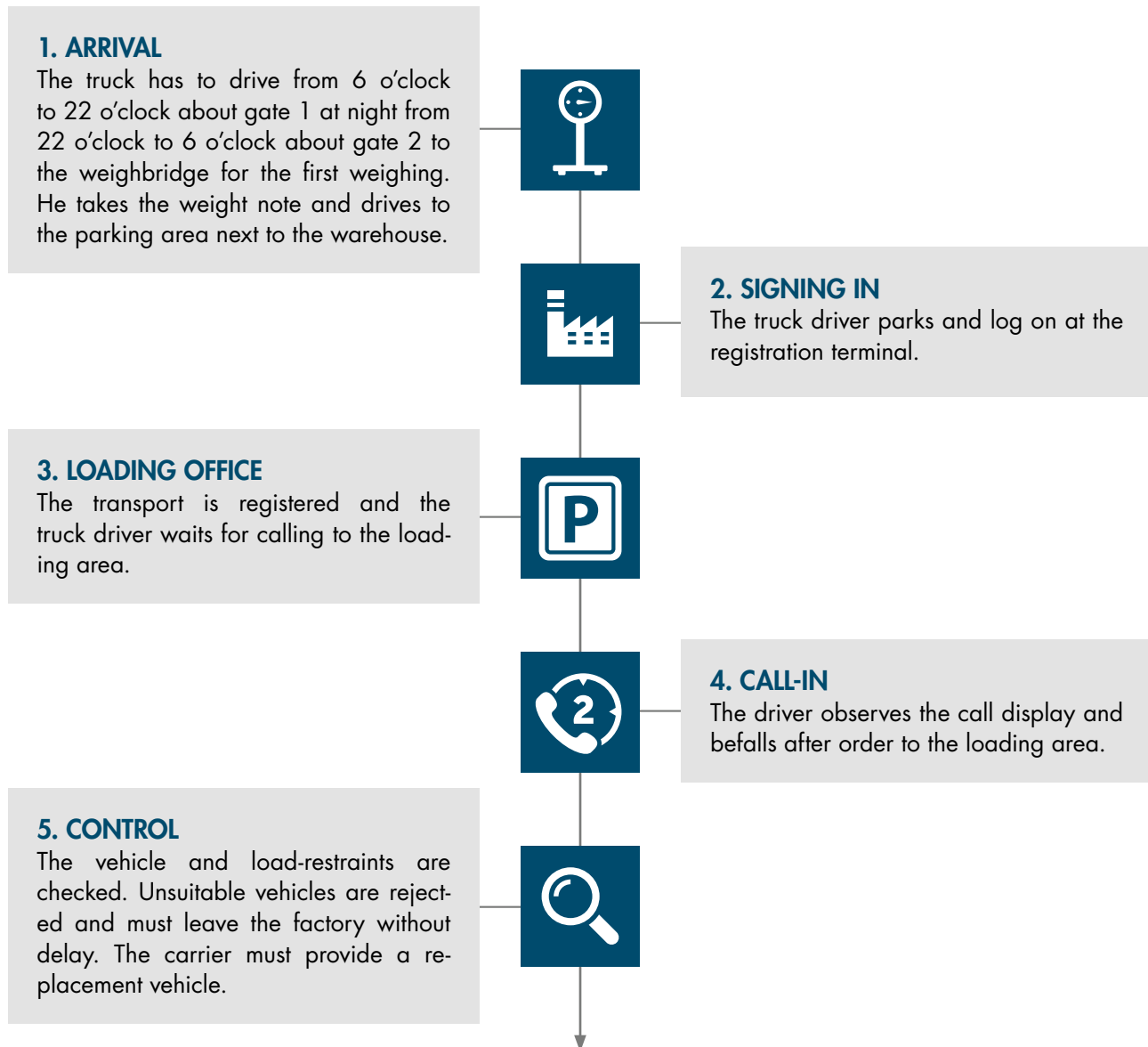




SCHOELLERSHAMMER

COLLECTION/OUTBOUND NEW PAPER

Teil 1 von 2

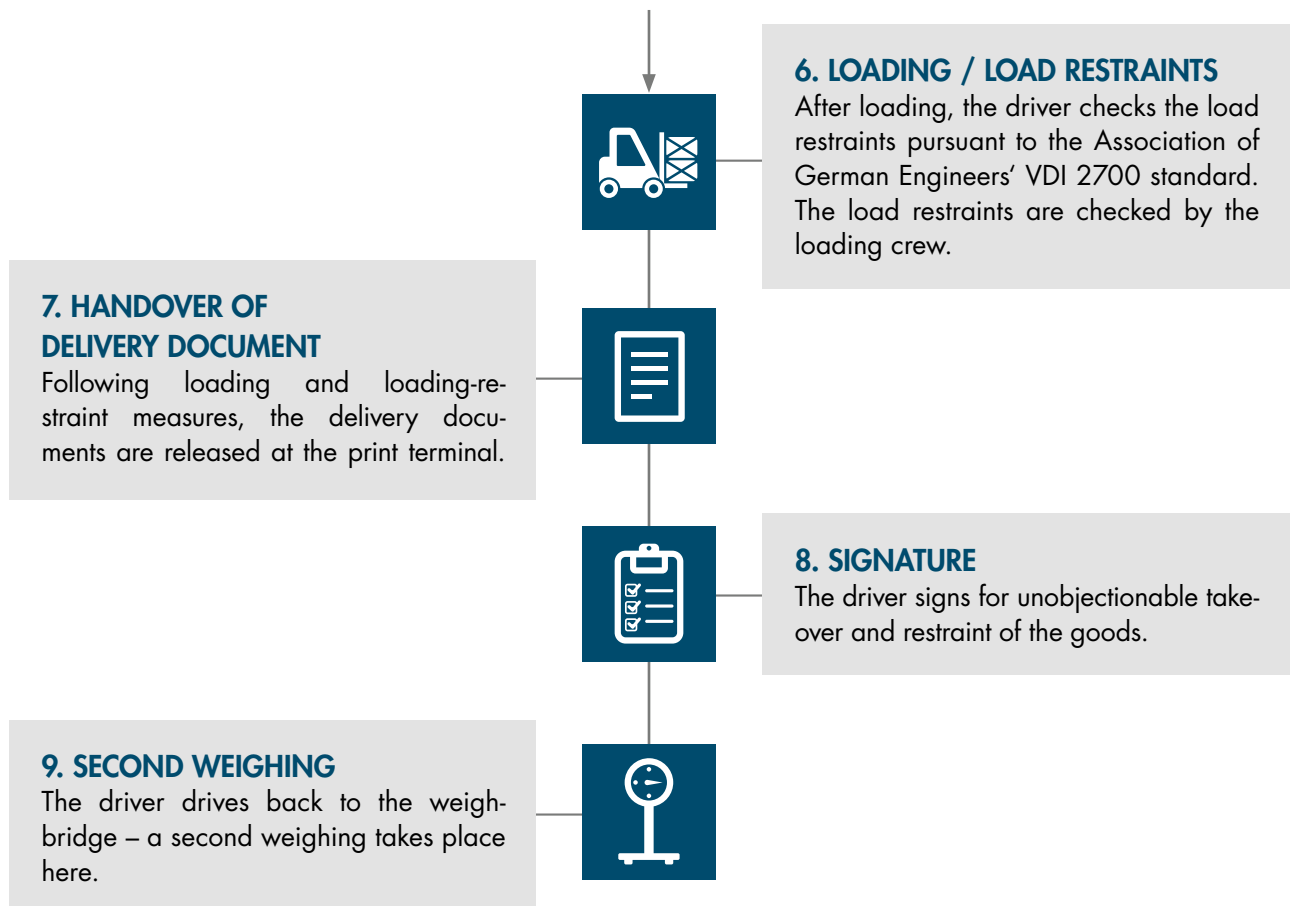




SCHOELLERSHAMMER

COLLECTION/OUTBOUND NEW PAPER

Teil 2 von 2





SCHOELLERSHAMMER

OPENING TIMES FOR OUTBOUND AND PROCESS FLOW FOR LOADING NEW PAPER

At SCHOELLERSHAMMER, carriers can load 24/7.

- 01.** The truck has to drive from 6 o'clock to 22 o'clock about gate 1 at night from 22 o'clock to 6 o'clock about gate 2 to the weighbridge for the first weighing.
- 02.** The truck driver gets a weight note and drives to the parking area next to the warehouse.
- 03.** The truck driver log in at the registration terminal and waits for the call to the loading area. He needs the registration number and the ascertained unloaded weight.
- 04.** The truck driver will be called to the loading area and observes the call display for loading in area PM 5 or PM 6.
- 05.** The vehicle and the load restraints are checked.
 - a.** Unsuitable vehicles are rejected and must leave the mill without delay. The carrier must provide a replacement vehicle.
 - b.** If the loading restraints are inadequate, they can be acquired for a charge using a material-requisition card from the loading crew. The restraints taken are charged to the commissioned carrier in near real-time. If the driver refuses to take these with him, he must leave the mill, and the carrier is asked to provide a replacement vehicle.
- 06.** After loading, the driver applies the load restraint pursuant to the VDI 2700 standard. The load restraint is checked by the loading crew.
- 07.** Following loading and loading-restraint measures, the delivery documents are released at the print terminal.
- 08.** The driver signs the unobjectionable acceptance and restraint of the goods.
- 09.** The driver drives back to the weighbridge – a second weighing takes place here.

This completes the procedure.



SCHOELLERSHAMMER

GENERAL RULES OF BEHAVIOURAL FOR EXTERNAL DRIVERS

on the premises of SCHOELLERSHAMMER

- Any instructions issued by our internal employees must be followed without fail.
- On the premises of SCHOELLERSHAMMER, **no** breaks may be taken in principle. It must be possible to move the vehicle **at all times**.
- The wearing of safety boots and HV vests is obligatory.
- On the premises of SCHOELLERSHAMMER, a speed limit of 10 km/h may not be exceeded.
- Bringing along passengers is strictly prohibited.
- Wherever possible, do not leave the vehicle.
- The vehicle may be left only for signing in at the Gate and/or terminal, going to welfare facilities (WC, beverage dispenser), and loading/unloading.
- Smoking on the premises is strictly prohibited, although specially marked areas are available for smokers. Only these areas may be used!
- The consumption of food is only permitted in the vehicle or in the personnel recreation room.
- Any litter/rubbish dropped must be disposed of in the appropriate bins or taken away.
- In the loading and unloading area, only vehicles and their drivers are permitted. Pedestrian traffic in this area is strictly prohibited.
- All vehicles must leave the mill immediately after handling.

OPENING TIMES:

DEPOT OPENING TIMES

Mon - Thu: 07:00 - 14:00 hrs
Fri: 07:00 - 12:00 hrs

OUTBOUND (new paper)

Mon - Sat: 00:00 - 24:00 hrs
Sun: 22:00 - 24:00 hrs

INBOUND (recovered paper)

Mon - Fri: 07:00 - 16:00 hrs