








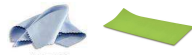



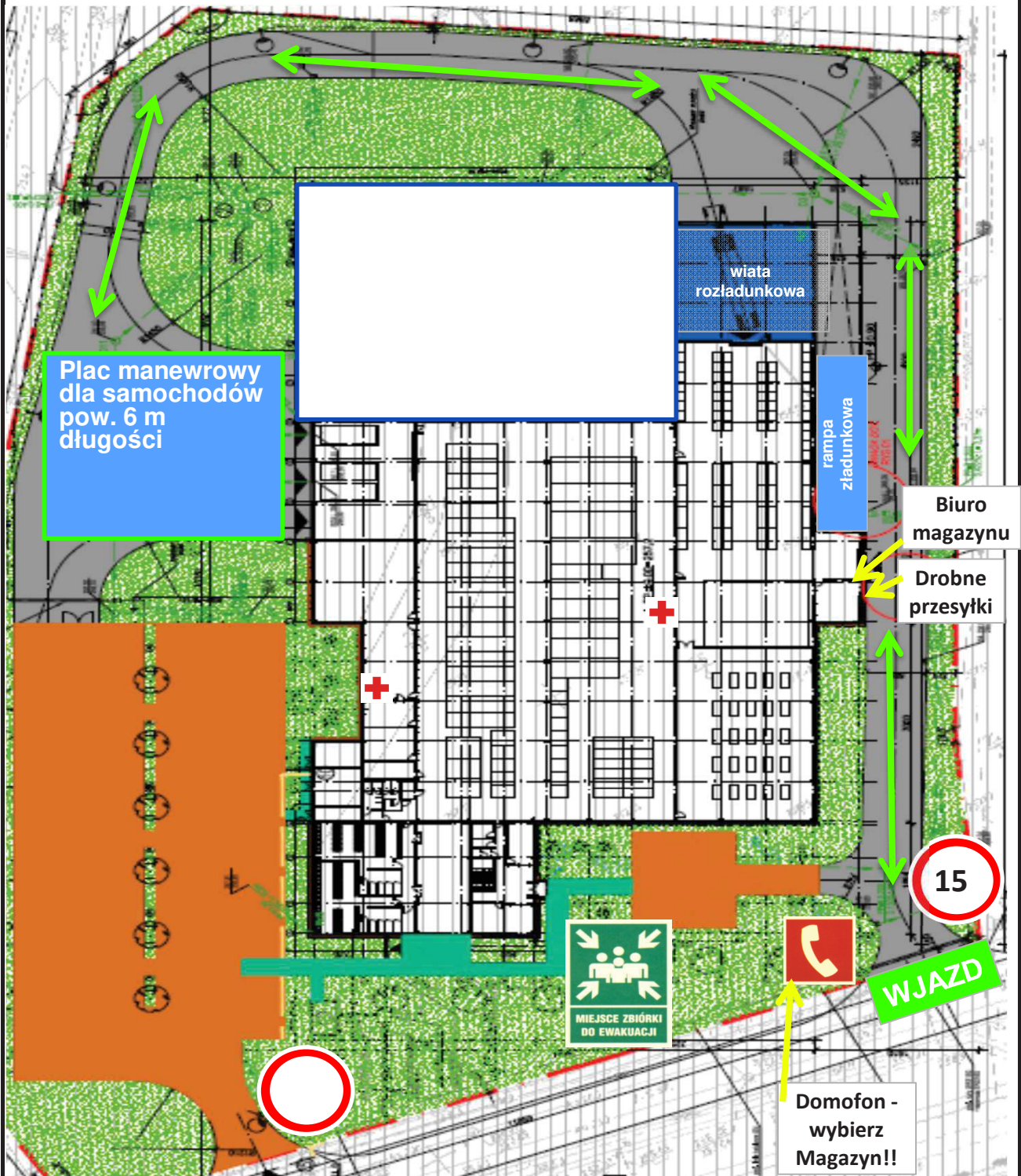
		<b>LOADING - UNLOADING PROTOCOL</b>		ed.09-16	
<b>Carriage company:</b>  <b>Represented by:</b>  <b>Date + signature of the qualified Representative:</b>			<b>Welcoming company:</b> <b>METALIS POLSKA</b> UL. STREFOWA 6 PL - 58-200 DZIERZONIOW  <b>METALIS contacts:</b>  <i>HSE Manager: J. SOBCZYŃSKI +48 (0) 74 832 72 53</i> <i>Logistics: M. MAJECKA +48 (0)74 832 72 43</i>		
<b>The carrier must commit to give this protocol to the drivers belonging to his company and to make respect it.</b>					
<b>P.P.E.</b>	 Wearing safety shoes is mandatory		 Wearing a safety jacket is mandatory		
<b>WELCOME</b>	- <b>Opening times of the plant for carriers:</b> - Present yourself at the welcoming desk.		from 8.00 till 15.00 (material unloading 8.00 - 12.00)		
<b>CIRCULATION</b>	- Obligation to follow the attached <u>circulation plan</u> to circulate within the plant. - Respect speed limits ( <b>15 km/h</b> ) and road signs. - Respect the instructions given by METALIS staff. - Use pedestrians crossings, give priority to the fork-lifts. - Stop at the STOP sign and notify in warehouse			  	
<b>TRANSPORT</b>	=> Cleaned vehicle => Staking of palets forbidden => Loading and unloading truck at the ramp 1,2 m		=> Safe storage of the packaging <b>(responsability of the carrier)</b>		
<b>FIRE</b>	- In case of fire alert (alternated alarm), follow METALIS staff - Go to the assembly point - Do not run!		 		
<b>ACCIDENT</b>	- If you witness an accident => Warn the closest people or phone the emergency number		<b>Emergency number: 112</b> <b>Metalis number: 74 832 72 48</b>		
<b>POLLUTION</b>	- In case of leak or liquid pollution, wear at least safety glasses and gloves - Use absorbents which are at your disposal (sand, rags, carpets...) and blocking devices if existing. - Make warn the maintenance department to block the waterway if the liquid goes inside.			  	
<b>LOADING / UNLOADING</b>					
	- Park your vehicle on the loading-unloading area (engine switched off and vehicle wedged). - If the transport is concerned by the ADR regulation (chemicals, dangerous waste...), the loading-unloading must be done by the truck driver who received the necessary training and authorization for this operation. Be careful: no ADR consultant on METALIS plant. In the other cases, the operation must be done by a fork-lift driver of METALIS, under the control of the truck driver, in order to check the weight distribution and the safety storage. - If to loading or unloading will be incorrect truck, transport company (or supplier) must immediately send correct truck or return costs because of transshipment.				
	- Forbidden to use METALIS equipments or to circulate within the plant without authorization. - Forbidden to be situated under the loads during loading / unloading. - Forbidden to have passenger coming out of the vehicle.				
	In case of damage on METALIS equipment, please warn M. Majecka +48 (0)74 832 72 43 In all cases, the truck driver stays at the loading / unloading place				
=> <b>Original handed to the QSE Manager</b>			=> <b>Copy handed to the Carriage company</b>		



- ➔Po przyjeździe, powiadomić o tym fakcie personel biura magazynu
- ➔Aby uzyskać dostęp do toalet oraz automatów z jedzeniem i / lub napojami zapytać personel Metalis

**DZIĘKUJEMY ZA PRZESTRZEGANIE ZASAD OPISANYCH W PROTOKOLE  
BEZPIECZEŃSTWA**