

Contractor Guidelines for Contractors Engaged by Bau- und Liegenschaftsbetrieb NRW (BLB)

Version: December 10, 2015

Contents	Page
1 Objective and purpose	1
2 Scope	1
3 General information	2
4 General rules of conduct	2
5 Special safety requirements	5
6 Work in special areas	7
7 Data protection, secrecy, confidentiality	9
8 Liability	9
9 Annexes	10

1 Objective and purpose

To avoid possible hazards, the work performed by different employers must be coordinated in accordance with applicable legal provisions (German Occupational Health and Safety Act (*Arbeitsschutzgesetz*)) and accident insurance fund regulations (Accident Prevention Regulation "Principles of Prevention").

The objective of these Contractor Guidelines is:

- The smooth, orderly and safe performance of contractor work
- Minimizing disruption of University operations
- Preventing personal injury, environmental damage and property damage and
- Ensuring occupational health and safety and fire safety

These guidelines describe the special/specific requirements for the use of contractors on the grounds of the University of Bonn, hereinafter referred to as the "University."

2 Scope

These guidelines form part of the contract for all legal transactions between Bau- und Liegenschaftsbetrieb NRW, hereinafter referred to as "BLB," and the contractors it engages.

This only concerns work performed by contractors in University buildings during regular operations or in portions of new buildings that the University has already put into use.

These guidelines do not apply to the construction of new BLB buildings or the conversion or core renovation of buildings that have been fully vacated by the University for this purpose, i.e. are not in use.

Contractors shall ensure subcontractor compliance with these guidelines.

3 General information

During the procurement procedure, BLB will check and ensure for the University that the Contractor has the appropriate expertise.

These guidelines only describe requirements and rules of conduct relating to the specific business operations of the University. The contractor that is engaged by BLB shall ensure that all the employees it assigns to perform work on the grounds of the University are aware of and comply with the requirements in these guidelines.

Contractors are obligated, regardless of these guidelines, to observe and comply with relevant occupational health and safety regulations, environmental regulations and generally accepted engineering standards, which are not listed in detail here, but are necessary for safe performance of the work. This applies in particular to:

- The use of qualified, trained German-speaking personnel with valid social security cards
- The use of proper equipment and proper handling of that equipment
- The use of required personal and technical protective equipment
- The proper handling of hazardous substances and proper disposal of waste

The University coordinator will inform the Contractor if the University has special safety requirements.

The University has the right to stop work if there are breaches of the provisions of these Contractor Guidelines that endanger life and limb. In the event of a substantial breach of contractual obligations, the University may request extraordinary termination of the agreement between BLB and the Contractor.

4 General rules of conduct

4.1 Coordinators and University and BLB contacts

The University shall name a coordinator from Section 4.5 Construction for BLB, hereinafter referred to as the **UNI Coordinator**, and a contact from the institute concerned, hereinafter referred to as the **Institute Contact (IC)**, with their respective representatives.

The BLB shall name a responsible coordinator from BLB for the UNI Coordinator and **contractor engaged by BLB**, including his or her representative, hereinafter referred to as the **BLB Coordinator**.

The BLB Coordinator shall coordinate all the parties involved in performing the work, supervise the work on University grounds and provide instruction for the Contractor together with the Institute Contact (IC). The instructions of the BLB Coordinator and, in critical cases, the UNI Coordinator concerning occupational safety, fire safety, environmental protection, health and safety, order and cleanliness must be followed.

In the case of fire safety hazards or deficiencies, the University retains the right for its fire safety officer to directly intervene and issue current fire safety instructions to contractors. This does not apply to instructions concerning contractual arrangements between BLB and the Contractor.

When work starts, the Contractor shall name a contact person available during regular working hours and a representative, both from the Contractor, for the BLB Coordinator and, through him or her, the Institute Contact (IC). The Institute Contact (IC) shall not issue instructions for the Contractor concerning contractual arrangements between BLB and the Contractor.

The Contractor must clarify questions that arise concerning these guidelines and concerning occupational safety, fire safety and environmental protection with the BLB Coordinator. The Contractor shall inform the BLB Coordinator of any special hazards posed by its work (e.g. hazardous substances used, hazardous machinery/tasks/procedures) and any unexpected events that occur during the work. The BLB Coordinator shall inform the Institute Contact (IC) and UNI Coordinator of critical situations reported in this way.

4.2 Employee registration and deregistration and presence on University grounds

The Contractor shall provide the BLB Coordinator the names of the responsible employees it assigns to plan, execute and supervise work in the University. These responsible employees shall receive instruction on these Contractor Guidelines from the BLB Coordinator before beginning work and at least once a year on a recurring basis. The UNI Coordinator shall receive a copy of the documentation of the instruction provided.

The instruction shall be documented by signature on the form included as Annex 2. The Contractor's responsible employees who received instruction shall in turn provide instruction to all of the Contractor employees used and all subcontractor employees. The use of uninstructed employees on University grounds is prohibited.

The BLB Coordinator shall inform the UNI Coordinator of the work schedule. Contractor employees must generally register with the BLB Coordinator and with the Institute Contact (IC) each workday before starting work.

Contractor employees may only be present in the areas of the University where they are working or where a work order explicitly directs them to go.

The Contractor's work shall generally take place during the University's normal working hours (7:30 am to 4:30 pm). Work outside these hours must be approved by the BLB Coordinator and the Institute Contact (IC) [closure/security], specifying the location, time and number of employees used.

Contractor employees may only be present during the time work is performed.

Personal items may not be brought onto or operated on University grounds. This applies in particular to electrical devices such as heaters, radios, televisions, etc.

Activities that are detrimental to University operations, internal peace, order and the purpose of the work are not permitted.

4.3 Work on University grounds

The technical planning and performance of work and rapid work scheduling shall be organized to minimize disruption to University operations. Setting up the work site, deploying barriers, vehicles, machinery, etc., setting up materials storage sites and establishing traffic routes on

the grounds may only be done with the approval of the BLB Coordinator, who will coordinate with the University.

Construction and work sites must be secured. Large tools, toolboxes, machinery, vehicles and other equipment must be clearly marked as the Contractor's property.

The Contractor shall ensure order and cleanliness on its work site and traffic routes. They shall be cleaned regularly—at least every working day—and maintained in orderly condition. Unless otherwise contractually agreed, the Contractor shall leave work sites cleanly swept after all work has been completed.

The Contractor shall, at its own responsibility, completely and properly dispose of waste generated in connection with contract performance at regular intervals (as a rule every working day), by engaging third parties if necessary. If the Contractor does not fulfill its cleaning and disposal obligations, after setting a deadline the BLB Coordinator can, by him or herself or upon request by the University, have the disposal performed at the Contractor's expense after the deadline has passed.

Compressed gas cylinders may not be stored in the building. They must be removed from the building each working day after work has ended.

The Contractor shall effectively protect University buildings, interior furnishings and equipment, inventory and safety equipment that could be affected by upcoming work against soiling and damage before work begins. The measures must be approved by the BLB Coordinator.

4.4 Use of University facilities

Contractors are not permitted to use University operating equipment and facilities, tools, vehicles, etc., except for the use of University fire safety equipment in the event of a fire. This does not apply to the safety precautions to be taken by contractors (e.g. keeping fire extinguishers on hand for hot work, etc.).

Connections to utility networks may only be made with the approval of the BLB Coordinator, who will in turn coordinate with the University. This does not, however, relieve contractors of their duty to take necessary safety precautions.

Contractors may not use bins or containers set up by the University for waste disposal.

4.5 On/off switching, turning off energy and utility supplies, test run

The Contractor must obtain approval from the BLB Coordinator in timely fashion before turning the electricity or any building services on or off (e.g. heating, cooling and air conditioning, signaling and alarm systems) and the BLB Coordinator will in turn coordinate with the University (UNI Coordinator and Institute Contact (IC) and, if necessary, with University Section 4.3). The BLB Coordinator and all parties involved must be informed of the risks and hazards. Major total shutdowns and scheduled shutdowns must be approved by the BLB Coordinator in advance, at least 5 working days before work begins. The BLB Coordinator is responsible for coordinating with the UNI Coordinator and Institute Contact (IC) and, if necessary, with University Section 4.3.

The paragraph above applies accordingly to cases where energy and utilities are turned off, turned on, connected or disconnected.

The Contractor shall perform any test runs required for the initial commissioning and recommissioning of building services. The target and safety functions of the system concerned

must be checked. The results are to be documented and provided to the BLB Coordinator, who shall forward them to the University when revision documents are handed over.

4.6 Notice of completion and proof of work

As a rule, work that has been performed can only be accepted by the BLB Coordinator. Proof of performance must be provided in writing and must be dated and signed by the Contractor.

The Contractor is responsible for complete documentation in accordance with the provisions of the agreement between BLB and the Contractor and the instruction provided, in particular with respect to safety precautions and safe use.

4.7 Parking area management

A general parking policy has been part of the Contractor Guidelines since October 1, 2015 and can be viewed on the Internet at www.prbab.uni-bonn.de.

5 Special safety requirements

If BLB engages a “health and safety coordinator” (HSO) in accordance with the Construction Site Ordinance (*Baustellenverordnung*) and a “health and safety plan” has been prepared and posted at the construction site, contractors shall consider this plan binding.

5.1 General rules of conduct

The Contractor shall familiarize itself with and observe the following safety and fire protection issues before starting work:

- Site name and address
- Fire Safety Regulations Part A
- Escape and rescue routes
- Visual and/or acoustic alarms and signals
- Location and operation of fire extinguishing equipment
- Warning, prohibition and mandatory signage

Smoking and alcohol and/or drug use are prohibited in all University buildings.

Eating and drinking and storing food and beverages is prohibited in laboratory, storage and workshop areas.

5.2 Hot work

The Contractor shall inspect the work site for fire hazards before beginning hot work (welding, cutting, grinding, open flames, etc.). If a potential fire hazard cannot be safely ruled out, the BLB Coordinator, in coordination with the University fire safety officer, shall issue a written permit (see Annex 3 “Hot Work Permit”). The Contractor must perform the safety measures it specifies.

5.3 Escape and rescue routes

All corridors, foyers, stairwells and circulation areas shall be considered escape and rescue routes. Placing objects in and constricting escape and rescue routes, emergency exits and escape hatches is prohibited. They must be kept clear at all times.

Outdoor areas designated as fire lanes shall be kept clear at all times.

Keeping smoke and fire protection doors open is prohibited.

5.4 Smoke/fire alarm systems

If fire alarm systems have to be put out of operation completely or locally in order to perform work, the Contractor must arrange this after consulting with the BLB Coordinator, who will coordinate with the UNI Coordinator.

Fire alarm systems must only be turned off by trained University of Bonn staff or by trained individuals on its behalf. When turning off fire alarm systems, the fire department must be notified of the shutdown in advance, the shutdown must be documented and the length of the shutdown must be kept to the absolute minimum. Once work has been completed, the process of restarting must be initiated immediately and the fire department notified. The BLB Coordinator must also be informed and, through him or her, the UNI Coordinator. Turning fire alarm systems off outside of normal working hours is not permitted.

The BLB Coordinator and Contractor shall arrange for substitute measures in their respective areas of responsibility (e.g. providing extinguishing agents, fire watch, etc. during the shutdown). The BLB Coordinator shall coordinate with the UNI Coordinator in the case of restrictions on use and related provision of required information to the affected areas or similar.

The Contractor shall bear the costs of any false alarms caused by its work.

5.5 Vehicle traffic

The Road Traffic Regulation (*Straßenverkehrsordnung*) applies on University grounds. A maximum speed of 10 km/h applies to all motor vehicles.

Contractor vehicles may only enter University grounds and, if necessary, park overnight for work-related reasons. University approval for this must be obtained through the BLB Coordinator. The vehicles must not cause disruption of University operations. Parking spaces are assigned by the BLB Coordinator after consultation with the UNI Coordinator.

The University can suspend or revoke the vehicle entry permit at any time.

5.6 Work on electrical and natural gas supply systems

Only electrical contractors and electrical technicians are permitted to work on electrical systems.

Only licensed gas contractors are permitted to work on natural gas systems.

5.7 Heavy loads, elevators and crane lifting

Moving and bringing heavy loads onto University grounds is only permitted after consultation with the BLB Coordinator, who will coordinate with the UNI Coordinator.

The Contractor is responsible for compliance with maximum permissible point and area loads and maximum dynamic loads. Static analyses must be performed in individual cases and included in the documentation in accordance with the contractual arrangements between BLB and the Contractor.

When transporting loads by crane, material handling equipment, hoisting equipment, etc., the transport and traffic routes must be appropriately secured against overturning/falling loads. Special attention must be paid to public traffic.

5.8 Hazardous substances such as asbestos and man-made mineral fibers (MMMF) in buildings

The BLB Coordinator shall notify the Contractor of known hazardous substances. If, however, hazardous substances such as asbestos or MMMF are first identified in buildings by the Contractor, the Contractor must inform the BLB Coordinator before continuing the work. The BLB Coordinator must also forward this information to the UNI Coordinator.

Work with asbestos and MMMF must be performed by a specialist company in accordance with TRGS (Technical Rules for Hazardous Substances) 519 and TRGS 521. Special attention must be paid to order, cleanliness and required precautionary measures.

5.9 Emergency measures

▪ Hazardous substances

Any accidental discharge of hazardous substances used by the Contractor shall be reported to the BLB Coordinator without delay, who shall also immediately inform the University. The Contractor must initiate precautionary measures (collection, preventing entry into the sewer system or soil). The BLB Coordinator and Institute Contact (IC) must be informed without delay if hazardous substances belonging to the University are released due to the performance of work.

▪ Fire

Incipient fires are to be fought with locally available fire extinguishing equipment. The fire department is to be alerted immediately by calling the 112 emergency line or using the pushbutton alarm.

▪ Accidents

Accidents must be reported to the BLB Coordinator without delay after first-aid measures have been taken and, if necessary, emergency medical services (EMS) have been called. EMS can be reached from any University telephone by calling 112.

The BLB Coordinator must inform the UNI Coordinator of accidents.

6 Work in special areas

Contractor employees may not enter or perform work in the following areas without prior special instruction and express permission from the BLB Coordinator and the Institute Contact (IC) designated by the University.

The windows in certain areas may not be opened, or may only be opened in exceptional situations. The BLB Coordinator and Institute Contact (IC) shall point this out when providing the instruction.

6.1 Laboratories and hazardous substance storage areas

The Institute Contact (IC) designated by the UNI Coordinator shall provide the approval for work to start.

If the formation of explosive mixtures cannot be safely ruled out, the Contractor shall use suitable procedures and working methods in accordance with explosion protection regulations.

6.2 Genetic engineering facilities/laboratories

Only individuals who have been authorized and instructed about possible hazards by the Institute Contact (IC) and project manager under the Genetic Engineering Safety Ordinance (*Gentechnikssicherheitsverordnung*) may work in genetic engineering facilities/laboratories. The BLB Coordinator shall provide the Contractor the name of the Institute Contact (IC), who shall in turn involve the project manager in accordance with the Genetic Engineering Safety Ordinance. Work may only be performed in or on facilities, apparatus or equipment in these areas with the express permission of the project manager for the genetic engineering facility if the necessary safety measures have been taken and the employees of the Contractor and its subcontractors have received instruction for the workplace.

The same applies to work on contaminated equipment. The work permit is valid on the condition that the individuals performing the work are adequately supervised during their stay.

A written permit from the project manager in accordance with the Genetic Engineering Safety Ordinance is required for security level 2 or higher as per the Genetic Engineering Act (*Gentechnikgesetz*).

6.3 Radiation protection areas

Contractors working in radiation protection areas must present a valid permit in accordance with § 15 of the Radiation Protection Ordinance (*Strahlenschutzverordnung*, StrlSchV) before starting work.

The Contractor and University of Bonn shall conclude an “Agreement in accordance with § 15 of the Radiation Protection Ordinance” (*Vertrag nach § 15 StrlSchV*) for this purpose. This agreement shall govern the responsibilities of both the Contractor (permit holder) and the University (operator), represented by the responsible radiation protection officers concerned.

Administrative handling of all procedures concerning the Contractor’s activities in radiation protection areas of the University is performed by Section 4.4 Radiation Protection and Laboratory Services of the University.

It must be noted that the permit issued in accordance with § 15 StrlSchV only gives permission for the work listed there.

It must also be noted that work may only be performed in radiation protection areas after approval by Section 4.4 Radiation Protection and Laboratory Services and the responsible on-site radiation protection officer.

Exceptions to these provisions require approval from both the radiation protection officer and Section 4.4 Radiation Protection and Laboratory Services.

6.4 Animal facilities

Animal facilities may only be entered with the permission of the head of the facility.

The BLB Coordinator, the Institute Contact (IC) designated by the University, and especially the head of the facility, shall provide instruction for the employees of contractors and their subcontractors on the special hazards, rules of conduct and animal welfare concerns.

7 Data protection, secrecy, confidentiality

Documents and electronic data owned by the University may not be taken, reproduced or made available to third parties without the UNI Coordinator's permission.

Photography and filming without special approval is prohibited.

All internal University information must be kept secret both during and after the period of work.

8 Liability

The Contractor shall suitably secure property it brings onto University grounds. The University assumes no liability for the loss or damage of materials, tools, vehicles, equipment and other property of the Contractor, its agents or employees.

The Contractor is liable for all damage it causes, in particular damage resulting from non-compliance with these Contractor Guidelines.

9 The annexes form part of these guidelines

Annex 1: Brief Instructions for Contractors

Annex 2: Documentation of the Instruction Provided

Annex 3: Hot Work Permit, as of December 10, 2015

Annex 4: "Use of BLB contractors" Flowchart

Documentation of the Instruction Provided
--

Contractor (company name)	
Name of the instructed person (Contractor's agent)	
Position of the instructed person	

Work site:

Work to be performed:

Topics of instruction:

<input type="checkbox"/>	Contractor Guidelines (current version)
<input type="checkbox"/>	Emergency measures, fire safety
<input type="checkbox"/>	Hazards at the work site
<input type="checkbox"/>	Hazards due to working materials/hazardous substances
<input type="checkbox"/>	Possible effects on regular operations due to the work performed
<input type="checkbox"/>	Legal provisions, official conditions (e.g. approvals), internal provisions
<input type="checkbox"/>	Special hazards (please specify):
<input type="checkbox"/>	Documents provided (please specify):

By signing below, I declare that I have received instruction on the topics above. I understood the information provided during the instruction. I received the documents indicated. I will pass the information on to my employees and any subcontractors used.

Instructed company representative
(Date, name in block letters, signature)

BLB Coordinator providing instruction
(Date, name in block letters, signature)

Project manager providing instruction
(Date, name in block letters, signature)

Institute Contact (IC) providing instruction
(Date, name in block letters, signature)

Annex 3 Hot Work Permit—BLB NRW Construction Projects

Hot work permit for welding, cutting and related processes in areas with fire and explosion risks valid within the University of Bonn (except University Hospital Bonn (UKB) facilities), **as of December 10, 2015**

1.	Building (floor/room)	
2.1	Customer BLB Coordinator	<input checked="" type="checkbox"/> Bau- und Liegenschaftsbetrieb NRW (BLB NRW) Cologne Branch <input type="checkbox"/> _____
2.2	Contractor (name, address, phone)	
3.	Work order	
4.	Work process	<input type="checkbox"/> Welding <input type="checkbox"/> Soldering <input type="checkbox"/> Warming <input type="checkbox"/> Cutting <input type="checkbox"/> Flame straightening <input type="checkbox"/> _____
5.	Work duration	Date: _____ Time: from _____ to _____
6.	Measures for eliminating fire and explosion risks to be taken by Contractor before start of work	<input type="checkbox"/> 6.1 Removing movable flammable substances and objects—if applicable, also dust deposits—in an area with a diameter of _____ m and, if necessary, also in adjacent rooms <input type="checkbox"/> 6.2 Covering immovable flammable substances and objects (e.g., wooden beams/walls/floors/objects, plastic parts) by suitable means and moistening them, if necessary <input type="checkbox"/> 6.3 Sealing openings such as joints, cracks, wall penetrations, pipe openings, channels, chimneys, shafts, against adjacent spaces by means of clay, plaster, mortar, damp soil, etc. <input type="checkbox"/> 6.4 Removing wall/ceiling cladding, such as dampening mats and insulation material <input type="checkbox"/> 6.5 Removing any and all explosive substances and objects—incl. dust deposits and containers with hazardous contents or residue <input type="checkbox"/> 6.6 Removing explosion hazards in piping <input type="checkbox"/> 6.7 Sealing immovable containers, equipment or piping containing flammable liquids, gases or dust, or which used to contain same, in conjunction with ventilation measures <input type="checkbox"/> 6.8 Ventilation measures according to Explosion Protection Guidelines (ExRL) in conjunction with measuring & monitoring <input type="checkbox"/> 6.9 Other measures: _____ <input type="checkbox"/> Addition/variance/special notes see “Additional notes”
7.	Extinguishing agents to be kept at hand by Contractor at the work site	_____ x _____ kg fire extinguishers with <input type="checkbox"/> powder or <input type="checkbox"/> CO ₂ <input type="checkbox"/> Fire blanket <input type="checkbox"/> Mounted water hose <input type="checkbox"/> Bucket filled with water
8.	Fire alarm system (turned off by Customer at Contractor's request)	<input type="checkbox"/> Turning off of line(s) _____ of the fire alarm system required – Requested by (name): _____ Time: _____ – Performed by (name): _____ Time: _____
9.	Fire watch to be provided by Contractor (turned on by Customer at Contractor's request)	<input type="checkbox"/> Not necessary since automated fire alarm system is present, turning on of line(s) _____ – Requested by (name): _____ Time: _____ – Performed by (name): _____ Time: _____ <input type="checkbox"/> Necessary during work; performed by (name): _____ <input type="checkbox"/> Necessary after work; performed by (name): _____ Time: until _____

10.	Alarm triggered	Fire emergency phone number: 112 Location of nearest alarm _____ Location of nearest phone _____
11.	Permit: Work must not be started/performed until the above precautionary measures and the user-specific requirements of the on-site contact listed in the "Additional notes" have been implemented/complied with on-site. The instructions printed on the reverse have been acknowledged. Customer instructs Contractor to perform the work according to the requirements listed. Name of responsible Customer employee (please print): _____ Date and signature of responsible BLB Coordinator: _____ Contractor warrants performance of the work according to the requirements listed. Name of Contractor employee with signing authority (please print): _____ Date and signature of Contractor employee with signing authority: _____	

Additional notes for the hot work permit

Section _____ of the University of Bonn has named Mr./Ms. _____ at the Institute _____ as the on-site Institute Contact (IC) for Customer. The IC is exclusively authorized to give instructions to the Contractor if required to avoid potential hazards. Work must not be performed unless the IC is available and must be scheduled with the contact in advance.

Customer and Contractor have been instructed by the on-site IC regarding the following potential user-specific hazards, as well as the corresponding safety measures and behaviors before the start of work:

- ☐ In genetic engineering facilities (Level S2 and above) and work areas according to the Radiation Protection Ordinance (*Strahlenschutzverordnung*), express written permission is required before the start of work.
- ☐ All signs containing warnings, prohibitions and instructions as well as escape and rescue routes, optical and/or acoustical alarms and signals must be complied with.
- ☐ Eating, drinking and smoking are prohibited in labs, internship rooms and workshops.
- ☐ In case of accidents or contact with substances that have resulted in malaise or skin reactions, a physician must be seen or called using the emergency number; the IC must be notified accordingly.
- ☐ Irregularities or potential hazards in the work area, such as spilled liquids, strong odors, escaping gas, etc. caused by damage, regardless of type, must be promptly reported to the IC.
- ☐

The following measures have been agreed in addition to or in variance from section 6 and must be performed by the on-site IC before hot work begins:

- ☐ Chemicals (hazardous substances), compressed gas cylinders or equipment will be removed in accordance with section 6.1
- ☐ Piping will be emptied, flushed, if necessary rendered inert in accordance with section 6.6
- ☐

Date and signature of the above IC: _____

General rules for hot work

When welding or performing other hot work in areas with fire and explosion hazards, certain measures must be complied with and implemented. Hot work includes welding, cutting, soldering, warming, hardening, metal spraying and similar processes for working on metal using combustion gas, as well as electrical welding and cutting processes and thermite welding. Hot work also includes thawing, burning off, heating and other work using an open flame, tar boiling, grinding, cut-off grinding, working with hot air blowers and other work processes involving high temperatures. If the fire risk has not been completely eliminated for structural or operational reasons, work must not be started until Customer has issued a so-called hot work permit and the safety measures specified therein have been implemented. This can include e.g.

- Hot work in areas with a high fire load; e.g., dust deposits, paper, cardboard, packaging material, textiles, fibers, insulation, wood wool, fiber board, wood parts; in case of longer heat exposures, also wooden beams
- Hot work in areas with explosion risk; i.e. in areas that can have a hazardous atmosphere constituting an explosion risk; e.g., if there are flammable liquids (labs, hazardous substance storage areas), gases or dusts
- Hot work outside the workshops and welding stations equipped for the purpose

Process steps

For hot work falling under the above conditions, the hot work permit printed on the reverse must be completed. The decision whether a hot work permit is required shall be made by the Customer. Before the work is performed, it will be coordinated between Customer, Contractor and the named contact from the University. The Customer will decide whether the University must name a contact.

1. Work site (floor/room): enter floor and room
- 2.1 Customer (BLB Coordinator):
- 2.2 Contractor: company name and address, names of company workers
3. Work order: brief description of work to be done
4. Work process: check or add process
5. Work duration: date and duration in hours or minutes
6. Measures for eliminating fire or explosion hazard: these measures shall be performed by the Contractor before the start of work. For areas at particular risk, e.g., areas where experiments are conducted, or hazardous substance storage areas, institutes will name an on-site IC (see below).
7. Extinguishing agents: these must be kept at hand by the Contractor at the work site. Extinguishing agents provided by the University must not be used for this purpose.
8. Fire alarm system: turning off of alarm loops; the fire alarm system will be turned off by the Customer (subject-area contact) at the Contractor's request.
9. Fire watch: must be provided by the Contractor; requirement is waived if there is an automated fire alarm system.
10. Alarm triggered: location and type of triggers
11. Permit Name/signature of responsible BLB Coordinator

Name/signature of Contractor employee with signing authority

Hot work permit retention

The Customer shall keep all hot work permits issued ready in a centralized location until further notice; a copy shall automatically be submitted to the fire safety unit of the University (Section 4.5 – Construction). The fire safety unit of the University of Bonn (Section 4.5 – Construction) will randomly monitor implementation by inspecting the hot work permits as part of the University Provost's control responsibility.

Ablaufschema: Einsatz von Fremdfirmen des BLB

Anlage 4 zur Fremdfirmenrichtlinie, Stand: 12. Dezember 2015 (4.5)

