

# ACENTA HOT ROLLED COLLECTION INSTRUCTIONS

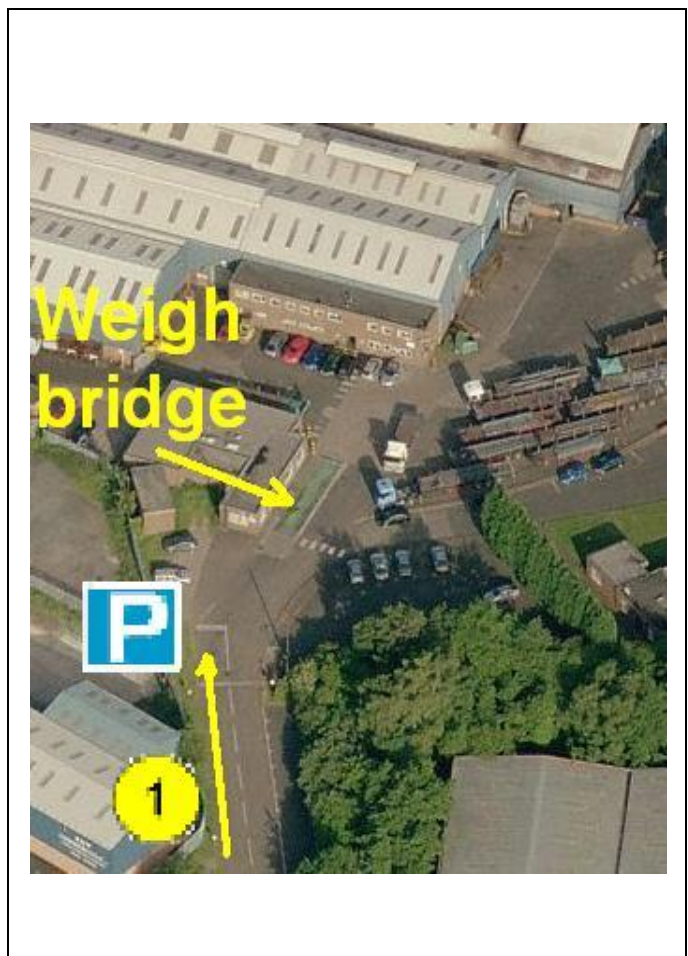


Collection Address
Acenta Steel Ltd Hot Rolled Peartree Lane Dudley West Midlands DY2 0QS
01902 308600
Out of Hours Contact
01384 471215
Emergency Contact on Site
01384 471215

Site Rules					
		When driving	In buildings		

Delivery Times	From	Until	Breaks	
Monday	07.00	14.00	13.00	13.30
Tuesday	07.00	14.00	13.00	13.30
Wednesday	07.00	14.00	13.00	13.30
Thursday	07.00	14.00	13.00	13.30
Friday	07.00	12.00	13.00	13.30
Saturday	Closed			
Sunday	Closed			
Loading outside these hours would only take place in exceptional circumstances and only by prior arrangement				

On Arrival
Site entrance;  Park as indicated
<ol style="list-style-type: none"> <li>1) First report to the gatehouse and then park in the waiting area and wait for the weighbridge</li> <li>2) The weighbridge is traffic light controlled and the driver must only proceed onto the weighbridge when the green light is on</li> <li>3) Once on the weighbridge ensure you are wearing the above PPE and proceed on foot to the weighbridge office to book in and you will be informed of which loading gate to attend &amp; details of load issued</li> <li>4) Follow one way system to loading gate as instructed by weighbridge staff and detailed on site map in weighbridge</li> <li>5) Stay in the cab and wait for the designated loading bay to become available</li> <li>6) No unsupervised reversing in areas with pedestrians</li> <li>7) Hand loading sheets to loader</li> </ol>



Unloading
<ol style="list-style-type: none"> <li>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. Drivers must observe all road markings and traffic light instructions</li> <li>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</li> <li>3) No driver is permitted to climb onto vehicles using under run bars etc. or jump down off vehicles</li> <li>4) Where drivers are assisting in loading, they must stay clear of loads until they are as close to the lorry bed as possible.</li> <li>5) Where hand contact is needed drivers should steady the 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</li> <li>6) All straps should be installed from the ground and therefore avoid the need to walk on steel bars which is not permitted</li> </ol>

Special Instructions
<ol style="list-style-type: none"> <li>1) Drivers must not move vehicle (even between bays) unless loads are fully secured</li> <li>2) On completion of loading, return load sheets to the weighbridge and obtain delivery notes and weigh out</li> </ol>

## 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.