

DRIVER'S REMINDER

Upon arrival in the territory of HHLA TK Estonia, the truck driver is obliged to:

1. **Wear brightly colored safety clothing - a reflective vest or jacket.**
2. Clean the **car license plate and the container`s number** for simplification of their identification.
3. Upon entering the HHLA TK Estonia territory, the driver is obliged to drive only in accordance with the prescribed **traffic scheme**, following the instructions of all signs, including temporary signs and signboards. Information on the traffic scheme, route, and location of departments can be received from customer service (tel. 6006161).

Rules for staying in the territory of HHLA TK Estonia

1. Particular care must be taken when maneuvering to the place of loading when handling vehicles.
2. It is forbidden to drive on crane ways or railways, the truck cab or other truck part must not be on the railway or within the protruding parts of cranes during loading. In case of problems, the signalman should be asked for help and must be informed the crane driver.
3. Before start of reloading the driver must prepare the truck (trailer) for operation in accordance with the truck's manufacturer's operating instructions.
4. The driver must control the loading process. The driver should not physically assist during loading. To provide or receive information (in case of problems), one must contact the Terminal's staff by calling the telephone numbers listed at the end of this procedure.
5. After receiving the container or cargo and formalizing all needed documents, the truck must leave the place of loading without delay and head to the Terminal's exit.

Container terminal:

1. The container trailer must be ready for handling on arrival at the place of loading. In winter, before placing a container or load on a container trailer, one must free the trailer and the trailer locks from ice and snow.
2. The truck's container trailer must be set up according to the type of container to be loaded (20', 30', 40' or 45').
3. When loading a container on a container trailer with ramps, the driver's side ramps must be open before loading. The car engine should be switched off when loading a load or container.
4. It is forbidden to drive on crane ways or railways, the truck cab or other truck part must not be on the railway or within the protruding parts of cranes during loading. In case of problems, the signalman should be asked for help and must be informed the crane driver.

5. When loading or unloading a container at the **container terminal**, the driver must stand dressed in the signal vest at the **truck's front right wheel** so that the operator can see him and, if necessary, can give signals to the operator.

In the working area of RTG cranes:

- while loading the truck, the driver stands at least 1 m away from the truck and the loading area, next to the truck cab;
- The driver must be in the crane driver's field of vision and out of the crane lifting area.

6. The **driver must ensure** that the type, number, and seal number of the container correspond to the documentation and that there is no visible damage to the seals of the container or load.

If the discrepancies mentioned above occur, the Terminal's customer service (tel.6006161) must be notified, and in the cooperation with the driver the non-compliance inspection should be held. Received inspection reports may be forwarded to one's employer in case of any claims.

General cargo terminal:

1. When placing the truck at the loading/unloading place in the general cargo terminal, this place shall be indicated by the foreman or a person authorized by him (signalman). Particular care must be taken by drivers whose vehicle exceeds 12 m in length.
2. When unloading goods from a truck at a **general cargo terminal**, the driver shall first unlash the goods and then proceed with unloading. When loading the goods, the driver lashes the goods after the completion of the loading work. The driver must not be in the work area during unloading and loading.

While staying on the territory of the HHLA TK Estonia, the driver is prohibited to:

1. leave the truck and move on foot at the quays, Terminal's warehouses, and container sites without the permission of the supervisor;
2. relocate the truck during loading or unloading without the permission of the supervisor;
3. use a mobile phone while loading or unloading cargo or container;
4. carry out repairs to the truck, including using open flames, gas burners, etc.;
5. take photos and video recordings.

Action in emergency situations

Suppose a driver becomes an eyewitness to or participant in an accident, fire, or other accident. In that case, he must act as follows:

1. immediately notify the foreman of the incident at one of the telephone numbers below and contact the nearest Terminal's employee. The event's place must be kept unchanged;
2. call the emergency number 112 and report what happened and where the incident took place;
3. to act in accordance with rescue center staff instructions upon their arrival.

Necessary contact telephones

Customer service	600 6161
Terminal change commander	504 2279
Terminal foreman	507 8583
Fire and ambulance emergency number	112
The nearest medical institution is located in Maardu	606 0862 (Kallavere Hospital)

HHLA TK Estonia AS

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