

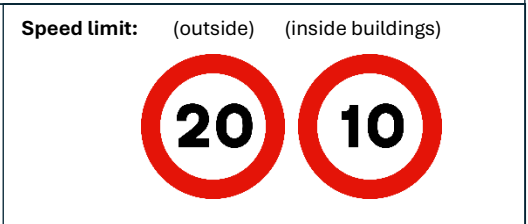


## Collection Plan – Layde Steel Service Centre

<p><b>Layde Steel slu</b>          B ° Eguzkitza No. 11          48200 Durango Bizkaia (Spain)  <a href="http://www.layde.es">www.layde.es</a>  <a href="#">Google Maps Location</a></p> <p><b>GPS:</b>          43.158142N 2.618394W          43° 9' 29,31" - 2° 37' 22"</p> <p><b>Contact Numbers:</b>          T +34 94 621 78 50 (<b>Main Offices</b>)          T +34 94 621 52 31 (<b>Dispatch Office - Emergency</b>)</p>	<p><b>OPERATING HOURS:</b></p> <p><b>06h 00 – 22h 00</b></p> <p><b>From Monday to Friday</b></p> <p><b>DO NOT BLOCK ACCESS ROADS OR TRAFFIC LANES AT ANY TIME!</b></p>
	
	<p><b>Speed limit:</b> (outside) (inside buildings)</p> 

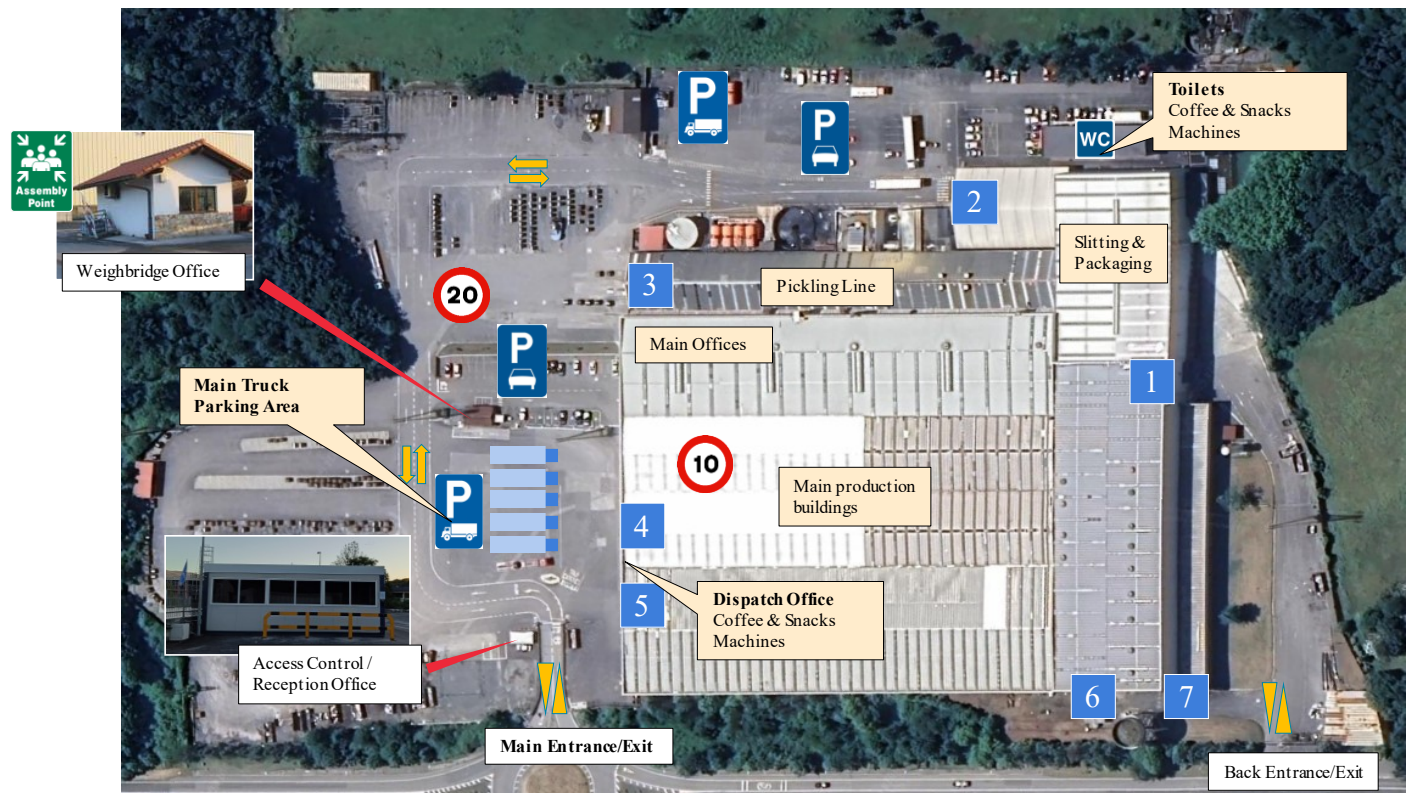
### GENERAL HEALTH AND SAFETY RULES:








- **Respect:** All individuals must be treated respectfully. Any form of physical or verbal aggression will not be tolerated on site.
- **Safety:** Safety is a shared responsibility. Do not engage in any actions that could create hazardous situations.
- **Use of PPE:** It is mandatory in our facilities according to the signage, and its use will be checked by our staff.
- **Trailer Access:** Trailer access is only allowed via the provided ladder.
- **Use of Equipment:** Truck drivers are not authorized to operate cranes or forklifts at any time.
- **Axle Weight Distribution:** Drivers must ensure proper axle weight distribution in accordance with legal requirements.
- **Load Securing:** Load must be secured following the applicable Load Restraint Guidelines/Loading Sheets.
- **Inspection:** LAYDE reserves the right to inspect the proper securing of the load at any time, to prevent incidents during transport.

**Always follow the instructions provided by Layde Steel personnel in charge of loading operations.**

<p>1. Park your truck in the <b>Main Truck Parking Area</b> (refer to the '<a href="#">Site Map</a>' for location). Apply the park brake, turn off the engine, and remove the keys.</p> 	<p>2. Report to the <b>Dispatch Office</b>, located adjacent to <b>Gate 4</b>. Shipping documents will be issued to you upon arrival.</p> 	<p>3. Follow all instructions provided by our staff. When directed, proceed to the assigned loading dock— normally <b>Gate 2, Gate 4, or Gate 5</b>—to begin the loading process. Gate number is placed above each gate.</p> 
<p>4. Apply the park brake, turn off the engine, and remove the keys once the truck is correctly positioned in the loading dock. Also fit the wheel chocks available in the area.</p> <div data-bbox="233 1003 440 1245"> <p>Freno de estacionamiento - Park brake</p> <p>1  <b>ON</b> ✓</p> <p>2 Motor - Engine <b>APAGAR</b>  ✓</p> <p>3 Llave - Key <b>RETIRAR</b>  <b>OUT</b> ✓</p> <p>Coloque los calces en una rueda Fit wheel chocks</p> </div> <p><b>ATTENTION! It is strictly forbidden to leave the truck cabin without turning off the engine.</b></p>	<p>5. If applicable, remove the tarp from your trailer prior to loading. The use of a telescopic <b>handle</b> is mandatory.</p> 	<p>6. Clear the trailer floor of any obstructions.</p> 
<p>7. Our staff will specify the required loading configuration and provide you with the corresponding <b>Loading Sheet</b> for reference.</p> 	<p>8. The forklift or crane operator will load the goods. For safety, stay outside the trailer or stand behind the crane operator during this process.</p> <div data-bbox="627 1462 962 1664">   </div> <p><b>ATTENTION! Respect the exclusion zones marked with lines on the ground in each area and on the signage.</b></p>	<p>9. Secure the load as per the <b>Loading Sheet</b> instructions.</p>
<p>10. Once the load has been properly secured, promptly depart the loading dock with your truck.</p>		

## SITE MAP:



-  Gate number
-  Truck Parking
-  Car Parking
-  Toilets
-  Assembly Point in case of Emergency
-  Speed limit outside buildings
-  Speed limit inside buildings

For further logistics information, please visit: <https://products.tatasteelnederland.com/logistics>