



# Delivery and collection terms at Julius Hoesch GmbH & Co. KG

**The following conditions (hereinafter referred as "Conditions") are binding for all suppliers, customers, transporters and other persons outside the company (hereinafter referred as "third parties") who enter or travel on the premises of Julius Hoesch GmbH & Co. KG (hereinafter referred as "Hoesch"), e.g. in order to supply or collect goods.**

**Special features that lead to deviations in the delivery and collection conditions require prior consultation and agreement with Hoesch.**

**Hoesch reserves the right to refuse the loading/unloading of containers, tankers or trucks on the company premises if one or more of the requirements listed below are not met.**

## **1 General guidelines**

External parties must adhere to the agreed delivery dates / times or loading dates / times. Hoesch will not assume any demurrage or other additional costs arising from non-compliance.

Vehicles delivering or collecting goods must register within the goods acceptance / issue times:

Mon-Thu.	6 a.m. – 2 p.m
Fri.	6 a.m. – 1 p.m

**For general cargo: Prior booking of a time slot in Cargoclix necessary. ([www.cargoclix.com/julius-hoesch](http://www.cargoclix.com/julius-hoesch))**

**In the case of tank trucks, the time windows for loading or unloading are bindingly specified by the purchasing or sales department.**

## **2 Registration and briefing**

External persons who wish to enter or drive onto the Hoesch factory premises must first register at the barrier and then at the dispatch / goods receiving department.

For further processing, the respective order or pick-up number is mandatory. Without this reference number, further processing is not possible.

For delivery or collection of bulk goods, a cleaning certificate (European Cleaning Document) must also be presented.



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If the collection is a transport of dangerous goods, the driver must present a valid ADR licence, photo identification, a valid driving licence and the written instruction

Pick-up vehicles will be checked for equipment upon arrival. Should the legally required equipment not be complete and in working / safe condition, Hoesch reserves the right to reject the vehicle and refuse loading.

### 3 Safety regulations

The safety regulations, including the site plan, are handed out to every external person. Only external persons who accept the validity of the safety regulations are granted access to the factory premises.

#### 3.1 General information

As a matter of principle, the speed limit of no more than 10 km/h must be observed and the parking instructions of the plant staff must be followed.

It is prohibited:

- Enter facilities, storage rooms, laboratories and other premises / areas not related to the loading or unloading work without express request by a Hoesch employee. This does not apply to sanitary areas or areas that are expressly named during registration.
- To move away from the vehicle without good reason before, after or during loading or unloading.
- To connect devices of any kind to Hoesch systems, connections or energy sources or to modify or remove systems (parts), devices or accessories on the factory premises without express prior permission.
- Smoking on the entire company premises (also inside vehicles). This also expressly applies to e-cigarettes!
- To consume food and drink outside of their own vehicle.
- Operate electronic devices such as telephones / CB radios on the premises or outside the vehicle (mobile or fixed).
- Filming or taking photographs on the company premises. Any kind of recording is only permitted with the prior consent of the Hoesch plant management.
- In the event of an alarm, to go to places other than the designated assembly points. Instructions of the plant personnel must be followed.

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- Entering the factory premises without the personal protective equipment (PPE) listed in the safety regulations.
- Entering the premises under the influence of alcohol or drugs or carrying alcohol and drugs.
- Degassing tanks, parking overnight or at weekends, carrying out cleaning or maintenance work etc. on vehicles on the factory premises.
- Bring unauthorised persons or animals onto the premises.

### 3.2 Requirements for the driving personnel

Only reliable, appropriately professionally trained driving personnel with a valid driving licence may be used.

The driving personnel should be trained in such a way that they can read and understand the safety instructions given by Hoesch employees in German or English. They must at least be able to communicate in the terminology of Transperanto ([www.transperanto.org](http://www.transperanto.org)), if necessary.

### 3.3 Requirements for the vehicle

Vehicles and load units must comply with German legislation and thus, among other things, with the requirements of the StVZO and the BGV D29 regulations for safety and health at work in their current version.

Vehicles may only be loaded if the vehicle is suitable for the intended load in terms of its equipment, condition and payload, if it is approved, if it is in proper condition and if it is technically and visually flawless.

According to ADR, vehicles used for the transport of dangerous goods must carry the following equipment in addition to the personal protective equipment of the vehicle crew:

- 1) Written instruction according to chapter 5.4.3
- 2) Warning plates and danger labels firmly attached to the vehicle.
- 3) At least one or two wheel chocks in the case of three-axle or multi-axle vehicles.
- 4) One warning triangle and one orange flashing warning light.
- 5) One suitable high-visibility waistcoat for each member of the vehicle crew.
- 6) One hand lamp (non-metal) per vehicle crew member.
- 7) One respirator per vehicle crew member when transporting certain substances (toxic, gaseous) or gases.
- 8) Plastic collection container
- 9) Shovel
- 10) Two fire extinguishers (total at least 12 kg - 1 x at least 6 kg)
- 11) Sewer cover at least 90cm x 90cm

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- 12) First aid kit
- 13) Eye wash fluid

### **4 General cargo**

#### **4.1 General information**

The following PPE must be worn by the driving personnel when entering the factory:

- 1) Safety goggles
- 2) Protective gloves
- 3) Closed safety shoes (if necessary conductive, DIN EN 61340-4-3)
- 4) Body-covering (long) protective work clothing (polyester-cotton; overall or jacket and trousers)

The vehicle must be sufficiently dimensioned to take the complete load. The body of the vehicle must allow for positive / non-positive load securing.

It must be clean and prepared for loading. Furthermore, it must be suitable to be driven on with a forklift truck or pallet truck, and the floor and side walls must not be damaged.

#### **4.2 Loading and unloading**

During loading or unloading, the vehicle engine must be switched off, the handbrake applied and the vehicle secured against rolling away by placing chocks under it (at least one chock or two chocks in the case of three- or multi-axle vehicles). The wedges are to be provided by the forwarder.

Loading or unloading may only be carried out on the instructions of a Hoesch employee. If the driving personnel load or unload themselves with their own equipment, this is done at their own risk and responsibility.

It is necessary for the driving personnel to be present during the entire loading process by Hoesch in order to check whether the quantities of each product coming for loading correspond to the agreed product quantities according to the shipping documents and whether the packaging is undamaged and complete. The driving personnel must then sign a confirmation of receipt that the goods incl. documents have been taken over in proper condition. The forwarder (represented by the driving personnel) is then responsible for the load until unloading at the customer's premises.

The stacking of goods is generally not permitted (exception: drum goods / IBC in containers or if containers are approved for this and the corresponding load securing is carried out). Furthermore, Hoesch plant personnel are not responsible for rearranging third-party products in external vehicles in such a way as to ensure that the Hoesch products to be loaded still fit into the vehicle.

Drums that have been loaded on pallets must not be removed from the pallets during the transport chain in order to optimise the loading space.

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## 4.3 Load securing

After loading or unloading has been completed, the load must be properly secured by the driving personnel.

The means of transport securing (e.g. straps, baffle boards, anti-slip mats etc.) must be provided by the forwarder.

The following European DIN standards provide clear guidelines for the provision of vehicles for the transport of products:

DIN EN 12195-2 for lashing straps made of synthetic fibres

DIN EN 12640 for lashing points

DIN EN 12642 for vehicle superstructures

Minimum requirements are included:

- Intact lashing straps and ratchets in sufficient number for each pallet row.
- Intact and sufficient lashing points for lashing down each row of pallets (perforated rail).
- Intact and sufficient number of baffle boards per bay for side securing.

## 5 Bulk goods

### 5.1 General information

The following PPE must be worn by the driving personnel when entering the factory:

- 1) Full protective goggles
- 2) Protective gloves
- 3) Closed safety shoes (if necessary conductive, DIN EN 61340-4-3)
- 4) Body-covering (long) protective work clothing (chemically resistant; overall or jacket and trousers/conductive according to DIN 1149-1) or, if necessary, chemical-resistant protective suit

For loading or unloading bulk goods, only single-chamber tankers are generally accepted. This does not apply to combined consignments with several products. In exceptional situations, multi-chamber tanker trucks may also be used by prior arrangement and with the consent of Hoesch.

The vehicle must have the following equipment:

- Clearly specified and marked earthing points.
- Indication of the exact nominal volume, tare weight and maximum permissible gross weight on the outside of the tank.
- A compressor. However, its use at the respective unloading point requires the express instruction of a Hoesch employee.

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- Handrail and catwalk on which the tanker / tank container can be crossed. (Chequer plates are not permitted). The handrail must cover the entire length of the tank. For tank containers without a handrail, it is mandatory to use the fall protection provided by Hoesch.
- For temperature-controlled goods, only insulated equipment with a heating/cooling system and functioning temperature display may be used.

### **Additional equipment for vehicles with several compartments (only if agreed in advance or specifically requested - see above).**

- Indication of the numbers of the chambers and the exact nominal volume.
- Outlets must be numbered in accordance with the numbers of the chambers. (Numbering of the chambers should start at the front of the vehicle).
- Each chamber must have its own outlet.
- For temperature-controlled goods, functioning temperature indicator for each chamber.

### **5.2 Loading and unloading**

Loading or unloading may only be carried out after approval and under the supervision and instruction of a Hoesch employee. If solvents are loaded or unloaded, the vehicle must be earthed (potential equalisation).

During loading or unloading, the vehicle engine must be switched off, the handbrake must be applied and the vehicle must be secured against rolling away by placing chocks underneath (at least one chock or two chocks for three-axle or multi-axle vehicles). The wedges are to be provided by the forwarder.

The PPE (see point 5.1) must be worn. In the case of certain substances (toxic, gaseous, hazardous), suitable respiratory protection must also be worn if a hazard cannot be prevented by suitable other measures, such as object extraction. The same applies to sampling.

Loading is done from above through the manhole or a filler pipe. A gas pendulum and an overflow protection must also be connected.

The manhole must have a minimum diameter of 500 mm and a product-resistant seal. The stop bolts or comparable fastenings must be in good condition. The edges of the manholes must be clean and free of damage. It must be possible to open the manhole cover 180°.

If a tanker is to be reloaded uncleaned after consultation, a pre-product certificate must also be presented.

Only Hoesch hoses are used for unloading bulk goods, unless otherwise instructed by Hoesch. Should Hoesch hoses not be used, the hoses of the forwarding agent must meet the following requirements:

The hoses must:

- be at least 6m long and equipped with dust caps.

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- be transported in a closed container.
- have been subjected to a pressure test and, if applicable, a conductivity test within the last 12 months. The test results must be provided by an appropriate stamp or on request by the freight forwarder.
- be conductive (in case of solvent discharge).
- have been cleaned (cleaning certificate).

The driving personnel must remain at the vehicle during the entire unloading process in order to supervise the process. It must be ensured that the driving personnel can stop the unloading process immediately at any time in case of emergency.

After unloading, all shut-off devices as well as the dome cover etc. on the vehicle must be carefully closed by the driving personnel. Any product adhesions must be removed by the driving personnel.

### 5.3 Sampling

Sampling may only be carried out on the premises and as instructed by Hoesch in areas allocated for this purpose.

For safety reasons, sampling must be carried out via the bottom valve whenever possible.

If, in exceptional cases, sampling via the dome cover is necessary, this must be carried out with the necessary safety equipment (e.g. fall protection or safety railings).

### 5.4 Subpoenas

- For quality reasons, pre-charges with bases, surface-active substances such as tensides, silicones, fluorinated compounds, fats and oils are not accepted.

Exceptions only in consultation with and approval by the Hoesch purchasing organisation.

**Please support us in our efforts to ensure a safe and smooth loading or unloading process and inform your driving personnel and/or the subcontractor commissioned by you accordingly!**

Thank you for your understanding.

With kind regards

**Julius Hoesch GmbH & Co.KG**

Düren, 13.09.2023