



Shipping, Logistics, and Material Inspection Regulation

Purpose:

To establish a uniform and secure system for the transportation, receipt, acceptance, inspection, and storage of raw materials at all SlavkaSk n.o. plants worldwide.

1. Shipping Principles

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

2. Receipt and Inspection of Incoming Materials:

2.1 Identification and Authorization

- Each incoming shipment must be accompanied by:
 - Delivery note
 - Waste identification code (EWC)
 - Type and quantity of the cargo (tons/kg)
 - Any applicable Safety Data Sheet (SDS)
- Only trained personnel may accept materials. Following identification, only the prescribed types of plastics (e.g., PE, PP) are accepted.

2.2 Sampling and Storage

- A sample must be taken from every incoming batch, labeled, and stored for at least 3 months.
- The sample storage room must be lockable, ventilated, and fire-safe.
- Materials are approved or rejected based on these samples.

2.3 Quantity and Documentation Check

- The actual quantity is recorded on the plant's certified weighbridge.
- The measured quantity must match the documentation.
- In case of discrepancy, receipt of the shipment is suspended and the headquarters must be notified immediately.

3. Storage and Material Handling

- Approved materials must be directed to designated storage zones.
- Different material types must be strictly separated and stored according to fire safety

regulations.

- A fire safety gap of at least 1 meter must be maintained between material piles.
- The location and quantity of stored materials must always be documented.

4. Fire and Workplace Safety Regulations

- Incoming materials are mostly combustible, fire-hazardous waste.
- At storage and loading areas:
 - Smoking is prohibited
 - Use of open flames or spark-producing tools is prohibited
 - Firefighting equipment must be installed
- Delivery of other types of waste (e.g., PVC, PET, organic materials) is prohibited.

5. Shipment Tracking and Reporting Obligations

- For every delivery:
 - Photo documentation must be made
 - A digital shipment arrival report must be completed and immediately forwarded to SlavkaSk headquarters
- Incoming documents and photos must be archived for at least 12 months.

Regulation Issued By:

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