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| **This application must be sent to the contact person/site manager of MEYER WERFT for approval.** **To generate and unlock the worker´s day pass, this application must be submitted no later than Mon.-Fri. 11:59 am by the contact person/site manager of MEYER WERFT to the Employee Registry.****Contact in the Employee Registry:****Irina Sinner: Tel.: +49 (0)4961 81 4790****Michaela van Ellen: Tel.: +49 (0)4961 81 6246****The correctness of the personal data must also be ensured within this form*****For the login, it is not allowed to change the file format (.docx)!*** | **Order** | **Duration of the Order** |
| **Number** | **Year** | **Account** | **Start of Order** | **End of Order** |
| OrderNo. | Order Year | KTR | Start of Order | End of Order |
| **Contractor** | **Contact/Site Manager of Contractor** |
| **Supplier No.** | **Name Contractor** | **Registration No.** | **Surname** | **First Name** | **Phone** |
| Supplier – No. | Contractor | Registration No. | Surname | First Name | PhoneNo. |
| **Subcontractor** | **Contact/Site Manager of Subcontractor** |
| **Supplier No.** |  **Name Subcontractor** | **Registration No.** | **Surname** | **First Name** | **Phone** |
| Supplier – No. | Subcontractor | Registration No. | Surname | First Name | PhoneNo. |
| **Contact/Site Manager MEYER WERFT** | **Surname, First Name:** Name of MW Contact/Site Manager |
| **Phone:** PhoneNo. of MW Contact/Site Manager |
| **Mail:** E-Mail of MW Contact/Site Manager |

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| **No. Employee** | **Application****Type** | **Surname** | **First Name** | **Date of Birth** | **Gender** | **Nationality** | **Access the vessel** | **Carrying out of Welding work** | **Date work start** | **Date work end***(max. 5 working days and on weekend)* |
| **1** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **2** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **3** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **4** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **5** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **6** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **7** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **No. Employee** | **Application** **Type** | **Surname** | **First Name** | **Date of Birth** | **Gender** | **Nationality** | **Access the vessel** | **Carrying out of Welding work** | **Date work start** | **Date work end***(max. 5 working days and on weekend)* |
| **8** | Auswählen | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **9** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **10** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **11** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **12** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **13** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **14** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **15** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **16** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **17** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **18** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **19** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **20** | Select | Surname | First Name | Date of Birth | ♂♀ | Nationality | Yes/No | Yes/No | Date work start | Date work end |
| **ATTENTION: Without valid identification card (valid official photo-image document) as well as the evidence of health insurance the access is denied!** **If persons from outside the EU/EEA need to be registered, please include copies of the ID card (front and back) as well as the work permit. Please observe the references on this topic on page 3. For the card issuing to the employee it is absolutely necessary that the responsible site manager of the contractor is present at the gate 3!** |

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| **Data Protection Regulations:** |
| The collection of personal data takes place for the specific purpose of admission control (creation of access identity cards) and for the performance of required industry safety measures. Furthermore the collection of personal data serves the purpose of auditing the compliance to the “Declaration on the social rights of employees of MEYER WERFT” (Social Charter). The MEYER WERFT GmbH & Co. KG places particular value in the protection of personal data. Storage and usage of personal data are carried out according to the data protection regulations, especially the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG). Further information on data protection according to Art. 13 and Art. 14 GDPR can be found at the gates to the factory premises.We recommend that an encrypted method of data transfer (7ZIP) is used when transmitting your personal data. |
| **Obligation to comply to the Code of Conduct:** |
| According to the Code of Conduct, the MEYER WERFT GmbH & Co. KG expressly reserves the right to interview individuals or all employees of the CONTRACTOR and SUBCONTRACTOR. As described in the contract the MEYER WERFT GmbH & Co. KG will carry out spot-checks in cooperation with the TÜV in case of reasonable cause for suspicion of non-compliance. Therefore it is imperative that the CONTRACTOR also requires the SUBCONTRACTOR to comply to the Code of Conduct. |
| **The following must be observed in connection to the day pass:** |
| * You must always carry your day pass
* It is not allowed to transfer a day pass to another person. In case of violations legal measures will be initiated.
* The main contractor partner is responsible for the day pass of the employees, in case of loss or damage a report must be made immediately at gate 3.
* The day pass must be returned when work ends.
* The day pass will only be issued for deployments not longer than 5 working days and on the weekend. For deployments longer than 5 working days or on the weekend a long-term ID will be issued.
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| **Instructions for registration und de-registration of employees:** |
| Employees who are no longer employed by their company must be de-registered from the MEYER WERFT GmbH & Co. KG with this form **before they leave the shipyard.** From the moment of registration until the moment of deregistration you, as the contract partner, are responsible for these employees. * Until deregistration you assume liability for: Crimes (such as theft), damages, etc.
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| **Registration process for work on Sundays and public holidays:** |
| To observe the rules for work on Sundays and public holidays, a person-related registration is indispensable. The approval must be requested at an early stage with the form "Registration of approved work on Sundays and holidays at MEYER WERFT GmbH & Co. KG". |