unterbrechen durch: Ausschalten, Stecker ziehen, Sicherung herausnehmen

Bei Hochspannung (über 1000 Volt, durch Warnschild mit Blitzpfeil gekennzeichnete Anlagen)

Notruf „Elektronfall“ und Fachpersonal verständigen; Rettung aus Hochspannungsanlagen nur durch Fachpersonal

Bei unbekannter Spannung Maßnahmen wie bei Hochspannung

Bei jedem Elektronfall Ständige Kontrolle von  
- Bewußtsein  
- Atmung  
- Kreislauf

### L Vergiftungen

- Erkennen** Angaben des Verletzten und anwesender Personen; Anzeichen im Umfeld für das Einwirken giftiger Stoffe.

Grundsatz Verletzten unter Selbstschutz aus Gefahrenbereich in frische Luft bringen.

- Maßnahmen** - Kontaminierte Kleidung entfernen  
- Für Körperruhe sorgen  
- Vor Wärmeverlust schützen  
- Bei Atemnot Sauerstoff inhalieren lassen  
- Für ärztliche Behandlung sorgen  
- Chemische Stoffe und durchgeführte Maßnahmen angeben

Hilfe auch Merkblatt Nr. 46 Erste Hilfe bei Einwirkung giftiger Substanzen (DIN 13176)

### M Verätzungen

Grundsatz: Auf Selbstschutz achten!

- Erkennen** - Haut  
- Rötung, Blasenbildung, Gewebezerrstörung  
- Schmerz
- Gefahr** - Schlecht heilende Wunden  
- Infektion
- Maßnahmen** - Kontaminierte Kleidungsstücke entfernen  
- Haut ausgiebig mit Wasser spülen  
- Notfalls ätzenden Stoff abtupfen

- Augen**  
**Erkennen** - Krampfartiges Zukniefen der Augenlider  
**Gefahr** - Erblinden  
**Maßnahmen** - Auge unter Schutz des unverletzten Auges ausgiebig mit Wasser spülen

- Verdauungsorgane**  
**Erkennen** - Speichelfluß  
- Weißlicher Belag in Mund/Rachen  
**Gefahr** - Speiseröhren- oder Magendurchbruch  
- Schock
- Maßnahmen** - Reichlich Wasser in kleinen Schlucken trinken lassen, aber niemals zum Erbrechen bringen  
- Schockbekämpfung

- Achtung** Bei Verätzung der Atmungsorgane durch Reizgas (z. B. Chlor, Nitrose Gase)  
**Reizgase** - Für absolute Körperruhe sorgen  
- Liegendtransport ins Krankenhaus

### N Knochenbrüche/Verletzungen der Gelenke

- Maßnahmen** - Ruhigstellung des verletzten Körperteils in vorgefundener Lage  
- Bei Verdacht auf Wirbelsäulenverletzungen Lage des Verletzten nicht ändern



# Notfall Rufnummern




**Ersthelfer:** \_\_\_\_\_  \_\_\_\_\_

**Ersthelfer:** \_\_\_\_\_  \_\_\_\_\_

**Ersthelfer:** \_\_\_\_\_  \_\_\_\_\_

**Erste-Hilfe-Station im Betrieb:**  
\_\_\_\_\_  \_\_\_\_\_

**Durchgangsarzt:** \_\_\_\_\_  \_\_\_\_\_  
(Name, Anschrift)

**Arzt:** \_\_\_\_\_  \_\_\_\_\_  
(Name, Anschrift)

**Rettungsdienst:**  
\_\_\_\_\_  \_\_\_\_\_

**Unfallkrankenhaus:**  
\_\_\_\_\_  \_\_\_\_\_

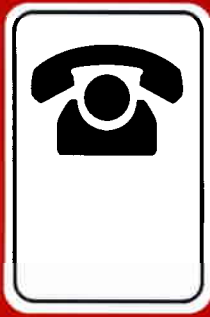
**Giftnotruf:** \_\_\_\_\_  \_\_\_\_\_

**Was ist passiert?**

**Wo?**

**Wieviele Verletzte?**

**Welche Verletzungen?**



# Alarmplan im Brandfall

## Ruhe bewahren!

### 1. Menschen retten

---

### 2. Brand sofort melden:



..... oder



..... benachrichtigen.

#### Wichtige Angaben:

- Wo brennt es?
  - Was brennt?
  - Sind Menschen in Gefahr?
  - Wer meldet?
- 

### 3. Verhalten im Brandfall

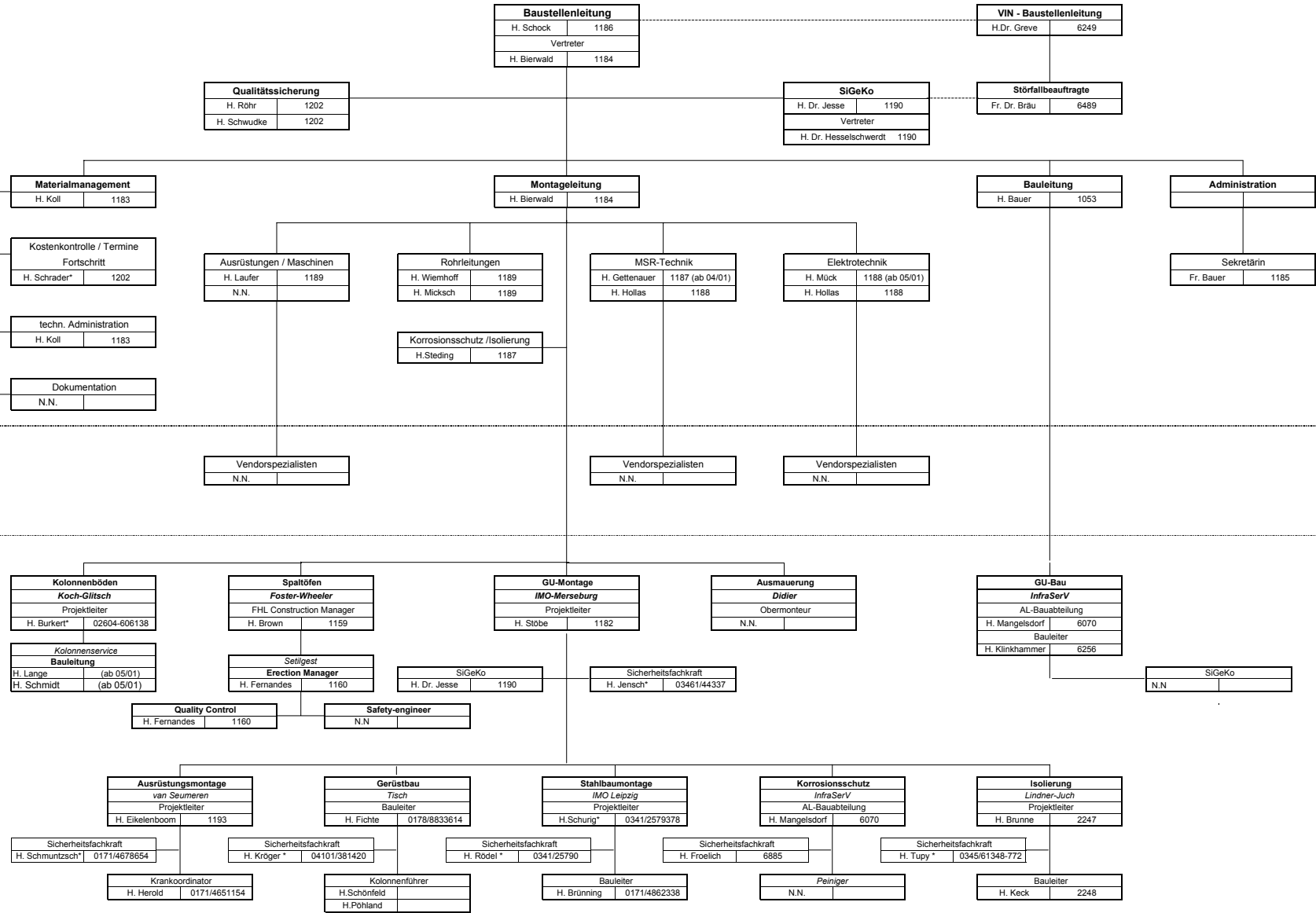
- Gefahrenbereich verlassen
- Gekennzeichnete Rettungswege benutzen
- Keine Aufzüge benutzen
- Türen und Fenster schließen
- Brand bekämpfen  
Nächster Feuerlöscher.....
- Sammelplatz aufsuchen
- Anordnungen der Einsatzkräfte befolgen



Uhde Baustellenleitung

Lieferanten

Kontraktoren



Für externe Anrufer : 02233 - 48 - .... Rufnummer      Funktion Name Tel. - Nr.      Kontraktor      Sub-Kontraktor      \*: nicht ständig auf der Baustelle

NAME	BEARBEITET	GEPRÜFT	FREIGEgeben	REVISION
DATUM				

11 BM-F07 M01 M01



## EMERGENCY PROCEDURE

Site manager: \_\_\_\_\_

UAN: \_\_\_\_\_

Plant: \_\_\_\_\_

Location, country: \_\_\_\_\_

Date: \_\_\_\_\_



Signature: \_\_\_\_\_

- I. **First aid measures  
for injured or sick persons**
  
- II. **Securing the scene of an accident  
and the surrounding area**
  
- III. **Informing the parent company**
  
- IV. **Steps to be taken in the event of an air rescue**
  
- V. **Steps to be taken in the event of a disaster**



... / 2

## I. First aid measures for injured or sick persons

1. Responsible co-ordinator and safety representative on site:  
see „Site Regulations“

---

2. What phone number shall be called for medical assistance?  
(first aid attendant, doctor, hospital / first aid room)  
see „Site Regulations“

---

3. Who has to be informed in the event of an injury / illness?  
(customer, health authorities, hospital, institute for tropical disease)

---

4. How should be informed in the event of an accident outside normal working hours?

---

5. What kind of vehicle is used for transporting the patient?  
(car / ambulance / mobile clinic / train / aeroplane)  
see „Site Regulations“

---

6. Does the hospital have the necessary facilities and personnel to act as a casualty hospital. If not, how can a seriously injured person be treated on site without hospital facilities?

---

7. Who is responsible for reporting the accident / disease to the parent company and for providing regular reports on the patient's condition?

---

8. In the event of an infectious disease, who is responsible for establishing the people with whom the patient has been in contact?

---

9. Where are the quarantine stations?

---



## Securing the scene of an accident and the surrounding area

### **Accident affecting the surrounding area**

(e.g. explosion / gas leak) see „Site Regulations“

1. Who has to be informed?  
- site office  
- competent authority (e.g. police)  
see „Site Regulations“

---

2. Who raises the alarm (e.g. gas alarm)?

---

3. Who secures the scene of the accident?

---

4. Who takes care of the source of the fire / explosions?  
(e. g. works fire brigade / plant start-up personnel)

---

5. Who performs the gas analyses?

---

6. Who secures the endangered area?

---

7. Where are the respirators and in what quantity?

---

8. Up to which number can serious burn casualties be treated?

---

9. Which special types of treatment are available on site?

---

10. In which hospital can serious casualties be treated?

---



### III. Informing the parent company

#### 1. **Telephon and fax numbers:**

- **Uhde Dortmund**  
Phone: XX49 (0) 231 / 547-0  
Fax: XX49 (0) 231 / 547-2829 oder 3032  
Telex: 82 28 41-0 UD D
- **Uhde Bad Soden**  
Phone: XX49 (0) 6196 / 205-0  
Fax: XX49 (0) 6196 / 205-420 oder 590  
Telex: 40 75 04-0
- Executive board  
Phone: XX49 (0) 231 / 547 2200  
Fax: XX49 (0) 231 / 547 2898  
mobile: XX49 (0) 173 / 271 2586
- Head of division PM  
project management  
Phone: XX49 (0) 231 / 547 3042  
Fax: XX49 (0) 231 / 547 3861  
mobil: XX49 (0) 172 / 237 1046
- Project manager  
Phone: XX49 (0) 231 / 547  
Fax: XX49 (0) 231 / 547  
private:
- Head of division  
construction management  
H. J. Jakob  
Phone: XX49 (0) 231 / 547 3790  
Fax: XX49 (0) 231 / 547 2417  
private: XX49 (0) 201 / 443 543
- Human resources  
Phone: XX49 (0) 231 / 5 47 2882
- Insurance  
Phone: XX49 (0) 231 / 547 2826
- Thyssen Krupp Stahl AG  
Company medical service  
Mrs. Dr. Sonnleitner  
Phone: XX49 (0) 231 / 844 44 44  
Fax: XX49 (0) 231 / 844 4140

#### 2. **The following information should be to hand when notifying the company:**

- Patient's name: \_\_\_\_\_
- Age: \_\_\_\_\_
- Permanent residence: \_\_\_\_\_
- Temporrory resodence: \_\_\_\_\_
- Hospital: \_\_\_\_\_
- Address: \_\_\_\_\_
- Tel. no.: \_\_\_\_\_
- Fax no.: \_\_\_\_\_
- Doctor: \_\_\_\_\_
- Diagnosis: \_\_\_\_\_
- Can the patient be transported: \_\_\_\_\_
- Caller's name with fax- and tel. no.: \_\_\_\_\_
- \_\_\_\_\_



### **3. Reporting of accidents which occur during travel to or from construction site**

#### **3.1 Accidents which occur during travel to or from construction site with ensuing inability to work of less than 3 days**

The site manager must submit a detailed report to HA department at Uhde Dortmund (standard form).  
HA records the accident internally.

#### **3.2 Accidents which occur during travel to or from construction site with ensuing inability to work of more than 3 days**

The accident notification (form of BG) must be completed by the site manager on the day of the accident. This notification must be passed on to HA department at Uhde Dortmund. Lines 31 to 36 must be considered, too.  
HA submits a report to BG.

Note:

The company is obliged to report accidents to the BG within 3 days of receiving notification.

#### **3.3 Accidents which occur during travel to or from construction site with severe injuries which require hospitalization**

- A - HA has to be immediately informed by phone or telex, accident notification (form) as in 3.2.
- B - HA immediately informs the relevant division (head of department). In advance HA informs the BG by phone. HA and BG together decide about a transfer to a special clinic in Germany.

#### **3.4 Fatal accidents and severe mass accidents**

- A - The site manager has to inform immediately the local authorities (e.g. police) as well as the trade inspection board and , if necessary, the authority of protection of health and standards at work (in Germany).

The site manager has to inform immediately by fax, telex or phone the department HA, too.

Regardless of this information in advance the site manager has to prepare a written accident notification (form) (as in 3.4).

- B - HA informs the relevant division immediately.

The immediate notification of the BG has to be given by HA, if necessary in coordination with the legal department

Each case is assessed individually as to whether the scene of the accident should be inspected.

#### **3.5 Damage suffered by third parties – right of recourse**

- A - If, as a direct result of an accident, damage is caused to any Uhde or third-party equipment or the employees of third parties are injured or right of recourse is to be expected from third parties, HA has to be informed immediately, too.
- B - HA informs the legal and the insurance department (in the event of personal injury). The insurance company is informed by the Uhde insurance department.



... / 6

#### 4. **Note:**

4.1 If required by the facts and circumstances of the actual case, HA (Human Resources) and LP (Legal Dept.) are to be involved.

4.2 The German law (StPO) grants the accused refusal to give evidence. This can be of particular importance in the event of accidents involving casualties and/or damages to property. It is advisable to the accused not to make any statements to the case as such statements could be utilised against the accused himself.

Upon request by the authorities however, provision of personal particulars is mandatory.

The German law has precedence over the provisions of the German social security code pertaining to the investigation into accidents, and over the rules for the prevention of accidents (UVV). The German law however is applicable within the Federal Republic of Germany only.

4.3 In the event of an accident, the relatives of those involved are to be notified by, or in coordination with, HA.

4.4 Sick or injured persons will be transported by chartered, scheduled or rescue aircraft:

4.4.1 Generally BG (Berufsgenossenschaft = German professional/trade organisation) undertakes to pay additional costs in excess of normal transportation costs (flight costs) – e.g. for a 2<sup>nd</sup> seat for an escort in a scheduled aircraft .

Before using special rescue services which go beyond the services provided by a normal scheduled flight it is necessary to consult HA.

4.4.2 If health insurance was taken out to cover for foreign countries (e.g. via DKV = German health insurance, ADAC = German automobile association), costs exceeding the normal costs for the return flight will be covered by said insurance provided that such measures were taken on doctor's orders.

4.4.3 The ADAC air rescue service can transport injured persons back from Europe and from neighbouring Mediterranean countries (e.g. Turkey, Egypt, Libya, Tunisia, Algeria) on doctor's orders.



#### IV. Steps to be taken in the event of an air rescue

Air rescue operations should only be carried out in co-ordination with HA.

However, the site management can contact the following directly in case of emergency:

DRK-Flugdienst (German Red Cross Air Service)

Friedrich-Ebert-Allee 71

53113 Bonn

Telefon: XX49 (0) 228 / 230 023

Fax: XX49 (0) 228 / 230 027

Telex: 8 86 95 24 rkzed

Deutsche Flug-Ambulanz (German Air-Ambulance)

Flughafen Halle 3

40474 Düsseldorf

Telefon: XX49 (0) 211 / 431 717 (24 h emergency call)

Fax: XX49 (0) 211 / 436 0252

Telex: 8 58 47 55 airtd

Deutsche Rettungsflugwacht e.V. (German Air Rescue)

Echterdinger Str. 89

70794 Stuttgart-Filderstadt

Telefon: XX49 (0) 711 / 701 070

Fax: XX49 (0) 711 / 701 071

Telex: 7 25 54 47





The following information should be to hand in the event of an air rescue:

**1. Personal details:**

1.1 Patient's full name: \_\_\_\_\_

1.2 Age: \_\_\_\_\_

1.3 Home address:

City: \_\_\_\_\_

Street: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. Accident/illness:**

2.1 Incident: \_\_\_\_\_

2.2 Date of incident \_\_\_\_\_

**3. Diagnosis:**

3.1 Exact diagnosis: \_\_\_\_\_

3.2 Laboratory results (if any): \_\_\_\_\_

3.3 Blood pressure: \_\_\_\_\_

3.4 Pulse: \_\_\_\_\_

3.5 Vital functions: \_\_\_\_\_

3.6 Respiratory assistance: \_\_\_\_\_

3.7 Blood group: \_\_\_\_\_

3.8 Allergies: \_\_\_\_\_

3.9 Previous illnesses: \_\_\_\_\_

3.10 Treatment / tests: \_\_\_\_\_

3.11 Operations: \_\_\_\_\_

3.12 Medication: \_\_\_\_\_

**4. Is special medication required for the flight?**

4.1 What kind: \_\_\_\_\_

4.2 Is stored blood required? \_\_\_\_\_

The doctor accompanying the injured person on the plane carries a standard supply of usual circulatory and blood pressure medication, pain killers and sedatives.



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**5. Residence:**

5.1 Country: \_\_\_\_\_

5.2 Clinic / home / hotel: \_\_\_\_\_

5.3 Tel.: \_\_\_\_\_

5.4 Fax / Telex: \_\_\_\_\_

**6. Doctor:**

6.1 Name: \_\_\_\_\_

6.2 Can be reached at: \_\_\_\_\_

6.3 Tel.: \_\_\_\_\_

6.4 Language: \_\_\_\_\_

**7. Caller / Contact:**

7.1 Name: \_\_\_\_\_

7.2 Can be reached at: \_\_\_\_\_

7.3 Tel.: \_\_\_\_\_

7.4 Fax / Telex: \_\_\_\_\_

**8. Transport:**

8.1 To what extent is the patient fit for travel / moveable? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8.2 Type of transport to departure airport: \_\_\_\_\_

\_\_\_\_\_

**9. Customs formalities:**

9.1 It is essential that the patient and any escorts have valid passports with visas.

**10. Sonstiges**

10.1 A medical certificate confirming the necessity of the return transport and the type of illness / injury is helpful but not absolutely necessary. The same applies to medical reports, x-rays and allergy passes.

10.2 If the patient is to be transported by stretcher in a scheduled aircraft, the airline representative should be brought in for the airline's doctor under contract to certify the patient's fitness for travel. The preparation for stretcher transport usually take 3 working days.



## **V. Steps to be taken in the event of a disaster**

Communication is usually restricted in the event of political or religious disturbances, kidnapping, act of terrorism, natural disasters, epidemics etc..

Depending upon the situation at hand the German embassy / trade mission / consulate or EU institutions, or institutions of other friendly nations, international emergency and relief service organisations and Lufthansa or any other airline should be contacted in order to co-ordinate necessary steps to be taken and to receive information on the situation.

The names and addresses of persons to be contacted and their home addresses (home address and telephone number should be kept separate from the emergency procedures) should be recorded in the emergency procedures.



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### German Embassy / Consulate / Trade mission

Name: \_\_\_\_\_

Adress: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Telex: \_\_\_\_\_

### EU-Embassy / Consulate / Trade mission or friendly nation

Name: \_\_\_\_\_

Adress: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Telex: \_\_\_\_\_

### Lufthansa Office (Town)

Name: \_\_\_\_\_

Adress: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Telex: \_\_\_\_\_

### Lufthansa Office (Airport)

Name: \_\_\_\_\_

Adress: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Telex: \_\_\_\_\_

### Other Airlines

Name: \_\_\_\_\_

Adress: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Telex: \_\_\_\_\_



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Persons to be contacted at embassies or airlines (incl. home address and telephone number):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. / Fax: \_\_\_\_\_