

# INSTRUCTION DRIVER - DISTRIBUTION CENTER BLEISWIJK – DRY GOODS AND FRESH (AUTOMATED)

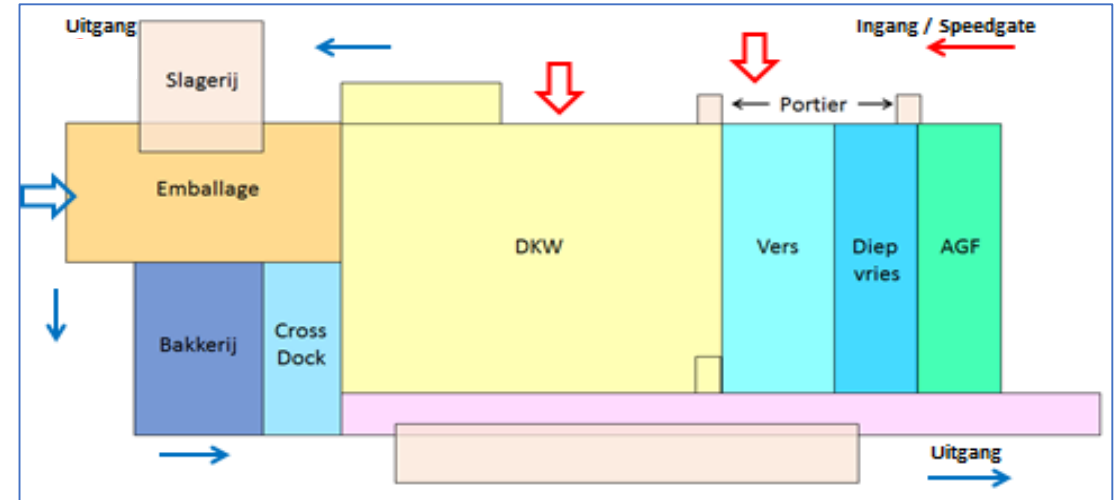
## Entry

- To get access to the site, the driver must report to Ingang/ Speedgate. By pressing the bell, the driver comes in contact with the porter.
- The porter decides whether the driver is allowed on the site. If so, the porter will indicate at which dock number the driver is allowed to park his truck. The doors of the truck need to be closed. (follow the **red route** on the map).

## Unload

If the driver brings goods for automated areas, the following guidelines apply:

- After docking, with the doors closed, the driver enters the building through the door of the porter's lodge where he gives the shipping documents to the porter.
- The driver goes inside to the dock where his truck is parked, opens the doors and, only when a sign of the Hoogvliet employee is given, he picks up an electric pallet truck from the loader.
- The driver unloads the pallets himself and then places them at the infeed point.
- The infeed point checks if the pallet measures up to the requirements of Hoogvliet. When a pallet does not meet these requirements, the system will refuse the pallet.
- The driver corrects the pallet (possibly on the instruction of a Hoogvliet employee) and places it again at the infeed point.
- When it's impossible for the driver to correct the pallet in such a way that it will be accepted by the infeed point, the driver will consult the Hoogvliet employee regarding the following actions.
- During the import there is a possibility that a quality and / or temperature check will be carried out by the Hoogvliet employee.
- When all the goods have been checked and found to be correct, the driver closes his doors and places the electric pump truck back on the charger.
- After the Hoogvliet employee has checked the pump truck, the driver picks up his signed shipping documents from the porter. Any deviations will be noted by the porter on the shipment documents.
- When goods are returned for whatever reason, the porter will make a note of this on the shipping documents.



## Leaving building and site

- The driver leaves the building through the door of the porter's lodge. The driver leaves the site immediately after unloading via the nearest exit.

## Empty goods (Emballage)

- When the driver needs to collect empty goods / containers, the porter will contact the empty goods department and provide a dock number where loading can take place. Also here, the driver enters the truck with closed doors and then the driver enters the building through the personnel doors number 12, 16 and 17 (the blue route on the map).

## Services

- Only the porter's lodges are equipped with a waiting room, coffee machine and toilet.

## Safety

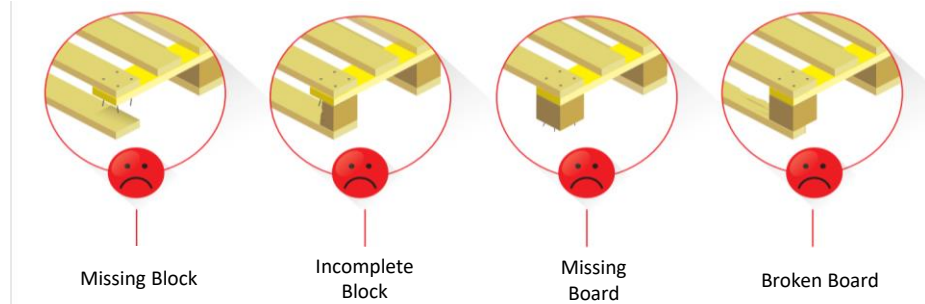
- During unloading of goods, the driver wears safety shoes and a safety vest and complies with the applicable safety regulations.

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## Quality of the pallet

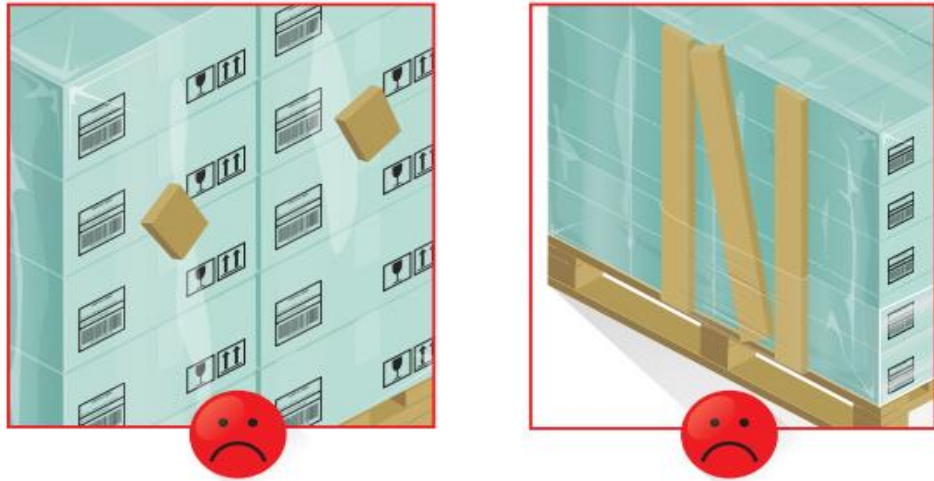
- Hoogvliet only accepts poolpallets in the automated areas.
- The pallet must be whole and clean upon delivery.

Most common problems that we see:



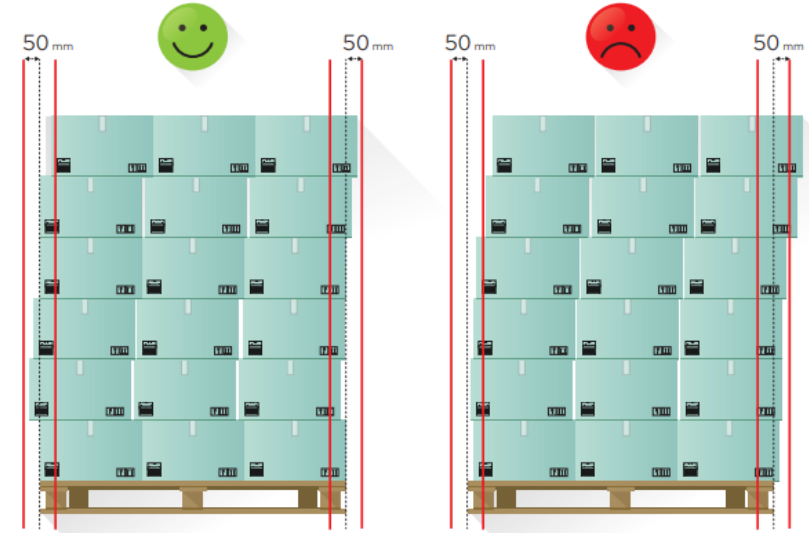
## Stacking the pallet

- The pallet surface must be flat.



## Pallet height

- The Pallet may not exceed 210 cm (including the pallet).



## Seal foil

- The pallet must be free of residual materials and end knots of seal foil
- The seal foil must not exceed over 1/3 of the fork opening of the pallet

If a pallet does not meet the quality requirements stated here, it may **not** be placed at the infed point. The driver makes the possible corrections. If this is not sufficient, the driver seeks consultation with the Hoogvliet employee.