

Fémalk Zrt. Logistics Regulations

Validity and Scope

The above regulations apply to all partners with whom Fémalk Zrt. business relationship has and to any person acting on their behalf who enters the premises of Fémalk Zrt. for the purpose of transporting goods (incoming and outgoing).

The provisions of the regulations are effective from 19.07.2021.

Sites of Fémalk Zrt. :

- 1211 Budapest, Öntöde street 2-12 and the related warehouses
- 2336 Dunavarsány, Neumann János street 3.

The security staff of Fémalk Zrt. decides who and when can enter the premises of Fémalk Zrt.

Opening hours of the warehouses of Fémalk Zrt

For the purpose of material receiving and material issuing:

Budapest weekdays 7:00-18:00

Dunavarsány weekdays 7:00-18:00

The latest arrival time for trucks is 17:00. Trucks arriving later than that will only be loaded / unloaded the next business day.

If a shorter acceptance time frame is specified in the order, the procedure must be followed accordingly.

The Fémalk contact persons inform partners in advance about the opening hours around holidays and during factory shutdowns.

Truck arrival date and license plate information in advance

The contact person of Fémalk Zrt. must be notified in writing of the arrival of the trucks latest by 17:00 on the working day prior to arrival. The notification must include:

- registration number and nationality of the incoming truck (tractor and trailer),
- the date of arrival and
- preferably the time of arrival.
- Statement whether the truck or loading is subject to notification under BIREG rules
- description of the goods to be delivered / loaded, quantities, number of packaging units

Fémalk Zrt. may refuse to load / unload trucks arriving earlier than ordered, or only execute loading / unloading for a separate procedural fee.

Fémalk Zrt. may refuse the entry of trucks of which the registration plate were not announced until 17:00 on the working day prior to arrival. Fémalk Zrt. refuses to reimburse the resulting additional costs and damages. The person liable to compensate for the damage caused to Fémalk Zrt. by the breach of the above, as well as the costs incurred here, shall be liable for damages.

In the case of license plate changes announced on the day of arrival, Fémalk Zrt. will only load and unload the trucks for a separate procedural fee and only after the loading of the duly notified trucks. In case of license plate changes indicated after 16:00 on the day of arrival, loading can only take place the next day.

If the delivery does not take place on the announced day, Fémalk Zrt. may charge a storage fee for the additional days.

External persons

Mandatory occupational safety clothing for truck drivers at the premises of Fémalk Zrt. .:

- footwear with steel inserts
- visibility vest
- protective gloves

Production takes place at the premises of Fémalk Zrt. Violation of occupational safety regulations can result in serious injury. Occupational safety regulations apply to persons arriving at the sites, and they must also comply with the policy of Fémalk Zrt. Persons arriving at Fémalk's premises must behave respectfully towards the employees of Fémalk Zrt.

Anyone who violates the above rules or endangers the employees or assets of Fémalk Zrt. may be expelled from the site, and loading may be refused.

Fémalk Zrt. refuses to reimburse the additional costs and damages resulting from the violation of the above. The person liable to compensate for the damage caused to Fémalk Zrt. by the breach of the above, as well as the costs incurred here, shall be liable for damages.

The passenger of the truck must not leave the vehicle. A person under the age of 18 may not enter the premises of Fémalk Zrt.

The truck driver may only move at the premises of Fémalk Zrt. accompanied by a storekeeper or a security guard. External persons must leave the site on their instructions.

In the event of damage, it is compulsory to report it to the warehouse personell, and to cooperate in the investiagtion and recording of the damage.

In the event of perpetration or preparation of a criminal offense (in particular: theft, fraud, bribery, bodily harm, defamation), the offender may be expelled from the premises. All such cases will be prosecuted.

At the sites of Fémalk Zrt., environmental regulations must be complied with, and waste must be collected separately. Littering and contamination of the premises of Fémalk Zrt in any form is prohibited. Smoking is only allowed in the designated area.

Communication

The truck driver is expected to cooperate in order to complete the loading. The following information must be provided:

- purpose of arrival: loading or unloading

- Statement whether the truck or loading is subject to notification under BIREG rules

In case of loading

- consignee company (name and address)
- type and quantities of goods to be loaded
- handing over the document containing the transport order

In case of unloading

- name and address of the company from which the driver has brought the goods (consignor)
- hand over all documents accompanying the incoming goods
- documents required in case of receipt of goods: delivery note, CMR waybill for international shipments.

In case of missing documents, Fémalk charges a special procedure fee.

The truck driver is required to be able to communicate in Hungarian, English or German. If he or she is unable to do so, the carrier must provide a telephone contact by which the driver can be instructed. Fémalk Zrt. may refuse the loading/unloading if the driver does not cooperate. Fémalk Zrt. refuses to reimburse the resulting damages or additional costs. The person liable to compensate for the damage caused to Fémalk Zrt. by the breach of the above, as well as the costs incurred here, shall be liable for damages.

Check-in

Budapest (Csepel):

Upon arrival at Fémalk Zrt. the truck driver parks his or her vehicle in the surrounding streets (not in the loading area) in compliance with the traffic code. The truck driver has to come to check in at the warehouse on foot with the documents accompanying the goods and with a transport order. If the driver has to take a mandatory rest period, he or she needs to indicate when the rest period will end. It is forbidden to take the rest period at the loading areas of Fémalk Zrt.

The truck driver is informed by the warehousekeeper on the expected time and place of loading. Waiting can take place near the premises of Fémalk Zrt. in compliance with the rules of the traffic code (but not at the loading areas).

The warehousekeeper will ask the driver for the telephone number by which the driver will be notified when he or she can enter the loading area.

During the waiting period, the driver must remain available. During the waiting period, the driver can use the toilet in Hall 7 or Hall 3 or at the entrance to the building next to Hall 6. The driver can only enter these places accompanied by a storekeeper or the security guard.

Dunavarsány:

The arriving truck driver has to check-in at the freight gate. If an announced truck arrives, it can drive to the site as instructed by the porter. The driver can park in the designated waiting area. An unannounced truck cannot drive to the site, so it is important that any changes are announced latest one working day before arrival.

The truck driver is allowed to wait in the truck. He or she can apply for the use of the toilet. Staff will guide him or her to the toilet.

The warehousekeeper notifies the driver when he or she can enter the loading area. The driver then has to check in at the warehouse.

Providing loading space, Moving foreign goods on the truck

Under no circumstances may the employees of Fémalk Zrt. perform material handling operations on foreign goods on the truck. Pre-loading of incoming trucks must be organized in such a way that loading and unloading can be carried out without moving the goods on the truck. The goods delivered to Fémalk Zrt must form a single unit on the truck, so that unloading can be performed independently of other goods. On trucks arriving for loading, the loading space must also be made available as a single section.

General loading rules

The help of a security guard or warehousekeeper can be requested by the driver to maneuver to the loading area safely.

In Dunavarsány, loading is typically performed from a ramp. There are no ramps available in Budapest.

As a general rule, warehousekeepers will call the trucks in for loading / unloading in the order of arrival, if the truck has been duly announced for the given day. Fémalk may deviate from this in justified cases. Preference will be given to partners with whom a time slot agreement is in force and in case they arrived within the specified time interval.

Fémalk Zrt. performs loading with a forklift truck and/or with a pedestrian pallet stacker that can be moved on the loading surface of the truck. The loading surface must be suitable for the safe use of material handling equipment and the for the loading of goods. Failure to comply with these regulations may result in refusal of loading.

The truck driver can supervise the loading, but the rules of work safety must be followed. The driver must not be within the reach of the material handling machines. The driver must not enter the production area.

The warehousekeeper may load the goods from the rear or from the side, depending on the design of the vehicle or trailer. It is the driver's responsibility to position the goods in the truck's cargo area with a pallet lifter if the positioning is not possible by forklift. The manual pallet lifter required for moving pallets is provided free of charge by Fémalk Zrt. for the duration of loading. The device may only be used for its intended purpose. Damages caused to the pallet lifter, to the goods or to other property of Fémalk Zrt must be compensated to Fémalk Zrt. The truck driver may not use the other material handling equipment of Fémalk Zrt. even if he or she has a valid driving license.

Fémalk sites are equipped with a camera system. Video recordings and photos can be taken of the entire time of stay, especially about loading and unloading the goods.

Fémalk may refuse the entry to a driver who has committed a serious offence at his premises. The carrier has to be notified of this fact.

Delivery documents must be completed correctly. The necessary remarks must be recorded, the documents are needed to be duly signed and stamped. The storekeeper may request proof of identity in order to determine identity.

Unloading

In order to receive the goods, the transport order must be presented. In the case of incoming goods, the delivery documents must be issued to the supplier in such a quantity that the driver can also have his or her own copy. Document copying is only performed by Fémalk Zrt. for a separate fee. In the absence of documentation accompanying the goods, Fémalk Zrt. may refuse material receiving and unloading.

At Fémalk Zrt there is a thorough acceptance of the goods, whereby the actual goods are checked and compared with the delivery documents.

An employee of Fémalk Zrt. creates a report if the goods arrive damaged or opened. Receiving and unloading may be refused if the goods are unidentifiable, damaged or not packaged in the manner specified in the ADR.

Loading

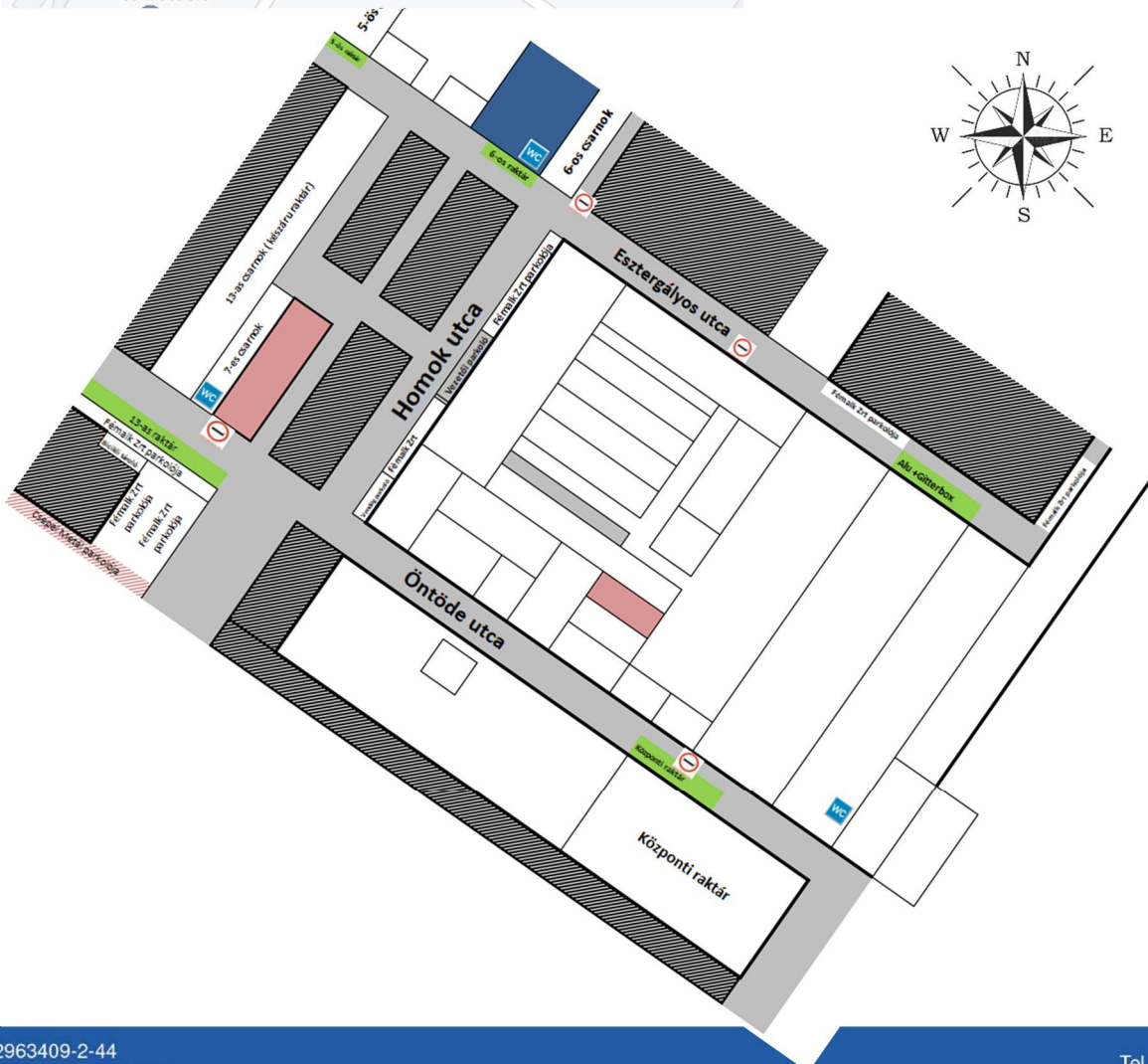
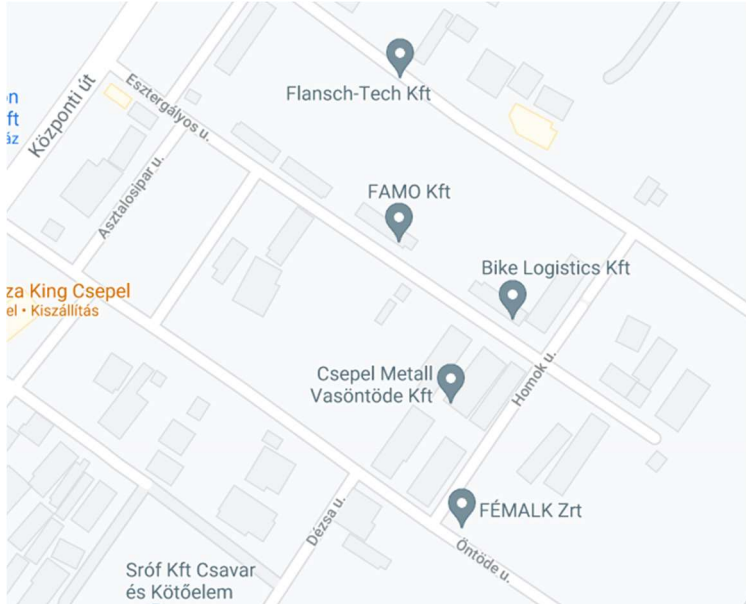
During loading, Fémalk Zrt. must act in accordance with the previously specified loading plan.

According to the law, the truck driver has the right to give instructions regarding the placement of goods. In the absence of a loading plan, loading takes place in accordance with the optimal use of space, taking into account the stackability of the goods. The warehousekeeper is obliged to provide information on the weight and stackability of the goods at the driver's request in order to comply with the weight limit for the axles. If there is a discrepancy between the pre-loading plan and the truck driver's instructions, the truck driver must consult the forwarder. This fact must be recorded on the CMR document.

Upon completion of loading, the loading bay and the premises of Fémalk Zrt. must be left immediately.

Appendix:

Map of Budapest (Csepel) site



Map of Dunavarsány site

