

SM – 10 DRIVER REQUIREMENTS AND SAFETY INSTRUCTIONS	
1.	Purpose
1.1	<p>The purpose of this directive is to lay down strict rules and procedures for the carriage of goods, chemical and dangerous goods, pharmaceutical products for ERFOLG drivers, as well as for the contractor's employee who has entered ERFOLG, s.r.o. provides transport. Also provide assistance in prevention or eliminating safety-related situations during all processes such as loading, transporting and unloading goods, requiring the interaction of all parties involved</p>
2.	Carrier
2.1.	<p>The carrier is obliged to provide for the company ERFOLG, s.r.o. a vehicle which is suitable for carrying out the transport in question and which meets all the applicable legal requirements. It is also the carrier's responsibility to ensure that drivers are qualified to pursue their profession and have successfully completed all the necessary training to comply with legislative requirements, as regards the transport of dangerous goods. In addition, drivers should be fluent in English to be able to respond promptly to staff requests for loading or unloading.</p>

Version: 01

Revision N° 01 / 6.5.2020

3.	Driver
3.1.	For quality assurance, the driver's drivers are prohibited from taking samples of the goods. These may only be taken by qualified staff at the place of loading or unloading.
4.	Instructions before loading
4.1.	<p>- Drivers should always report when entering for loading or unloading and ask for instructions. These instructions may include emergency procedures, parking restrictions, the route to the place of loading or unloading and general information such as no smoking, alcohol and drugs, no use of mobile phones, speed limits, etc.</p> <p>- It is the driver's responsibility to use safety equipment exactly according to the specifications of the place of loading / unloading. The driver must bear in mind that the use of safety equipment also carries ancillary risks (eg safety goggles - may impair visibility, pears or hearing protection - may impair verbal communication, safety gloves - limit sensitivity in the hands, which is dangerous e.g. when driving a motor vehicle, safety shoes - insufficient feeling for pedal control when driving a vehicle, etc.)</p>

4.2.	<p>✓ Check the technical condition of the vehicle</p> <p>Before entering the place of loading, they should check that the vehicle is fit for the operation to be performed and that all the requirements set out in the carrier's instructions are met. It is also their duty to check that all safety equipment, such as: fire extinguisher, first aid kit, decontamination equipment or absorbent materials, is in the reserved place.</p> <p>Before each loading, the driver must check the technical condition of the vehicle, in particular:</p> <ul style="list-style-type: none">a) Refrigeration unit: functionality of the equipment, fans, temperature indicators, possibly fluid leaks, visible damage, functionality of the printing unit, etcb) Engine unit: check the operation of the lamps, stop lamps, fluid leaks, etc.c) Check the functionality of the GPS and the mobile phone
------	---

4.3.	<p>✓ Preparing the load compartment for loading</p> <p>(a) The cleanliness of the load compartment must be checked before each loading and unloading.</p> <p>b) Remove all impurities from the cargo area, in case of serious dirt, the driver is obliged to wash the cargo space in the self-service washroom (as described in SM-04).</p> <p>c) The load compartment must be empty, odorless before the vehicle is approached for loading.</p> <p>d) It is strictly forbidden to have in the cargo area: rubbish, broom, boxes of any kind, suitcase with personal clothes, bottles, food, leftovers from previous cargo, packaging materials from previous cargo, etc ..</p> <p>e) It is strictly forbidden to dispose of the cargo space with dirt at the place of loading !!!</p> <p>f) Each driver is personally responsible for the cleanliness of the vehicle, exterior, interior (cab) as well as the loading area, detailed in SM-04 (vehicle sanitation)</p> <p>g) Only tools that are an integral part of the cargo area of the vehicle are permitted in the cargo area, e.g. fixing rods, distribution wall and aids for fixing the goods of the device, which can be disinfected as well as cleaned according to SM-04 (Vehicle sanitation)</p> <p>h) After receiving the temperature regime from the dispatcher, each driver is obliged to set the temperature in the cargo space according to the</p>
------	--

Version: 01

Revision N° 01 / 6.5.2020

<p>assignment (+ 20C, + 5C, etc ..), at least 60 min. before loading, that the walls, floor and cargo space are adapted to the temperature specified by the manager.</p> <p>i) The driver is obliged to ensure that the cooling unit is set in continuous mode.</p> <p>(j) The cleanliness of the load compartment must be checked before each loading and unloading.</p> <p>k) Remove all impurities from the cargo area, in case of serious dirt, the driver is obliged to wash the cargo space in the self-service washroom (as described in SM-04).</p> <p>l) The load compartment must be empty, odorless before the vehicle is approached for loading.</p> <p>m) It is strictly forbidden to have in the cargo area: rubbish, broom, boxes of any kind, suitcase with personal clothes, bottles, food, leftovers from previous cargo, packaging materials from previous cargo, etc ..</p> <p>n) It is strictly forbidden to remove the dirt space at the loading location !!!</p> <p>o) Each driver is personally responsible for the cleanliness of the vehicle, exterior, interior (cab) as well as the loading area, detailed in SM-04 (vehicle sanitation)</p> <p>p) Only tools that are an integral part of the cargo area of the vehicle are permitted in the cargo area, e.g. fixing rods, distribution wall and aids for fixing the goods of the device, which can be disinfected as well as cleaned according to SM-04 (Vehicle sanitation)</p>
--

Version: 01

Revision N° 01 / 6.5.2020

	<p>q) After receiving the temperature regime from the dispatcher, each driver is obliged to set the temperature in the cargo space according to the assignment (+ 20C, + 5C, etc ..), at least 60 min. before loading, that the walls, floor and cargo space are adapted to the temperature specified by the manager.</p> <p>r) The driver is obliged to ensure that the cooling unit is set in continuous mode.</p>
--	--

4.4.

GDP regulations

a) The driver must ensure the temperature of the product according to the manufacturer's instructions. Different products (different temperature intervals) will be clearly separated during transport. In the event of a different temperature specified in the CMR document with the temperature specified in the order of ERFOLG, s.r.o., this condition must be reported immediately to the dispatcher. Subsequently, it is necessary to follow the manufacturer's instructions. The absence of odors and other impurities will be ensured during transport. The car will be secured by an alarm. Proper thermo-packaging, temperature-controlled containers will be used during transport. If the transported goods are handed over to another transport supplier, this may not be done without our consent. Cross-contamination must be avoided. Contamination by emissions, exhaust gases, odors, foreign bodies, packaging material and all other impurities must also be prevented.

b) Measuring instruments and equipment must be checked, calibrated. The driver must adhere 100% to the transport temperatures and records of transport temperatures must be available. The driver arrives for loading with the car ready for the required temperatures. No downward or upward deviations are allowed.

c) In case of non-compliance with the transport temperature, contamination with fragmentation material, chemicals or biological hazards, we must be immediately informed on tel. number specified in the order

	d) Failure to comply with all the conditions set out in point 4.2.2 of this Directive may result in contamination of the goods. Therefore, it is extremely important to keep only the goods that have been loaded at the place of loading and nothing else on the cargo area! Exactly described in this Directive 4.2.2 point d)
5.	Loading process
5.1.	<p>a) The driver is obliged to park the vehicle at the loading / unloading ramp according to the instructions. It is important to pay constant attention to safety, not only while driving, but also after bringing the vehicle to the loading / unloading ramp. When maneuvering, the driver should, if necessary, ask for help. Drivers must always take sufficient measures to prevent any movement of the vehicle.</p> <p>b) The driver is obliged to comply with the rules, regulations of the loading staff, warehouse.</p> <p>c) The driver must take over all necessary documents relating to the transported goods. The documents may contain: a serious letter, a delivery note, a safety analysis of the product, documents concerning dangerous goods, or a CMR transport document.</p> <p>d) If the driver is present during loading, he is obliged to check the goods loaded on him. In case of any non-conforming goods, visible damage, e.g. damaged packaging of goods, packaging, pallets, etc immediately contact</p>

	<p>the manager (ERFOLG s.r.o.), in no case do not leave the loading until ordered by the manager.</p> <p>e) The driver must report any discrepancy, e.g. if the address of loading / unloading / seal number / temperature in CMR / number of pallets does not match.</p> <p>f) If the driver is not present during loading, immediately notify the dispatcher (ERFOLG s.r.o.)</p> <p>g) After loading, the driver is obliged to secure, secure the goods (fixing rods, belts, etc.)</p> <p>h) After loading and securing the goods, the driver closes the cargo area, if possible so locks the cargo door, for the needs of GDP secures the door with a seal provided by the loading worker - in case of non-receipt of the seal from the loading worker contact the dispatcher immediately (ERFOLG sro) . The driver must not leave the load without the permission of the controller.</p> <p>i) Then record the seal number in the CMR</p> <p>j) when transporting samples, it is important to ensure that they are stored safely. Storage of samples in the cab should be avoided.</p> <p>k) during loading, the driver must not operate the equipment of one or the other party. In order for the driver to be able to operate such equipment, an agreement must be drawn up and signed between the carrier and the loading, which will contain all the training requirements, resp. training.</p> <p>l) when loading, it should ensure, in cooperation with the operator, that the maximum permissible gross vehicle weight is not exceeded. During the</p>
--	---

	loading of the vehicle, the driver should take all possible measures not to exceed the maximum permissible axle weights.
5.2.	<p>✓ Communication during loading</p> <p>Communication at the place of loading or unloading must take place in such a way that the requirements of one / the other party are understood and that all processes are safe. Each of the drivers is expected to know the language at the communication level, which means mastering the basic concepts for the needs of loading or unloading. In case it is required by loading (unloading), e.g. for the purpose of developing safety tests, drivers with active knowledge of English are used.</p>
5.3.	<p>✓ Health and Environment</p> <ul style="list-style-type: none"> · be informed of the health and environmental risks of products loaded on a vehicle, · deal with waste or leakage, · immediate reporting of unusual problems, events or incidents.
6.	Obligations of the driver during transport
6.1.	a) Confirm the planned route to the dispatcher, in case of changes inform the dispatcher, if possible, use only motorways, avoid second class roads and "shortcuts".

	<p>b) During transport under GDP regulation, the driver is obliged to check the temperature every 4 hours, with the exception of transport by ferry.</p> <p>c) Do not stop at regular intervals, cigarette stop, newspapers, etc ..</p> <p>d) Regularly contact the dispatcher by phone, GPS</p> <p>e) In no case talk about the nature of the goods transported or the route that will be used for unloading.</p> <p>f) Do not stop by hitchhikers !!</p> <p>g) Migrants: be very careful, especially when waiting for the ferry to GB. Safety is paramount! In case of any incident:</p> <ul style="list-style-type: none">- Immediately contact the manager / ERFOLG s.r.o.- After the arrival of the police, write minutes- Ask the police officer to enter a short message in the CMR, name, surname, identification number of the police officer, legible signature and stamp. <p>h) Watch out for fake cops. If the driver is stopped by the police, contact the dispatcher immediately, follow them to the nearest police station</p> <p>i) Each break longer than 45 minutes must be taken in guarded parking lots, more information www.iru.org</p> <p>j) The driver must not leave the vehicle, with the exception of lunch, dinner, hygiene, etc (in any case, the driver is obliged to lock all doors and have the keys with him at all times)</p> <p>k) In the case of two drivers, one driver must be present in the vehicle</p> <p>l) Each time you return to the vehicle, it is the driver's responsibility to check that all doors are locked and the seal is undamaged!</p>
--	--

Version: 01

Revision N° 01 / 6.5.2020

	m) Any accident, incident or suspicion must be reported immediately to the manager / ERFOLG s.r.o.
7.	Driver's procedure upon arrival at unloading
	<p>a) Upon arrival at the place of unloading, the driver shall park the vehicle in the place designated for that purpose,</p> <p>b) after the vehicle has been parked, the driver is obliged to report the arrival for unloading to the ERFOLG s.r.o. .</p> <p>c) upon arrival at the place of unloading, the driver shall enter in the CMR the date and time of arrival for unloading,</p> <p>d) for transport under GDP regulation - before the start of unloading, it prints out the course of temperature during transport only from the day and time of loading of the goods entered in the CMR during loading,</p> <p>e) is taken to the office of the warehouse / consignee of the goods, arranged in the company's work clothes. There, the driver is obliged to hand over the CMR, all accompanying documents about the goods and the temperature record with the time of the record from the time of loading the goods,</p> <p>f) after checking all accompanying documents, checking the non-violation of the seal (seal) and determining the unloading ramp by the unloading staff / consignee staff, the driver will park the vehicle in front of the unloading ramp,</p> <p>g) when transporting under GDP regulation - the driver switches off the cooling unit, the unloading worker removes the closure (seal) and the driver removes the mechanical lock, opens the loading space of the vehicle and</p>

Version: 01

Revision N° 01 / 6.5.2020

	<p>places the vehicle on a ramp. After this, the driver switches off the vehicle's engine, gets out of the vehicle and secures the vehicle against shifting with the wheel chocks,</p> <p>h) the driver is obliged to wear a reflective vest, wear work shoes and, if required by the warehouse employee, also use a headgear - a protective helmet. Only the driver arranged in this way can be present on the unloading ramp and supervise the correct unloading.</p> <p>i) prepare the vehicle for unloading (opening the door, unfolding the tarpaulin, removing the blocking parts, gurt).</p>
<p>7.1.</p>	<p>✓ Driver's procedure after unloading the goods</p> <ul style="list-style-type: none"> · After unloading, the driver pulls the vehicle off the ramp, closes the loading area and parks the vehicle in a parking space designated by the unloader. · In case of exchange of EUR pallets for unloading, the driver takes over the empty pallets in the area at the place designated by the consignee and stores them in the pallet storage space, which is a part of the vehicle. · If required, the driver will confirm the document of the number of pallets received, but in that case he is obliged to request a copy of this document. · After these operations, the driver is taken to the warehouse office, where he receives from the warehouse employee / recipient a confirmed original (or photocopy) of the temperature record and a confirmed CMR document on receipt of goods, where the driver is obliged to write down the date and time pallets.

	<ul style="list-style-type: none"> · If he was not allowed to be personally present at the unloading or a discrepancy was found during unloading by the warehouse / consignee employee, the driver is obliged to record these facts in the CMR and immediately inform the dispatcher of all records and wait for the dispatching opinion on the recorded discrepancy. Only after these operations does the driver end the transport. · If the driver is unable to contact the dispatcher and consult the opinion on the non-compliance, he must remain in place until he joins the dispatcher. · The driver then cleans the load compartment of mechanical impurities in a place that is not part of the unloading.
8.	GDP training for drivers
	<p>The driver must undergo GDP training to the following extent:</p> <ul style="list-style-type: none"> · Practical exercises in preparing the vehicle for loading, compliance with hygiene and sanitation procedures · Transport and adherence to temperature chains, product protection · Unloading and complete completion of records (CMR), transfer of records · Analysis of risks and critical points