

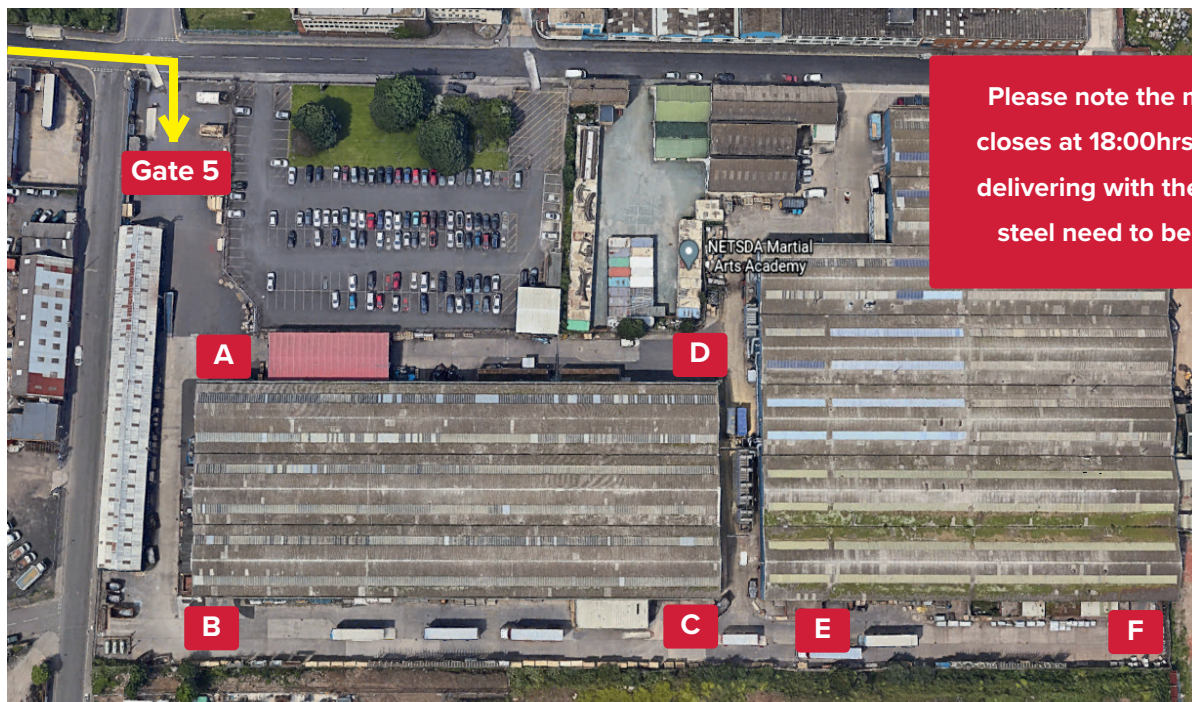
Expamet Site Delivery Plan

01429 866688



Delivery Times

Monday:	6:00 am to 16:00 pm	Breaks - 10:00 am and 12:30 pm
Tuesday:	6:00 am to 16:00 pm	Breaks - 10:00 am and 12:30 pm
Wednesday:	6:00 am to 16:00 pm	Breaks - 10:00 am and 12:30 pm
Thursday:	6:00 am to 16:00 pm	Breaks - 10:00 am and 12:30 pm
Friday:	6:00 am to 9:00 am	
Saturday:	Closed	
Sunday:	Closed	



On Arrival:

Drive through Gate (5) arriving at the barrier, speak to security or follow written instructions to the right hand side of the barrier. For all deliveries / collections, drive through barrier when raised and park up safely to the (left hand side). Walk back to security cabin and follow signing in procedure. Follow the arrow signs on the perimeter fence and walls of the factory. Drive towards Gate (A) when delivering (export containers, slit coils, cardboard boxes, tubes or miscellaneous items). Gate (C) for deliveries of (large steel coils), approach speed door with caution and drive forwards into unloading area. Use Gate (E) for Warehouse deliveries of all stock (finished goods).

Unloading Procedure:

Team Leaders / Material Handlers

	Method of offload	Maximum Lift
Wide coil (Gate C)	C, Hook / Overhead Crane SWL	9.5T (Tonnes)
Slit Coil & Misc products (Gate A)	Forklift - SWL 2T - Timbers between coils	2T (Tonnes)
Cartons, Tubes (Gate A)	Forklift - SWL 2T - Long products	2T (Tonnes)
Wooden pallets (Gates E & A)	Forklift - SWL 2T - Long products	2T (Tonnes)

(For wide coil) - EBP operator to unload vehicle and store in coil rack area using hook and OHC.

(For slit coil) - EBP operator to offload outside using FLT 2T SWL, in both cases the driver must assist the offloading process by preparing the vehicle for offload.

(For carton and tube deliveries) - EBP operator to offload outside using FLT 2T SWL, the driver must assist the offloading process by preparing the vehicle for offload.

(For finished goods deliveries) - EBP operator to offload outside using FLT 2T SWL, the driver must assist the offloading process by preparing the vehicle for offload.

Special Instructions:

Speak to security/gateman upon approach to the barrier, if he is unavailable you should contact the material handler/goods inward staff using the telephone numbers at the barrier. These members of staff will provide you with specific instructions relating to the gate necessary for offloading and site protocol.

Agreed by EBP
Logistics Controller: Paul Nicholson

Agreed by Head of Operations:
Michael Higham

Date: 7th November 2019

Date: 7th November 2019

Agreed by Transport provider rep:

Date: