

Guidelines for drivers on the Dortmund plant premises

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Welcome to our plant!

This sheet contains important information and guidelines for deliveries and collections at the Dortmund plant.

General regulations:



Accompanying persons must wait in the truck. It is not permitted to bring pets onto the plant premises. It is prohibited to bring alcohol and drugs onto the plant premises.



There is an **absolute ban on taking photographs** on the plant premises. Violations can lead to expulsion from the premises.



In cases of emergency (accident, fire, etc.) help can be requested from the gatekeeper via the internal **emergency number 112** from any telephone (even when locked). First-aid facilities are available in all departments for the treatment of minor injuries.



Sturdy shoes should be worn at all times. **Safety footwear** is compulsory outside of the marked routes.



Please note that busy **industrial truck traffic** (e.g. stackers, crane operation, hot rings, etc.) gives rise to a diversity of risks and hazards on the plant premises. Be alert at all times and follow the instructions and advice of your dialog partner.



The German **road traffic regulations** apply within the plant premises. Speed limit: 15 km/h



In cases of alarm, please go immediately to an Assembly Point. Please wait there for instructions from the emergency personnel.

Loading and unloading of vehicles:

It is **compulsory** for the driver to check in at the gates with the gatekeeper and **present the unloading/loading reference**. The entry and exit of the truck will be logged by the gatekeeper.

The driver must then report immediately to the loading or unloading point. During this time the engine must be switched off. **Loading will only be possible on naming of the commissioned carrier and the loading reference. When transporting wide loads (> 255 cm) the driver must present the corresponding transport permit without having to be requested to do so.**

The instructions of the loading and unloading personnel must be followed. The drivers may go nowhere else other than the loading/unloading points or the corresponding rest points.

Vehicles parked on the plant premises must have their parking brakes applied. Trailers/semitrailers standing alone must have at least one rear wheel blocked in both directions by means of a brake shoe. Trucks may only be driven with open drop-sides/tailgates if these are secured. Repair or cleaning of the truck may only be done with the permission of the contact person.

Having completed the loading, the driver must then sign the clearance docket. **This includes** documentation that the load has been secured.

Security guidelines within the AEO-F framework:

In the interests of ensuring the security standards required by the customs authorities, non-company personnel may only enter the plant premises if accompanied or after having undergone a security check.

For this reason, drivers can be requested to give company personnel proof of identity and state their private address and date of birth within the framework of the security check.

This information will be used exclusively for internal purposes.

Drivers refusing to cooperate will be requested to leave the plant premises immediately.