

# Fact sheet

## for self-collectors of goods at our plants in Aresing, Schrobenhausen and Edelshausen

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Dear customers of the BAUER Group,

We are delighted that you have chosen a Bauer product.

National and international transport regulations lay down responsibilities and liability in the event of loss or damage. This Fact Sheet sets out the key rules and regulations which must be followed in order to ensure smooth, efficient processing when collecting goods directly from our plant locations. Only compliance with the following points can ensure problem-free collection and loading at our plants.

Please be sure to observe them.

### Notification of readiness for shipping from Bauer

- As soon as the goods are ready for collection, you will receive an e-mail with the shipping documents and the collection authorization.
- Please clarify the collection date of the goods with your responsible person in charge.
- Please send the completed collection authorization to the following e-mail: [logistics@bauer.de](mailto:logistics@bauer.de). Without a completed collection authorization, the goods will not be released.

### Collection addresses

- Schrobenhausen plant: 86529 Schrobenhausen, Buergermeister-Goetz-Strasse 32 - 36
- Aresing plant: 86561 Aresing, Sonnenhamerstrasse 55
- Edelshausen plant: 86529 Edelshausen, In der Scherau 1

### Loading times

- The loading times for machinery and equipment at the above plants are:
  - Monday to Thursday between 7 a.m. and 3 p.m.,
  - Friday from 7 a.m. to 12 p.m.
- No goods can be collected on statutory German federal or Bavarian state public holidays.
- The factory gates open at 7 a.m.
- Bauer must be notified of your intended collection time at least 2 working days in advance. Carriers must be kept to within +/- 2 hours of the notified collection time window. If carriers arrive unannounced or late, we cannot guarantee that your goods will be loaded on the same working day.

### Self-collection for air freight

- Pursuant to European and German national air freight security legislation (EU Regulation 185/2010; LuftSiG dated 11/01/2005), we can release air freight for self-collection which have the status INSECURE only. This may result in delays and incur additional cost for you in relation to air freight handling.



### Collection authorization

- Delivery or handover of the goods to the collecting carrier shall only take place if a collection authorization has been completed in full and countersigned by the designated recipient of the goods no later than the time of collection.
- When picking up the goods, a copy of the passport is required from the collecting party. No goods will be issued without a copy.

### Technical condition of vehicles

- Collecting vehicles must be in a technically fault-free condition, complied with all legal requirements, and be equipped with the necessary technical means to transport the goods (such as adequate numbers of lashing points, stanchions, maximum axle loads, etc.).
- Vehicles with dimensions exceeding 16.5 metres in length, 2.55 metres in width and 4.0 metres in height, or exceeding a total laden weight of 41.8 tonnes, must obtain a special permit in accordance with German road traffic regulations (StVO) section 29(3), and the Road Traffic Licensing Act (StVZO) section 46(1)(2) and (5).
- As the consigning party, Bauer is legally obligated to verify that the required permits for large and heavy transports are complete and correct before loading begins. Such transports must be notified in good time and independently by the collecting party.
- As the consigning party, Bauer is legally obligated to verify that the required permits for large and heavy transports are complete and correct before loading begins. No loading can be undertaken without valid permits.
- The consignment must be loaded and secured by the carrier in accordance with legal requirements and checked and further secured where necessary by Bauer consignment personnel. Vehicles with inadequately secured loads must not be allowed to leave the plant location.
- The load must be stowed such that, under normal conditions, it cannot be damaged and does not pose a hazard to third parties. It must be ensured in particular that the load cannot slip, roll, topple over, drop, or cause the vehicle to turn over.
- The necessary fixtures and fastenings must be carried on the vehicle in sufficient quantities and in technically fault-free condition. This means in particular:
  - Anti-slip matting
  - Lashing straps
  - Chain hoists
  - Edge protectors
- If unsuitable vehicles are provided, appropriate fixtures and fastenings are not available, or the required permits are not submitted, Bauer is legally obligated to prohibit loading.

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### Rules of conduct on BAUER Group sites

- Drivers must report to the security staff at the gate when entering and leaving the site.
- Vehicles must only be parked in the assigned bays.
- Drivers and other carrier personnel are not permitted to move freely around the site. They must remain in/at their vehicle.
- Instruction, prohibition and warning signs must be observed.
- Road traffic regulations apply on-site.
- Visitors must wear helmets at all times when on-site.
- Carrier personnel must also wear safety boots during loading and unloading. This requirement is for their own safety.
- The following are not permitted at our plant locations:
  - Consuming alcohol and drugs
  - Sleeping overnight
  - Disposal of waste or cleaning vehicles
- The driver must submit to the controls necessary to maintain good order, safety and security when entering and leaving the site.
- Instructions from Bauer personnel must be followed at all times.



We request you to comply with the above points in order to ensure safe, quick and smooth loading. If you have any questions, please consult your client or contact the BAUER Group employee in charge.

The Fact Sheet can also be found on the Internet at: [Fact sheet for self-collectors](#).