



INSTRUCTIONS **WORKER'S DAY PASS**

period of validity is 5 working
days plus the following weekend



MEYER WERFT
PAPENBURG 1795

WORKER'S DAY PASS (period of validity is 5 working days plus the following weekend)

Instructions for completing the form for

REGISTRATION OF REQUIRING APPROVAL OF DAY PASS FOR WORKERS AT MEYER WERFT GMBH & CO. KG

To register or deregister your employee for a
Worker's day pass, please follow these instructions.



APPLICATION FOR SUPPLIER



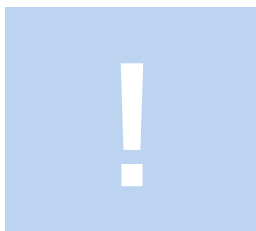
WHO CAN APPLY FOR A DAY PASS WORKER'S?

- 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).

PROCEDURE FOR THE APPLICATION OF THE WORKER'S DAY PASS



- The form **"Registration of requiring approval of day pass for workers 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 for a maximum of 5 working days plus the following weekend.



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.

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

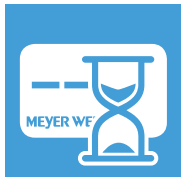
REGISTRATION PROCEDURE – WHAT DOCUMENTS ARE REQUIRED FOR THE APPLICATION?



All required documents are described in the form **"Registration of requiring approval of day pass for workers at MEYER WERFT GmbH & Co. KG"**, on page 2, but pay attention to:

- 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 WORKER’S DAY PASS



The **validity of the Worker’s day pass** extends until the date specified, maximum of 5 working days plus the following weekend.

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 workers’s day pass 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!

Enter the complete year!

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

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

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

Purchase Order Preprint

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

- **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.

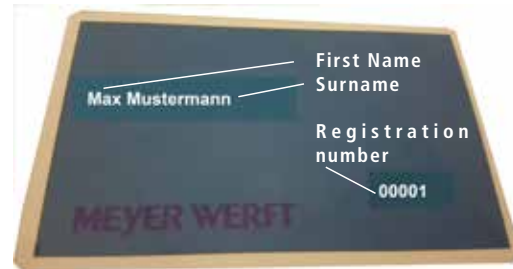


STEP 2: Contact details

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 phone 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 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.



Contact/Site Manager MEYER WERFT	Surname, First Name:
	Phone:
	Mail:

- **Contact/Site Manager of the MEYER WERFT:** Please enter the name, phone number and e-mail address of your contact person of MEYER WERFT GmbH & Co. KG.



STEP 3:

Entry of the employees to be registered for a day pass

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 weekends)
1	<input type="button" value="Select"/>				<input type="button" value="Select"/>			<input type="button" value="Select"/>		<input type="button" value="Date work end"/>
2	<input type="button" value="Abmeldung"/>				<input type="button" value="Select"/>			<input type="button" value="Select"/>		<input type="button" value="Date work end"/>
3										
4										
5										

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 is present at the gate 3!

- For the registration of the employees, select the **Registration** for the **Application type**.
- Add the data of **Surname, Name, Date of birth, Gender** and **Nationality**.
- **Access the vessel:** Does your employee need to have access to the vessel 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.

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.

This completed application must be sent to the E-Mail **abmeldung-mw@meyerwerft.de**.
For the deregistration, it is not allowed to change the file format (.docx).



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	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 Deregistration				Male		No	No		Date work end
2					Female		No	No		Calendar
3										
4										
5										

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 is present at the gate 3!

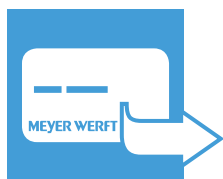
- For deregistration of employees, select **Deregistration** in the **Application Type**.
- Add the data of **Surname, Name, Date of birth, Gender** and **Nationality**.
- **Access the vessel:** Select „No“ by using the drop-down function.
- **Carrying out of Welding work:** Select „No“ by using the 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.

EXTENSION OF DAY PASS



A day pass **cannot** be extended. A new day pass must be requested by MEYER WERFT's contact person / site manager.

RETURN OF THE ACCESS CARD



The day pass must be handed over to the **gatekeeper**.