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## **Applicable to ZF Chassis Systems Žatec s. r. o., Czech republic**

### **Plant Zatec, ZF Division C**

**Edition: 02.02.2021**

#### **1. Documentation required for incoming goods**

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

#### **2. Requirements for the forwarder's services**

- It is required to have EDI connection with the plant in order to receive transport order, detailed requirement of EDI interface will be given first in the implementation phase.
- The delivery and pick-ups have to be realized within the timeframes listed under paragraph 6 – 7.
- Loading and offloading is possible on the rear of the truck.
- Side loading and off-loading possible but not preferred.
- The driver is responsible for the securing of cargo and he must also check, that rear door were sealed by supplier properly.
- Delivery of maritime containers possible only after prior consultation.
- Subcontractors must announce authentication with clear designation „By order of forwarder xxx “.
- Goods receipt and pick-ups are allowed only at the unloading/ loading points, as stated in the delivery notes by the suppliers or in the loading advices.
- All trucks have to carry the following equipment when entering the plant:
  - Reflective vest (Norm EN 471)
  - Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)
  - Sufficient securing services material (non-slip mat, edge protection, belt strap with validity and without damage, clean swept freight hold)
- All deviations must be agreed with the incoming or outgoing department, e.g. for urgent or expedited shipment, incoming or outgoing goods outside the designated hours.
- The agreed term for transit time is ABCDE... (day A – notification until 12:00, day B – collection, day CDE... – delivery – depending on the agreed term). Refer to transit time requirement sheet.

#### **3. Requirement for the forwarder behavior**

- Delays shall be reported to incoming goods administration immediately so that all options (new time slot, unloading later on the same day) can be arranged.



- Upon arrival at the premises, the driver shall register with incoming goods administration, present the respective documents or loading number and park his vehicle in the allocated area.
- Positioning at loading/unloading dock/ramp only after allocation by logistic staff.
- Loading/Unloading only possible with correct and complete shipment documentation.
- In case the driver has also load for other customers in front position for unloading, the driver unloads the goods by himself with manual pallet jack.
- For full container loads on trucks with tarpaulins, the forwarding agent shall provide a customs seal string so that the vehicle can be sealed properly (if applicable).
- If collection is not possible, the outgoing goods department shall be informed of this on the day on which notification is to occur (day A) before 12:00, additional costs and effort from the Customer resulted due to cancellation of collection will be charged to the forwarder.

**4. Environment and Security Rules**

- Truck drivers can only access loading/unloading area. For safety reasons it is completely forbidden to access other areas of the site and it is mandatory to follow defined pathways.
- The truck should be parked in dedicated parking slot. It is forbidden to park in front of firefighting equipment, emergency exits, etc.
- Safety distance must be kept while driving vehicles in outdoor areas, avoiding risk of collision or interference with internal or external workers.
- The fork-lift for internal transportation always takes priority.
- It is forbidden to use the phone while driving.
- Driver respects the speed limit 15 km/h and observes the rules of correct driving.
- On all location related grounds drivers and passengers are obligated to wear the reflective vest and safety shoes when leaving the truck.
- It is forbidden to carry out cleaning/maintenance of the vehicle, cook, introduce alcoholic beverages.
- It is forbidden to photograph, film and remove any material without prior permission.
- Driver cannot leave the dock without permission of the warehouse administrator.
- In the case of non-safety or dangerous behaviors 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 to smoke or to light a fire.

**5. Contact person**

Function	Name	Phone	5E-mail
Logistics operation	Daniel Kaplan		daniel.kaplan@zf.com

**6. Opening Times Goods Receipts**

Standard opening hours	Special case



Plant	Address	Working days	Hours	
ZF Zatec	Průmyslová zóna Triangle Staňkovice, Jižní 401 438 01 Zatec Czech Republic	Mo – Fr.	07:00 – 21:00	

## 7. Designated hours outgoing goods

Standard opening hours				Special case
Plant	Address	Working days	Hours	
ZF Zatec	Průmyslová zóna Triangle Staňkovice, Jižní 401 438 01 Zatec Czech Republic	Mo – Fr.	07:00 – 21:00	

## 8. Dangerous Goods

- Currently, no dangerous goods are known to be part of transport loads for plant Zatec.
- In case transport for dangerous goods is required by the plant, the scope of dangerous goods will be specified in implementation phase.

## 9. Freight bill audit and billing process (Assist)

- ASSIST4 Freight (AS4F) is used as freight auditing/invoicing system.
- For detailed description please refer to the main tender document.