

SAFETY PROTOCOL FOR CARRIERS (I1_English)



Revision : 01

Date of application : 06/12/2022

Chapter : 8.5.4

DIFFUSION

All carriers working on behalf of the company "ANTELIS STEEL SA"

SUMMARY

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DIFFUSION

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Non-controlled	: BLACK Logo

Revision	Date	Subject	Editor	Management
01	06/12/2022	New Document	Mme NININ	M. NININ

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1. PURPOSE :

The purpose of this instruction is to describe the safety arrangements for the transport, loading and unloading of steel products chartered by ANTELIS STEEL.

2. SCOPE :

These requirements apply to all transportation of steel products from our suppliers' warehouses to our customers.

3. REFERENCE DOCUMENTS :

Norm NF EN ISO 9001, 2015 version.
Quality Management Manual.
Highway and transport laws.
Securing loads on road vehicles, EN 12195 1 CEN.

4. DEFINITIONS :

As part of our quality system, the definitions given by ISO 9001 2015 version are applicable.

5. RESPONSIBILITIES DEFINITIONS :

5.1. MANAGEMENT :

⇒ Is the only one to define the safety procedures within the "ANTELIS STEEL" establishments.

5.2. WAREHOUSES RESPONSIBLES :

⇒ Are responsible for ensuring compliance with these instructions.

5.3. SAFETY RESPONSIBLE :

⇒ Conditions these instructions and ensures their proper application.

5.4. CARRIERS :

- ⇒ As soon as they accept transport from us, they undertake to respect these basic rules, apply them, and make them known to their drivers and subcontractors.
- ⇒ Undertake to immediately notify ANTELIS STEEL of any problem that may impact the quality of their service.
- ⇒ Also undertake to respect our "Commercial Discretion".

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6. GENERAL PROVISIONS :

6.1. SAFETY PROTOCOLE :

This safety protocol applies to loading or unloading operations carried out by subcontracting companies, transporting goods from or to a place outside the premises of the host company (user company).

Loading or unloading operation means any activity contributing to the placing on or in a road transport unit of products, goods of any kind whatsoever, or to their removal.

The safety protocol indicates the main risks related to the nature of the goods, the containers and packaging, the characteristics of the vehicle and its accessories as well as the specifications of the host establishment, in particular traffic rules. It is supplemented by the rules and displays of each loading or unloading site.

Any change in the conditions of the loading-unloading operation shall result in an update of the safety protocol.

6.2. COMMITMENT OF THE TRANSPORT COMPANY :

In addition to respecting the instructions specified by the company "ANTELIS STEEL" in its documents (charter vouchers, delivery notes ...), the transport company management is required to comply with the instructions and information mentioned in this protocol, to inform its staff and any subcontractors, but above all, **to apply the specific instructions of the place of loading or unloading.**

The transport company management undertakes to employ drivers in good standing regarding the laws and regulations of the countries of loading and unloading as well as those of the countries crossed by the need to access the various sites.

The transport company management undertakes to provide vehicles and equipment in compliance with the laws and regulations of the countries of loading and unloading as well as those of the countries crossed by the need to access the various sites.

Due to our activity of trading steel products and to guarantee "commercial discretion", the transport companies management and their drivers undertake to establish a first "CMR" to carry out the loading from the Supplier to "ANTELIS STEEL", then a second "CMR" to carry out the delivery operations from "ANTELIS STEEL" to the customer. In addition, these two "CMRs" must imperatively be attached to the transport invoice. **In case of non-compliance with these instructions, penalties may be charged.**



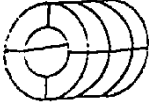

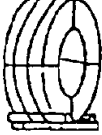

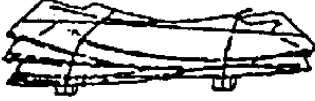
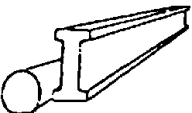
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7. LOADING CONDITIONS :

Product Type	Handling Method	Vehicle characteristics
1) Quarto plates, Sheets with sheared sides 	Crane or forklift	Flat-bottomed trailer + cargo securing straps Large widths: tray + flashing lights, panel and exceptional transport authorizations, or tray equipped with a desk
2) Flame cutting parts 	Crane or forklift	Flat-bottomed trailer + cargo securing straps
3) Coils 	Crane	Vehicle with pits or with cushioning cradles + cargo securing straps
4) Coils horizontal axe without skid 	Crane	Vehicle with pits or with cushioning cradles + cargo securing straps
5) Coils horizontal axe with skid 	Crane or forklift	Flat-bottomed trailer + cargo securing straps
6) Coils vertical axe 	Crane or forklift	Flat-bottomed trailer + cargo securing straps
7) Coils heads and feet. 	Crane or forklift	Container or dump truck or at least Flat-bottomed trailer + cargo securing straps
8) Tubs, bars, sections, beams, ... 	Crane	Flat-bottomed trailer + loading + cargo securing straps
9) Scrap metals, Flame cutting scraps and residues	Crane	Dump truck

8. SAFETY INSTRUCTIONS :

8.1. BEFORE LOADING/UNLOADING :

8.1.1. Drivers and vehicles, in addition to the Highway Code, **must respect the safety instructions of the place of loading or unloading.**

8.1.2. To access the loading or unloading area, drivers must follow the route indicated by the site manager.

8.1.3. In all areas, the wearing of helmets, safety shoes and a chasuble is mandatory. If your drivers do not have one, they can borrow them in the establishments. They also have to use cut-resistant gloves for all handling.

8.2. DURING LOADING/UNLOADING :

8.2.1. After positioning (docking) the vehicle to carry out loading-unloading operations, the driver must stall his vehicle.

8.2.2. Loading or unloading operations are carried out by cranes or forklifts, so they must not park in the areas of evolution of these machines, nor under suspended loads.

8.2.3. Drivers will inform company staff of the arrangements for loading products. Without remark from the driver before loading, it will be accepted in the state.

8.2.4. During handling operations, **drivers are prohibited from:**

- ☞ Stay in the cab of the truck.
- ☞ Stay on the trailer.
- ☞ Physically participate in loading or unloading.

8.2.5. It is **absolutely forbidden for drivers** to use the means of handling (overhead cranes, forklifts, etc.) of the reception sites. This equipment is strictly reserved for their authorized personnel.

8.2.6. Under no circumstances must drivers circulate in the workshops of the reception sites outside the loading or unloading area.

8.2.7. If they walk into a workshop, they must use the doors reserved for pedestrians.

8.2.8. To get in and out of their vehicle's trailer, they have to use their own ladders or stepladders.

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8.3. AFTER LOADING/UNLOADING :

8.3.1. "ANTELIS STEEL" company has to be called by phone under:

00 352 274 432 21

8.3.2. Mandatory securing of loads by means of straps, chains, or other means, in sufficient number and standardized ("C.M.U.") Useful Handling Load corresponding to the load to be maintained.

8.3.3. Installation of physical and luminous indicators for large widths exceeding the size of trucks, compliance with the regulations of the countries crossed.

8.3.4. Compliance with charter orders, tarpaulin or un-tarpaulined product, dunnage ...

8.3.5. No truck exceeding the gross vehicle weight will be allowed to leave our suppliers' depots.

8.4. RECOMMENDATIONS :

WE STRONGLY RECOMMEND DRIVERS, CARRIERS AND CHARTERERS TO TAKE INTO REFERENCE THE RULES DEFINED BY:

- ☞ Highway and transport laws,
- ☞ The Convention on the Contract for the International Carriage of Goods by Road ("CMR"),
- ☞ Securing loads on road vehicles according to the revised standard EN 12195-1:2010 on the calculation of tie-down tensions,
- ☞ **In case of problem or delay occurring during transport or loading operations, contact us imperatively** to inform our customers as soon as possible,
In case of non-compliance with these instructions, penalties may be charged, and any waiting hours will not be accepted,
- ☞ The signed transport documents must reach us with the invoice,
- ☞ Any re-charter is strictly prohibited without our express prior authorization,
- ☞ The instructions of our charter must be followed in strict compliance with social regulations (driving and rest times) and road (speed limit, "GVW" ...).

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☞ **The acceptance of this protocol and the contract of carriage implies the commitment of the means necessary for its proper execution as well as a commitment of confidentiality towards our suppliers and our customers. Failure to comply with these clauses may be subject to penalties.**

☞ For exceptional transport, the carrier undertakes to be in possession of all regional and national authorizations concerned by the charter.

☞ The carrier acknowledges that the price determined by the parties covers its production costs. Therefore, we will not accept any additional surcharge due to the variation in fuel cost.

☞ The carrier certifies that he has taken out civil and professional liability insurance as well as contractual insurance and is registered in the carriers register.

ACKNOWLEDGMENT :

Thanks to return a copy of this document, dated, signed, stamped within two weeks of receipt. For any information, you can contact the Quality and Safety Manager of the "ANTELIS STEEL" establishments at the following telephone number:

00.352.27.44.32.70

If this document is not returned within the time indicated, the terms of this security protocol will be considered recognized and accepted.

Host Society	Transport Company
"ANTELIS STEEL SA" Company	The transport company certifies that it has made known to all its concerned employees, including any subcontractors, all the information of this safety protocol.
Name : Sandrine NININ	Name :
Function : Quality and Safety Manager	Function :
Date :	Date :
Stamp and signature :	Stamp and signature :

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