



Appendix 5: Location specific Shipping instruction

Applicable to ZF Steering Systems Poland Czechowice and Bielsko-Biala

Edition: 26.11.2019

1. Documentation required for incoming goods

- Delivery note and CMR
- If customs goods: T1, Invoice, Packaging list, CMR / AWB etc.
- It is not allowed to stick any labels nor writing on Odette label

2. Requirements for the forwarder's equipment

- Loading/Unloading from back of full truck on ramps (forklift weight with material : max 5000 kg)
- Cargo securing is designated by the driver
- Safety shoes, reflective vest, securing service material, wheel chock , protective helmet
- Delivery of maritime containers possible only after prior consultation, containers should be located in correct orientation
- Semi-trailer adapted for forklift handling. If forklift cannot be used during unloading/loading process, the driver is responsible for manual handling and potential material damaged
- Each carrier is obligated to book slot time for loading / unloading in TWMS (Time Window Management System). Without reservation ZF fee is 80€ per lack of time slot and . Additionally truck will be unloaded/loaded as last one.
- Each carrier is obligated to remove wrong or unused slot time, lack of cancel generate fee 80 €
- Only equipment in good technical condition can be used (tires, moving roof elements, semi-trailer floor)

3. Requirement for the forwarder behaviour

- Registration at Security Office
- Entrance for loading/unloading only after allocation by logistic staff
- Secure of the goods done by the driver – in full responsibility of the driver
- Driver needs to wear safety shoes, reflective vest before entering and till he leaves the warehouse
- The driver obeys warehouse staff instructions
- Forwarder (driver) informs about any delay which may occur
- In case the driver has also load for other customer in front position for unloading, he unloads the load by himself with manual carrier

4. Environment and Security Rules

Applicable to Czechowcie-Dziedzice , Bielsko-Biala

Edition:10.12..2019



Appendix 5: Location specific Shipping instruction

- Truck drivers can only access loading/unloading area. For safety reasons it is completely forbidden the access to other areas of the site and it is mandatory to follow specific path-way
- Park the truck in dedicated parking place, get out of the vehicle and give the warehouse employee the transport document
- Keep a safe distance from all the outdoor areas (risk of collision or interference with internal or external works
- It is forbidden to carry out cleaning/maintenance of the vehicle, cook, introduce alcoholic beverages. In case of any alcoholic beverages, the Police will be called
- It is forbidden to photograph, film and remove any material without prior permission
- the toilets are also available for driver
- Driver mandatory should follow regulation which are described in “STOP CARD” given driver by security guard
- Is obligated to deposit keys truck in special box and forbidden to use spare keys Driver cannot leave dock without warehouse operator permission.
- in the case of non safety or dangerous behaviours ZF reserves the right to claim the immediate removal of the truck driver from the plant area
- the smoking point is indicated in the authorized plan. It is absolutely forbidden in every other area of the site smoking or naked flames.

5. External roads

- driver respect the speed limit 15 km/h and observe the rules of correct driving
- The fork-lift for internal transport always take priority
- Forbidden to use the phone during driving
- It is forbidden to park in front off fire fighting equipment, emergency exits, etc

6. Contact person

Function	Name	Phone	E-Mail
Logistics manager	Mateusz Walusza		mateusz.walusza@zf.com
Warehouse supervisor	Krzysztof Gruszka		krzysztof.gruszka@zf.com
External warehouse	SPM Sistema Bierun	+48 32 217 94 99 +48 512 66 19 08	sistema.magazyn@zf.com mistrzszymianowy1@spmpoland.com.pl
Warehouse ZF	ZF Bielsko-Biala	+48 33 485 65 11 +48 33 485 65 35	bielsko.przyjecia@zf.com Bielsko.Magazyn@zf.com
Warehouse ZF	ZF Czechowice	+48 32 324 12 34	



Appendix 5: Location specific Shipping instruction

7. Opening ZF warehouse

Opening Hours				
Plant	Address	Working days	Time	
ZF Bielsko	ZF Steering Systems Poland Sp z o.o. ul.Konwojowa 94 43-346 Bielsko-Biala , Poland	5	24/5	Delivery of customs goods possible latest till 5 pm working days
ZF Czechowice	ZF Steering Systems Poland Sp z o.o. ul.Slowackiego 33 43-300 Czechowice-Dziedzice, Poland	5	24/5	Delivery of customs goods possible latest till 5 pm working days

8. Opening external warehouse

Opening Hours				
Plant	Address	Working days	Time	
SMP Sistema Bierun	SPM Sistema Bierun ul.Turynska 135 43-150 Bierun , Poland	5	24/5	Expedition of customs goods possible latest till 5 pm working days