



EMPLOYEE REGISTRY

Entrance to the NEPTUN WERFT site -
from receiving ID to handing it in



EMPLOYEE REGISTRY

This overview describes how **entrance to the site** of NEPTUN WERFT GmbH & Co. KG is guaranteed.



APPLYING FOR ENTRANCE ID



WHICH FORMS OF ENTRANCE ID ARE THERE?

PERMANENT ID

- Apply for permanent ID independently using the form **Registering, renewing and deregistering employees (partner companies)** at **NEPTUN WERFT GmbH & Co. KG**.

VISITOR ID

- This ID is issued to visitors who will mainly stay in the administrative area (e.g. sales representatives).
- If they have to go into production without carrying out any work, the applicant can also be recorded as a visitor. However, in these cases the visitor must be accompanied by their contact at NEPTUN WERFT.
- Applications for this ID are made by the **contact at NEPTUN WERFT**.

WHO CAN APPLY FOR PERMANENT ID?

- Every prime contractor that has concluded a valid assignment/order with NEPTUN WERFT GmbH & Co. KG.
- Subcontractors must apply for ID through the **prime contractor** (see above).

FUNCTIONS OF VISITOR ID



- Authorises entrance to the yard site only via the Main Gate with a valid ID document.

FUNCTIONS OF PERMANENT ID



- Authorises entrance to the yard site via the Main Gate.
- Authorises entrance to the yard site via the turnstile.
- Authorises entrance to the ship via the turnstile.
- Authorises entrance to the staff rooms and locker room, if this has been applied for.
- Authorises entrance to the workshops and offices, if this has been applied for.
- Authorises the issue of tools and consumables (with barcode), if this has been applied for.

PRODUCING VISITOR AND PERMANENT ID



PRODUCING VISITOR ID

- Applications are made by the contact/construction manager at NEPTUN WERFT.

PRODUCTION OF PERMANENT ID BY THE ID OFFICE

- Apply for permanent ID independently using the form **Registering, renewing and deregistering employees (partner companies) at NEPTUN WERFT GmbH & Co. KG.**
- Please note that the form that registers your employees must be completed and sent exclusively to **ausweisstelle@neptunwerft.de at least 48 hours before the commencement of work.**
- The ID Office will check the registration and the documents required, produce the permanent ID and process the entrance data.



On collection, valid ID (official ID with a photo) must be shown. A comparison will be made to ensure the ID documents correspond.



COLLECTING ENTRANCE ID



ATTENTION:

Entrance will be refused without valid ID (valid official ID with a photo) and evidence of health insurance (health insurance card).

- Nationals of EU countries must produce their personal ID card/passport.
- Nationals of countries outside the EU/EEA must produce their personal ID card or a passport and their work permit.
- The other documents required to apply for **permanent ID** (as detailed in the registration form on page 2) must be submitted.



- Collecting entrance ID
 - **Visitor ID** is exclusively given out at the **Main Gate**
 - **Permanent ID** is exclusively issued in the **ID Office**

When collecting permanent ID, please note the official opening hours of the ID Office (Mon-Fri 7:30 am-10:00 am, Mon-Wed 1:30 pm-2:30 pm).



- The presence of the following personal protective equipment will be checked in addition: safety goggles, overalls with name and company name, safety shoes, helmet
- When passing the turnstile/plant gates authorisation to carry materials/tools must be proved.
- It is mandatory to wear the ID (visibly, if possible) at all times.

ATTENTION:

Entrance will be refused if personal protective equipment is not available.

PRESENCE OF THE CONTACT OR CONSTRUCTION MANAGER (PRIME CONTRACTOR) WHEN ISSUING ID



In order to hand out permanent ID it is mandatory that the construction manager of a contact from the prime contractor that concluded a valid assignment/order with NEPTUN WERFT GmbH & Co. KG is present.

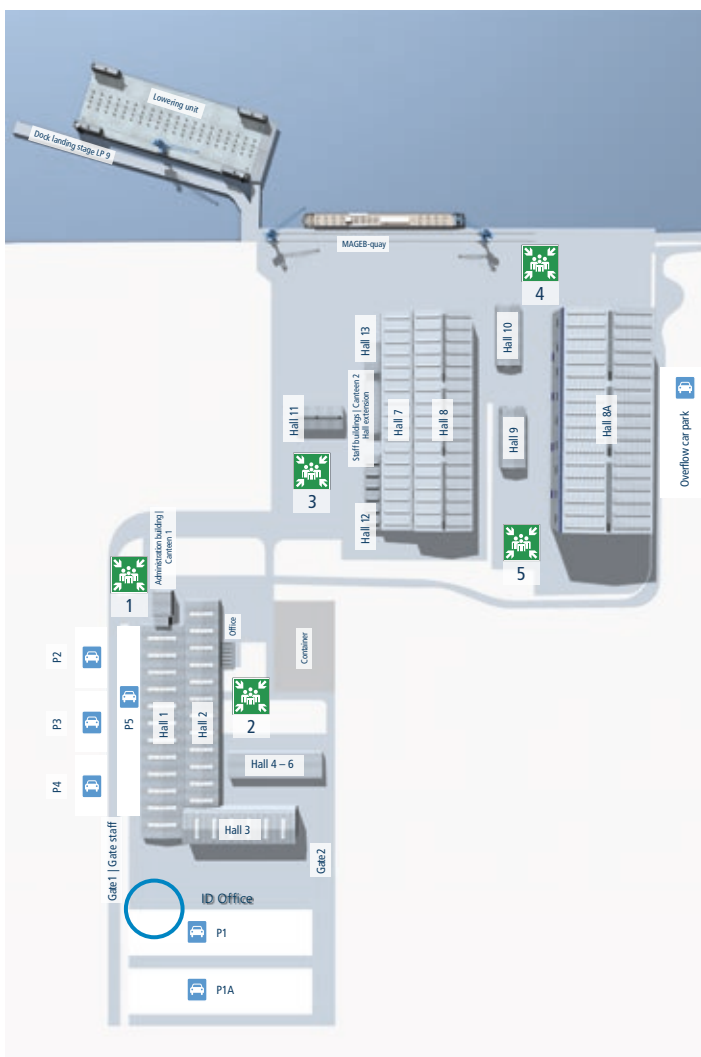
- There must be a signature to confirm the accuracy of the disclosures in the registration form.
- Employees will be collected and taken to their workplace.

ATTENTION:

If there are employees who cannot draw on a construction manager or contact of the prime contractor (e.g. the construction manager of the prime contractor themselves etc.), these employees must be collected by the relevant contact/construction manager of NEPTUN WERFT at the gate!

Before **entering the yard or before commencing work at the latest** all employees must **receive instruction** on the basis of the leaflet "Working Safely at NEPTUN WERFT" from their manager or building site manager. In addition, if there are any special hazards on site, the manager or supervisor must provide additional instruction on these.

YARD MAP FOR ORIENTATION



ISSUE TIMES

Main Gate

Mon-Fri 6:45 am-4:00 pm

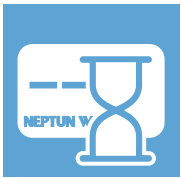
ID Office

Mon-Fri 7:30 am-10:00 pm

Mon-Wed 1:30 pm-2:30 pm



VALIDITY OF THE ID



THE ID IS VALID

- for permanent ID, from the date of commencing work up to the date of leaving work
- for **registering service agreements:** the ID is valid for a **maximum of 6 months.**

PROPER REGISTRATION OF WORK AT WEEKENDS AND ON PUBLIC HOLIDAYS



- Registration must be made by **Wednesday 1:00 pm at the latest at ellen.radike@neptunwerft.de or marion.schreiber@neptunwerft.de**. An approval from the competent authority must be obtained for work on Sundays and public holidays. On these days entrance to yard is only possible via the Main Gate.

RENEWING ID



- It is only possible to renew permanent ID with a correctly completed application form.

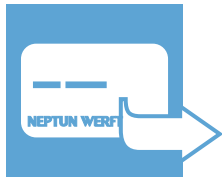
DEREGISTERING ENTRANCE ID



Deregister permanent ID independently using the form **Registering, renewing and deregistering employees (partner companies)** at **NEPTUN WERFT GmbH & Co. KG**. Please note that the form deregistering your employees must be completed and sent exclusively to **ausweisstelle@neptunwerft.de** at least **48 hours before ending work**.

You as the contractual partner bear **full responsibility** for these employees from the time of registration until deregistration. Until deregistration, you will also be responsible for: theft, damage, locker hire, loaned tools (General Conditions of Use Tool Loan), etc.

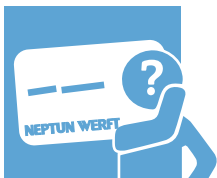
RETURNING ID



Visitor ID must be handed in at the **Main Gate**

Permanent ID must be handed in at the **ID Office**

REPORTING LOSSES



- Because you as the contractual partner bear the full responsibility for permanent ID, any losses of ID must be reported **immediately**.
 - Unauthorised access to the yard site is not permitted.
 - During opening hours, this must be reported to the ID Office.
 - Outside opening hours, this must be reported to the Main Gate.