










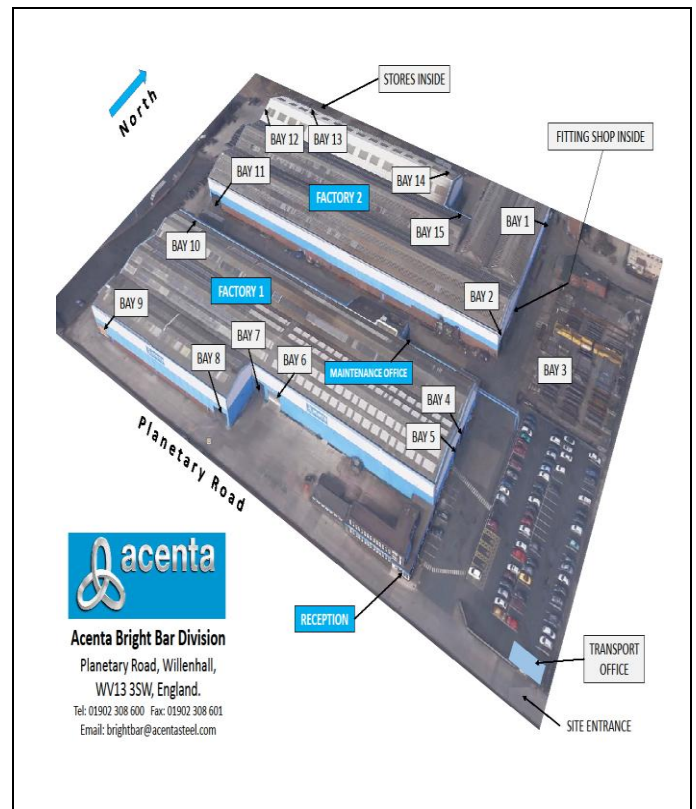
ACENTA BRIGHT BAR COLLECTION INSTRUCTIONS

Delivery Address
Acenta Steel Ltd Bright Bar Planetary Lane Willenhall WV13 3SW
01902 308600
Out of Hours Contact
Emergency Contact on Site
Nick Poole 07841 466727

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

Collection Times	From	Until	Breaks	
Monday	06.00	14.30	12.00	12.30
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			
Loading outside these hours would only take place in exceptional circumstances and only by prior arrangement				

On Arrival
Prior to arrival, all drivers MUST obtain a load 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 & details of load issued. 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 bay to become available. 4) No unsupervised reversing in areas with pedestrians 5) Hand load sheets to loaders.



Loading
<ol style="list-style-type: none"> 1) The designated Acenta Steel loader will liaise with drivers for the safe loading 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, 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 installed from the ground and therefore avoid the need to walk on steel bars which is not permitted.

Special Instructions
<ol style="list-style-type: none"> 1) Drivers must not move vehicles (even between bays) unless loads are fully secured and protected from the weather. 2) On completion of loading, return load sheets to the Transport Office and obtain delivery notes. 3) Weigh out at weighbridge.

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.