










ACENTA BRIGHT BAR DELIVERY PLAN

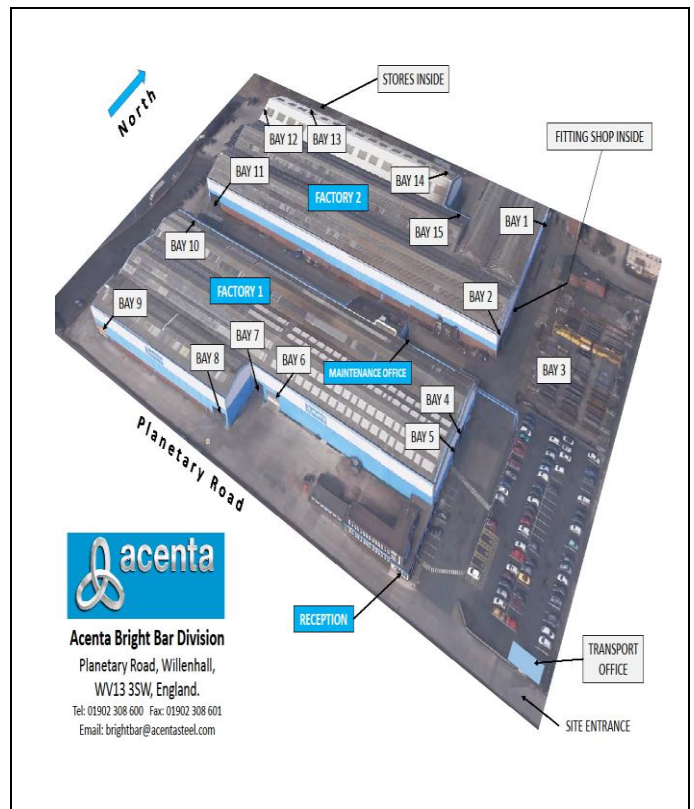


| Delivery Address |
|---|
| Acenta Steel Ltd Bright Bar Planetary Lane Willenhall WV13 3SW |
| 01902 308600 |
| Out of Hours Contact |
| Emergency Contact on Site |
| Nick Poole |

| Site Rules | | | | | |
|--|---|---|--|---|--|
|  |  |  |  |  | No reversing without a BANKSMAN |
|  Danger Overhead Crane |  Danger Forklift Trucks |  Mobile phones prohibited When driving |  No smoking In buildings | | |

| Delivery Times | From | Until | Breaks | |
|---|--------|-------|--------|-------|
| Monday | 07.00 | 14.00 | 10.00 | 10.30 |
| Tuesday | 07.00 | 14.00 | 10.00 | 10.30 |
| Wednesday | 07.00 | 14.00 | 10.00 | 10.30 |
| Thursday | 07.00 | 14.00 | 10.00 | 10.30 |
| Friday | 07.00 | 12.00 | 10.00 | 10.30 |
| Saturday | Closed | | | |
| Sunday | Closed | | | |
| Unloading outside these hours would only take place in exceptional circumstances and only by prior arrangement | | | | |

| On Arrival |
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| Prior to arrival, all loads MUST obtain a booking reference. On arrival: |
| <ol style="list-style-type: none"> 1) First report to the weighbridge and then the transport office where you can book in and you will be informed which loading bay to attend. 2) Pull up to the nearest waiting area and ensure you are wearing the above PPE before entering any bays 3) Stay in the cab and wait for your designated loading / unloading area to become available. 4) No unsupervised reversing in areas with pedestrians 5) Do not remove any load securing straps until arrival at the unloading area. |



| Unloading |
|---|
| <ol style="list-style-type: none"> 1) The designated Acenta Steel loader will liaise with drivers for the safe loading / unloading of vehicles and all drivers must adhere to instructions given. 2) Where drivers are required to access the rear of vehicles, they must do so by using either vehicle fitted access or access provided by Acenta Steel. 3) No drivers are permitted to climb up using under run bars etc. or by jumping down off vehicles. 4) Where drivers are assisting in loading / unloading, they must stay clear of loads until they are as close to the lorry bed as possible 5) Where hand contact is needed, drivers should steady loads by handling the chains above the load. Where this is not possible, drivers must use the flat of the hands only to steady loads under the direction of Acenta personnel only. 6) All straps should be removed / installed from the ground and therefore avoid the need to walk on steel bars which is not permitted. |

| Special Instructions |
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| <ol style="list-style-type: none"> 1) Drivers must not sit in cabs while loading / unloading is being conducted or leave keys in the ignition. 2) Each bundle / coil MUST be banded in accordance with the correct safe working practice document. 3) Each bundle / coil MUST be labelled and each label MUST advise the weight, size, specification, cast number and contain a unique bundle identification number. 4) Paperwork should be supplied with each load, which accurately describes the information for each bundle. 5) A test cert or certs MUST be supplied and conform to 3.1 Standard EN10204. |

Trailer Specifications

To ensure the safe delivery of steel products, all trailers delivering to us must have at least the following:

- 1) Headboard must be at least 1.5 metres high
- 2) Trailer deck must be in good condition and free from holes
- 3) Minimum of 6 pairs of removable side pins at least 1 metre in height.
- 4) All gantries must have fixed timbers 100mm square minimum.
- 5) Well boards of coil carrier trailers must be fitted and in good condition.