



DRIVER'S MANUAL

CONTENTS



01 INSPECTION BEFORE YOU START DRIVING	3
02 SAFETY WHILE DRIVING	10
03 LOADING AND UNLOADING	11
04 ACTIONS IN CASE OF EMERGENCY	23
05 THINGS THAT ARE IMPORTANT TO KNOW	25
06 SPECIFIC WARNINGS YOU MUST KNOW	26
ANNEX 1 INSPECTION CHECKLIST	28
ANNEX 2 VOCABULARY	40
ANNEX 3 DRIVER'S MEMO: PECULIARITIES OF THE CARRIAGE OF DANGEROUS GOODS	46
ANNEX 4 INTERNATIONAL CONSIGNMENT NOTE (CMR)	48
ANNEX 4.1 HOW TO FILL A CMR	49
ANNEX 5 ACTIONS IN CASE OF AN ACCIDENT	50
ANNEX 6 INTERNATIONAL CARGO PROTECTION ASSOCIATION (TAPA) CARGO PROTECTION REQUIREMENTS	51
ANNEX 7 GOOD DISTRIBUTION PRACTICES (GDP)	53
ANNEX 7 WORK AND REST MODE	55
ANNEX 8 ECO DRIVING	56
ANNEX 9 WINTER DRIVING	58
ANNEX 9.1 CHAIN INSTALLATION	59
ANNEX 10 ENSURING SUPPLY CHAIN SECURITY	60
ANNEX 11 LIST OF POSSIBLE ACCIDENTS AND ACTIONS TO MANAGE THEM	61
ANNEX 12 INTEGRE TRANS	63
ANNEX 13 FLEETHAND DRIVER MANUAL	72

1. INSPECTION BEFORE YOU START DRIVING



WARNING!

BEFORE DRIVING TO THE LOADING POINT, MAKE SURE THAT YOU CAN ENSURE COMPLIANCE WITH ALL THE INSTRUCTIONS WITHOUT EXCEPTION. IF ANYTHING IS UNCLEAR OR YOU HAVE QUESTIONS, PLEASE CONTACT YOUR MANAGER.

START OF MOVEMENT

Before driving, check the condition of the vehicle, equipment and personal protective equipment.

**Mark the results on the vehicle inspection checklist.
(You will find it in ANNEX A to the manual.)**



If the continuation of movement or the execution of the order is impossible based on the results of the inspection, immediately notify the responsible Integre Trans manager.



INSPECTION CHECKLIST

DOCUMENTS:

- vehicle documents;
- driving license;
- passport or personal identification card;
- driving permit;
- consignment notes for goods (if loaded);
- document on education (Directive of the European Parliament and of the EU Council No. 2003/59/EC);
- ADR certificate of training for the driver of a motor vehicle carrying dangerous goods (if necessary for transportation).

TRACTOR AND SEMI-TRAILER:

- connections of pneumatic and electric systems;
- possible leaks in tanks, oil baths;
- cabin inspection:
 - seat;
 - steering wheel settings;
 - safety belts;
 - rearview mirror;
 - blind spot camera;
 - dashboard readings;
 - air conditioning unit;
 - telematics system; smoke detector;
 - oil and coolant level, tire pressure, fuel level;
 - functioning of the brakes (service and parking brakes);
- body: ruptures, damage that occurred while driving;
- tires (visual inspection): condition, pressure, tread depth, wheel nuts;
- lighting, including spare lamps, reflectors, direction indicators;

- cleanliness of the vehicle and cargo compartment:
 - dryness, cleanliness and absence of odor;
 - absence of foreign objects (for example, loading devices);
- saddle hitch, supports;
- awning: coating, tightness, accumulation of ice on the roof;
- customs seal, closing seal;
- floor: damage, protruding sharp corners;
- securing of cargo.

VEHICLE EQUIPMENT CARRIED:

- min. 32–40 insertable rails;
- securing of cargo:
 - min. 20 tension straps (length – min. 8 m, LC – 2500 daN, STF – 500 daN);
 - side protection;
 - two tension rails;
- first aid kit;
- flashlight;
- fire extinguisher;
- broom;
- breakdown kit (two warning triangles);
- two chocks;
- a spare tire;
- a portable ladder;
- winter equipment.

PERSONAL PROTECTION EQUIPMENT CARRIED:

- safety helmet (EN 397) - some forklifts require a chin strap;
- safety goggles with side protection or goggles with full protection (EN 166/EN 166-3);
- personal hearing protectors (EN 352);
- protective clothing covering the body – also applies to the warm season;
- reflective vest (EN 471);
- work gloves (EN 388);
- safety boots with steel toes (S1, EN 20345).

CAN YOU GO ON A TRIP

0.0 ppm alcohol – and no drugs!

Driving under the influence of alcohol and/or drugs is strictly prohibited. If you are taking any medications, find out if they affect your ability to drive.

Feeling Well

Go on a trip well-rested and full of energy.

Driving Time

Observe driving time and rest periods laid down by the legislation.



IF YOU ARE FATIGUED

Signs of fatigue:

- you find it difficult to concentrate;
- you constantly change your posture;
- you stretch and/or yawn;
- you want to close your eyes.

As soon as you have the first signs of fatigue, follow these steps:

- stop as soon as possible in a permitted safe place;
- get some sleep (15-20 minutes should be enough);
- drink sufficient amount of water;
- leave the vehicle and move in the air.

Continue the trip only when you feel energetic again.



THEFT

When transporting goods with a risk of theft, special instructions apply to your personal protection and cargo protection, which must be observed.

SAFE AND ECO FRIENDLY DRIVING

Safe driving is such a driving in which the driver can correctly assess the condition of the road, other road users and the traffic situation, and recognize a hazard before it occurs.

While driving, be sure to follow the tips below:

- choose the movement speed taking into account the condition of the road surface, weather conditions, direction of movement and traffic congestion;
- maintain a safe distance;
- brake with an assessment of the stopping distance and circumstances;
- drive with your headlights on, even in the daytime;
- take breaks.



DRIVING IN EXTREME WEATHER CONDITIONS

Extreme weather conditions such as rain, fog, ice, snow and dust turn ordinary driving in a challenging task since these factors affect your ability to see.

Of all the weather conditions, fog is probably the most dangerous. Thus, if you are driving in adverse weather conditions, be sure to slow down and turn on your low beam headlights. If the fog is very thick and visibility is extremely poor, look for a place to stop as soon as possible.

ECO-FRIENDLY DRIVING

Environmentally friendly driving results in reduced fuel consumption and emission, as well as lower noise levels.

Be sure to follow the tips below:

- choose the route, make settings in the cab (mirrors, seat, etc.), fasten your seat belt before starting the engine;
- turn off the engine after stopping;
- avoid sudden braking or acceleration;
- turn off the engine at railway crossings, in traffic jams, at places of loading and unloading, during rest;
- check tire pressure when refueling;
- you can reduce fuel consumption and noise levels, as well as save engine life if you drive at a lower speed;
- sort garbage and throw it away in designated places, only use certified car washes.



**WHY IS IT IMPORTANT TO
OBSERVE DRIVING SAFETY
RULES AND TAKE CARE OF
THE ENVIRONMENT?**

Our company highly values your safety and the safety of other road users, as well as careful attitude towards the environment.

Main advantages:

- less stress for you;
- reduced risk of accidents and damage, thereby reducing insurance premiums;
- we save by reducing costs (less fuel consumption, less tire and brake wear).



2. SAFETY WHILE DRIVING

You are driving a vehicle with a total maximum permissible weight of up to 40 tons (and in case of combination vehicles – up to 44 tons!).



You are the largest, the most powerful and the heaviest road user. Never forget about possible risks and dangers. Drive responsibly and safely.

INSTRUCTIONS ON HOW TO PROTECT OTHER ROAD USERS, CARGO AND THE ENVIRONMENT

SAFETY WHEN DRIVING!

- Pay attention to road (information) signs.
- Do not blindly trust a navigation device.
- Follow safe driving rules on the roads.
- Observe driving time and rest periods laid down by the legislation (EC Regulation No. 561/2006).
- Fasten your seat belt!
- During driving, the mobile phone must be turned on, but it can only be used during stops.
- Talking on the phone with a wireless headset while driving is distracting and increases the risk of an accident! Even telematics equipment should only be operated during stops.
- You have to stick to the route specified in the shipping order! If no route is specified, choose a safe route on your own. Choose direct routes along the main streets.
- If there are any hindrances or obstacles while driving, proceed to other roads in the same direction. When using the navigation system, make sure that the program has found a route that is allowed for tractor trucks.

3. LOADING AND UNLOADING

REGISTRATION AT THE PLACE OF LOADING AND UNLOADING

Entering the territory of the company by foot or on a vehicle is possible only with a permit issued by the relevant personnel of the company.

You will receive an entry permit at the registration point of the company.

Register at the loading point and submit the following documents:

- order number;
- vehicle license plate number;
- vehicle documents;
- identity document (passport, personal identification card or DIDb card);
- driving license;
- document on education (Directive of the European Parliament and of the Council of the EU No. 2003/59/EC).



To register at the place of unloading, you will need to additionally submit the following documents:

- documents for the cargo (waybills, invoices, veterinary certificates, etc.);
- international consignment note (CMR);
- all customs documents.

If requested, you will be required to demonstrate the availability of personal protective equipment at the place of loading and unloading.

Please pay attention to the special provisions for neutralization in the shipping order (see “Neutral Process” on page 15).



WARNING!

THE CARGO CAN ONLY BE UNLOADED AT THE ADDRESS THAT IS INDICATED IN THE SHIPPING ORDER. NEVER TRANSFER THE CARGO TO UNKNOWN PERSONS WHO CLAIM TO BE REPRESENTATIVES OF THE RECIPIENT OR SECURITY PERSONNEL!

COMMUNICATION AT LOADING AND UNLOADING POINTS

The ability to get along with the personnel at loading and unloading points will help you to complete the order safely and without any additional disturbances.

In the annex to this manual you can find a glossary of important concepts in German, English and Russian, which will be useful when communicating with customers.

SAFETY RULES AT LOADING AND UNLOADING POINTS

Before entering the territory of the company, familiarize yourself with the safety rules of the company and follow them without any exceptions!

**WARNING!**

IF YOU DO NOT FOLLOW THESE RULES, YOU MAY RECEIVE A WARNING OR AN ENTRY BAN. AFTER RECEIVING INFORMATION ABOUT A GRAVE VIOLATION COMMITTED BY YOU, WE MAY TERMINATE WORKING WITH YOU AND PROHIBIT YOUR FURTHER WORK.

SAFE AND RESPONSIBLE BEHAVIOR

At loading and unloading points throughout the entire territory of the company, the following requirements must be strictly observed:

- it is forbidden to take away things that are not your personal belongings;
- it is forbidden to smoke. This prohibition also applies to driver's cabs and, moreover, to electronic cigarettes;
- it is forbidden to perform any work with open flames;
- it is forbidden to take pictures and shoot videos;
- it is forbidden to use mobile phones and smartphones;
- it is forbidden to pick up and transport passengers (with the exception of authorized professional drivers – for example, for training purposes);
- it is forbidden to transport animals;
- it is forbidden to transport dangerous materials in the driver's cab;
- it is forbidden to use any work equipment at the place of loading and unloading.

Some of these prohibitions (e.g. no smoking, no open flames) also apply to the car park at the entrance to the territory of the company.



Additional Mandatory Requirements

- Follow the instructions of employees and security personnel of the company. Do not enter into discussions with the movers.
- Always carry your ID in such a manner that it can be clearly seen. It is forbidden to walk or drive in restricted areas marked with a “No Entry” sign.
- Traffic rules apply everywhere, so follow the traffic signs and do not exceed the maximum speed limit set in the territory of the company. Follow only the indicated or marked route.
- Park your vehicle only in marked parking spaces.
- When the vehicle is parked and in the event of an emergency (for example, in the event of a gas alarm and/or fire hazard), the engine must be switched off.
- Before loading and unloading, secure the vehicle against rolling with chocks.
- Upon request, hand over the vehicle keys to the personnel of the company.
- Find out exactly where fire extinguishers, emergency exits, first aid supplies, etc. are located at the territory of the company.
- Observe the loading and unloading process from a safe location. After loading is complete, make sure that everything is stowed neatly and that the cargo is securely fastened.
- Strive to carry out any work while standing on the ground: install and remove the awning, install side rails, cargo securing devices, etc. (in accordance with Directive No. 2009/104/EC). If this is not possible, use a sturdy ladder or stand intended for loading operations.
- It is strictly forbidden to climb on the cargo or the body of the vehicle! It is forbidden to jump from the cab, ladders or semi-trailer.



WARNING!

IF YOU HAVE ANY PROBLEMS, YOU CANNOT FIND A COMMON LANGUAGE WITH THE PERSONNEL OF THE COMPANY OR COME TO AN AGREEMENT AT THE PLACE OF LOADING AND UNLOADING, CONTACT THE INTEGRE TRANS MANAGER WHO WILL HELP YOU SOLVE THE PROBLEM.

POTENTIAL HAZARDS AND SOURCES OF RISK

At the places of loading and unloading, dangerous situations and accidents often occur: collisions with forklifts, injury to people when loading, unloading or securing cargo.

Working at Height

When working at height, it is always necessary to use support straps to prevent falls. They must be secured in such a way that they cannot slip freely.

**IMPORTANT TO REMEMBER!**

TO PREVENT ACCIDENTS, REPORT TO THE INTEGRE TRANS MANAGER ABOUT ANY POSSIBLE VISIBLE HAZARDS AND DANGEROUS SITUATIONS.

ADMINISTRATION OF DOCUMENTS

DOCUMENTS FOR THE CARGO WHEN LOADING

An international consignment note (CMR) shall be issued for each consignment. The CMR must be completed by the sender or by you.

Make sure that the cargo matches the data indicated in the consignment note as well as in our shipping order (number of packages, stamps/numbers marked and cargo weight).

Also inspect appearance of the cargo, pay attention to the presence of any damage to the packaging.

In addition, please indicate in the consignment note:

- 🛡 company name of the carrier-executor;
- 🛡 date and time of arrival;
- 🛡 date and time of departure;
- 🛡 pallet replacement (if specified);
- 🛡 seal number;
- 🛡 any non-conformances: erroneous quantity, weight, damage to the cargo during loading, etc.
- 🛡 keep all additional transportation documents submitted by the sender (for example, invoices, list of cargo, certificates, etc.) with the consignment note.

**IMPORTANT!**

REQUEST CONFIRMATION OF INFORMATION ABOUT ANY NON-CONFORMANCES AND DOWNTIME BY SEAL AND SIGNATURE.

IF THE SENDER REFUSES TO DO THIS, IMMEDIATELY REPORT THE INTEGRE TRANS MANAGER PRIOR TO DEPARTURE FROM THE LOADING POINT.



DOCUMENTS FOR THE CARGO WHEN UNLOADING

The cargo must be delivered alongside with an international consignment note (CMR).

Hand over all the cargo documents to the recipient all documents for the cargo, except for the following cases: "Neutral Process" (see the section below).

Please indicate the following data in the consignment note:

- 🛡 day and time of arrival;
- 🛡 day and time of departure after unloading;
- 🛡 pallet replacement (if specified);
- 🛡 any possible non-conformances (for example, erroneous quantity, damage to the cargo during unloading, etc.);
- 🛡 the name of the signatory must also be indicated in CAPITAL letters on the consignment note. An illegible signature is not considered a sufficient evidence.



IMPORTANT

IMMEDIATELY AFTER UNLOADING, SEND THE CERTIFIED CMR TO YOUR COMPANY (FOR EXAMPLE, SEND A SCANNED COPY OR A PHOTO TAKEN WITH YOUR SMARTPHONE BY E-MAIL).

CUSTOMS DECLARATION

During international transportation within and outside the EU, you must strictly follow our customs declaration instructions in accordance with the shipping order (payment of import or export duty, customs documents, border crossing if indicated, etc.).

NEUTRAL PROCESS

In case of a neutral process, strictly follow our written instructions provided in the shipping order (change of documents, issuance of a new CMR, etc.).

If **"Neutral loading"**, is indicated, the sender cannot know the exact address of the place of unloading.

If **"Neutral Unloading/Delivery"**, is indicated, the recipient cannot know the true origin of the cargo.

If **"Neutral loading/unloading"**, is indicated, the sender cannot know the exact address of the place of unloading, and the recipient cannot know the origin of the cargo.

USE OF COMPANY SEALS AND CUSTOMS SEALS

COMPANY SEALS

If the shipping company places a company seal on the cargo compartment, it must be retained until the cargo is handed over to the recipient. Indicate the seal number in the consignment note.

The seal can be removed only with the participation of the recipient. The only exceptions are en-route inspections related to the safety of the cargo, in cases when a delay entails danger.

CUSTOMS SEALS

If at the time of loading or at the place where procedures are carried out the cargo compartment is sealed with a customs seal, it must be retained until arrival at another receiving customs office or place of unloading.

Be sure to indicate the seal number in the consignment note.

The seal can only be removed with the participation of the police, a customs officer or an authorized person. The controlling person is obliged to make appropriate notes or enter information about the actions of the customs authorities in the customs documents.

EN-ROUTE INSPECTIONS

After performing an en-route inspection, the police or the customs authorities are obliged to seal the cargo compartment again.

In addition, the relevant authority is obliged to enter information about the removal of the original seal in the consignment note and customs documents, as well as indicate the new seal number.

If the relevant authority does not replace the company seal, be sure to request that an appropriate confirmation is entered in the consignment note.



DAMAGE OR INCORRECT QUANTITY DURING LOADING AND UNLOADING

LOADING INSPECTION:

- check the compliance of cargo with the data indicated in the shipping/transportation order;
- check the compliance of cargo with the data indicated in the consignment note (see the “Documents for the Cargo During Loading” section);
- check the compliance of data indicated in the consignment note with the data in the shipping/transportation order;
- check the appearance of cargo or packaging (damage caused by moisture, rupture of bags, etc.).

UNLOADING INSPECTION:

- check for any damage to the company/customs seal of customs tape;
- inspect the appearance of the external side of the cargo and packaging: was there any damage during transportation? Check the condition of the cargo, and also check if there is any damage that occurred during transportation;
- make sure that the cargo corresponds to the data indicated in the consignment note;
- record the presence of possible damage during unloading by the recipient.

ACTIONS IN THE PRESENCE OF NON-CONFORMITY OR DAMAGE:

- record any non-conformances in the consignment note;
- check against the consignment note: whether the recipient's remarks about the damage caused during transportation and/or about an inconsistent quantity of cargo are true;
- immediately inform the transport manager about any damage caused during transportation or an inconsistent quantity of cargo. Remain at the place of loading or unloading until you receive an order from us to proceed;
- if you cannot inspect and count the cargo (to find out if its quantity meets the requirements) during loading or unloading, record this in the consignment note.

CAUTIOUS CARGO HANDLING

During transportation, you are responsible for the cargo. Thus, you must ensure its safety and exercise caution in relation to the cargo entrusted to you.

CARGO TRANSPORTATION

Any transshipment of cargo without our instructions is strictly forbidden. In the event of an emergency (e.g. technical defects, accidents/incidents, etc.), you are obliged to obtain our confirmation regarding the transshipment operations.

CARGO WEIGHT CONTROL

You are also responsible for compliance with the requirements for maximum permitted gross weight and axle load. If your vehicle will not be weighed at the loading point, check the total weight against the vehicle's shipping documents and the weight information in the shipper's consignment note.

After loading, it is necessary to check whether the vehicle is overloaded. It is your responsibility to check the vehicle's on-board computer, which contains all the axle load information. This load may not exceed the country-specific limits (maximum permissible load – see manual, pages 44-45).

MAINTENANCE OF CLEANLINESS

Clean semi-trailers as well as clean and swept out cargo surface are the main conditions for transportation with the observance of hygienic requirements, which ensures that the cargo is protected from contamination. Cargo orders: Look out for specific customer requirements regarding Hazard Analysis and Critical Control Points (HACCP).

- It is forbidden to go to the place of loading with a dirty semi-trailer;
- after unloading, you must clean the cargo area;
- the cargo compartment must be clean, dry, free of odors and residues of previous cargo or other items;
- in semi-trailers (combination vehicles), move the hard-mounted straps and tensioners to the side.



IMPORTANT!

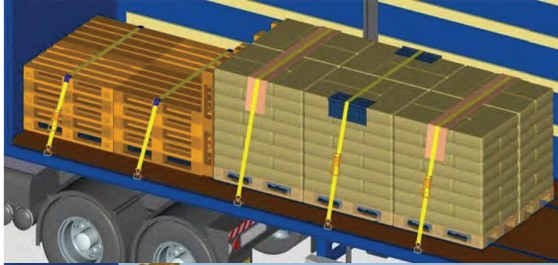
IF THE EXTERIOR OF THE SEMI-TRAILER IS VERY DIRTY, CONTACT YOUR TRANSPORT MANAGER AND ARRANGE THE VEHICLE CLEANING SERVICE AT A CAR WASH.

CARGO SECURING RULES

1. THE SURFACE OF THE SEMI-TRAILER MUST BE CLEAN AND SWEEPED OUT;
2. THE TRUCK AND THE TRAILER MUST BE IN TECHNICALLY GOOD CONDITION AND SUITABLE FOR LOADING;
3. YOU MUST HAVE PROTECTIVE EQUIPMENT IN PROPER CONDITION AVAILABLE;
4. THE CARGO MUST BE PROPERLY PACKAGED AND LOADED FOR TRANSPORTATION;
5. THERE SHOULD BE NO SPACES BETWEEN THE CARGO;
6. CHOOSE THE APPROPRIATE METHOD TO SECURE THE CARGO
7. MAKE SURE THAT THE CARGO IS PROPERLY SECURED.



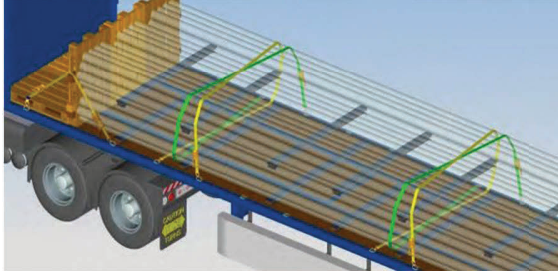
METHODS TO SECURE THE CARGO AND PRACTICAL EXAMPLES



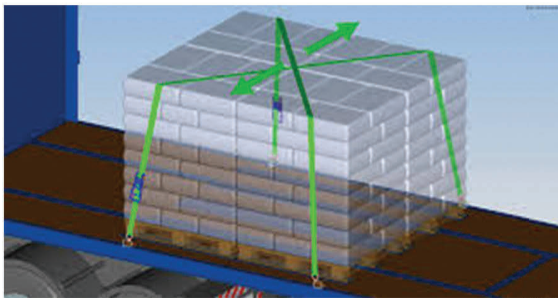
Kinematic Cargo Connections

When using kinematic cargo connections, loading is carried out in such a way that there are no gaps between the boundaries of the cargo compartment (for example, the front wall, side, side rack, etc.) and the cargo. Kinematic cargo connections for XL semi-trailers are considered to be an extremely efficient cargo securing method.

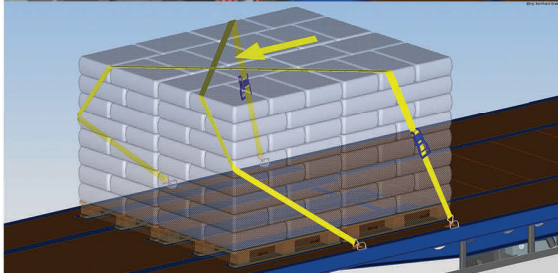
Kinematic cargo connections: protection of the pallet against movement in the direction of travel.



Coordinated cargo securing: fastening on the sides with safety belts or side straps.



Kinematic cargo connections: cross fastening of four pallets.

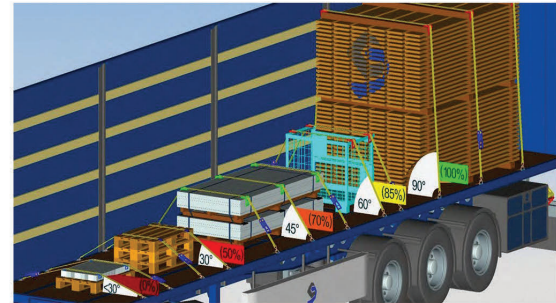


Kinematic cargo connections: fastening of four pallets with tension straps.

Dynamic Cargo Securing

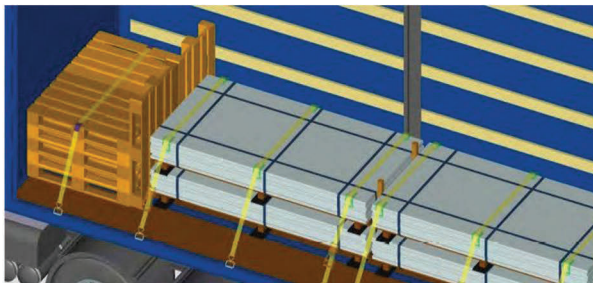
When using dynamic cargo securing at the bottom point of the cargo, an increase in the gravity of the load is ensured, which guarantees increased safety.

Dynamic cargo securing: the smaller the angle of bottom fastening, the lower the tension force of the straps.

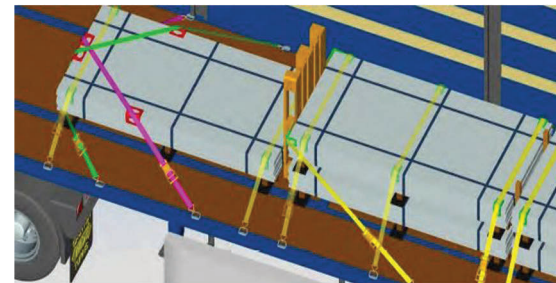


Combination Cargo Securing

Combination cargo securing uses a combination of kinematic and dynamic fastening methods. For example, the cargo is placed against the front wall and is kinematically and dynamically fastened by tension straps. This cargo securing method is often used in practice.



Combination cargo securing: kinematic fastening against the front wall at the lowest point.



Combination of tensioner fastening and front fastening, as well as lower side fastening with the use of a pallet with a non-slip surface.



Protecting the cargo during movement (combination): forward, sideways and backward – with the use of a pallet with a non-slip surface.



IMPORTANT!

IF DUE TO THE STRUCTURE OF THE CARGO, YOU THINK THAT IT IS NOT SECURED IN A SUFFICIENT MANNER, STAY ON THE SPOT AND CONTACT A TRANSPORT MANAGER WHO WILL RESOLVE THE ISSUES WITH THE LOADER AND HELP YOU CLARIFY THE SITUATION.



4. ACTIONS IN CASE OF EMERGENCY

ACTIONS IN CASE OF EMERGENCY AND/OR ACCIDENT

- First of all, put on a reflective vest. Then take steps to secure the site of the accident. Don't forget about your personal safety.
- Make sure there are no casualties. If necessary, move them out of the danger area.
- Immediately notify the relevant authorities by telephone helpline. Provide them with the necessary assistance and cooperation. A list of telephone numbers of all emergency services in Europe is provided below.
- In the event of an accident (incident) during the transportation of dangerous goods, hand over the "Written Instructions" (memo in case of accidents) to the emergency service employees.
- If an accident (incident) has occurred in the territory of the company, immediately notify the employees of the company and follow their instructions.
- In the event of an emergency alarm while you are in the territory of the company, follow the company's rules and instructions of the company's personnel.
- Write down all information related to the accident (incident) that will later help in assessing the damage (for example, about witnesses, the course of the accident (incident), speed, weather and road conditions, etc.), if it is not contained in the police report about the accident (incident).



EMERGENCY
ЕВЕРГЕНСА

THEFT (ASSAULT)

If you notice movement around your vehicle and strange activity of suspicious persons while parking your vehicle, observe the following safety rules.

- Do not take risks: your health is always more expensive. For your own safety, avoid contact with suspicious persons.
- Draw attention to yourself with sound, light signals and emergency lighting.
- Call the emergency numbers below.
- Start the engine and try to drive out of the danger zone.
- If you are outside the vehicle, call the helpline immediately and find a safe place.



IMPORTANT TO REMEMBER!
IMMEDIATELY INFORM THE TRANSPORT
MANAGER ABOUT THEFT OR ASSAULT.
WHEN WE RECEIVE YOUR MESSAGE, WE
WILL TAKE APPROPRIATE ACTIONS
PROVIDED FOR IN SUCH CASES.

EMERGENCY NUMBERS IN EUROPE:

The emergency phone number **112** in Europe is free and works even outside the country.

The European emergency telephone number **112** can be used in all 28 EU countries, as well as in Andorra, Azerbaijan, Bosnia and Herzegovina, Kosovo, Georgia, Montenegro, Norway, Russia, Switzerland, Serbia, Turkey and Ukraine.

Emergency phone numbers in other countries:

Country	Fire Service	Ambulance	Police
Albania	128	127	129
Armenia	101	103	102
Kazakhstan	101	103	102
Kyrgyzstan	101	103	102
North Macedonia	193	194	192
Moldova	901	903	92
Turkmenistan	02	03	01
Uzbekistan	101	102	103

PANDEMIC

In the event of a pandemic (an infectious disease spreading outside the country), Integre Trans has an emergency plan. Your contact person will inform you about the mandatory security measures.



5. THINGS THAT ARE IMPORTANT TO KNOW

MIGRANTS

It is strictly forbidden to let strangers into the driver's cab or the cargo compartment. If migrants are found in your vehicle during the inspection, you will be held liable. You will face heavy penalties.

Particular care must be exercised when performing trips to the UK:

- make sure that the vehicle is always securely closed (for example, sealed). Regularly check for any signs of damage, break-in, opening or leaving the vehicle;
- avoid stopping near cargo ports and try to stop in safe parking areas;
- after each stop, check your vehicle for hidden illegal migrants (for example, after loading or unloading, or after a break);
- follow all additional instructions in the shipping/transportation order.

ALCOHOL – DRUGS – WEAPONS

- smuggling of any goods (even for own needs) is strictly prohibited. You must know and comply with legal requirements;
- it is forbidden to possess and use drugs or trade them;
- trade in alcohol and cigarettes is prohibited;
- abuse of medicinal products is prohibited;
- it is forbidden to carry and use any weapons.



IMPORTANT!

IN THE EVENT OF VIOLATION OF THESE REQUIREMENTS, WE WILL TERMINATE COOPERATION WITH YOU AND/OR YOUR COMPANY.

CONFIDENTIALITY

All data contained in our shipping order is strictly confidential. Its disclosure and transfer to any third parties is strictly prohibited.

NEAR MISS REPORTING

Near miss reporting, that is reporting about an unforeseen event that did not result in damage to personnel or property, but could have caused such damage under other circumstances. Immediately inform on-site personnel, managers and other interested persons or institutions (if necessary). **If you notice that there is any criminal activity in the company, damage to the environment and health, etc., please report it to the following e-mail: pranesk@integretrans.it.**

USE OF FUEL CARDS

Keep the fuel card issued to you, because if you lose it, you or your company may incur significant financial losses.

Tips for protecting yourself from crimes:

- Never leave the fuel card in the vehicle, keep it with you at all times.
- Keep the PIN code and memorize it. Never keep the code with the card.
- Enter the PIN only when there are no people around you.
- Do not forget to check if you have your fuel card after filling the fuel. If you cannot find the fuel card, immediately block the card by calling the company servicing the card.
- If you do not have this phone, call the transport manager.

CARRIAGE OF DANGEROUS GOODS (ADR)

Carriage of dangerous goods is a responsible and dangerous operation, therefore the following instructions must be followed:

- before leaving, check if your driver's license for dangerous goods is still valid;
- carefully read the shipping or transportation order information. There you will find all the necessary instructions for the carriage of dangerous goods;
- make sure you have all of your personal protective measures;
- pay particular attention to the safety of goods;
- especially take into consideration the prohibition on loading different categories of dangerous goods together (see Annex F);
- attach the plates labeling dangerous goods to the vehicle (in case of combined transport, the goods are marked from all four sides);
- check the accompanying documents;
- "written instructions" (emergency cards) must be completed in a language you can read and understand;
- prior to entering the tunnel, taking a ferry and transferring to the combined freight terminal, you should inform about the carriage of dangerous goods.

Actions during loading



1. Upon arrival at the place of loading, please inform the manager of this transport;



2. Park the truck in the parking lot, put on a safety vest, protective boots, go to the loading office and register in order to load the cargo.



3. After registration, having received the ramp number for loading, put the truck near the ramp. Must use of wheel chocks (to avoid uncontrolled vehicle movement).



4. You must participate in the loading process. If it does not allow participation, inform the manager about this and make an entry in the CMR, column 18.



5. During loading, please monitor how the cargo is loaded, in what condition it is, count pallets, boxes. The cargo must be loaded so that there is no overweight on the axles.



6. After loading, fix the cargo if it is needed. If the standard type of fastening is not suitable, consult with the manager how to secure the cargo. Moving from the loading place with unsecured cargo **IS FORBIDDEN**



7. Please check all the documents that you have received at the place of loading (the number of pallets, the number of boxes, the number of the seal, the place of unloading, etc.).



8. After loading, having checked everything, inform the manager that the loading is completed - let's go!



DRIVER'S MEMO: CARRIAGE OF DANGEROUS GOODS BY ROAD

LEGAL PROVISIONS

International carriage of dangerous goods by road is regulated by the European Agreement concerning International Carriage of Dangerous Goods by Road (ADR), signed in Geneva in 1957 and currently having 40 member countries. The Republic of Lithuania became one of the contracting parties to the agreement in 1995.


Upon implementing the provisions European Union legislation, which regulates the Carriage of Dangerous Goods in the territory of the EU member states, the respective legislations, Government decisions, the orders of the Ministers from various areas and other acts of legislation were adopted by the Republic of Lithuania. The main legal act was Law of the Republic of Lithuania on the Carriage of Dangerous Goods by road, rail, and internal water transport and Resolution of the Government of the Republic of Lithuania No. 337 of 23 March 2000

On road carriage of dangerous goods in the Republic of Lithuania, which establishes that dangerous goods in the territory of the Republic of Lithuania are transported according to the provisions of the aforementioned ADR. Other important legislative acts which regulate the procedures in this field, are specified in Order of the Director of the Lithuanian Transport Inspectorate at the Ministry of Communications No. 2B-5, of 8 January 2003 "On the approval of the list of main normative acts regulating the carriage of dangerous goods by road" (Ved., 2003, No. 4-169).

THE CONCEPT OF DANGEROUS GOODS AND THEIR CARRIAGE

In general sense, the goods that are classed as dangerous are substances and materials, that can harm people, environment and property. Such goods, when carried or stored incorrectly, may cause disease, poisoning, burns to people and animals, explosions, fires, damage to other goods, rolling-stock, buildings and equipment pollute the environment and water. The dangerous goods, according to ADR are classified into those prohibited to be carried and those permitted to be carried subject to certain conditions.

According to ADR, and the National law, the concept of carriage encompasses the preparation for sending the dangerous goods (identification, classification, packaging, the preparation of the document package), all of the operations of loading (loading, unloading, reloading), carrying by a vehicle and temporary storage. Therefore all of the participants of the carriage (the consignor, the loaders, the carrier, the recipient and others) must know the requirements of ADR.





RESPONSIBILITIES ACCORDING TO ADR

All of the participants – the consignor, the carrier, the driver and the recipient, are responsible for the suitable delivery of dangerous goods. The carrier must ensure that the driver who is carrying dangerous goods has the license, which certifies the necessary qualification of the driver to carry dangerous goods according to the ADR certificate. Furthermore, the carrier is responsible for the suitability of the vehicle to carry dangerous goods and the necessary equipment present. It must provide the driver with the information about the routes, on which it is prohibited or recommended to carry dangerous goods. The driver must ensure that the consignor has provided all mandatory documents: transport documents, consignor's declaration, written instruction (or instructions in the case of international carriage). He is responsible for the labelling of the vehicle and takes care of the safety of its equipment and secures goods in the vehicle.

CLASSIFICATION

According to the provisions of ADR, considering the level of danger that substances or goods can cause, they are classified into 13 dangerous goods classes as follows: class 1 – explosives and their products (for example, black powder), class 2 – gas (for example, aerosols), class 3 – flammable liquids (for example, petrol), class 4.1 – solid flammable materials (for example, sulfur), class 4.2 – substances capable of spontaneous combustion (for example, activated carbon), class 4.3 – materials, that emit flammable gas on contact with water (for example zinc powder), class 5.1 – oxidizing substances (for example, potassium permanganate), class 5.2 – organic peroxides (for example, acetyl-acetone peroxide), class 6.1 – toxic materials (for example, pesticides), class 6.2 – infectious substances (for example, vaccines), class 7 – radioactive materials, for example, uranium), class 8 – corrosive substances (for example, sulphuric acid), class 9 – various dangerous materials and products (for example, dried ice).

MEANS OF CARRYING DANGEROUS GOODS

According to the provisions of ADR, dangerous goods may be carried:

- loosely/in bulk, that is the transportation of solid, unpackaged materials or products in vehicles, containers designed for bulk/ granulated goods;
- in packaging, that is in appropriate containers (barrels, canisters, boxes, bags, medium-size containers (VTK), cylinders, pressured drums and others), transportation of packaged substances and products, also the transportation of products in the frame, sheathing, or in the transport loading devices in open, closed or covered vehicles and containers;
- tankers, including those that contain liquid, solid (bulk, granulated) goods, including the transportation of liquefied and compressed gas in containers, portable, removable or stationary tanks, including tanks that have vehicle batteries and multi-element gas containers (DDK).

DOCUMENTS

Depending on the chosen means of transportation, the following documents are required: transport documents for carrying dangerous goods, if the goods are being transported in a large container or vehicle prior to shipment by sea, the loading certificate of the container/vehicle, written instruction to the driver (or instructions in several languages in case of international carriage), the certificate confirming the suitability of the vehicle to carry certain dangerous goods, the driver's ADR road vehicle license proving ability to carry dangerous goods, a permit to complete the shipment, a permit to import certain dangerous goods to Lithuania and export them via transit, the bill of lading of the dangerous materials.

LABELLING

Vehicles are labelled with:

- orange plates;
- large-digit orange plates;
- or danger signs;
- other danger signs or warning labels.

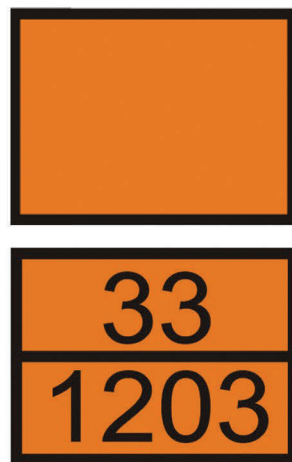
Orange plate and attachment:

- orange color;
- reflective;
- at least 40x30 cm (may be reduced to 30x12 cm);
- black frame, not wider than 15 mm;
- fixed to the back or front of the vehicle.

Large-digit orange plate and its attachment:

- orange color;
- reflective;
- at least 40x30 cm;
- black frame, not wider than 15 mm;
- black digits, 10 cm high;
- the hazard identification number of the substance is specified at the top of the plate;
- the UN number of the substance is specified on the bottom of the plate;
- the danger identification number and UN numbers must remain readable after being in the fire for 15 minutes;
- it is fixed on both sides of the tanker or transport unit with one or several tankers on both sides of the transport unit or container, which is used for carrying solid dangerous bulk materials and also may be fixed to the front and back of the transport unit.

The danger indication number of the substance comprises of two or three numbers, which indicate the following dangers: 2 – gas emission due to pressure or chemical reaction;



3 – flammability of liquids (vapors) and gases or self-heating liquid;

4 – flammability of solid or self-heating solid substance;

5 – oxidizing (combustion intensity) effect;

6 – toxicity and the danger of infection;

7 – radioactivity;

8 – corrosiveness;

9 – danger of spontaneous and intensive reaction (includes possible risk of explosion, splitting and polymerization, followed by a large release of heat and flammable and/or toxic gases.

Two repeating numbers point to the increase of the corresponding risk. If the substance specific danger can be indicated by a single digit, a zero is written after it. If there is a letter X before the indication number of the danger, it means that the substance dangerously reacts with water. In this case the use of water is allowed only after an expert approval.

Some meanings of danger identification numbers

22 – frozen, liquefied, suffocating gas;

323 – flammable liquid, which emits flammable gas when reacting with water;

333 – pyrophoric liquid;

382 – flammable liquid, corrosive, emits flammable gas upon reaction with water;

44 – flammable solid substance, molten at increased temperatures;

446 – flammable solid substance, toxic, molten at increased temperatures;

482 – corrosive solid substance, emits flammable gas upon reaction with water;

539 – flammable organic peroxide;

606 – infectious substance;

623 – toxic liquid, emits flammable gas when reacting with water;

642 – toxic solid substance, emits flammable gas when reacting with water;

823 – corrosive liquid, emits flammable gas when reacting with water;

842 – corrosive solid substance, emits flammable gas when reacting with water

90 – materials that are dangerous for environment, other dangerous materials;

99 – other dangerous materials, carried at increased temperatures.

LARGE DANGER LABELS

Class 1. Explosive substances and articles



(№ 1)
Subclasses
1.1, 1.2 and 1.3



(№ 1.4)
Subclasses
1.4



(№ 1.5)
Subclasses 1.5



(№ 1.6)
Subclasses 1.6



(№ 2.1)
Flammable gases



Class 2. Gases



(№ 2.2)
Non-flammable
nontoxic gases



(№ 2.3)
Toxic gases

Class 3
Flammable liquids



(№ 3)

Class 4.1
Flammable solids, self-reactive
substances and desensitized explosives



(№ 4.1)

Class 4.2
Substances capable of
spontaneous combustion



(№ 4.2)

Class 4.3
Substances which emit flammable gases
in contact with water



(№ 4.3)

Class 5.1
Oxidizing substances



(№ 5.1)

Class 5.2
Organic peroxides



(№ 5.2)

Class 6.1
Toxic substances



(№ 6.1)

Class 6.2
Infectious substances



(№ 6.2)

Class 7 Radioactive materials



(№ 7A)
Category I
– White



(№ 7B)
Category II
– Yellow



(№ 7C)
Category III
– Yellow



(№ 7D)



(№ 7E)
Fissile Class 7 material

Class 8 Corrosive substances



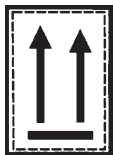
(№ 8)

Class 9 Miscellaneous dangerous substances and articles



(№ 9)

OTHER DANGER OR WARNING LABELS:



(Nº 11)

Label Nº 11

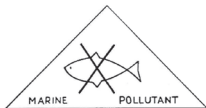
Except the packages with goods of Classes 1 and 7, label No. 11 must be fixed at the two opposite sides of the packaging:

- where there are liquids in containers with lids that are not visible from the outside;
- where there are containers with ventilation holes or containers with ventilation holes without outer packaging;
- in which there is refrigerated and liquefied gas

A label for substances, which are carried at increased temperatures



Label by IMDG code



Sea polluting substance

A label warning about fumigation

DANGER












THIS UNIT IS SUBJECTED TO FUMIGATION WITH
[name of fumigant*]







[date*]
[time*]

DO NOT ENTER!

FIRE PREVENTION MEASURES







When the transport unit is carrying dangerous goods, these fire prevention measures must be applied:

The maximum allowed weight of the transport unit	To extinguish the fire in the engine or cabin of the transport unit	Additionally	Total minimum capacity
 less or equal to 3.5 t	 2 kg of powder*		4 kg of powder*
 between 3.5 t and 7.5	 2 kg of powder*	** , *** 	8 kg of powder*
 between 3.5 t and 7.5 t	 2 kg of powder*	** , *** 	8 kg of powder*

The maximum allowed weight of the transport unit	To extinguish the fire in the engine or cabin of the transport unit	Additionally	Total minimum capacity
 exceeding 7.5 t	 2 kg of powder*	 **, ***	12 kg of powder*
 exceeding 7.5 t	 2 kg of powder*	 **, ***	12 kg of powder*
* – or an equivalent amount of any other suitable extinguishing agent; ** – one of the extinguishers has at least 6 kg powder capacity*; *** – at least one extinguisher with 6 kg powder capacity*.			
NOTE: the FL type vehicle tankers or the elements of the vehicle batteries must be connected with the chassis with at least one electric link.			

OTHER EQUIPMENT

A vehicle carrying dangerous goods must have:

	at least one wheel chock for each vehicle, which must match the weight and diameter of the wheels		a pocket spotlight for each member of the vehicle crew
	two warning signs with wheel chock		respiratory protecting equipment (if they are required)
	suitable color waistcoat or a warning color garment for each member of the vehicle crew		individual protection tools and equipment, which is mandatory in order to perform certain planned and additional special actions

ADR EXCEPTIONS

1. Exceptions for carrying dangerous goods packaged in limited amounts. Some dangerous goods, packaged in limited amounts may be exempt from ADR provisions if certain conditions are fulfilled:

- dangerous materials or products packaged according to the amounts specified in the ADR table 3.4.6 (LQ0–28)
- when carrying the goods, respective combined packaging or inner packaging is used and it is placed on trays, which are wrapped in cast stretch wrap;
- each package is marked with the letters UN and the UN number of the dangerous goods. When there
- are several different goods in the carriage, the letters UN and the UN number of the dangerous goods or letters LQ are used.

2. Exceptions according to the amounts which are being carried in one transport unit.

If the amount of dangerous goods which are being carried by one vehicle does not exceed the values, indicated for a certain vehicle category according to the ADR 1.1.3.6.3 table (for carrying dangerous goods in one transport category), or the value calculated according to the ADR clause 1.1.3.6.4 provisions (for carrying dangerous goods from different transport categories), those goods can be carried in packaging without adhering to these ADR provisions

- section 5.3;
- clause 5.4.3;
- section 7.2, except for the V5, V7, clause 7.2.3 and V8, clause 7.2.4.;
- CV1, clause 7.5.11;
- part 8, except sections 8.1.2.1 a and c, 8.1.4.2 – 8.1.4.5, 8.2.3, 8.3.4, section 8.4, S1(3) and (6), S2 (1), S4 and S14–S21 of section 8.5;
- part 9.

3. Exceptions regarding special provisions.

Some of the special provisions of the ADR section 3.3 allow carrying dangerous goods while partially or completely not adhering to the requirements of ADR. This exception applies in case a reference to the special provision can be found in column 6 of table A of section 3.2 in the row pertaining to the dangerous goods.

SAFETY SPECIALIST FOR CARRYING DANGEROUS GOODS BY ROAD

Starting on 1 January 2003, all companies, which carry, load and/or unload, temporarily store dangerous goods must appoint a safety specialist for carrying dangerous goods. This requirement does not apply to companies that carry dangerous goods in small quantities, prescribed by International Agreements of the Republic of Lithuania in contracts, which regulate the shipment of dangerous goods and which carry dangerous goods within country's borders no more than once a month in packaging of Class III according to the requirements of the international agreements of the Republic of Lithuania and other regulatory acts, which regulate the shipment of dangerous goods.

The procedure for the appointment of a specialist responsible for the safety of the carriage of dangerous goods was prescribed by Order No. 3-343 of the Minister of Communications of the Republic of Lithuania dated 14 July 2002 "Regarding the procedure of the appointment of a specialist responsible for the safety of the carriage of dangerous goods in all companies active in the carriage of dangerous goods." (Žin., 2002, No. 70-2949).

The specialist responsible for the safety of the carriage of dangerous goods can be a person with at least higher education who has completed a prescribed training course in the respective Government Road transport inspectorate at the Ministry of Communications of the Republic of Lithuania. The procedure for training and examination is regulated by Order No. 3-274 of the Minister of Communications of the Republic of Lithuania dated 4 June 2002 "Regarding the procedure for training and examination of specialists responsible for the safety of the carriage of dangerous goods by road, rail, and internal water transport" (Žin., 2002, No. 58-2369).

DRIVERS OF VEHICLES CARRYING DANGEROUS GOODS

Drivers of vehicles carrying dangerous goods must be older than 21 years and have a driver license of no less than category B, complete a course in a respective training institution and pass an examination to receive a respective certificate at the State Road Transport Inspectorate at the Ministry of Transport and Communication. The procedure for training and examination is regulated by Order No. 3-336 of the Minister of Communications of the Republic of Lithuania dated 1 July 2002. "Regarding the training and examination of drivers transporting dangerous goods by road, rail and internal water transport" (Žin., 2002, No. 70-2947).

ACTIONS DURING LOADING BEFORE TRANSPORTING ANY CARGO

(especially plastic, plastic pellets, hazardous liquid / solid substances).

The Driver must perform the following preventive actions:

1. Before loading, check the inside of the truck for the presence of sharp details (glass, plastic residues, nails). The inside of the truck must be clean.
2. Remove any spilled pellets from the top of the car/ truck before leaving the containment area – residual pellets will fall to the ground as cars are moved outside the plant.
3. Check the packaging of the cargo. If there are violations – inform the sender.
4. Check whether the cargo is loaded tightly (on pallets and mats), is stable.
5. At the top and bottom of the cargo use corrugated cardboard covers to prevent damage to the cargo packaging.
6. In the case of transport with a tank, visually check the lines and valves.



ACTIONS DURING UNLOADING:

1. After unloading (plastic pellets, hazardous liquid / solid substances), check the inside of the vehicle. Immediately clean up and properly dispose of any spilled pellets.



CLEAN-UP PROCEDURES

1. **Take the action immediately.**
2. **Report the incident to Integre Trans helpline.**

Since the impact on the environment is increased by weather conditions (wind, rain) and traffic, in the event of an incident, it is very important to take action (to contain the spread of plastic pellets and collect them) **IMMEDIATELY:**

- (i) Collect the pellets as soon as possible, if they are spilled;
- (ii) Constantly collect pellets in case of constant leakage.

If plastic pellets spilled during an accident:

- (i) Report the incident to Integre Trans helpline.
- (ii) Report as soon as possible by emergency phone, tel. **112**, to ensure the prompt and efficient assembly of plastic pellets.



EMPLOYEE EQUIPMENT

1. Ensure that you have this equipment e.g. broom, shovel, tape for sealing the package, bucket, container for disposal, etc.
2. If the amount of plastic pellets has a small amount of spilled, the driver must collect the plastic parts from the soil/ground using the equipment.
3. If the amount of plastic pellets is large (it is impossible to collect with a bucket), wait for the appropriate services that will collect them.

If there are damaged packages from which the pellets leak, seal the cargo packaging with tape so that it does not leak.



DISPOSAL OF COLLECTED PLASTIC PELLETS

1. After the plastic pellets are cleaned up, drivers must properly sort and discard them: ensure that there are sealed, labeled containers for recyclable and non-recyclable plastic pellets.
2. If you don't know where to throw it away, call the Integre Trans helpline for help/tips.

To avoid environmental pollution, it is important to properly sort and discard the collected plastic pellets:

- (i) Use plastic labeled containers.
- (ii) Use separate containers for recyclable and non-recyclable plastic pellets.
- (iii) Use only covered containers.

Integre Trans goal is to prevent plastic pellets from going to landfills by properly sorting them.

7.5.2 PROHIBITION OF MIXED LOADING

7.5.2.1 Packages bearing different danger labels shall not be loaded together in the same vehicle or container unless mixed loading is permitted according to the following Table based on the danger labels they bear.

NOTE: : In accordance with clause 5.4.1.4.2, separate transport documents shall be drawn up for consignments that cannot be loaded together in the same vehicle or container.

Number of a danger warning sign	1	1.4	1.5	1.6	2.1, 2.2, 2.3	3	4.1	4.1 +1	4.2	4.3	5.1	5.2	5.2 +1	6.1	6.2	7 A, B, C	8	9
1											d							b
1.4					a	a	a		a	a	a	a		a	a	a	a	a b c
1.5																		b
1.6																		b
2.1, 2.2, 2.3		a			X	X	X		X	X	X	X		X	X	X	X	X
3		a			X	X	X		X	X	X	X		X	X	X	X	X
4.1		a			X	X	X		X	X	X	X		X	X	X	X	X
4.1 + 1								X										
4.2		a			X	X	X		X	X	X	X		X	X	X	X	X
4.3		a			X	X	X		X	X	X	X		X	X	X	X	X
5.1	d	a			X	X	X		X	X	X	X		X	X	X	X	X
5.2		a			X	X	X		X	X	X	X	X	X	X	X	X	X
5.2 + 1												X	X					
6.1		a			X	X	X		X	X	X	X		X	X	X	X	X
6.2		a			X	X	X		X	X	X	X		X	X	X	X	X
7 A, B, C		a			X	X	X		X	X	X	X		X	X	X	X	X
8		a			X	X	X		X	X	X	X		X	X	X	X	X
9	b	a b c	b	b	X	X	X		X	X	X	X		X	X	X	X	X

X – Mixed loading permitted.

a – Mixed loading of materials and products is permitted (1.45).

b – Mixed loading permitted for goods of Class 1 and life-saving appliances of Class 9 (UN Nos. 2990, 3072 and 3268).

c – Mixed loading permitted for pyrotechnic goods of subclass 1.4, compatibility with group G, (UN No. 0503) and electric appliance that fall into Class 9 (UN No. 3268).

d – Mixed loading permitted for blasting explosives (except UN No. 0083 blasting explosive, type C) and ammonium nitrate (UN Nos. 1942 and 2067), as well as alkali metal nitrates and alkaline earth metal nitrates provided that the aggregate is treated as a blasting explosive of Class 1 in the process of labeling with maximum danger labels, loading and identifying the maximum permissible load. Alkali metal nitrates include caesium nitrate (UN No. 1451), lithium nitrate (UN No. 2722), potassium nitrate (UN No. 1486), rubidium nitrate (UN No. 1477) and sodium nitrate (UN No. 1498). Alkaline earth metal nitrates include barium nitrate (UN No. 1446), beryllium nitrate (UN No. 2464), calcium nitrate (UN No. 1454), magnesium nitrate (UN No. 1474) and strontium nitrate (UN No. 1507).



The words below will help you communicate in loading and unloading areas. Here you will find the necessary words and expressions in English, German, and French.

Lithuanian/Lietuva - English - German/Deutsch - French/Francais - Russian/ Русский

ADR (pavojingų krovinių sertifikatas) / ADR certificate / ADR Bescheinigung / Certificat ADR / Сертификат для перевозки опасных грузов ADR

Valstybinė siena / Border / Grenze / Frontière / Государственная граница

Paskambinkite viršininkui / Call your boss / Chef anrufen / Appelez votre chef / Позвоните начальнику

Eiti draudžiama / No entry / Kein Eingang / Defense d'entrer / Въезд запрещен

Užpildyti dokumentus / Fill in the paper / Papier ausfüllen / Remplir les documents / Заполнить документы

Dokumentų įteisinimas / Means of Identification / Personalausweis / Legitimation / Средство идентификации

Automobilio valstybinis numeris / Licence/Number plate / Nummernschild / Plaque / numero d'immatriculation /

Государственный номер автомобиля

Sąskaita / Invoice / Rechnung / Facture / Счет

Važtaraštis / Loading papers / Ladepapiere / Documents de chargement / Накладная

Krovinio numeris / Shipment number / Liefernummer / Numéro d'expédition / Номер груза

Parašas / Signature / Unterschrift / Signature / Подпись

Dokumentinė medžiaga pagal civilinės atakomybės draudiminį įvykį / Tremcard equipment / Material laut Schriftlicher Weisung / Equipement selon Tremcard / Оборудование (карта для стандартной информации при перевозке опасных грузов)

Gesintuvas / Fire extinguisher / Feuerlöscher / Extincteur / Огнетушитель

Automobilio žibintai / Lights / Fahrzeugbeleuchtung / Eclairage / Фары автомобиля

Padangos Tyres / Reifen / Pneus / Шины

Rytoj / Tomorrow / Morgen / Demain / Завтра

Per anksti / Too Early / Zu früh / Trop tôt / Слишком рано

Per vėlai / Too Late / Zu spät / Trop tard / Слишком поздно

Svorio atžyma / Weigh ticket / Wiegenote / Ticket de pesée / Отметка о массе

Plomba / Seal / Siegel/Plombe / Sceau / Пломба

Vidinio ryšio sistema / Intercom / Sprechanlage / Haut Parleur / Система внутренней связи

Viskas užtikrinta / All safe / Alles sicher / Tous en securite / **Полная безопасность обеспечена**

Susirinkimo vieta / Assembly Point / Sammelstelle / Point de rassemblement / **Место сбора**

Specialūs saugumo apmokymai / Emergency Drill / Notfallübung / Exercice de situation d'urgence / **Специальные курсы по безопасности**

Kritiška padėtis / Emergency situation / Notfall / Situation d'urgence / **Чрезвычайная ситуация**

Vykdyti / Follow / Befolgen / Suivre / **Выполнять**

Evakuacija / Evacuation / Evakuierung, Räumung / Evacuation / **Эвакуация**

Pavojaus signalas / Alarm signal / Alarmsignal / Signal d'alarme / **Сигнал тревоги**

Pavojus - dujos / Gas alarm / Gasalarm / Alarme gaz / **Опасно – газ**

Absorbentas / Absorbant material / Absorptionsmaterial / Matériau absorbant / **Абсорбент**

Šluota / Broom / Besen / Balai / **Метла**

Kastuvas / Spade / Spaten / Schaufel / Pelle / **Лопата**

Pirma pagalba / First Aid / Erste Hilfe / Premiers soins / secours / **Первая помощь**

Medicinos centras / Medical Centre / Medizinische Abteilung / Centre médical/ Infirmier / **Медицинский центр**

Pavojingas kroviny / Dangerous Goods / Gefahrgut / Matières dangereuses / **Опасный груз**

Vairuotojas / Driver / Fahrer / Chauffeur / **Водитель**

Atidaryta / Open / Offen / Ouvrir / ouvert / **Открыто**

Uždaryta / Closed / Geschlossen / Fermer / fermé / **Закрито**

Ne / No / Nein / Non / **Нет**

Taip / Yes / Ja / Oui / **Да**

Sugadinta / Damaged / Beschadigt / Endommage / **Повреждено**

Negerai / Not OK / Nicht OK / Pas OK / **Не ОК (нехорошо)**

Gera / OK / OK / OK / **ОК (хорошо)**

Vykti į/pas... / Go to / Gehe zu / Allez là-bas / **Следовать в ..., к ...**

Pakrovimo vieta / Loading place / Ladestelle / Point de chargement / **Место погрузки**

Kairėje / Left / Links / A gauche / **Слева**

Dešinėje / Right / Rechts / A droite / **Справа**

Likite šioje vietoje / Stay here / Bleib hier / Restez ici / **Оставайтесь на этом месте**

Tiesiai / Straight on / Gerade aus / Tout droit / **Прямо**

Startas / Start / Start / Démarrer / **Старт**

Stop / Stop / Stop / Stop / **Стоп**

Palaukite / Wait / Warten / Attendre / **Подождите**

Statykite automobilį čia / Park here / Hier parken / Parking indiqué / **Поставьте автомобиль здесь**

Automobilių stovėjimo aikštelė / Parking place / Parkplatz / Parking / **Автостоянка**

Automobilio tiltas / Weighbridge / Fahrzeugwaage / Pont bascule / **Автомобильные весы**

Saugu / Safe / Sicher / En sécurité / **Безопасно**

Nesaugu / Unsafe / Unsicher / Pas en sécurité / **Небезопасно**

Pavargęs / Tired / Müde / Fatigué / **Устал**

Problema / Problem / Problem / Problème / **Проблема**

Dokumentai / Papers / Papiere / Documents / **Документы**

Visi įvažiavimo ir išvažiavimo vartai uždaryti? / Are all the outlets closed? / Alle Ein- und Auslässe verschlossen? / Tout est fermé? / **Все въездные и выездные ворота закрыты?**

Apatinė sklendė / Bottom valve / Bodenventil / Vanne de fond / **Нижний клапан**

Apsauginis vožtuvas / Safety valve / Sicherheitsventil / Soupape de sécurité / **Предохранительный клапан**

Automobilio valymo dokumentai / Cleaning document / Reinigungsdokument / Document de lavage / **Документ на чистку автомобиля**

Kabina / Compartment / Kammer / Compartiment / **Кабина**

Kabinos dydis / Compartment size / Kammergröße / Capacité du compartiment / **Габариты кабины**

Kompresorius / Compressor / Kompressor / Compresseur / **Компрессор**

Pompa / Pump / Pumpe / Pompe / **Насос**

Sutvirtinti, prijungti / Connect / Anschliessen, verbinden / Brancher / **Скрепить, присоединить**

Atjungti, atskirti / Disconnect / Trennen, abschalten, abkoppeln / Debrancher / **Отключить, отделить**

Suterštas, nešvarus / Contaminated / Verunreinigt / Contaminé / **Загрязненный, нечистый**

Sujungimas / Coupling / Kupplung / Raccord / **Соединение**

Atleisti įtempimą, atpalaiduoti / Depressurize / Entspannen/ für Druckausgleich sorgen / Libérer la pression /

Ослабить, снизить давление

Įžeminimas / Earthing connection / Erdung / Mise à la terre / **Заземление**

Avarinis išjungimas / Emergency stop / Notaus / Bouton d'arrêt d'urgence / **Аварийное выключение**

Užpildymo kiekis / Filling degree / Füllgrad / Taux de creux/ remplissage / **Степень заполнения**

Filtras / Filter / Filter / Filtre / **Фильтр**

Užsandinimas / Gasket / Dichtung / Joint / **Уплотнение**

Žarna / Hose / Schlauch / Tuyau flexible / **Шланг**

Liukas, anga / Manhole / Mannloch / Trou d'homme / **Люк, отверстие**

Pertvara / Apsauginės plokštės / Baffles / Seige plates / Schwallwände / Brise lame / **Перегородки / Волнорезы**

Jungtis (flanšas) / lange / Flansch / Bride / **Соединение (фланец)**

Slėgio testas / Pressure test / Drucktest / Test de pression / **Проверка давления**

Perpylimo apsauga / Overfill protection / Überfüllsicherung / Sécurité niveau haut / **Защита от переполнения**

Azotas / Nitrogen / Stickstoff / zote / **Азот**

Oras / Air / Luft / Air / **Воздух**

Vakuumas (subatmosferinis slėgis) / Vacuum / Vakuum (Unterdruck) / Sous vide / **Вакуум (субатмосферное давление)**

Dujų cirkuliavimas / Vapour return / Gaspendelleitung / Retour vapeurs / **Возврат паров**

Pavyzdys / Sample / Muster / Echantillon / **Образец**

Nešvaru, suteršta / Not clean/dirty / Nicht sauber / verschmutzt / Pas propre / **Нечисто, загрязнено**

Neatitinka pagal specifikaciją / Out of spec / Ausserhalb der Spezifikation / Hors spécification / **Не соответствует спецификации**

Išpylimas / Spill / Leakage / Epannage / **Россыпь / Пролив**

Rezervinis bakas / Storage tank / Lagertank / Citerne de stockage / **Бак для хранения**

Bakas / Tank / Tank / Citerne / **Бак**

Cisternos ID plokštė / Tank container ID plate / Tank Container ID Plakette / Plaque du conteneur citerne / **ID-табличка контейнера-цистерны**

Etiketės / Labels / Etiketten / Etiquette / **Этикетки**

Krauti / Pakrovimas / Load / Beladen / Laden / Charger / **Загрузить, загрузка**

Iškrauti / Iškrovimas / Unload / Discharge / Entladen / Décharger / **Разгрузить, разгрузка**

Konteineris / cisterna / Container / Container / Conteneur / **Контейнер, цистерна**

Konteinerio CSC plokštė / Container CSC plate / Container CSC Plakette / Plaqueette CSC du conteneur / **Табличка КБК (CSC) контейнера**

Sunkvežimis / Truck / LKW (Lastkraftwagen) / Camion / **Грузовик**

Ašies apkrova / Axle weight / Achsgewicht / Charge par essieu / **Нагрузка на ось**

Tuščias svoris / Tare weight (empty weight) / Leergewicht / Poids à vide / **Масса тары (собственная масса)**

Stabilumą užtikrinanti saugumo priemonė / Fall protection / Absturzsicherung / Rambarde de sécurité / **Защита от падения**

Krovinio įtvirtinimo diržas / Harness / Auffanggurt / Harnais de sécurité / **Ремень для закрепления груза**

Nelipti / No climbing / Klettern verboten / Interdiction de grimper / **Не взбираться**

Paruošimas baigtas / Finished / Fertig / Terminé / **Подготовка закончена**

Kilogramai / Kilograms / Kilogramm / Kilogramme / **Килограммы**

Krovinio svoris / Quantity to be loaded / Ladegewicht / Poids net chargé / **Масса груза**

Maksimalus svoris / Max total weight / Max. Gewicht / Poids total autorisé en charge / **Максимальная масса**

Per mažai / Not enough / Zu wenig / Pas assez / **Слишком мало**

Per daug / Too much / Zu viel / De trop / **Слишком много**

Produktas dar neparuoštas / Product not ready / Produkt nicht fertig / Le produit n'est pas prêt / **Продукт еще не готов**

Likite prie savo automobilio / Stay at your vehicle / Am Fahrzeug bleiben / Restez avec votre véhicule / **Оставайтесь у своего автомобиля**

Išjunkite variklį / Switch off engine / Motor abstellen / Moteur arrêté / **Выключите двигатель**

Afišo, informacijos pritvirtinimas (Placards) / Placarding / Anbringung von Gefahrschildern (Placards) / Marquage / **Прикрепление информации, пояснительной надписи**

Stabdžio trinkelė / Wheel chocks / Bremsklötze / Cales de roue / **Противооткатные упоры**

Užtikrinkite krovinio saugumą / Secure the load / Die Ladung sichern / Arrimage / calage du chargement / **Обеспечьте безопасность груза**

Tarpinis užpildas / krovinio saugos užtikrinimas / Blocking material Füllmaterial / Ladungssicherungsmaterial / Matériaux de calage / **Заполняющий материал**

Sutvirtinimas, sustiprinimas / Bracing / Verankerung, Verstärkung / Arrimage / **Закрепление, укрепление**

Krauti dviemis eilėmis / Double stacking / Zweilagig stapeln / Double gerbage / **Двойное штабелирование**

Tuščia patalpa / Free space / Freier Raum / Espace libre / **Свободное место**

Sutvirtinimo diržai / Lashing straps / Spanngurte / Sangles / **Крепежные ремни**

Užuolaidos / Curtain / Plane (Gardine) / Rideau / bâche / **Шторы**

Krovos vieta / Load floor / Ladefläche / lancher / **Грузовое отделение**

Krovinio planas / Load plan / Ladeplan / Plan de chargement / **План загрузки**

Priekaba, puspriekabė / Trailer / Aufliege, Anhänger / Remorque / **Прицеп, полуприцеп**

Maksimalus važiavimo greitis – 20 / 30 km / val. / Speed limit < 20/30 km/hr / Höchstgeschwindigkeit max. 20/30 km/h / Vitesse limitée à 20/30 km/hre / **Максимальная скорость движения – 20/30 км/час**

Rūkyti - draudžiama / No smoking / Rauchen verboten / Interdiction de fumer / **Курить запрещается**

Draudžiama naudoti mobilaus ryšio telefoną / No mobile phones / Mobilfunk verboten / Téléphone mobile interdit / **Запрещается использовать сотовый телефон**

Vartoti alkoholį – draudžiama / No alcohol / Alkoholverbot / Alcool interdit / **Употребление алкоголя запрещено**

Draudžiama fotografuoti / No photographs / Fotografie en verboten / Interdiction de faire des photos / **Фотографировать запрещено**

Žmonėms įėjimas draudžiamas / No passengers / Keine Mitnahme von Personen / Passagers interdits / **Перевозка пассажиров запрещена**

Draudžiama vesti gyvūnus / No animals / Mitführen von Tieren verboten / Animaux interdits / **Перевозка животных запрещена**

Naudokite akių apsaugą / Wear Safety Glasses / Schutzbrille aufsetzen / Lunettes de sécurité / **Используйте защитные очки**

Apsivilkite apsauginius drabužius / Wear protective clothing / Schutzkleidung benutzen / Vêtements de sécurité / **Используйте защитную одежду**

Užsidėkite apsauginį šalmą / Wear helmet / Schutzhelm benutzen / Port du casque / **Используйте защитный шлем**

Naudokite apsauginius batus / Wear safety shoes / Sicherheitsschuhe anziehen / Port de chaussures de sécurité / **Используйте защитную обувь**

Naudokite pirštines / Wear gloves / Handschuhe benutzen / Port de gants / **Используйте перчатки**

Sanitarinis dušas / Safety shower / Notdusche / Douche de sécurité / **Аварийный душ**

Praplauti akis / Eye wash / Augendusche / Station lave-oeil / **Фонтан для промывки глаз**

Saugumo instrukcija / Safety Instructions / Sicherheitsanweisungen / Instructions de sécurité / **Инструкции по технике безопасности**

PERMISSIBLE MAXIMUM WEIGHTS OF LORRIES IN EUROPE (IN TONNES)

Country	Weight per non-drive axle	Weight per drive axle	Lorry 2 axles	Lorry 3 axles	Road Train 4 axles	Road Train 5 axles and +	Articulated vehicle 5 axles and +
Albania	10	11,5 (3)	18	26 (2)	36	40	44
Armenia	10	10	18	22	36 (19)	36 (19)	36 (19)
Austria	10	11,5	18	26	36	40/44 (10)	40/44 (10)
Azerbaijan	10	10	18	24	36	42	44
Belarys	10	10/11,5	18/20	25	38/40	40/42	42/44
Belgium	10	12	19	26	39	44	44 (1)
Bosnia and Herzegovina	10	11,5	19	26	38	40	40
Bulgarija	10	11,5	18	26 (2)	36	40	40
Croatia	10	11,5	18	26 (2)	36	40	40/44 (10)
Czechia	10	11,5	18	26 (2)	36	42/48 (2)	42/48
Denmark	10	11,5	18	26 (36)	38	42/56 (35)	42/56 (12,35)
Estonia	10	11,5	18	26 (2,34)	36 (4)	40 (5)	40/44 (5,13)
Finland	10	11,5	18	26 (2)	36	44/76 (7)	42/48
France	13/12 (31)	13/12 (31)	19	26	38	40/44 (32)	40/44 (32)
North Macedonoa	10	11,5	18	25	31	40	40
Georgia	10	11,5			44	44	44
Germany	10	11,5	18	26 (2)	36	40	40
Greece	7/10	13	19	26	33 (20)/38 (21)	42	42/44 (13)
Hungary	10 (37)	11,5 (37)	18 (38)	25 (39)	36 (40)	40	40/44 (8)
Iceland	10	11,5	18	26 (2)	36	40	44
Ireland	10	11,5 (9)	18	26 (43)	36	44 (2) / 46 (44)	44 (2)/46 (45)
Italy	12	12	18	26 (2)	40	44	44
Latvia	10	11,5	18	25/26 (46)	36	40	40/44 (13)

PERMISSIBLE MAXIMUM WEIGHTS OF LORRIES IN EUROPE (IN TONNES)

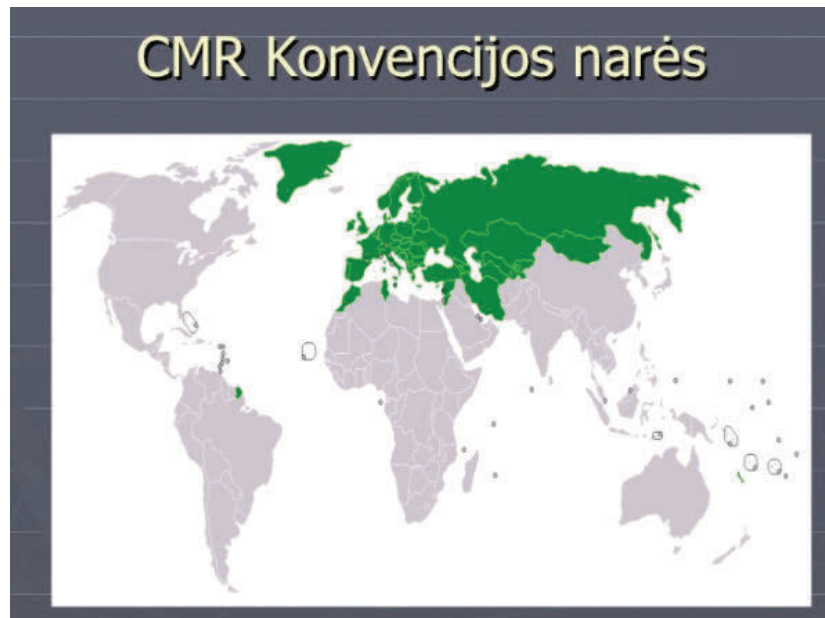
Country	Weight per non-drive axle	Weight per drive axle	Lorry 2 axles	Lorry 3 axles	Road Train 4 axles	Road Train 5 axles and +	Articulated vehicle 5 axles and +
Liechtenstein	10	11,5	18	26 (2)	36	40	40
Lithuania	10	11,5	18	26 (2)	36	40	40/44 (10)
Luxembourg	10	12 (11)	19	26	44	44	44
Malta	10	11,5	18	25	36	40	40/44 (8)
Moldova	10	11,5	20	24	36	40	40/44 (8)
Montenegro	10	11,5	18	26 (2)	36	40	40/44 (8)
Netherlands (12)	10	11,5	21,5	21,5/30,5 (22)	40	50	50
Norway (12)	10	11,5	19	26	39	46/50 (23)	46/50 (24)
Poland	10	11,5	18	26 (2)	36	40	40
Portugal	10/12 (49)	12	19	26	37	40/44 (25)/ 60 (49)	40/44 (26)
Romania	10	11,5	18	25/26 (46)	36	40	40/44 (13)
Russia	10	10/11,5 (27)	18	25/28 (28)	36/32 (29)	40/44 (41)	40/44 (41)
Serbia	10	11,5	18	25/26 (34)	36/38 (33, 1)	40	40/44 (8, 25)
Slovakia	10	11,5	18	26 (2)	36	40	40
Slovenia	10	11,5	18	25/26 (34)	36	40	40/44 (47)
Spain	10	11,5	18	25/26 (34)	36 (33)	40	44 (13)/42 (14)
Sweden	10	11,5	18	26 (46)	38	46/64 (30)	48/64 (30)
Switzerland	10	11,5	18	26 (2)	36	40	40
Turkey	10	11,5	18	25/26 (16)	36/32 (29) 38 (48)	40	40/44 (10)
Ukraine	11	11	16 (17)	22 (17)	38 (17)	38 (17)	38 (17)
UK	10	11,5	18	26 (42)	38	40/44 (18)	40/44 (10, 18)

INTERNATIONAL CONSIGNMENT NOTE (CMR)

In order to confirm the transportation of goods in accordance with the contract (CMR), a bill of lading (at least 3 copies) shall be executed and signed by the consignor and the carrier. The absence, loss or improper execution of the bill of lading does not affect the contract or its validity.

When the driver takes the goods into their possession, it is his duty, according to Article 8 (clause 1) and (clause 2) of the CMR, to check the following: whether the number of cargo pieces is correct, whether the marking and numbering of the goods on the bill of lading is correct and, in addition, whether the external condition of the goods and the packaging is correct; if they are unable to do so, they shall reasonably record this fact in the bill of lading.


According to Article 17 of the CMR, the carrier is liable for loss or damage to the whole or part of the goods from the time of acceptance of the goods for carriage until the time of handover, as well as for late delivery of the goods.



If the consignee makes no claim as to the quantity, composition, or damage to the packaging when accepting the goods from the carrier, the consignee shall be deemed to have accepted the goods in the condition stated in the bill of lading.

FILLING IN
THE CMR

Projekto numeris (iš vadybininko SMS) [] [] [] [] [] [] [] [] [] [] [] []
Номер проекта (СМС из менеджера)

1 Sender / Отправитель (наименование, адрес, страна) SIUNTĖJO PAVADINIMAS, ADRESAS НАЗВАНИЕ ОТПРАВИТЕЛЯ, АДРЕС SENDER'S NAME, ADDRESS				INTERNATIONAL CONSIGNEMENT NOTE (CMR) 			
2 Consignee / Получатель (наименование, адрес, страна) GAVĖJO PAVADINIMAS, ADRESAS НАЗВАНИЕ ПОЛУЧАТЕЛЯ, АДРЕС CONSIGNEE'S NAME, ADDRESS				16 Carrier / Перевозчик (наименование, адрес, страна) REKVIZITAI (VILKIKO ĮMONĖS) jeigu neatitinka nubraukti ir pataisyti į teisingą РЕКВИЗИТЫ ПЕРЕВОЗЧИКА (если не совпадают, исправить на нужные) CARRIER DETAILS			
3 Place of delivery of the goods / Место и дата погрузки груза (адрес, страна) IŠKROVIMO / PERKABINIMO MIESTAS, ADRESAS, ŠALIS (jeigu nesutampa su siųstu vadybininko SMS, informuoti vadybininką) ГОРОД ВЫГРУЗКИ/ПЕРЕПЕЛКИ, АДРЕС, СТРАНА (если адрес не совпадает с СМС, информировать менеджера) COUNTRY PLACE AND ADDRESS OF DELIVERY OF THE GOODS				17 Successive Carriers / Последующий перевозчик (наименование, адрес, страна) JEI ĮVYKO PERKABINIMAS, SEKANČIO VILKIKO ĮMONĖS REKVIZITAI ЕСЛИ БЫЛА ПЕРЕ ЦЕПКА, РЕКВИЗИТЫ СЛЕДУЮЩЕГО ПЕРЕВОЗЧИКА			
4 Loading place and date / Место разгрузки груза (адрес, страна) PAKROVIMO MIESTAS, ŠALIS, DATA ГОРОД, СТРАНА, ДАТА ПОГРУЗКИ LOADING ADDRESS, PLACE AND DATE				18 Carrier's reservations and observations / Транспортные условия Jeigu neleidžia dalyvauti pakrovime, atžymėti čia ir informuoti vadybininką Если не разрешают участвовать на погрузке, обязательно отметить ačią и передать менеджеру			
5 Documents attached / Прилагаемые документы PAPILDOMŲ DOKUMENTŲ PAVADINIMAI, NUMERIAI НАЗВАНИЯ ДОП. ДОКУМЕНТОВ, НОМЕРА LIST OF DOCUMENTS ATTACHED							
6 Marks and numbers / упаковки Товар		7 Number of packages / Знаки и номера	8 Method of packing / Колличество товарных:	9 Nature of the goods / Род	10 Statistical number	11 Gross weight / kg Вес брутто	12 Volume / m ³ Объем
KROVINIO APRAŠYMAS (PALEČIŲ, DEŽUČIŲ, VIENETŲ SKAIČIUS, temperatūra – jei neatitinka informuoti vadybininką) ОПИСАНИЕ ГРУЗА, КОЛ-ВО КОРОБОК, ПАЛЛЕТ, ТЕМПЕРАТУРА (если не совпадает температура – сообщить менеджеру) DESCRIPTION OF GOODS (NUMBER OF PALLETS, BOXES, UNITS, TEMPERATURE)						KROVINIO BRUTO SVORIS ВЕС ГРУЗА БРУТТО GROSS WEIGHT	
Letter / Письмо		Number / Номер	Class / Класс	Packing group / Группа упаковок	(ADR) / Бусы		
13 Sender's instructions / Указания отправителя (таможенная и прочая обработка)				19 Apmokejimai: to be paid by: Siuntėjas / Pervežimo kaina / Price of delivery / Nuolaida / Discount / Skirtumas / Difference / Priedas / Addition / Papildoma rinkliava / Addition dues / Kiti / Other / Viso apmokėjimai / Recouped to payment			
15				24			
21 Established in... / Позпрошененвал CMR SURAŠYMO VIETA, DATA МЕСТО ВЫДАЧИ ЦМР, ДАТА CMR ESTABLISHING PLACE AND DATE				22 PAKROVIMO SPAUDAS, PARAŠAS IR, DATA ПЕЧАТЬ, ПОДПИСЬ ПОГРУЗКИ, ДАТА SENDER'S SIGNATURE AND STAMP, DATE Signature and stamp of the sender Подпись и штамп отправителя			
23 VAIKUOTOJO PARAŠAS ПОДПИСЬ ВОДИТЕЛЯ DRIVER'S SIGNATURE Signature and stamp of the carrier Подпись и штамп перевозчика				25 Registacijos numeris / Registration No. Vilkiekio / Truck / Puspriekabė / Trailer VILKIKO / PRIEKABOS VALSTYBINIAI NUMERIAI ГОС. НОМЕРА ТЯГАЧА И ПРИЦЕПА TRUCK'S AND TRAILER'S PLATE NUMBERS			
26 Markė / Type Vilkiekio / Truck / Puspriekabė / Trailer				27 Tarifas I už 1 km Tarifinis atskaitymas / % už naudojimąsi vilkiu / puspriekabe / Zonos kodas / Kibi mokesčiai / VISO			
28 Tarifas II Tarifinis atskaitymas, km Schema Tarifinis svoris, t Tarifas už 1 t Priedai Nuolaidos Kibi mokesčiai / Apmokejimai Atskaitymai Apmokėta Užlaiko Apmokejimai				29 Tarifas III Valuta Mokėtojo kodas			

4. Mark with an "X" if there is any damage to other vehicles, parties to the accident, or any other property (e.g. buildings, road sign, etc.). If you marked "YES" be sure to call the ^police.

6. Indicate the information about the insurer of the vehicle, which is specified on the insurance policy or green card. If the insurer is a legal entity, the name of the company, address and telephone number must be indicated.

7. Thoroughly copy all the specified information from the vehicle registration certificate, and where there is also a trailer, the data of the trailer is required to be copied.

8. Thoroughly copy the data of the insurance company from the insurance policy and/or green card, along with the policy number, and the dates of validity. Where possible, make a copy or photo of the policy and/or green card.

9. All necessary information about the other driver must be copied from their driving license.

10. Select the appropriate vehicle type and indicate the location of the collision with an arrow.

11. Indicate all visible damage to the vehicle that occurred as a result of the accident.

14. Where necessary, include your remarks about the accident, or damage to the vehicle. The perpetrator must sign the document.

1. Date of the accident, for example 2014-01-31, and time.

2. Name of the country where the accident occurred and the exact location of the accident.

3. Mark with an "X" if there are any injured people at the site of the accident. If you marked "YES" be sure to call the ^police.

5. If there are any witnesses to the accident, include the name, surname, residential address of the witness, and their phone number.

12. Mark with an "X" circumstances that are most relevant to the accident. Note that when filling in cells 1 and 2 it is necessary to cross out the words that do not apply. Having filled in cell 12, mark how many cells have been filled in.

13. Draw a diagram of the accident. It is necessary to draw the road plan, road signs, road markings, indicate the names of roads, and use arrows to show the direction of movement of each vehicle. Draw the exact position of the vehicle at the time of the collision, try to indicate the distance between the vehicle and other stationary objects (for example, a building, traffic light, road sign, etc.). Indicate with the letters "A" and "B" which of the vehicles is yours and which vehicle has been driven by the other driver.

15. The drivers of vehicles "A" and "B" verify the data with their signatures.

Извещение о дорожно-транспортном происшествии
Знакомится водителями ТС. Содержит данные об обстоятельствах ДТП, его участниках.

1 Дата ДТП: 20.09.2018 Время: 8:34 2 Место ДТП: Беларусь, ул. Ольшевского, д.8 3 Травмы, получившие физические повреждения: нет ☒ да ☐

4 Материальный вред: Иные объекты, кроме транспортных средств: нет ☒ да ☐ 5 Свидетели: фамилия, имя, отчество, адрес, телефон: НЕТ

6 Транспортное средство "А"
4.1 Сведения о ТС (транспортное средство): Имя (фамилия): ИВАНОВ Имя (фамилия): ИВАН Отчество: ИВАНОВИЧ Адрес: г. Минск, ул. Семашко, 15 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-141-00-00 6.1 Сведения о ТС (транспортное средство): Имя (фамилия): ПЕТРОВИЧ Имя (фамилия): ПЕТРОВ Отчество: ПЕТРОВИЧ Адрес: г. Минск, ул. Восточная, 17-19 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-194-34-18

7 Транспортное средство "Б"
4.2 Сведения о ТС (транспортное средство): Имя (фамилия): ОРЕХ Имя (фамилия): ОРЕХ Отчество: ОРЕХОВИЧ Адрес: г. Минск, ул. Восточная, 17-19 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-154-44-12

8 Транспортное средство "В"
4.3 Сведения о ТС (транспортное средство): Имя (фамилия): БЕЛОБЕЗОВА Имя (фамилия): БЕЛОБЕЗОВА Отчество: БЕЛОБЕЗОВИЧ Адрес: г. Минск, ул. Восточная, 17-19 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-154-44-12

9 Транспортное средство "Г"
4.4 Сведения о ТС (транспортное средство): Имя (фамилия): БЕЛОБЕЗОВА Имя (фамилия): БЕЛОБЕЗОВА Отчество: БЕЛОБЕЗОВИЧ Адрес: г. Минск, ул. Восточная, 17-19 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-154-44-12

10 Транспортное средство "Д"
4.5 Сведения о ТС (транспортное средство): Имя (фамилия): БЕЛОБЕЗОВА Имя (фамилия): БЕЛОБЕЗОВА Отчество: БЕЛОБЕЗОВИЧ Адрес: г. Минск, ул. Восточная, 17-19 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-154-44-12

11 Транспортное средство "Е"
4.6 Сведения о ТС (транспортное средство): Имя (фамилия): БЕЛОБЕЗОВА Имя (фамилия): БЕЛОБЕЗОВА Отчество: БЕЛОБЕЗОВИЧ Адрес: г. Минск, ул. Восточная, 17-19 Владелец: ЛЕОДОВА Страна: БЕЛАРУСЬ Тел. или e-mail: 8-028-154-44-12

12 Обстоятельства ДТП
1 Не обоим безалкогольное 2 Не обоим безалкогольное 3 Перестроился в другую полосу 4 Поворачивал направо 5 Поворачивал налево 6 Разворачивался 7 Двигался задним ходом 8 Смыкал и проезжал между дорожками 9 Выехал на полосу встречного движения 10 Нарушил правила обгона 11 Начал движение после сигнала светофора 12 Не выключил тормозную педаль при торможении 13 Выехал на второстепенной дороге, проехавшей территории при наличии приоритета 14 Двигался по второстепенной территории при наличии приоритета 15 Двигался по второстепенной территории при наличии приоритета 16 Двигался по второстепенной территории при наличии приоритета 17 Двигался по второстепенной территории при наличии приоритета 18 Двигался по второстепенной территории при наличии приоритета 19 Двигался по второстепенной территории при наличии приоритета 20 Двигался по второстепенной территории при наличии приоритета

13 Схема ДТП
1 Укажите количество заполненных колонок: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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100 Место происшествия: ул. Ольшевского

- Immediately after the accident, without leaving the vehicle, notify your transportation manager of the event by phone.
- Only after you have properly filled out the accident declaration and documented the event by taking photos can you remove the vehicle from the scene.
- Whether or not the police were called to the scene, take photographs of the accident site.
- Take photos of the accident site (from various angles) on a tablet or cell phone.
- If the accident is registered by the police, request the contacts of the police station.
- Send all the photos and recordings from the dashboard camera + DECLARATION made at the site of the accident (with a tablet) to **your manager**.
- Having completed all of the above steps, start filling out the accident declaration, which you will find in the folder with the car documents. Along with the declaration, you will find the "Instructions for filling in the declaration".

Before your trip

1. Check the following: the truck alarm system is in good working order, the vehicle and semi-trailer connectors are properly connected.
2. Check the working condition of the rear door lock of the semi-trailer.
3. With the manager: check whether the SOS button functions properly.
4. Obtain high security seals from the manager.

Having made sure that the remote control is working properly, you are ready to start your trip!



Loading

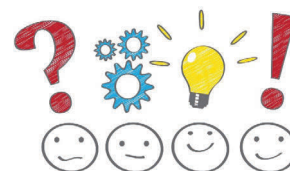
1. Inform the manager of your arrival at the loading point.
2. When checking in at the loading point, we provide the guard or storekeeper with the following: the license plate number of the vehicle or the reference number (loading) that we have received.
3. Once we received confirmation, we enter the area. If the time does not coincide with the time specified by the manager, we immediately inform the manager about the deviation from the schedule.
4. Before loading valuable cargo, press the SOS button. You must wait for the manager to call you for one minute. **It is forbidden to start loading without waiting for the call!!! To clarify your further actions, contact your manager.**
5. If temperature-sensitive cargo is loaded: start the refrigeration unit and prepare the semi-trailer compartment (cool it down to the temperature of transported goods).
6. **If the driver is disallowed to participate in the loading process**, immediately inform the transport manager. **After receiving confirmation, we can continue loading!!!**
7. **If the driver is allowed to participate in the loading process:**
 - 7.1. count the number of pallets while the load is still in the warehouse;
 - 7.2. visually assess the condition of the cargo, the quality of packaging of the stack on the pallets;
 - 7.3. in case of a temperature-sensitive cargo, measure the temperature with an available thermometer, and immediately inform the manager if it fails to meet the requirements.
8. In accordance with the instructions for placing and securing the load, the driver shall tell the consignor how to place the pallets so that the load is loaded evenly in accordance with the applicable axle load standards.
9. Once the load has been secured, the semi-trailer is sealed with the consignor's seal. If the consignor fails to seal the trailer with its seal, the driver shall seal it with the seal of the organization.
10. Once the semi-trailer has been sealed, the alarm system is activated. The lock is put on!
11. Having received the documents for the load, the driver shall check all of the received documents and forward the list to the manager.

En route

1. The SOS remote control must be carried at all times (on the neck).
2. When driving, the truck doors must be closed and locked from the inside.
3. Always take the vehicle keys with you — do not leave them in the cabin.
4. When driving, always make sure that the door of the semi-trailer is closed and the alarm system is activated.
5. Keep the truck doors closed when loading or unloading. Do not leave personal belongings in the cabin in a conspicuous place.
6. Never take hitchhikers.
7. Never talk about the load with other drivers — personally, on the phone or over the radio.
8. Take care of the documents for the goods.
9. Always have a charged service phone with you.
10. Drive only on the route set by the manager in advance.
11. In case of unplanned events, **contact the manager immediately:**
in case of an accident, theft, technical obstacles on the road, deviations from the route;
in case of deviation from the set temperature of the goods;
in case of illness or if you feel unwell.
12. Resting (taking breaks) during cargo transportation is only allowed in pre-specified guarded parking lots.
13. After resting, check the seal, lock and the alarm system.







Unloading

1. Inform the manager of your arrival at the unloading point.
2. Before entering the unloading site, check the following: lock, seal.
3. If you are disallowed to be present during the unloading process, inform the transport manager immediately. Unloading can only continue if confirmed by the manager.
4. The driver checks the quantity of goods to be unloaded as well as their packaging and condition and thoroughly supervises the unloading process. Inform the manager immediately if the unloading process does not go properly.
5. After unloading: check the documents; **make sure that there is a cargo receipt mark (stamp, signature, date, time). If there are additional entries in the documents or you are asked to sign a document you do not understand, immediately inform the manager.**
6. **If you are asked to unload at a different location,** immediately contact your manager and make sure that such a request should be fulfilled.
7. If you are stopped by officers in an unmarked vehicle, try to pull over in a clearly visible and busy area. Stay in the cabin of the vehicle with the engine running and the doors closed. Call your manager and inform them that you have been stopped.
8. **If you have any suspicion that you are being followed or that you are in danger, call your manager or use the SOS function of your mobile device!!!!**



GDP – Good Distribution Practices:

Transportation of pharmaceutical and medical products by road What makes pharmaceutical and medical products so different from other cargoes?

-  We are talking about human health and life.
-  These products are very sensitive and must be protected accordingly.
-  All steps from the manufacturer all the way to the patient must be traced at a very detailed level for each product.
-  Every carrier and handler of pharmaceuticals and medical products has a great responsibility and must be prepared accordingly.
-  It is about all of us — ourselves, our families, our friends, our coworkers — who personally need medicines and rely on their effectiveness.
-  Development and manufacturing are extremely complex and expensive processes, so the cost of products is very high.

Before loading

The transport compartment must be dry, clean and odorless. Cleaning shall be performed in a car wash (a cleaning checklist shall be filled in and the receipt shall be retained).



Mixed lading with goods such as:
foodstuffs, chemical products, animal feed, cargoes with pungent odors, plants, etc., is strictly prohibited.



The transport compartment must be pre-cooled to the required temperature before loading. We recommend pre-cooling at least one hour or more in advance (depending on trailer design, outside temperature, etc.). Compliance shall be confirmed by temperature sensor records based on a request from the consignor.



The refrigeration plant must be in Continuous Mode.











The vehicle must have sufficient fuel.





The temperature recording device must be activated.

Loading

-  Follow the consignor's instructions / directions.
-  You must control the loading process, e.g. be able to check the number of pallets, cargo security, etc...Make good use of this right! In case the consignor disallows you to be present during loading, contact your manager immediately.
-  Do not accept products that are not pre-cooled.
-  Perform a detailed inspection of the products for possible defects.
-  Air circulation. For free air circulation, there must be a gap of at least 20-30 centimeters from the top of the cargo to the ceiling of the semi-trailer. If you see that the clearance is insufficient, inform personnel at the loading site. If this is not enough to resolve the situation, contact your transport manager immediately.
-  Record all deviations in the CMR / bill of lading.
-  The consignor and the carrier must sign the CMR / Bill of Lading while indicating the date and time.
-  Do not argue with the consignor. In case of any problems / uncertainty / conflict, contact your manager. After loading, the driver shall: lock the rear doors of the semi-trailer, seal the semi-trailer, turn on the alarm system (if installed). If the semi-trailer is not sealed at the place of loading, we put our own seal and enter its number in the CMR, starting from the first copy. If the semi-trailer is sealed at the place of loading, compare the number of the seal with the number entered in the CMR.

Product cooling mode

-  Practice shows that using the correct operating mode Continuous Mode / of the refrigeration plant during transportation — regardless of the temperature range — is an important success factor.
-  All vehicles with temperature controls shall have their refrigeration plant switched on in Continuous mode, as this significantly reduces the risk of temperature deviations.

Continuous Mode:



Cycle Sentry:



Product cooling regulations



The refrigeration unit must operate continuously.



In case of problems with the temperature in the cargo compartment or other abnormalities during transport, contact your manager immediately.



Mixed loading with such goods as foodstuffs, chemical products, animal feed, goods with a strong odor, plants, etc., is strictly forbidden.



Stops and pauses are allowed only at safe guarded parking spaces. Parking spaces are marked by the manager in the route. Do not leave the vehicle unattended for more than 30 minutes. The cabin of the parked vehicle must be closed.



On ferries, the refrigeration unit should be connected to an external power supply, however, the correct functioning should be checked regularly (parking on the upper deck, where the vehicle is more accessible, is preferred).



Check after a stop or pause. After each stop or pause, the driver must carefully check the vehicle. Make sure that there are no signs of break-in. Please check: The refrigeration unit settings. It is strictly **FORBIDDEN** to turn off the refrigeration unit during a pause. The vehicle on the outside and on the inside (where possible). The connection between the truck and the semi-trailer. Check the seal very carefully – check its number, whether it is the same as the one in the CMR. Twist and turn the seal to make sure it holds well. Make sure that you have a place with access to a power source on the ferry. If you get no confirmation, inform your manager and wait for another ferry.



In case of temperature-controlled carriage of goods, the driver is obliged to regularly check the condition of refrigeration units, regularly monitor and maintain the specified carriage temperature. In case of failure of refrigeration units, urgently contact the specialized department of the company, inform the manager and act according to his instructions. It is **FORBIDDEN** to turn off the refrigeration unit on your own initiative.



If the fuel in the refrigeration unit has frozen, immediately add petrol (up to 10% of quantity) at the nearest petrol station and turn on the refrigeration unit immediately.



Provide the consignee with a temperature printout or notify the office so they can do it remotely.



Contact your manager immediately in case the consignee has found discrepancies in the CMR or the consignment note and/or has detected temperature deviations.



Adhere to the consignee's instructions/ directions at the unloading sites.



The consignee must sign the CMR/ consignment note with the date and time.



Do not argue with the consignee. In case of any issues, uncertainties or conflicts contact your manager.

Record-keeping



Write neatly and legibly on all documents. New entries should never (even partially) obscure other information, make it unreadable. The date and time must appear next to each signature. In case of corrections, write correctly in close proximity to the old entry, put your signature and date. The old entry should be crossed out with a single line so that the old information can still be readable. If possible, only pens with blue or black ink should be used.



Deviation

A deviation is an incident with a possible negative impact on product performance.

- Insufficient air circulation in the trailer after loading
- Temperature deviation
- Refrigeration unit failure
- Insufficient air circulation in the trailer after loading
- Incorrect printout of the temperature readings
- Contamination
- Damage

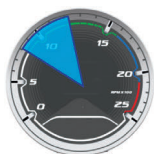
- Rejection of acceptance
- Delays
- Security threat / customs control
- Theft (including attempts)
- Suspicions of counterfeit goods, adulteration, etc.

Maximum driving time	9 hours. 10 hours 2 days a week.
Maximum driving time per week	56 hours
Maximum driving time during any 2 weeks	90 hours.
Break time	After 4.5 hours of driving – 45 minutes of rest. It is allowed to divide them in 2 parts (first one – 15 minutes and second one – 30 minutes), with the last one no later than the end of the 4.5-hour driving period.
Daily rest period	<p>“Regular daily rest period” is a rest period of at least 11 hours within 24 hours. This period of regular daily rest may be used in two periods, the first of which shall be a continuous period (not less than three hours), and the second of which shall be a continuous period of not less than nine hours.</p> <p>“Reduced daily rest period” is a rest period of at least 9 hours, but less than 11 hours. A driver may have no more than three reduced daily rest periods between any two weekly rest periods. During the 30 hours of crew (2 or more drivers) work, each driver must have at least 9 hours of continuous rest.</p>
Weekly rest period	<p>“Regular weekly rest period” is a rest period of at least 45 hours.</p> <p>“Reduced weekly rest period” is a rest period of less than 45 hours, which can be reduced to a minimum of 24 subsequent hours. In two consecutive weeks, the driver must take at least: two periods of regular weekly rest or one period of regular weekly rest and one period of weekly rest for at least 24 hours. However, the reduction shall be compensated by an equivalent rest period used continuously before the end of the third week following the said week. The rest taken by the driver as compensation for a reduced weekly rest period must be added to another rest period of at least 9 hours.</p>
The driver must produce to the inspector the following:	<p>1. If the driver drives a vehicle with an analogue tachograph:</p> <ul style="list-style-type: none"> a) The record sheets for the current day and the sheets used by the driver for the 28 preceding days; b) The driver’s card, if the driver has one; and c) Every handwritten entry and printout made during the current day and for the 28 preceding days. <p>2. If the driver drives a vehicle with a digital tachograph:</p> <ul style="list-style-type: none"> a) The driver’s card held by the driver; b) The handwritten entry and printout made during the current day and for the 28 preceding days; and c) sheets with records corresponding to the same period as in the previous subparagraph, during which he was driving the car.
Transfer of data from the digital tachograph and from the driver’s card	<p>The maximum period during which it is mandatory to perform the transfer (linked data) must not exceed:</p> <ul style="list-style-type: none"> a) 90 days for vehicle data; b) 28 days for driver’s card data.

What should I do?



Start slowly, then accelerate smoothly and evenly using no more than 50 % of the accelerator pedal travel, within the cost-effective engine rpm range (900 ... 1200 rpm). Your aim is to reach the top gear as quickly and efficiently as possible. Do not feed excessive power.



Stick to the optimum cruising speed – 80 ... 82 km/h. By sticking to the optimum cruising speed, you have more opportunity to roll without exceeding the speed limit. Consequently, the engine runs at lower rpm and thus less fuel is consumed.



Remember that the vehicle has a PCC system that uses GPS data. PCC uses topographical map data to optimize fuel consumption and adapt engine power to the operating conditions. PCC scans the road ahead. In this way, it is possible to use cruise control in flat and mountainous areas without interfering with its operation.

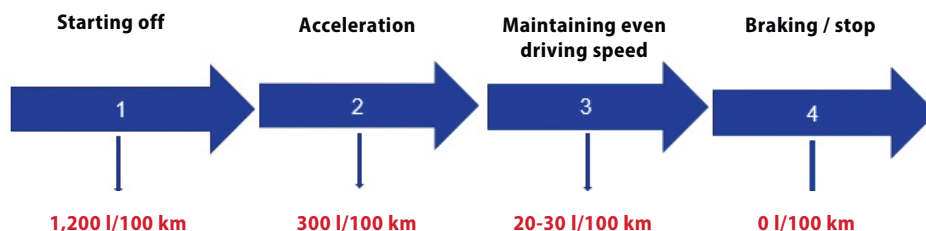
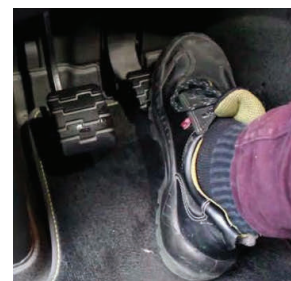
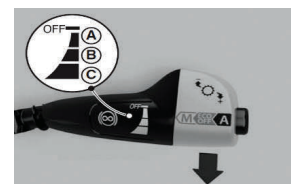


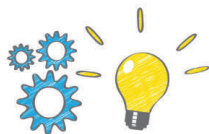
Configure the cruise control correctly (depending on speed and driving conditions). For example, as shown in the picture, the Eco-Drive system is configured so that if the vehicle is travelling at a speed of 82 km/h, in the range -10 ... + 8, the vehicle activates the Eco Roll system, if possible, and the vehicle weight is used; if the speed falls to 72 km/h, the vehicle will accelerate to the set cruise control speed. Descending from a hill, at 90 km/h the system will start braking (engine brake).

If you configure the Eco-Drive correctly, greater use of rolling and lower fuel consumption will be achieved.

Avoid unnecessary braking. It is very important to use engine brake efficiently. Using engine brake switches off fuel supply. Engine speeds can reach 1,700 rpm when braking. PACCAR MX-13: the engine brake power is at least 360 kW at 1,200-1,500 rpm. Not only do we save brake pads and discs, but most importantly, we save fuel! The road surface and braking power in cold weather must be evaluated.

Do not use the KICKDOWN function (pressing the accelerator all the way down). This function can downshift either one or more gears; thus, the engine speed increases. This is not economical! This function is intended for exceptional situations.



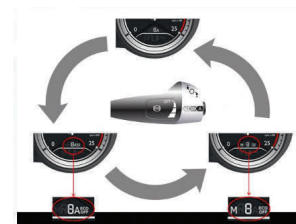


What should I do?

ECO FUEL:

Focus on fuel consumption, maximizing results::

- increasing softness – cruise control (softer torque on uphill entry);
- direct torque build-up when entering steep climbs (at high rpm).



Activating ECO OFF increases the aggressiveness of Cruise Control (= less soft)



Idling Wastes Fuel and \$

Driver Performance Assistant

- Provides intelligent feedback on driving style and performance
- Focus on prediction: driving style and efficient braking bonus points for cruise control management

The score should be closer to 100%



- The engine uses 2-3 l/h of fuel at idle.
 - A modern engine uses 4-8 g of fuel to start.
 - Switch off the engine when stopping for > 30 sec.
 - The mechanical components of a moving truck heat up faster.
- And the most important thing is pollution!!!!



Always be alert; assess the situation ahead and try to avoid unnecessary stops; when possible, use inertia; take your foot off the accelerator and roll. Maintain distance to other vehicles, anticipate the situation on the road.

You can always find out your driving results / your rating!!!





Prepare for driving, check the condition of the vehicle:

- Good visibility is important;
- Check the windscreen washer;
- Check the wipers;
- Or winter fuel;
- Check the battery condition;
- Check the condition of the tires.



Keep a safe distance, choose a safe speed:

- On snowy roads, the braking distance increases 2-fold;
- On icy roads, the braking distance increases 3-fold;



The trailer is particularly slippery due to the following reasons:

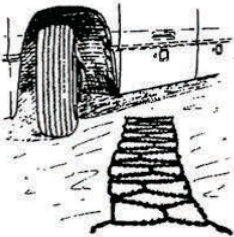
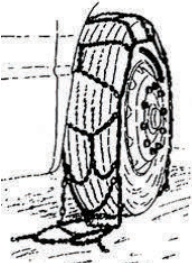
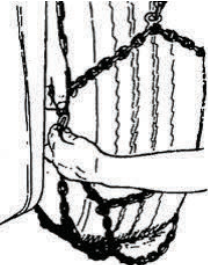

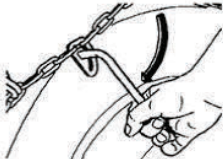

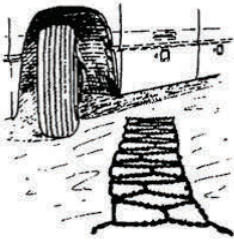
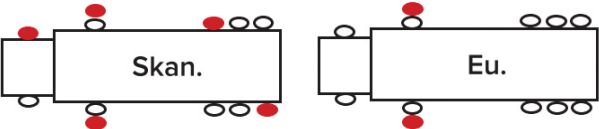
- High speed;
- Turns;
- Braking;
- Particularly snowy road;
- Wheels on the right side going off the road;
- Failure of the anti-lock braking system (ABS), which prevents the wheels from locking during braking.

IMPORTANT! Do not drive up or down a slope if you see another vehicle already stranded there.


IMPORTANT! When differential blocking is used, in the event of a wheel slip, the vehicle may start to slide towards the edge of the road down the slope. Therefore, try to avoid wheel slips and be especially careful when cornering!

Installation procedure for universal anti-skid chains

Installation procedure for universal anti-skid chains

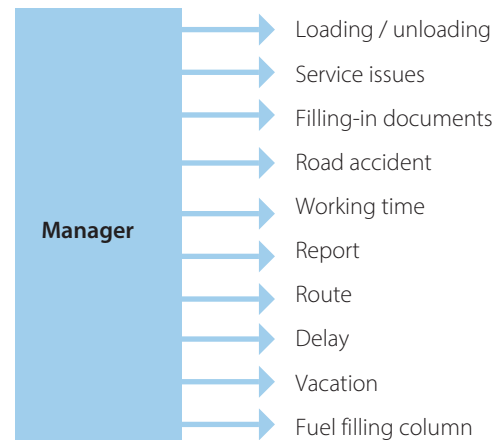
 <p>1. Lay the anti-skid chains on the ground. Make sure they are free from knots and tangles.</p>	 <p>2. Put the anti-skid chains on the wheel so that the locks on the top side of the chain are in the "free" position. Fasten the lock side under the rib of the outer wheel and go back about 1/4 turn of the wheel.</p>
 <p>3. Fasten the upper side chain first.</p>	 <p>4. Then lay the chain on the wheel surface by hand, tensioning the outer side chain. After that, fasten the lock of the outer side chain.</p>
<p>5. Pull the lock by engaging the tensioning spanner in the chain and turning it 90° so that the chain lock is in the tensioned position.</p>  	<p>6. If you need to tension two links, they should be parallel to each other. The positioning of the anti-skid chains of vehicles with ABS and ERS may differ. Chains must be put on wheels with an ABS sensor.</p> 
<p>Anti-skid chain positioning on an articulated vehicle. + two additional chains in Scandinavia.</p> 	<p>Attention! After driving 100-200 m, stop and re-tension the chains.</p>

Ensuring supply chain security

Greatest risks and threats	Risk and threat management
Loading or unloading errors	Driver training, counselling, notification of threats to the responsible manager, security specialist (24/7)
Theft or other criminal activity	
Unplanned / unknown events on the road (road repairs, diversions, accident, disturbance, natural phenomena, etc.)	
Failure to comply with requirements when carrying out customs clearance	
Lack of co-operation with clients; co-operation that is not properly implemented	

TIPS

- Always provide information on time;
- Information should be clear and specific;
- “I thought about it and decided...”, “At the parking, a colleague said...”, “During loading, the loader said...”, “I thought you saw and knew everything...” – do not make such mistakes. Coordinate everything with your manager;
- Calls, questions: during work, if there are urgent problems, you should call immediately;
- If the SMS states that the CMR is to be faxed after unloading: as soon as you receive the CMR, ask at the unloading point if it is possible to send the CMR (by fax, e-mail, Viber, Fleethand);
- In case of any discrepancy with the plan, inform your manager immediately (neatly filled-in report);
- After accepting the vehicle, check whether you have the PIN codes of the fuel cards. Never keep PIN codes written down on a piece of paper with your fuel cards;
- Keep your mobile phone with you at all times;
- If an invoice is issued (e. g., for washing, repairs, parts): check whether the company details match those of the company you work for;
- Do not argue with your manager. If you have any problems with the manager, you can always call a senior manager or department head;
- Inform your manager as soon as possible about the planned replacement;
- At the loading/unloading site, behave in a nice, polite manner. Littering is not allowed. If there are problems, resolve them with your manager, not the employees of the company where it happens.



Anonymous group (in case there are questions or problems and you do not know how to solve them or who to contact to solve them)

Possible accident	Possible impact on the environment, cargo, danger to safety and health of people	Precautions
<p>Accidental spillage of petroleum products during a road accident or any other accident (e. g. in a car park) (UAB Integre Trans)</p> <p>Accident with a cargo truck (UAB Integre Trans)</p>	<ol style="list-style-type: none">1. Potential contamination of the environment (soil) with petrol, oil and lubricants.2. Potential contamination of the environment (air) by combustion products in the event of a fire.3. Potential contamination of the environment (soil, air) in the event the transported chemicals are spilled.4. Possibility of burns and smoke poisoning in case of fire.5. Possibility of burns and poisoning of people in case the transported chemicals are spilled.6. Possibility of cargo damage/destruction in case of an accident.	<ol style="list-style-type: none">1. Company vehicles in good repair.2. Instructing employees driving company vehicles.3. Selection of an appropriate supplier (technically sound, inspected vehicles. Qualified drivers, maintenance staff).



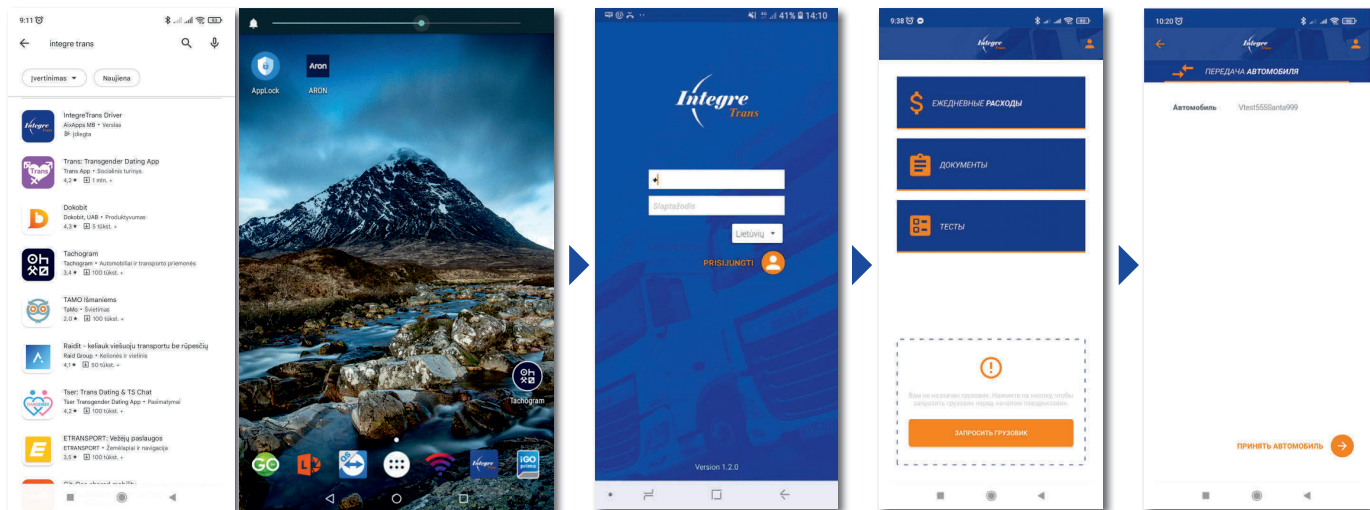
Using the **AdBlue** tank for other liquids (fuel, oil, water) is **STRICTLY PROHIBITED**. If the tractor, semi-trailer are out of order (the engine does not start, the gearbox does not work, error notifications are on, or the lights do not work, etc.), read the VOLVO or DAF instructions on relays and fuses. If you cannot find out the cause of the problem, call the **Help Centre**, which is open 24/7 **(+37052611884)**: to speak to a mechanic, press **1**.

Do NOT buy parts yourself or go to a service station.

In case of a road accident: for information about the paperwork, please call the **Help Centre (+37052611884)**: to speak to an insurer, press **2**. In addition, if you want to know your ECO-driving score, call the **Help Centre (+37052611884)**: press **3**.

Actions in case of an accident	Equipment and facilities	Responsible persons at UAB Integre or UAB Integre Trans, contact details	Other stakeholders to be informed
Informing the relevant services by calling 112. Informing the owner by phone (if the oil spill occurred in the owner's car park).		Head of Transport, Tel. +370 682 64 700	Office Building Administrator
<ol style="list-style-type: none"> 1. The driver of the vehicle provides information about the accident to his company (carrier). 2. The manager or driver of the carrier informs the responsible manager of UAB Integre Trans, who is in contact 24 hours a day, about the accident. 3. The manager of UAB Integre Trans informs the client's representative. 4. The carrier of manager of UAB Integre Trans arranges for a replacement. 5. The consignee assesses the losses caused by damage to the cargo and informs the manager of UAB Integre Trans (in compliance with the terms specified in Article 32 of the CMR Convention). 6. The manager of UAB Integre Trans informs the carrier (issues related to compensation of damage). 	Telephones, computers, internet connectivity so that the cargo can be tracked at all times	Instructor, tel. + 370 636 27 874	Carrier, customer representative, consignee

12. INTEGRE TRANS



Integre Trans application can be downloaded from **GOOGLE PLAY** Market. Note: the application is only compatible with the Android system

Integre Trans application can be found in **FLEETHAND tablets**

User authorization: The mobile phone number you provided in your employment contract. **Password:** Integre123

Once connected, you have to accept the vehicle. If you see **REQUEST TRUCK**, it means that the vehicle has not been assigned to you yet.

If vehicle acceptance automatically starts after connection, you must complete it. Press the following: **ACCEPT THE VEHICLE**.

VEHICLE ACCEPTANCE

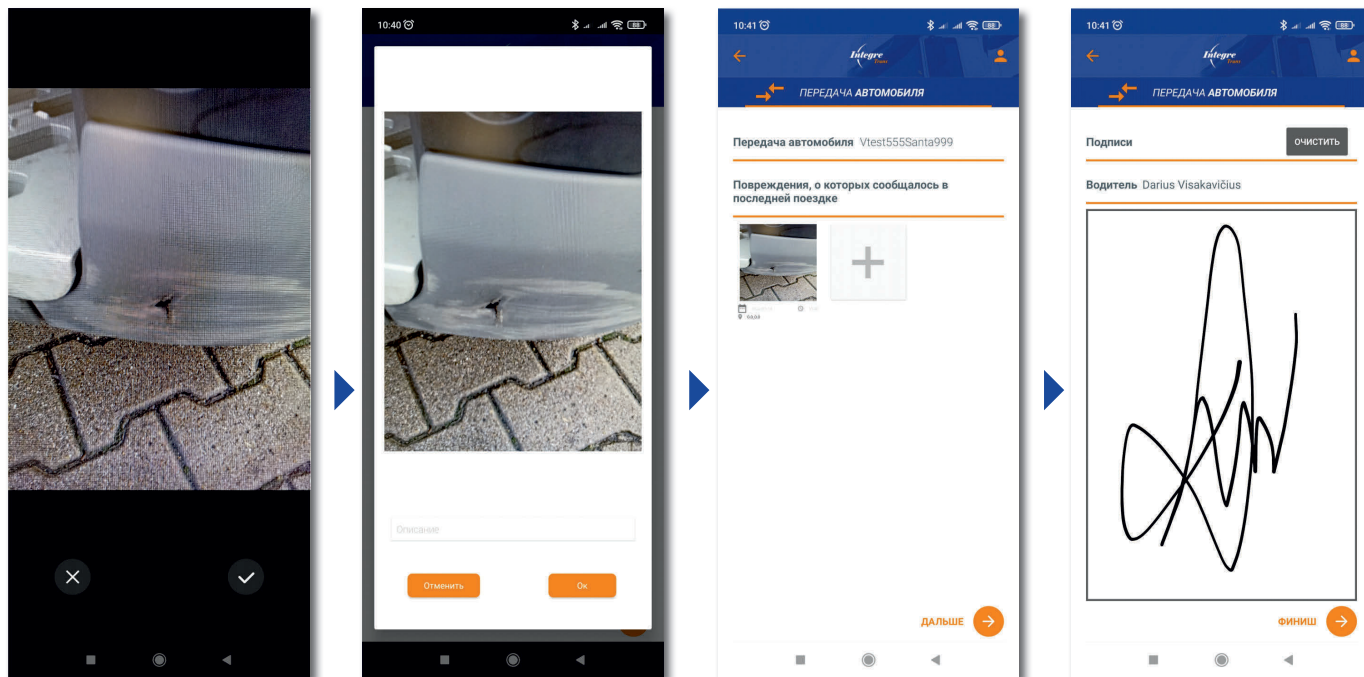
The screenshots show the 'PEREDACHA AVTOMOBILIA' (Vehicle Handover) process in the INTEGRE TRANS app. The interface is in Russian and includes the following sections:

- Передатчик автомобиля Vtest555MM417**: Fuel and engine section with input fields for fuel levels (cm) and a dropdown for fuel type. Below are toggle switches for road equipment, navigation, documents, and mobile phone.
- Внешний вид**: Visual inspection section with a grid of radio buttons for 'Хорошо' (Good) and 'Повреждено' (Damaged) for various components like engine, chassis, axles, wheels, fasteners, temperature/pressure sensors, and exhaust pipes.
- Оборудование для безопасности**: Safety equipment section with radio buttons for 'Хорошо' and 'Повреждено' for items like signal vest, projector, protective gloves, wheel chocks, emergency warning triangle, reflective vest, reflective tape, and reflective tape.
- ADR комплект**: ADR kit section with radio buttons for 'Хорошо' and 'Повреждено' for items like ADR kit, shovel, wedge (absorbent), and reflective tape.
- Повреждения, о которых сообщалось в последней поездке**: Damages reported in the last trip section with a large '+' button to add photos.

Each screen has a 'ДАЛЬШЕ' (Next) button at the bottom right.

When accepting a vehicle, it is important to check everything. Remaining fuel (in centimeters), equipment, damage to truck and semi-trailer. And you need to mark everything on the app. Specify quantity and condition. It is important to mark each point. Any damage to the vehicle, equipment should be documented by taking photos. Press + take photos.

VEHICLE ACCEPTANCE



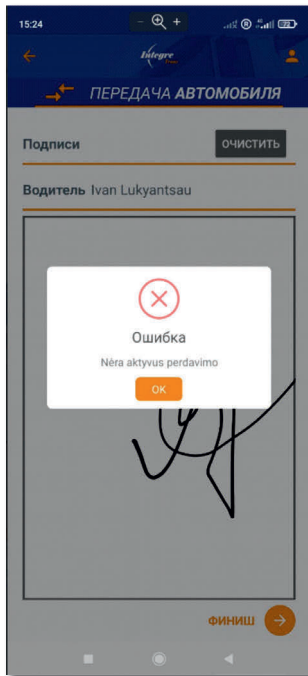
Focus the camera. The photo should be clear, not blurry.

After taking the picture, write a brief comment (e.g.: "The truck's front bumper on the left side is damaged") and press OK. If there is more damage, press + take other photos.

Note: the driver is responsible for damage to the vehicle, so check everything very carefully when accepting the vehicle.

When you have finished photographing the damage, you must put your signature, confirming the correctness of the data entered. Then start the work.

VEHICLE ACCEPTANCE: ERROR



System error!!!!

Sometimes there is a system error, due to which the driver is unable to do anything else.

Solution:

Call the Help Center. Menu: choose 3 (training center) An employee of the training center will eliminate the error.

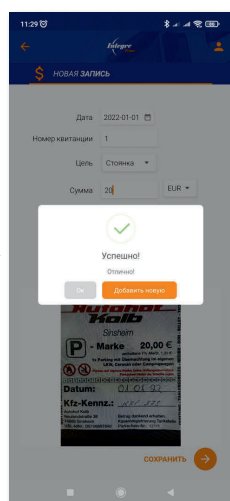
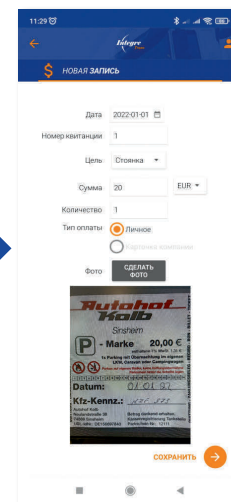
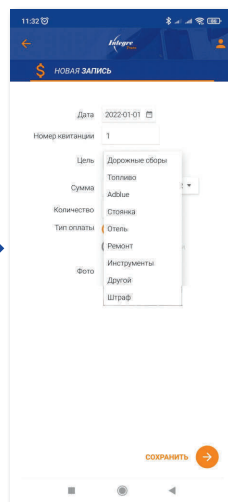
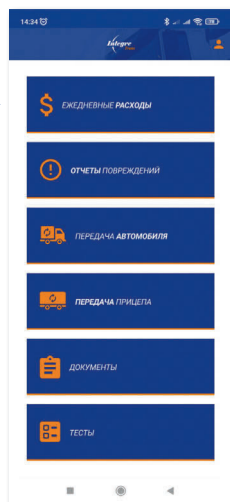
P. S.

The situation described occurs when a driver is assigned a replacement semi-trailer. If the program asks you to accept the truck as well, you should not do this. The truck has already been accepted, and only the semi-trailer needs to be accepted.

DAILY EXPENDITURES

Receipts relating to any payments (by cash or company card) must be entered into the Integre Trans application.

For example: buying fuel, parking, buying consumables for the vehicle.



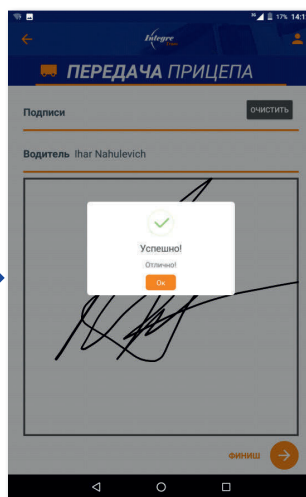
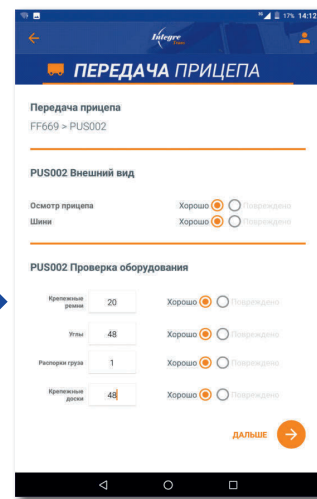
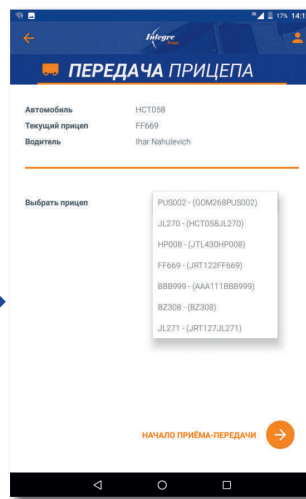
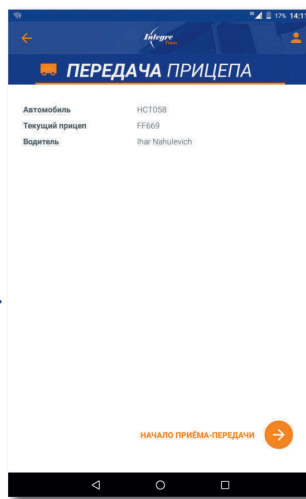
Such a receipt will not be accepted.

In the application's MENU select the following: DAILY EXPENDITURES, add a new one. In the window that opens, enter the following: date of purchase, receipt number. Choose what you paid for – fuel, parking, ... Enter the amount of payment, specify the quantity, choose the payment method – cash or company card.

Press: TAKE A PHOTO. Take a photo – it is important that the receipt on the photo is easy to read and legible. If the quality of the photo is satisfactory, press the tick, and the photo will be uploaded to the system. To confirm, press: SAVE.

Attention!!!! Only receipts that clearly state what has been paid for will be accepted. Receipts containing only the amount of the purchase will NOT be accepted.

SEMI-TRAILER DELIVERY



In the MENU of the application, select DAILY EXPENDITURES. Select the trailer, press the following: START ACCEPTANCE – DELIVERY

In the window that opens, indicate the equipment of the semi-trailer being accepted. Press: NEXT.

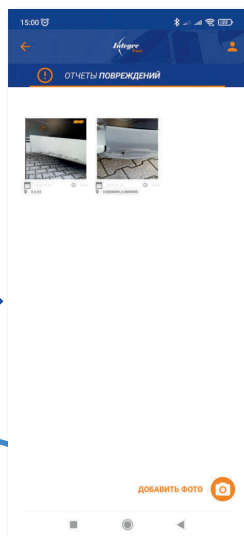
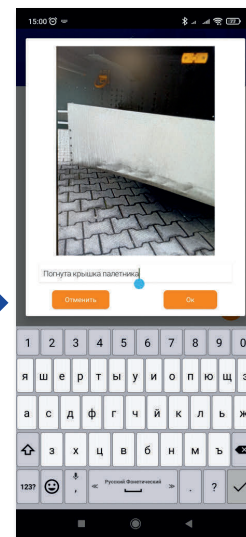
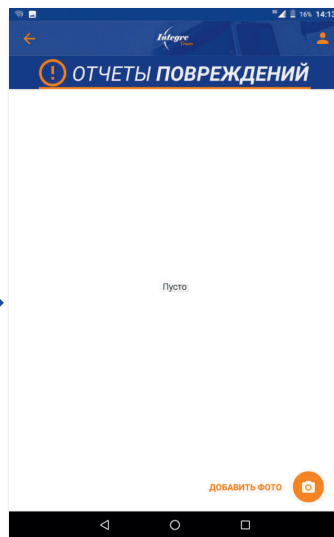
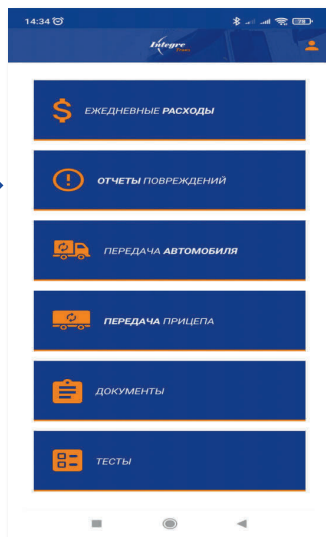
In the window that opens, put your signature and press: FINISH.

Attention!!!

Availability and items related to the semi-trailer's equipment are specified in the application. You must check them carefully. If you notice that an item is missing, please notify your transport manager.

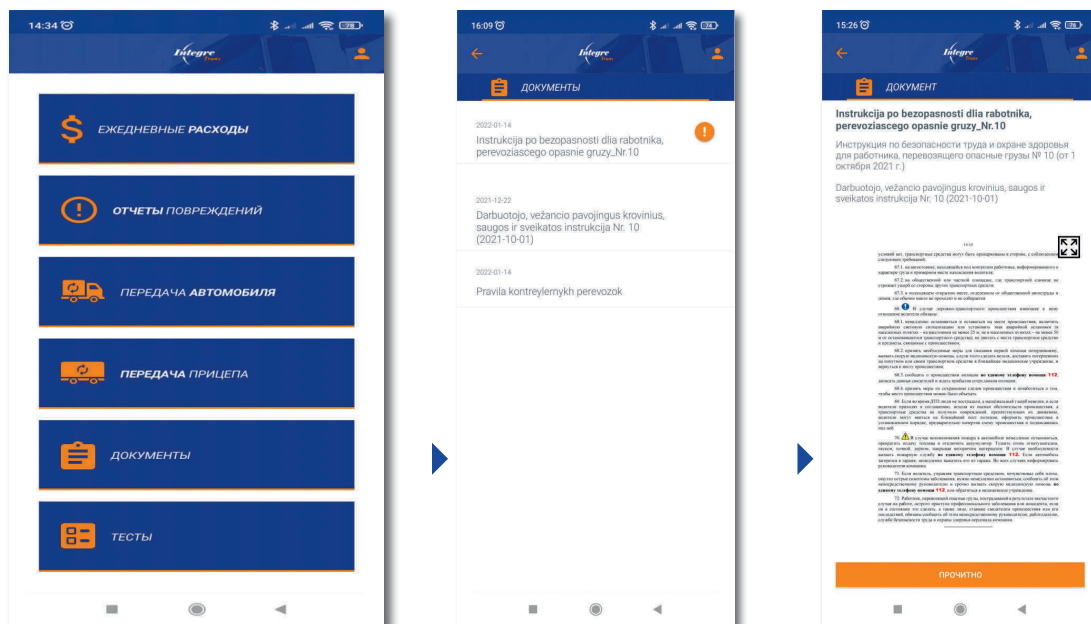
If you notice any damage when accepting the semi-trailer, it must be documented (DAMAGE REPORTS).

DAMAGE REPORTS



In the MENU of the application, select: DAMAGE REPORTS, press: add photo. Take a photo, and briefly describe the damage in the comment. If the damage was documented during the delivery of the semi-trailer, write: TRAILER REPLACEMENT. Example: TRAILER REPLACEMENT, the cover of the pallet box on the left is severely damaged. Press OK. The photo is uploaded to the system. If there is any other damage to the semi-trailer, press: ADD PHOTO, document another damage, etc.

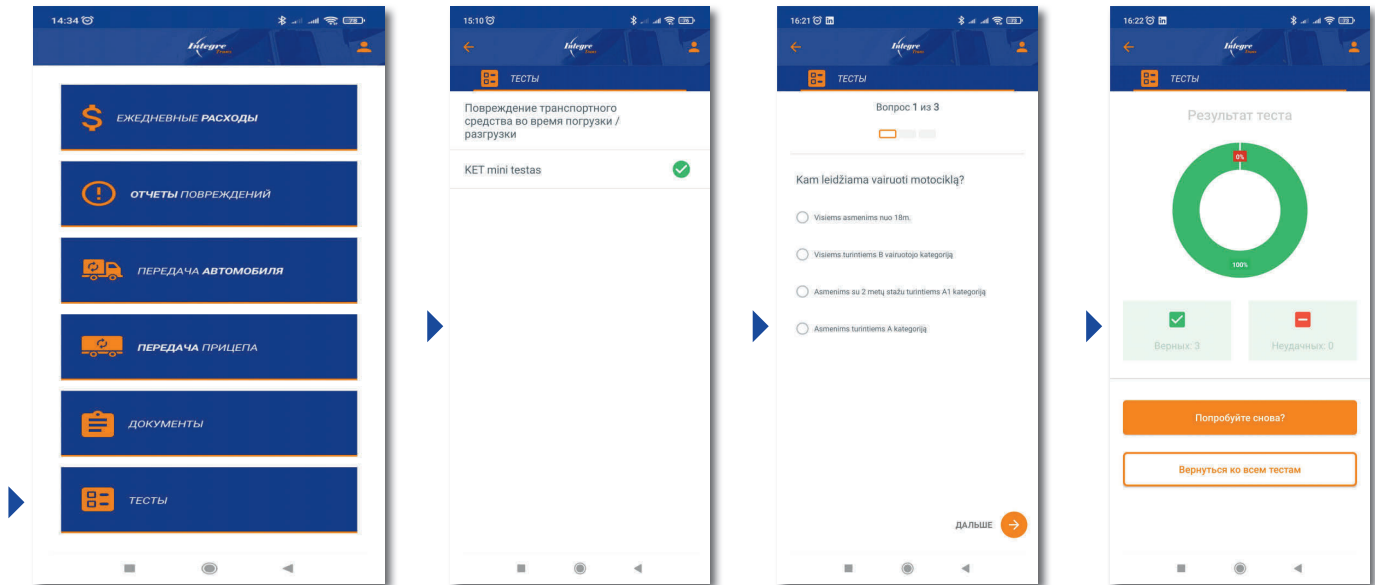
DOCUMENTS



In the MENU of the application, select: DOCUMENTS. In the window that opens, select: unread / new document. There will be an exclamation mark above it. Read the document in full and press: READ.

Note: As a rule, a mini-test is required after reading a new document. In the MENU of the application, select: TESTS...

TAKING TESTS



In the MENU of the application, select: TESTS. In the window that opens, select: new / pending test. There will be a green tick above it. Answer the questions one by one and press: Next.

After completing the test, you will immediately learn whether you passed or failed. If you did not pass the test, please re-read the document and retake the test. If you passed the test – CONGRATULATIONS!

13. Fleethand Driver Manual

TASKS

Selecting this option will take you to the window with tasks, where you will see both currently running and already completed tasks, as well as tasks for the future (see paragraph 2.1).

For more information, see pages 80–81.



Fig. 1

ECO DRIVING

Selecting this option, the driver will see his results in terms of efficient driving (see paragraph 5.1).

For more information, see pages 82–83.



Fig. 2

DOCUMENTS

Selecting this option (see paragraph 6.1), you will see general documents and documents related to the tractor you are driving (see paragraphs 6.2 and 6.3).

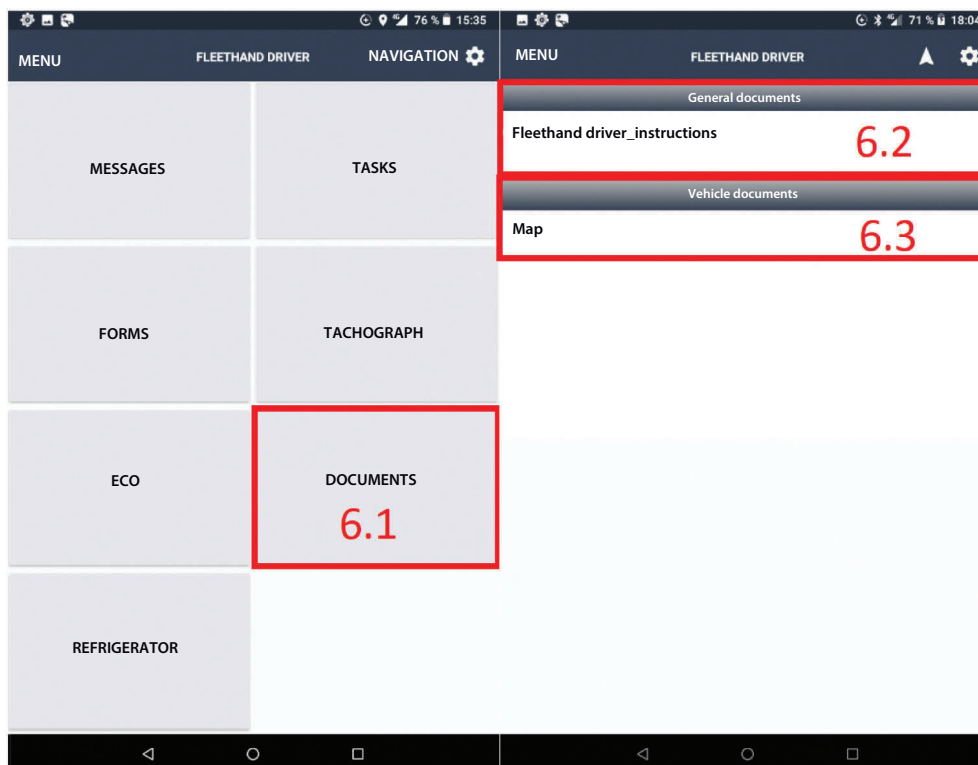


Fig. 3

SCANNING OF DOCUMENTS

This option is intended for working with documents (taking pictures, sending, commenting, etc.). Pressing “Documents” (see Fig. 4) will launch CamScanner, which will take you to a window where you can either take new photos or view and process existing documents.

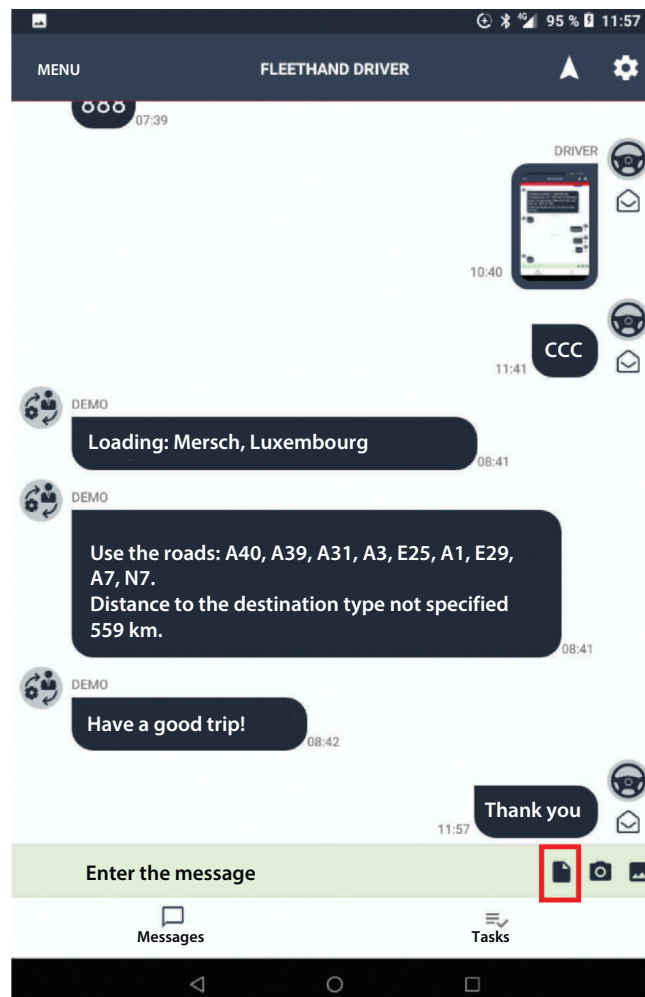


Fig. 4

SCANNING OF DOCUMENTS

Important: this option is not recommended for taking photos of road accidents, or for taking photos of other objects not related to documents. If you want to take a photo of a new document or documents, press "Camera" (see Fig. 5).
This will take you to the camera mode.

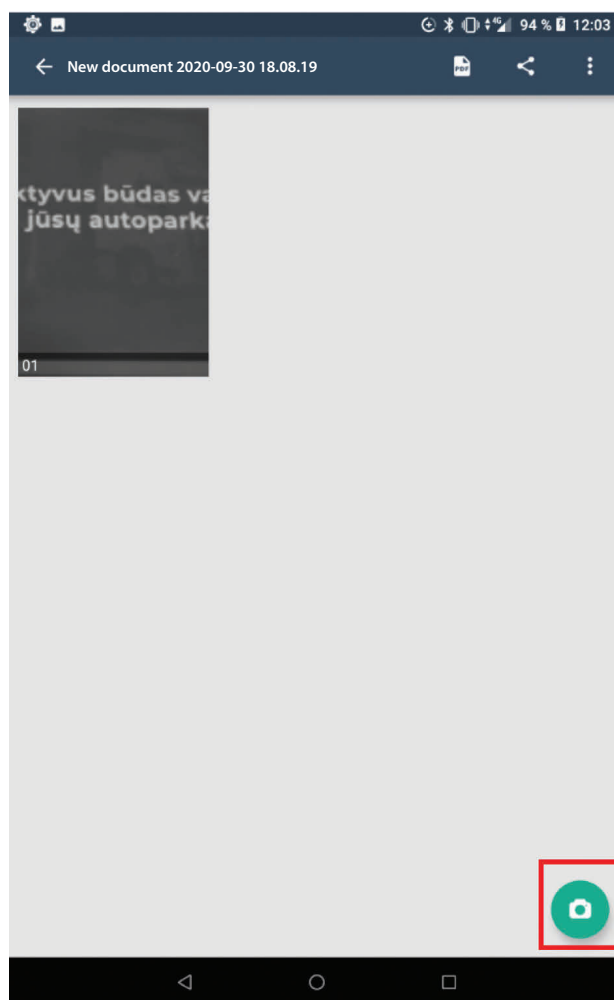


Fig. 5

SCANNING OF DOCUMENTS

Before taking a photo, you need to select the photo mode, i. e. whether you are going to photograph one or many documents (see Fig. 6). The default setting is that one document will be photographed (right button in Fig. 6), therefore, unless you select otherwise, you will only be able to photograph one document.



Fig. 6

SCANNING OF DOCUMENTS

Note: When taking photos digitally, you can zoom in and out. To do this, touch two fingers on the screen and move them apart to zoom in, or together to zoom out.



Fig. 7

After selecting any of the photo modes, the further process of taking photos is the same: check if you see the document on the screen and press "Take Photo" (see Fig. 7).

If you have selected the photo mode for one document, you can manually adjust the document outlines (see Fig. 8): pull the white circles in the desired directions until the outlines are the way you want them. If you are going to photograph more than one document, the application will crop the outlines of the documents automatically.



Fig. 8

If the document in the image is skewed, you can rotate it in the desired way using the buttons circled in red (see Fig. 9).

SCANNING OF DOCUMENTS



Fig.9



Fig.10

Once the document has been cropped and rotated as needed, press "Finish" (see Fig. 10).

SCANNING OF DOCUMENTS

After pressing “Finish”, you can choose the automatic filters (see Fig. 11). After selecting the filter, press “Finish” again (see Fig. 10), thus saving the edited image.

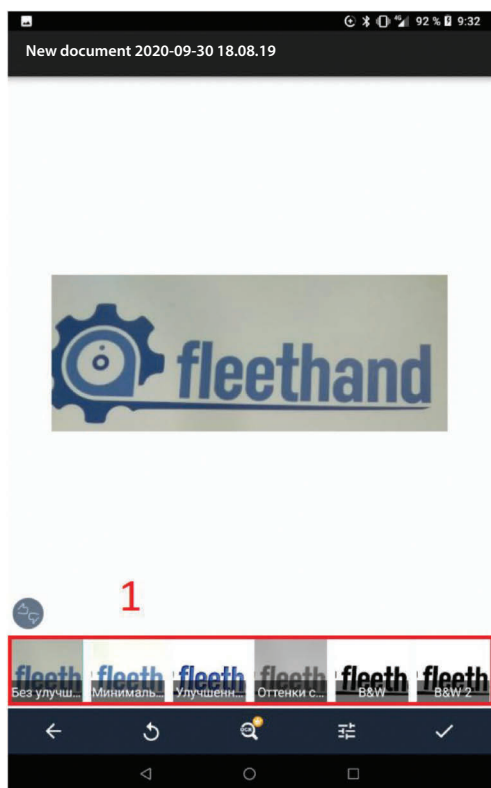


Fig 11

When the image is saved, you can view all saved documents by pressing on them or return to the initial CamScanner window (see Fig. 12).



Fig. 12

If you have selected the mode that allows you to photograph more than one document, press “View” to view the photographed documents (see Fig. 13).

SCANNING OF DOCUMENTS

You can delete bad photos by pressing **“Trash”** (see Fig. 14) and confirming your decision by pressing **OK**. You can also cancel the deletion by pressing **“Cancel”**.



Fig. 13



Fig. 14

If you have photographed all the required documents, press **“Finish”** (see Fig. 15).

SCANNING OF DOCUMENTS



Fig. 15

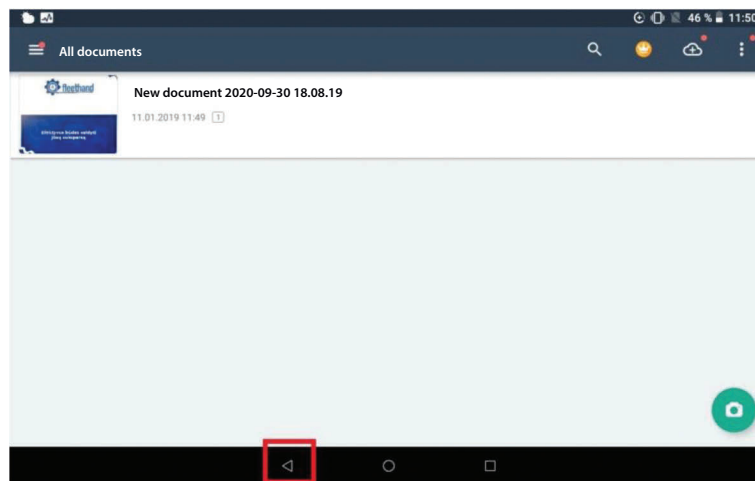


Fig. 16

When the photo is saved, you can take the photo again, view all the documents you just took and saved, or return to the **CamScanner** start screen (see Fig. 12).

After returning to **CamScanner** start screen, you can return to the messenger using the tablet buttons (see Fig. 16). Once you return, all photos will automatically be sent to the manager.



CAMERA

After pressing **“Camera”** 2 options are possible:

1. **“Reverse camera”** – reversing the camera (from the front to the rear one);
2. **“Photo”** – taking a photo.

Note: When taking photos digitally, you can zoom in and out. To do this, touch two fingers on the screen and move them apart to zoom in, or together to zoom out.

Important: the Camera is intended for taking photos associated with road accidents, as well as for documenting the damage to the truck, cargo, or any other damage. The Camera is NOT INTENDED for taking photos of documents.

GALLERY

The Gallery allows you to select and send pictures that have already been taken.

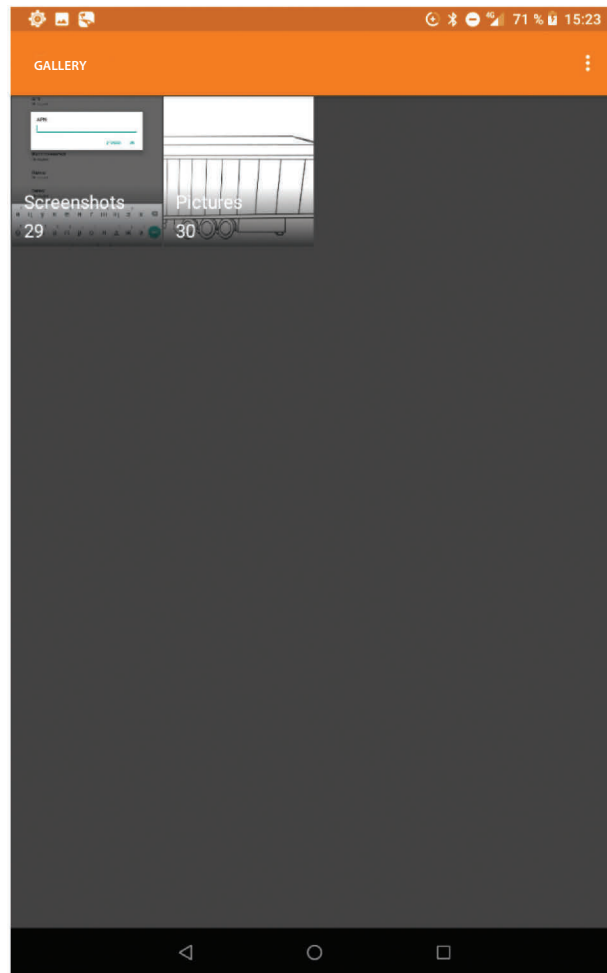


Fig. 16

JOB

This app allows you to view running, completed and next tasks, and also displays the type and purpose of the task.

Once you receive a task, a **New Task** notification will be displayed on the screen (see Figure 17).

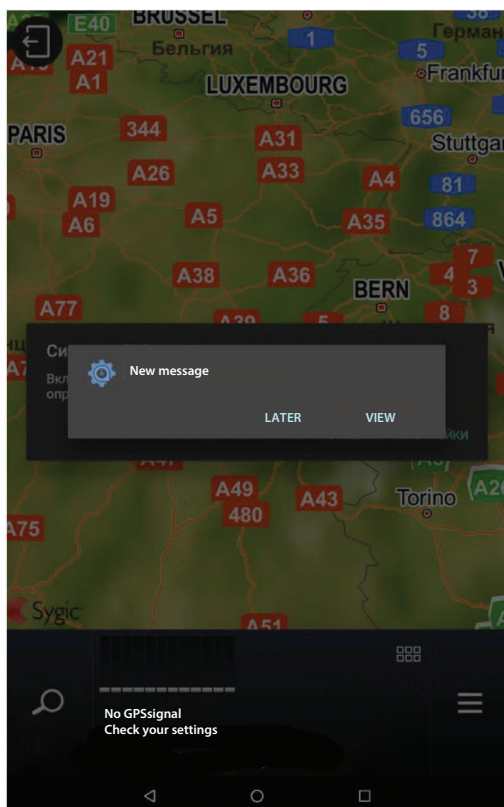


Fig. 17

Once you tap on **View** in the **New Task** section, you will be redirected to the tasks screen, where a list of tasks will be displayed (see Figure 18).

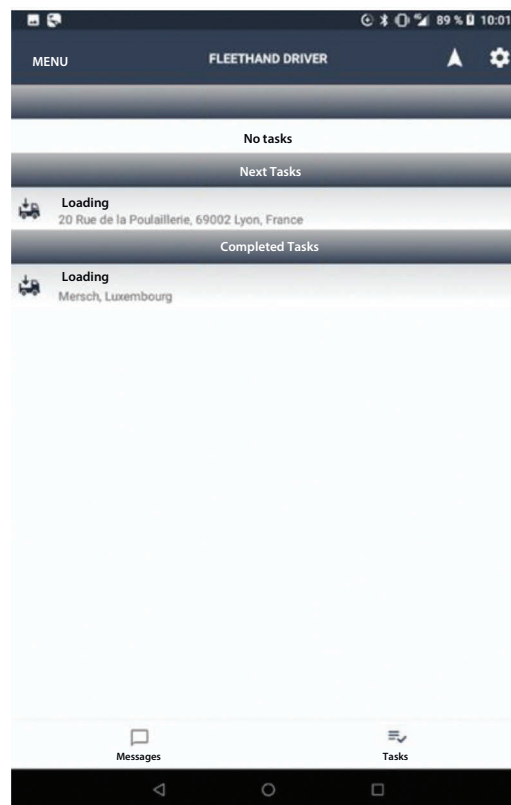


Fig. 18

Once you tap on **View** in the **New Task** section, you will be redirected to the tasks screen, where a list of tasks will be displayed (see Figure 18).

JOBS

Once you start the task, the following two options will be available (see Figure 20):

- **Complete** – tap here once the task has been completed;
- **Navigation** – the route of the task will be displayed on the map.



Fig. 19

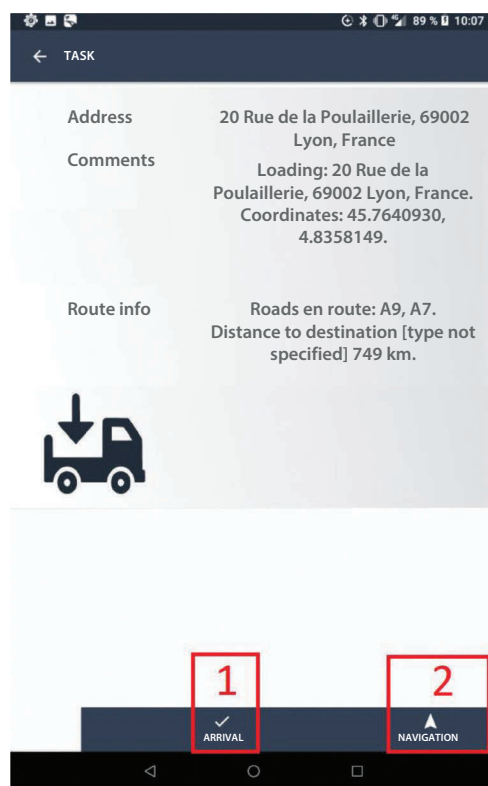


Fig. 20



ECO DRIVING



In this window (see item 5.2), you can view your results in terms of efficient driving.



ECO DRIVING



- **Distance, km** – displays the distance traveled in the last 30 days (see item 5.3).
- **Consumption, L/100 km** – displays fuel consumption for the last 30 days (see item 5.4).
- **Braking** – displays the number of brake/stop applications per 100 km (brake/stop ratio: less than 4 = excellent, more than 44 = poor) (see item 5.5).
- **Rolling** – displays the ratio of rolling distance (with gas pedal released) to the distance traveled (over 14.4%/km = excellent, less than 10.8%/km = poor) (see item 5.6).
- **RPM** – displays the ratio of fuel consumption when driving at >1,400 RPM to total fuel consumption (less than 1 = excellent, more than 1.5 = poor) (see point 5.7).
- **Engine Load** – displays the ratio of the distance travelled when driving with an engine load of >90% to the total distance (less than 3.4 = excellent, more than 4.8 = poor) (see item 5.8).
- **Overspeed** – displays the ratio of the distance traveled with a speed of over 85 km/h and the total distance (less than 10 = excellent, more than 20 = poor) (see item 5.9).
- **Cruise Distance** – displays the ratio of the distance traveled with cruise control mode on and the total distance (more than 58.0 = excellent, less than 44.73 = poor) (see item 5.10).
- **Cruise Consumption** – displays fuel consumption with cruise control mode on (less than 25.6 = excellent, more than 26.2 = poor) (see point 5.11).
- **Idle** – displays the ratio of the parking time with the engine on (speed = 0, RPM > 0) and the total time when the ignition is on (less than 4 = excellent, more than 24 = poor) (see item 5.12).
- **Score** – displays the average of all scores (see item 5.13).

NAVIGATION

Once you turn on the navigation, the Sygic navigation app will be displayed on the screen (see Figure 2).

1. **Exit** – allows you to close the app.
2. **Adjust Image** – allows you to zoom in/out of the image.
3. **Search** – allows you to search for a new trip destination.
4. **Parameters** – allows you to adjust Sygic navigation options.
 - 4.1 **Settings** – allows you to configure the user interface language, adjust truck parameters, etc.
 - 4.1.1 **Region** – allows you to set the language of the user interface and navigation sound messages:
 - a. **Voice** – allows you to set the language of navigation sound messages;
 - b. **Language** – allows you to set the language of the user interface.
 5. **Truck Parameters** – allows you to enter the dimensions of the truck and other details.

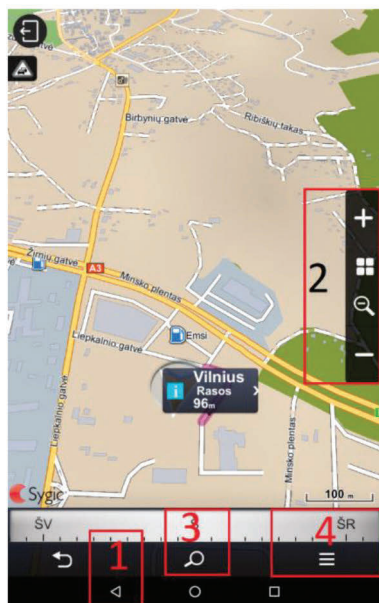
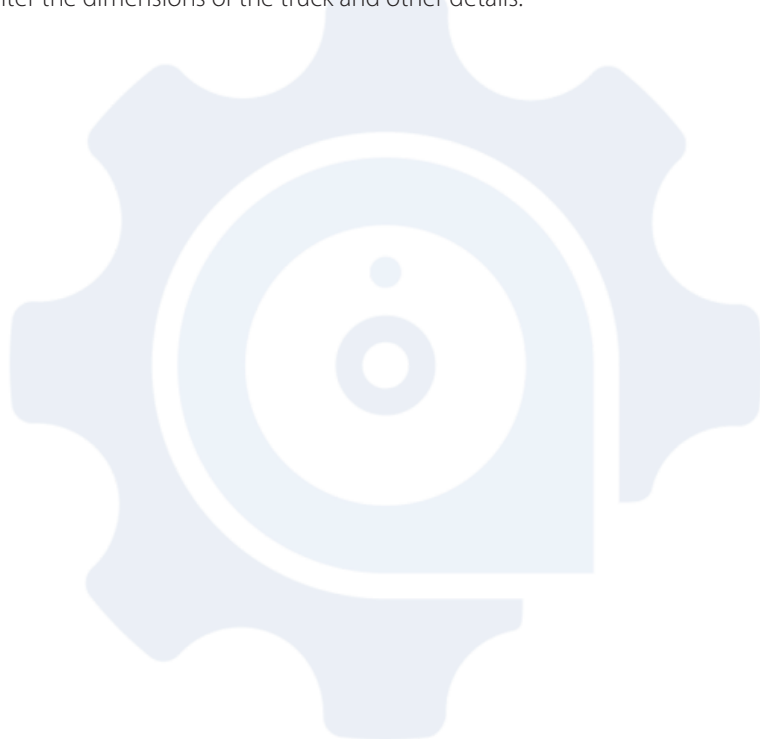


Fig. 2



NAVIGATION

Once you tap on the **Messages** button (see Figure 3), you will be redirected to the messages window.

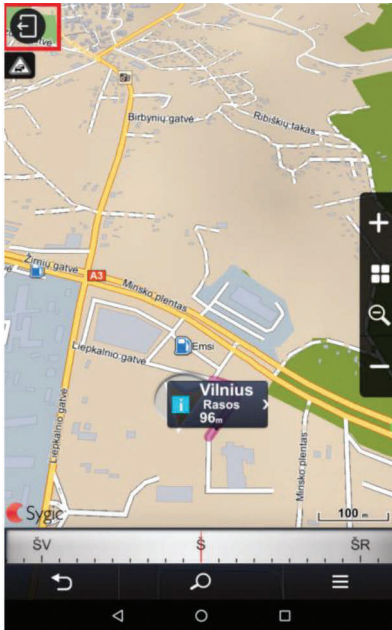


Fig. 3

If you want to change the truck parameters or the user interface language, tap on **Parameters** (see Figure 2), and then **Settings** (see Figure 4).

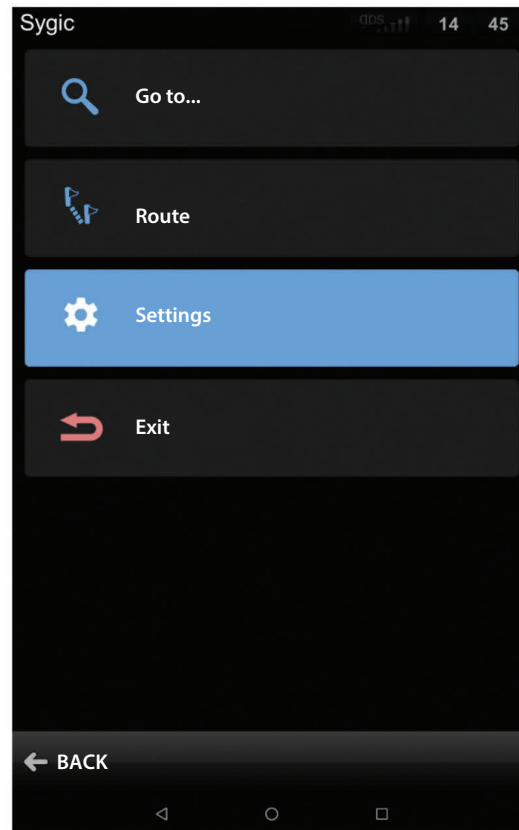


Fig. 4

NAVIGATION

Once you tap on **Settings** (see Figure 4), the options window will be displayed (see Figure 5). If you want to change the language of the user interface or navigation sound messages, tap on **Region**.

Once you do it, a window will be displayed, in which you can change the language of the user interface and navigation sound messages (see Figure 6).

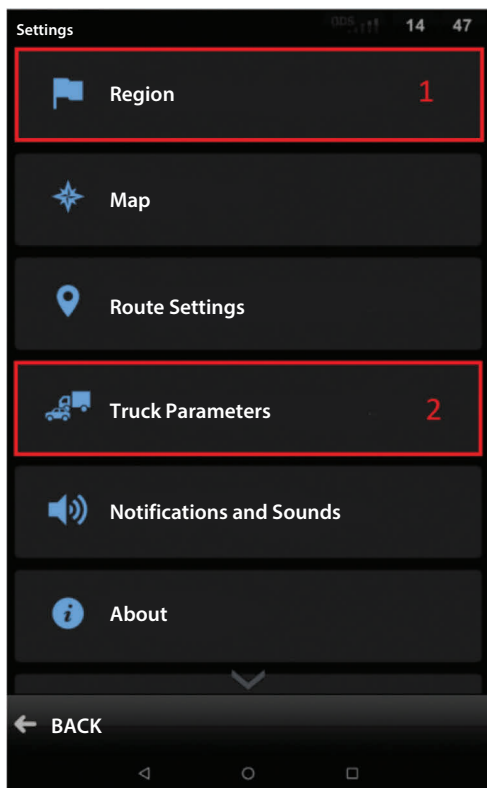


Fig. 5

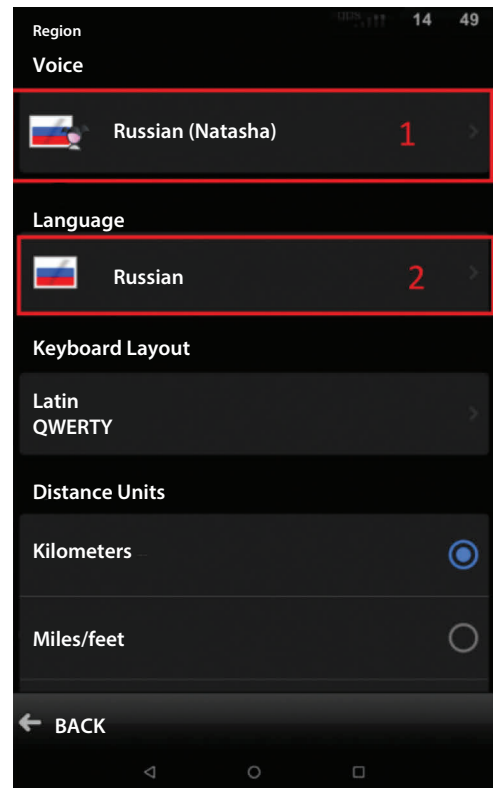


Fig. 6

NAVIGATION

If you want to change truck parameters, tap on **Truck Parameters** (see Figure 5). A large section will be displayed, where you can change the parameters of the truck (see Fig. 7).

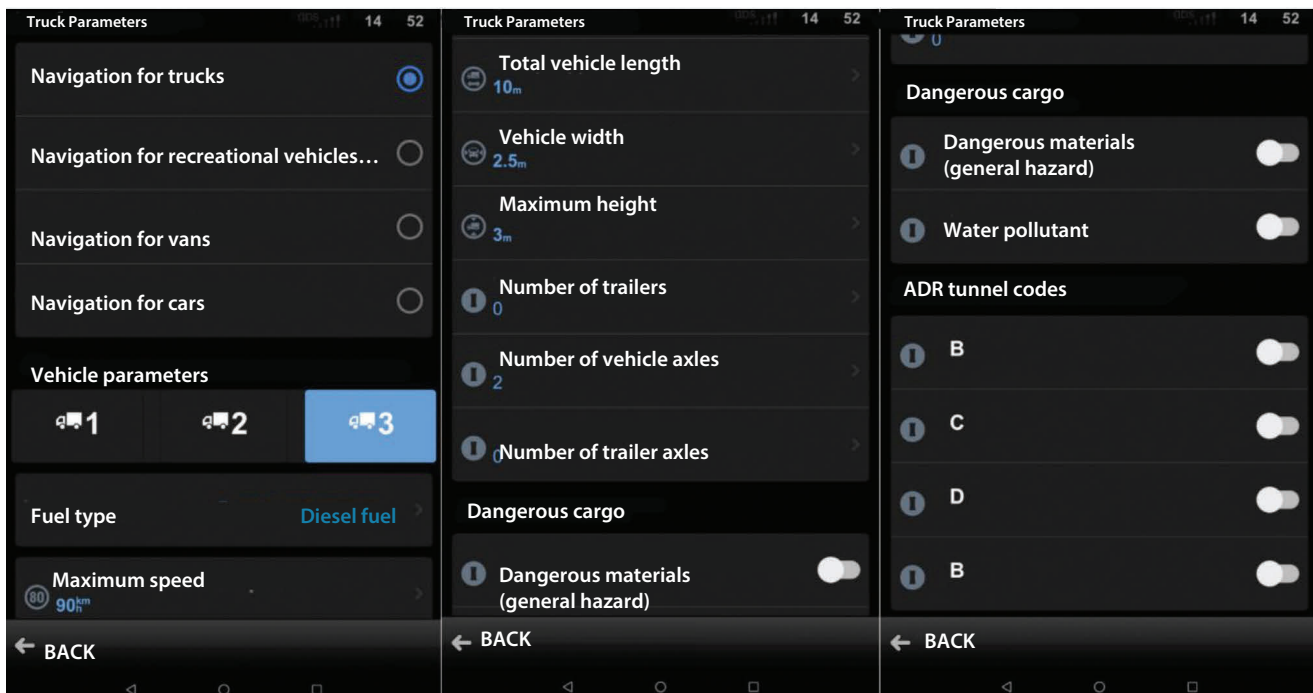


Fig. 7



DRIVER'S MANUAL

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Issue VI, August 2023

If you have any wishes/suggestions on the content of the Driver Manual, please call us at +370 5 261 1884.
Tap on Menu and select 3 – Training Center.

Helpline:
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4 – AMAZON

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