



## INSTRUCTIONS FOR DRIVERS

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**Activities and responsibilities upon arrival for unloading/loading to:**

**EUROGATE Logistics, Street Graniczna 8F, 54-610 Wrocław**

*in EUROGATE LOGISTICS SP. Z O.O.*

valid from March 25, 2024 until FURTHER CHANGES are introduced.

Prepared by:.....  
/signature/

**Contract Logistics Manager**  
*Łukasz Gottfried*

Approved by:.....  
/signature/

**Director of Administration and Quality**  
*Anna Lauk-Owczarek*

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## CHAPTER 1 General provisions

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### 1.1. Purpose of the Instruction

Ensuring safety during loading and unloading of goods at the Eurogate Logistics warehouse.

### 1.2. Participants

The instruction applies to all drivers loading/unloading goods at the Eurogate Logistics warehouse and specifies the rights and obligations of the Warehouse employees.

### 1.3. Scope of the Instruction

The instructions apply to Drivers staying at the Eurogate Logistics warehouse.

### 1.4. Legal Provisions

In matters not regulated by these instructions, legal provisions shall apply. Law provisions play a primary role.

### 1.5. Definitions

Eurogate	Eurogate Logistics Sp. z o.o.
Warehouse	warehouse hall and office next to the Eurogate Logistics warehouse, street Graniczna 8F, 54-610 Wrocław and the adjacent area,
Park Prologis III	complex, where the Warehouse is located,
Warehouse Administration Employee	an employee of the Eurogate Logistics Warehouse, responsible for verifying transport documentation related to the receipt/release of goods at the Warehouse,
Shift Manager	an employee of the Eurogate Logistics Warehouse, managing work in the warehouse during specific warehouse opening hours,
WMS	System for comprehensive warehouse management at Eurogate with a module for customer representatives enabling access to warehouse stock, issuing notifications and orders.

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## CHAPTER 2 General information

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A driver who has a driving license category entitling him to drive a given vehicle with which he enters the Warehouse and other authorizations resulting from separate regulations may enter the premises of the Warehouse.

1. Entry to the Warehouse area takes place through one of the two available entrance gates indicated in the Access Plan (Appendix No. 1).
2. The driver must have up-to-date occupational health and safety training and a medical certificate, as well as know the occupational risks associated with his work position.
3. The vehicle driver is strictly prohibited from entering the Prologis III Park with children or other persons.
4. The driver must have full documentation of the transported goods.
5. All orders and guidelines for conduct in the Warehouse are issued by the Shift Manager or a person designated by him.
6. Loading and unloading of cars in the Warehouse area takes place during the Warehouse's working hours and according to previously agreed notification hours.
7. The Warehouse's emergency doors are opened only in the event of an evacuation alarm or a life-threatening emergency. In unjustified cases, the use of emergency doors may result in the costs of the arrival of the intervention group of the security patrol service.
8. Parking of buses, cars, semi-trailers/trailers may only take place in zones designated for this purpose. A list of such places is available in the Warehouse Administration office.
9. The driver is prohibited from moving independently or entering rooms other than designated areas.
10. The driver may stay inside the warehouse hall only in the presence and with the consent of a warehouse employee, provided that he is equipped with a reflective vest and protective footwear, and follows the order to move only in designated traffic routes.

11. Places where Drivers may stay during the operation of the Warehouse are: loading bay area, warehouse yard area, a separate administrative and office part of the building - a room for Drivers.
12. During the operation of the Warehouse, the Driver may use the snack machines located in the Drivers' room at the Warehouse Administration office for a fee.
13. During the operation of the Warehouse, the Driver may use the toilet and shower located in the Drivers' room at the Warehouse Administration office.
14. After the Warehouse is finished, only toilets located in Prologis Park III (between halls DC2 and DC3) are available to Drivers.
15. It is prohibited to introduce or release pets or farm animals into the Prologis III Park.
16. The use of open fire and playing team games is prohibited on the premises.
17. Smoking is allowed only in designated areas - at the H ramp and at designated points in Prologis Park III.
18. It is strictly forbidden to bring alcohol, drugs and other intoxicants into the Prologis III Park, as well as to consume or use them.
19. When driving a vehicle within the Prologis III Park, the driver must comply with internal regulations and signs as well as road traffic regulations.
20. Outside the Warehouse's working hours, it is prohibited to approach ramps, office doors and emergency exits.
21. If it is necessary to provide first aid or there is a fire hazard during the warehouse's working hours, first notify a Eurogate employee and at the same time the appropriate services no. 112.
22. During the closing hours of the warehouse, the Driver staying in the Prologis III Park, in the event of the need to provide first aid or a fire hazard, should warn people in the danger zone by pressing the ROP button, the appropriate services, and then the Facility Manager or the person which replaces it.
23. The Ordering Party, by accepting the order or submitting a notification, confirms that the Driver will be familiarized with the content of this manual and will be obliged to comply with it before entering the Warehouse area.

## CHAPTER 3 Notifying the Driver at the Warehouse

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The driver reports his arrival at the window of the Warehouse Administration office.

1. In case of unloading:
  - a. The driver provides the Warehouse Administration employee with documents (PL, CMR, WZ) and obligatorily provides the plate numbers of the car and semi-trailer/trailers in order to verify the data whether they are consistent with the notification/order;
  - b. after positive verification, the Warehouse Administration employee provides the Driver with the ramp number (54-65, G, H) under which the car and semi-trailer/trailer are to be parked.
2. In case of loading:
  - a. The driver is obliged to provide the Warehouse Administration employee with the registration numbers of the car and semi-trailer/trailer;
  - b. after positive verification, the Warehouse Administration employee provides the Driver with the ramp number (54-65, G, H) under which the car and semi-trailer/trailer are to be parked.

If it is not possible to determine the ramp number for the Driver, he should stay in contact with the Warehouse Administration, from which he will receive information about the ramp assigned for a given loading/unloading.

## CHAPTER 4 Placing the vehicle, semi-trailer/trailer under the ramp

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Stanchions, protruding elements and stop bars should be protected against possible damage to the goods.

1. The floor of every bus, semi-trailer/trailer should be clean, dry, without holes and without grease stains.
2. Each bus, semi-trailer/trailer should be equipped with stop bars, belts to protect the goods from moving or falling out before unloading, and free from intense odors (fuel, paint, etc.).
3. Semi-trailers and trailers must have a ramp height - for safety reasons, trailers/semitrailers without a ramp height WILL NOT BE OPERATED.

4. The tarpaulin and roof of the vehicle must be tight and undamaged.
5. The customs rope should be whole and intact, allowing seals to be attached.
6. After the vehicle has been parked, the wheel chocks should be used by the driver to protect the semi-trailer against uncontrolled departure from the ramp.

## CHAPTER 5 Driver's activities before loading/unloading

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Before loading/unloading, the driver is obliged to:

1. Open the rear door or raise the tarpaulin (if the car has a self-unloading platform, lower it).
2. Make sure there is no person or obstacle between the vehicle and the ramp.
3. Reverse the ramp and stop the vehicle directly next to the bumpers.
4. Secure the car wheels with a chock after the semi-trailer is under the unloading dock, apply the handbrake and turn off the car engine.

## CHAPTER 6 Loading/unloading process

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1. The driver's presence at the warehouse during unloading/loading is not obligatory.
2. Before unloading begins, the Warehouse employee will check the seal numbers to see if they are consistent with the documentation provided and have not been tampered with.
3. In case of any reservations regarding the method and quality of loading/unloading, this fact should be immediately reported to the Shift Manager so that he can verify the situation and possibly correct the loading/unloading process, if the reservations are justified.
4. It is strictly forbidden to enter and leave the building through the loading/unloading ramp in the Warehouse.
5. It is forbidden to stay in the immediate vicinity of the platform, especially at the front of the ramp near the tilt hatch. The folding and unfolding flap is dangerous.
6. The ramp can only be operated by a trained Warehouse employee.
7. If damage to the goods is found, a Non-Conformity Report (Appendix No. 2) will be prepared in two copies (one for the Warehouse and the Driver). A scan of the protocol will be sent to the e-mail address indicated in the contract, or to another person submitting notifications via the WMS system or in documentary form with photo documentation.
8. The driver is **TOTALLY PROHIBITED** to start the engine and drive away from the ramp before collecting the documents confirming the completion of the unloading/loading operation, and must also strictly obey the external traffic lights located at the ramps, consisting of green and red lights. This system is coupled with the gate and provides information to the driver about the current process. When the gate opens, the light turns red and from that moment on, the driver is **TOTALLY PROHIBITED** from starting the engine and driving away from the ramp. In the event of a signalling failure, the driver must verify that the ramp is closed and the dock on which he was parked is inactive before leaving.
9. External signals of Eurogate ramps are shown in Fig. 1 and Fig. 2.

Fig. 1 – External signalling of the Eurogate ramp – green light.



Fig. 1 – External signalling of the Eurogate ramp – red light.

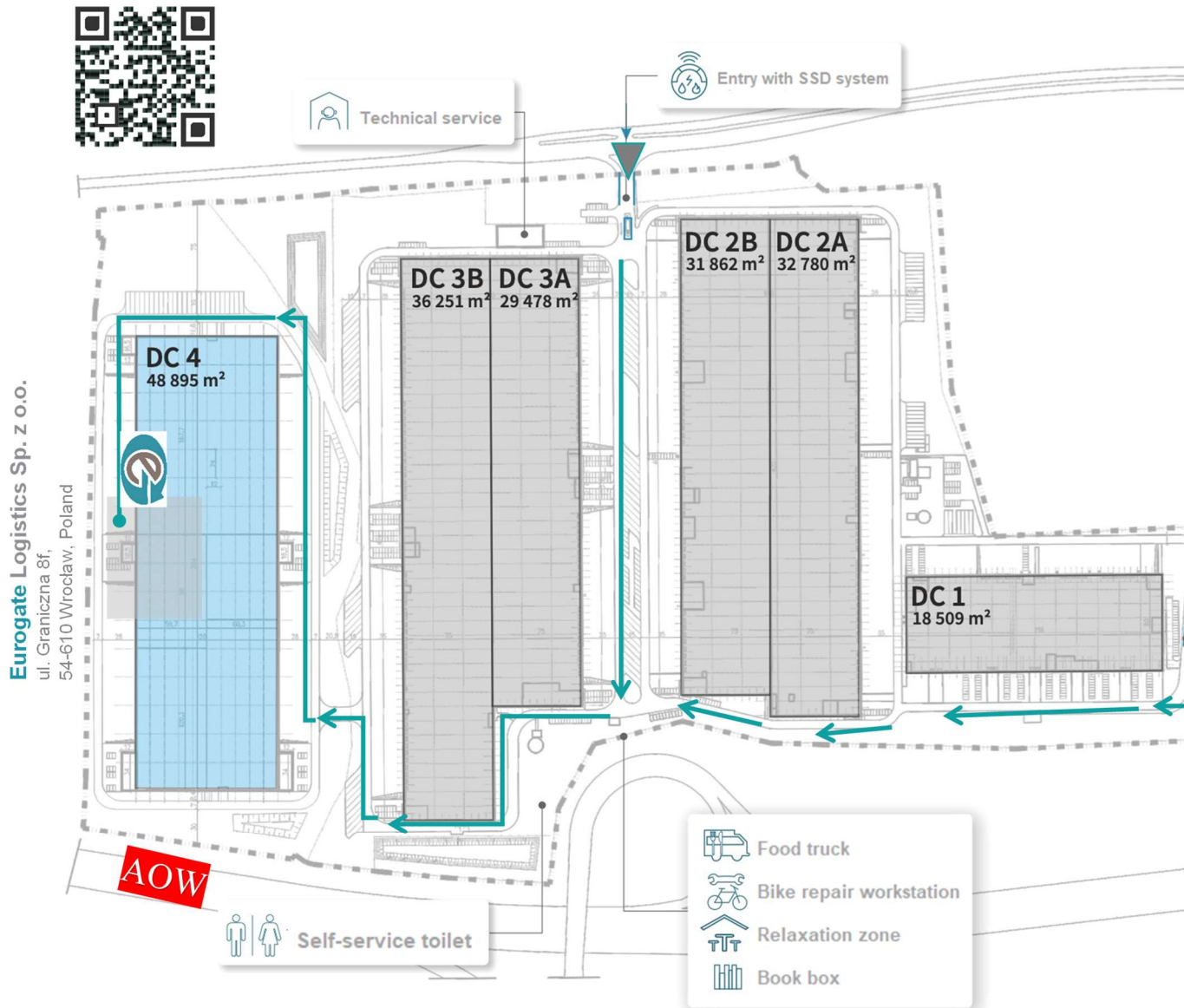


## CHAPTER 7 Driver's activities after loading


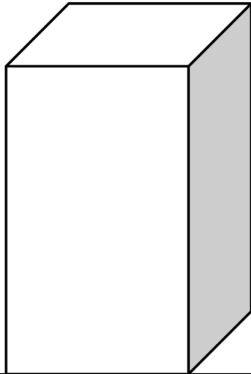
After loading, the driver is obliged to:

1. Secure the goods with stop bars or belts to prevent them from moving during transport.
2. Go to the Warehouse Administration window to sign and collect the documents.
3. After receiving the documents and making sure that the dock has been closed (which will be indicated by the external lighting system), the Driver can drive away from the ramp.
4. Upon acceptance of the acceptance document without any reservations, the Driver assumes full responsibility for the condition of the load.

## Annex No. 1: Access plan








## Annex No. 2: Transport non-compliance protocol

	<b>PROTOCOL OF NON-COMPLIANCE</b>	
Number of Protocol:		date:
WAREHOUSE:	DAMAGE/DISCREPANCY: RECEPTION:	RETURN:
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
<b>Identification of delivery to the warehouse:</b>		
Plate numbers of vehicle:	PZ document number:	WZ document number:
<b>TRAILER CONDITION (optional):</b>		
Stop bars present?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Damaged floor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The condition of the tarpaulin	.....	
Transportation belts present?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Loading stabilization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driver present?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Damage/discrepancy identification:</b>		
Customer Name:	Quantity:	
Order number:	Unit Type:	
Product name:	Goods location:	
Pallet identification code:		
Logistic unit:		
<b>DAMAGE/DISCREPANCY:</b>		
Location of damage to the goods:   <ul style="list-style-type: none"> <li><input type="checkbox"/> A – Top</li> <li><input type="checkbox"/> B – Down</li> <li><input type="checkbox"/> C – Left side</li> <li><input type="checkbox"/> D – Right side</li> <li><input type="checkbox"/> E – Front</li> <li><input type="checkbox"/> F – Rear</li> </ul>	Type of damage/discrepancy:  <input type="checkbox"/> Lack <input type="checkbox"/> The goods are incomplete <input type="checkbox"/> Surplus <input type="checkbox"/> Damaged packaging <input type="checkbox"/> Wet <input type="checkbox"/> Dirty <input type="checkbox"/> Internal damage <input type="checkbox"/> Other (description below)	
<b>NOTES/DESCRIPTION:</b>		
<b>SIGNATURES:</b>		
CUSTOMER:	DRIVER:	EUROGATE WAREHOUSE:
<i>Date and Signature</i>	<i>Date and Signature</i>	<i>Date and Signature</i>





Instructions for Drivers – handy version for those staying at the facility  
EUROGATE WAREHOUSE WROCLAW

<p><b>PROHIBITION:</b> Opening emergency doors only permitted in the event of an evacuation or life-threatening alarm.</p> <p>In unjustified cases, the use of emergency doors may result in the costs of the arrival of the intervention group of the security patrol service.</p>		
<p><b>ORDER:</b> It is the driver's responsibility to secure the car wheels with a chock after placing the trailer under the dock, apply the handbrake and turn off the car engine.</p>	<p><b>Mandatory:</b> Stay on the premises of the "Eurogate Warehouse" facility during unloading/loading operations and be at the disposal of the warehouse staff.</p>	
 	<p><b>Mandatory:</b> wearing a reflective vest and protective footwear.</p>	
 	<p><b>Mandatory:</b> to follow the orders and guidelines of the Warehouse employees.</p>	<p><b>Prohibition:</b> moving around independently and entering rooms outside designated areas.</p> 
	<p><b>Prohibition:</b> using open fire, bringing, consuming or using alcohol, drugs and other intoxicating substances.</p>	<p><b>Prohibition:</b> operating ramps and other warehouse equipment.</p> 
  		

## Annex 4: Instruction update card

date of change	Content of the change, signature of the reviewer
<i>Publication 02, From date. .....</i>	<i>He made the review: .....</i> <i>Signatures</i>