

# VISITOR REGISTRATION

## VISITOR

Name \_\_\_\_\_

Company / Organization \_\_\_\_\_

Function \_\_\_\_\_

## REQUIRED GTAG EMPLOYEE

Name \_\_\_\_\_

Department \_\_\_\_\_

**PLEASE NOTE  
THE SAFETY AND  
FACTORY SECURITY  
GUIDELINES.**

Was an appointment scheduled?  yes  no

If you carry objects, products or samples with you, which could be a safety hazard, you are obligated to present them to your contact person in the reception area. No exceptions are allowed.

### TO BE FILLED IN BY THE RECEPTIONIST

No.	Entry (date / time / signature)	Exit (date / time / signature)

# SAFETY AND FACTORY SECURITY GUIDELINES

We are pleased to welcome you with the company Getzner Textil AG and would ask you to comply with the following safety and factory security guidelines:

1. Please carry the visitor badge or wear the safety vest you receive by the receptionist at all times in a clearly visible manner within the company premises.
2. It is only permitted to enter the production rooms along with your Getzner contact or commissioned Getzner staff. The independent visit of other operating areas is prohibited.
3. Taking photos or filming requires the previous authorization by the management. We would ask you to refrain in general from using mobile phones within the production area.
4. An official ban on smoking applies to the entire company premises. Only particularly marked areas or rooms are excluded from this ban.
5. Please note the safety instructions! Keep distance to machines and areas where chemicals are used, and observe the in-company traffic.
6. In the event of a fire or other damage events (e. g. the emission of gas or escape of vapours), please immediately leave the danger zone and and comply with the directions of your (company/Getzner) contact.
7. The company premises are under video surveillance.



**In case of an emergency, call for first aid immediately via the internal emergency number:**

**Internal: 666 (Reception)  
External: +43 5552 601-666**

**The following security symbols are to be observed across the whole premises of Getzner Textil AG without exception:**



No open flames; fire, open ignition sources and smoking banned



Do not touch any parts and equipment



Entry to unauthorised persons is banned



Taking photos or filming is banned



Attention in-house traffic



The entire premises is under video surveillance