



## 1. General

- The opening hours are Monday to Friday from 7.00 to 16.00. Deliveries and collections must be registered in advance and are possible until 14:30. Outside of these hours is only possible by prior arrangement.
- Only employees, customers, suppliers and collectors have access.
- Visitors and employees are requested to park in front of the company premises or in the designated car parks.
- Only suppliers are permitted to bring vehicles onto the premises.
- The unauthorised dismantling or removal of parts of any kind is prohibited.
- It is forbidden to remain in the working area of excavators, forklift trucks, vehicles and machines.
- The consumption of alcohol and drugs is prohibited, as is entering the site under the influence of alcohol.
- The general terms and conditions are an integral part of these company regulations.
- They are available in the office and can be viewed there at any time or online at [www.behrendt.com](http://www.behrendt.com).



## 2. fire protection

- Smoking, including vaporisers, is prohibited on the entire company premises and inside vehicles! Smoking is only permitted in the designated area in Leinestrasse in front of the social rooms and in Gutenbergstrasse in front of the main entrance door.
- For welding work, the welding authorisation procedure for company employees and external companies must be observed. Information about the procedure can be obtained from the site manager and the technical operations manager.



## 3. driving on the premises

- Entering and driving on the premises is at your own risk.
- The driver of the vehicle is responsible for any damage caused
- Wear a high-visibility waistcoat for better visibility
- The StVO applies
- walking speed must be observed.
- Forklift trucks, wheel loaders and excavators have right of way.
- Exercise caution in the vicinity of work machines and maintain a safe distance.
- Unloading assistance is at your own risk.
- When reversing, the driver must ensure that nobody can be injured.
- If necessary, the driver must be instructed.
- Parked vehicles must be secured against rolling away.



## 4. Weighbridge

- All persons must disembark during full and empty weighing and may not remain on the scales.
- Axle-by-axle weighing is not permitted without exception. When weighing lorries, the part that is on the on the weighbridge must be uncoupled from the other part.

## 5. deliveries and collections

- In principle, every delivery must be registered at the weighing office and the weight of the goods weighed.
- The unloading point will be allocated to the deliverer.
- Goods may only be unloaded in accordance with instructions from our staff.
- Quality control is carried out at the unloading point by drawing up an acceptance report.
- In the event of quality problems, we are authorised to reject goods even if they have already been unloaded.
- The customer must sign out when leaving the premises.
- No liability is accepted for damage caused to the deliverer's vehicles during unloading by the company's own loading equipment
- The supplier is also liable for hidden defects in the delivered goods.

Neumünster, 08.05.2025

Die Geschäftsführung

Dipl.-Wirtsch.-Ing. Tammo Behrendt