

REQUIREMENTS

FOR CARRIERS AND PICKUP SERVICES

General requirements

- Before signing in, follow the signs at the plant entrance and park your vehicle on the side facing the plant premises.
- If you arrive between 17:00 and 06:00 hrs, park in Felix-Wankel-Strasse overnight.
- You are expected to have sufficient knowledge of either German or English for the purposes of following instructions during the loading procedure.
- Please note that there are NO loading ramps for general cargo on the plant premises.
- In the case of tanker trucks/containers, please undertake appropriate preloading and cleaning measures to ensure that any parts of the vehicle that come into contact with the product are free from any surface-active substances (LABS), such as silicon-containing compounds, mineral oils, etc.
- Please note that you may only use cleaning materials approved by Synthopol (LABS-free wipes, sprays, etc.).
- Anyone failing to comply with our delivery requirements will receive a negative carrier rating.
- In the event of repeated violations or major shortcomings disrupting our operations, we reserve the right to charge the relevant party for any additional expenses incurred as a result.

Signing in

- You can sign in at our reception at the following times:
 - Mondays to Thursdays 07:00–17:00 hrs
 - Fridays 07:00–14:45 hrs
- You are only permitted to enter plant premises wearing safety shoes, long trousers, a high-visibility vest, safety goggle and safety helmet/bump cap.
- Make sure you have the following documents on hand: shipping documents, photo ID and – if you are loading hazardous goods – your ADR ID.
- You will receive information regarding our safety regulations and will be requested to sign an undertaking to comply with them.
- Should you wish to sign in outside the above-mentioned time window, you must do so at the plant gate. Permission for vehicle access to the plant premises is given by the shift supervisor on duty.

Loading requirements

- You are required to support Synthopol Logistics when loading, as they are not permitted to enter third-party vehicles.

Loading times

Loading times for packaging

- Loading must take place on the date stated on the shipping documents, at the following times:
 - Mondays to Thursdays 07:00–15:30 hrs
 - Fridays 07:00–12:00 hrs
- Any loading outside these periods must be agreed upon in advance with the Synthopol Shipping Department.
- If loading takes place outside this time window and therefore leads to delays or additional expenses, this will be the liability of the carrier/pickup service.

Loading times for tankers and tank containers







- Loading must take place on the date stated on the shipping documents.
- If specific loading times have been arranged, you must keep within a time window of +/- 30 minutes.
- Delays or additional expenses as a result of loading deviating from the agreed loading time shall be charged to the forwarder/collection agent.








Measures prior to loading

- Upon entering plant premises, you must park your vehicle in the loading area assigned to you and then prepare your vehicle for loading.
- If general cargo is to be loaded into a curtainsider, this must be done on the left-hand side of the vehicle, which must be opened by you as the driver.
- It is your responsibility as the driver to ensure that cargo is properly secured, and you are therefore required to provide adequate and appropriate equipment for this purpose.

Protective and safety equipment

- Make sure you comply with the following specifications for protective and safety equipment:

General cargo	Tankers and tank containers
 Safety shoes	 Safety shoes
 Long trousers	 Protective (flame-retardant) clothing covering arms and legs
 Work gloves	 Chemical-resistant working gloves

General cargo	Tankers and tank containers
 High-visibility vest/jacket	 High-visibility vest/jacket
 Safety goggles	 Safety goggles
 Safety helmet/bump cap	 Safety helmet/bump
	 Safety harness

- In addition, you may need to comply with further safety requirements where this is required by the authorities, both for your personal protection and for the protection of third parties.
- If you do not have adequate safety equipment, we may refuse to load the goods.
- If any protective clothing is missing, it can be purchased at the nearby hardware store/specialist shop.
- Synthopol assumes no liability for parking fees incurred due to a lack of protective or safety equipment.

Vehicle requirements

- The condition and equipment of the vehicle must comply with the applicable provisions of German traffic, transport and dangerous goods legislation.
- If general cargo is to be loaded, any preloaded cargo must be stowed away in a suitable manner so that loading can take place without touching or moving the preloaded cargo.
- Both preloaded cargo and general cargo must be secured sufficiently well to comply with the applicable provisions of German traffic, transport and dangerous goods legislation.
- The loading space provided for the Synthopol order must be a flat, continuous surface that will permit a tight fit when securing the cargo.
- The loading space must be calculated from the number of loaded units as follows:
 - 1 pallet space = 4 drums = 1.2 x 1.2 metres
 - 1 pallet space = 1 IBC = 1.2 x 1.0 metres
 - 1 pallet space = 40 bags = 1.2 x 1.0 metres
- Make sure you have a sufficient number of disposable pallets, 1.2 x 1.2 metres, in your vehicle. To secure the cargo in a compliant manner while protecting the packaging, it is your responsibility as the driver to strap pallets down on top of the palletted goods.
- All cargo must be loaded onto anti-slip mats and secured using tensioning straps. It is your responsibility as the driver to ensure that you have sufficient load-securing equipment with you to meet the needs of the units you are transporting.
- If your tanker or tank container has a semitrailer, it must be equipped with guard rails.

Documentation

- The basic document for loading and transport is the Synthopol-CMR. It is a mandatory requirement for the driver to enter the destination address to the field "Empfänger".
- Any other documents, such as your own waybills, are irrelevant and must not be given to Synthopol customers.

Examples of secure cargo



Sufficient cargo space is available,
the cargo has been properly secured,
condition of vehicle OK

→ Loading permitted



No continuous loading space
Preloaded cargo needs to be moved

→ Loading refused



Preloaded cargo inadequately secured

→ Loading refused



Defective tyre

→ Loading refused