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## Regulations for External Contractors

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### 1 Purpose/objective

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Occupational health and safety as well as environmental protection are top priorities at Mercer Stendal.

You may potentially be exposed to certain risks that you may not be aware of when entering Mercer Stendal company grounds and performing works on our company grounds.

These Regulations for External Contractors constitute a policy document that serves the purpose of assuring work safety, plant safety and factory security on the company grounds of Mercer Stendal GmbH. They are further aimed at assuring compliance with the relevant environmental and internal requirements.

### 2 Scope of application/effectiveness

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These Regulations for External Contractors govern all persons who are not employees of Mercer Stendal.

They form an essential component of all contracts for works and services between the Company and all its contractors (hereinafter referred to as “Contractor” or “External Contractor”) that require the Contractor’s personnel to be present on Mercer Stendal company grounds.

The requirements set out in these Regulations for External Contractors must be observed throughout the entire company grounds of Mercer Stendal. Infringements against one or a number of these requirements and/or contractual agreements may result in the Contractor’s personnel being asked to leave the company grounds, the termination of contractual relationships with the Contractor, deductions from prices agreed with the Company and/or liability claims against the Contractor.

### 3 Terms/abbreviations

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None.

### 4 Description of the areas of responsibility

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#### 4.1 Contractor's responsibility

The Contractor assumes the full responsibility for assuring that its work performances comply with all statutory requirements, requirements imposed by a public authority or the employers' liability insurance association and all applicable internal Mercer Stendal regulations. The Contractor must ascertain the person in charge of the respective contracted works at Mercer Stendal before commencing the contracted works. This person’s name is usually known from the preliminary discussions.

#### 4.2 Induction to the specific local conditions at Mercer Stendal

Before entering the company grounds, each individual staff member of the Contractor and the Contractor’s subcontractor **must personally** complete a basic occupational health and safety induction. To complete the induction, each staff member will be provided with a link to an online induction. In exceptional cases, the basic induction may also take place at a terminal located at the Mercer Stendal reception.

Mercer Stendal will advise you of a contact person who is in charge of the contracted works. This Mercer Stendal employee is responsible for assuring that you receive a comprehensive induction to the specific local conditions at Mercer Stendal. The induction/instruction will be carried out with your

company's responsible contact person (person in charge of the contracted works, e.g. foreman or manager) and documented in writing. Your contact person must be able to understand communications in German. If this is not the case, the Contractor will have to arrange for an interpreter. Pursuant to section 12 of the German Occupational Health and Safety Act and section 9 of the Industrial Safety Regulation, the contact person is responsible for the proper induction of his own employees and must be contactable on-site during the contracted works. Any work on Mercer Stendal company grounds is prohibited for persons who have not received an induction for their respective work tasks.

#### **4.3 Contact persons for internal regulations**

- Mercer Stendal staff member in charge of the contracted works
- The local holder of domiciliary rights
- The shift supervisor at Mercer Stendal
- The occupational health and safety specialist
- The fire protection officer
- The waste disposal and recycling officer
- The occupational health and safety officer

Instructions issued by these persons must be followed. All instructions issued by these persons are limited to purposes related to occupational health and safety and coordinating the contracted works. They are not to be construed as serving any hire personnel-related purpose.

#### **4.4 Coordinator pursuant to Section 8 (1) German Occupational Health and Safety Act and pursuant to Section 6 (1) German Social Accident Insurance [DGUV]**

The Company will appoint a coordinator as required for work safety-related purposes upon employees of Mercer Stendal or another external subcontractor commencing works in their area. The coordinator may, provided he is present on-site, at the same time be the person in charge of the contracted services at Mercer Stendal. The coordinator is responsible for coordinating the works and thereby excluding any risks and hazards for persons doing other works. The safety and health of all persons involved must be assured at all times. The external contractors must mutually inform each other about the risks involved in their respective works and coordinate any necessary work safety measures between them. The coordinator's instructions must be followed.

#### **4.5 Risk assessment**

Hazards and risks must be assessed and documented on the work authorisation slip before starting any of the contracted works. Any additional risks identified by the External Contractor must be discussed with the person in charge of the contracted works. These additional risks must also be documented. All prescribed safety measures must be observed.

#### **4.6 Registration for access to Mercer Stendal premises**

The Contractor's registration in the electronic access control system is arranged by the person in charge of the contracted works at Mercer Stendal. The further steps of the procedure will be carried out in accordance with 4.2. The external contractor ID cards will be issued at the reception desk or the entrance to the Mercer Stendal premises.

Each of the Contractor's staff members must use their external contractor ID to personally sign-in and sign-out with the access control system.

When entering the Mercer Stendal company grounds with a vehicle, only the driver may remain inside the vehicle. All passengers must leave the vehicle and enter via the turnstile.

The person in charge of the contracted works at Mercer Stendal must be contacted before entering the premises on foot or in a vehicle. The person in charge of the contracted works will give a site

induction and hand over the work authorisation slip. No works are permitted without a valid work authorisation slip.

#### **4.7 Controls**

Factory access is subject to inspection of the external contractor ID card at the factory gates and entrances. The ID must be presented without being prompted by gate staff. The persons in charge of access controls (authorised Mercer Stendal employees and security guards) may at any time request presentation of the ID card.

Mercer Stendal also reserves the right to inspect compliance with safety requirements (e.g. safety measures from the release note, the proper wearing personal protective equipment) at any time.

To protect the property of the Company and its employees, authorised Mercer Stendal staff and security guards may carry out personal and vehicle inspections, including inspections of all containers, bags, luggage, objects, etc., within the company grounds and at the gates (specifically at the factory entrances/exits). All external contractor personnel must present their containers, bags, luggage etc. for inspection if requested.

Before entering the Mercer Stendal premises in a vehicle, a list of tools with electrical and electronic devices (machines, tools, computers, measuring instruments, etc.) regarding the third-party materials brought onto Mercer Stendal company grounds needs to be prepared and the list must be ready for presentation during performance of the works on Mercer Stendal company grounds. The list must be presented when driving onto the premises.

#### **4.8 Performance of works**

The Contractor's personnel must check-in with the plant operator in the control room and present the work authorisation slip before starting the works. The plant operator will provide specific safety information with respect to current details pertaining to the plant. The work authorisation slip will then have to be presented to the shift supervisor. Following release of the works by the shift supervisor, the yellow copy of the authorisation slip must be deposited with the plant operator. The white copy remains with the Contractor's person in charge of the works, the blue copy with the person in charge of the contracted works at Mercer Stendal.

Works must not be started and/or immediately stopped if there are any safety concerns. The person in charge of the contracted works must report to the control room. The further course of action will then be discussed.

#### **4.9 Presence outside of the work site**

The Contractor's personnel is only permitted at their work site and the designated areas for breaks, toilets, shower rooms and smoking areas.

#### **4.10 Clearing and cleaning of the work site upon completion of works**

The Contractor must leave the work site in a clean and tidy condition after completion of the works. Failure to do so may render the Contractor liable to compensate Mercer Stendal for all costs incurred in relation to clearing and cleaning of the work site.

#### **4.11 Work environment**

Familiarise yourself with your work environment before starting work and prepare yourself for an emergency by asking the following questions:

- Are there any additional potential hazards? Reconciliation with the work authorisation slip.
- Mercer Stendal emergency phone number (from mobile phones) **039321-55112**
- Mercer Stendal emergency phone number (landline) **112**
- Where are the escape doors and routes located?

- Where is the next eye washing station/emergency shower, the nearest body shower with diphoterine?
- Where is the assembly area located?
- Where is first aid equipment located (e.g. first-aid kit, defibrillator)?
- Where are the fire extinguishers?
- Where can I trigger the alarm fire (alarm push buttons or telephone)?

#### **4.12 Sign-out**

In the case of works spanning over multiple days, the Contractor's person in charge of the contracted works must sign in and out in the control room of the relevant department on a daily basis. If the Contractor's person in charge of the contracted works is supervising multiple work sites, all valid work authorisation slips for the respective works must be signed in and out on a **daily** basis. Following completion of the works, the work site will be handed over to the person in charge of the contracted works at Mercer Stendal, the shift supervisor, or the plant operator responsible for the respective work site. The Contractor's personnel must individually sign out in the access control system each time they leave the company grounds. The external contractor ID must be returned by dropping it in the collection box located at the entrance terminal when leaving the company grounds for the last time. The protective ID sleeve must be deposited separately in the adjacent mailbox.

#### **4.13 Disposal**

The Contractor bears the sole responsibility for the disposal of its work materials and their packaging and must promptly dispose them in compliance with the applicable regulations. The disposal of plastic waste (films, cable ties etc.) requires particular care and attention. The waste disposal containers on the Mercer Stendal company grounds must not be used without approval from the person in charge of the contracted works. Suitable waste disposal areas can be allocated by the person in charge of the contracted works or the waste disposal officer.

#### **4.14 Storage**

Materials must only be stored at locations previously agreed with the person in charge of the contracted works. Materials must not be stored in hallways, stairwells, passageways and escape and rescue paths.

#### **4.15 Fire protection**

You can support our fire protection measures by following due care during your presence on the company grounds and by being particularly careful during activities that may cause a fire.

Before you start your work, please familiarise yourself with the location of escape routes and assembly areas in case of a fire alarm (Mercer Stendal factory plan).

Please take note of the safety pictograms as well as escape and rescue plans.

Smoke and fire protection door is must never be left open. Arresting the door panels in the open position is categorically prohibited.

Any welding, cutting and sanding works require a written authorisation (an authorisation slip for works involving a fire hazard must be obtained from the person in charge of the works).

Pressurised gas bottles must be closed after use, pipes must be relieved of any residual pressure.

As a general rule, it is prohibited to store easily inflammable, inflammable and fire-intensifying materials on-site for longer then they are needed for the respective works. Any exemptions are subject to approval by the shift supervisor.

Please switch off all electrical equipment and disconnect them from the power source.

Non-smoking areas must strictly be observed.



Location fire extinguisher



escape route sign



assembly area

#### **4.16 Written permits hot works**

A written approval for welding and cutting works must be obtained from the person in charge of the contracted works at Mercer Stendal before any such work is started. The written hot works permit is only valid in combination with a work authorisation slip for the respective work task.

The Mercer Stendal company grounds are equipped with different fire alarm systems. Smoke and dust emissions may trigger the fire alarm sensors. A smoke alarm will automatically and directly be forwarded to the SIS agent and also send an alarm message to the factory fire brigade. Any person triggering a false alarm will be liable for the costs incurred for dispatching the fire brigade.

#### **4.17 Written permits for works in confined spaces and containers**

A written permit for works in confined spaces and containers is only valid in combination with a work authorisation slip for the respective work task. Mercer Stendal has special safety regulations that apply to works in excavation pits, containers and confined spaces. It is compulsory that the written permits for works in confined spaces and containers are prepared by the person in charge of the contracted works at Mercer Stendal and that protective measures are defined together with the Contractor's person responsible for the contracted works. These measures must be observed.

#### **4.18 Cordoning off work and hazard areas**

Cordons, fencing, barriers or cones are to be used for cordoning off work and hazard areas. Barrier tape (warning tape) is not permitted.

#### **4.19 Damages and damage reporting**

Mercer Stendal's person in charge of the contracted works or the shift supervisor must immediately be notified of any damage caused by the Contractor's personnel.

#### **4.20 Prohibition on smoking, drugs and alcohol consumption**

Smoking is not permitted anywhere on Mercer Stendal company grounds. The only exemption are the designated smoking areas.

Any person under the influence of drugs or alcohol (> 0.0 ‰) is prohibited from doing any work and required to stop any ongoing work immediately. The intoxicated staff member will be asked to leave the company grounds and the Contractor will be informed. The Contractor will be held liable for any financial/economic losses.

#### **4.21 Eating and drinking**

The consumption of food is prohibited in all production areas.

## 5 What to do in the case of an accident, fire and alarm

### 5.1 What to do in the case of an accident or fire alarm

You must immediately inform the person in charge of the contracted works or the shift supervisor of any work accidents involving your staff. You are also required to comply with the statutory reporting obligations for work accidents. On-site first-aid must be provided by your own trained first-aid responders.

First-aid kits must be available at the workplace.

Serious accidents must be reported to:

- Mercer Stendal emergency phone number (from mobile phones) **039321-55112 (SIS agent)**
- Mercer Stendal emergency phone number (landline) **112 (SIS agent)**
- Shift supervisor **017,616,303,020**

Required information:


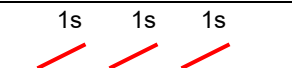




- Who is reporting?
- Where did the incident happen?
- What happened?
- How many people have been injured?
- Is human life at risk?
- When did the incident happen? ... **wait for the operator's questions! SIS will end the call!**

### 5.2 What to do in the case of an alarm

If you notice the (visual or acoustic) alarm signal, cease all work immediately and switch off any equipment that is powered on.

Quickly move to the assembly area, render assistance to any persons requiring help on your way (Mercer Stendal factory plan).

A headcount must be carried out and reported to the person in charge of the works. Instructions by the attending emergency personnel must be observed.

If you hear the <b>siren</b> on the roof of the liquor regeneration boiler, <b>evacuate the company grounds</b> and move directly to the <b>central assembly point</b> (see the site plan on the reverse side)	
If you hear the <b>general alarm signal on the PA system</b> , evacuate the building immediately using the signposted emergency exits	
In the case of a <b>fire alarm</b> , evacuate the building via the escape and rescue routes.	
In the case of a <b>fire alarm</b> in one of the <b>control rooms</b> , leave the room immediately	
If you hear or see the <b>gas alarm</b> signal (continuous alarm tone and flashing light), put on the <b>gas mask</b> and evacuate the building or room you are in.	
An intermittent alarm signal and flashing light indicate an incident in the lye boilers. Evacuate the area immediately.	

## 6 Work safety measures

### 6.1 General

Observe the risk assessment on the work authorisation slip.

Be aware of any potential additional risks. Observe the safety measures.

Report all work safety concerns to the person in charge of the contracted works or the shift supervisor. Also inform your colleagues.

### 6.2 Personal protective equipment (PPE) / clothing

The Contractor must provide its staff with the full scope of personal protective equipment as required. The associated costs must be borne by the Contractor. The Contractor must induct/inform/train its staff about the purpose and proper use of the personal protection equipment and explicitly advise them that they are required to wear the prescribed personal protective equipment.

The PPE must be in good condition without any defects, ready for use and clean.

The information provided on notices and symbols affixed to machines and equipment must be observed.

Protective goggles and face shields must be worn when doing manual machining work that produces any kind of chips, or when working with sanding and cutting machines (e.g. grinders).

Workwear with long sleeves must be worn when working on and in the process plants. If, in the case of specific works, it is established after the hazard assessment that residual product containing hazardous substances (liquids, sludges, dust, gases) may leak, additional PPE (e.g. disposable protective suit, respiratory masks) must be used. The PPE entered on the AES must be used without exception.

Standard PPE to be worn:



Specific PPE as required and instructed:



### 6.3 Mercer Stendal work equipment

Mercer Stendal work equipment must only be used with the approval of the person in charge of the contracted works. A visual inspection on damage must be carried out before using the equipment. If work equipment is subject to mandatory testing, the review period may not be exceeded. Special training is required for certain work equipment (cranes, forklifts etc.).



The qualification must be presented to the person in charge of the contracted works. An induction must be completed and Mercer Stendal must have instructed the Contractor's personnel to use the specific work equipment.

When using cranes, a visual inspection of the load attachment equipment must be carried out in addition to an inspection of the work equipment. Unchecked or damaged load attachment equipment must not be used. When working with cranes, the work site must be cordoned off.

#### **6.4 Contractor's work equipment**

Only use work equipment that is suitable and approved for the intended purpose.

All work equipment must be inspected before being used. For work equipment requiring regular inspections, the next inspection due date must be indicated on the inspection tag affixed to the work equipment.

#### **6.5 Use of scaffolding**

If the use of scaffolding is required to perform the work task, the requirements set out in TRBS 2121 Part 1 "Fall risk to employees when using scaffolding" [Gefährdung von Beschäftigten durch Absturz bei der Verwendung von Gerüsten] must be observed. The contractor must assess whether the scaffolding is suitable for its activity.

Only approved and visually intact scaffolding may be used. No modifications to the scaffolding may be made by the user.

#### **6.6 Work at height and near dangerous edges - fall protection**

Personal protective equipment against falls from a height must be worn when working at height in situations that involve a fall hazard.

The contractor shall provide its own approved and tested PPE to provide protection against falls from a height and shall provide its employees with training.

Fall-protection PPE must only be attached to approved anchor points.

#### **6.7 Protection of work equipment against falling**

Suitable measures must be taken to protect work equipment and other objects from falling down when working on a mobile platform or at height. The work site must be cordoned off and identified accordingly.

#### **6.8 Works to process plants**

Never open any plants or parts of plants without approval and back-up safety from the plant personnel. The switches on the respective plant must be in the "off" position and secured against being switched back on using a lock. Use your own lock and secure your work site. Contact your person in charge of the contracted works for any questions concerning the lock-out/tag-out procedure.

Make sure that the plant is depressurised, empty, clean and protected against any possible infeed of materials. Make sure that there is no residual current on the plants and that they are protected against being switched back on.



Works to electrical system must only be carried out following consultation with the respective person in charge of the contracted works and after qualified personnel has assured the necessary safety measures. Make sure that the system has been appropriately disconnected from the mains.

### 6.9 Access to and work in areas with an explosion risk (EX zones)

The Company's specific instructions titled 'Access to and work in areas with an explosion risk' must be observed when working in an area with an explosion risk. These "EX" zones are identified by warning signs.



The necessary work equipment (non-sparking tools) must be provided by the Contractor. You must ensure that only approved electrical equipment is used within the EX zone. Mobile phones, radio units etc. must not be taken into the zone.

### 6.10 Electrical/electromagnetic fields

In areas with strong electrical or electromagnetic fields, the function of implants (e.g. unit transformers, magnetic separators on conveyor systems) may be affected. Individuals who have passive implants (e.g. artificial joints, heart valves) or active implants (e.g. pacemakers, cochlea implants, insulin pumps) must consult the Mercer Stendal staff member in charge of the contracted works before commencing their activity. A separate briefing will be given by Mercer Stendal's person in charge of the contracted works.

Symbols indicating areas which individuals with implants may only enter after a briefing



### **6.11 Radiation protection areas**

Radioactive substances contained in protective containers may be used for measuring purposes in or near the plant. The radiation protection regulation of Mercer Stendal applies in these areas. Only Mercer Stendal personnel that have received special training and hold a permit are permitted to work in this area while the radioactive source is open.

These areas are cordoned off and designated with warning signs.



Work in this area is deemed safe once the radioactive source has been switched off and a measurement has confirmed the absence of radioactivity.

The person in charge of the contracted works must be given advance notice of any works relating to the testing of materials. The area must be cordoned off in accordance with the requirements. The shift supervisor must be informed before taking the measurement. The shift supervisor will then inform the operating personnel in the control room to assure any process measurement equipment is protected. Failure to do so may result in this equipment malfunctioning.

### **6.12 Determining concentrations of hazardous substances in containers and confined spaces**

Qualified Mercer Stendal staff will determine the concentrations of hazardous substances in containers and confined spaces before anyone is allowed to enter. The Contractor must assume responsibility for continuous monitoring of the air inhaled by workers. The Contractor must provide the equipment required for such monitoring.

### **6.13 Using personal gas detectors**

Fixed gas detectors are installed in various zones of the installations. In the event of an optical or acoustic signal, the zone must be vacated immediately.

Furthermore, carrying personal gas detectors is mandatory in these zones for every Mercer Stendal team member and every member of the External Contractor's team.

External Contractors are responsible for procuring gas detectors and escape respirators.

Depending on the respective zone, equipment will be required for hydrogen sulphide (H<sub>2</sub>S), chlorine dioxide (ClO<sub>2</sub>) or sulphur dioxide (SO<sub>2</sub>). When working in containers and confined spaces (e.g. channel system), a device will also be required to measure the oxygen concentration and possibly also carbon monoxide and methane.

Ask what type of gas detector you will need for your work when you receive an order.

When the works are released, the work authorisation slip and permit to enter containers will prescribe the use of such equipment.

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## **7 Vehicle traffic within company grounds**

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Park your vehicle in the designated visitor car park. The person in charge of the contracted works at Mercer Stendal must be notified before entering the Mercer Stendal company grounds with a vehicle.

The German Road Traffic Regulations apply throughout the entire Mercer Stendal company grounds. Adhering to the maximum speed limit of 30 km/h is mandatory. In designated areas and in areas where circumstances demand it, vehicles must be driven at walking speed (max. 5 km/h).

The use of external vehicles on Mercer Stendal premises is restricted to:

- Transport of material and tools
- Transport of external company employees between recreation containers and place of work

Only roadworthy vehicles that can be used safely are permitted on the Mercer Stendal company grounds. All motor vehicle operators must carry their driver licence at all times and produce their licence to Mercer Stendal staff if requested.

It is prohibited to leave the engine running unnecessarily.

Visibly display the name of your company's person in charge of the contracted works with telephone number and Mercer Stendal order coordinator in the vehicle.

If you must remain on the premises, only areas authorised for this purpose may be used. Passages, entrances to halls or fire brigade access routes must be kept clear. Mercer Stendal reserves the right to tow away vehicles for a fee in the event of violations.

Large vehicles (wheel loaders, forklifts, lorries, etc.) are in use throughout the Mercer Stendal site. To protect all other vehicles in factory traffic, only vehicles with an additional yellow/orange rotating beacon or light bar are permitted.

Rotating beacons are available for loan at the gate/entrance. If all borrowed items are returned on time and in full undamaged condition, no fee will be charged to the borrower after the items have been inspected by a Mercer Stendal employee. If one or more borrowed items are damaged or not returned, the lender reserves the right to charge a fee (compensation for replacement and expenses).

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## **8 Use of hazardous substances**

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Hazardous substances must only be used in compliance with the Hazardous Substance Regulation. The use of hazardous substances is only permitted if all necessary protective measures have been implemented.

The person in charge of the contracted works must be notified of all hazardous substances and their quantities before any work is started.

Only hazardous substances that have been approved by the person in charge of the contracted works may be used.

Safety data sheets must be kept ready. Any necessary PPE must be used.

Only suitable and labelled containers must be used.

The quantity of a hazardous substance provisioned at the work site must be limited to the quantity required for the respective works.

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## **9 Use of electricity (provision of electricity to third parties)**

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Electricity for operating own work equipment must only be drawn from the power points allocated to you. An intermediate electricity meter must be installed. Other electrical connections to the Company's electricity grid are subject to prior approval.

The number of required electricity meters must be advised beforehand in order to assure a sufficient number of electricity meters can be made available.

Electricity meters can be picked up from the security guards (factory gate). To be issued a loan electricity meter, you will be required to state your company name, contact person and telephone number and to return the meter to the same location at the end of your working day. The meter readings must be documented at the time the equipment is picked up and at the time it is returned. All pick-ups and returns of electricity meters must be signed for.

Mercer Stendal is authorised to charge the Contractor for any electricity meter that is lost or not properly returned to the security guards.

Electricity meters need not be used if mains power is used during an overhaul.

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## **10 Confidentiality**

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Factory equipment and work methods at Mercer Stendal must not be recorded in any way. The taking of photographs is prohibited (exemptions are subject to the express approval of Mercer Stendal). All personnel of external contractors are required to observe this obligation to confidentiality for the aforementioned points after their works have ended.

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## **11 Evaluation after completion of works**

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The member of staff in charge of your contracted works will carry out an evaluation of your performance after completion of the works at Mercer Stendal. The result will be automatically analysed in the central purchasing department. In the event of relevant deviations from the Mercer Stendal specifications, an evaluation discussion will be held with you as the contractor.