

DRIVER REQUIREMENTS AND SAFETY INSTRUCTIONS

PURPOSE

The purpose of this directive is to establish strict rules and procedures for the transport of goods, chemical and hazardous goods, pharmaceutical products for drivers of VENTUS trans and also for employees of the supplier who provide transport for VENTUS trans s.r.o. It also aims to provide assistance in preventing or eliminating situations related to safety, during all processes such as loading, transport and unloading of goods, while cooperation of all parties involved is essential.

CARRIER

The carrier is obliged to provide VENTUS trans s.r.o. with a vehicle suitable for carrying out the transport and meeting all applicable legal requirements. The carrier is also responsible for ensuring that drivers are qualified to perform their profession and have successfully completed all necessary training to meet legislative requirements, especially regarding the transport of dangerous goods. In addition, drivers should have conversational English skills to be able to respond promptly to requests from employees during loading or unloading.

DRIVER

For quality control purposes, the carrier's drivers are prohibited from taking samples of the goods. These may only be taken by qualified personnel at the loading or unloading site.

RULES BEFORE LOADING

- Drivers should always report upon entering a loading or unloading site and ask for instructions. These instructions may include emergency procedures, parking restrictions, the route to the loading or unloading site, and general information such as a ban on smoking, alcohol and drugs, a ban on using mobile phones, speed limits, etc.
- It is the driver's responsibility to use safety equipment in accordance with the specifications of the loading/unloading site. The driver must keep in mind that the use of safety equipment also carries secondary risks (e.g. safety glasses - may impair visibility, earplugs or headphones - may impair verbal communication, safety gloves - limit sensitivity in the hands, which is dangerous when driving a motor vehicle, safety shoes - insufficient feel for controlling the pedals when driving, etc.).

VEHICLE TECHNICAL CONDITION CHECK:

Before entering the loading site, they should check that the vehicle is fit for the operation to be performed and that all the requirements set out in the carrier's instructions are met. They are also obliged to check that all safety equipment, such as a fire extinguisher, first aid kit, decontamination equipment or absorbent materials, is in its designated place.

Before each loading, the driver must check the technical condition of the vehicle, in particular:

- a) Refrigeration unit: functionality of the equipment, fans, temperature indicators, any fluid leaks, visible damage, functionality of the printing unit, etc.
- b) Engine unit: check the functionality of lights, brake lights, any fluid leaks, etc.
- c) Check the functionality of GPS and mobile phone.

PREPARATION OF THE CARGO AREA LOADING:

- a) The cleanliness of the cargo area must be checked before each loading and unloading.
- b) Remove all dirt from the cargo area, and in the event of serious dirt, the driver is obliged to wash the cargo area in a self-service car wash. Each cleaning carried out in car washes must be recorded in the register book.
- c) The cargo area must be empty and odourless before the vehicle is presented for loading.
- d) It is strictly forbidden to have in the cargo area: rubbish, brooms, boxes of any kind, suitcases with personal clothing, bottles, food, remnants from previous cargo, packaging materials from previous cargo, etc.
- e) It is strictly forbidden to dispose of dirt from the cargo area at the loading site!!!
- f) Each driver is personally responsible for the cleanliness of the vehicle, both external and internal (cabin) as well as the loading area, as detailed in the vehicle sanitation regulations.
- g) Only tools that are an integral part of the vehicle's cargo area are allowed in the cargo area, for example: securing bars, a divider or aids for securing the goods, equipment that can be disinfected and cleaned according to sanitation regulations.
- h) Upon receipt of the temperature regime from the dispatcher, each driver is obliged to set the temperature in the cargo area according to the instructions (+20°C, +5°C, etc.).
- i) At least 60 minutes before loading, so that the walls, floor and cargo area are adapted to the temperature specified by the dispatcher.
- j) The driver is obliged to check that the cooling unit is set to continuous mode.
- k) The cleanliness of the cargo area must be checked before each loading and unloading.
- l) Remove all dirt from the cargo area, and in the event of serious dirt, the driver is obliged to wash the cargo area in a self-service car wash. Each cleaning carried out in car washes must be recorded in the register book.
- m) The cargo area must be empty and odourless before the vehicle is presented for loading.
- n) It is strictly forbidden to have in the cargo area: rubbish, brooms, boxes of any kind, suitcases with personal clothing, bottles, food, remnants from previous cargo, packaging materials from previous cargo, etc.
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- q) Upon receipt of the temperature regime from the dispatcher, each driver is obliged to set the temperature in the cargo area according to the instructions (+20 °C, +5 °C, etc.) at least 60 minutes

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GDP REGULATIONS:

a) The driver must ensure the product temperature according to the manufacturer's instructions. Different products (different temperature ranges) must be clearly separated during transport. In case of different temperature stated in the CMR document from the temperature stated in the order of VENTUS trans s.r.o., this must be immediately reported to the dispatcher. Subsequently, the manufacturer's instructions must be followed. The absence of odours and other impurities must be ensured during transport. The vehicle must be secured with an alarm. Proper thermal packaging, temperature-controlled containers must be used during transport. If the transported goods are handed over to another transport supplier, this must not be done without our consent. Cross-contamination must be avoided. Likewise, contamination with emissions, exhaust gases, odours, foreign bodies, packaging material and all other impurities must be prevented.

b) Measuring instruments and equipment must be checked and calibrated. **The driver must 100% comply with the transport temperatures and records of the transport temperatures must be available. The driver arrives at the loading with a vehicle prepared to the required temperatures. Deviations are not permitted either downwards or upwards.**

c) In case of non-compliance with the transport temperature, contamination with shattering material, chemical substances or biological hazards, we must be informed without delay on the telephone number stated in the order.

d) In case of non-compliance with all conditions stated in this directive, contamination of the goods is at risk. Therefore, it is extremely important to keep only the goods loaded at the loading place and nothing else on the loading area! Exactly described in this directive.

LOADING PROCESS:

a) The driver is obliged to park the vehicle at the loading / unloading ramp according to instructions. It is important to always pay attention to safety, not only during driving, but also after parking the vehicle at the loading / unloading ramp. When manoeuvring, the driver should ask for help if necessary. It is necessary for drivers to always take sufficient measures to prevent any movement of the vehicle.

b) The driver is obliged to comply with the rules and regulations of the loading and warehouse staff.

c) The driver must take all necessary documents related to the goods being transported. Documents may include: weight list, delivery note, product safety analysis, dangerous goods documents or CMR transport document.

d) If the driver is present during loading, he is obliged to check the goods loaded on him. In the event of any discrepancy, visible damage such as damaged packaging, packaging, pallets, etc., he must immediately contact the dispatcher (VENTUS trans s.r.o.) and under no circumstances leave the loading until instructed to do so by the dispatcher.

- e) The driver must report any inconsistencies, for example if the loading/unloading address, seal number, temperature in the CMR or number of pallets do not match.
- f) If the driver is not present during loading, he must immediately notify the dispatcher (VENTUS trans s.r.o.).
- g) After loading, the driver is obliged to secure and secure the goods (securing bars, straps, etc.).
- h) After loading and securing the goods, the driver closes the loading area, possibly locking the doors, if possible. For GDoc (Global Transport Confirmation) purposes, the doors must be secured with a seal provided by the loading staff - in the event of not receiving seals from the loading staff, the dispatcher (VENTUS trans s.r.o.) must be contacted immediately. The driver must not leave the loading site without the dispatcher's permission.
- i) Then record the seal number in the CMR.
- j) When transporting samples, it is important to ensure that they are stored safely. Storage of samples in the cab of the vehicle should be minimised or avoided.
- k) During loading, the driver must not operate the equipment on one side or the other. In order for the driver to be able to operate such equipment, an agreement must be concluded and signed between the carrier and the loading, which will contain all requirements for training.
- l) During loading, he should ensure, in cooperation with the operator, that the maximum permissible gross vehicle weight is not exceeded. During loading, the driver should take all possible measures to ensure that the maximum permissible axle loads are not exceeded.

COMMUNICATION DURING LOADING:

Communication at the loading or unloading site must take place in a way that the requirements of one/other party are understood and that all processes are safe. Each driver is expected to have language skills at a communication level, which means mastery of basic concepts for the needs of loading or unloading. If required by the loading (unloading), for example for the purposes of preparing safety tests, drivers with active knowledge of English are used.

HEALTH AND ENVIRONMENT:

- be informed about the health and environmental risks of the products loaded on the vehicle,
- deal with waste or spills,
- immediately report unusual problems, events or incidents.

DRIVER'S OBLIGATIONS DURING TRANSPORT:

- a) Confirm the planned route with the dispatcher, inform the dispatcher of changes, use only motorways if possible, avoid secondary roads and "shortcuts".
- b) During transport under GDP regulation, the driver is obliged to check the temperature every 4 hours, with the exception of ferry transport.
- c) Do not stop at regular intervals, for a cigarette break, for newspapers, etc.
- d) Contact the dispatcher regularly by phone, GPS...
- e) Under no circumstances should you talk about the nature of the goods being transported or the route to be used for unloading.
- f) Do not stop at stops!
- g) Migrants: pay close attention, especially when waiting for a ferry to the UK. Safety is paramount! In case of any incident:
 - Contact the dispatcher / VENTUS trans s.r.o. immediately.
 - Write a record after the arrival of the police.
 - Ask the police officer to fill in a short report in the CMR, stating the police officer's name, surname, identification number, legible signature and stamp.
- h) Watch out for fake police officers. If the driver is stopped by the police, contact the dispatcher immediately and follow them to the nearest police station.
- i) Any break longer than 45 minutes must be taken in guarded car parks, for more information visit www.iru.org
- j) The driver must not leave the vehicle, with the exception of lunch, dinner, sanitary needs, etc. (in any case the driver is obliged to lock all doors and always keep the keys with him).
- k) In the case of two drivers, one driver must be present in the vehicle.
- l) Every time you return to the vehicle, it is the driver's obligation to check that all doors are locked and the seal is intact!
- m) Any accident, incident or suspicion must be reported immediately to the dispatcher / VENTUS trans s.r.o.

DRIVER'S PROCEDURE AFTER ARRIVAL AT THE UNLOADING SITE:

- a) The driver shall park the vehicle in the designated place upon arrival at the unloading site.
- b) After parking the vehicle, the driver is obliged to report the arrival at the unloading to the VENTUS trans s.r.o. dispatching department.
- c) Upon arrival at the unloading site, the driver shall enter the date and time of arrival at the unloading in the CMR.

d) When transporting under GDP regulation - before the start of unloading, the driver shall print out from the recorder the temperature curve during transport only from the date and time of loading of the goods entered in the CMR at loading.

e) He shall go to the warehouse/recipient's office, dressed in his company work clothes. There, the driver is obliged to hand over the CMR, all accompanying documents for the goods and the temperature record with the recording time from the time of loading of the goods.

f) After checking all accompanying documents, checking the integrity of the seal (seal) and determining the unloading ramp by the unloading/recipient employee, the driver shall park the vehicle in front of the unloading ramp.

g) When transporting under GDP regulation - the driver switches off the cooling unit, the unloading worker removes the seal (seal) and the driver removes the mechanical lock, opens the loading space of the vehicle and parks the vehicle on the ramp. After this operation, the driver switches off the vehicle engine, gets out of the vehicle and secures the vehicle against movement with the placement wedges,

h) The driver is obliged to put on a reflective vest, put on work shoes and, if requested by the warehouse employee, also use a head covering - safety helmet. Only a driver dressed in this way may be present on the unloading ramp and supervise the correctness of the unloading.

i) Prepare the vehicle for unloading (opening the doors, rolling back the tarpaulin, removing the locking parts, lashing straps).

DRIVER'S PROCEDURE AFTER UNLOADING THE GOODS:

After unloading, the driver pulls the vehicle away from the ramp, closes the loading area and parks the vehicle in the parking space designated by the unloading worker.

- In the case of EUR pallet exchange at the unloading, the driver shall take over the empty pallets in the area at the place designated by the recipient and place them in the pallet storage area, which is part of the vehicle.
- If required, the driver shall confirm the document on the number of pallets received, but in this case he is obliged to request a copy of this document.
- After these actions, the driver shall go to the warehouse office, where he shall receive from the warehouse/recipient employee a confirmed original (or photocopy) of the temperature record and a confirmed CMR document on the receipt of the goods, where the driver is obliged to add the date and time of completion of unloading and the number of EUR pallets received.
- In the event that he was not allowed personal presence at the unloading or a discrepancy was found during unloading by an employee

In the event that he was not allowed personal presence at the unloading or a discrepancy was found during unloading by a warehouse/recipient employee, the driver is also obliged to record these facts in the CMR, and to immediately inform the dispatching department about all records and wait for the

dispatching department's opinion on the recorded discrepancy. Only after these actions does the driver finish the transport.

- If the driver is unable to contact the dispatching and consult the opinion on the discrepancy, he must remain at the place until he connects with the dispatching.
- The driver shall then perform the cleaning of the loading area from mechanical impurities in a place which is not part of the unloading.

GDP TRAINING FOR DRIVERS

The driver must complete GDP training in the given scope:

- Practical exercises in preparing the vehicle for loading, compliance with hygiene and sanitation procedures
- Transport and maintenance of temperature chains, product protection
- Unloading and complete filling of records (CMR), delivery of records
- Analysis of risks and critical points

In Třinec on May 12, 2025

Dominika Rovňaníková

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