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| **Registration and creation of identity cards will only be performed if this form is completed at least 48 hours before the start of employment and sent to:** **anmeldung-mw@meyer-port4.de****For deactivation of identification cards the deregistration form must be completed at least 48 hours before the end of employment and sent to:** **abmeldung-mw@meyer-port4.de****The correctness of the personal data must also be ensured within this form.****Please observe the following open times:** **Monday-Friday: 06:15 – 12.00 am and**  **12:30 – 13.30 pm****Contact in the Employee Registry:****Tel.: +49 (0)4961 81 4790*****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 | Account | 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 Subontractor** |
| **Supplier No.** | **Name Subcontractor** | **Registration No.** | **Surname** | **First Name** | **Phone** |
| Supplier – No. | Subcontractor | Registration No. | Surname | First Name | PhoneNo. |
| **E-Mail Applicant****(for confirmation)** | Your E-Mail Address | **Contact/Site Mana-ger MEYER WERFT** | **Surname, First Name:**Name of MW Contact/Site Manager |
| **E-Mail:**E-Mail of MW Contact/Site Manager |
| **Hereby our company confirms that the employees listed below (including the employees of subcontractors) are on record to have been instructed on the content of the information leaflet „Partner Companies“ and the operating guideline BA 100 (Brochure „Working safely at MEYER WERFT”) before the start of employment.** **Our company also confirms that the Code of Conduct incl. the obligation to comply has been signed. Additionally, we have informed our subcontractor of the Code of Conduct incl. the obligation to comply.** |

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|  | **Record if exists** **(such as extension)** |  |
| **No. Employee** | **Application****Type** | **Surname** | **Name** | **Gender** | **Date of birth** | **Nationality** | **Long-term****ID-No.** | **Registration No.** | **Code ID-Card for** **Tool loan** | **Carrying out of Welding work** | **Date work start***(registrations/**extensions)* | **Date work end***(registration/ extensions/**deregistration)* |
| **1** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **2** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **3** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **4** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **N. Employee** | **Application****Type** | **Surname** | **Name** | **Gender** | **Date of birth** | **Nationality** | **Long-term****ID-No.** | **Registration No.** | **Code ID-Card for** **Tool loan** | **Carrying out of Welding work** | **Date work start***(registrations/**extensions)* | **Date work end***(registration/ extensions/**deregistration)* |
| **5** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **6** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **7** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **8** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **9** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **10** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **11** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **12** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **13** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **14** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **15** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **16** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **17** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **18** | Select | Surname | Name | ♂♀ | Date of Birth | Nationality | L-t ID-No. | Registr. No. | Yes/No | Yes/No | Date work start | Date work end |
| **Please include with this form a clearance certificate from the responsible trade association as well as evidence of health insurance. 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. If no valid ID card can be presented, the access is denied! For the card issuing to the employee it is absolutely necessary that the responsible site manager of the contractor is present at the gate 5!** |

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| **Data Protection Regulations:** |
| The collection of personal data takes place for the specific purpose of admission control (creation of entry identification cards) and for the performance of required industry safety measures. Furthermore the collection of data serves the purpose of auditing the compliance of the „Declaration on the social rights of employees of MEYER WERFT” (Social Charter). The MEYER WERFT GmbH & Co. KG places particular value on the protection of personal data. Storing and use of personal data of employees are treated according to the data protection regulations, especially the Federal Data Protection Act. We therefore request 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 long-term ID’s:** |
| * You must always carry your long-term ID
* Passing on or use by third parties is strictly prohibited and could constitute a criminal offense. Legal action will be taken in the event of infringement.
* In case of loss or damage, MEYER WERFT will charge an administrative fee of **25,-€**.
* The long-term ID must be returned when work ends. If the company does not deregister the employee, MEYER WERFT will charge a administrative fee of **25,-€**.
* Pre-registered employees who do not show up are to be deregistered in good time (**min. 48 hours before the entry date**) with this form at the staff registry (abmeldung-mw@meyer-port4.de). In case of disregard of this regulation, MEYER WERFT will charge an administrative fee of **75,-€**.
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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 **at least 48 hours 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), Locker rental, Borrowed tools, 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". |