



LONG-TERM ID MEYER WERFT

period of validity more than 5 working days
plus the following weekend



MEYER WERFT
PAPENBURG 1795

Instructions for completing the form for

**REGISTRATION, EXTENSION AND DEREGISTRATION
OF EMPLOYEES (SUPPLIER) AT
MEYER WERFT GMBH & CO. KG**

To register, extend or deregister your employee for a long-term ID, please follow these instructions.



APPLICATION FOR SUPPLIER



WHO CAN APPLY FOR A LONG-TERM ID?

- The main contractor who has a valid order with MEYER WERFT GmbH & Co. KG can apply for these types of access card.
- Subcontractors must apply for an access card via the main contractor (see above).

REGISTRATION PROCEDURE - PROCEDURE FOR THE APPLICATION OF A LONG-TERM ID



- The form "**Registration, extension and deregistration of employees (Supplier) at MEYER WERFT GmbH & Co. KG**" has to be used.
- In the case of work contracts, registration is only possible for the Cruise Vessels or Construction Projects **currently under construction**.
- For employees who have to register **longer** than 5 working days plus the following weekend.



Please note that the form for the registration of your employees must be sent **at least 48 hours prior to taking up work** (within the opening hours of the Employee Registry) exclusively to **anmeldung-mw@meyerwerft.de**.

For the login, it is not allowed to change the file format (.docx). The signature does not have to be entered. This takes place at gate 3 when the Site Manager of the Main Contractor and the employee pick up the long-term ID.

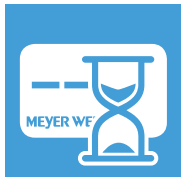
REGISTRATION PROCEDURE – WHAT DOCUMENTS ARE REQUIRED FOR THE APPLICATION?



All required documents are described in the form "**Registration, extension and deregistration of employees (Supplier) at MEYER WERFT GmbH & Co. KG**", on page 2, but pay attention to:

- A clearance **certificate from the responsible trade association**
- Evidence of **health insurance**
- Nationals from outside the EU / EEA member states must add a **copy of personal ID (front and reverse)** and a **valid work permit**

REGISTRATION PROCEDURE – VALIDITY OF THE LONG-TERM ID



The **validity of the long-term identity card** extends from the date of the commencement of work to the last working day of your employee. In the case of subsequent orders, please note that the respective employees must be registered NEW on the subsequent order.

In the case of **registration within the scope of work contracts**: The long-term ID is automatically deactivated at the latest at delivery date of the registered vessel.

In the case of **registration within the scope of service contracts**: The validity of the long-term ID is a **maximum of 6 months**.

DOWNLOAD OF THE FORM



Where do you find the form?

You will find the download file on our website (www.meyerwerft.de). This is part of our Supplier Management. You can find it under the button "Supplier". Please use the form described in "Access to the yard" on the website.

REGISTRATION PROCEDURE - INSTRUCTIONS FOR COMPLETING THE REGISTRATION FORM



STEP 1:

Without a valid order with MEYER WERFT GmbH & Co. KG., a registration for a long term ID is not possible.

For the login, it is not allowed to change the file format (.docx).

Order		Duration of the order	
Number	Year	Start of Order	End of Order
0123	2017		

Start and end must be indicated via the calendar function!

SHIPBUILDERS
MEYER WERFT GMBH & CO. KG
INDUSTRIEGEBIET SÜD
26871 PAPENBURG
GERMANY

MEYER WERFT GmbH & Co. KG P.O. Box 1355 26855 PAPENBURG, GERMANY

Enter the complete year!

Max Mustermann GmbH
Musterstraße 01
00221 Musterstadt

Name Contractor

Phone: (04961) 81-
Purchasing dept.
Technical dept.
Follow-up contact

Fax: 1111 Mrs. Mustermann
Email: mrs.mustermann@meyerwerft.de
Fax: 0101 Mr. Mustermann
Email: mr.mustermann@meyerwerft.de
Fax:
Email:

Purchase Order Preprint

Order no.	Account	Date	Our ref.
0123/17	712	18.01.16	

Your ref. Your message dated

- **Start of Order:** Date when the first work activities start on the premises of MEYER WERFT related to the order.
- **End of Order:** Date when the work activities have been completed on the premises of MEYER WERFT related to the order.

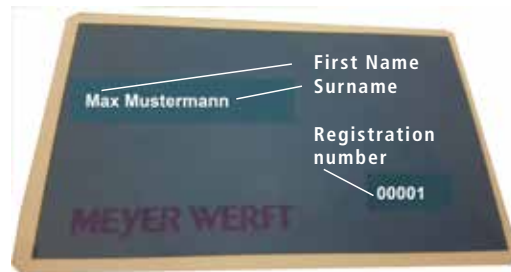


STEP 2: Contact details

A „**Contractor**“ is the main contractor (who has a valid order with MEYER WERFT GmbH & Co. KG) in this form. Please fill in the data.

Contractor		Contact/ Site Manager of Contractor			
Supplier No.	Name Contractor	Registration No.	Surname	First Name	Phone

- **Supplier-No:** If not known, the contractor can request his supplier number at the Employee Registry.
- **Name Contractor:** Name of the main contractor (see example above “Max Mustermann GmbH”)
- **Contact/Site Manager Contractor:** Please enter the surname, first name and telephone number of your contact person/ site manager who is located on the shipyard and also serves as a contact for the MEYER WERFT. The registration number can be found in the following picture.



Picture of long-term ID, front side



Picture of long-term ID, reverse side

Subcontractor		Contact/ Site Manager of Subcontractor			
Supplier No.	Name Subcontractor	Registration No.	Surname	First Name	Phone

Please fill in the data of the **subcontractor**.

- **Supplier-No:** Entry if this is known. Attention: This is the supplier no. with the MEYER WERFT GmbH & Co. KG, not the supplier no. with your Contractor.
- **Name Subcontractor:** Name of the subcontractor (see example above “Max Mustermann GmbH”)
- **Contact/Site Manager Subcontractor:** Please enter the surname, first name and phone number of your contact person/ site manager who is located on the shipyard and also serves as a contact for MEYER WERFT. The registration number can be found in the picture of long-term ID above.



E-Mail Applicant (for confirmation)		Contact/Site Manager MEYER WERFT	Surname, First Name: E-Mail:
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- **E-Mail Applicant:** The e-mail address of the person who is to receive a confirmation mail must be entered here.
Please note that this address will also be used to send you a message if the **long-term ID** of your employee is valid for only 10 days (8 working days plus weekend).
- **Contact/Site Manager of the MEYER WERFT:** Please enter the surname, first name and e-mail address of your contact person of MEYER WERFT GmbH & Co. KG.



STEP 3: Entry of the employees to be registered

No. Employee	Application Type	Surname	Name	Gender	Date of birth	Nationality	Record if exists (such as extensions)		Code ID-Card for Tool loan	Carrying out of Welding work	Date work start (registrations/ extensions)	Date work end (registrations/ extensions/ deregistration)	Signature of Employee	Signature of Contact/ Site Manager (Contractor)																																																	
							Long-term ID-No.	Registration No.																																																							
1	Select Application Type			Gender					Tool loan ID-Code Yes/No			Date Work End																																																			
2	Extension Deregistration			W2					Yes			<div> <div>March 2017</div> <table border="1"> <tr><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td></tr> <tr><td>27</td><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> </table> </div>	Mo	Tu	We	Th	Fr	Sa	Su	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9		
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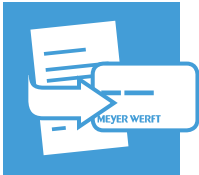
- For registration of employees, select **Registration** for the **Application type**.
- Add the data of **Surname, Name, Gender, Date of birth** and **Nationality**.
- **Registration No.:** Has the employee ever worked at the shipyard before? If so, did he have a Registration number? Please enter it in this field. This reduces the issue time of the ID card. In the case of a new registration for subsequent orders, the **long-term ID-No.** can also be used.
- **Code ID-Card for Tool loan:** Does your employee have to borrow tools from MEYER WERFT tool store to carry out his/her work? Select „Yes“ or „No“ by using the drop-down function.
- **Carrying out of Welding work:** Does your employee need to conduct welding work in order to fulfill his/her job? Select „Yes“ or „No“ by using the drop-down function.
- **Date work start:** You can use the calendar function to select the date from which the employee begins his/her work at MEYER WERFT GmbH & Co. KG.
- **Date work end:** If the date of the last working day of your employee is already known, you can select the date using the calendar function.



ATTENTION:

Without valid identification card (valid official photo-image document) as well as evidence of health insurance, access will be denied.

EXTENSION PROCEDURE – INSTRUCTIONS FOR COMPLETING THE EXTENSION FORM



An extension for the validity of the long-term ID can only be made on the **currently registered order**. A new registration of your employee must be sent for a new order.

For the extension, it is not allowed to change the file format (.docx). The signature does not have to be entered. This takes place at gate 3 when the Site Manager of the Main Contractor and the employee pick up the long-term ID.



STEP 1. AND 2.:

Please follow the first two steps from the chapter

„Registration procedure - Instructions for completing the registration form“.



STEP 3:

Extension of the validity of the long-term ID for already registered employees

No. Employee	Application Type	Surname	Name	Gender	Date of birth	Nationality	Record if exists (such as extension)		Code ID Card for Feed bin	Carrying out of Working work	Date work start (registrations/ extensions)	Date work end (registrations/ extensions/ deregistration)	Signature of Employee	Signature of Contact/ Site Manager (Contractor)
							Long-term ID-No.	Registration No.						
1	Application Type Select Registration Extension Deregistration			Gender M F					Feed bin ID-Code Yes/No No			Date Work End Date work end March 2017 ME DI MI DO FR SA SO 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 Update		
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3														
4														

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- For the extension of the employees, select **Extension** in the **Application Type**.
- Add the data of **Surname, Name, Gender, Date of birth** and **Nationality**.
- **Long-term ID-No.:** Please provide the card number to extend the long-term ID. The using of the right card number is described in the Picture of long-term ID, reverse side, chapter **„Registration procedure - Instructions for completing the registration form“**, page 5.



- **Registration No.:** Please provide the registration number to extend the long-term ID. The using of the right card number is described in the Picture of long-term ID, front side, chapter „**Registration procedure - Instructions for completing the registration form**“, page 5.
- **Code ID-Card for Tool loan:** Does your employee have to borrow tools from MEYER WERFT tool store to carry out his/her work? Select „Yes“ or „No“ by using the drop-down function.
- **Carrying out of Welding work:** Does your employee need to conduct welding work in order to fulfill his/her job? Select „Yes“ or „No“ by using the drop-down function.
- **Date work start:** You can use the calendar function to select the date from which the employee starts his/her extended work at MEYER WERFT GmbH & Co. KG.
- **Date work end:** If the date of the last working day of your employee is already known, you can select the date using the calendar function.

PROCEDURE FOR DEREGISTRATION



- Using the form „**Registration, extension and deregistration of employees (Supplier) at MEYER WERFT GmbH & Co. KG**“.

Please note that the form for deregistration of your employees must be sent **at least 48 hours prior to the last working day** (within the opening hours of the Employee Registry) exclusively to **abmeldung-mw@meyerwerft.de**.

For deregistration, it is not allowed to change the file format (.docx).

DEREGISTRATION PROCEDURE – INSTRUCTIONS FOR COMPLETING THE DEREGISTRATION FORM



Deregistration of your employees is **absolutely necessary** when the employee is no longer carrying out any work for your company at MEYER WERFT GmbH & Co. KG.
Please pay attention to the information on page 3 of the form. From the moment of registration until the moment of deregistration you, as the contract partner, are **responsible** for these employees.



STEP 1. AND 2.:

Please follow the first two steps from the chapter

„**Registration procedure - Instructions for completing the registration form**“.



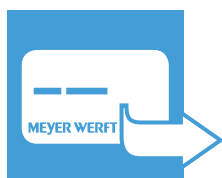
STEP 3.: Entry of the employees to be deregistered

No. Employee	Application Type	Surname	Name	Gender	Date of birth	Nationality	Record if exists (such as extension)		Code ID Card for Tool loan	Carrying out of Welding work	Date work start (registrations/ extensions/ extensions)	Date work end (registration/ extensions/ deregistration)	Signature of Employee	Signature of Contact/ Site Manager (Contractor)
							Long-term ID-No.	Registration No.						
1	Application Type Select			Gender M/F					Code ID Card for Tool loan Yes/No			Date work end Date work end		
2	Registration Extension Deregistration			M/F					No					
3														
4														

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- For deregistration of employees, select **Deregistration** in the **Application Type**.
- Add the data of **Surname, Name, Gender, Date of birth** and **Nationality**.
- **Long-term ID-No.:** Please provide the card number to deregister the long-term ID. The using of the right card number is described in the Picture of long-term ID, reverse side, chapter „**Registration procedure - Instructions for completing the registration form**“, page 5.
- **Registration No.:** Please provide the registration number to deregister the long-term ID. The using of the right card number is described in the Picture of long-term ID, front side, chapter „**Registration procedure - Instructions for completing the registration form**“, page 5.
- **Code ID-Card for Tool loan:** Select „No“ by using the drop-down function.
- **Carrying out of Welding work:** Select „No“ by using the drop-down function.
- **Date work end:** You can use the calendar function to select the date from which the employee ends his/her work at MEYER WERFT GmbH & Co. KG.

RETURN OF THE LONG-TERM ID



- The long-term ID and the form “Checklist for deregistration of employees (Supplier) at the MEYER WERFT GmbH & Co. KG” must be handed over to the Employee Registry:
 - The tool return is checked again.
 - The return of the long-term ID is entered in the registration system.
 - The access to social environment is locked, the locker is reassigned.
 - The long-term ID is disabled.
- In the case of a duly return, the long-term ID is **not** charged, for this please note the information on the form on page 3.

NOTICE OF LOSS OF ACCESS CARD



- Because you, as the main contractor partner, are responsible for the long-term ID of your employees. Any loss of an access card must be reported immediately.
- Unauthorized access to the MEYER WERFT premises is not permitted.
- During opening hours, the loss must be reported to the Employee Registry and the Safety & Security Management.
- Outside of opening hours, the loss must be reported to the gatekeeper and the Safety & Security Management.