

Process description Data entry form for Service Providers & Visitors

How to do



Area of validity: Entire Krefeld site, Siempelkampstrasse 45 + 75

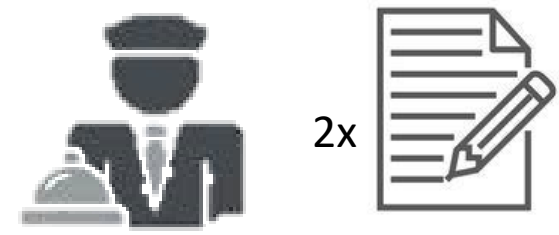
1

Arriving service provider/visitor registers at the gate/reception.



2

The gate/receptionist hands out the data entry form and the rules of conduct to the Service Provider/ Visitor.



3

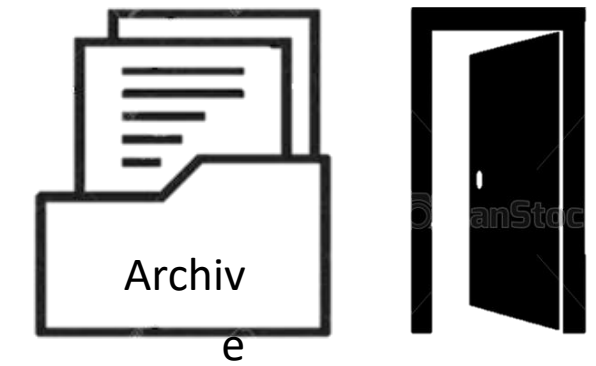
Service Provider/ Visitor fills in the upper part of the data entry form with his or her own pen.


4

The Customer / Host (Siempelkamp employee) picks up the Service Provider/Visitor at the gate/reception and checks the questionnaire.

5

Gate/reception archives the questionnaire. Service Provider/ Visitor enters the building together with the Customer/ Host (Siempelkamp employee).



 If the answer is "yes" - access is possible only after authorization and under special conditions !