# Algist Bruggeman's site regulations.

### Order, cleanliness and hygiene:

In the factory and in the contractors' village, cleaning is imperative every day.

All residual material must be disposed of in the appropriate containers.

Drinks and meals can only be consumed in your refectory.

No food residues etc must be left behind, either inside or outside these containers

The trash bins are emptied every day in the appropriate roller container.



## Shower and toilet:

When using the showers and/or toilets, they must be left clean.





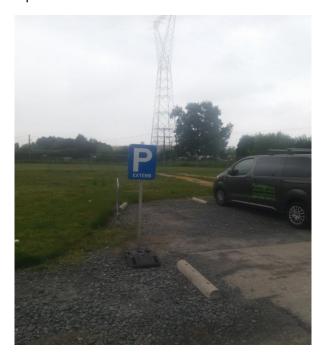
## Smoking area:

Smoking is only allowed in the appropriate smoking container.



## Parking:

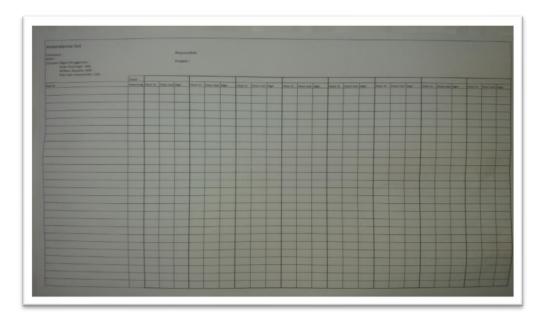
Company cars are to be parked in the appropriate car park
P pour les tiers:



### Signing in and out:

At the porter's lodge, there will be a list where only the person in charge is to register and also to fill in the list of employees.

Write down the names, date and time of entering and leaving:



#### **Entrance exam:**

Before starting work, each employee must take an entrance exam, which can be done at your office or on site at Algist Bruggeman's in the container at the back of Car park B



### Storage of material:

Consumables such as pipes etc... should be stored as close to your container as possible.

Gas bottles must be stored in the appropriate containers.

In the factory, they will always be placed in a bottle cart.

Gas bottles must never be lying loose on the ground.

After the works, the gas bottles must be taken out of the factory and stored back at your containers.

Pipes must be sealed so that no dust or other substances can get into them.

#### **Checklist order and cleanliness:**

Checklist orde en netheid					100	
Week:						
Orde en netheid in de werkplaatsen	Ma	Di	Wo	Do	Vr	Za
Opmerkingen :						
Orde en netheid op de wervloer						
Opmerkingen :						
Orde en netheid refters						
Opmerkingen :						
Controle afval						
Opmerkingen :						
Aandachtspunten in de fabriek  Opmerkingen:						