

|  |                     |                  |                 |                      |                         |
|--|---------------------|------------------|-----------------|----------------------|-------------------------|
| +      suitable<br>□      less suitable<br>-      not applicable   | <b>Job rotation</b> | <b>Mentoring</b> | <b>Intranet</b> | <b>Action review</b> | <b>One point lesson</b> |
| Clear company structure  | +                   | -                | -               | -                    | +                       |
| No of personnel > 1 & < 15   | □                   | +                | □               | □                    | +                       |
| No of personnel > 15 & < 50  | □                   | +                | +               | +                    | +                       |
| No of personnel > 50   | +                   | +                | +               | +                    | +                       |
| > 50% over 50 years of age   | □                   | +                | □               | +                    | +                       |
| < 50% over 50 years of age   | +                   | +                | +               | +                    | +                       |
| Already a kind of structured exchange of knowledge available       | -                   | □                | -               | -                    | -                       |
| Company has intranet or other internal publication platform        | -                   | -                | +               | -                    | -                       |
| Internal publication platform is easy accessible for all employees | -                   | -                | +               | -                    | -                       |
| Work task is described   | +                   | +                | +               | -                    | +                       |
| Work task description is easy accessible for all employees         | +                   | +                | -               | -                    | -                       |
| Task is complex and / or (machine) specific                        | □/+                 | +                | □               | +                    | +                       |