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Revision 00 prepared: 10.10.2017	<b>LIST OF REQUIREMENTS FORWARDING AGENTS/CARRIER</b>	

## 1 SCOPE OF APPLICATION AND AIM

The present List of Requirements for Logistics defines uniform rules for all forwarding agents of VTMS Europa. The aim of this List of Requirements is to support the smooth material and information flow between VTMS and its forwarding agents in order to avoid disruptions in the course of the value chain process. Furthermore, this List of Requirements should help achieve continuous improvement of the quality performance, the supply performance and the cooperation with the forwarding agents. It also defines the procedure for deviations as well as the responsibilities for the compliance with these regulations. If a forwarding agent is responsible for violating the provisions of the List of Requirements in connection with a shipment and thereby significant interests of VTMS are obviously infringed upon, VTMS may refuse to transport the shipment or execute diverse measures at the forwarding agent's expense that enable smooth transport.

## 2 OTHER APPLICABLE DOCUMENTS

Internal documents: Safety rules for drivers of heavy goods vehicles in multiple languages

## 3 TERMS USED


Term	Description
et cetera	a Latin expression meaning "and further/other things"

## 4 ABBREVIATIONS USED

Abbreviation	Term
etc.	et cetera

	DEPARTMENT	NAME	SIGNATURE	DATE
Prepared by:	BASSS	Ms Stricker		10.10.2017
Checked by QM:	QM	Mr Lichtenegger		10.10.2017
Approved by:	BAS	Mr Matscheko		10.10.2017

Classification: Internal

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## 5 DESCRIPTION

### 5.1 Validity

Unless specified otherwise to the contrary, the List of Requirements for Logistics establishes general rules that are uniform for all forwarding agents. The List of Requirements shall be binding through unanimous inclusion in the respective supply contract between VTMS and the forwarding agent (preferably Logserv). The List of Requirements shall apply to supplies and shipments to and from VTMS from the specified launch date until revoked.

Amendments to this List of Requirements may be made exclusively by VTMS.

In the case of conflicts between the provisions of this List of Requirements for Logistics and the arrangements concluded between the Parties in framework agreements or individual contracts, the provisions of the arrangements concluded between the Parties in framework agreements / individual contracts shall prevail.


### 5.2 Responsibility of the forwarding agent

The forwarding agent shall be responsible for meeting the logistics requirements specified below and shall make effort that they are met also by its sub-forwarding agents. For the coordination of logistics handling, direct contact persons with representatives shall be appointed for VTMS, which provide information in a competent and reliable manner and are authorised for making decisions. Said contact persons shall be available at all times during the loading slots or loading times specified by VTMS. Each expected loading delay due to problems shall be immediately notified to the logistics department of VTMS with the specification of the reason as well as a substitution plan with binding deadlines. If information cannot be made available directly, an information deadline shall be determined with the contact person. Furthermore, appropriate emergency telephones outside the business hours shall be set up. In addition, the forwarding agent shall clearly establish, ensure at all times and notify VTMS of the authorisation to make decisions on introduction of special measures (e.g. special transports, etc.). The forwarding agent shall be exclusively responsible for complying with the unloading deadlines.

### 5.3 Cargo and drivers

#### 5.3.1 Transport / cargo security

The forwarding agent shall be responsible for the vehicle driver's bringing all necessary materials for securing the cargo, and this shall apply also to its sub-forwarding agents. If this is not the case, the forwarding agent shall immediately procure the materials or VTMS may make them available for a charge.

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### 5.3.2 Driver/vehicle

Both the driver and the vehicle shall be roadworthy:

- Drinking alcohol and smoking are strictly forbidden for the driver and their company.
- The driver shall be also capable of driving their vehicle in terms of health.
- The vehicle shall be fit for driving in accordance with the Austrian and European directives (no rust in important lashing points, tarpaulin shall not be torn...).
- The tyres shall be appropriate for the season.

If any of these points is not observed, VTMS shall send the vehicle away! The forwarding agent shall cover all incurred costs on its own and shall make substitute transport available.

## 5.4 Behaviour on VTMS site

### 5.4.1 Loading and supply times

Unless otherwise determined with VTMS, the forwarding agent shall observe the loading slots or shall appear during goods receipt times. If this is not the case or no notice is given to VTMS, VTMS may refuse the cargo and charge the forwarding agent with the incurred costs (overtime hours...).

Loading times:

**Mon - Thu 7:00 am to 3:00 pm**  
**Fri 7:00 am to 11:00 am**

### 5.4.2 Behaviour on VTMS site

The driver shall behave on VTMS site in accordance with the safety rules included in the appendix. If this is not the case, the driver shall be expelled from the site and the forwarding agent shall be charged with the incurred costs.

The safety rules are published at each entrance on VTMS site in multiple languages and all logistics employees are willing to answer any questions!


## 6 EXPLANATION

## 7 QUALITY RECORDS (QR)

No.	Name of record	Form no. / file	Distribution list	Archiving original record		
				Place	Duration	Form
7.1						

## 8 INTRANET

Safety rules for drivers of heavy goods vehicles in multiple languages

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## 9 REVISION TRACK

Edition	Changed pages	Edition date	Reason for and type of change
00		10.10.2017	New edition and adjustment to HLS structure