

# New routines for transport companies from 13.03.20

## General information

- We are introducing new routines for transport companies in order to **ensure a safe working environment** for everyone during the coronavirus (Covid-19) pandemic.
- If there is a **suspicion that a driver may be infected**, the relevant transport company must be notified.
- If there is a **suspicion of coronavirus at a Moelven production unit**, Moelven shall notify all of the transport companies which provide transportation for that unit.
- **Keep a safe distance of at least 1 metre** (as recommended by the health authorities). The objective of these new routines is to avoid physical contact between those working in the dispatch office, fork lift drivers and truck drivers.
- Have an heightened focus on hand hygiene

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## Booking routines:

- This 'new routines for transport companies' document should be **sent to the booking manager** every time transportation is booked.

## Loading and unloading routines:

- The **truck driver parks at the designated space.**
- The truck driver must have the **following details written on sheet of paper that is legible from a minimum distance of 1 metre: a loading list and/or order number, final destination place and customs crossing place.** This is shown to the dispatch office personnel / fork-lift driver.
- **The truck driver prepares trailer** for loading and stays in his/her trailer cabin. Any truck drivers participating during loading should maintain a minimum distance of 1 metre from others working in the same area.
- **Cargo is loaded in the usual way and the truck driver secures the cargo as normal.**
- After loading, the **fork lift driver picks up the documents from the dispatch office and places them accessible for the driver on the trailer. It is important to keep a safe distance from each other (at least 1 m)**
- When the loading and securing of the cargo is completed, the **truck driver signs 1 copy of the delivery note document** and places it in the designated location or "mailbox" (to be set up locally).
- **The truck driver takes 2 sets of delivery notes**
- It is the **truck driver's own responsibility to check that the load is soundly secured.**
- The truck driver prepares the trailer and departs.

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It is possible to adapt these guidelines to meet specific needs at the individual production site