

The provisions and directives listed in these regulations are an integral part of our transport, truck orders and shipment completions and become effective as soon as the factory premises are entered.

## 1. Rules and guidelines

- 1.1 Your are entering and driving the factory premises at your own risk.
- 1.2 Persons and objects, especially vehicles, are subject to regular checks when entering and exiting.
- 1.3 Upon arrival at the loading station, the driver has to report at the shipping office. The truck may not enter one of the loading gates without approval.
- 1.4 The use of cameras, other image recording devices etc. is not permitted. The taking of pictures is generally prohibited on the entire factory premises. For exceptions contact the authorising officer of the voestalpine Wire Germany GmbH.
- 1.5 While engaged in an activity the occupational health and safety regulation apply as well as the internal guidelines for occupational health and fire safety. The internal guidelines are posted inside the company.
- 1.6 Any incidents and damage to the facilities of the voestalpine Wire Germany GmbH has to be immediately reported to the authorising officer.
- 1.7 For reasons of safety it is not allowed to drink alcoholic beverages on the factory premises and to enter the premises while under the influence of alcohol, medications or drugs. Alcoholic beverages may not be brought to the factory premises.
- 1.8 No smoking except in designated smoking areas.
- 1.9 Parts of the premises in which no loading related work needs to be carried out may not be entered. Accompanying persons not assigned to perform services or activities in the course of loading are not allowed to enter the factory premises.

Instructions given:	24/01/2019, Hanke, André		
	Date, name, first name, signature		
Instructions approved:	25/01/2019, Dibow, Steffen		
	Date, name, first name, signature		

- 1.10 Waste has to be professionally disposed of directly after its formation. The waste and scrap containers of the voestalpine Wire Germany GmbH are not to be used for this purpose.
- 1.11 Pets may not leave the operator's cab.
- 1.12 The instructions of the warehouse personnel of the voestalpine Wire Germany GmbH have to be obeyed.
- 1.13 Material and other objects taken without approval will be considered a theft and as such prosecuted. In such a case charges will always be pressed.
- 1.14 Between reporting and the call for loading the driver must remain inside or at his vehicle. Should he not be present at the corresponding time he will lose his spot and/or his right to the booked time slot.
- 1.15 The motor of the truck has to be turned off if the waiting period exceeds one minute. After entering the loading zones the motor is to be turned off immediately in order to prevent pollution and thus a harmful effect on health.
- 2. Traffic**
- 2.1 Forklifts and rail-mounted vehicles always have the right of way.
- 2.2 Each impediment of the in-plant traffic is to be avoided.
- 2.3 Traffic, escape and emergency routes may not be blocked or restricted (not even for a short period of time!). Hallways are generally considered escape and emergency routes.
- 2.4 Vehicles that are not processed on the same day may not park on the factory premises.
- 2.5 Truck drivers have to comply with the statutory rest periods.
- 2.6 The Road Traffic Act and the maximum speed of 10km/h apply throughout the factory premises.
- 2.7 When parking a truck or another vehicle inside the factory premises, the emergency brake has to be applied, the shift in first gear (in case of automatic in position "P"), the motor turned off and the ignition key removed.

**3. Guidelines for the use of suitable means of transport**

3.1 The voestalpine Wire Germany GmbH will load only vehicles suitable for the transport of wire products. This primarily includes trailer trucks and drawbar trailers, trucks and other transport vehicles with sufficient tie-downs and the corresponding weight capacities.

3.2 The truck must have a closed and intact cover as well as an intact, clean, dry and free loading area.

For every loading and unloading process, it must be ensured from a quality point of view that the cargo is not exposed to moisture.

The voestalpine Wire Germany GmbH will indicate in advance whether euro-pallets have to be carried along for a pallet exchange.

If no euro-pallets are to be carried along, the voestalpine Wire Germany GmbH will provide them for the time being. The shipping company will afterwards have the opportunity to settle the pallet account. Should this not take place within a period of 4 weeks the pallets will then be invoiced with 10 €/piece.

**4. Tie-down in case of full truck loads  
(to be carried along with each transport)**

4.1 You need to bring at least 50 anti-slip mats.

4.2 You need to bring at least 18 ratchet tie-downs in accordance with DIN EN 12195-2.

4.3 The trailer must feature a perforated strip or movable eyelets (12 pieces on each side).

4.4 The voestalpine Wire Germany has to be informed in advance about any deviations from these tie-down criteria. The voestalpine Wire Germany GmbH will then decide whether a loading is possible considering the indicated shortcomings.

4.5 Missing securing means such as anti-slip mats or ratchet tie-downs can be purchased on site from the shipping personnel.

**5. Registration/ Loading times**

The general loading time is Monday – Friday between 6:00am and 6:00pm. This does not apply to statutory holidays. The voestalpine Wire Germany GmbH has to be consulted for loading times deviating from these times.

When registering to collect from the factory the registration number of the designated vehicle that is collecting must be submitted by the driver.

**6. Environment**

The contractor shall transport our material via the best possible delivery route to the recipient allowing for all environmental-friendly considerations.

All packaging and provided products are to be handed over to the recipient. The client has to be informed if this is not possible.

The contractor is liable for any consequences resulting from the non-compliance of the representational directive. In these cases the voestalpine Wire Germany GmbH reserves the right to take the corresponding legal steps.

This directive is part of the service contract or delivery contract concluded with the contractor and shall be confirmed by him in their entirety.

***In case you have any further questions: +49 / 3531 / 786 – 0.***

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**Steffen Dibow – Management**

*Date/Signature*

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**Peter Sokolowsky – Management**

*Date/Signature*

*Date: 01/2019, Revision 2, Revision: managing directors*

*Date: 09/2014, Revision 1, Revision: No.: 5 registration/ loading times; general: renaming*

*Date: 09/2012, Revision 0*