

# Fatra, a.s. Napajedla - Visitors Instructions List



Read, fill in and sign this form. Follow the instructions raised by the security or receptionists.



On the company premises, be always accompanied by the company staff. Use the most direct route to the visiting place.



It is forbidden to move outside the pavements or roads, to climb up the constructions and/ or enter the rails.



No smoking outside the dedicated area. No smoking inside the cars/ vehicles. No fire on the company premises.



No weapons, munitions, firecrackers and/ or explosive devices.



Taking photos and/ or recordings only upon prior approval of the authorized personnel.



Avoid contact with any electric devices or cables.



Be aware of forklift trucks. Use pavements only. Keep left when on the road.



Keep place tidy.



Company premises are monitored by a camera system with recordings. The CCTV administrator: Fatra, a.s.

## Duties for Visitors or Short-time Operating Staff:

- Follow bans and orders issued on security and warning signs.
- Register with valid ID card, passport or driving licence.
- When asked, allow control of luggage, trunk or load.
- Use safety reflective vest or wear visibly the Visitor card.
- Declare any brought special objects (PCs, tools etc.)
- Use only roads or defined routes.
- Follow traffic signs.
- Secure the vehicle from further movements when being loaded/ unloaded.
- Prevent from any serious accidents.
- Call firefighters of Fatra, a.s. (+420 577 502 222) in case of any emergency or an accident.

## Bans to be followed at Fatra, a.s. Napajedla:

- No open fire handling without prior authorization.
- No usage of dangerous workflow processes and/ or tools not in line with technical standards or without technical authorization.
- Loading/ unloading of the transported material only on loading ramps and/ or defined loading space for road vehicles, excluding entrances into production areas.
- No parking outside parking zones in terms of occupational safety standards, underground utilities and/ or production areas.
- Keep out of any machines in operation if this is not the purpose of entrance into the area (compulsory prior training).

## Sources of possible Threats at Fatra, a.s. Napajedla:

- Traffic - collision with a vehicle/ forklift truck.
- Industrial pollutants – steam (scald risk), melting materials (burn risk), dissolving agents (acid burn risk; fire; explosion).
- Production lines; rotary machines – risk of clothes or hair winding into the machine; upper limbs injuries; burn caused by hot parts of the machines
- Production areas – downstairs falls; movements in thin space; falls risks; collisions with hard objects or load falls

This “Visitors Instructions List“ covers all duties, commitments and rules that are to be followed by all persons entering the area of Fatra, a.s. Napajedla. Upon your signature, you declare you are familiar with all these.

**I hereby declare I have been made familiar with the Duties for visitors or short-time operating staff at Fatra, a.s. Napajedla:**

Company: .....

Name and Surname: .....

Date: ..... Signature: .....

## Approval with Sharing Personal Data:

I hereby give my approval to share the following personal data to Fatra, a.s., with its registered office at třída Tomáše Bati 1541, 763 61 Napajedla, Company ID: 27465021 in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data:

Name and Surname, Company Name, ID Number

Signature:.....

## Useful Telephone Numbers:

Main Entrance E1	+420 577 502 230
Truck Entrance E2	+420 577 502 232
Entrance Zámoraví E3	+420 577 502 160
Property Administration	+420 724 405 667
Head of Property Administration	+420 724 405 929

**Fatra, a.s.**

**třída Tomáše Bati 1541, 763 61 Napajedla, The Czech Republic**  
tel.: + 420 577 501 111, [www.fatra.cz](http://www.fatra.cz)