



Shipping, Logistics, and Material Inspection Regulation

Purpose:

To establish a unified and secure system for the transportation, receipt, acceptance, inspection, and storage of raw materials at all SlavkaSk facilities worldwide.

1. Shipping Principles

- The delivery time and quantity must be notified to the plant management at least 48 hours in advance in every case.
- Transportation may only be carried out by authorized subcontractors or SlavkaSk-approved partners.
- Transport vehicles must have appropriate fire safety certification and cargo handling equipment.
- Drivers are only allowed in the external loading zones; entering the plant premises is strictly prohibited.

2. Receipt and Inspection of Incoming Materials

2.1 Identification and Authorization

Every incoming shipment must be accompanied by:

- Delivery note
- Waste identification code (EWC)
- Type and quantity of cargo (tons / kg)
- Safety Data Sheet (SDS), if applicable

Only trained personnel may receive materials. After identification, only the specified types of plastics (e.g., PE, PP) are accepted.

2.2 Sampling and Storage

A sample must be taken from each incoming batch, labeled with an identification tag, and retained for at least 3 months.

The sample storage area must be lockable, ventilated, and fire-safe.

Materials are approved or rejected based on the samples.

2.3 Quantity and Documentation Check

The actual quantity is recorded on the plant's certified weighbridge.

The measured value must match the documentation data.

In case of discrepancies, shipment acceptance is suspended and the central office must be notified immediately.

3. Storage and Material Handling

Approved materials must be directed to pre-designated storage zones.

Different material types must be strictly segregated and stored according to fire safety regulations.

A minimum 1-meter fire safety buffer zone must be maintained between material piles.

The location and quantity of stored materials must always be documented.

4. Fire and Occupational Safety Regulations

Most incoming materials are combustible and fire-hazardous waste.

In storage and loading areas:

- Smoking is prohibited
- Use of open flames or spark-generating tools is prohibited
- Fire-fighting equipment must be installed
- Import of any other types of waste (e.g., PVC, PET, organic materials) is forbidden

5. Shipment Tracking and Reporting Obligations

For every delivery:

- Photographic documentation must be made
- A digital delivery receipt report must be completed and promptly forwarded to SlavkaSk headquarters
- Incoming documents and photos must be archived for at least 12 months

Regulation Issued By:

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