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1. Purpose


This Directive establishes rights and obligations of JHP coordinators for external firms (hereinafter EF) and the requirements on EFs working at the JHP premises.

2. Responsibilities

For issuing this Directive: JhP/HSE

For updating this Directive: JhP/HSE

	Dep.	Name	Electronic signature
Author	JhP/HSE	Macek Karel	
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3. Scope of validity

Valid for the JhP.

Valid for EFs working at JhP

This Directive is not valid for:

- a) interpreters, visitors, excursions, sales agents, lecturers, consultants,
- b) drivers of transport companies and delivery services,
- c) service of dining and vending machines,
- d) service of office equipment,
- e) plant care in offices,
- f) government authorities, components of the rescue system,
- g) external auditors,
- h) calibration in measuring near-production laboratories QMM, M/PQA-JhP, TEF22, PS-DI/ERR-Jh and MFx
- i) liquidators of Insurers (dealing with insurance claims)
- j) employment agencies
- k) RBCZ/HRC Prague working at JhP/HRL and JhP/ICO CI/CWR1-CE CI/DAV7.1

These workers must follow the instructions they receive at JHP gates (FRM/FCM-Jh-064 Instructions for visitors).

4. Terms and definitions

JhP Coordinator for EF (coordinator): Authorized JhP worker appointed in writing, who supervises works of EF realized for JhP. In relation to an EF's representative a coordinator has the controlling rights, on behalf of JhP in the areas of work safety, environmental protection, fire protection and property protection (especially in cooperation with JhP/HSE, FSS1-Jh and FSS-Jh).

B-JhP coordinator for EF – performs the same function as JhP coordinator for EF (see 6.2.1) with a difference that he coordinates EF that still has a workplace in JhP. Therefore, also other responsibilities have been assigned to him (see 6.2.2.).

Normal working hours: normal working hours of the coordinator (when he/she is present at JhP).

CP/PIR2-EE: individual purchase groups.

EF - External firm: a firm working in JhP and which is authorized by JhP. Other companies of the Bosch Group are also considered as EF.

CHL – chemicals

OI - occupational injury

MU: incident.


POZZ: appointed handler of lifting equipment.

Work requiring special permission: work with increased hazard for people, environment and machinery, see Annex no. 1.

SAP: ordering electronic system.

Head of workplace: a foreman in whose area of responsibility is the work realized, if this function is not determined for the given workplace, then it is a team leader (TL)

Representative: worker of EF, who was authorized to control and supervise work in JhP.

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5. General information

Term for implementation of this document: immediately

In case of translation the Czech version governs.

The Directive was completely rewritten; for this reason the changes are not marked.

If a JhP employee finds that an EF employee fails to adhere to his/her obligations in the field of OHS, fire protection and environmental protection he/she is obliged to notify the appropriate coordinator of that fact

The EF employees may accept only the Representative's orders. In case of breach of duties of EF regarding OHS, EP or FP, Para 6.7 applies.

A coordinator must be appointed by a department every time when there is realized work for that department by an EF, performed on machinery and property at the JhP premises.

HSE department maintains the list of all coordinators.

6. Procedure

6.1. Appointment and qualifications of a coordinator

- a) Written appointment by the department head (AL) (FRM-JhP/HSE-052),
- b) FRM-JhP/HSE-052 sent to JhP/HSE,
- c) Completion of coordinator training,
- d) Approval of coordinator by the JhP/HSE department.

The relevant AL is responsible for appointment and sufficient qualification of the coordinator.

Coordinator's qualifications:


- a) Sufficient technical knowledge for evaluation of necessary safety measures,
- b) Basic knowledge of work safety rules,
- c) Knowledge of working procedures and working environment in sections he/she has been appointed for,
- d) Successful passing of coordinator training.

Each change concerning a coordinator (e.g. the centre a coordinator is allowed to coordinate) must be reported to the HSE department through completion of a new FRM-HSE-052 by the department head.

6.2. Duties

6.2.1. General duties of a JhP-coordinator:

- a) Before commencing work:
 - To complete the form FRM-Jh/HSE-047 with the EF's representative including mutual exchange of information about hazards – at least once every 36 months. If any changes of work conditions or other changes occur in the course of work related to work safety, environmental or fire protection, a coordinator/B - coordinator has to complete the list of hazards together with the EF's representative. At least once every 12 months, the coordinator/B - coordinator performs a demonstrable check whether the FRM form is up-to-date.
 - Complete a permit if necessary, see Annex no. 1.
 - Inform the head of workplace where the work is to be conducted.
 - If there are more EFs at a single workplace and their mutual endangering is not excluded, draw up a written schedule of activities.

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- If an EF employee carries out work after the coordinator's regular working hours, the coordinator has to ensure his/her availability, or has to appoint a contact person (for example a shift line supervisor), who will supervise the EF employee.
 - If needed (work beyond regular working hours), complete the CheckWork "Report of EF work outside normal working hours".
- b) If a foreign EF with a foreign citizen is to do a job, the coordinator has to notify FSS-Jh about this fact immediately (at least one day before the EC commencement) – issue the CheckWork "External Company Report".
 - c) Demonstrably control the activities and compliance with established regulations, see FRM-JHP / HSE-047 (last sheet) or other written form.
 - d) If deficiencies or breach of regulations by EF are detected, demonstrably inform the superior of the EF employee, JhP/HSE and GS/PUI6-EU1 and record in the table „Non-compliances of External Firms“).
 - e) If the coordinator finds drawbacks or violation of regulations he is authorized to fine the EF, see FRM-JhP/HSE-077.
 - f) Archive completed forms FRM-JhP/HSE-020, FRM-JhP/HSE-023, FRM-JhP/HSE-028, FRM-JhP/HSE-047, FRM-JhP/HSE-048, FRM-JhP/HSE-066, and FRM-JhP/HSE-077 for 2 years after termination of work by an EF.
 - g) Record the injury of an EF employee in the Incident log. OI with absence over three days must be reported by the EF coordinator in writing (e-mail) without delay to the HSE department and to the EF representative. JhP will allow EF participation in the proceeding to clarify the causes and circumstances of the work injury.
 - h) If an EF conducts any work on electrical equipment (EZ) according to JhP/HSE-S-037 coordinator has to inform the relevant person responsible for EZ about the planned work.
 - i) To attend testing, to which he/she was invited, measuring the breath alcohol or concentration of substances of abuse/drugs of EF employee; in case of a positive test result the coordinator has to inform the superior of the EF employee.
 - j) To pick up an EF employee at the gatehouse and after termination of work to accompany the EF employee back (not necessary if the EF knows the area well).
 - k) If an EF employee shall carry out other activities in JhP, the coordinator has to hand over the EF employee to the next coordinator.
 - l) To readmit the workplace from EF, if necessary, the coordinator may determine the person who takes over the workplace.
 - m) If the work of an EF is not ordered through CheckWork, the centre shall coordinate the EF with its own coordinator.
 - l) If an EF wants to borrow a bridge crane owned by JhP, it must contact the FCM via its coordinator. To the rotomate will be delivered a paper list with companies that can borrow a crane with a term of two years. The coordinator contacts POZZ, who will arrange the training and write-up on the list.

6.2.2. Duties of B - coordinator for external firms

- a) See 6.2.1.
- b) At least 1x in 36 months, fill FRM-Jh/HSE-028, if EF uses own CHL at JhP. If there is a change in the used CHL, it is necessary to update/complete the FRM. And pass the updated FRM to the HSE1 department, before the planned deployment.
- c) 1x monthly demonstrably inspect the rooms assigned to EF at JhP, see FRM-JhP/HSE-066.
- d) Immediately and without delay report any change of EF name to HSE2.

6.2.3. Obligations of an EF

- a) EF employees:

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- Before starting the work in JhP, he has to get acquainted with the “Instructions for EF” published on the Internet and follow them.
- Before starting the work in JhP, he has to acquaint his subcontractors with the “Instructions for EF” published on the Internet and follow them.
- Ensure the competence and compliance with security regulations of their employees and his subcontractors.
- Report his occupational injury or OI he had witnessed, which occurred at JhP facility, to the coordinator. OI of an EF employee shall be recorded by EF itself.
- In case of an incident, prevent its further spreading if possible, and inform the coordinator about the incident.
- Cooperate during random checks of possible presence of alcohol in breath or presence of addictive substances.
- Equip the permanent EF workplace with a first aid box. Its content shall be determined by the provider of medical services to the EF. EF must regularly and demonstrably inspect (monthly) its content including the expiration time.
- [Observance of safety measures against Covid-19 \(proper wearing of disposable masks or respirators FFP2, FFP3 or KN95 \(without outlet valve\), disinfection availability...\)](#)

b) EF representative must:


- Before commencing work, complete FRM-JhP/HSE-047 together with the coordinator, including the mutual information about risks. In case of work requiring permit also FRM-JhP/HSE-048.
- Pass on information about specific conditions under which the work will be executed to all his/her colleagues as well as to workers of subcontractors, who will execute the work in JhP. Without this information the EF’s employees are not allowed to execute the given work.
- Inspect compliance with regulations during work.
- Inform the coordinator after termination of work whether he/she leaves the premises or whether he/she continues to work on a job for another coordinator.

6.3. Setting the orders

- a) Always put name and phone number of the coordinator in the SAP request.
- b) If the requestor is not also the coordinator for the activity, an e-mail must be attached to the SAP request with the approval of the coordinator who will coordinate the ordered work.
- c) The request mustn’t be approved and sent to purchasing department without mention coordinator.
- d) The purchasing department will send in the order for each EF the name of the coordinator and link to the webpage (including password), with the information about obligations of EF for work at JhP facility, with which must each EF be familiar with before commencing work at JhP.

6.4. Training

All coordinators must undertake training by the HSE dept. before commencing the coordinator activities and then recurrently at least 1 x in 13 months. These trainings are organized by HSE.

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6.5. Storage of documentation:

Name	Issued by	Original	Copy	Form
Attendance list from JhP coordinator training	HSE	HRL3	Not issued	
JhP coordinator authorization for EC	AL	AL	HSE and coordinator	FRM-JhP/HSE-052
Site handover to ext. company (EC) with mutual briefing on risks	with EC coordinator	coordinator	EF	FRM-JhP/HSE-047
Permit	coordinator	coordinator	EF	FRM-JhP/HSE-048
Permit for works with fire potential	FSS1-Jh	FSS1-Jh	Not issued	FRM-JhP/FCM-008
Order for works at heights	coordinator	coordinator	EF	FRM-JhP/HSE 020
Order B	FCM-Jh	coordinator	EF, FCM-Jh	Order B, works on and close to HV and EHV equipment
Chemicals used	coordinator and EF	electronic on HSE disk	as needed	FRM-JhP/HSE-028
Breach of duty record	coordinator	coordinator	EF, HSE, Purchasing dept., Billing dept. LOG	FRM-JhP/HSE-077

6.6. Construction work

During planning of construction work a coordinator for work safety at the construction site is appointed by the department of JhP/FCM (in agreement with the Act no. 309/2006 Coll., as amended) and this department also informs JhP/HSE.

6.7. Consequences of non-compliance with this Directive


If this directive is not followed, it may lead to sanctions for not observing working duties and the relevant worker will be held responsible for the damage caused.

If an EF employee breaches his/her obligations in the field of OHS, fire protection and environmental protection, then:

- a) executive, coordinator or HSE staff may stop that work until remedy is effected,
- b) executive, coordinator or HSE staff may order an EF employee that is under influence of alcohol or drugs out of the facility,
- c) the purchasing department may withdraw from the contract made with the EF because of the infringement of contractual obligations.

If the procedure in accordance with the article 6.7 is applied, the EF is obliged to compensate JhP for the damage caused by any delay in completion of performed tasks. On the other hand, JhP is not responsible for the EF's possible expenses stemming from the suspension of work.

All articles in this chapter also apply to employees of any EF subcontractor.

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7. Indicators

Name / Description

8. References

CD 03800 Occupational health and safety, fire protection, environmental protection, and emergency control – principles of organization and content

[JhP/HSE-S-037 Determination of responsibility for electrical equipment \(EZ\)](#)

[FRM-JhP/HSE-020 Order for work at heights \(DE\)](#)

[FRM-JhP/HSE-023 Order V \(DE\)](#)

[FRM-JhP/HSE-028 Used chemicals \(CZE\)](#)

[FRM-JhP/HSE-047 Handover of workplace to external firm including mutual exchange of information concerning hazards](#)

[FRM-JhP/HSE-048 Permit](#)

[FRM-JhP/HSE-052 Authorization of JhP Coordinator for external firms \(DE\)](#)

[FRM-JhP/HSE-066 Checklist for inspection of an external firm \(DE\)](#)

[FRM-JhP/HSE-077 Report of a Breach of Obligation \(DE\)](#)

FRM-JhP/FCM-008 Order for welding

FRM-JhP/FCM-064 Instructions for visitors

[List of trained coordinators](#)


[Non-compliance of external firms](#)

9. Training materials

[Basic training of JhP EF coordinators \(CZE\)](#)

[Recurrent training of JhP EF coordinators \(CZE\)](#)

[Information for EF](#)

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Work requiring special permit in JhP plant		Permit issued by	Form
1.	Repair, modifications and maintenance of equipment and distribution lines of hazardous media with hazardous properties (flammables and explosives, liquids, gases, dust, pressure, radiation, ...)	Coordinator	FRM-JhP/HSE-048 Permit
2.	Works with naked flame and heat formation (welding, flame cutting, cutting and grinding with sparks, brazing, inductive heating, ...), hot substances (tar, asphalt, ...)	FSS1-Jh	FRM-FCM-Jh-008 – Welding order
3.	Manipulation with hot substances, e.g. tar or asphalt.	JhP/FES and Coordinator	FRM-FCM-Jh-008 - Order for welding
4.	Works in confined areas (reservoirs, tanks, cisterns, sumps, pits, shafts, ...)	Coordinator and HSE	FRM-JhP/HSE-048 Permit
5.	Works with flammable and volatile substances (adhesives, resins, solvents, ...) if these substances are applied to areas $\geq 1\text{m}^2$ or a quantity $\geq 100\text{kg}$ is used (report to JhP/HSE1 and supply safety data sheets).	FCM-Jh, FSS1-Jh and Coordinator	FRM-JhP/HSE-048 Permit
6.	Works in potentially explosive atmospheres	FSS1-Jh	FRM-JhP/HSE-023 Order V
7.	Works on steam or hot-water supply lines (at temperatures $\geq 60^\circ\text{C}$ or pressures ≥ 5 bar).	FCM-Jh	FRM-JhP/HSE-048 Permit
8.	Works on and close to HV and EHV equipment.	FCM-Jh	Order B – printed form only
9.	Works at heights $\geq 1.5\text{m}$ (risk of falling from height or falling in depth).	Coordinator	FRM-JhP/HSE-020 Order for works at heights
10.	Works on central or supply systems and distribution lines (exhaustion, ventilation, drinking water network, sewage system, ...)	FCM-Jh	FRM-JhP/HSE-048 Permit