

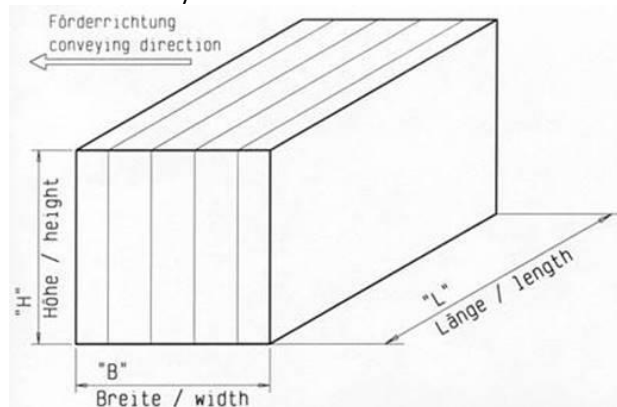
Instructions for loading and protecting the baled waste paper

1. Scope of responsibility for proper loading and transport protection of baled waste paper

- Waste paper Supplier (Seller) is responsible for correct preparation of waste paper bales for transporting.
- The Loader (Seller) is responsible for proper loading of waste paper bales.
- The driver, who is a representative of a Shipper/Carrier hired by the Mondi SCP a.s. (MONDI), and in case of own transport the driver hired by waste paper Supplier (Seller), is responsible for correct protection of waste paper bales transport.
- Waste paper Supplier (Seller) is obliged to ensure for the driver the possibility of safe protection of waste paper bales with belts.
- It is the driver's obligation to ensure, in a form of a statement, proper protection of waste paper bales for transport, in transportation documents after loading (for domestic deliveries) or in CMR documents for deliveries to MONDI (for import deliveries).
- The driver is obliged to notify the MONDI employees on noticed irregularities, which may endanger safety, during preparation and unloading operations.

2. Transported goods' characteristic

- The waste paper should be compressed in a form of cuboids called bales.
- Bale compression force should prevent bale disintegration during loading, transporting and unloading.
- Waste paper bales should be effectively tied in one direction.



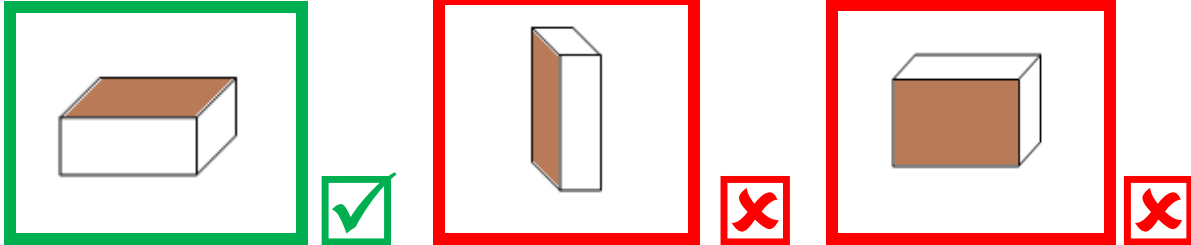
- The required form of bonding is the use of steel wire, bales bonded with a steel strap and string should be agreed in writing with the Buyer before accepting the load.
- The weight of one bale should not be lower than 200 kg. Smaller bales will be treated as deliveries of non-baled waste paper. Such deliveries have to be agreed with the Buyer in writing before accepting the load, and transported on vehicles adapted for transporting a loose waste paper.
- A bale should not be longer than 2,4 m, wider and higher than 1,4 m.
- Specification of bales of waste paper:

	Minimum	Maximum
Length (L)	1,00 m	2,40 m
Width (B)	0,65 m	1,30 m
Height (H)	0,80 m	1,30 m
Weight	300 kg	1.000 kg
Thickness of wires	2,5 mm	3,5 mm

- It is not allowed to transport the waste paper bales on pallets.
- It is not allowed to transport the waste paper bales together with other goods and materials.
- It is not allowed to transport the cylinders with gas in a cargo space of a semitrailer.

3. Instructions for proper arrangement and protection of load

- 1) Semitrailer's cargo space should be maximally used, observing the permissible total load and axle loads.
- 2) Waste paper bales should be loaded in three layers. The except is the loading of waste paper bales characterized by big sizes and big weight, if their total weight exceeds the permissible load. In such cases it is permissible to load two layers of waste paper.
- 3) Maintain top and side spaces, allowing for side unloading of the vehicle.
- 4) The bales should be arranged with their biggest sides placed horizontally.



- 5) **The rear of the vehicle** should be protected with two belts placed along the semitrailer's diagonals, to prevent the load from moving onto the rear door.
- 6) **All rows** of waste paper should be protected against moving, by bracing them with belts.

Diagram 1 – correct loading and protection with belts of waste paper bales, arranged in three layers, including the protection of the rear of the vehicle (Protection of the bales is marked by blue colour).

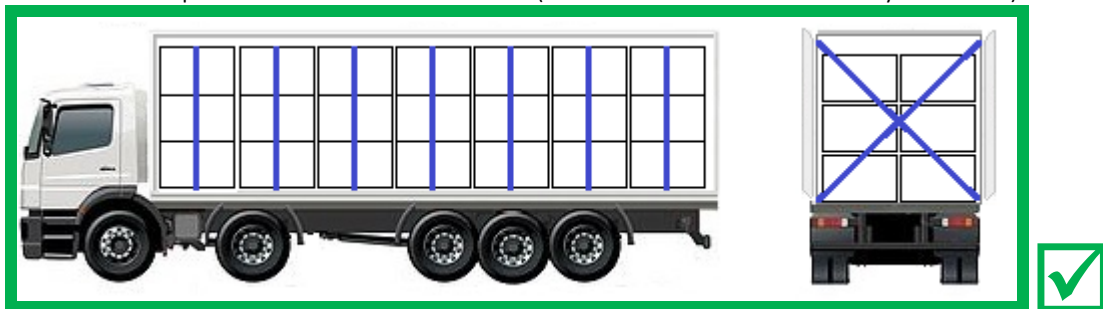
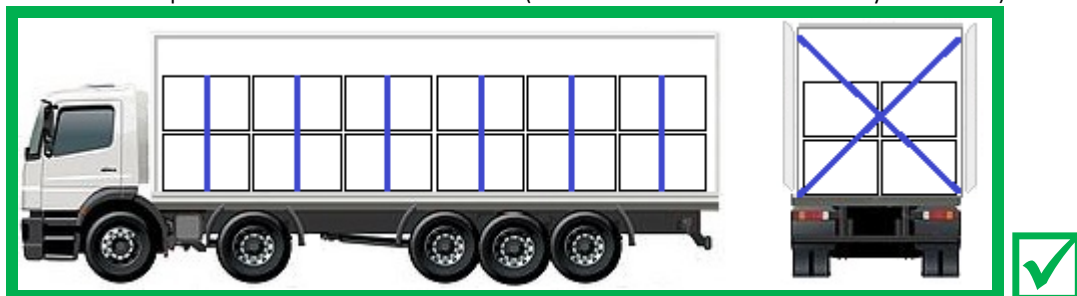
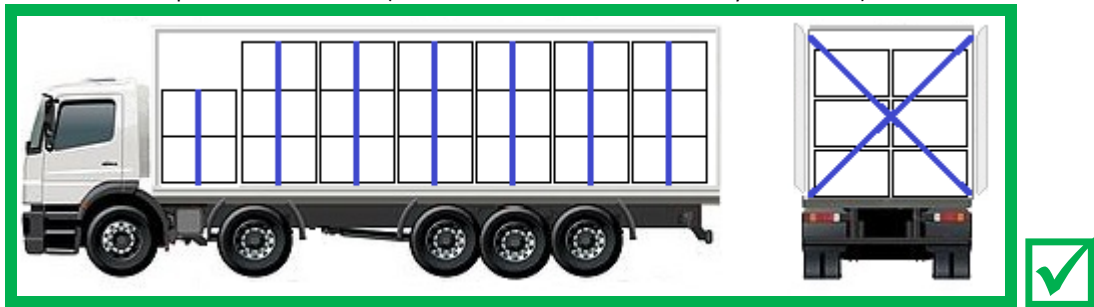


Diagram 2 – correct loading and protection with belts of waste paper bales, arranged in two layers, including the protection of the rear of the vehicle (Protection of the bales is marked by blue colour).



- 7) In case of exceeding the maximum axle load for the pulling axle of the vehicle, it is permissible to load according to the diagram 3

Diagram 3 – correct loading of waste paper bales in case of possible exceeding the pulling axle load, and protection with belts (Protection of the bales is marked by blue colour).



- 8) Vehicle semitrailer should be protected using **all vertical and horizontal elements of the rack**

Diagram 4 – correct protection of waste paper bales with belts and rack elements (Protection of the bales is marked by blue colour).



- 9) **The driver has the right to refuse transporting the load which is loaded incompatibly with the above rules for loading and protecting.**

4. Improper arrangement and non-protected load

- 1) It is inadmissible to arrange the waste paper bales as „bricks ” (schema 5 and 6). Such loading arrangement will make it impossible to unload the waste paper and re-expedite the goods. The whole vehicle will be withdrawn from unloading and directed to the place it was sent from. Transport costs will be covered by the waste paper supplier.
- 2) It is inadmissible to transport the load without protecting it from moving with belts and without protecting the rear of the vehicle.

Diagram 5 – an example of waste paper bales loaded incompatibly with work safety and hygiene rules – the bales are arranged as 'bricks' and not protected with belts

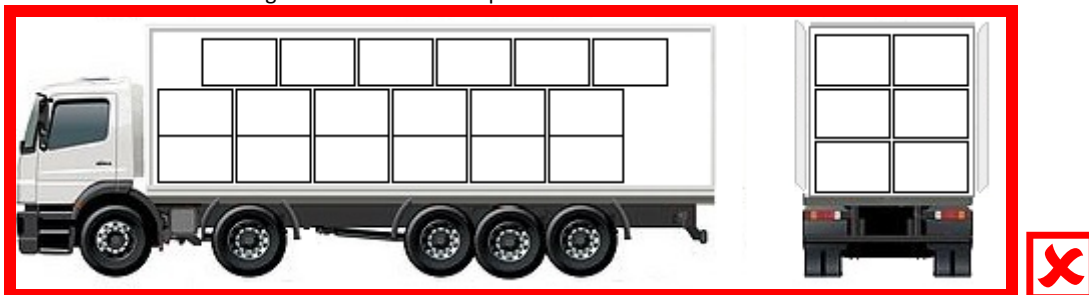
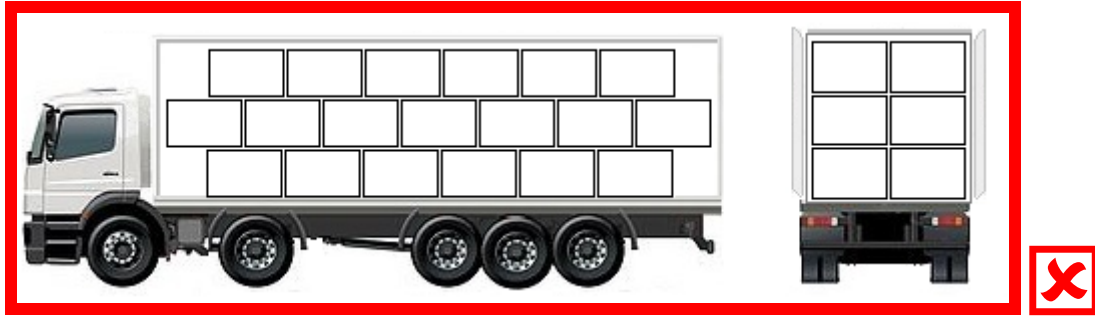
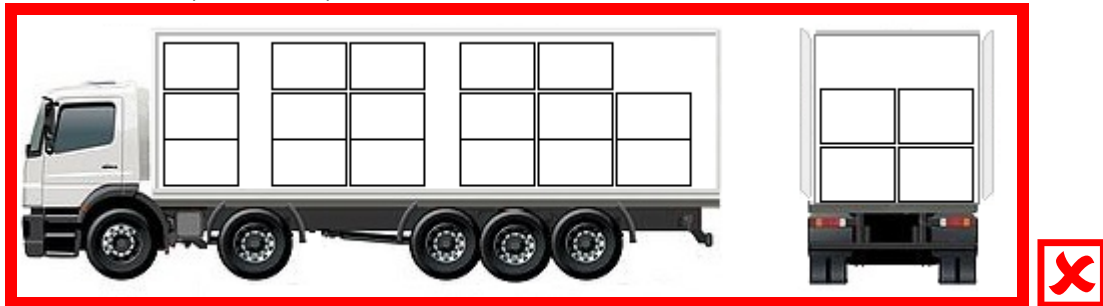


Diagram 6 – an example of waste paper bales loaded incompatibly with work safety and hygiene rules - the bales are arranged as 'bricks' and not protected with belts



3) Do not leave empty spaces which may lead to load moving.

Diagram 7 – an example of waste paper bales loaded incompatibly with work safety and hygiene rules – free spaces and no protection with belts



4) Do not place one layer of bales directly by three layers of bales.

Diagram 8 – an example of waste paper bales loaded incompatibly with work safety and hygiene rules - one row directly by three rows, not protected with belts.

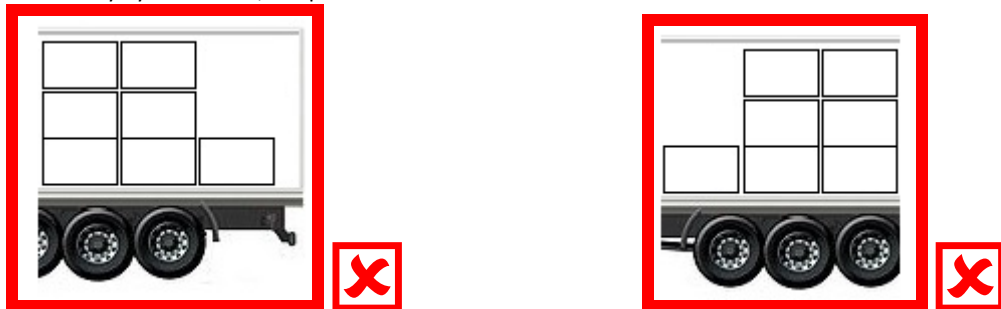


Diagram 9 – an example of waste paper bales loaded compatibly with work safety and hygiene rules - one row directly by three rows, protected with belts (Protection of the bales is marked by blue colour).

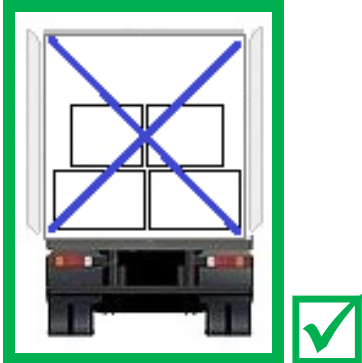


5) Do not place bigger bales on smaller ones.

Diagram 10 – an example of waste paper bales loaded incompatibly with work safety and hygiene rules – bigger bales arranged on smaller ones, not protected with belts



Diagram 11 – an example of waste paper bales loaded compatibly with work safety and hygiene rules – smaller bales arranged on bigger ones, protected with belts (Protection of the bales is marked by blue colour).

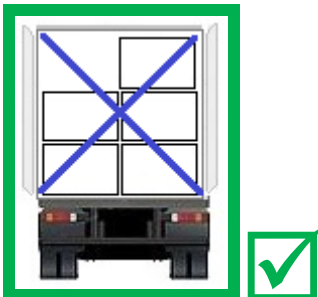


6) Do not arrange the bales in two rows.

Diagram 12 – an example of waste paper bales loaded incompatibly with work safety and hygiene rules – bales arranged in two rows and not protected with belts



Diagram 13 – an example of waste paper bales loaded compatibly with work safety and hygiene rules – bales arranged in two rows and protected with belts (Protection of the bales is marked by blue colour).



7) Do not place the bales with their largest surfaces in a vertical position.

Diagram 14 – examples of waste paper bales loaded incompatibly with work safety and hygiene rules – the bales with their largest surfaces standing vertically, not protected with belts

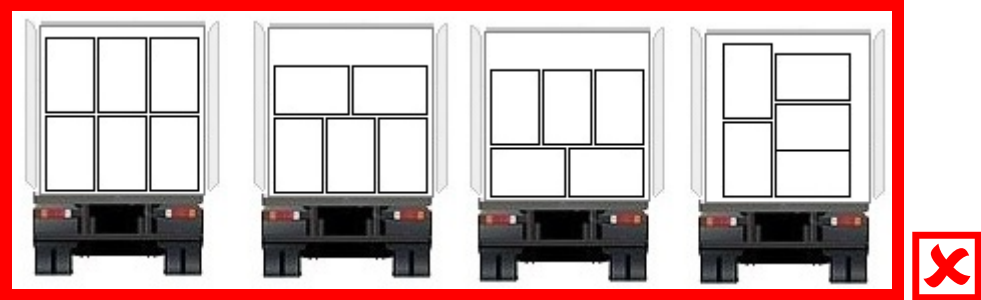


Diagram 15 – examples of waste paper bales loaded compatibly with work safety and hygiene rules – the bales with their largest surfaces standing horizontally, protected with belts (Protection of the bales is marked by blue colour).

