

Manual for loading and unloading at Sandler



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General instructions for truck drivers

- When entering the loading ramps, it is mandatory to wear safety shoes and a safety vest. Wearing a safety vest is also recommended on the remaining area.
- Driver's license, social security card (work permit) and EU transport permit (transport license) must be carried along at all times, as random checks are carried out.
- Legal regulations, e.g. regarding driving and rest times, must be adhered to.
- Road traffic regulations apply on the company premises.
- Attention must be paid to forklift traffic.
- Zones with a 30 km/h speed limit can be found on the general map. (Page 14)
- The Sandler AG premises are under video surveillance.

AEO regulations / Access to company premises

Sandler is an AEO-certified company. Therefore, it is strictly regulated who is permitted to enter which area. Both employees and external parties must adhere to these regulations.

- Truck drivers are permitted to remain at the loading ramps for loading and unloading activities. Persons accompanying the driver do not have access authorization.
- The stay at the ramps must be limited to the loading or unloading times. Once loading or unloading has been completed, the driver must leave the building.
- To monitor loading and unloading, vehicle drivers are only allowed to be in the assigned ramp area. Other operating areas may not be entered.
- Between registration and loading/unloading, drivers may only leave the company premises in consultation with the warehouse staff, except for the prescribed breaks.
- Existing signs prohibiting access must be strictly observed.
- Toilets and showers (see general map, page 14) are freely accessible. In addition, the instructions of the warehouse personnel regarding access to the premises and buildings must be followed.
- Only trucks known to arrive and scheduled for loading or unloading at Sandler are allowed to park in the truck parking areas.

The only exception to staying on the company premises after loading or unloading is the legally prescribed rest period. If the permitted driving time has been reached, the rest period may be spent in the parking lot. After the rest period has ended, the company premises must be left. Standing times beyond this are to be avoided.

Prohibitions on the company premises



No photography

Photography and filming are prohibited on the entire company premises and within the company facilities. This also applies to the use of mobile phones and other devices with these respective functions.



No mobile phones

The use of mobile phones is only permitted outside the buildings.



Eating and drinking

Eating and drinking are only allowed in the common room in Plant 4 (see general map page 14). It is prohibited in all other areas of the premises.



No smoking

At Sandler, smoking - including electric cigarettes - is only permitted in designated smoking areas outdoors. (see general map page 14)



No alcohol

Bringing and consuming alcoholic beverages and other intoxicants is prohibited on the entire company premises. Persons under the influence of alcohol will be expelled from the premises.



No glass

Bringing glass into the buildings is prohibited. There must be no glass on the truck's loading area, otherwise loading/unloading might be refused. In case of glass breakage, the warehouse personnel must be informed immediately.

Loading space preparation

Outgoing goods

- The driver must ensure that the loading space requirements are met. This is subsequently checked by Sandler.
- Before loading, the loading space must be checked for cleanliness, odourlessness, dryness and possible damage.
- Even if vehicle is already standing at the ramp, sweeping and vacuuming must be carried out by the driver as required. If the loading space is wet, it can be dried with the provided heating cannons (if necessary, with the help of the warehouse staff). However, this service may be charged, depending on the effort.
- At the ramp, the wheel chocks must be placed under the tires.
- The side boards (depending on truck type) must already be inserted before loading.



Loading space requirements

Only concerns goods issue

- There must be no persons in the vehicle.
- The smell in the loading space must be neutral.
- Oil residues, mold, wetness, dust, dirt, other contaminations, glass, and insects (see Anti-Bug-Policy page 12) are prohibited in the loading space and on the loading area.
- If the vehicles are used for transporting glass or rock wool or goods with odorous substances (e. g. detergents), they must be cleaned thoroughly afterwards.
- There must be no safety defects on the vehicle.
- The tarpaulin must not have any holes.
- Trucks with sliding tarpaulins (Curtainsiders) in standard design are not suitable for complete loads.
- Ideally, there is no wooden floor in the truck. However, when there is a wooden floor, it must be clean, dry, and undamaged.
- The legally permitted external height of max. 4 m must not be exceeded.

Minor repairs are required?

Please go see our local partner.

Spedition Langgärtner

Contact persons: Waldemar Frisch; Christian Schmitt

Address: Meiselfelder Straße 5-9, 95030 Hof/Saale

Phone: +49 9281/ 8500151

Opening hours: Monday – Friday 8:00 am – 5:00 pm

Loading specifications

for loads >8 t

Loads >8 t	prEN 12642 Code XL	3 m interior height + entrance height	Empty, clean-swept, dry, odor free	Technically flawless	Payload sufficient for load weight	Tight, undamaged	Forklift accessible 5 t	Loading from the back	Sufficient load securing aids
Mega trailer 13,6 ldm	x	x	x	x	x	x	x	x	x
Jumbo truck trailer 15,0 ldm		x	x	x	x	x	x	x	x
Standard trailer	not suitable								
Jumbo box-body trailer		2,9 m	x	x	x	x	x	x	x
Standard box-body trailer	not suitable								
40' HC Container			x	x	x	x	x	x	x
40' Container			x	x	x	x	x	x	x
20' Container			x	x	x	x	x	x	x
Tautliner / Curtainsider	not suitable								

Loading specifications

for loads <8 t

Loads <8 t	prEN 12642 Code XL or prEN 12642	3 m interior height + entrance height	Empty, clean-swept, dry, odor free	Technically flawless	Payload sufficient for load weight	Tight, undamaged	Forklift accessible 5 t	Loading from the back	Sufficient load securing aids	Stanchions gap max. 3.8 m	Side boards per stanchion gap: min. 4
Mega trailer 13,6 ldm	x	x	x	x	x	x	x	x	x	x	x
Jumbo truck trailer 15,0 ldm		x	x	x	x	x	x	x	x	x	x
Standard trailer			x	x	x	x	x	x	x	x	x
Jumbo box-body trailer			x	x	x	x	x	x	x	x	
Standard box-body trailer			x	x	x	x	x	x	x	x	
40' HC Container			x	x	x	x	x	x	x		
40' Container			x	x	x	x	x	x	x		
20' Container			x	x	x	x	x	x	x		
Tautliner / Curtainsider	not suitable										

Cargo securing

Outgoing goods

- It is required to bring one clamping board and one tensioning strap per unit.
- Stabilizing boards that need to be used due to cargo space deficiencies or to strengthen the tarpaulins can be borrowed if needed and must be returned afterwards.
- To ensure sufficient stability, the vehicle must have a valid prEN 12642 CODE XL (reinforced body).
- To optimize load safety, the use of the following aids is mandatory, depending on the need for a particular load:
 - Anti-slip mats - preferably cardboard, foam-coated on both sides or made of rubber granulate; (provided by Sandler if required)
 - Dunnage bags
 - Clamping boards
 - Lashing straps
 - Edge protectors
 - Woven polyester load securing strap for final cargo securing in containers

Registration / loading procedure

- The truck must first be parked in one of the designated parking spaces.
- Random checks of the vehicle are possible.
- Drivers must always identify themselves at the head office in the warehouse (Plant 4) by stating the assigned reference number / document number (or meaningful delivery documents) and the destination. The instructions of the personnel must be followed exactly.
- During the waiting time / before loading, the roof should be set to the highest possible level.
- At the agreed time, the driver independently docks at the assigned ramp, raises the vehicle to ramp level, installs the supporting stands, turns off the engine, applies the handbrake and places the chocks under the tires.
- For loading by a forklift, the cargo area must be undamaged. No add-on parts of the body may protrude into the loading space.
- The necessary cargo securing equipment (belts, clamping boards) must be kept available. Vehicle drivers can obtain information about TÜV-approved cargo securing from the showcase at the loading dock. The instructions of the Sandler personnel must be followed exactly.
- After loading/unloading, the tarpaulin is tightened in accordance with the instructions, and the tarpaulin tensioners must be closed properly.
- The ramp must not be left independently! After cargo securing, the ramp must be cleared quickly and completely when requested to do so by Sandler personnel.
- After completion of the loading/unloading process, the driver must leave the warehouse/ramp area and then report back to the warehouse office to sign and receive the shipping documents and to return the pagers that were handed out.
- All relevant transport and customs documents are issued after loading.

Other notes

Time slots for loading / unloading

Loading times: between 06:00 am and 10:00 pm

For organizational reasons, arrival is required by 8 pm. Loading time slots are assigned to carriers at 2-hour intervals. Those who do not arrive until the second half of their assigned time slot must expect waiting times beyond their time slot. This is the only way to ensure a smooth process.

Office hours logistics department (dispatchers):

Monday – Thursday	8.00 am – 4.00 pm
Friday	8.00 am – 2.00 pm

Anti-Bug-Policy

- Vehicles / loading spaces should be clean enough to prevent insects from settling in.
- The loading space must be sealed tightly enough to prevent insects from entering.
- The loading space should have as few design-specific openings as possible.
- Food and drink are prohibited on the ramp. An exception is made for water in plastic bottles.
- The tarpaulin must be cleaned regularly.
- The truck should not be parked under trees on route (risk of aphids).

Packing conditions for incoming goods

Packaging must be undamaged and free of glass, mold and contamination. Delivery on Euro pallets is not desired, as we do not participate in the exchange procedure.

Shops in the surrounding area

Gas station

Hoffmann Tanken & Waschen
Industriestraße 11, 95126 Schwarzenbach/Saale

Tankstelle Purucker
Kirchenlamitzer Straße 36, 95126 Schwarzenbach/Saale

K&W Tankstelle
Schwarzenbacher Straße 27, 95145 Oberkotzau

JET Tankstelle
Helmbrechtser Straße 1, 95213 Münchberg



Pharmacy

Saale-Apotheke
Kirchenlamitzer Straße 1, 95126 Schwarzenbach/Saale

Schloss Apotheke
Jean-Paul-Straße 1, 95126 Schwarzenbach/Saale



Supermarket

EDEKA Cankurt
Kirchenlamitzer Straße 8, 95126 Schwarzenbach/Saale

Netto
Lohbachstraße 3, 95126 Schwarzenbach/Saale



General map

