

## **Loading**

In order to assume our responsibility in the area of load securing and occupational safety, we carry out random checks.

The basis of the review are the following legal requirements:

- Other legal regulations from the StVO (road traffic regulations):  
Section 22 StVO  
charge must be specially secured against falling and noise
- Other obligations of the driver:  
Section 23 StVO  
The road safety of the vehicle must not be affected by the load. The responsibility lies with the driver
- Vehicle supply:  
Section 30 (2) StVZO (Road Traffic Licensing Regulations)  
No may be harmed or endangered by the normal operation of vehicles.
- Responsibility for the operation of the vehicles:  
Section 31 paragraph 2 StVZO Responsibility of the vehicle owner for the road safety of the vehicle and load.

The checks are intended to ensure the legally secure implementation of the current rules on load securing.

Vehicles and their superstructures, as well as load securing equipment and methods, must comply with existing laws, standards and rules.

### **Scope:**

All forwarders and companies that deliver or take over goods from INNO FRICTION GmbH are checked.

In addition, the following regulations apply to occupational safety:

All non-corporate persons who are in the area of loading or unloading must wear safety shoes and warning vests.

We expect the freight forwarders to comply with the current regulations on load securing.

## **Shipping Instructions**

FCA or Ex works Freight:

- For shipments up to 30 kg UPS must be used - UPS customer-No.: 557739
- For shipments heavier than 30 kg, the shipping company Dachser in Koblenz is to be used within Germany
- If you do not have a routing order: Please send pick-up orders to [Martin.Zoeller@Innofriction.com](mailto:Martin.Zoeller@Innofriction.com) and [Iris.Koch@Innofriction.com](mailto:Iris.Koch@Innofriction.com)
- The registration must specify the pick-up date and the goods issue times, pallet number with dimensions, weight, contact person and reference numbers
- Registration must be made by 1 a.m. the day before

Express shipments as well as freights that are to be shipped outside of Germany must be coordinated in advance with the logistics of INNO FRICTION GmbH.

For this purpose, the following contact persons are at your disposal

Ms. Iris Koch, Head of Master Planning & Logistics, Phone +49-2682-708-271,

Mail: [Iris.Koch@Innofriction.com](mailto:Iris.Koch@Innofriction.com)

Mr. Martin Zöller, Master Planning & Logistics, Phone +49-2682-708-126,

Mail: [Martin.Zoeller@Innofriction.com](mailto:Martin.Zoeller@Innofriction.com)

Mr. Thomas Stadler, Master Planning & Logistics, Phone +49-2682-708-134,

Mail: [Thomas.Stadler@Innofriction.com](mailto:Thomas.Stadler@Innofriction.com)

For any other queries, please contact the above mentioned contact persons.

## Packing Instruction

Goods inwards process:

**Delivery address:** INNO FRICTION GmbH  
Industriestrasse 7  
57577 Hamm/Sieg  
Germany

**Delivery times:** In the goods receipt department, the delivery times (forwarding agents, parcel services, self-suppliers) are as follows:

Monday to Thursday: 7:00 a.m. to 12:00 p.m.  
12:30 p.m. to 3:00 p.m.

Friday: 7:00 a.m. to 1:00 p.m.

No deliveries on weekends, celebrations or bridge days!

Exceptions must be agreed with the listed employees of the Master Planning & Logistics department on a case-by-case basis.

**Load carriers:** Euro pallets, IPPC stamped disposable pallets, folding frames, IPPC stamped mini pallets, lattice boxes and packages

Only intact pallets must be used. What does intact pallet mean?

- No missing or defective spacing blocks or boards
- No rotten spacer blocks or boards



Only intact lattice boxes are to be used. What does intact lattice boxes mean?

- Grid boxes, which have the following error images, are assumed only with reservation, there is no lattice box exchange. The repackaging of the shipment is charged to the supplier, the return transport of the defective lattice boxes must be arranged by the supplier for us free of charge.



### **Demands for deliveries**

Each packaging unit (sub-packaging) must be clearly labelled with:

- part designation,
- INNO identification number,
- Order number and
- Quantity
- several pallets per INNO identification number additionally with a pallet number (e. g: 1/2, 2/2, etc.)

If a documentation e. g. first samples or factory test certificate was required in the order, this must be chipped in with the delivery. In this case, the outer packaging must have a clear marking.

The marking must be affixed to the outside not losable.

Old or invalid stickers, tags or labels must be removed before delivery.

If a load carrier contains several packages, a collective load carrier shall be used. Collective load carriers must be clearly marked as such. Each package on a bulk carrier must be unique and easily identifiable.

### **Requirement for packaging**

In the case of deliveries, the supplier is obliged to ensure quality up to the destination. The packaging must be approved by INNO FRICTION GmbH. The supplier must ensure that the quality of the delivery is not affected by the proper packaging and transport to the recipient.

The delivery weight of pallets and lattice boxes must not exceed 750 kg. Deviations in weight must be coordinated with the above-mentioned contact persons of Master Planning & Logistics.

Packaging material must not protrude at any point in the outer packaging. Brackets or nails are not allowed. Alternatively, plastic tapes or foil bandages should be used.

According to the expected loads a stable and load-bearing transport packaging shall be used. Parts should be easily removed from the outer packaging.

Carriers must always be delivered in a grease-free state. Rust infestation must be ensured by appropriate corrosion protection packaging such as VCI paper.

The carrier commissioned by INNO FRICTION GmbH is entitled to reject defective pallets. Deliveries of goods on defective pallets are rejected at the time of the goods acceptance or, if necessary, repackaged and the additional costs incurred are passed onto the supplier.

### Accompanying documents

Delivery notes must be clearly affixed to the outside of the loading carrier.

The delivered goods must be declared on the delivery note with order number, quantity, INNO identification number and batch. The delivery note or consignment note is signed by an employee of the goods receipt to confirm receipt of the goods.

For shipments whose packaging has been damaged during transport, acceptance is subject to reservation in principle. Costs incurred for any repackaging work or for goods that have been damaged due to defective packaging will be charged to the supplier further.