

## Safety instructions for freight forwarders

### BASIC SAFETY REGULATIONS

**Delivery and collection of goods by freight forwarders, suppliers,  
factory delivery traffic and other drivers**

#### I Basic information and regulations

Monday - Thursday: 07<sup>00</sup> - 09<sup>00</sup> a.m. 09<sup>15</sup> - 12<sup>00</sup> a.m. 01<sup>00</sup> - 03<sup>30</sup> p.m.  
Friday: 07<sup>00</sup> - 09<sup>00</sup> a.m. 09<sup>15</sup> - 11<sup>30</sup> a.m.



Attention: Pedestrian! (esp. when changing shifts)



Road traffic regulations apply on the factory premises ( $V_{max} = 15$  km/h).

Attention: Industrial trucks have right of way!  
Note cross traffic!



Enter the factory premises only with your own safety shoes and your own safety vest (PPE)!

In case of an alarm, immediately go to the designated assembly point.



Only roadworthy vehicles may drive on the factory premises.



Entering the warehouses and production areas is prohibited. Access only when accompanied by logistics staff.

Photo, video and sound recordings are subject to approval.



Smoking, fire and open light are prohibited on the entire factory premises.  
Smoking is only allowed in designated areas.

#### II Preparation for loading

1. Park your vehicle in front of the factory premises or, if possible, in the designated waiting area.
2. Put on safety shoes and a safety vest.
3. Log on to the logistics office with the shipping documents.
4. The logistics staff will allocate you a stand on the factory premises. Follow the instructions of the logistics staff.
5. Turn off the engine.
6. If necessary, secure the vehicle against rolling away.
7. Prepare the vehicle for loading.

### III Loading process

1. Never stand between the truck and the forklift! Staying in loading areas is only permitted for the purpose of loading or securing loads. Make visual contact with the forklift driver!
2. At the instructions of the logistics staff, you support the loading process.
3. If necessary, wait in the cab until the loading process has been completed.
4. Prepare the truck for departure.
5. Any loading damage must be reported immediately and documented on the freight documents.
6. Pick up the freight documents at the logistics office.
7. Drive straight from the factory.



The engine must always be turned off!



A guide must always be available when reversing! Address logistics staff if necessary.



Snow or ice on the truck roof:  
If necessary, contact logistics staff (lift cage and push-off device are available).

### IV Load securing

1. Every driver is responsible for the safe condition of his vehicle.
2. Every driver is responsible for securing loads.
3. The requirements of DGUV Information 2014-003 'Load securing on vehicles' must be observed!
4. The requirements for load securing of each load carrier must be observed.
5. Open vehicles must be covered.
6. Open transport containers (troughs, ...) must be secured with nets.
7. The provisions of the European agreement on the international carriage of dangerous goods by road (ADR) are mandatory.