

## **Terms and conditions/guidelines for loading and unloading:**

### **Loading and unloading times:**

Please always refer to the relevant shipping orders and packing lists for the applicable loading times.

### **Self-collection:**

- Self-collections of orders that you have reported as ready for loading must be notified with sufficient advance notice (at least 2 working days) and coordinated with the shipping department of the respective loading point. Otherwise, loading cannot take place at the expense of the self-collector.
- Self-collectors or commissioned freight forwarders must be able to provide the necessary reference numbers (transport or order numbers), as otherwise no allocation and no loading is possible.

### **Dangerous goods:**

- When transporting dangerous goods, the driver must present his ADR certificate and the necessary ADR equipment for the vehicle before entering the factory, at the latest before loading.
- For less than 1000 points, at least the necessary fire extinguishers must be carried.
- Without sufficient prescribed equipment, approvals, permits, etc., no dangerous goods may be loaded at the expense of the forwarding agent or carrier.

### **Behavior of drivers, passengers, and accompanying personnel in the factory during loading and unloading:**

- Personal protective equipment must be worn. (High-visibility vest, safety shoes, hand and eye protection, etc., if necessary)
- Do not remain in hazardous areas.
- Use marked or designated pedestrian and movement areas.
- Traffic routes, fire department access routes and staging areas, emergency exits, etc. must not be obstructed or blocked.
- Vehicles must be secured against rolling away by applying the parking brake (also on trailers or semitrailers) and, if necessary, by placing wheel chocks.

### **Drivers and vehicles used:**

- The drivers, co-drivers, and accompanying personnel used must have all necessary driver's licenses, ADR certificates, and other necessary qualifications and be able to present them on request.
- The vehicles, containers, etc. must be suitable for the intended transport tasks and in perfect technical condition.
- All necessary certificates, inspections, equipment, etc. must be available and up to date.
- All necessary equipment must be carried in sufficient quantities and in a permissible condition and used as required.
- The driver must bring a sufficient number of load securing devices (tension belts, anti-slip mats, stowage pallets, etc.) necessary for the transport task.
- The loading area must be at least swept clean and have a sufficient number of lashing points that also have sufficient load-bearing capacity for the securing task.

### **Loading process:**

- The instructions of the "loading supervisor" or his deputies must be followed with regard to loading activities.
- The driver must clarify in advance with our loading personnel how many pallets can be loaded and in what loading pattern, based on the permissible load weight, the load distribution plan, and the permissible axle loads.
- Unilateral loading must also be avoided. This must also be taken into account and adhered to when planning the loading.
- Loading must be form-fitting towards the front. Loading gaps must be avoided and, if necessary, filled with empty pallets, for example.
- Form-fitting can also be achieved by using head flashing methods.
- Anti-slip mats in perfect condition must be placed under the pallets.
- In addition, each row of cargo must be secured with at least one tension belt to achieve sufficient load securing. If necessary, several tension belts per row of cargo must be used to achieve the necessary securing forces.
- The number, condition, and load-bearing capacity of the tension belts must always be sufficient.
- The load securing is attached by the driver and checked by us.
- If the load is not secured properly, the driver must rectify the situation.

### **Prohibition of overloading:**

- The permissible total weight of the vehicle and the permissible axle loads must be observed.
- If it is apparent that the vehicle may be overloaded when it arrives and is weighed empty or partially loaded, loading must not be started. In individual cases, if possible and subject to our approval, the planned load may be reduced in order to comply with the weight limits.
- If the overload is discovered later, it is always possible to reduce the weight by unloading after consultation and internal clarification.

**Load securing:**

- § 22 (1) StVO (German Road Traffic Regulations): The load, including load securing devices and loading equipment, must be stowed and secured in such a way that even in the event of emergency braking or sudden evasive maneuvers, it cannot slip, fall over, roll back and forth, fall down, or cause avoidable noise. The recognized rules of technology must be observed.
- VDI 2700 ff. are considered recognized rules of technology. These must be met as a minimum standard.
- Section 412 (1) HGB: Unless circumstances or customary practice dictate otherwise, the sender must load, stow, and secure (load) the goods in a manner that is safe for transport, as well as unload them. The carrier must ensure that loading is carried out in a manner that is safe for operation.
- The contractors (freight forwarders/carriers) of our freight forwarding orders/freight contracts assume, on the basis of contractual agreement, all obligations of the client (consignor/shipper) for securing the load in accordance with Section 412 (1) of the German Commercial Code (HGB), insofar as this is legally permissible and insofar as the subject matter of the order is not the transport of sealed sea containers. In particular, this includes responsibility for the safe stowage and securing of the goods during transport and for their unloading. The contractor (forwarding agent/carrier) is liable for all damage resulting from the breach of its obligations. The load securing equipment required for the order must be brought along and, after loading, attached in accordance with VDI 2700 ff. for the necessary load securing. The liability limits specified in §431 HGB (German commercial code) do not apply.