

LOGBOOK FOR EXTERNAL CONTRACTORS

External service providers and contractors performing work on the territory of NOVOMATIC Hungária Ltd. shall fill in and sign the "LOGBOOK FOR EXTERNAL CONTRACTORS" attached to Annex 1 before commencing work.

THE PURPOSE OF THE LOGBOOK

In connection with the employees of external service providers, contractors or enterprises performing work on the territory of NOVOMATIC Hungária Ltd., the **service provider, contractor** or company **manager** is solely responsible for the compliance with the provisions of the Occupational Health and Safety Act, environmental protection laws, regulations, legislation and the policies issued by NOVOMATIC Hungária Ltd., as well as for the conditions of safe work that shall not endanger the employee's health and for safe work in accordance with the above.

The service provider, the contractor or the manager of the enterprise bears 100% liability for any accidents and their consequences (or impairment of health) that may occur during the work.

The contractor is obliged to carry out their activities and to use equipment maintained in such a way as not to pollute the environment.

Any improper disposal of waste is prohibited and the contractor is responsible for its removal and handling (with the exception of municipal waste).

In the event of any emergency or hazard, the contractor shall immediately inform the contact person on site.

USING THE LOGBOOK

The logbook can only contain 1-1 external company per page. After filling in the most relevant information on the company and the activities to be carried out, the contractor or the competent manager of the contracting enterprise should sign the "**Declaration**" at *Annex 1*.

The receptionist on duty at NOVOMATIC Hungária Ltd. is responsible for keeping the logbook up-to-date.

On behalf of NOVOMATIC Hungária Ltd., the signatory shall be the contact person of the external contractor or the receptionist on duty of NOVOMATIC Hungária Ltd.

LOGBOOK RETENTION

The storage place is the reception office of NOVOMATIC Hungária Ltd.
Retention period: 5 years (archives)

LOGBOOK FOR EXTERNAL CONTRACTORS

External company (or contractor)

Company name/ Name.....

Address:

Phone number:

E-mail address:

Name of the contact person responsible for the performed work:

.....

Work to be performed:

.....

.....

Start date of work performance:

Planned (or expected) date of completion of the work:

External staff involved in the work activity:

average number of staff :persons

maximum number of staff:persons

Other:

.....

.....

DECLARATION

I the undersigned hereby acknowledge the content of the logbook.

Veszvény, 202... month..... day

.....

signature, seal

On behalf of NOVOMATIC Hungária Ltd.:

.....

signature

Notes:

.....

.....





Serial number: _____ /20_____

PERMISSION TO CARRY OUT ACTIVITIES INVOLVING A FIRE RISK

In accordance with the on-site inspection carried out on the day of month of the year 20.... and the National Fire Safety Regulations issued by the Ministry of the Interior Decree No. 54/2014 (XII. 5.), §§ 184-185:

Duration of work:

20__ year month day from ,
20__ year month day to

General fire safety requirements:

- Flammable materials have to be removed from a 5.0 m radius of activities that could generate fire and sparks.
- Any flammable material that cannot be removed shall be covered with a damp tarpaulin.
- For fire extinguishing purposes, fire extinguishers of kg, with extinguishing capacity with powder shall be made available.
- The work is to be carried out by person(s) with a valid occupational health and safety and fire protection certificate.
- Gas concentration measurement is required during the work: yes - no -
- In the event of fire, the fire brigade must be notified by calling 112 or
- After completing the work, the person issuing the permit must supervise the work area for 4 hours, with fire protection equipment on stand-by.

Name(s) of person(s) performing the work:

..... Registry no. of fire safety certificate:
..... Registry no. of fire safety certificate:

I hereby authorise the performance of a fire risk activity

..... (the exact name of the work) in
..... (outdoors) subject to the implementation of and
continuous compliance with the Fire Safety Policy:

To ensure safe working conditions, the following safety measures must be implemented:

- 1.)
- 2.)

The following fire safety equipment must be provided at the place of work:

- 3.)
- 4.)

.....
Signature of the authoriser

I acknowledge the requirements listed in the permit and undertake criminal responsibility for their implementation and continuous compliance..

....., 20... year month day

.....



Signature of work performer

The completion of the work must be reported to the authorizer!

WARNING:

Any activity involving a risk of fire shall be carried out only in accordance with the implementation of and continuous compliance with the requirements specified in the permit. The permit must be presented in the event of an official inspection.

The permit is issued in two identical copies. One copy of the permit shall be stored by the authorising person in a regular file.

NOTE:

Provided that the person carrying out the fire risk activity on an occasional basis within a facility, building or open space on his/her own property, no written conditions need to be specified.

The conditions of the fire risk activity carried out by an external organisation or person shall be agreed with the facility manager of the establishment where the activity takes place or with his delegate, who shall add fire safety requirements, as required, in accordance with local specificities.

The above requirements are supplemented by the following fire safety requirements, which are adapted to local specificities:

.....
.....

....., 20.... year month day

.....
facility manager, or his/her delegate

I hereby acknowledge and undertake responsibility for compliance with the above rules:

.....
Signature of work performer

HANDOVER OF THE WORK AREA AFTER THE COMPLETION OF THE ACTIVITY

I have informed the person who directly instructed me to carry out the work and/or who directly supervised the activity of the completion of the work.

Subsequently, we inspected the work carried out on site, its entire area, whereupon I handed over the work area or took over the work area.

....., 20.... year month day

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Area transferor

Area receiver

