|  |
| --- |
| **Personenstammdaten** |
| **Name:** |       | **Personalnummer:** |       | **Datum der Einstellung:** |       |
| **Vorgesetzter:** |       | **Stellenbezeichnung:** |       | **Zukünftiger Arbeitsplatz:** |       |

|  | Verantwortlich | Informiert/ Einweisung/ vorhanden/ ausgegeben | Bemerkung/verwendete Unterlagen | Datum | UnterschriftDurchführender | Unterschrift Mitarbeiter |
| --- | --- | --- | --- | --- | --- | --- |
|  | Ja | Nein | Nicht erforderlich |
| **Vorbereitung** |
| Einweisungsumfang festgelegt |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Verantwortlichen für Unterweisung / Einarbeitung festgelegt |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Allgemeines zum Unternehmen** |
| Ziele, Aufgaben und Visionen des Unternehmens |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Produkte und Strategien des Unternehmens |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Erfolge und Entwicklung in der Vergangenheit |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Marktstellung, Größe, Organisationsstruktur |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Führungsleitlinien |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Persönliche Unterlagen** |
| Lohnsteuerkarte |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Sozialversicherungs-Nr. |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Krankenkasse |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Bankverbindung/Konto-Nr  |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Anschrift/Telefon-Nr. |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Arbeitsschutzausrüstung** |
| Arbeitsschutzbekleidung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsschuhe |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Handschuhe |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Schutzbrille |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Organisation** |
| Zeiterfassungssystem,  |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Einfahrgenehmigung zum Firmengelände |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitszeit: Dauer, Anfang, Ende |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Pausenzeit |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Entgeltregelung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Urlaubsregelung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Überstundenregelungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Gleitzeit bzw. Ausgleich |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsunterbrechung Ab- / Anmeldung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Dienstreisen Ab- / Anmeldung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Handhabung Reisekostenabrechnung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Geheimhaltungs-Erklärung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsvertrag |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Parkordnung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Name des direkten Vorgesetzten |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Vorstellen der Arbeitskollegen im Arbeitsumfeld |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Ansprechpartner bei Problemen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Organigramme |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Erläuterung Stellenbeschreibung  |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Beschaffung Büromaterial / Arbeitsplatzeinrichtung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Verhalten bei Krankmeldung und Arbeitsunfall |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Betriebsrat |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Weiterbildungsmöglichkeiten |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Struktur Weisungsempfang / Weisungsbefugnis |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsmedizinische Vorsorgeuntersuchung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Erste Hilfe Schulung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Layout Betriebsstätte** |
| Waschraum / Umkleide |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Spind  |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Toiletten |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Ein/Ausgang |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Pausenort |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Standort der Entsorgungsbehältnisse |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Notausgänge, Sicherheitseinrichtung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Arbeitssicherheit** |
| Unterweisung Unfallverhütungsvorschriften allgemein |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Unterweisung sicherheitsbewusstes Verhalten Arbeitsplatz |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Standort Erste Hilfe Einrichtungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Notfall und Alarmplan |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Fluchtwege/Sammelplatz |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Erkennen von Gefahrenquellen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsanweisungen  |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Verfahrensanweisungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Betriebsanweisungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Umgang mit Gefahrstoffen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Persönliche Schutzausrüstung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Elektrotechnische Unterweisung** |
| Arbeiten unter Spannung ohne Spezialausbildung |       | [ ]  | [ ]  | [ ]  | UW\_PR\_AuS\_01 |       |  |  |
| Arbeiten unter Spannung mit Spezialausbildung |       | [ ]  | [ ]  | [ ]  | UW\_PR\_AuS\_02 |       |  |  |
| Arbeiten im freigeschalteten Zustand bis 1kV |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_01 |       |  |  |
| Arbeiten in der Nähe unter Spannung stehender Teile |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_02 |       |  |  |
| Instandhaltung |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_03 |       |  |  |
| Erhalten des ordnungsgemäßen Zustandes |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_04 |       |  |  |
| Erhalt der Fachkunde Mittelspannung |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_05 |       |  |  |
| Programmierarbeiten |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_06 |       |  |  |
| Betriebsmitteltausch Ex |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_07 |       |  |  |
| Prüfplätze |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_08 |       |  |  |
| Arbeiten an HV-Fahrzeugen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFK\_09 |       |  |  |
| Freischalten von Anlagenteilen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFKffT\_01 |       |  |  |
| Austausch von elektrischen Komponenten, Motoren |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFKffT\_02 |       |  |  |
| Instandhaltungsarbeiten allgemein |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFKffT\_03 |       |  |  |
| Instandsetzung von Beleuchtungsanlagen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFKffT\_04 |       |  |  |
| Instandsetzung von Steckdosen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EFKffT\_05 |       |  |  |
| Betreten von abgeschlossenen elektrischen Betriebsstätten |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_01 |       |  |  |
| Quittieren von Schutzeinrichtungen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_02 |       |  |  |
| Freischalten von Anlagenteilen  |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_03 |       |  |  |
| Messen Strom Spannung Widerstand  |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_04 |       |  |  |
| Auswechseln von Leuchtmitteln und Startern |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_05 |       |  |  |
| Auswechseln von NNH-Sicherungen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_06 |       |  |  |
| Arbeiten an HV-Fahrzeugen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_EuP\_07 |       |  |  |
| Befähigte Person Prüfung ortsveränderliche Arbeitsmittel  |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_01 |       |  |  |
| Befähigte Person Prüfung Maschinen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_02 |       |  |  |
| Befähigte Person Prüfung elektrische Anlagen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_03 |       |  |  |
| Befähigte Person Prüfung Lichtbogenschweisseinrichtungen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_04 |       |  |  |
| Sichtprüfung durch Benutzer |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_05 |       |  |  |
| Geräte mit Heizelementen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_06 |       |  |  |
| Blitzschutzprüfung |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_07 |       |  |  |
| Prüfung von Ladesäulen und Ladekabeln |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_08 |       |  |  |
| Prüfung von Stromerzeugern |       | [ ]  | [ ]  | [ ]  | UW\_PR\_GP\_09 |       |  |  |
| Betreten von abgeschlossenen elektrischen Betriebsstätten |       | [ ]  | [ ]  | [ ]  | UW\_PR\_ORG\_01 |       |  |  |
| Stromversorgung auf Bau- und Montagestellen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_ORG\_02 |       |  |  |
| Teilweiser Berührungsschutz  |       | [ ]  | [ ]  | [ ]  | UW\_PR\_ORG\_03 |       |  |  |
| Erste Hilfe bei Stromunfällen |       | [ ]  | [ ]  | [ ]  | UW\_PR\_ORG\_04 |       |  |  |
| Einsatz Fehlerstrom Schutzeinrichtung PRCD-S |       | [ ]  | [ ]  | [ ]  | UW\_PR\_ORG\_05 |       |  |  |
| Alleinarbeit |       | [ ]  | [ ]  | [ ]  | UW\_PR\_ORG\_07 |       |  |  |
| Gefahren des elektrischen Stroms |       | [ ]  | [ ]  | [ ]  | UW\_PR\_SO\_01 |       |  |  |
| Schutzmaßnahmen VDE 0100-410 |       | [ ]  | [ ]  | [ ]  | UW\_PR\_SO\_02 |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  | UW\_PR\_SO\_02 |       |  |  |
| **Elektrotechnische Ausbildung** |
| EuP Ausbildung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| EFKffT Ausbildung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| AuS Spezialausbildung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Schaltberechtigung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Prüfseminar zur befähigten Person |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Beauftragung / Benennung** |
| elektrotechnisch unterwiesene Person |       | [ ]  | [ ]  | [ ]  | BE\_EuP\_01 |       |  |  |
| Elektrofachkraft für festgelegte Tätigkeiten |       | [ ]  | [ ]  | [ ]  | BE\_EFKffT\_01 |       |  |  |
| Elektrofachkraft für ein begrenztes Teilgebiet |       | [ ]  | [ ]  | [ ]  | BE\_EFK\_05 |       |  |  |
| Elektrofachkraft |       | [ ]  | [ ]  | [ ]  | BE\_EFK\_01 |       |  |  |
| Arbeitsverantwortlicher |       | [ ]  | [ ]  | [ ]  | BE\_ArbV\_01 |       |  |  |
| Anlagenverantwortlicher |       | [ ]  | [ ]  | [ ]  | BE\_AnlV\_01 |       |  |  |
| Anlagenbetreiber |       | [ ]  | [ ]  | [ ]  | BE\_AnlB\_01 |       |  |  |
| Verantwortliche Elektrofachkraft |       | [ ]  | [ ]  | [ ]  | BE\_VEFK\_01 |       |  |  |
| koordinierende Person |       | [ ]  | [ ]  | [ ]  | BE\_ORG\_01 |       |  |  |
| befähigte Person |       | [ ]  | [ ]  | [ ]  | BE\_BP\_01 |       |  |  |
| Betrieblicher Ersthelfer |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Evakuierungshelfer |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Technische Unterlagen** |
| Anlagendokumentation |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Bedienungsanleitungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Auftragsmanagement |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitshandbuch |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Schaltanlagenbuch |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| **Arbeitsplatzeinweisung** |
| Informationen über die Tätigkeit des neuen Mitarbeiters |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Einführung des Mitarbeiters in die Abteilung |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Aufbewahrungsort der technischen Unterlagen  |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Übergabe Werkzeuge / Messgeräte |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Handling Telefonanlage |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Einweisung in allg. EDV-Landschaft |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Einrichtung PC-Arbeitsplatz |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsplatz spezifischer Gefährdungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Arbeitsanweisungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Betriebsanweisungen |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
| Sammelplatz, Flucht und Rettungswege, Feuerlöscher |       | [ ]  | [ ]  | [ ]  |       |       |  |  |
|       |       | [ ]  | [ ]  | [ ]  |       |       |  |  |