

Regulations regarding delivery and pick up by lorry at Degels



1. General safety regulations and rules

1.1. Introduction

*In order to create a safe place of work for the employees as well as for the visitors, the regulations regarding delivery and pick up at the "Degels GmbH" at hand were compiled. **Everyone who does not comply with these regulations will if necessary be asked to leave the premises and will not be allowed admittance in future.***

1.2. General regulations

1. *The Road Traffic Regulations are applicable on the entire premises, the maximum speed is 30 km/hour.*
2. *The possession of alcohol and drugs on the premises is prohibited.*
3. *Admittance to the premises is not allowed for people under 18 years of age, pets may not leave the driver's cab.*
4. ***Safety shoes, helmets and protective gloves are compulsory and are to be worn everywhere on the premises. Admittance to the premises is not allowed without this personal protective equipment.***
5. *The instructions of the Degels loading personnel are to be obeyed.*
6. *Cranes may only be operated by Degels personnel.*
7. *Reloading of already loaded external goods is refused by Degels. Degels does not load its material on external freight.*
8. ***Staying in the warehouse area is strictly prohibited!***
9. *Taking material and other things without permission will be regarded as theft and prosecuted.*
10. *Degels retains the right to control the load, the cargo hold and the cab.*
11. *The drivers must become acquainted with our safety regulations before loading and fill out the appropriate control sheet.*

1.3. Specific regulations for lorry drivers

1. *Park the lorry on the depot and lock it up. Register with the shipping department in the company. There you will receive all necessary instructions.*
2. *In case several lorries must be loaded or unloaded at the same place, Degels will determine the sequence.*
3. *When parking a vehicle on the premises, the hand brakes must be put on, the vehicle must be put in the first gear or the position "P", the motor must be turned off and the ignition key must be removed.*

4. The driver must remain **in or with his vehicle** between registration and the call to load. If he is not present at the right time, he will lose his place in the sequence.
5. The loading surface must be clean and dry, possible cleaning work must be done outside. **Garbage is to be left in the vehicle and disposed of elsewhere.**

1.4. Registration

1. Suppliers/Customers or forwarders must register **by 12 noon on the business day before the planned pick up/delivery** with the shipping department:
Tel.: +49 (0)2131/74950 500 (501), Fax: +49 (0)2131/ 177436
with details of the order number, measurement and weight of the pick up/delivery in order to agree upon an exact appointment.
2. The driver will report to the Degels shipping department on the day of the delivery with all documents. Deliveries/pick ups which are not registered or not announced for the given day **will not be accepted.**
In the case that the information and corresponding papers are not available, **acceptance can be refused.**
Possible waiting time as a result of a registration or delivery which is not in order **will not be reimbursed.**

2. Regulations for deliveries

2.0. Product regulations

The coils to be delivered may not exceed the following criteria:

1. max. weight: 27 metric tons.
2. min. 2 packaging strips "across" through the eye.
3. min. 2 packaging strips "lengthwise" around the coil.

2.1. Unloading regulations

The unloading regulations listed below were compiled in order to be able to unload lorries in a good and safe manner. Non-compliance to the regulations listed below can lead to refusal to unload freight. Additional freight costs, waiting time etc. will be billed to the delivering party and will **not be reimbursed** by Degels.

- At our company, loading and unloading is only possible using a crane, therefore there can not be any obstruction to vertical unloading on the lorry.
- All packages (or sheets if packed loosely) must be supplied with the following information on an attached label: Supplier, order number, weight, quality and measurements.
- The material must be transported according to the corresponding legal loading safety regulations and must arrive without damage and dry.
- Only sheets / rings of the same quality and with the same measurements may be in one package.

a) Coils will be unloaded exclusively with coil tongs

- If there are several coils on a lorry, the distance between the coils must be at least 500 mm.

b) Slit strip, vertical: will be unloaded with a C-hook

- max. bundle weight: 8 metric tons
- max. bundle width: 2000 mm
- max. outside diameter : 2000 mm

c) Slit strip, horizontal: will be unloaded with an ID gripper

- max. package weight: 5 metric tons
- Ring inside diameter: 508 or 610 mm

d) Plates: Unloading will take place using cross beams or chains.

- Unless specified otherwise, the maximum package weight is 8 metric tons.
- In case not packaged on a pallet, lumber or beams must be laid underneath the packages.

3. Regulations for pick ups

3.1. Loading regulations

We point out that loading in a manner which corresponds to the legal safety requirements presupposes the use of a suitable vehicle (lateral brackets, posts, coil frames, coil trays) as well as securing means (enough intact lashing straps, non-slip mats) in order to make form-locking and force-locking load securing possible. Standing material is secured exclusively with tying chains (no straps).

Loading time: Mo - Thu: 6:00 - 18:00 Uhr, Fr: 6:00 - 15:00 Uhr

Unloading time: Mo - Thur: 6:00 - 18:00 Uhr, Fr: 6:00 - 12:00 Uhr

Enough passable anchor points must be available on the vehicle.

Generally only vehicles which can show enough necessary intact lashing straps for the freight (at least 2 per package) and non-slip mats (at least 4 per package) will be loaded.

The vehicle must show sufficient loading surface for the freight.

Degels will not load the goods above the height of the lateral brackets.
"Tautliners" must have enough side boards.

The load taken on may not exceed the allowed legal total weight of **40 metric tons**.

Our general regulations are to be observed.

The VDI guidelines 2700 and following are applicable.

DIN EN 12195 Part 1-4, DIN EN 12640 and DIN EN 12642.

Further guidelines:

STVZO § 30 (1), §31(2) (Road Traffic Licensing Regulation), UVV § 22 (1) (Accident Prevention Regulations), STVO § 22 (1) § 23 (1) (German Road Traffic Regulations), UVV § 37 (1) (2) (3)

In the interest of safe transport we would like to point out that unsuitable vehicles or vehicles which do not have sufficient safety equipment will not be loaded by our personnel and possible resulting costs will not be carried by us. The transport company is liable for safe transport free of damage.

3.2 Loading certificate

The driver will confirm that he has received the load completely, in proper condition, within the scope of the admissible loading weight and according to his instructions in safe operating condition through his signature on the delivery note and the control sheet "Lorry Loading"
The driver is committed to compare the load with the admissible overall weight of his lorry and regulate the weight if the lorry is too heavy.

Factory Leader	Leader incoming goods	Leader QM and work-place safety	Shipping Manager	Specialist for workplace safety and loading safety
----------------	-----------------------	---------------------------------	------------------	--

i.A. Felix Kersten i.A. Heinrich Munk i.A. Frank Klingeleers Fa. Bucklemünd H. Jörg Damm

01.12.2011