

Name:

Company name:

Project leader:

You are visiting Perfetti Van Melle and you are informed about the following:

The first day you have to report to the project leader of Perfetti Van Melle. The following days will be in consultation with the project leader.	Correct
The first day you will have to hand in a valid identity card at the security service/reception or project leader.	Correct
At the security service/reception or project leader the safety and hygiene rules will be read and signed off.	Correct
In all activities you will have to take our safety and hygiene rules into account. If in doubt, always consult the project leader of Perfetti Van Melle.	Correct
It is not permitted to take photographs or to telephone in the factory unless you have permission from the project leader of Perfetti Van Melle.	Correct
(Near-) accidents have to be reported to the project leader of Perfetti Van Melle at all times.	
During activities in the production areas your company has to meet the following demands: clean safety shoes, clean trousers, clean T-shirt or sweater with long sleeves. A clean overall is also allowed.	Correct
On entering the factory you will have to wear a hairnet that has to be over the ears. (Beards have to be covered with a beard net).	Correct
On every entry in the factory you will have to wash your hands in the appropriate washbasins.	Correct
Smoking is only permitted in the designated areas. These can be recognised from the bleu stickers.	Correct
Eating and/or drinking are not permitted in the production. For this purpose you have to use the break rooms or company restaurant.	Correct
Using glass and/or pottery in the production area and the direct surroundings has to be avoided and is only permitted after approval of the project leader. Breakage of glass or pottery has to be reported immediately to the project leader/department manager so he/she can take the right measures. Wood in the production is limited as much as possible.	Correct
In case of small injuries you have to use the available bleu band-aids. You can get these from the project leader. Eczema and contagious diseases have to be reported to the project leader immediately.	Correct
It is not permitted to wear visible jewellery in the production. These need to be stored.	Correct

Every visitor that will be performing activities in the production areas at Perfetti Van Melle has to complete this checklist only on the first working day, has to sign it and hand it to the security service/reception or project leader.

Signature	
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