

Date of instruction / by (abbreviation): _____
Name and company of the instructed person: _____
Type of work: _____
Contact person at ITVP (supervisor): _____
can be reached at the telephone number: _____

Dear visitor,

You have come to us today to carry out maintenance, servicing or other activities in the ITVP **clean rooms**, for which special requirements apply. Please note the following:

- Only enter cleanrooms through the personnel lock (not through the material lock)!
- Wearing socks/stockings and leg coverings (long pants, tights...) is mandatory.
- About the order of dressing:
 - ⇒ Beard wearers must put on a beard bandage.
 - ⇒ Put on a hood (hair must be completely covered).
 - ⇒ Put on overshoes on the lock bench. If necessary, put the black EX-protective band into the sock/shoe; then do not touch the unclean side of the lock (the side facing the exit)!
 - ⇒ Put on a protective coat and close completely.
- Hygiene measures to be observed:
 - ⇒ Wash hands, dry carefully and only then disinfect!
(Soap and disinfectant are available in dispensers at the sink.)
 - ⇒ Allow disinfectant to work for at least 30 seconds!
 - ⇒ Do not enter cleanrooms with severe colds or infectious diseases!
 - ⇒ Cover any skin wounds tightly and wear gloves (disposable gloves are available).
If in doubt, please ask the supervisor.
 - ⇒ No cosmetics (make-up, eye shadow, blusher, lipstick, mascara, etc.) and no painted fingernails may be worn!
 - ⇒ Wearing jewelry and wristwatches is also not permitted.
 - ⇒ It is not permitted to drink, eat or smoke in the cleanroom.
 - ⇒ When leaving the cleanroom, first take off your protective coat.
 - ⇒ Then change to the unclean side via the lock bench and use the waste garbage can there to remove the hood, beard- or face mask and overshoes in it.
- Clean objects/machines in the material lock before bringing them into the cleanrooms.
- Do not bring cardboard boxes into the cleanrooms! Use the plastic boxes out of/in the material lock!
- Please observe the designated escape routes at the location of your activities.
- Hearing protection (available on site) must be worn during noisy activities.
- If it is necessary to intervene in the production process as part of your activities (e.g. switching off the air conditioning, opening the ceiling paneling, switching off electricity or water), the supervisor must be informed in advance.

The person named above confirms with his/her signature that he/she has been instructed on behavior in the cleanroom and will comply with these instructions.

Signature: _____

Document archiving: Gabi Holz