

Handbook for external carriers



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**Dear business partners,
Dear professional drivers,**

this manual is intended to familiarize you with our SHE (safety, health and environmental protection) standards.

With certification according to SCC^P, we meet the highest requirements within the framework of the SCC regulations - and the demands we place on our partners are correspondingly high.

Safety is always the highest priority at ELA and should guarantee smooth operation of your vehicle. Please take the time to familiarize yourself with our requirements.

Thank you very much!

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Note: The changes to the previous version are marked by blue font in this document.

1 General

This manual is part of all contracts concluded with our company. Compliance with it is mandatory.

The resale of orders that you have received through our disposition is generally prohibited, unless the subcontractor guarantees in writing the same SHE standards as ELA Container GmbH. An overview of these standards can be found in the company agreement. This regulates the standards bindingly.

All contractor employees are obliged to comply with the relevant EU directives, laws, ordinances, safety regulations, accident prevention regulations as well as workplace regulations and rules of the employers' liability insurance association. Please inform yourself about these regulations, which are relevant for the commissioned work, before you start working on the construction sites on behalf of our company.

As further requirements are stipulated in legal regulations, in particular occupational health and safety regulations, these regulations shall remain unaffected.

2 Contact

Communication between you and us is an essential factor for smooth order processing. Clear regulations help to facilitate targeted communication between contractor employees and contact persons at ELA.

2.1 Contact person for tour handling

ELA Disposition Haren, GCC, Groß Ippener, Tönisvorst:
Tel. +49 5932 506 432
Tel. +49 5932 506 435

ELA Disposition Frankenberg:
Tel. +49 5932 506 426

ELA Disposition Billigheim:
Tel. +49 5932 506 410

ELA Disposition Moosburg, Pettenbach:
Tel. +49 5932 506 420

2.2 Contact person at an ELA construction site

BV responsible person

ELA site manager → This information can be found in the tour list.
ELA construction team
Crane information Delivery
Foundation construction site access road

2.3 Contact for safety on construction sites

Tel +49 5932 506-425

3 Tour handling

If your company has been contracted to transport containers or any other cargo on our behalf, you will receive all relevant documents at the goods reception (truck registration) of the respective ELA location. Please note that **all original documents** (delivery, return and transfer bills) must be **handed in** there upon return. Only copies remain with the customer! Alternatively, these documents can also be sent by mail: lager@container.de

3.1 Registration at the goods receiving department (WEA)

Every carrier who wants to enter or leave the ELA premises is checked at the truck registration. It is important that the carrier can name an assignable **ELA document number** and/or a **contact person**. Otherwise, there may be considerable delays in loading and unloading.

The inspection staff checks whether the products and ID numbers listed on the **freight documents** correspond to the cargo. After checking and signing the freight documents, the vehicle is allowed to pass.

For safety reasons, every external company employee must take note of and sign an **external company regulation** when entering the ELA premises for the first time. This is available at Truck Registration and must be completed and returned there.

The following times apply to the **loading service**:

Location	Monday- Thursday	Friday
Haren (Zeppelin Street)	5:30 a.m. - 6:30 p.m. (or by appointment)	5:30 a.m. - 5:00 p.m.
Haren (industrial park, GCC)	6:00 a.m. - 4:00 p.m.	6:00 a.m. - 1:00 p.m.
Haren (Eurohafen)	6:00 a.m. - 3:15 p.m.	6:00 a.m. - 12:00 p.m.
Frankenberg	6:00 a.m. - 7:00 p.m.	6:00 a.m. - 4:00 p.m.
Billigheim (container)	6:00 a.m. - 7:00 p.m.	6:00 a.m. - 4:00 p.m.
Cheap home (package goods)	7:00 a.m. - 3:15 p.m.	7:00 a.m. - 3:30 p.m.
Moosburg	6:00 a.m. - 6:00 p.m. (or by appointment)	6:00 a.m. - 1:15 p.m.
Tönisvorst	6:00 a.m. - 5:00 p.m. (or by appointment)	6:00 a.m. - 2:00 p.m.
Trappenkamp	6:00 a.m. - 3:15 p.m.	6:00 a.m. - 12:00 p.m.
Austria (Pöchlarn)	8:00 a.m. - 4:00 p.m.	8:00 a.m. - 2:00 p.m.
England (Scunthorpe)	7:00 a.m. - 4:00 p.m.	7:00 a.m. - 2:00 p.m.

3.2 Shipping documents

Before proceeding to the premises, please check that you have been provided with the following documents:

- Tour list
- Route bills matched with the cargo (delivery, return and transfer bill)
- Directions, photos and site plans if needed

3.3 On the ELA premises

The speed limit of 20 km/h must be strictly observed on the **access road to** Truck Registration. This is controlled by speedometers!

From Truck Registration onwards, the speed limit on the **entire company premises is a maximum of 10 km/h.**

Then follow the markings for trucks on the premises to get to the **container loading** area:



At the loading line, please strictly observe the following **rules of conduct**:

- Switch off the motor.
- Dress in your protective gear.
- Wait at your cab for the shipper.
- Strictly adhere to the instructions of the loading personnel!
- Do not move in front of or behind the stacker under any circumstances!
- For safety reasons, remain at your cab throughout the loading process.

3.4 Load securing

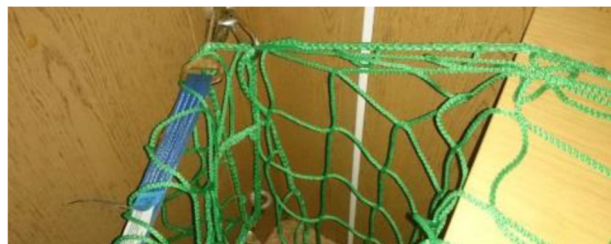
Please ensure the following before starting your journey:

- All container windows/doors must be tightly closed



The load must be securely locked or lashed down

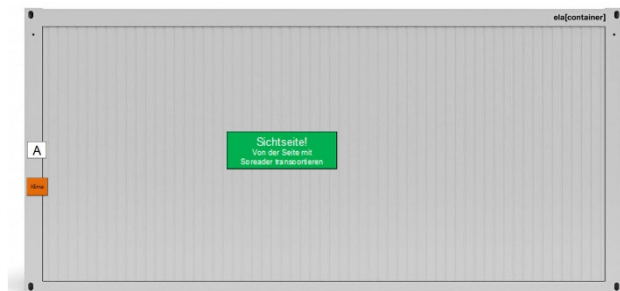
- Open end walls or longitudinal walls must be covered with tarpaulins
- The furniture must be secured with **at least two** tension belts and nets



- Edge protection must be used when securing the furniture to prevent damage to the furniture



- Any magnets on the container must be removed and turned in to Truck Registration / WEA prior to delivery.



3.5 Assembly preparation

For assembly work, it is essential to have the following on board:

- Underlay material for up to 20 cm per relining point
- Cordless screwdriver for loosening the container covers on board
- Complete and intact PPE



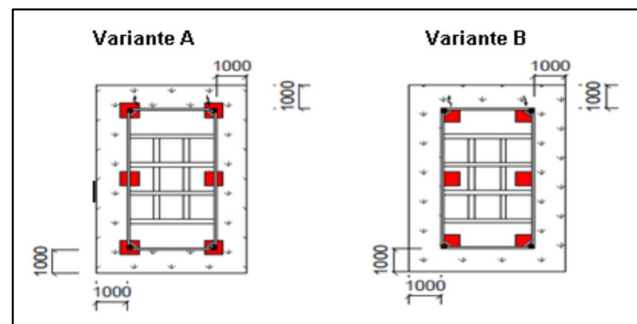
3.6 Delivery

The following must be observed when supplying the customer:

- The truck must be parked in a suitable area.
- The truck must be secured at danger points by yellow flashing lights or flashing lights.
- The workflow must be agreed with the ELA site manager (info is in the tour list) or with the customer.
- Check the access road and the installation area for their load-bearing capacity.
- The crane area must be cordoned off over a large area (see Fig.).
- Damage that occurs in connection with the delivery must be documented with photos.
- In case of any uncertainties or problems, please always contact the ELA dispatcher.
- ALWAYS keep the safety distance! Standing under suspended loads is strictly prohibited! (see Fig.).
- The container must be placed horizontally!
- The containers must be electrically connected to each other.



- Underlay the containers. Containers must always be underlaid 6 times, Tehnix containers even 8 times. The container can be placed in such a way that the container frame is flush with the underlay material or protrudes.



If the container is not set up properly, consequential costs such as additional travel costs by ELA truck will be charged in full to the carrier causing the problem!

3.7 Delivery, return and transfer note

- The delivery note/return bill must always be signed by the customer.
 - If the name is illegible, it must be written underneath in block letters.
 - If special trucks have to be used for construction sites, this must be noted on the delivery bill.
 - Site address changes and other remarks shall be recorded on the delivery bill.
- If the customer cannot be met in person, this must be noted on the tour documents.
- The delivery/return bill is made out in 4 copies. At least one copy must remain with the customer. The original must always be returned to the nearest ELA location.
- Alternatively, the document can be sent to the mail address lager@container.de.

3.8 Collection

The requirements for a pickup are the same as for a delivery. Attention must be paid to the following:

- Correct recording of the rental numbers
- Checking and writing down the number of furniture
- Inspection of the container cleanliness and non-damage
- Closure of windows and doors
- Proper securing of the furniture
- Clearance of the container roof (no objects may be left on the roof).
- Opening of all taps at sanitary containers!

In case of container damage, please take photos and report the damage to ELA by using the link below or the QR-Code.

<https://ela.jotform.com/230470943710956>

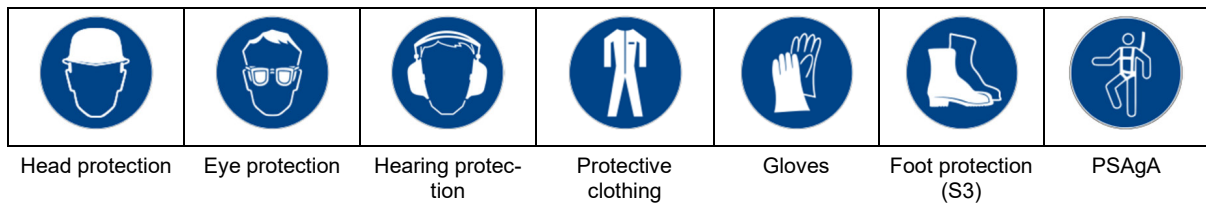


4 Occupational safety

Occupational safety has become a central issue in the economy throughout Europe in recent years. The individual states and companies attach great importance to a high SHE standard (safety, health and environmental protection), which has also been certified by our company through the SCC^P and ISO 9001:2008 certificate.

Please note that ELA Container GmbH pursues high security policy goals. Therefore, the application of all prescribed measures is mandatory without exceptions. Violations against our specifications will be documented and can lead to exclusion for follow-up orders!

The following **personal protective equipment** must be carried at all times and worn on the construction site:



4.1 Safe operation of lifting operations by the loading crane

1. Make initial preparations:
 - Determine the weight and center of gravity of the load.
 - Provide suitable slings and edge protection.
 - Perform a visual inspection of the slings.
 - Have underlay material ready.
2. Move the crane hook vertically over the center of gravity of the load.
3. Strike the load. Please hang up strands that are not in use.
4. Leave the danger zone!
5. Make sure that there are no bystanders nearby. If necessary, cordon off the danger area over a wide area. (see Fig. page 8)
6. During the test stroke, make sure that
 - the load does not get caught or stuck,
 - the load hangs straight,
 - all strands are equally loaded
7. Guide the load only with a guide rod/rope.
8. Transport the load to the destination.
9. Set down the load.
10. Secure the load against overturning or falling apart.
11. Loosen up/remove the slings
12. Hook the hooks of the slings into the pick-up ring.
13. Dismantle the crane properly.

5 Environmental management / Energy management

Our company is certified according to ISO 14001 (environmental management) and ISO 50001 (energy management). We have set ourselves the goal of making all aspects of our business activities as environmentally friendly and resource-efficient as possible. An essential part of this is the environmentally friendly and sustainable driving of our truck fleet and our external carriers. Here are some guidelines and tips on how you as a driver can contribute to this:

1. Economical driving:

Avoid sudden acceleration and heavy braking. This reduces fuel consumption and wear and tear on vehicle parts. Use cruise control to maintain a constant speed and optimise fuel consumption. Change to the next higher gear early to use the engine more efficiently.

2. Reduce idling:

Avoid unnecessary idling, especially when loading and unloading. An engine running at idle speed consumes fuel without moving the vehicle and produces unnecessary emissions.

3. Vehicle maintenance:

Ensure that your vehicle is serviced regularly. A well-maintained vehicle consumes less fuel and produces fewer harmful emissions. Check your tyre pressure regularly. Correctly inflated tyres reduce rolling resistance and save fuel.

4. Awareness:

Be aware that your driving behaviour has a direct impact on the environment and act accordingly.

By implementing these guidelines, you as a driver can actively contribute to saving energy and reducing resource consumption. In doing so, you will not only support our company's energy and environmental goals, but also the sustainable use of the environment and energy. Together, we can create an energy-efficient and sustainable future.

6 Notice Regarding Internal Exclusion List

As part of our internal quality assurance measures, we reserve the right to exclude certain transport companies from handling our transports. Please note that an internal exclusion list exists. When selecting subcontractors, please ensure that companies listed there are not assigned. For further information regarding the current list, please contact our dispatching department.