

# DOMEL

Domel, d.o.o., Otoki 21  
4228 Železniki, Slovenia  
Tel.: +386 4 51 17 100  
Fax: +386 4 51 17 106  
[www.domel.com](http://www.domel.com)  
e-mail: [info@domel.com](mailto:info@domel.com)

## **Guidelines for carrier (transporter)**

**Železniki, 1. 11. 2020**

# TRANSPORTER MANUAL

1. **The equipment and behaviour of drivers** on the premises of Domel are defined in the instructions on the next page. When loading/unloading you must follow the courtyard rules.
2. **When loading and unloading the driver must be present.**  
If the quantity defined in the CMR does not match the actual quantity on the vehicle, the difference is the transporter's responsibility.
3. **The address given for unloading should be followed strictly.** In cases of a vehicle defect, congestion or other difficulties that lead to a delay, you need to notify the purchaser who will then inform logistics.
4. **If the actual delivered quantity does not match the quantity in the delivery documentation,** or if the goods or packaging are damaged, this must be written down on the CMR together with the signatures of the driver and warehouse employee.
5. **The movement of goods** from one vehicle to another is only allowed if it is agreed in advance or in the case of collected shipments. If it is agreed then you must photograph the goods when they have been moved.
6. **Vehicles must be clean, dry and free of odour.** Goods must be protected from the direct sun.
7. The transporter must **insure the goods during transport.**
8. In the case of **transport in coolers,** then a maximum temperature of 180 degrees Celsius is allowed. If there are any different requests then they must be agreed in advance. During transport the temperature must be measured and noted. When unloading you need to enclose the temperature report with the rest of the transport documentation. The supplier must write down on the packing list the exact time when the vehicle left the company.
9. **In cases of theft** you need to notify the police and purchaser immediately.

|   |   |  |   |
|---|---|--|---|
|    | Mandatory wearing of a reflective jacket!   |     | Unauthorised persons are not allowed to enter the production area!  |
|    | Mandatory wearing of protective shoes!  |     | Open fires are not allowed!   |
|    | Maximum allowed speed in the courtyard is 10 km/h.  |    | Smoking is allowed only in the defined area.  |
|   | Attention!<br>This is an area with industrial vehicles  |    | Filming and photography on the premises of Domel are forbidden without previous permission.   |
|  | Do not stand under a raised load!   |   | Drivers can only stay in the unloading or loading area. Other areas may only be entered with escorts, except for arranging documents in the forwarding service. |
|  | It is forbidden to stand in the working area of vehicles!   | <b>WC</b>  | Drivers must use the outside toilets.   |
|  | Under video supervision.  |  | Dispose of waste only in the designated receptacles, following the directions for waste separation.   |
|  | Follow the instructions in the fire regulations.  |  | Observe all traffic and warning signs.  |
|  | The intake and consumption of alcoholic beverages, drugs and other intoxicating substances is prohibited. |   | Drivers must follow the instructions of the responsible employees of Domel.   |