

# Welcome to SEW-EURODRIVE

Information for visitors and external companies



## General information for your visit

This leaflet provides important information for your visit to SEW-EURODRIVE. Please read it carefully and get in touch with the contact person or coordinator for your visit if you have any questions.

Ensure your visitor's pass or plant ID is clearly visible.



Any passes that have been issued may only be used by the individuals to whom they were issued.

These passes must be returned when you leave the company premises.



Road traffic regulations apply on the company premises.



The maximum permitted speed on the company premises is 20 km/h.



Parking is only allowed in designated areas or areas assigned to you.



Keep access routes clear for the fire department.



Safety shoes must be worn when entering production and maintenance areas.



Please note:  
Limited winter clearance services throughout the premises.

Smoking, including the use of electronic cigarettes, is only permitted in designated smoking areas. Smoking is prohibited in all other areas.



Cigarette butts and similar waste must only be disposed of in the ashtrays provided in the smoking areas. Dropping cigarette butts and similar waste on the floor/ground or putting them in any other garbage cans is prohibited.



Still and video photography is not permitted under any circumstances.



If you wear an implant (such as a pacemaker), please take note of the relevant warning signs near magnetic fields.



Unauthorized entry to rooms and facilities and unauthorized operation of machines or equipment is prohibited.



Persons under the age of 18 are not permitted to enter the company premises. Exceptions to this include trainees, interns, holiday workers, etc.



The premises are under video surveillance.



Warning! Forklift trucks operating!



Warning! Automated guided vehicles and/or autonomous mobile robots operating!



Warning! Crane transport!



Where possible, visitors to production facilities should wear the high-visibility jackets and protective glasses provided. (Exceptions: Visitors to electronics facilities must wear ESD-safe lab coats.)



External companies that will be carrying out work in electronics facilities must agree ESD protection with the coordinator.



The cellular network is to be used for communication via IT devices.

Alternatively, SEW-EURODRIVE can provide access to the SEW-EURODRIVE guest Wi-Fi on request. The Bluetooth and hotspot functions of smartphones and other IT devices must be switched off before entering SEW-EURODRIVE plants.

## Further information for external companies



As part of the contract, SEW-EURODRIVE has allocated you a designated coordinator. Instructions from your coordinator must be followed.

→ See the document “Coordination of external companies on SEW-EURODRIVE premises” (DriveDoc no. 65472837).



You must secure and cordon off the area where you carry out your work to ensure there is no danger to people and that no property is damaged.

Equipment brought with you must be in a good state of repair.



Consumption of alcohol or narcotics and entering our company premises under the influence of alcohol or narcotics are prohibited.

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If waste or wastewater produced during the course of the work need to be disposed of by SEW-EURODRIVE, please consult your coordinator.



Hazardous substances must be handled carefully. Such substances must not be released into the environment or sewer system under any circumstances. Incidents must be reported to your coordinator or the porter's office immediately.



Environmental protection, economical use of resources, and energy efficiency are key corporate principles for SEW-EURODRIVE. It is therefore important to use resources (raw materials, auxiliary materials, and operating supplies) and energy (electricity, compressed air) sparingly. At the end of the working day, all equipment, machinery, and energy-consuming devices must be switched off and put into a safe state. The shut-off valve must be closed.

Any necessary exceptions must be agreed with your coordinator.



SEW-EURODRIVE reserves the right to conduct checks on people and vehicles.



A German-speaking contact person must always be available to your coordinator (by telephone, if necessary) throughout the duration of the work.



Any special contractual conditions stipulated orally or in writing by your coordinator are binding for you.

Inform your coordinator immediately if these conditions bring you into conflict with other regulations.



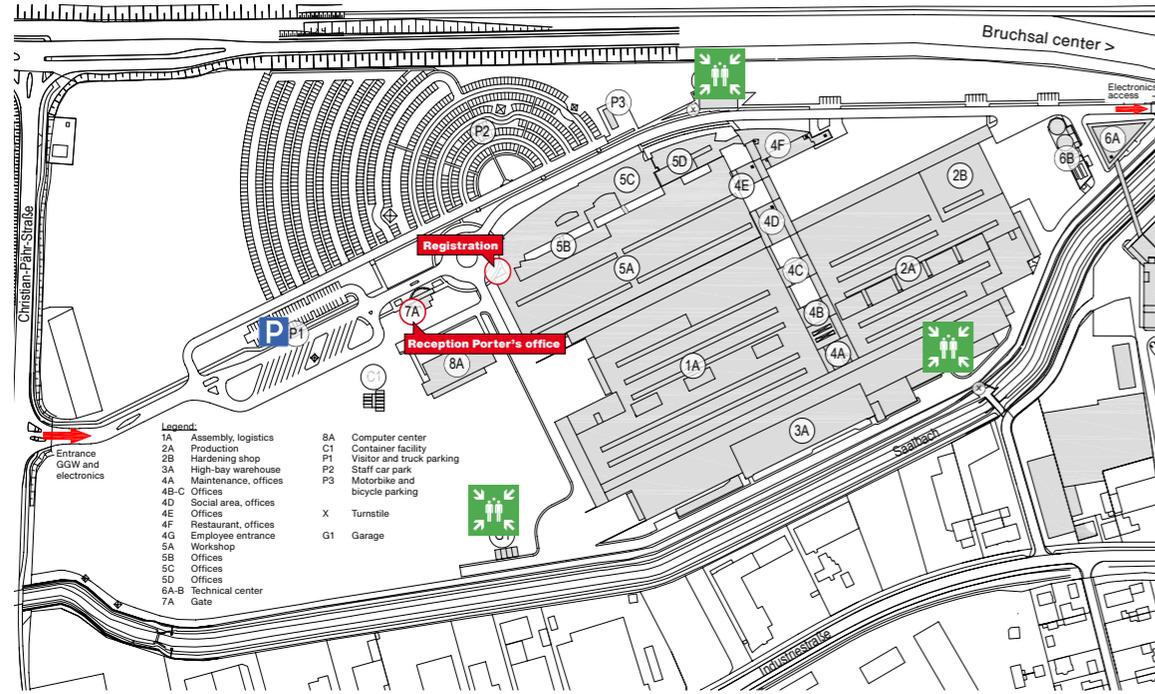
If you have any questions or problems, please contact your coordinator or the porter's office.



Any occupational accidents involving external companies that occur on SEW-EURODRIVE premises must be reported to your coordinator.

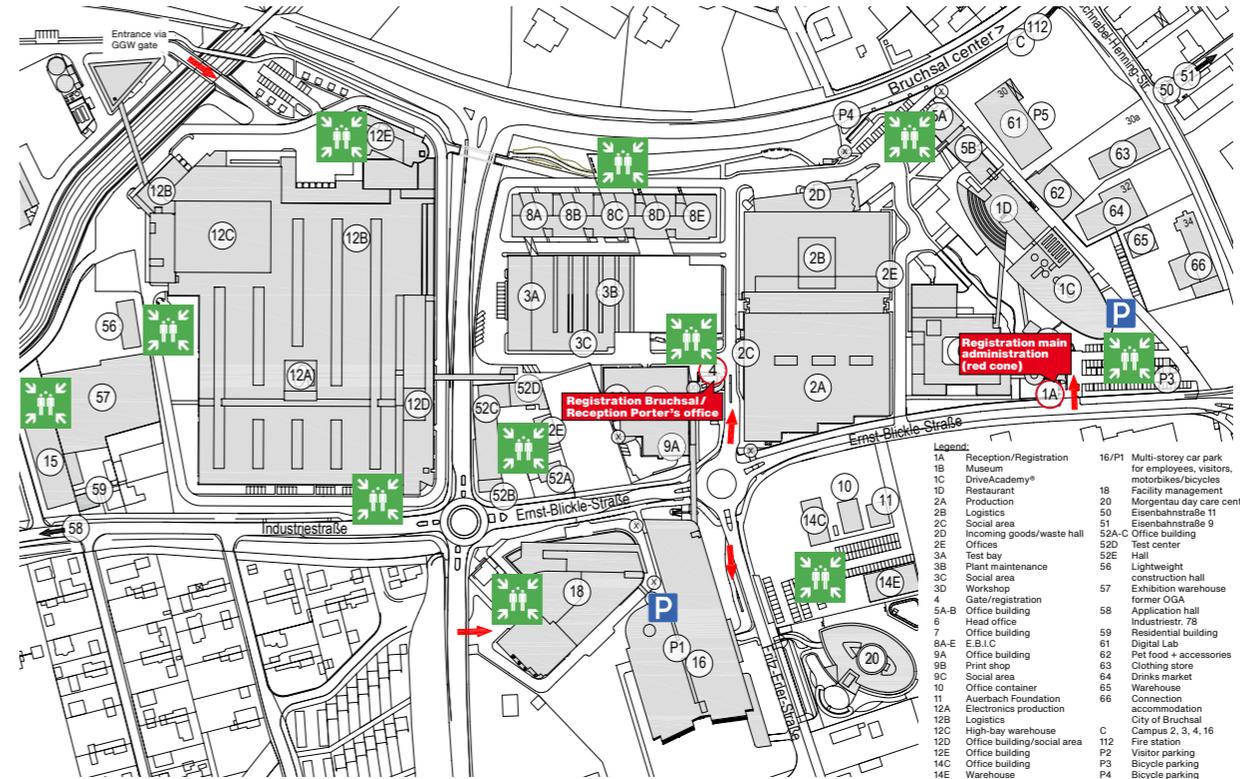


# Assembly points at Bruchsal Plant for Large Gear Units



**Plant for Large Gear Units, Bruchsal**  
 SEW-EURODRIVE GmbH & Co KG  
 Christian-Pähr-Str. 10  
 76646 Bruchsal/Germany  
 T +49 7251 75-0  
 sew@sew-eurodrive.com

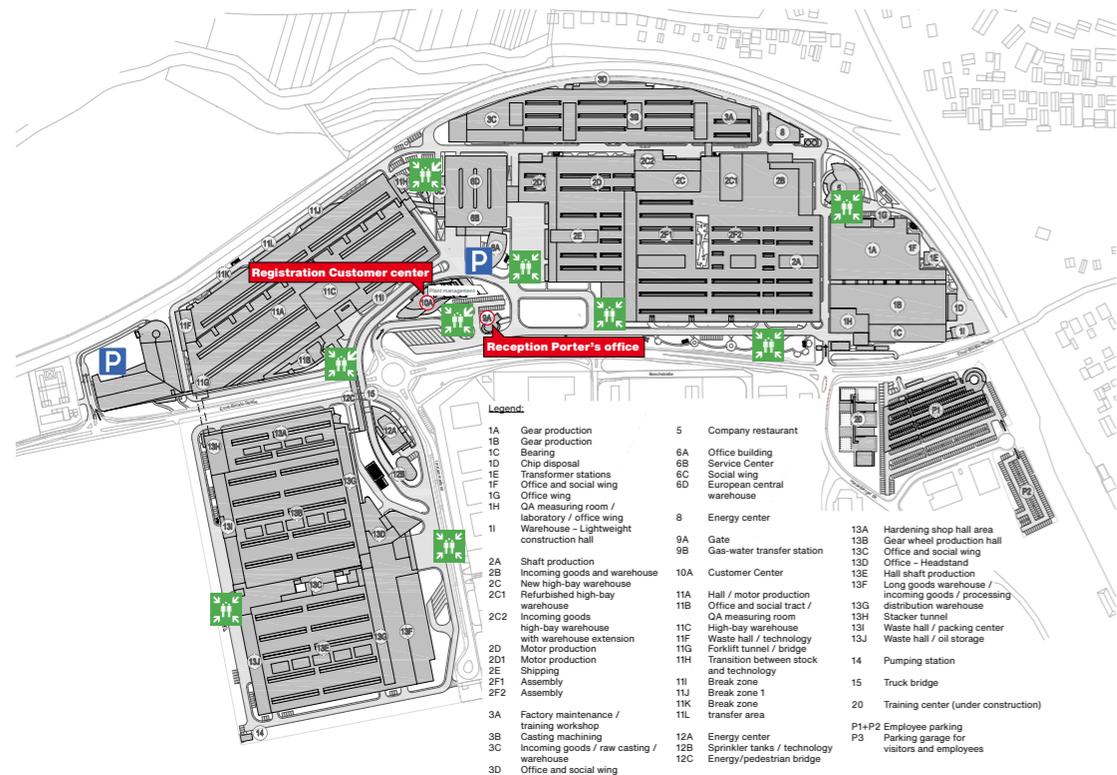
# Assembly points at Bruchsal



**Bruchsal Electronics Plant**  
 SEW-EURODRIVE GmbH & Co KG  
 Christian-Pähr-Str. 12  
 76646 Bruchsal/Germany  
 T +49 7251 75-0  
 sew@sew-eurodrive.com

**Bruchsal Headquarters**  
 SEW-EURODRIVE GmbH & Co KG  
 Ernst-Blickle-Str. 42  
 76646 Bruchsal/Germany  
 T +49 7251 75-0  
 sew@sew-eurodrive.com

# Assembly points at Graben-Neudorf



Assembly points

**Graben-Neudorf site**  
 SEW-EURODRIVE GmbH & Co KG  
 Ernst-Blickle-Str. 1  
 76676 Graben-Neudorf/Germany  
 T +49 7251 75-0  
 sew@sew-eurodrive.com

## Important information for emergencies



**In case of accidents: landline 0112 or 6112 / cell phone 112**  
 Have your coordinator inform the porter's office.



**In the event of fire: landline 0112 or 6112 / cell phone 112**  
 Have your coordinator inform the porter's office.  
**In case of environmental accidents:**  
 Have your coordinator inform the porter's office.



When warned to evacuate, follow employees along the evacuation routes to the nearest assembly point.



If you have any questions or problems, or in the event of any damage, please get in touch with your contact person or the porter's office directly at any time.







**SEW-EURODRIVE GmbH & Co KG**

Ernst-Blickle-Str. 42

76646 Bruchsal/Germany

T +49 7251 75-0

F +49 7251 75-1970

[sew@sew-eurodrive.com](mailto:sew@sew-eurodrive.com)

[www.sew-eurodrive.com](http://www.sew-eurodrive.com)