

## **Internal Rules on Assignment of Work Equipment to Outside Companies**

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the assignment of work equipment to companies in order to carry out tasks at IFEMA.

### **1.- DEFINITION OF WORK EQUIPMENT**

In accordance with that which is established in Royal Decree 1215/1997, included within the definition of work equipment is "any machine, apparatus, instrument or installation used in work."

### **2.- INTERNAL REGULATION OF ASSIGNMENTS:**

- **IN GENERAL, THE PROHIBITION OF ASSIGNING ANY WORK EQUIPMENT TO PEOPLE OUTSIDE OF IFEMA'S STAFF IS ESTABLISHED.**
- On an exceptional basis, work equipment may be assigned to companies, professionals or self-employed workers in order to carry out tasks inside of the exhibition centre premises.
- Each Directorate/Department may establish a list of the equipment that may be assigned and can even determine which equipment may not be assigned.
- The assignment shall require the following before it takes place:
  - Express authorization by the person responsible for the work equipment (mid-level manager or director)
  - Delivery of the internal safety rules on the assigned equipment to the assignee.
  - Delivery, where appropriate, of the instructions for use provided by the manufacturer.
  - Filling out the document IFEMA WORK EQUIPMENT ASSIGNMENT REGISTRATION, which must identify the equipment, the person responsible for its assignment, the date and duration of the assignment, the name of the assignee company, the name and signature of the person who receives the equipment and the conditions of the assignment.
  - The person who performs the equipment's delivery must check the equipment's proper usage status.
- Each functional area shall safeguard the control sheets on the assignment of its equipment.
- Once the assignment has come to an end, and prior to its reuse by IFEMA personnel, the equipment must be carefully checked. If any anomaly is detected, the equipment will be taken out of service and properly marked until it has been repaired.

Your own safety and that of all of us who work in the Fairground premises depends on you acting properly.  
Thank you very much for your cooperation

**" Help Us in Prevention "**  
Workplace Health and Safety Committee  
**IFEMA**



# IFEMA Work Equipment Assignment Registration

**(Mark the proper boxes with an X)**

IDENTIFICATION OF THE ASSIGNED EQUIPMENT										
<b>Manual Equipment</b>	Ladder		Scaffolding		Tool		Trans-pallet		Others	
	description									
<b>Vehicles</b>	Forklift Carrier			License or ID number						
	Platformlift			License or ID number						
	Boom with basket			License or ID number						
	Car/Van			License or ID number						
	Motorcycle			License or ID number						
	Dumper			License or ID number						
	Compressor Trailer			License or ID number						
<b>Individual protection equipment</b>	Protection From falls		Head protection		Eye protection		Protection of hands and feet		Hearing protection	others
	description									

Identification of the Person Responsible for the Equipment Who Authorises Assignment				
Full name				
Directorate/Dept.		Area		Position
Signature		Date		Duration Of assignment

IDENTIFICATION OF COMPANY REQUESTING THE EQUIPMENT			
Company name			TaxID
Identification of the Person Receiving the Equipment			
Full name		ID	
Position			
Signature		Date	

**The signatory declares and acknowledges the following:**

- That the assignment is temporary.
- Having received and knowing the contents of the Internal Safety Rules for the assigned Equipment.
- Knowing the instructions for safe use of the equipment.
- The obligation to provide the users thereof with the information in this document and the safe usage instructions for the equipment.
- Receiving the equipment in perfect conditions.
- Not manipulating or removing any part of the equipment that may affect the functions for which it was designed and, most importantly, its safety and protection systems.
- The obligation to transport, safeguard and store the equipment in a safe manner.
- Not to apply any paint or adhesives.
- Not to attach it to other pieces of equipment.
- Not using the equipment outside of the Exhibition Centre premises.
- IMMEDIATELY reporting any accident or incident which may occur in relation with the use of the assigned equipment to the person at IFEMA who authorized the assignment.
- Not to use the equipment if any anomaly is observed in its operation which might compromise the safety of its users.
- The prohibition of assigning the equipment to third companies or persons.