

Regulations for delivery and collection by truck

Facilities within Distribution Main Land Europe (D MLE)

1. General safety regulations and rules

1.1 [Introduction](#)

Within D MLE, workplace safety has the highest priority. To ensure safe workplaces for employees and visitors, these regulations regarding delivery and collection at D MLE facilities were prepared. Violation of these regulations may lead to expelling and future ban from the premises.

1.2 [General regulations](#)

- 1.2.1 On the company premises, the general local road traffic regulations shall apply. The speed limit is specified at the vehicle access point to each facility. It must always be observed.
- 1.2.2 Truck drivers must have successfully completed training on load securing.
- 1.2.3 Accessing the company premises under the effect of alcohol and/or other drugs is strictly prohibited.
- 1.2.4 Bringing alcohol and/or other drugs onto company premises and their consumption is prohibited.
- 1.2.5 Accessing the company premises is prohibited for persons under the age of 18. Pet animals must not leave the driver cabin.
- 1.2.6 In all company operations, personal protective equipment must be worn. Safety footwear, protective helmet and hearing protection are the minimum standard.
- 1.2.7 The instructions of loading personnel must always be followed. Drivers must be able to clearly communicate with the company personnel in an understandable way in the Dutch, German, English or French.
- 1.2.8 Cranes and industrial trucks may only be operated by company personnel.
- 1.2.9 Reloading of already loaded third-party goods is generally rejected. D MLE does not load its material on third-party goods.
- 1.2.10 Truck drivers must always remain in close vicinity to their vehicles. During loading, truck drivers must always follow the instructions of loading personnel and remain in a safe area.
- 1.2.11 Any unauthorised collection of material/or property of D MLE is regarded as theft and treated accordingly.
- 1.2.12 D MLE reserves the right to inspect the load, the cargo hold and the Truck driver cabin.
- 1.2.13 Prior to loading, drivers are required to familiarise themselves with our safety regulations and to complete the related "Truck Loading" control form.

1.3 [Truck driver regulations](#)

- 1.3.1 Trucks must be parked on the company area, the parking brake must be engaged and the vehicle must be locked. Registration is to be carried out at the company shipping department. All additional instructions are provided there.
- 1.3.2 If several trucks have to be loaded or unloaded at the same bay, the order is defined by the D MLE personnel.
- 1.3.3 For parking of trucks on company premises, proceed as follows: Engage the parking brake / Engage the first gear or position "P" / Switch off the engine / Remove the ignition key
For loading of narrow and standing bundles, it must be able to tilt the loading platform to the support stake.
- 1.3.4 In the time between registration and call-up, drivers are required to remain in or at their vehicles. Drivers who are not present at the respective time lose their place in the queue.
- 1.3.5 Loading platforms must be clean and dry and any potential cleaning must be carried out outside the company premises. Waste must be left inside the vehicles.

1.4 [Registration](#)

- 1.4.1 Suppliers, customers or carriers are required to report to the shipping department during the registration time (refer to attachment A) to arrange a specific appointment.
- 1.4.2 Drivers are required to report to the D MLE shipping department on the day of delivery with all documents. Deliveries/collections that have not been registered or scheduled for the specified day shall not be accepted.
- If the required documents and information are not available, receipt may be rejected.
 - Any waiting times due to incorrect registration or delivery shall not be compensated.

2. [Delivery regulations](#)

2.0. [Product regulations](#)

The coils to be delivered must not exceed the following criteria: Maximum coil weight: (Refer to attachment A) / Packaging straps: transversely through the eye & longitudinally around the coil / Coils must be tightly wound / Telescopic coils cannot be unloaded.

2.1. [Unloading regulations](#)

The following unloading regulations were prepared to enable efficient and safe unloading of trucks. Non-compliance with the following regulations may lead to freights being rejected. Additional freight costs, waiting times, etc. shall be borne by the delivering party and are not compensated by D MLE.

- 2.1.1 For unloading by crane, there must not be any obstacles for vertical unloading in the truck.
- 2.1.2 For unloading by forklift, there must not be any obstacles for horizontal unloading in the truck.
- 2.1.3 All packages (or panels if loosely packed) must be attached the following information on a label tag: Supplier, order number, weight, quality and dimensions.
- 2.1.4 The material must be transported according to the legally applicable regulations on load securing (VDI 2700 ff., EN 12195) and arrive in an undamaged and dry condition.
- 2.1.5 Only panels / coils with identical quality and dimensions may be packed in the same package.
- 2.1.6 Coils: Coils are generally unloaded using a coil grab. If several coils are loaded on one truck, a minimum clearance of 500 mm is required between the coils.
- 2.1.7 Standing slit coil: Unloaded by C hook (max. bundle weight / max. bundle width / max. coil height – refer to attachment A for options per facility).
- 2.1.8 Lying slit coil: Unloading by internal gripper (max. package weight, max. bundle width, inner coil diameter – refer to attachment A for options per facility).
- 2.1.9 Lying slit coil: Unloading by forklift (max. package weight, max. bundle width, inner coil diameter – refer to attachment A for options per facility).
- 2.1.10 Steel sheets: Unloading by traverse, package grab, chain or forklift truck. Unless otherwise specified, the maximum package weight is (refer to attachment A for options per facility). Unless

packed on pallets, square dunnage bars must be placed and secured under the packages (at least 80 x 80 mm, at material width).

3. Collection regulations

3.1. [Loading regulations](#)

- 3.1.1 We would like to point out, that legally applicable secure loading for transport requires provision of suitable vehicles (board panels, stakes, coil frames, coil recesses) as well as securing equipment (sufficient proper lashing straps, edge protection, anti-slip mats, lashing chains) to ensure positive-locking and force-fitting load securing.
- 3.1.2 Standing material is exclusively secured with lashing chains. Carriers are required to carry along sufficient stowage material for load securing.
- 3.1.3 Loading times and unloading times: (Refer to attachment A for options per facility).
- 3.1.4 Sufficient accessible and approved lashing points must be available at the vehicle.
- 3.1.5 Generally, only vehicles with appropriate lashing straps for shipping (at least 2 per package), at least 5 chains for standing slit coils, appropriate edge protection and sufficient anti-slip mats (8 mm min. thickness) for full-surface application of square dunnage bars are to be loaded.
- 3.1.6 If "positive-locking" loading is not possible for construction reasons, the vehicle must carry along sufficient stowage material for loading.
- 3.1.7 Vehicles must have sufficient loading space for the shipping order.
- 3.1.8 The payload to be loaded must not exceed the legal total weight.
- 3.1.9 Please observe our general regulations. VDI guideline 2700 and following pages shall apply. As well as EN 12195 parts 1 to 4, EN 12640 and EN 12642.
- 3.1.10 In the interest of safe road transport, we would like to point out that vehicles with unsuitable and insufficient equipment for securing are not loaded by our loading personnel and any resulting costs shall not be borne by D MLE. The carrier remains liable for safe and damage-free transport.

5.2 Load certification

Drivers are required to certify by signature on the shipping note and the "Truck loading" control form that the load was taken over completely, in proper condition and within the admissible loading weight and that it was loaded according to their instructions for safe operation and transport. Drivers undertake to compare the payload with the admissible total weight of their trucks and to reduce the weight respectively if exceeded.

Tata Steel Distribution Main Land Europe

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