












# HOUSE RULES

**KTL Kombi-Terminal Ludwigshafen GmbH, 67069 Ludwigshafen**

**Before entering the KTL premises, you need to register at entrance building Y 14. You may only enter the company premises on foot or by vehicle if you have permission to do so and provided that you adhere to the house rules of the terminal area. Visitors to the terminal coming in via Gate 15a must register at Gate 15a.**

**Anyone accompanying them in a vehicle must be registered. Only accompanying persons with a proven and legitimate interest in entering KTL premises are allowed to enter, such as lorry drivers being instructed. For safety and liability reasons, children and young people under the age of 18 years may not enter the premises.**

	<p><b>Smoking, fire and open flames are prohibited throughout the terminal area, including inside vehicles!</b></p> <p><b>No alcoholic beverages or drugs may be consumed anywhere in the terminal area!</b></p>
	<p><b>Visibility clothing, a protective helmet, and safety shoes (at least S1) must be worn in the designated areas.</b></p>
	<p><b>Entering the track and storage areas outside the marked traffic lanes is prohibited!</b></p> <p><b>Climbing onto loading units and railway vehicles is prohibited in the terminal area.</b></p>
	<p><b>Do not walk or drive under suspended loads.</b></p>
	<p><b>During loading or unloading, you must exit the vehicle and keep eye contact with the crane and equipment operators. Drivers must stay near their vehicles. Keep a safe distance from the crane gear! Please be particularly careful when walking onto the traffic lanes, especially when you are coming out from behind loading units or vehicles, and when you are entering or exiting vehicles. Keep a safe distance from the tracks at all times (please refer to the road markings). Engines must be turned off while your vehicle is stationary or you are waiting. Follow the instructions given by terminal staff.</b></p>

	<p>Watch out for forklifts</p>
 <p>Lift your arm with your palm facing forward</p>	<p>Lorry drivers are to prepare for loading and unloading:</p> <ol style="list-style-type: none"> <li>1. Parties collecting or delivering are responsible for the correct uncoupling and coupling as well as the connection of the loading unit with their vehicles, particularly releasing and tightening fastening devices and safety mechanisms as well as any other preparations for travel on the track or on the road (e.g. adjusting support legs and adjusting the underride guard on the sides and at the back of the vehicle).</li> <li>2. Locks must not be released until the vehicle is positioned immediately in front of the crane. Locks must not be closed until the loading unit has been placed on the vehicle.</li> <li>3. Drivers of semitrailers must fold up the underride guard on the sides and at the back of the vehicle. The underride guard must be secured and the air hoses must be released and deflated.</li> <li>4. Once you are ready, this is to be communicated to the crane operator by using the adjacent hand signal.</li> </ol>
	<p>The German Road Traffic Act (StVO) applies throughout the terminal area. The maximum speed is 20 km/h. Mobile units and cranes as well as terminal tractors and railway vehicles have right of way! Reversing is prohibited in the terminal area. Exceptions will only be allowed following specific instruction to reverse and under supervision during this process. Unauthorised parking of vehicles or loading units is prohibited.</p>
	<p>There must be no stopping in the traffic lanes, especially in front of fire hydrants and anywhere near white, solid markings on the road.</p>
	<p>Rail junctions are to be kept unobstructed. The minimum distance kept between the outer rail edges and the rails of the crane must be at least 1.5 m.</p>
	<p>The following rules of conduct and safety measures apply in the event of a malfunction and an emergency:</p> <ul style="list-style-type: none"> <li>- Turn off the engine</li> <li>- Stay away from the site of the malfunction</li> <li>- In the event of any unusual events, such as liquids leaking out, gas clouds or accidents, immediately call the emergency line 0621-60-112 or push the nearest red emergency stop button</li> <li>- Immediately inform the combined terminal staff on duty (site manager)</li> <li>- Remove yourself from the danger zone and proceed to the assembly point at right angles to the wind direction</li> <li>- Wait for further instructions</li> <li>- Do not walk through leaking liquids, dust or gas clouds</li> <li>- In the event of damage to your health, immediately see a doctor</li> </ul>