



# Simplified Security Protocol

## SAULCE

Effective date: 20/12/2016

Approver : MECHREF Omar (warehouse manager).





## **GENERAL INSTRUCTIONS**



- ✓ Prohibition on telephone and smoking in the warehouse
- ✓ For all (visitor and external speakers): wearing mandatory vest and safety shoes (or hulls) in the warehouse and on the quays,
- ✓ Traffic inside and outside on pedestrian crossings,
- ✓ No use of ID Logistics gear without permission,
- ✓ Prohibition on introduce and consume drugs and alcool,
- ✓ Prohibition on carry out commercial transactions,
- ✓ During loading / unloading operations: engine off, parking brake engaged, the driver out of the cab,
- ✓ Cuts are prohibited unless **exceptional agreement** of the reception agent.



## **INSTUCTIONS SECURITY PROTOCOL**



### **Circulation**

- Respect the signage on the area (site map),
- Drive slowly, the speed is limited to 15km/h,
- Move with activated warning lights (day and night).



### **In case of fire**

- Leave your vehicle on the spot (Unless otherwise ordered),
- Head towards the gathering point,
- Wait for permission before leaving the site.



### **In case of accident**

- Contact an ID Logistics responsible.

### **Toilets**



**At drivers reception**

### **On arrival and departure of the site**



- Introduce yourself to the drivers reception,
- Wait for instructions from the home agent to enter the site and to dock,
- Read the instructions of the security protocol,
- Register on the sign-off book

# Security protocol

## RECEPTION (In)

✓ Parking on waiting area for trucks, getting to the drivers' home with your PPE,

✓ Go to the reception to check documents and communication number of quay,

✓ Time stamp your documents,

✓ **Opening doors only during docking approach** 

✓ Docking and putting in safe of your truck,

✓ **Wait for the unloader's instructions to leave (presence during the unloading mandatory)** 

✓ A check of the contents of the trailer will be carried out at the exit.

In accordance with the provisions of the decree of April 26th, 1996

### Instructions for operations of Loading and/or Unloading



*During docking, place the trailers at platform height, position the hold of wheel and / or candle, hand over your keys (Reception and Expedition)*

### DRIVER



## EXPEDITION (Out)

✓ Parking on waiting area for trucks, getting to the drivers' home with your PPE,

✓ Go to the reception to check documents and communication number of quay,

✓ Mise à quai, mise en sécurité de votre véhicule,

✓ **In case of trailer already docked, prohibition of couple the trailer without having recovered the documents at the dispatching office** 

✓ Wait for the loader's instructions to leave **(presence during the loading mandatory)** 

✓ Seal will be checked at the exit.

# SAULCE WAREHOUSE



-  The speed is limited to 15km/h
-  Prohibition of smoking
-  Area only for cars
-  Area only for trucks
-  Pedestrian crossings
-  Passage prohibited for retractable mast trolleys
-  Fire escapes