



# REGISTRATION OF APPROVED WORK ON **SUNDAYS AND HOLIDAYS**



**MEYER WERFT**  
PAPENBURG 1795

# REGISTRATION OF APPROVED WORK ON SUNDAYS AND HOLIDAYS

Instructions for completing the form for  
**REGISTRATION OF APPROVED WORK  
ON SUNDAYS AND HOLIDAYS AT  
MEYER WERFT GMBH & CO. KG**

To register or deregister your employee for an approved work on  
Sundays and holidays, please follow these instructions.



# APPLICATION FOR SUPPLIER



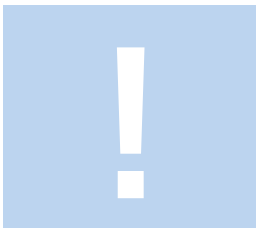
## WHO CAN APPLY FOR THE PERMISSIONS FOR SUNDAYS AND COMPANY HOLIDAYS?

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

# REGISTRATION PROCEDURE - PROCEDURE FOR THE APPLICATION OF WORK ON SUNDAYS AND COMPANY HOLIDAYS



- **Registration** is carried out by the **main contractor**. It is necessary to fill in the personal data and registration number.
- After **approval** by the **contact person of the MEYER WERFT**, the turnstiles at the gates are unlocked.



Please note that the completed form has to be send to the **contact person of the MEYER WERFT at least until Wednesday, 23:59 pm.**

Otherwise the turnstiles at the gates are closed for your employees on **Sundays and company holidays from 0:00 am - 21:00 pm.**

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

# DOWNLOAD OF THE FORM



## Where do you find the form?

You will find the download file on our website ([www.meyerwerft.de](http://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 FOR WORK ON SUNDAYS AND COMPANY HOLIDAYS



## STEP 1:

Without a valid order with MEYER WERFT GmbH & Co. KG., a registration for an approved work on Sundays and holidays is not possible.

Contractor	Supplier No.	Number	Order Year	Account
		0123	2017	

MEYER WERFT GmbH & Co. KG. P.O. Box 1535 26825 PAFENBURG, GERMANY

**Name Contractor**  
 Max Mustermann GmbH  
 Musterstraße 01  
 00221 Musterstadt

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

**Enter the complete year!**  
 SHIPBUILDERS  
 MEYER WERFT GMBH & CO. KG  
 INDUSTRIEGEBIET SÜD  
 26871 PAFENBURG  
 GERMANY

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

**Purchase Order Preprint**

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

Your ref.      Your message dated

- **Supplier No:** If not known, the contractor can find the supplier number on the cover letter. Also the contractor can request his supplier number at [sonntagsarbeit@meyerwerft.de](mailto:sonntagsarbeit@meyerwerft.de) as well as at the **Employee Registry**.
- **Contractor:** Name of the main contractor (see example above "Max Mustermann GmbH")



## STEP 2:

### Contact details

<b>Contact/Site Manager MEYER WERFT</b>	Surname, First Name:
	Phone:
	E-Mail:

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



## STEP 3:

### Number of Sundays/company holidays to be registered

- Per form your employees can be registered only for **max. three Sundays/days of company holidays**, which are listed separately. The subdivision can be found in the picture below.
- Each date must be filled in for the registration. The employees must also be listed for each Sunday/company holiday.

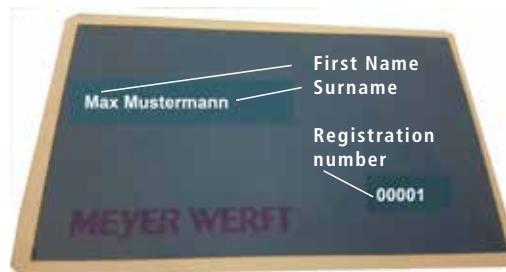
Sunday/Holiday I, Date:	Sunday/Holiday II, Date:	Sunday/Holiday III, Date:
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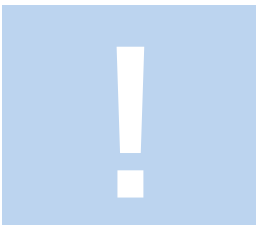
**STEP 4:**  
**Entry of the employees to be registered for a day pass**

Sunday/Holiday I, Date: <small>Select Date</small>		<small>*the compensation day for work on Sunday must be taken within 14 days; for work on holidays within 8 weeks</small>						
No.	Surname	Name	Day Pass	Long-term ID Registration No.	Reason for work on Sunday	Working time	Duration of break	Compensation day for work on Sunday and/or holiday*

- For the number of employees, enter the consecutive **number**.
- Add the data of **Surname** and **Name**.
- **Day Pass:** If your employee has a day pass, please fill in „x“.
- **Long-term ID Registration No.:** If your employee has a long-term ID, please fill in the registration number (see picture below).



- **Reason for work on Sunday:** Please state the reason why the work is necessary.
- **Working time:** Please set the period in which the respective employee is working at the shipyard.
- **Duration of break:** Please set the period in which the respective employee is taking his lunch break.
- **Compensation days for work on Sunday and/or holiday:** Please set the compensation day for the respective employee.



**ATTENTION:**

**All fields** must be completed, otherwise the application will not be processed.

If all blanks are filled in, the form can be sent **by e-mail** only to the **contact person of MEYER WERFT**.



**STEP 5:**  
**Submit form for registration**

- When the form is filled out, it must sent to the contact MEYER WERFT.
- If the contact person MEYER WERFT is not available, the form can be sent directly to **sonntagsarbeit@meyerwerft.de**.
- The turnstiles are unlocked for your employees.