

Tata Steel Netherlands Tubes B.V. Collection Plan  
Regulations external Road Transport  
Steel tubes (Maastricht, Zwijndrecht, Oosterhout)



Revision: 5.0 EN

Date: 01-08-2021 Valid until: 01-08-2024

1. Document Control	- 3 -	5. General requirements and terms	- 17 -
1.1 Purpose of this document	- 4 -	5.1 Access Control	- 17 -
1.2 Responsibilities	- 4 -	5.2 Mandatory Personal Protection Equipment	- 18 -
1.3 Inspection	- 4 -	5.4 Penalty policy	- 21 -
1.4 Validity	- 6 -	5.5 Trained / Untrained	- 21 -
1.5 Document control	- 6 -	6. Loading regulations	- 22 -
1.6 Authorization	- 6 -	6.1 General facilities	- 22 -
2. Tata Steel Netherlands Tubes B.V. Maastricht	- 7 -	6.2 Additional facilities	- 24 -
2.1 Reporting	- 8 -	6.3 Straps	- 25 -
2.2 Mandatory PPE	- 9 -	6.4 Securing of returnloads	- 26 -
2.3 Slot times	- 9 -	6.5 Securing Tubes	- 26 -
2.4 General site rules	- 9 -	6.6 Facilities on loading location	- 33 -
2.5 Entering the loading warehouse	- 10 -	7. Load Restraint Guidelines, Technical Information Sheets and Technical Advice Documents	- 34 -
3. Tata Steel Netherlands Tubes B.V. Zwijndrecht	- 11 -	8. Changes made to the previous document	
3.1 Reporting	- 12 -		
3.2 Mandatory PPE	- 12 -		
3.3 Slot times	- 13 -		
3.4 General site rules	- 13 -		
4. Tata Steel Tubes Oosterhout	- 14 -		
4.1 Report	- 15 -		
4.2 Mandatory PPE	- 15 -		
4.3 Slot times	- 16 -		
4.4 General regulations site	- 16 -		
4.5 Entering the loading warehouse	- 17 -		

## 1. Document Control

### Issues and publication

P&O Ferrymasters is charged with issuing and the publication of these requirements and maintains a record of the publication of the controlled copies so that amendment can be made in all relevant sections / areas and be distributed to all relevant parties.

This document is a part of the SOP. And is valid for a period of max 36 months but can be amended when necessary.

### Archiving

Documents will be archived for at least 3 years

### Approval and authorisation

The following officers must approve the chapters of the requirements (and all amendments) that are relevant to them:

Behalf Tata Steel Netherlands Tubes B.V.:

Behalf P&O Ferrymasters:

Contract manager

The Quality, Safety Coordinator of P&O Ferrymasters Ijmuiden controls this document. After approval P&O Ferrymasters will take care of further distribution of this document, this document will also be uploaded on the carrier info website.

## 1.1 Purpose of this document

A document for all parties: Tata – P&O Ferrymasters – the hauliers who are responsible for loading, unloading and transport of (and for) Tata Steel Netherlands Tubes B.V. (intended) material. The goal is that all parties are aware of the applying rules. This handbook is to be used to avoid discussions. The goal of this handbook is to enlarge the overall safety feeling.

## 1.2 Responsibilities

Hauliers are responsible for providing safe and damage-free transport. This document describes the minimum requirements. It does not relieve hauliers from responsibility for taking additional measures as they may deem necessary. Carriers retain full liability.

## 1.3 Inspection

- Checks will be performed based on the minimum requirements as described in this document. When a driver has not secured his load in accordance with the minimum requirements or the driver does not comply

according to the Tata and P&O Ferrymasters agreed Health and Safety regulations the vehicle will not be loaded, transport will be halted or the driver has to unload and leave empty.

- Non-conformances on the Tata Steel Netherlands Tubes B.V. sites will be communicated to P&O Ferrymasters. P&O Ferrymasters will send a formal complaint to the haulier; P&O Ferrymasters will inform Tata Steel Netherlands Tubes B.V. on a quarterly basis about the measures by using a “Dashboard”. Tata Steel and P&O Ferrymasters use a penalty point system; all non-conformances will be logged to measure the haulier’s performance.
- Checks may be performed during loading, in transit or at the unloading location.
- When a driver has not secured in accordance with the regulations transport will be halted. The Tata checker will decide whether the error can be solved or not. When the haulier can not comply with the

minimum standards the driver has to unload and leave empty.

- Accumulated penalty points may result in a ban from the Tata sites.
- Vehicles that do not meet the minimum requirements will be refused.
- Drivers should respect the regulations regarding the wearing of the mandatory Personal Protection Equipment as written in this document.
- Drivers must respect the general site and safety rules on the Tata site.
- Drivers must be aware that they are “representing” Tata when they deliver at the Customer.
- The haulier that received the original order from P&O Ferrymasters is considered the preferred supplier. This means the haulier must respect the minimum

requirements. P&O Ferrymasters and Tata allow hauliers to use their own preferred suppliers for collecting Tata loads. But it is the hauliers responsibility to make sure this carrier complies with minimum requirements of P&O Ferrymasters and Tata. The original haulier must be able to prove that his preferred supplier has been informed about the content of this document. *When a haulier does not inform his preferred supplier about the minimum requirements we will consider this to be a serious incident.*

- When you have questions, or something is not clear regarding these procedures do not hesitate to please contact P&O Ferrymasters immediately via telephone number + 31 (0) 251 262926. Or via the email [tubesplanning@pofm.com](mailto:tubesplanning@pofm.com)
- Although we have taken the greatest care to make this document as comprehensive as possible; in practice situations may occur that have not been included in this document. When such a situation

arises please contact P&O Ferrymasters immediately.

## 1.4 Validity

- This document remains valid for a maximum of 36 months; but can be amended earlier when necessary.

## 1.5 Document control

- Records of Tata Steel Netherlands Tubes B.V. Collection Plan will be archived for at least 3 years.
- Authorizations will be archived until they are replaced by a new authorization about the same part of the Collection Plan.

## 1.6 Authorization

- Consult all relevant departments when intending an alteration.
- Every amendment will be presented to the Contract Managers for authorization.

The document will be reviewed by site responsible (head of expedition) safety responsible person Tata Steel and Q, H&S responsible person P&O Ferrymasters.

## 2. Tata Steel Netherlands Tubes B.V. Maastricht

**INTERNAL EMERGENCY NUMBER 777**  
**EXTERNAL EMERGENCY NUMBER 043–**  
**3689777**



Adress:  
Tata Steel Netherlands Tubes B.V.  
Ankerkade 71  
6222 NL Maastricht

## 2.1 Reporting

Tata Steel Netherlands Tubes B.V. is open from Monday till Friday. For the Tata Steel Netherlands Tubes B.V. opening hours check the website:

<https://carrierinfo.poferrymasters.com/locations/#maastricht>

- Driver must report at the driver's reception desk, when arriving after 18.00 hrs the gate is closed. The driver needs to report at the following telephone number 0031 (0) 3689733 the expedition will open the gate. You should also call this number when expedition office is not attended by Tata personnel.
- Vehicles must be parked within the parking zones and the engine should be switched off. Remove keys for ignition and activate handbrake
- The driver and/or co driver are forbidden to enter the loading warehouse unless they are accompanied by Tata personnel
- Watch the instruction film attentively in the waiting room. Report with the Transport Number provided by your employer.

- There is CCTV surveillance on the Tata Steel Tubes Maastricht site



## 2.2 Mandatory PPE

Drivers must be in possession of the following Personal Protection Equipment:



- Safety helmet
- Safety shoes (minimum S3)
- Covering work clothing / Overall
- Safety glasses
- Ear protection
- Hi Vis vest

The driver will be asked to fill in and sign a “PPE check form”. Loading personnel will be checking on PPE very strictly.

## 2.3 Slot times

At Tata Steel Netherlands Tubes B.V. Maastricht the expedition is working with 2 hours slot times, a driver should report within his slot time. When a driver is unexpectedly delayed or expects to arrive earlier at the loading location this must be reported to P&O Ferrymasters. When a driver reports outside his fixed slot time, the driver should wait. Drivers reporting within their fixed slot time are given priority. For unloading coil's a limited timeframe is effective from 07.00 to 15.30 for the delivery dock. Drivers must report first to the logistics department.

## 2.4 General site rules

On the Tata Steel Netherlands Tubes B.V. sites the normal national traffic rules apply. The drivers must always respect the traffic rules. Traffic rules are indicated by various traffic signs on the Tata Steel Netherlands Tubes B.V. sites.

- The speed limit on all the Tata Steel Netherlands Tubes B.V. sites is 15 km/h.

- At the warehouse a speed limit of 5 km/h is in place = at walking pace.
- Be aware of all other road users such as pedestrians / forklift trucks / cyclists / trucks / internal transport.
- For that reason, caution of all road users is required.
- Avoid reversing wherever possible on the Tata Steel Netherlands Tubes B.V. sites.
- When a driver is collecting from different loading warehouses the driver must always cover and secure the load before driving to the next warehouse.
- It is forbidden to stay overnight on the Tata Steel Netherlands Tubes B.V. sites.
- Be careful when entering the loading location (driving rearwards), in Maastricht some loading locations are positioned close next to each other, also pay attention to your surroundings when securing the load.

## 2.5 Entering the loading warehouse

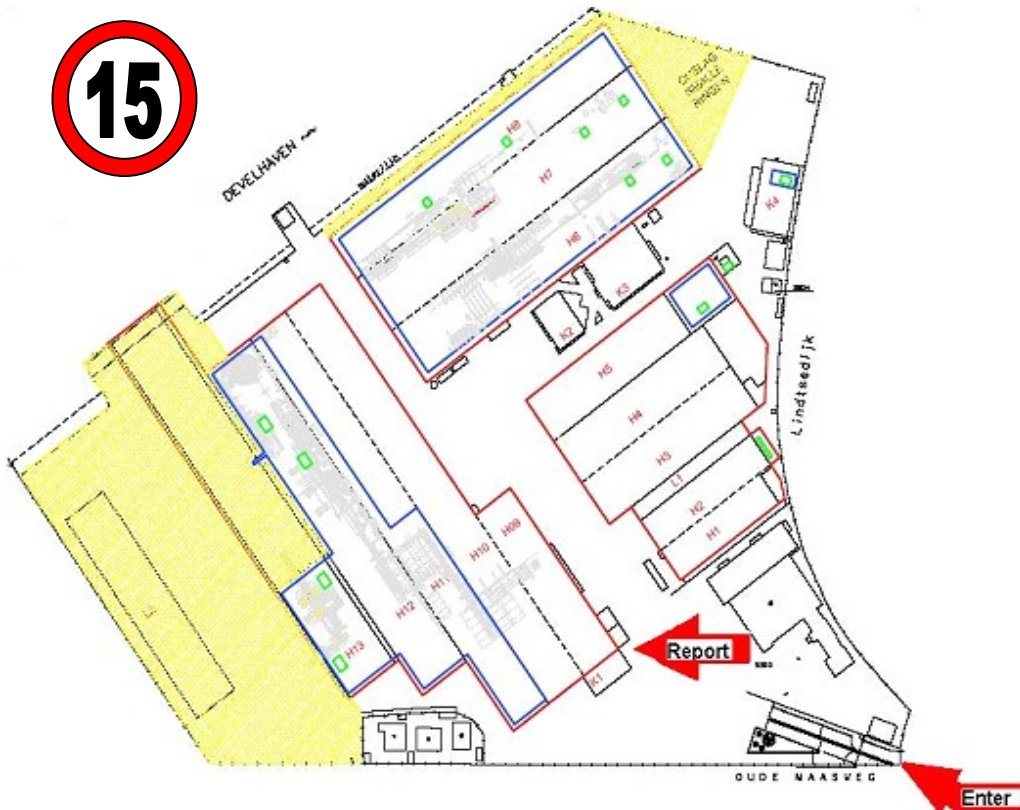
To enter the loading warehouse at Tata Steel Netherlands Tubes B.V. Maastricht you must reverse up to the loading platform. When the traffic light turns red the trailer is correctly positioned.

There are Exemptions for long lengths in case tubes stick out of the rear.



### 3. Tata Steel Netherlands Tubes B.V. Zwijndrecht

**INTERNAL EMERGENCY NUMBER 111**  
**EXTERNAL EMERGENCY NUMBER 078-620111**



Adress:  
Tata Steel Netherlands Tubes B.V.  
Oudemaasweg 19  
3336 LJ Zwijndrecht

### 3.1 Reporting

Tata Steel Netherlands Tubes B.V. is open from Monday till Friday. For the Tata Steel Netherlands Tubes B.V. opening hours check the website:

<https://carrierinfo.poferrymasters.com/locations/#zwijndrecht>

- The driver should push the button “Expeditie” at the gate this will connect him automatically with the expedition office.
- Vehicles must be parked within the parking zones and the engine should be switched off. Remove keys for ignition and activate handbrake
- Drivers must report at the driver’s reception desk and present the Transport Number given by their employer.
- Watch the instruction film attentively in the waiting room.
- The driver will receive a scanner and a loading list and will be told which loading hall to go to.
- The driver and/or co driver are forbidden to enter the loading warehouse unless they are accompanied by Tata personnel.

### 3.2 Mandatory PPE

Drivers must be in possession of the following Personal Protection Equipment:



- Safety helmet
- Safety shoes (minimum S3)
- Covering work clothing / Overall
- Safety glasses
- Ear protection
- Hi vis vest

When available it is mandatory to watch the induction movie and to fill in and sign a “PPE check form”. Loading personnel will be checking on PPE very strictly.

### 3.3 Slot times

At Tata Steel Netherlands Tubes B.V. Zwijndrecht the expedition is working with 2-hour notification times, a driver should report within this time. When a driver is unexpectedly delayed or expects to arrive earlier at the loading location this must be reported to P&O Ferrymasters. When a driver reports outside his fixed slot time the driver should wait. Drivers reporting within their fixed slot time are given priority.

### 3.4 General site rules

On the Tata Steel Netherlands Tubes B.V. sites the normal national traffic rules apply. The drivers must always respect the traffic rules. Traffic rules are indicated by various traffic signs on the Tata Steel Netherlands Tubes B.V. sites.

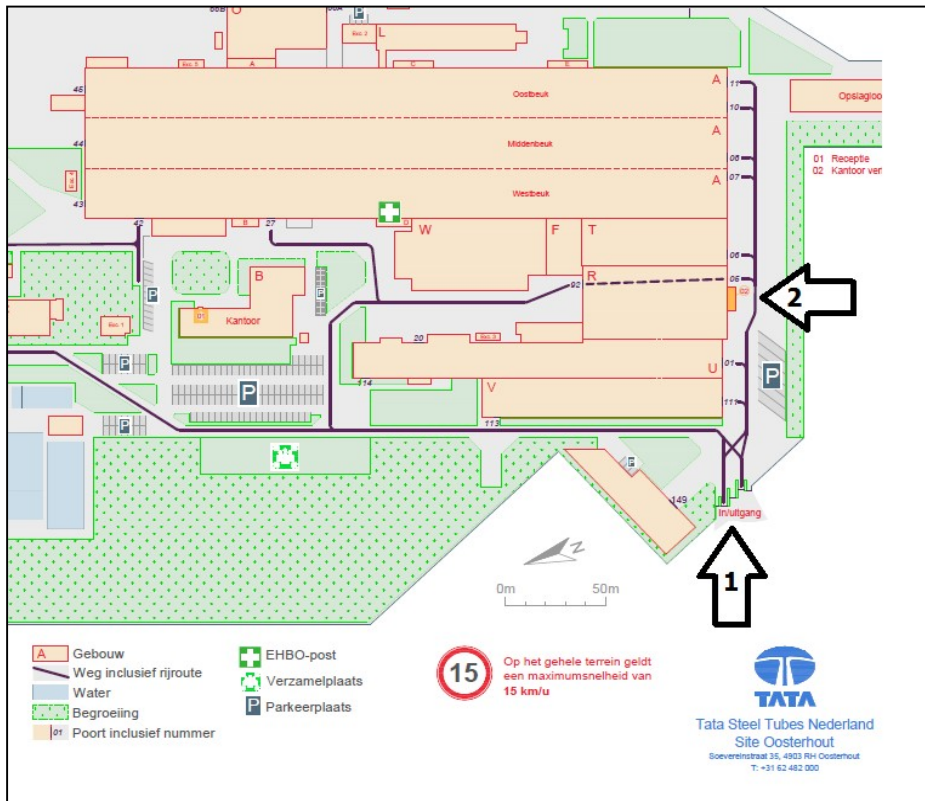
- The speed limit on all the Tata Steel Netherlands Tubes B.V. sites is 15 km/h.
- At the warehouse a speed limit of 5 km/h is in place = at walking pace.

- Be aware of all other road users such as pedestrians / forklift trucks / cyclists / trucks / internal transport.
- For that reason, caution of all road users is required.
- Avoid reversing wherever possible on the Tata Steel Netherlands Tubes B.V. sites.
- When a driver is collecting from different loading warehouses the driver must always cover and secure the load before driving to the next warehouse.
- It is forbidden to stay overnight on the Tata Steel Netherlands Tubes B.V. sites.



## 4. Tata Steel Tubes Oosterhout

**INTERNAL EMERGENCY NUMBER 333**  
**Emergency via Reception NUBMER**  
**0162-482333**



### 1: Toegangspoort 2: Expeditie kantoor



Adress:

Tata Steel Tubes Oosterhout  
 Souvereinstraat 33  
 4903 RH Oosterhout

## 4.1 Report

Tata Steel Netherlands Tubes B.V. is open from Monday till Friday. For the Tata Steel Netherlands Tubes B.V. opening hours check the website:

<https://carrierinfo.poferrymasters.com/locations/#oosterhout>

- The driver must report at the expedition office next to gate 5. By pressing the button at the gate, the driver will be connected with reception who will open the barrier.
- Vehicles must be parked within the parking zones and the engine should be switched off, remove key for ignition and activate handbrake.
- The driver needs to report at the expedition office wearing the mandatory PPE and with the transport number provided. The driver will be asked to fill in and sign a PPE checklist form and watch the induction movie. After that the driver will be told which loading warehouse(s) he should report to.
- The driver needs to wait at the parking zone before loading. When the loaders give their permission, the driver should drive to the loading warehouse.

- The driver and/or co driver are forbidden to enter the loading warehouse unless accompanied by Tata personnel.

## 4.2 Mandatory PPE

Drivers must be in possession of the following Personal Protection Equipment:



- Safety helmet
- Safety shoes (minimum S3)
- Covering work clothing / Overall

- Safety glasses
- Ear protection
- Hi vis vest

The driver will be asked to fill in and sign a “PPE check form”. Loading personnel will be checking on PPE very strictly.

### 4.3 Slot times

At Oosterhout the expedition is working with 1.5 hours and 2 hours slot times, a driver should report within his slot time. When a driver is unexpectedly delayed or expects to arrive earlier at the loading location this must be reported to P&O Ferrymasters, P&O Ferrymasters will inform the loading locations. When a driver reports outside his fixed slot time the driver should wait. Drivers reporting within their fixed slot time are given priority.

### 4.4 General regulations site

On the Tata Steel Netherlands Tubes B.V. sites the normal national traffic rules apply. The drivers must always

respect the traffic rules. Traffic rules are indicated by various traffic signs on the Tata Steel Netherlands Tubes B.V. sites.

- The speed limit on all the Tata Steel Netherlands Tubes B.V. sites is 15 km/h.
- At the warehouse a speed limit of 5 km/h is in place = at walking pace
- Be aware of all other road users such as pedestrians / forklift trucks / cyclists / trucks / internal transport.
- For that reason, caution of all road users is required.
- Avoid reversing wherever possible on the Tata Steel Netherlands Tubes B.V. sites.
- When a driver is collecting from different loading warehouses, the driver must always cover and secure the load before driving to the next warehouse.
- It is forbidden to stay overnight on the Tata Steel Netherlands Tubes B.V. sites.



## 4.5 Entering the loading warehouse

Driving inside the Tata Steel Tubes Oosterhout Loading with a vehicle must be done by reversing with exemption of hall R (gate 5 / 92). The vehicle needs to be positioned as close as possible against the loading platform to minimize distance between the platform and the trailer. The driver needs to be aware of this. The Loading platform must remain clean tidy and free of obstructions.

## 5. General requirements and terms

### 5.1 Access Control

- A driver must have the following documents and information to gain entrance to the loading locations of Tata:
  - Identification (drivers' licence)
  - Company name
  - Registration of the truck
  - Transport number and Destination
  
- Access will be denied when the driver:
  - Has any Blood Alcohol Content
  - Takes along passengers or pets

Not allowed are persons under age and passengers which are not wearing the mandatory Personal Protection Equipment.

- Drivers are obliged to show their personal protection

equipment when asked to do so before entering the site.

## 5.2 Mandatory Personal Protection Equipment

Drivers must be in possession and use the following Personal Protection Equipment:

- Safety helmet



- Safety shoes (Minimum S3)



- Covering work clothing/overall



- Safety glasses



- Ear protection



- Hi vis vest



Ear protection (plug-ins) is also available on the site

Recommended is the use of:

- Cut resistant gloves



When reporting at Tata Steel the driver will be asked to sign a check form. There are checks on the possession and wearing of the right PPE.

## 5.3 Behaviour

Drivers are supposed to work in a safe way and behave in accordance with general standards at both loading and unloading locations.

### Drivers are required to:

- Wear the prescribed mandatory personal protection equipment.
  - To strictly follow the safety regulations at the loading locations.
  - Report at the reception office upon arrival with transport ref and destination.
  - To stay with the vehicle after reporting.
  - Safely open and close the roof of the trailer, with the intended tools (roof pole) see 6.1 Roof pole.
  - Only drive their vehicle into the loading warehouse after receiving permission from the dispatch staff.
- The driver must always prevent uncontrolled vehicle movement. This means activate the handbrake, switch of the engine and remove the ignition key.
  - Strictly follow the instructions of the dispatch staff.
  - Fill in and sign the CMR after loading is completed and before departure. In case of any deviations at receiving of delivering of goods must be remarked on CMR.
  - Make remarks on the CMR when the load is damaged during the loading process or not delivered properly.
  - Notify the dispatch staff when departing.
  - To fill in the PPE checklist that is handed to them by Tata loading personal.
  - Position themselves in full view of the dispatch staff during loading. And to remain in the designated green (safety) zones / green spot during loading.
  - Be aware that he is the “business card” of Tata during loading, transportation and delivery.

The driver is forbidden to:

- Open or close the trailer roof in an unsafe way. Never climb to open the trailer roof.
- Be on the trailer during loading.
- Touch the load or the hoist, or guide these by hand.
- Operate installations belonging to Tata, for example cranes and forklift trucks, without the required certificates and special permission from Tata personnel.
- Enter any other part of the loading bay without permission then where the loading takes place.
- It is prohibited to uncouple trailers at the Tata Steel Tubes sites except when this is specifically agreed on beforehand. In these situations, coupling must be in line with TAD 0032.
- The driver is not allowed to stay in the cabin during loading.
- To strap and secure loads whilst still loading
- To leave without CMR / Shipping documents

## 5.4 Penalty policy

P&O Ferrymasters and Tata are working with a penalty policy. Deviations in relation to the regulations will be registered and are handled through a non-conformance system (ABC).

- The penalty point system rates a violation in 3 different categories C=Minor B=Middle C=Major non-conformance.
- The registered points have a validity of 1 year
- The penalty points are assigned when the deviation is culpable.
- Penalty points can lead to a suspension of a driver or haulier for Tata transports for a (in) definite period of time.
- For more information regarding the non-conformance system please contact P&O Ferrymasters:  
[Safety@pofm.com](mailto:Safety@pofm.com)
- Non-conformance reporting is essential to improve the quality.

## 5.5 Trained / Untrained

For regular drivers there is a possibility to receive a training at a Tata Steel Tubes location (only available for locations Zwijndrecht and Maastricht). Trained drivers receive a permanent pass which gives them privileges. This gives them a time advantage they will be quicker through the induction process they will not be fully instructed every time they report.

For more information about the training process let your driver ask at the location.

## 6. Loading regulations

### 6.1 General facilities

#### General

- The vehicle must always be maintained so that they can be worked with or on safely.
- The vehicle needs to comply with the minimal legal requirements.

#### Headboard

- In the trailer there need to be a headboard that is well maintained in a good condition, the headboard must be higher than the load. Minimum headboard height is 1.5 m
- For more info regarding the requirements of headboards see TIS0010:  
<https://www.tatasteleurope.com/ts/sites/default/files/TIS-0010%20Trailer%20headboards.pdf>

#### Trailer bed

- The trailer bed needs to be flat, continuous and well maintained and free of additional cargo (based on FTL).

- There cannot be any risk of the load getting wet.
- The trailer bed needs to be dry and clean when the vehicle arrives for loading. Clean means: free of smell, dirt, materials (except prepared material and securing equipment) and liquids. The trailer won't be loaded when Tata believes that the trailer is not clean.

#### Securing point

- The securing points need to be integrated in the vehicle construction.
- Each securing point should be capable of withstanding the prescribed tensile strength of the securing materials.
- There should be enough securing points available to secure the load in accordance with the prescribed securing methods.
- Maximum of 1 hook per lashing eye (it is allowed to attach multiple hooks on 1 lashing eye, but this only allowed when they pull in different directions).
- For the requirements regarding lashing eyes see TIS 009:

<https://www.tatasteeleurope.com/ts/sites/default/files/TIS-0009%20Lashing%20Points.pdf>

### Trailer roof

- Products need to be covered so they stay dry; this also applies for Tubes that partially stick out (for legislation see the latest version of the TLN Landendocumentatie map).
- The roof must be retractable so that it does not interfere with the loading. It is forbidden to open the roof from the front without facilities to do this safely.
- The roof should not have any tears or other deficiencies that could result in leakage.
- Open trailers are not allowed unless specifically requested and confirmed when the order was given, before collecting.
- The roof must be in good condition well maintained and run smoothly
- Please only use T.I.R trailers to the absolute minimum
- Repairs to vehicles must only be performed by authorized service points at Tata Steel Tubes (mechanic must report at the expedition office before

commencing to work). When damages occur please contact P&O Ferrymasters.

### Roof pole

- Opening of the trailer roof should always be done with the right tools (roof pole).



- When safely possible should the roof of the trailer be opened from the ground, see picture.
- The roof pole must be in good condition and well maintained.

- Before using a telescopic roof pole, one must determine the locking pin can be used safely.
- In case the roof is opened or closed from inside the trailer with a roof pole the side curtains must be closed.

## 6.2 Additional facilities

### Stanchions

Stanchions protect loading and unloading personal as well as drivers and other road users from falling loads during loading, unloading and transport.

When collecting tubes at Tata Steel Netherlands Tubes B.V. Oosterhout Stanchions are always mandatory. Stanchions are mandatory when collecting round tubes at Maastricht and/or Zwijndrecht. For loading profile tubes, stanchions are preferred when they are available. The construction of stanchions needs to be solid enough to prevent the load from falling. The stanchions need to be at least 1.60m high and the construction needs to be solid enough to prevent the load from falling. Also, the stanchions need to be of an adequate dimension and must be placed in mandatory

stanchion holes in the trailer bed. The stanchions need to be undamaged and straight.

The bundles that are being loaded on the top layer can never be more than 50% above the stanchions, for stanchion requirements see TIS-0011.

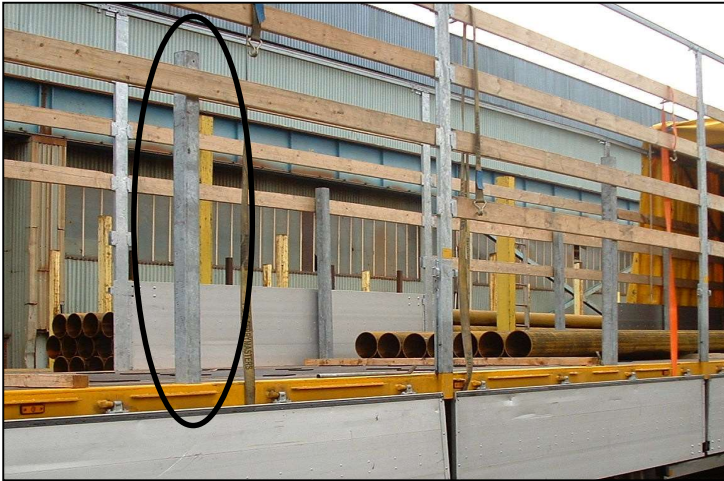
<https://www.tatasteeleurope.com/ts/sites/default/files/TIS-0011%20Side%20pins%20and%20deck%20stanchions.pdf>

Other vertical parts and hood constructions are not considered as stanchions.

A minimum of 4 stanchions per side is desired with distances of 3 meters between them (applies for tubes with a minimum length of 6 meters). The load must be closed in between the stanchions at all time (round tubes) when collecting shorter fix lengths more stanchions are needed with a maximum of 6 per side. When collecting even shorter loads such as gitter boxes or maximum 3-meter lengths, stanchions have no function and therefore are not needed.



See Picture:



- When open trailers are allowed, the load must be protected against the weather conditions by using covering sheets. Covering of the load needs to be done as safely as possible. The risk of falling from height should be prevented by taking adequate pro-active measures. Follow the specific local site regulations. The covering sheets must be undamaged, not porous and must be dry. Their surface must cover the entire load.

## 6.3 Straps

### Requirements

- Straps need to be provable comply with the required EN12195-2 standard, by a label on the straps and a classification on the ratchet.
- Straps must have a manual ratchet.
- The lengths of the straps need to be enough for the securing. Straps need to have a minimum length of 8.5 m
- Straps need to be inspected visually before every trip.
- The hook of the strap must be suitable for the type of securing point that is used.
- For requirements regarding straps see TIS 0003 <https://www.tatasteeleurope.com/ts/sites/default/files/TIS-0003%20Webbing%20Straps%20and%20Ratchets.pdf>

### No Go standard

- In accordance with EN12195-2 and manufacturer data.



## 6.4 Securing of return loads

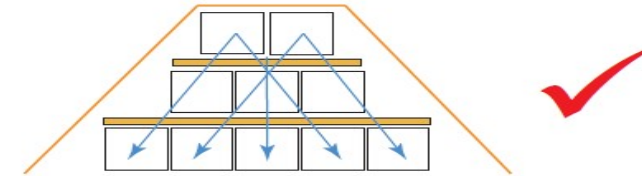
Securing must be done in accordance with the methods described in chapter 6.5

## 6.5 Securing Tubes

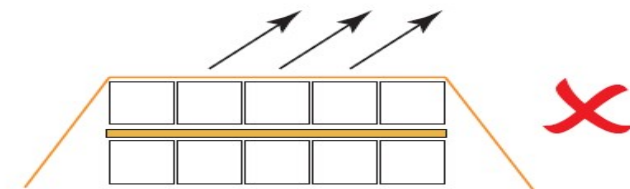
### 6.5.1 requirements

- Stanchions (see 6.2 stanchions)
- Enough securing points
- Up to 24,000 kg Minimum of 12 Straps & ratchets  
 Above 24,000 kg Minimum of 14 Straps & ratchets:
  - lashing capacity (LC)  $\geq 2000$  daN
  - standard tension force (STF)  $\geq 300$  daN

- Loading structure



Pyramid load applies downward force to all packs.  
 Can be used with or without a headboard.

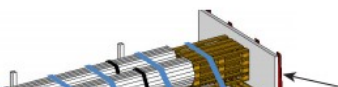


Centre packs in the top layer can spear out in square loads.  
 A headboard is required for all square loads.

- The load securing guidelines for Tata Steel Tubes are available via the website:

<https://www.tatasteeleurope.com/ts/sites/default/files/LRG-0009-HS%20Tube%20Bundles%20Issue%202.pdf>

- The load should be positioned against the (false) headboard. The second row should be positioned at maximum of 50mm behind the first row. The layers should be loaded as displayed in above drawing



- The load should always be blocked in forwards direction. When it is necessary to load from the trailer headboard because of axle weight a false headboard should be created.
- Gaps between bundles should be prevented by positioning the bundles as close to each other as possible or by filling these gaps, see TIS 0007:

<https://www.tatasteeleurope.com/ts/sites/default/files/TIS-0007%20Controlling%20chain%20gaps%20in%20loads.pdf>

#### 6.5.2 preparation

- The preparations must take place at the loading place.
- Place stanchions.
- Open the trailer roof by using the roof pole is mandatory that is designed for using from the ground is preferred, walking next to the trailer.
- Take care that the trailer bed and loading platform are free of obstacles.
- Place timbers under (first layer) and the straps for requirements of timbers see TIS0002:  
<https://www.tatasteeleurope.com/ts/sites/default/files/TIS-0002%20Timber%20Dunnage.pdf>

- For requirements regarding anti slip mats see TIS-0008:

<https://www.tatasteeleurope.com/ts/sites/default/files/TIS-0008%20Anti-slip%20matting.pdf>

The loading procedure will start as soon the vehicle is ready to load.

The movement on and from the trailer needs to be kept to a minimum, drivers should be aware of the dangers when working at height. The driver must access the trailer by using a platform or Tata Steel Netherlands Tubes B.V. mobile (airplane) stairs, which are available on site.

#### 6.5.3 Loading

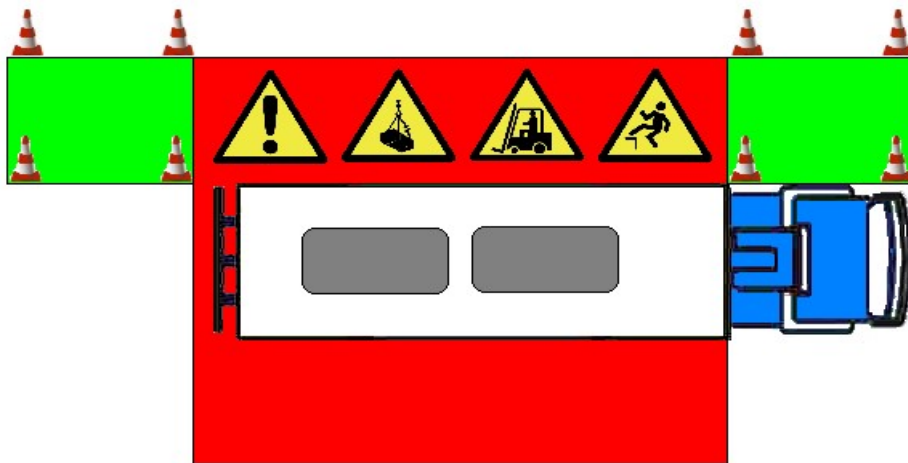
##### Responsibilities of the driver during loading

The following is expected from the driver:

- To work safely in accordance with his employers rules / training instructions and Safe Working Procedures.
- To work in accordance with the safety and behaviour rules of Tata.

- To remain at the indicated green zones during loading.
- Drivers need to follow instructions from loaders.

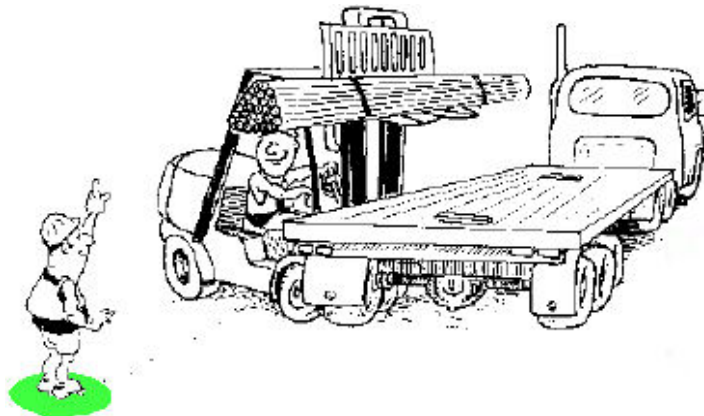
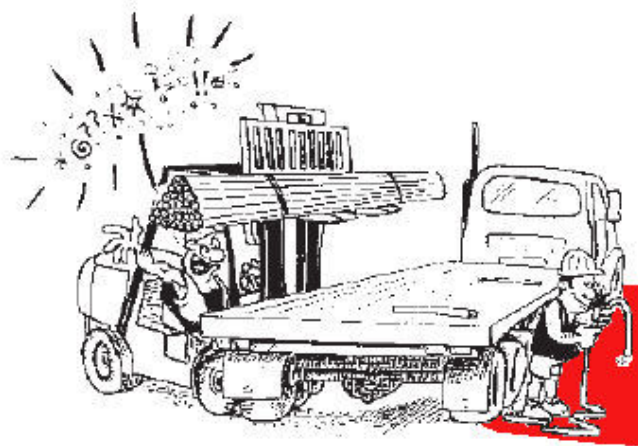
<b>Red Zones</b>	
<ul style="list-style-type: none"> <li>➢ Nobody is allowed to enter red zones during loading / unloading!</li> <li>➢ Cranes and forklifts operate in the red zone during loading / unloading.</li> <li>➢ Follow up the instructions of the warehouse staff about the red zones.</li> </ul>	
<b>Green Zones</b>	
<ul style="list-style-type: none"> <li>➢ Green zones are the safe areas where you should be during loading or unloading!</li> <li>➢ You as a driver can see and be seen in the green zone.</li> <li>➢ Follow up the instructions of the warehouse staff about the green zones.</li> </ul>	



- To take responsibility for the load during transportation (this also applies on internal transportation).

Responsibilities of the loader during loading

- To take responsibility to ensure a safe and profitable loading process in compliance with the Tata Steel procedures.
- To carry out all activities according to the regulations with respect of loading and unloading of Tata Steel Netherlands Tubes B.V.
- To take responsibility for safely loading the trailer in accordance with the driver.



When a driver suspects a load is not correctly loaded, or when the driver suspects that the load is damaged:

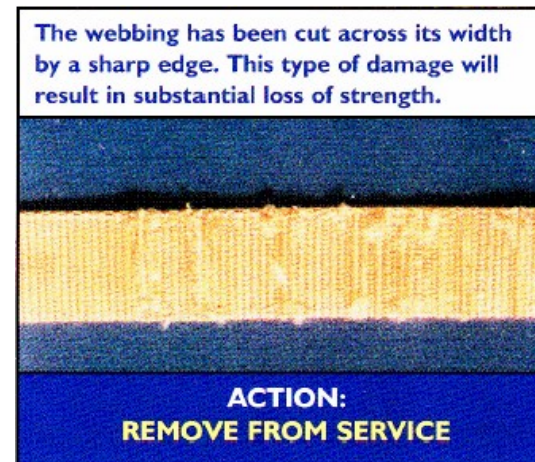
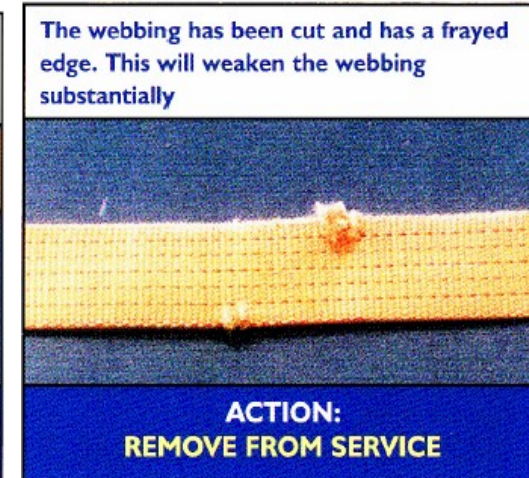
P&O Ferrymasters **and** the Tata Steel Netherlands Tubes B.V. expedition, where the loading takes place, must be informed immediately.





### 6.5.4 Securing

- Securing must always be carried out at the loading place and after loading.
- Securing must be carried out before departure of the vehicle this also applies for internal transport. This also applies for short distance movement between 2 warehouses when a driver must collect in multiple halls.
- Securing must be done in the loading warehouse, or a covered location under supervision of Tata personnel.
- The load must not move during tensioning of the straps.
- Straps should be of enough length to round the load, without coupling several straps.
- The tensioning device must guarantee that the load cannot work itself loose during transport.
- Only safe securing materials should be used, this must be visually inspected by the driver. When damage is identified, the material must not be used.



- It is not allowed to secure the load by attaching straps on a divergent way. To correct the packaging of the load or the load itself. When a driver really deems this is necessary; P&O Ferrymasters must be contacted.
- Drivers must secure the load from ground level at the side of the trailer in accordance with TAT-SWP 001v7, going over the load for securing is not allowed.

<https://carrierinfo.poferrymasters.com/swp-tat-0017-19.pdf>

- While tensioning this must easily be done and preferably while the driver is standing on the ground.
- In case of un-accompanied loads to the U.K. the straps need to be checked and tensioned on both sides of the water.

#### 6.5.5 Additional loads

- Additional load must not delay loading at Tata Steel.
- Additional load must not delay unloading at customers premises.

- Additional load must not affect the delivery time that has been agreed with customer.
- Preferable the Tata Steel products should be loaded first and then the additional cargo but keep in mind it is not allowed to position the additional cargo on top of the tubes also there must be a minimum of 500mm between the additional cargo and the Tata Steel load.
- When problems arise with Tata Steel material because of additional cargo, any resultant costs may not be claimed from Tata Steel.
- The haulier will be kept liable when damage arises as a result of the additional load or the (un)loading process.
- Additional cargo must be adequately secured with approved lashing equipment.
- Straps which are being used to secure the Tubes load may not be released to position an additional load.
- Tata Steel has the right to demand documents of the additional load.

- It is only allowed to position an additional load between the trailer headboard and the tubes when a false headboard is created and placed in between the tubes and the additional load.
  
- Not permitted are:
  - Chemicals (also no empty packaging is allowed)
  - Perishable goods
  - Additional cargo damaging the Tata Steel material.
  - Loose bulk materials
  - Additional cargo not fitting within the dimensions of the trailer.
  - Additional cargo or residue thereof affecting the Tata Steel products by its odor or by contamination.

#### 6.5.6 Sheeting

- When collecting tubes longer than 13.60m the tubes will be pre-sheeted by the Tata Steel Tubes expedition. With exception of domestic loads which will be sheeted after loading





## 6.6 Facilities on loading location

### 6.6.1 Fall arrest systems

On several Tata Steel Netherlands Tubes B.V. locations there are fall arrests systems present (see pictures). The trailer needs to be locked by fences. Consult the Tata loading personal with regards of the operation of these fall arrest systems.

The movement on and from the trailer needs to be kept to a minimum, drivers should be aware of the dangers when working at height. The driver must access the trailer by using a platform or Tata Steel Netherlands Tubes B.V. mobile (airplane) steps, which are available on site.



### 6.6.2 Report card-system

Tata Steel Netherlands Tubes B.V. is working with a report card-system. When an unsafe situation occurs at Tata Steel Netherlands Tubes B.V. and a driver experiences this; we and Tata would like this situation to be reported by using the report card-system, to be able to prevent this situation from causing harm or being repeated. Ask Tata personnel for more information.

## 7. Load Restraint Guidelines, Technical Information Sheets and Technical Advice Documents

For other Tata Steel requirements and load securing guidelines:

<https://www.tatasteeleurope.com/ts/logistics>

And the Tata Steel IJmuiden Road Regulations can also be downloaded via this website.

## 8. Changes made to the previous document

- Page 5, last paragraph [planning@pofm.com](mailto:planning@pofm.com) replaced by [tubesplanning@pofm.com](mailto:tubesplanning@pofm.com)
- Page 7, added new photo and new layout
- Page 7, add emergency number for external telephones 043-3689777
- Page 9, addition to safety shoes must be minimum S3 level
- Add page 9, to paragraph 2.3 Loading blocks:
  - For unloading coils, a limited unloading time applies from 7 a.m. to 3.30 p.m. on the unloading quay. Drivers must first report to the Logistics department
- Add page 11, emergency number for external telephones 078-6201111
- Page 12, addition to safety shoes must be minimum S3 level
- Page 13, piece of text that the driver must watch an instructional film must be removed. In Zwijndrecht the drivers no longer watch a film.
- Page 13, paragraph 3.3 text loading blocks change to reporting blocks because reporting blocks are used.

- Page 14, add emergency number for external telephones 0162-482333
- Page 16, addition to safety shoes must be minimum S3 level
- Page 18, addition to safety shoes must be minimum S3 level
- Page 20, add point: the driver is not allowed to remain in the cabin during loading
- Page 20, the driver is forbidden to operate installations of Tata, for example cranes and forklifts, without certificate and special permission from Tata personnel
- Page 20, added a point: it is the driver forbidden to tie down cargo during loading
- Page 20, add the point, the driver is forbidden to leave without a CMR / bill of lading
- Page 22, addition to points on loading floor: loading floor must be free of additional cargo (in case of FTL)
- Page 26, for the load securing requirements for tubes are available via the website: added a link to the website because it is missing in the current sop.
- Page 26, added: The driver is only allowed to start securing a load after the trailer has been loaded.
- Page 27, 6.5.2 Preparing the work order: first place the stakes and remove the boards before opening the trailer.
- Page 27, added instruction on how to place the rubber mats.
- Page 27 6.5.1 Instruction adjustment: <24 tons minimal 12 straps, >24 tons minimal 14 straps.
- Page 14 Emergency number change to reception
- Page 22 Trained drivers applies to locations Zwijndrecht and Maastricht
- Page 22 Headboard height of at least 1.5m high
- Page 22 Web link adapted headboard for TIS 0010
- Page 23 Web link adapted tie-down points for TIS 0009
- Page 25 Web link adapted stanchions for TIS-0011
- Page 26 Weblink adapted straps for TIS 0003
- Page 27 Web link modified for LRG-0009
- Page 27 Web link adapted gaps between bundles for TIS 0007
- Page 28 Web link adapted wood for TIS0002
- Page 28 Weblink adapted anti slip mats for TIS-0008
- Page 31 Added side load securing in accordance with TAT-SWP 001v7
- Page 34 Weblink modified Tata Steel requirements and load securing guidelines