METALIS GROUP	**LOADING - UNLOADING PROTOCOL**	ed.2021-06

Carriage company:	**Welcoming company:**
Represented by: **Date + signature of the qualified Representative:**	METALIS SAS ROUTE DE POULIGNEY F-25640 CHAUDEFONTAINE **METALIS contacts:** *HSE coord.: A. GLEYZE +33 6 70 06 36 64* *Purchaser: E. CAGNON +33 6 74 30 30 99*

The carrier must commit to give this protocol to the drivers belonging to his company and to make respect it.

P.P.E.	Wearing safety shoes is mandatory	Wearing a safety jacket is mandatory

WELCOME	**- Opening times of the plant for carriers:** Shipments: **8am - 4pm** Reception: **8am - 12am**

CIRCULATION	- Obligation to follow the attached <u>circulation plan</u> to circulate within the plant. - Respect speed limits (**15 km/h**) and road signs. - Respect the instructions given by METALIS staff. - Use pedestrians crossings, give priority to the fork-lifts.

TRANSPORT	=> Cleaned vehicle => Compliant packagings and labelling => Staking of palets forbidden => Safe storage of the packaging **(responsability of the carrier)**

FIRE	- In case of fire alert (alternated alarm), follow METALIS staff - Go to the assembly point - Do not run!

ACCIDENT	- If you witness an accident => Warn the closest people or phone the emergency number	***With external phone: 15*** ***(0 15 with METALIS phone)***

POLLUTION	- In case of leak or liquid pollution, weat at least safety glasses
	  and gloves
	
	 - Use absorbents which are at your disposal (sand, rags, carpets…)
	  and blocking devices if existing.
	
	 - Make warn the maintenance department to block the waterway if the liquid goes inside.

LOADING / UNLOADING

- Park your vehicle on the loading-unloading area (engine switched off and vehicle wedged).
imperatively use shims parking

- If the transport is concerned by the ADR regulation (chemicals, dangerous waste...), **the loading-unloading must be done by the truck driver who received the necessary training and authorization for this operation. <u>Be careful: no ADR consultant on METALIS plant.</u>** In the other cases, the operation must be done by a fork-lift driver of METALIS, under the control of the truck driver, in order to check the weight distribution and the safety storage.
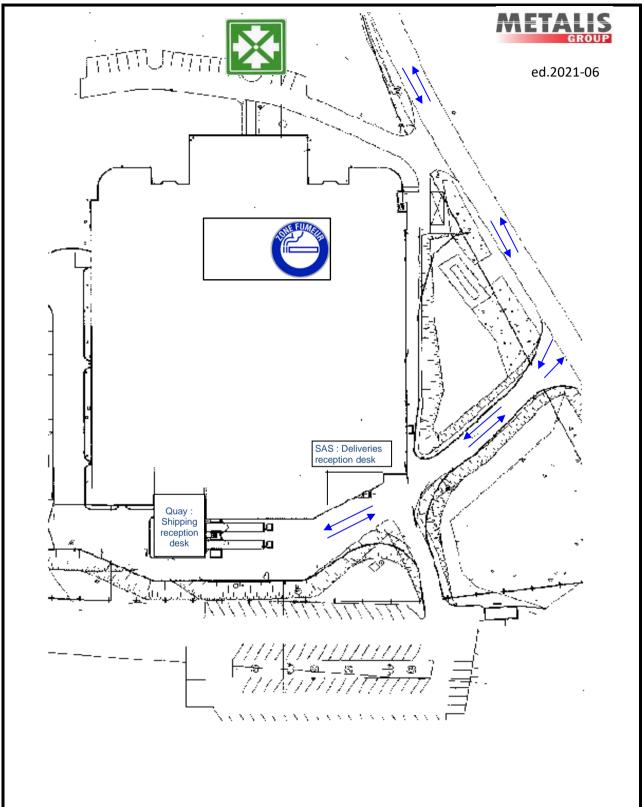
- Forbidden to use METALIS equipments or to circulate within the plant without authorization.
- Forbidden to be situated under the loads during loading / unloading.
- Forbidden to have passenger coming out of the vehicle.

In case of damage on METALIS goods, please warn **Mr David MARAUX** (+33 6 01 55 34 67) or **Mr Raphael JAVEL** : +33 (0)6 88 34 37 87

In all cases, the truck driver stays at the loading / unloading place

=> Original handed to the Purchasing dpt	*=> Copy handed to the Carriage company*

ZONE FUMEUR

SAS : Deliveries
reception desk

Quay :
Shipping
reception
desk

=> Upon arrival, present yourself at the deliveries reception desk, for incoming merchandise,
or at the shipping department reception desk, when collecting merchandise.
=> To access toilet facilities and drinks vending machines, ask to the reception desk:
on the plant, you must be accompanied by a METALIS employee.

THANK YOU FOR RESPECTING THE RULES DEFINED IN THE SAFETY PROTOCOL