



## *Specific Delivery requirements for FR03*

---

**ECOLAB – FM LOGISTIC**, Rue Charles Marie Ravel 51250 Saint Martin sur le Pré

### **1. Safety**

All drivers will be required to comply with Ecolab safety policy and procedures. Site rules must be obeyed at all times.

The following standards are established and maintained at all warehousing facilities and apply strictly to all employees, contractors, and visitors.

Commitment for Transport company : at the truck arrival a Transport Safety Protocol will be shared with driver.

Transport company makes a commitment to respect the prescriptions of this protocol.

By the signature of this document, transport company recognizes to acknowledge with the present protocol and makes a commitment:

- To ensure that his drivers on the site FM Logistic acquainted with it
- To make so that the same drivers apply the prescriptions
- To give protection equipment to his drivers: safety footwear, fluorescent vest, safety glasses

In the case of transport of dangerous goods, transport company makes a commitment:

- To present the shipment documents of the already present goods in the unit of transport
- To present his ADR training certificate in effect and adapted to the transport to be undertaken
- To present the safety instruction in a language which he understands and to indicate and to placard the unit of transport according to the documents which are put back to him

Late shipments - must notify immediately if the delivery will be late.

At a minimum, the following Personal Protective Equipment must be worn

- Long sleeved shirts
- Full leg pants
- Safety glasses with side shields
- Safety shoes with toe protection
- High visibility clothing

All visitors must comply with the below safety requirements:

- NO alcohol,
- NO smoking (including the use of Electronic or any other types of artificial cigarettes),
- NO passengers are allowed on site
- The site speed limit is 30mph.

<b>Available equipments:</b>		
<b>On warehouse</b>	<b>type of trailer registered</b>	<b>type of loading requesting specific precaution or equipments</b>
Dock Dock for tailboard Ramp	<ul style="list-style-type: none"> <li>- Tautliner (covered trailer)</li> <li>- Van (drag with rigid wall)</li> <li>- Refrigerated unit (positive cold)</li> <li>- Refrigerated unit (negative cold)</li> <li>- Tank</li> <li>- Container</li> <li>- Commercial vehicle</li> </ul>	<ul style="list-style-type: none"> <li>- Reels</li> <li>- Tourets</li> <li>- Transport of dangerous goods (ADR)</li> <li>- Transport of foods products</li> <li>- Bulk transport of not palletized box</li> <li>- Transport of divers palletized box</li> </ul>

<b>Standard of undocking:</b>	
<b>Arrived on warehouse</b>	The drivers systematically have to park on the PL parking from their arrival (Except factory shuttles with fixed crenel) Then they have to go on foot at guardroom
<b>Recording at guardroom</b>	To proceed to the recording, the driver will have to present: <ul style="list-style-type: none"> <li>- His ID card</li> <li>- For a supply: the supplier and the number of supply / order / packing list / delivery</li> <li>- For a removal: the receiver (for which customer) and the order number</li> </ul>
<b>Access on warehouse</b>	According to the arrival time and to the planning appointment the driver will be: <ul style="list-style-type: none"> <li>- directly directed in (un)loading area</li> <li>- or put on hold and equipped with a beep of alert. In this case, he can join his cabin or stay in the rest room of the guardroom</li> </ul> <b>The access to the site will be made only after acknowledge of the protocol specifications</b>
<b>Security requirements</b>	<p>The site is certified OEA (Approved Economic Operator). In this context, you are under video surveillance and under access control. The park on the PL parking is forbidden after the (un)loading operations. In every case, the park will be forbidden outside the opening hours of the warehouse.</p> <p><b>In case of breakdown, a special authorization will have to be asked to the warehouse manager to being able to park on this parking.</b></p> <p>The staff of the company reserves the right to proceed or to make proceed to an inspection of the vehicle and its load. In case of doubt striking a blow at the integrity of the vehicle or the goods, the company reserves the right to refuse the (un)loading operation.</p>

**Risks and prevention measures:**

<b>Traffic on the internal road</b>	<b>Traffic hampered by the vehicle parking</b>	Park is forbidden on crosswalks, in front of the doors of docks, emergency exits or fireman access Opening of doors only when the vehicle is perpendicularly positioned on the dock
	<b>Fall of the cabin during the undocking operations</b>	No person authorized on stepladder when the truck is on the way
	<b>Pedestrian's presence on dock</b>	Started by warning lights during operations in reverse
	<b>Fall of objects of the trailer during the on-site traffic</b>	Mandatory traffic with the closed doors
	<b>Loss of trailer during the on-site traffic</b>	Training in the harness/unharnessing by the transport company Check of the good connection of the electric cords, the ABS and the flexible hoses
<b>Undocking</b>	<b>Misuse of FM's equipments: driver accident</b>	Using FM' equipments is forbidden: door of dock, dock or forklift. Prohibited access in the (un)loading areas to the tierce external people The operations are realized by the FM staff. One manual liift pallet can be given to the driver in case of the undocking requirements are not respected.
	<b>Fall of height</b>	To go in or out the warehouse by the dock door is forbidden
	<b>Fall of height during the (un)loading operations on tailboard</b>	Specific undocking on tailboard dock (available in every undocking area)
	<b>dock default, vibration: FM employee accident</b>	Follow the road marking to find a way and well position Upgrade of the tray at the level of the dock trailer in good condition: no slippery floor, no leaky floor, no suspended hooks, no cover loose, presence of side rails on all the length and 2 sides
<b>(Un)loading operations</b>	<b>Departure of the dock by the driver before the end of the (un)loading operations</b>	Mandatory presence of driver on docks during the (un)loading operations (waiting the end of operations in the cabin is forbidden) - Except container and picks up If the driver cannot be present (defect of equipments), the keys of the cabin must be put backto the FM employee in charge of the operations The signature and the delivery of shipment documents validate the end of the operations

	<b>Shift of trailer picked up during the (un)loading operations</b>	Positioning of crutches very upright, not put on manhole covers Mandatory positioning of a candle up 10cm behind the kingpin Implementation of the brake of park Obligation of wedging of the undocking trailer: hold positioned contrary to the dock, stuck well on the wheel
	<b>Movement of trailer during the (un)loading operations</b>	Obligation of wedging of the undocking trailer : hold positioned contrary to the dock, well stuck on the wheel Starting the operations when the brake of park is activated and when the engine is stopped
	<b>Fall of objects in the trailer during the (un)loading operations</b>	Mandatory presence of the driver on dock during the operations The driver cannot move inside the trailer or in the forklift area during the operations During ramp operations, the installation of the parking brake will be checked and the driver will be kept a good distance from the loading area.

<b>Doubtful behavior, impoliteness, incivility</b>	Eviction of the site, call to the police, site access forbidden
--	---

**In case of non-compliance with all the requirements registered in this protocol, FM reserves the right to refuse to (un)load**

## **2. Package labelling:**

All containers (drums, bulk, bags, etc.) must show:

- The raw material number, lot or batch number, weights, and must align with all paperwork
- Lot or batch numbers must be traceable to a manufacturing date. The word "lot" or "batch" must precede the number (e.g. Lot#-9999)
- Weights on all containers must have gross, net and tare weights clearly shown and must match all paperwork
- Labelling of hazardous goods must comply with current regulations
- Drums/IBCs must be clean, sealed and labelled properly as per general requirements, have no leaks, loose bungs, dents or use reconditioned sign, and be in serviceable condition
- Product labels must adhere to containers - Bags must be palletized and stacked straight, interlocked and shrink wrapped
- Pallet must be of adequate strength to support material.
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods

### 3. Package Standards:

- Unless required: Drums/IBCs must be clean, sealed and labeled properly as per general requirements (paragraph 2), have no leaks, loose bungs, dents or use reconditioned sign, and be in serviceable condition
- Product labels must adhere to containers
- Bags must be palletized and stacked straight, interlocked and shrink wrapped
- Pallet must be of adequate strength to support material. No torn bags accepted
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods

### 4. Site Access

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away:

Unloading by appointment:

By phone: 00 33 3 51 41 60 56

By mail: [djacquot@fmlogistic.com](mailto:djacquot@fmlogistic.com)

Mandatory information required when booking in.

- Ecolab purchase order number(s) or Delivery number (s) or Loading Reference (s)
- Number of pallets
- Name and Contact details of person booking in.
- Products/origin
- Carrier
- Delivery paperwork via email
- You will be issued a timed booking slot, and a unique reference number that the driver must quote to the security office upon arrival in order to be admitted.
- The vehicle will be refused entry onto site until 30 minutes before the booking time.
- Any delivery arriving onto site over 30 minutes late after the booking time will be either tipped on the next available free booking time or could be refused and asked to rebook for a later date.
- All deliveries must arrive with the correct delivery documents presenting order numbers quoted on booking.

### 5. When sending your invoices to Ecolab please use the below methods:

Please ensure that any documents issued to this entity follow all applicable instructions, to facilitate their timely payment.

- Mailing address

*Iron Mountain  
c/o Ecolab  
PO Box- 143 FR  
SK-820 15 Bratislava*

- Email address : [AP-documents.FR@ecolab.com](mailto:AP-documents.FR@ecolab.com)

By sending invoices please make sure you adhere to the following requirements:

- Always indicate the PO number on the invoice.

- Only PDF/A format is accepted
- Invoices including attachments must be scanned and sent as 1 pdf
- One invoice = one pdf (no multiple invoices in one pdf allowed)
- Maximum 20 invoices in one e-mail
- In one e-mail only invoices for 1 Nalco\Ecolab legal entity allowed.
- The text field of your e-mail will not be considered.
- The email size cannot exceed 5mb

## **6. Invoice related queries:**

Name: Vendor Service Desk

Email: AP-Service.FR@ecolab.com

Phone: (+33) 1 76 77 46 71