

# Fire Officer for Hot Works

Hall:	Stand-No.:
Exhibitor:	

## Order Form 2012

**Messe Berlin, ST21:** Fax: +49(0)30/3038-2898  
**Mailing address:** Messe Berlin GmbH, Service + Technik, Messedamm 22, 14055 Berlin, Germany  
**Technical queries:** Tel.: +49(0)30/3038-2824 to 2829, E-Mail: messetechnik@messe-berlin.de

**Welding, cutting, soldering, abrasive cutting and other work involving the use of naked flame or flying sparks are strictly prohibited on all operational and display areas belonging to Messe Berlin.**

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the setting up and dismantling of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion.

Hot work during the event is prohibited. (please see Technical Guidelines, item 4.4.1.10 Hot work)

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the **setting up and dismantling** of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion.

For the work we are planning (see application) and in accordance with the above conditions we hereby apply for the following

Date: ..... Commencement of work ..... a.m./p.m.

Expected completion of work ..... a.m./p.m.

- one fire officer (duty period: at least 4 hours)
- notification **at least 3 working days** prior to start of work Flat rate 139.00 EUR  
for each additional hour 33.50 EUR/hr.
  - notification **at least 12 hours** prior to start of work Flat rate 185.00 EUR  
for each additional hour 45.00 EUR/hr.
  - notification **less than 12 hours** prior to start of work Flat rate 277.00 EUR  
for each additional hour 67.00 EUR/hr.

<p><b>Remark Messe Berlin:</b></p> <p><b>Application received (Date/hour) .....</b></p> <p style="text-align: right;">passed on:</p>
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The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

**Please note: For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice: \_\_\_\_\_ VAT Reg. No. \_\_\_\_\_

.....

.....

Contact for queries: \_\_\_\_\_ Phone: \_\_\_\_\_ Telefax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: June 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

**MANDATORY INFORMATION TO BE FILLED IN BY THE CONTRACTOR**

<input type="checkbox"/> Welding	<input type="checkbox"/> Cutting	<input type="checkbox"/> Cutting by grinder	<input type="checkbox"/> Soldering	<input type="checkbox"/> Defrosting	<input type="checkbox"/> Other work using heat sources
<b>Work site location:</b>		<b>Proposed timeframe of work:</b>		<b>Contractor (company / person)</b>	
Hall no.		From (a.m./ p.m.) _____ to _____			
Stand no.		Date:			
				Mobile phone no. :	

**SAFETY MEASURES TO BE CARRIED OUT BY THE CONTRACTOR PRIOR TO COMMENCING WORK**

**Required safety measures within a radius of approx. 10 metres around the work site prior to commencement of work:**

<input checked="" type="checkbox"/>	All movable inflammable materials, packaging, liquids, gases to be removed from the danger area
<input checked="" type="checkbox"/>	Non-movable inflammable materials and objects (e.g. stand construction material, plastic objects) to be covered with non-inflammable materials and/or if necessary to be moistened
<input checked="" type="checkbox"/>	Holes, gaps, cracks in floors and walls and on supply lines to be sealed / covered

**The undersigned is responsible for carrying out the safety measures listed above:**

**PROVISION OF FIRE EXTINGUISHERS**

<input type="checkbox"/>	Fire extinguisher to be supplied by the contractor
<input checked="" type="checkbox"/>	Fire blanket to be supplied by the contractor

**Name (in block capitals) / signature of the contractor**

X


**Signature of the contractor**

**APPLICATION SUBMITTED VIA HALL INSPECTOR TO EVENT ENGINEERING DEPARTMENT**



## Permission

to carry out work subject to a fire risk during events

**APPROVAL BY EVENT ENGINEERING DEPARTMENT**

<b>Permission to carry out work subject to a fire risk:</b>		<input type="checkbox"/>	granted
		<input type="checkbox"/>	refused
<p><b>Permission having been granted, the following conditions must under all circumstances be observed:</b></p>			
		<input checked="" type="checkbox"/>	The safety measures listed above must be checked by a fire warden prior to commencement of work
		<input checked="" type="checkbox"/>	A fire warden must be present while work is taking place
		<input checked="" type="checkbox"/>	A fire warden must check for fire(s) after completion of work
<b>Name / signature ST 21</b>			

**FIRE WARDEN**

<input type="checkbox"/>	Work may take place	<input type="checkbox"/>	Date: _____
			From (a.m./p.m.): _____
<input type="checkbox"/>	Work may <u>not</u> take place	<input type="checkbox"/>	Contractor to be notified by phone in advance as to whether and when work can be carried out
<input type="checkbox"/>	Implementation of the safety measures listed above to be checked prior to commencement of work subject to a fire risk		
<b>Date</b>	<b>Signature, fire warden</b>		
		 by fax to the control / safety management room : fax extension: 2808  Copy of permission to the contractor	

### SCOPE OF THIS DIRECTIVE

This directive concerns all types of work subject to a fire risk which exhibitors, guest organisers, service contractors (e.g. stand construction companies) or other third parties intend to carry out during construction / dismantling times or the event itself on the grounds or in the halls of Messe Berlin. **Work subject to a fire risk includes the following in particular: welding, cutting, cutting by grinder, soldering, defrosting and other work using heat sources.**

### DANGER TO PERSONS AND ENVIRONMENTAL HAZARDS



Carrying out work subject to a fire risk during an event (including construction / dismantling times) represents a danger to a large number of people and to property, due in particular to high fire loads and time pressure involved. Flying sparks caused by welding, cutting and grinding can reach temperatures ranging from 1500° to 3200° Celsius and can ignite inflammable materials at a distance of 10 metres and more from the work site or cause damage to floors and shafts carrying supply lines.

### PROTECTIVE MEASURES AND RULES OF CONDUCT

- It is forbidden to carry out work subject to a fire risk from the beginning to the end of the visitor opening times of an event.
- It is also forbidden to carry out arc welding in the halls.
- Any work subject to a fire risk on movable and portable objects must take place outside the hall on the outdoor site.
- Advance notification must in all cases be given of work subject to a fire risk, for which permission must be obtained.
- In order to obtain permission to carry out the work the contractor must submit an “application for permission to carry out work using heat sources during construction and dismantling” in writing, which is included in the service manual or the hall inspector can supply. The following information is required:
  - Type of work (welding, cutting by grinder etc.)
  - Work site location (hall / stand)
  - Proposed timeframe of work
  - Contractor details, name and mobile phone number of the person carrying out the work
  - Safety measures to be carried out by the contractor prior to commencement of work
- The hall inspector will submit the application for permission to the Event Engineering Department (ST2), which will check the information on the form and consult with CFG security services if a fire warden can be provided during the period in question.
- Provision of a fire warden is mandatory and will incur a fee.
- The Event Engineering Department will sign the application form and submit it to CFG and control / safety management room.
- The CFG fire warden will inform the applicant by phone when the fire warden is available at the work site and when the work subject to a fire risk can be carried out. The fire warden will fax a copy of the form granting permission to the control / safety management room (ext. 2808).
- The work subject to a fire risk may only commence after the fire warden has arrived and checked that the safety measures listed on the form have been implemented. The fire warden must be present at the work site as an observer while work subject to a fire risk is taking place.
- After completion of the work the fire warden and contractor who has undertaken the work will conduct a reasonable check for fire(s). In particular if work has been carried out involving welding, cutting and cutting by grinder (causing flying sparks) the fire warden will remain for a period of at least 30 minutes in order to observe and conduct checks, and will subsequently inform the control / safety management room (Tel.: 030/3038-4444) that the work has been completed.
- At the latest 2 hours after completion of the work the control / safety management room will arrange for security staff to undertake another check for fire(s).

### IN THE CASE OF UNFORESEEN EVENTS



- Should an unexpected situation arise (e.g. depositing of inflammable material on the neighbouring stand) then work must be interrupted and if necessary terminated
- Should a fire occur then measures to extinguish it must be taken immediately
- Alert the control / safety management room

### FIRST AID

In  
Emerg  
encies  
call  
112



- In the event of a person receiving burns remove clothing, cut around clothing that cannot be removed from skin, apply cold water locally, cover burns with a sterile dressing. Avoid applying pressure
- In the case of injuries to eyes apply a loose dressing over both eyes and consult an eye specialist immediately

Issued / checked



Approved ST2