



EMERGENCY NUMBER:
+49 (0) 16 38 09 01 56

TERMINAL RULES

HUTCHISON PORTS DUISBURG



RULES OF SAFETY AND CONDUCT

Our terminal is visited by approximately 600 vehicles each day. To ensure safety for this high volume of traffic, compliance with these Terminal Rules (TR) is of fundamental importance. All activities you carry out in our terminal should be based on mutual consideration.

All visitors to our terminal must comply with our Terminal Rules. The full text can be found in the Company Traffic Code of Hutchison Ports Duisburg.

With this leaflet, Hutchison Ports Duisburg is advising you of the rules that must be followed on our business premises.

RESPONSIBILITY / AUTHORITY

Instructions by Hutchison Ports Duisburg staff must be followed without discussions. Hutchison Ports Duisburg staff control the application of these Terminal Rules.

CONDUCT DURING INCIDENTS

All accidents, damage and/or incidents, as well as leakage of (environmentally) 'hazardous substances', must be immediately reported to Foreman Hutchison Ports Duisburg:



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IMPORTANT TELEPHONE NUMBERS

Fire department / Rescue services	112
Police	110
Disaster telephone of the City of Duisburg	0800 112 13 13
Hutchison Ports Duisburg Switchboard	0203 / 80 90 6 - 0

APP 'NINA'

Emergency information and news App of the Federal Office of Civil Protection and Disaster Assistance (BBK) for the mobile telephone.

TERMINAL RULES

- On the entire site, **safety vests and safety footwear** must be worn.
- The **use of safety helmets** is only compulsory in the **operational area** of the gantry crane.
- The maximum speed in the areas Gate-In/-Out is **10 km/h**.
- Reversing on the gate-in parking is prohibited.
- The maximum speed in the operational area is **20km/h**.
- **There is no overtaking** on the entire terminal.
- It is compulsory to wear seat belts on the terminal
- The driver is required to remain with his truck. Deviations from this rule are only permitted on the instructions of an employee.
- **Parking** in the terminal is not permitted.
- **Smoking and open flames** are not permitted. (except approved hot and welding work)
- Recording equipment **photo/video** are not permitted.
- The horn may only be sounded in emergency situations (terminal machines are exempt from this rule).
- It is not permitted to **drive under a load** or to remain below a **suspended load**.
- The consumption of alcohol, drugs and/or mind-expanding substances is prohibited.

Access to the terminal at your own risk.

Hutchison Ports Duisburg does not accept any liability for loss and/or theft of property while you are in the terminal area.

Please keep this information always at hand.



PRIOR TO DRIVING INTO THE TERMINAL

ACTIVITIES PRIOR TO DRIVING INTO THE TERMINAL:

- Prior to driving into the terminal, the driver must:
 - 1) check the proper functioning of the chassis.
 - 2) have loosened the twistlocks.
- **Vehicles**, which are at the Gate-In within the 'green zone', may proceed to the self-service desk.
- **Engines** must be switched off at the Gate-In car park.
- **Reversing** in the Gate areas is not permitted.
- While **sliding the chassis in and out** and **controlling empty/full containers**, as well as when twistlocks are being closed, drivers must use an area of the terminal which does not interfere with the operations.
- Each truck driver must report to the Gate-In DIYD (Do-It-Yourself-Desk) after checking the containers and submit the necessary documentation.
- For the transport of dangerous goods, the required **ADR certificate, the written ADR instructions and the transport papers according to ADR** must be submitted for verification.
- The Hutchison Ports Duisburg employees can request the presentation of the **PERSONAL PROTECTIVE EQUIPMENT (PPE)**. The **warning plates** of the vehicle must be closed after delivery or **opened for collection**.
- For the delivery of collection of containers with **waste**, the corresponding **Annex VII** or **chain of custody records** must be presented or requested. The **'A' sign** must be opened for collection.
- The terminal must **always** be entered via the **camera portal** at the Gate-In and exited via the Gate-Out.



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RULES OF CONDUCT IN THE TERMINAL

- It is not permitted to remain or drive below a suspended load.
- **Passengers and domestic animals** are permitted in the cab area of the truck (**except transport of dangerous goods**). These must be registered at the Gate-In.
- It is not permitted to bring **children** into the Hutchison Ports Duisburg terminal.
- The seat belts available in the vehicles must be used.
- The presence of unauthorised persons is strictly forbidden in the **area of the gantry cranes and the hazardous materials store**.
- It is not permitted to **drive across the crane rail**.
- Getting on and off the industrial truck is only permitted after visual contact with the equipment operator and instructions by the same.
- It is categorically forbidden to join the operator on the industrial truck
- Leaving the vehicles is only permitted for the purpose of supervising the loading and unloading, with the **gantry crane** or **reach stacker/empty handler** (maintain a distance of 3 metres).
- The driver must ensure that no one remains in the cab area during unloading or loading. Any registered passengers must exit the vehicle and stay at a safe distance, so that the driver and passenger can be seen by the equipment operator.
- **Reversing** during collection is carried out at the truck driver's own risk.
- Loading units must be bolted and secured after connecting prior to leaving the terminal to enter road traffic.
- The driver must check the condition and roadworthiness of the loading unit after collecting.
- After taking over loading units with dangerous goods according to ADR, the driver must check its roadworthiness and verify that the signing is in compliance with ADR.
- On the premises of the terminal, phone calls are only permitted when hands-free systems or headsets are used.
- The disposal of waste is only permitted at the facilities intended for this purpose. These facilities as well as the terminal are monitored by video. Any illegal disposal of waste will be reported.
- **Entries and exits** as well as junctions must be kept clear.

VISITORS AT THE TERMINAL

- Parking on the car parks designated for visitors.
- Prior to entering the business premises, it is compulsory to register at the reception in the main building Stahlinsel 9.
You may park your car on our visitors' car park.
- In the **hazardous areas** under the gantry crane, it is compulsory to wear a **safety vest, helmet and safety footwear**, and to be accompanied by a Hutchison Ports Duisburg employee with radio communication.
- External cars and delivery vehicles must switch on the hazard lights when driving across the operational area.
- At the end of your visit you must sign out in the main building Stahlinsel 9.

HOW TO BEHAVE IN THE EVENT OF AN ACCIDENT

PERSONAL INJURY

1. Anyone involved in a traffic accident or whose conduct has caused a traffic accident, is prohibited from leaving the scene of the accident, if:
 - A) in case of an accident, to his knowledge or reasonable expectation, another party has been killed or sustained personal injury or damage.
 - B) due to this, to his knowledge or reasonable expectation, another party who has sustained personal injury in this accident, would be left behind in a helpless situation.

MATERIAL DAMAGE

If material damage has been caused to loading units, equipment, buildings and structures, the closest Hutchison Ports Duisburg employee must be informed. The driver may only leave with the approval of the authorised employee, when the personal details and registration number has been taken, a damage report has been prepared and the insurance details have been taken. All damage shall be captured with photographs.

SANCTIONS

All breaches against the Terminal Rules are recorded by Hutchison Ports Duisburg. In the event of repeated or serious breaches against these rules, the companies may be informed, loading or unloading may be refused or, in addition, the driver and the vehicle may be banned from entering the terminal.

VEHICLE CONTROLS

In accordance with the shipping agent's obligation to secure the load under Section 2 StVO (Road Traffic Regulations) and the shipping agent's obligations under Section 21 GGVSEB (Ordinance on the Transport of Dangerous Goods by Roads, Rail and Inland Waterways), container vehicles are subject to random checks when leaving the terminal.

Hutchison Ports Duisburg reserves the right to reject vehicles which do not comply with the current safety guidelines and the current Ordinance on the Transport of Dangerous Goods, and refuse the transfer of a container.



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