

A3.2.8 Proof of instructions

Employees from third-party companies are not allowed to carry out any work without a clear order. When placing the order, the customer shall provide information about the requirements for safety at work in the company.

General requirements

Employees of third-party companies must be diligently informed about the following aspects before starting work:

- The responsible contact person
- Any specific dangers
- The work to be carried out
- Safety rules and work instructions
- The place of work
- Emergency assistance

Requirements for electrical work

Employees from third-party companies who carry out electrical work must comply with the following additional points:

- They must have the necessary qualifications pursuant to section 3.1.1 and have any permits required (e.g. general or restricted installation permit, etc.);
- They must always carry out their own checks (e.g. in line with NIN, EN 60204, EN 61439, etc.) and must submit any findings of the checks and proof of safety checks if available, etc. to the installation operator¹ without being requested to do so;
- Was instructed on conventional emergency assistance and AED application as a minimum and no more than two years ago (at least 1 person per workplace) [14].

If an employee of a third-party company takes on the role of installation manager or work manager, they have to be able to communicate in the respective official regional language at level B2 as a minimum, in line with the Common European Framework of Reference for Languages (CEFR). If an employee of a third-party company takes on the role of work manager{B3.2.5} [19][44], this also requires:

- knowledge of the assigned work and experience in carrying out such work;
- knowledge of the regulations and standards to be used to carry out the assigned work;
- ability to assess the work assigned; and
- ability to recognize the dangers associated with the assigned work.

¹ For low and extra-low voltage installations in the data center, please refer to chapter Fehler! Verweisquelle konnte nicht gefunden werden. for the FM provider's installation manager.

Swisscom AG

Group Security

Physica I Security & Safety SC

Alte Tiefenastrasse 6 3050 Berne

OE GSE-PHY

Electro.safety@swisscom.com

© Swisscom AG

If the employee of a contracting partner takes on the role of installation manager (B3.2.6[19][44], this also requires:

- knowledge of the operating status of the electrical installation;
- ability to assess the impact of planned work on safely operating the installation; and
- ability to recognize the special dangers that exist when working on or in the vicinity of the electrical installation.

In addition, they shall ensure that, when work is carried out on or in the vicinity of this installation, the special dangers associated with the installation are taken into account and the safe operation of the installation is guaranteed. They shall implement the safety principles and rules of this electrical safety concept on-site.

Taches

Tasks

Fulfill order-specific tasks which are set out in the order.

If an employee of a third-party company takes on the role of work manager (B3.2.6) [19][44], they also have the following additional tasks:

Before starting work and whilst on a job, the work manager must ensure that all relevant safety requirements, safety regulations and operational instructions are observed when work is carried out. The work manager must inform everyone involved in the work about all dangers that can be reasonably foreseen and may not be immediately recognized. They shall also ensure that persons carrying out work are instructed on the task before they start work and when the job is finished. They shall implement the safety principles and rules of this electrical safety concept on-site. If an employee of a third-party company takes on the role of installation manager (B3.2.5)

[19][44], il doit en outre:

they also have the following additional tasks:

The installation manager for an electrical installation must ensure that, when work is carried out on or in the vicinity of this installation, the special dangers associated with the installation are taken into account and the safe operation of the installation is guaranteed [19][44].

They shall ensure that the installation operator is informed before work is carried out.⁹² [19]

They grant permission to carry out work on or in the vicinity of this installation. They shall implement the safety principles and rules of this electrical safety concept on-site.

Swisscom SA

Group Security

Physica I Security & Safety SC

Alte Tiefenastrasse 6 3050 Berne

OE GSE-PHY

Electro.safety@swisscom.com

© Swisscom SA

Authorizations

Third parties receive authorizations for activities in the vicinity of electrical installations, which are usually individually adapted to a specific order and supervised by someone from the FM provider or Swisscom Ltd who is responsible for situation-specific instructions and monitoring external staff. The safety principles and rules relevant for activities must be observed.

Instructed regulations:

- Safety Regulations and Code of Conduct for Suppliers
- R2.3 Access
- R2.5.3 Work
- R2.5.3.2.1 Switching
- R2.5.3.2.2 Resetting Low and Extra-Low Voltage
- R2.5.3.la Working Without Voltage
- R2.5.3.lb Working Near Live Parts
- R2.5.3.lcl Working Under Voltage 1
- R2.5.3.lc2 Working Under Voltage 2
- R2.8.4 First Aid for Electrical Accidents
- R2.8.4 First Aid for Electrolyte Accidents
- R4.1.1 High Voltage Installations
- R2.5.3.2.2 Low and Extra-Low Voltage Installations
- R4.1.3 Activities Concerning Battery Systems
- R4.1.6a Activities Concerning Telecommunications Installations < 60 V DC
- R4.1.6b Activities Concerning Telecommunications Installations > 60 V DC
- R4.1.7 Use and Operation of Electrical Installations and Equipment by Laypeople

Confirmation that the undersigned has been instructed in line with this authorization sheet and the regulations listed and that they have understood the instructions:

Company: Last name/first name:.....

Address: ZIP code, town/city:

Date: Signature:

Contact person: Mobile number:

Die Unterweisung wurde durchgeführt von:

Company:..... Last name/first name:

Address: ZIP code, town/city:

Date:..... Signature:

Swisscom AG

Group Security
Physical Security & Safety SC Alte
Tiefenaustrasse 6 3050 Bern

OE GSE-PHY
Electro.safety@swisscom.com
© Swisscom AG