



To all external companies

## Training procedure for external companies

Dear Sir / Madam,

we will compulsorily provide you with the following annual safety instruction compliant with DGUV V1 for external companies in the form of online instructions. These instructions are mandatory **prior** to entry to the site and thus an integral part of the contract.

Here is some important information:

- You can carry out the training from any internet-enabled computer. Simply follow the link or enter the following address: <https://dalli.secova.de/app/visitor/index.php?vO=1>
- Please enter your personal details and company name in the following window. You will then be directed to the appropriate training.
- After completing the training (this is to be completed independently by each employee) and successfully answering the test questions, you will be automatically classed as a 'safety-trained' person to work in the WIN operating units for 12 months.
- After completing the training, please print out your certificate using the QR code and bring it for registration.
- You should log onto our Sam\* terminal using the printed certificate (QR code). Your operations contact partner is on hand to answer any additional questions you may have.
- Alternatively, there is also a PC terminal in the WIN reception where you can complete the training on-site. Please remember that this will take around 20 minutes per employee. We would therefore recommend that training is undertaken before arriving at WIN.

Please note that the safety instructions are in your own interests.

We look forward to a successful collaboration with you.

WIN COSMETIC GmbH & Co KG