

Guidelines for carriers

Welsch Profile Group

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1. Purpose

This document shall ensure that the collection of the goods is notified in a timely manner and that the collecting order can be unambiguously assigned to the corresponding customer order. As a matter of principle, this document is valid for carriers picking-up goods on behalf of our customers. Moreover, it provides general rules of conduct valid within the factory premises.

2. Address, contact details and loading times

2.1 Address

Location A / production plant Gresten	Location D / Welser Profile	Location D / RP Technik	Location C
Welser Profile Austria GmbH Wieselburgerstraße 1 A-3264 Gresten Phone: 0043 7487 410- 4500	Welser Profile Deutschland GmbH Edisonstraße 23 D-59199 Bönen Phone: 0049 2383 914-5239	RP Technik GmbH Profilsysteme Edisonstraße 4 D-59199 Bönen Phone: 0049 2383 914- 9228	Welser AG Seestraße 96 CH-9326 Horn Phone: 0041 71 8448080

2.2 Contact details

Our contact persons may be reached under the following phone numbers:

Dispatch - scheduling

	Location A / production plant Gresten	Location D / Welser Profile	Location D / RP Technik	Location C
International	0043 7487/410- 4225	0049 2383/914- 5239	0049 2383/914- 9228	0041 71/8448080
National	0043 7487/410- 4123	0049 2383/914- 5239	0049 2383/914- 9228	0041 71/8448080
Point of receipt	0043 7487/410- 4489	0049 2383/914- 5447	0049 2383/914- 9229	0041 79/4214960

2.3 Goods acceptance times

	Location A / production plant Gresten	Location D / Welser Profile	Location D / RP Technik	Location C
Monday to Thursday:	7:30 a.m. to 4:30 p.m.	6:00 a.m. to 8:00 p.m.	6:00 a.m. to 1:30 p.m.	7:30 a.m. to 4:30 p.m.
Friday:	7:30 a.m. to 3:00 p.m.	6:00 a.m. to 8:00 p.m.	6:00 a.m. to 1:30 p.m.	7:30 a.m. to 12.00 a.m.

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3. Pick-up guidelines

3.1 General documents and guidelines

You can find the general guidelines of conduct as amended on the Welser Group's homepage in the "download section". This section also contains other items of information such as documents about special corrosion protection and similar.

3.2 Carrier framework contract

Contracting by Welser Profile to ship or carry products requires prior signing of our "carrier framework contract". The most recent version of the contract will be forwarded to you upon request.

3.3 Pick-up notice

At least one day prior to shipment a pick-up notice including the delivery order number has to be sent to the following mail address:

- Ex works Gresten to aviso.gresten@welser.com
- Ex works Bönen to aviso.boenen@welser.com
- Ex works logistic centre Horn to aviso.horn@welser.com

3.4 Time slot management (Transporeon)

In order to ensure quick and seamless loading and unloading, the plants in Gresten (location A) and Bönen (location D) use TRANSPOREON, a time slot management system, (<http://www.transporeon.com>) for all loading processes where personnel from Welser is needed.

Booking of the time slots has to be made exclusively by the carrier or freight forwarding agent; it will not be done by personnel of the Welser Group. If the respective time slots are not booked in advance, the corresponding loading activities will be subordinate. Hence, the consequent downtimes will be at the expenses of the carrier or freight forwarding agency. The Welser Group explicitly refuses any claim to compensation of downtimes.

Further details with respect to booking of time slots for shipment at Welser Profile may be obtained via the phone numbers indicated under **contact details** in section "Dispatch – scheduling".

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3.5 Loading times

	Location A / production plant Gresten	Location D / Welser Profile	Location D / RP Technik	Location C
Monday to Thursday:	6:00 a.m. to 8:00 p.m.	6:00 a.m. to 8:00 p.m.	6:00 a.m. to 1:30 p.m.	7:30 a.m. to 4:30 p.m.
Friday:	6:00 a.m. to 8:00 p.m.	6:00 a.m. to 8:00 p.m.	6:00 a.m. to 1:30 p.m.	7:30 a.m. to 12.00 a.m.

Consignments with customs documents may only be collected during our office hours:

	Location A / production plant Gresten	Location D / Welser Profile	Location D / RP Technik	Location C
Monday to Thursday:	7:30 a.m. to 4:00 p.m.	7:00 a.m. to 4:15 p.m.	7:30 a.m. to 3:30 p.m.	7:30 a.m. to 4:30 p.m.
Friday:	7:30 a.m. to 2:30 p.m.	7:00 a.m. to 2:45 p.m.	7:30 a.m. to 12.00 a.m.	7:30 a.m. to 12.00 a.m.

3.6 Cargo space

Make sure there is sufficient cargo space, considering the length of rods and legal provisions for axle loads and ensure the load is secured properly.

3.7 Loading

In order to follow legal provisions, it is required to stow the goods in a way to ensure transport safety (22nd amendment of the Law on Motor Vehicles, article 101, section 1).

The truck drivers have to ensure the load is properly secured by tight fit (blocking of the load).

We explicitly request the external drivers to cooperate with our logistics personnel.

3.8 Cargo securing

According to legal provisions, the drivers are responsible for cargo securing consistent with traffic safety. This also includes carrying along and use of relevant utilities:

- 1 tensioning strap per tonne
- 4 anti slip mats per tonne
- 2 pieces of edge protectors per tonne
- 2 pieces of squared timber per tonne (if possible)

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- 3 Euro pallets (for loading part-loads with tight fit unless the goods cannot be placed at the front wall)
See www.auva.at Methods of cargo securing M 846.2

In case you did not bring sufficient utilities, you may obtain them from Welser at cost price.

4. General information and rules of conduct

4.1 Registration

External visitors have to register at the porter's desk before entering the premises. The premises may be accessed via

- "Wieselburgerstraße" for location A in Gresten
- "Edisonstraße" for location D / Welser Profile Bönen
- "Edisonstraße" for location D / RP Technik Bönen
- "Tübacherstraße" for location C Horn.

After parking the truck, the drivers have to check in at the entrance, providing the reasons for their stay together with the matriculation plate numbers. The porter will provide further instructions.

In our premises of RP Technik in Germany, registration has to be carried out at the goods receiving office.

At location C you can check in via intercom system at the gate.

4.2 Safety

Our main concern is the safety of our employees, customers, suppliers and visitors.

It is a sine qua non to follow our rules of conduct for vehicles and external visitors ([HM-SWW:15-01](#)). Any infringement may cause you to be shown out from the factory premises. The rules of conduct applicable may be obtained at the entrance in written form.

The factory premises are surrounded by a fence, secured with barriers and lockable gates and they are under video surveillance. Sleeping inside the factory premises is prohibited.

4.3 Break areas

In the break areas we have placed machines to offer our employees and external visitors snacks as well as cold and hot drinks, however, it is prohibited to leave this area with drinks.

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4.4 Sanitary facilities

External driving personnel may use the sanitary facilities (toilet and shower) next to the access road.

4.5 Areas for external drivers

Besides staying in the break area and the generally accessible sanitary facilities, external persons may also access the loading areas to be present during loading and unloading.

They must be particularly careful in such areas, as there is heavy fork-lift traffic. Moreover, they may only stay in the predefined areas.

4.6 Factory premises

Logistical tasks are to be carried out at the factory premises. For this purpose, functional areas are clearly identified. Traffic control and assignment of parking space is carried out by personnel from the Welser logistics department.

All over the factory premises there is **a speed limit of 10 km/h.**

4.7 Technical condition of the vehicles

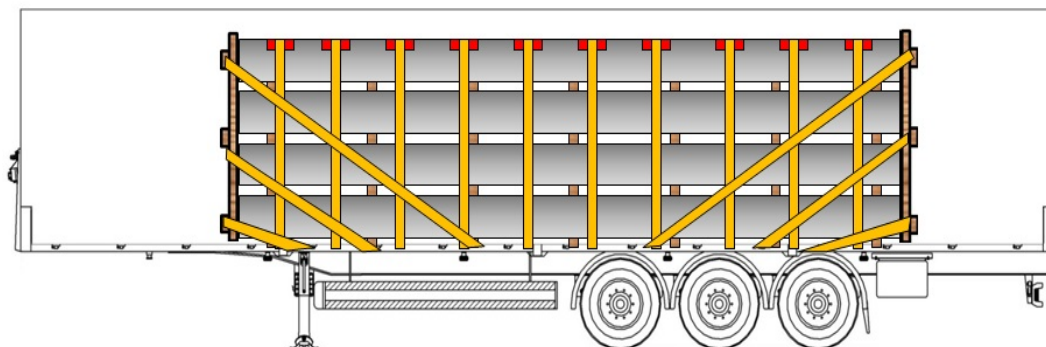
In case the technical condition of the vehicle does not allow for proper cargo security, we reserve the right to deny loading (e.g. missing side walls, ...).

Other technical defects which might inhibit loading can be

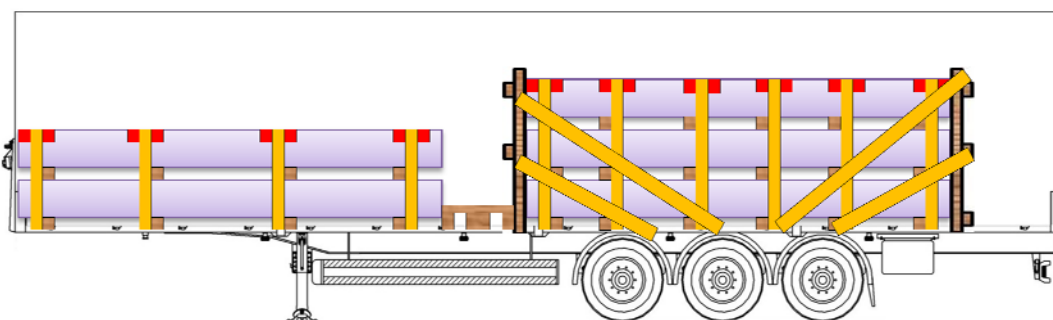
- damages of the tarpaulin (risk of corrosion)
- visible technical defects of the vehicle, the semi-trailer or the trailer, respectively
- defective lighting
- worn tyres
- damage through corrosion on load carrying components.

5. Loading guidelines

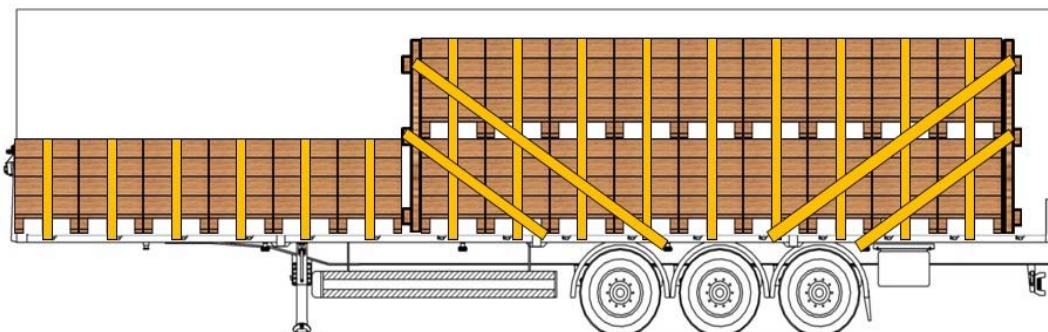
Load
l > 7,000 mm



Standard
Load



Loading
of
pallets



CHECK AXLE LOADS

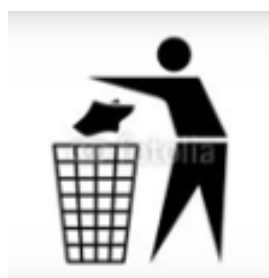
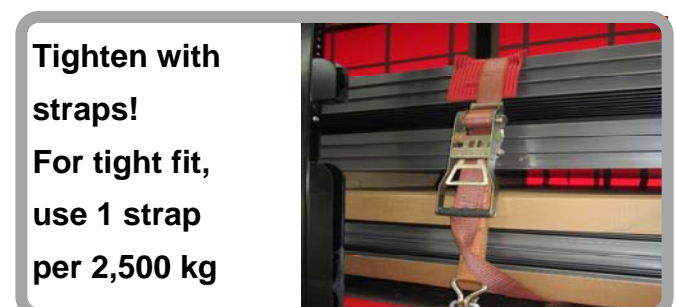


At the front 6 linear metres about 10 tonnes

At the rear 7.6 linear metres about 14.5 tonnes



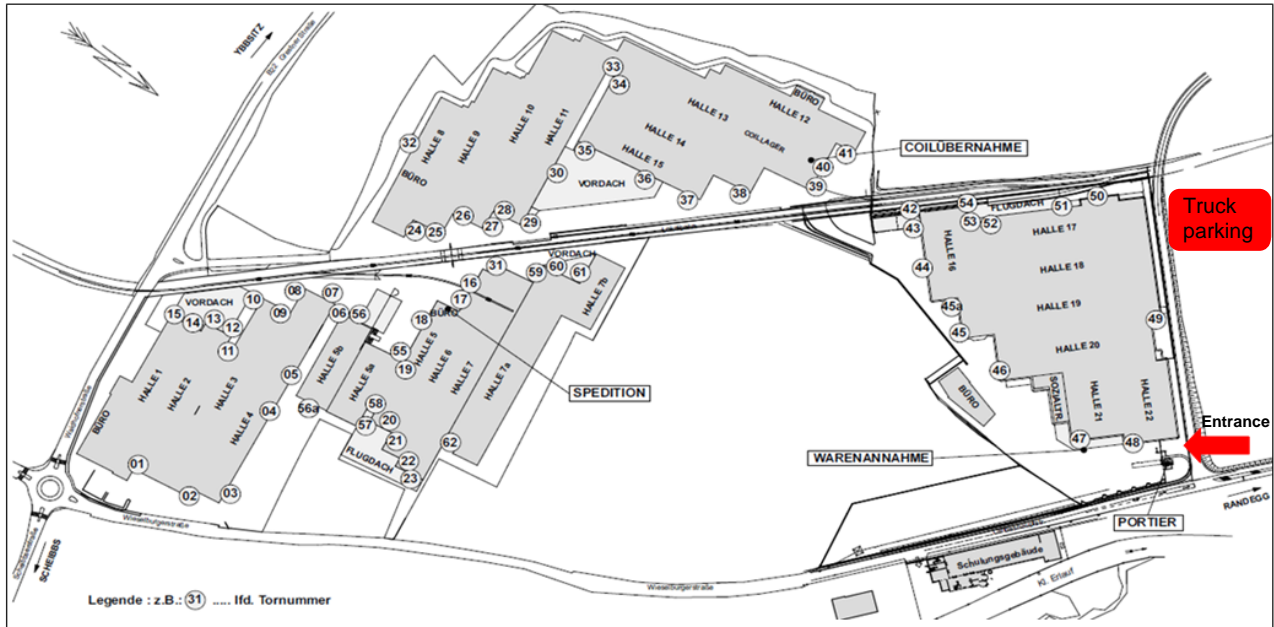
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5.1 Site map of the Gresten premises



5.2 Site map of the Bönen premises

