



Haulier manual

The contents of this document indicate the requirements we as a company set for our transporters who carry out work for Olof-MTT at Klundert.





1,450 R.P.M. 5 TIMES A WEEK 80 KM PER HOUR

You devote maximum attention to your product. It is only logical, then, that the transporting thereof should receive just as much attention. This is Olof-MTT's point of departure. Depending on the market and the consumers, this means that specific requirements are set for the transport. We map out these conditions together with you, and translate them into a practical approach - an effective strategy that we subsequently carry out meticulously, to the remote corners of the continent.

In this way, with our 215 Mega trailers of 100 m³ each, we transport cargoes all over Europe and travel between Great Britain and Ireland on a daily basis. We transport both partial and complete cargoes, accompanied and unaccompanied. An impressive range of services - but in the world of freight transport, Olof-MTT has distinguished itself particularly through its constant striving to find innovative solutions. The transporting of goods involves more than merely loading and unloading. For this reason we are not only on the lookout for fast, safe and toll-free routes, but particularly for possible ways of optimising the logistic distribution of our clients. Olof-MTT is a progressive and involved company.

**International transport with
a boundless devotion**



TABLE OF CONTENTS

PREFACE	3
 GUIDELINES WITH REGARD TO EQUIPMENT OF TRACTOR UNITS AND SAFETY	 4
 SAFETY	 6
 COUPLING / UNCOUPLING OF MEGA-TRAILERS	 8
 SECURING OF WHITE GOODS CARGOES	 16
 TECHNICAL INSTRUCTIONS/USE OF MEGA-TRAILERS	 18
 BREAKDOWN SERVICE: MAINTENANCE / REPAIR	 21
 DAMAGE TO CARGO / MEGA-TRAILER	 23
 LOADING AND UNLOADING	 24
 CMR WAYBILLS GENERAL	 26
 THEFT PREVENTION / INSURANCE	 28
 INSURANCE	 30
 WASHING OF MATERIAL	 31
 ANNEXURES	 32

You devote maximum attention to your product. It is only logical, then, that the transporting thereof should receive just as much attention. This is Olof-MTT's point of departure. Depending on the market and the consumers, this means that specific requirements are set for the transport. We map out these conditions together with you, and translate them into a practical approach - an effective strategy that we subsequently carry out meticulously, to the remote corners of the continent.

In this way, with our 215 Mega trailers of 100 m³ each, we transport cargoes all over Europe and travel between Great Britain and Ireland on a daily basis. We transport both partial and complete cargoes, accompanied and unaccompanied. An impressive range of services - but in the world of freight transport, Olof-MTT has distinguished itself particularly through its constant striving to find innovative solutions. The transporting of goods involves more than merely loading and unloading. For this reason we are not only on the lookout for fast, safe and toll-free routes, but particularly for possible ways of optimising the logistic distribution of our clients. Olof-MTT is a progressive and involved company.

GUIDELINES WITH REGARD TO EQUIPMENT OF TRACTOR UNITS AND SAFETY

Olof-MTT at Klundert has mainly mega-trailers on the road. These mega-trailers have a maximum internal height of 2.98 metres. Within Europe, it is a requirement that these mega-trailers are drawn by a tractor unit with a maximum fifth wheel height of 95 cm.

The chassis must meet the legal requirements for drawing a mega-trailer or standard mega-trailer of 13.60 metres, and must hold a valid MOT test certificate (In Dutch: 'APK') applicable in the country of registration.

Furthermore, Olof-MTT requires that the tractor unit be equipped with the following:

- All official papers to carry out the assignment.
- Extra set of CMR's.
- Olof-MTT's inspection form.
- Camera.
- Seals and / or seal wire and sealing tape.
- Roll of tape for small repairs.
- Extra set of gladhands / rubbers / duomatic connection.
- Support leg crank (long).
- Set of Rubbolight caps, incl. extra set of double-poled small globes.
- Two orange hazard signs.
- Light box with European plug, incl. 17-metre extension lead.
- 10 spanner sets – tyre plus ratchet.
- 2 wheel chocks.
- Wheel nut / torque wrench, 32-33 mm.
- 1 broom and ladder.
- Powder extinguisher 6kg/2 kg.
- ADR calamity equipment - see chapter on Safety.
- Vehicle must have a blind-spot mirror.
- 40 non-slip mats.
- 36 corner caps
- Olof-MTT manual.

A good alarm system provides a certain level of protection, and is a requirement. Read more about this in the chapter on Theft Prevention/ Insurance.

LKW MAUT

The driver is responsible, on behalf of the transporter (his employer), for the correct payment of all possible toll costs.

Personal protection is a requirement, not only when transporting dangerous materials, but also in general.

ADR is loaded from time to time at Olof-MTT. For this we require the driver to carry personal protection. The following rules apply to ADR loading:

- The vehicle must carry orange warning signs on the front and the back, provided with a black board of 40x30 cm.
- During calamities two warning signs must be placed at the scene (traffic cones, triangles or two orange flashing lights that work independently of the electrical circuit of the vehicle).
- Explosion-proof pocket lamp.
- Set of wheel chocks.
- Safety helmet.
- Cyclops spectacles.
- Eye-rinsing set.
- Full face mask.
- ABEK gas filter.
- Face protector.
- Brightly coloured PVC / polyester overall.
- Orange traffic vest.
- Safety shoes or boots.
- Demarcation tape.
- First Aid kit B.
- 2 kg and 6 kg powder extinguisher, class ABC.

Additional requirements

- Fire extinguishers must be sealed, and must have a valid inspection certificate in accordance with NEN 2559 norms.
- The 2-kg fire extinguisher must be close at hand in the driver's cabin.
- The 6-kg fire extinguisher must be visibly affixed to the chassis of the vehicle.

Attention!!

If you will be loading or unloading goods at a chemical company, a number of the aforesaid protection measures are compulsory. Think of your own safety, but also of the safety of others.

See to it that you always stick to the rules of the company premises where you are working. Smoking and taking prohibited substances such as alcohol while being at the client's premises / in the warehouse is strictly prohibited.

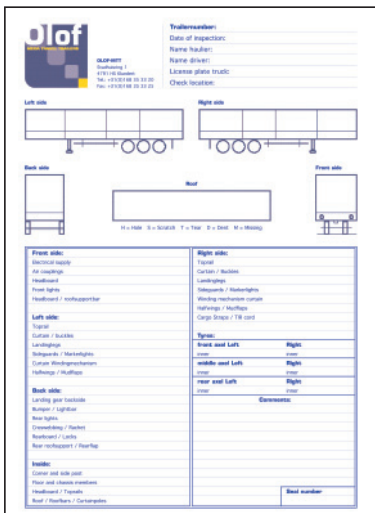


At Olof-MTT, we expect our transporters to ensure that our mega-trailer is always checked / inspected fully according to the Olof-MTT inspection form before being coupled.

This form will be completed truthfully by each driver, and will be sent to Olof-MTT together with the CMR. Thus, two inspection forms will always accompany the CMR during a successive transport. This will ensure that all parties get a clear check and comparison of the condition of the vehicle, and that, in the case of damage, defects and/or negligence, the responsible parties will always be called to account.

The inspection form is drawn up as follows:

At the top on the right-hand side, you must fill in the most important data in as much detail as possible. You can record all your observations and the defects present on the drawing. The overview at the bottom will help you to focus on the most important items. You can also write down any possible comments after every item. See copy of the inspection report in the appendix.



Olof-MTT
 Olof-MTT
 Olof-MTT
 Tel: +31 (0)20 66 00 00
 Fax: +31 (0)20 66 00 00

Trailersnumber:
 Date of inspection:
 Name haulier:
 Name driver:
 License plate truck:
 Check location:

Left side
Right side
Back side
Front side
 Rear

M = Meter S = Scale T = Tail Z = Door W = Weight

Front side:
 Electrical supply
 Air line/brake
 Headboard
 Front light
 Headboard / Inductorboard

Left side:
 Topset
 Curtain / Double
 Lashings
 Sideboards / Mainboards
 Curtain (Sideboards/Double)
 Halfways / Halfway

Back side:
 Lashing gear (Double)
 Window / Lightbar
 Box light
 Overhead / Lightbar
 Headboard / Light
 Rear support / Rearleg

Right side:
 Topset
 Curtain / Double
 Lashings
 Sideboards / Mainboards
 Window (Sideboards/Double)
 Halfways / Halfway
 Cargo door / Tail door

Topset:
 Back and Left
 Right
 Middle and Left
 Right
 Rear and Left
 Right

Comments

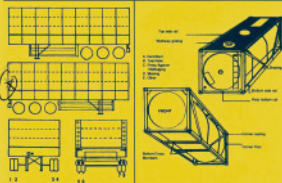
Trail number

COUPLING / UNCOUPLING OF MEGA-TRAILERS

Important

If damage is observed while coupling on the quay, a re-check must always be done by the quay staff, in addition to this form. If it appears that this damage did not arise during reshipment, the quay staff will have to issue an exemption from this damage to you.

Drivers are jointly responsible for recovering damages from the responsible party.

COBELFRETO RECHECK REPORT			
VESSEL	TRAILER CONTAINER	DATE	T.F. NUMBER
PORT	EMPTY / LOADED	DATE	SEAL
DATE	9.9.04		
			
Damage: 1 unit CUPPING EXTENSIVE BENT + TILT TOW C/S/REAR			
Remarks			
Signed: Checker		Checker: SPR	
Signed: Driver		Reg. No.	

SHIP'S NAME		ARRIVAL DATE	
SHIP No.	PORT	SHIP No.	PORT
CONTAINER	SHIP	SHIP	SHIP
CONTAINER	SHIP	SHIP	SHIP
EMPTY	LOADED	MARK IN INAPPLICABLE BOXES	
CONTENTS		BILL OF LADING	
INDIVIDUAL CARGO		REAL No.	
CARGO		CARGO	
WEIGHT		WEIGHT	
CONNECTION COMMENTS			
			
THE ABOVE REMARKS ARE NOTED ONLY AS FAR AS ASCERTAINED BY REASONABLE MEANS OF CHECKING			
DELIVERY DETAILS			
HANDLER		HANDLER	
DATE		DATE	
NOTE: CONSIGNMENT TO BE MADE BY THE SHIPPER AND DELIVERED TO THE SHIPPER BY THE SHIPPER'S RESPONSIBILITY			
ALL MARKS IN ADDITION TO THIS CHECKED BY THE SHIPPER, THE SHIPPER'S RESPONSIBILITY TO THE SHIPPER'S RESPONSIBILITY			

Lashing down of the mega-trailer

Before departure, the mega-trailer should be lashed down properly - the so- called load straps on the rear of the mega-trailer must be pulled down taught and all lower straps on the left and right sides must be tucked in, in order to avoid any straps hanging loose.

This proper lashing down prevents damage (e.g. caused by water) to the trailer and the cargo, prevents parts that are hanging loose from being knocked off, and gives the trailer a taut and neat appearance.



We wish to draw your attention to the fact that failure to lash down the mega-trailers properly will no longer be tolerated. A penalty of € 25,- / £ 22,50 will be applicable.



Right



Wrong

COUPLING / UNCOUPLING OF MEGA-TRAILERS

Before you couple the mega-trailer and venture out onto the public road, you should of course also check the following points and/or inspect them with regard to functioning and condition.

- Check the lights right around the vehicle
- Presence of the registration plate
- ABS
- Cargo / interior of mega-trailer
- Tyres
- Wheel bolts
- Light and air connections
- Handbrake
- Driving position
- Front and rear support legs
- Damage and / or defects

We will give a step-by-step explanation of the last-mentioned points in order to prevent uncertainty and/or an incorrect approach.

Checking the lights right around the vehicle:

Our mega-trailers are equipped with Rubbolights. Bulbs and caps must be fitted in this regard. **Attention!** Fit double-poled globes. Should you observe a short circuit or other problems with regard to the lighting of the mega-trailer, you must use the light box that forms part of your equipment.

Never carry out repairs yourself or change the wiring of the mega-trailer without having received instructions from Fleet Control.

Presence of registration plate:

Since 2003, each mega-trailer is provided with its own registration plate. If this registration plate is not present, you cannot drive the vehicle and you must get in touch with Fleet Control.

ABS

The ABS or EBS of the mega-trailer, if fitted, must work properly. In the United Kingdom, this is even compulsory. Do not uncouple any mega-trailers of which the ABS or EBS is not functioning before reshipment, but report this beforehand.

Cargo/interior of mega-trailer

If possible, check that the load is stable and cannot shift. The transporter is responsible for this. Deliver all goods to the client, and do not leave behind any rubbish or packaging in the mega-trailer. Keep the mega-trailer clean and neat. This will make everyone's work more enjoyable.

MOST IMPORTANT

Flat tyres cause long waiting hours plus charges

Tyres

Thorough inspection of the tyres will prevent unnecessary stops, and is very important for your own safety and the safety of other road users. If you notice that the mega-trailer has tyres with a profile depth of less than 2 mm you must report this to Fleet Control, so that these tyres can immediately be replaced by a tyre centre. The tyre pressure must also be checked. If in doubt, always have the tyres pumped (9 bar/120 PSI). This prevents unnecessary wear and tear.

Attention! Inadequate tyre pressure is one of the chief causes of a blow-out.



Right



Wrong

Important :

When mega-trailers with worn or bald tyres are uncoupled on the quay for reshipment and call-out costs or repair costs are incurred as a result, we feel obligated to charge you for the aforementioned costs after reshipment. This also applies to defects on the mega-trailer that could have been prevented before reshipment.

Wheel bolts

Always tighten wheel bolts crosswise before departure, and after every 200 km (tightening torque 65kg/m) in order to avoid breakdowns as a result of damage to the hub, the wheel bolts and the rim. You may never assume that your colleague checked this during the previous trip!

Light and air connection

If your vehicle has lighting problems, the mega-trailer will also have these problems. Ensure that your cable connection is checked regularly. You may never drive the vehicle if an air leak is observed on the mega-trailer. Immediately contact Fleet Control. Leakages on the gladhands can frequently be remedied by fitting new rubbers. Leakage on the chassis affects the brakes and the pneumatic suspension, and can have very serious consequences. Always leave lights on when you enter the terminal.

Handbrake

Fully remove the handbrake on the right side by means of the crank. The blue unloading knob on the left side, at the height of the support legs, must be pulled out completely before departure (the blue knob can remain extended). Please do not use parking brake (red button) after dropping on the Quay.

Driving position

Ensure that the mega-trailer is in the correct driving position. You are responsible if the combination proves to be too high. If the combination is too low, it causes damage to the air bags or the tyres.

Front and rear support legs

All our mega-trailers are provided with a crank on the front (welded). If this crank is not present, you will have to use the crank that is part of your own equipment. The back is not provided with a crank.

Please turn up the front supports completely at all times, and check the rear supports for correct functioning before departure. Further explanation regarding the use of the rear supports appears on the sticker on the edge profile.

Attention! Stay out of the rotating range of the support legs and only use the turbo knob after tipping and when the legs are 45 degrees.

Damage and / or defects

If damage or defects are observed, you can record these on the Olof-MTT damage report form. This is discussed in detail in the chapter Damage to mega-trailer / Cargo. Always report damage or maintenance faults.

Coupling and uncoupling rented mega-trailers

It is very important that, when removing (or returning) rented mega-trailers, you should check these thoroughly with the depot staff.

Always check what is stated on the form, and verify whether it is consistent with your findings. Should you disagree with the recorded remarks, see to it that the staff rectify these or that digital photographs are taken.





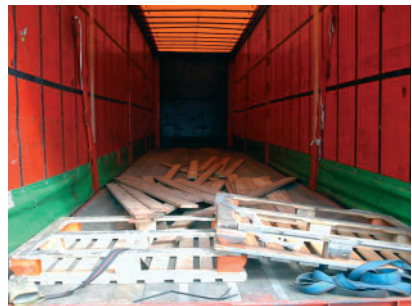
Pay particular attention to possible bent longitudinal runners, stanchions, boards or chassis, poor repairs to the tarpaulin and defects. This could result in high and sometimes unnecessary costs upon returning the mega-trailer. Before returning the rented mega-trailer, clean it thoroughly and sweep it out.

Recoupling at the premises of the Olof-MTT clients

When recoupling empty mega-trailers at the premises of various clients, it is very important that these are delivered in as complete a condition as possible. This means that all boards and guy-ropes must be present and that the mega-trailer must be dry and clean on the inside, so that it can be loaded again. Should the mega-trailer not have been returned in proper condition and it has nevertheless been loaded, all CMR conditions will apply in respect of responsibility.



Right



Wrong

Securing of white goods cargoes

We are increasingly being confronted by the problem of such cargoes not being secured properly in a seaproof manner. In this regard, the transporters / drivers should take the following instructions into account.



Right



Wrong

- Before departing for the loading locations, you should see to it that the **trailer is clean, dry and fully equipped with boards**. Any missing boards are replaced by the client at the loading address, and the costs are charged to our account. We will accordingly charge these costs to your account.
- The driver must be present when the goods are loaded, and must ensure correct loading of the cargo and the packaging.
- Should the driver not agree with the way in which the cargo was loaded or secured, he should inform the Planning department and/or Fleet Control of Olof-MTT.
- Please seal trailers and state the seal number on the CMR.
- At the loading locations where trailers must be recoupled, the driver should see to it that the cargo is stowed in a seaproof manner and has

been secured adequately. In addition **'Shippers Load Stow and Count'** must be recorded on the CMR.

- When coupling/uncoupling the trailers, you should draw up an Olof-MTT condition report and send it to us.
- If, in the case of direct transferring of the cargo, the driver is of the opinion that he had not been able to check and secure the cargo properly, he should record **'Shippers Load Stow and Count'** (in English) in box 18 of the CMR, together with the reasons why these aspects could not be checked.
- In accordance with the CMR agreement, the transporter takes full responsibility after the trailer has been coupled.

As indicated earlier, Olof-MTT has Mega sliding-canvas mega-trailers with lifting roofs. These are available in two types - with or without a sliding roof. The following are a few instructions for use.

Operation of lifting roof

All our mega-trailers are provided with lifting roofs. Raising the lifting roof by means of a lever mechanism will make it easier to load or unload the cargo.

The tarpaulin must have been loosened fully from the edge profile, from the front to the rear. Release the guide rod by raising it by 3 cm with the aid of the handle. Loosen the handle and push it up. This will elevate the roof by 20 cm. Secure the handle using a fastening catch.

To prevent rainwater from coming in during bad weather, you can secure every other buckle strap to the edge profile.

When loading and unloading via the side of the mega-trailer, only one stanchion (standard) may be removed at a time to prevent sagging of the roof.

Attention! Ensure that, before tilting the stanchion, you have checked thoroughly that the lockbolt is secured. This is to prevent the stanchion from falling out, with all the associated consequences.

Our new trailer 1000 serie you need to pump up the roof by pulling and pressing the lifting arm. Please loose all straps and webbing on the side and rear. **SEE STICKERS**



Operation of sliding roof

To open the sliding roof, the left and right sides of the mega-trailer must always be loosened in order to remove the tension from the roof. As soon as both load straps (locking straps) on the rear flap have been fully released, the sliding roof can be unlocked on the inside by means of a steel cable, and the roof can then be slid open with the aid of the pull rod provided for this purpose. This rod is usually attached to the rear right standard, and should be replaced after opening the lifting roof. The back flap can be left hanging and, as soon as the roof is fully opened, can be thrown onto the roof. This is done to prevent the roof tarpaulin from folding inwards while opening the roof.

Attention!

Never squirt penetrating oil or other lubricants into the longitudinal runners to loosen the roof. This will provide a temporary solution, but attracts a lot of dirt. As a result, you will eventually not be able to open the roof any more.

Never use a hammer if the roof gets stuck somewhere, but work precisely to solve the problem. Always try to pull the roof open from the middle. This prevents burrs on the cant rails.

Important!

When unloading goods via the roof, it must be taken into account that, when the cargo is lifted out, it must first come out from under the roof! This prevents unnecessary damage to the roof and the cargo.

Never walk on the roof!

Loading via the roof can only be done in the case of our Mega's, which are provided with a sliding roof. A sliding roof is a great convenience for you and your colleagues, and, provided that it is used and maintained correctly, will last for years. Defects and/or damage must be reported to Fleet Control.



Olof-MTT will make every effort to ensure that its mega-trailers are in excellent condition and are used optimally. You as driver are also responsible for this.

All activities performed with the mega-trailer should be carried out and supervised properly. We can only take action once the lacks, defects, overdue maintenance (wear and tear) or damage have been reported to us. All reports are registered in our system.

Leave behind a user-friendly mega-trailer for your co-driver.

We are always open to comments or remarks, and these will certainly be discussed with the responsible persons within Olof-MTT. Any suggestions for improvement will be welcomed.



BREAKDOWN SERVICE, MAINTENANCE / REPAIR

In the case of a breakdown on the road, always get in touch with the Fleet Control of Olof–MTT. They can be reached around the clock and are in direct contact with our Planning Department with regard to possible delays.

During office hours 0031- (0)168353338

After office hours 0031- (0)168353333

Should you not be able to get through to one of the above-mentioned numbers, clearly state your name and telephone number on the voice mail, or send an SMS. Get in touch with your client in a different way.

Planning Continent 0031(0)622735681

UK 0031(0)622731848

If you make a report with regard to which assistance is required, see to it that you have the following details at hand and convey them clearly:

Your own name

Your company's name

The problem (define as clearly as possible)

Trailer number (Olof number or number of rented trailer)

Telephone number (where you can be reached)

Location (Country, place, street / motorway,
parking / firm)

We will try to assist you as soon as possible, and will keep you informed on developments as far as possible.

You may not make arrangements for breakdown service on your own initiative.

You may not repair the mega-trailer on your own initiative.

If you are involved in an accident you are obliged, apart from filling out the damage report form, to also contact Olof-MTT immediately.

Submitting this information does not indemnify you against your duty to ensure that arrangements regarding the accident are finalised properly and fully, since you remain directly accountable while on the road. This **reporting duty** also applies to problems such as cargo that has shifted, fallen over or fallen out of the trailer.

It is stated explicitly that no reports and/or statements should be made to third parties such as the press and/or clients.

Should damage occur / have occurred during the time the mega-trailer remained your responsibility, you are, according to CMR, responsible at all times for all costs arising from this, unless you can prove that you are not responsible for the damage sustained.

For this reason, it is very important that you conduct an extended damage check of the mega-trailer beforehand, so that you cannot be held responsible for the damage caused by your predecessor.

The following will be obvious for the majority of the drivers.

Nevertheless, we once again want to place great emphasis on it: When loading and unloading goods, you as a driver represent Olof-MTT to our clients. Your attitude and professionalism are of great importance in this regard.

When receiving and delivering goods, you as driver are directly responsible for the cargo. Show yourself to be a professional.

In our striving towards delivering a quality product, it is therefore important to take the following preventive measures:

- See to it that your cargo floor is always clean, dry and level.
- Before loading, check the mega-trailer thoroughly for damage or wear and tear.
- Before loading, inspect the cargo to be transported, as well as the condition of the packaging.
- Check the condition the cargo is in.
- Ensure that loading is done correctly.
- Always remain present while loading and unloading are in progress.
- Check the number of packages and pallets. Count!
- Pay attention to special instructions on the waybill.
- Devote extra care to vulnerable cargo.
- Always secure the cargo - use guy-ropes and chocks, and always fill up open spaces.
- Adjust your driving behaviour to the cargo you are transporting.
- Check the cargo during every stop / break.

If you observe damage or defects while loading or unloading, report these immediately to Planning and follow their instructions.

Take photographs of the damage! Do not admit any liability when damage is established.

Should it not be possible for you to be present during loading or unloading, you should indicate this on the CMR waybill as "contents or number of packages could not be checked" (see next chapter).

Securing the cargo:

After receiving the goods, you accept responsibility for effectively securing the cargo. If you are of the opinion that the cargo has not been secured properly or that inadequate measures have been taken to secure the cargo, you can record this in section 18 of the CMR. In addition, this should also be reported to our Planning department. Suggestions for effectively securing a cargo are always welcome.



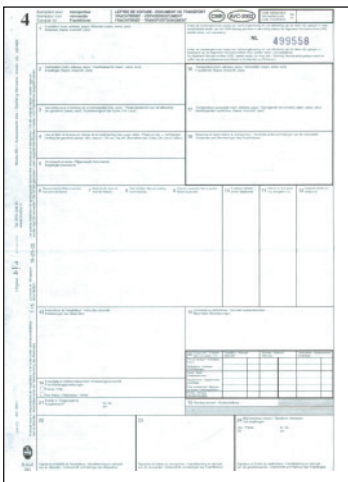
Convention on the Contract for the International Carriage of Goods by Road (CMR)

Both during and after transport, the CMR waybill is a very important component. All transports should be accompanied by a CMR waybill, which must always be clearly legible and filled in correctly.

Attention! The details of the actual transporter must be filled in in section 5. Olof-MTT never is the actual transporter, and must therefore not be mentioned here.

If you are not permitted to be present when the mega-trailer is loaded or you are not able to check the number of goods or the condition of such goods, you should always indicate this in section 18 of the CMR as “unchecked load”, together with the reasons why you were not permitted to/could not be present.

All particulars with regard to the loading or unloading processes must be stated on the CMR waybill.



Possible remarks recorded on the CMR by the client during loading or unloading must be reported immediately to Planning.

Important

A deviation from the goods stated on the CMR and the cargo data on the unloading address can lead to claims for damage for which the transporter is responsible.

Destination of the CMR

Page 1, in red, is intended for the sender

Page 2, in blue, is intended for the receiver

Page 3, in green, is intended for Olof-MTT

Page 4, in black, is intended for the transporter

Of course, you can always make extra copies yourself if necessary.

All signed CMR's, plus the Olof-MTT inspection form (discussed in the chapter Coupling/Uncoupling) regarding the transport carried out, must be sent by mail within **1 week**.

In the case of several loading and unloading addresses, you should have several CMR's (one for each loading and unloading address).

Retaining several CMR's is not permitted.

Customs documents

Verifying the customs documents is the responsibility of the transporter/driver. Care must be taken that it is always stated on the CMR where the document was delivered, and that the CMR is stamped by the customs authorities or border freight forwarder.

Sealing

Each transport must be sealed by means of sealing tape, plus a seal. Olof-MTT provides these seals on request.

Theft of lorries and cargo can cause great damage for transport companies and the parties who have invested in the cargo. Besides the loss of the lorry / combination and /or the cargo itself, it causes considerable inconvenience, particularly if the theft takes place abroad.

Insurers are increasingly making provisions for the prevention of theft. For this reason, it is very important to observe the following points at all times.

- Do not give strangers any information about the nature, value or destination of the cargo.
- Travel on motorways as far as possible.
- Never pick up hitchhikers.
- Store documents in a safe during the trip.
- When making a brief stop, keep the vehicle in view as far as possible and always shut off the engine and activate the alarm.
- Avoid unnecessary unprotected parking of the vehicle combination over weekends, particularly if the vehicle is loaded.
- Park the vehicle in such a way that it is not possible to drive away directly or to rapidly remove the cargo.
- Never park in deserted areas.
- When leaving the vehicle, switch the B3 security system on and always lock the cabin.
- Remain present while the vehicle is being loaded, and check whether the cargo described in the waybill is actually being loaded.

What to do if you are robbed or held up

- Remain calm.
- Pay attention to the appearance of the attackers, as well as the registration plate of their vehicle and other details.
- Check to determine what has been stolen from the vehicle, but be careful not to erase any of the attackers' tracks in the process.
- Immediately call the local police force and provide them with the necessary details, inform Olof-mtt.
 - Passport number.
 - Make and type of lorry.
 - Car registration plate.
 - Fleet number of the mega-trailer.
 - Description of the load.
 - Place of robbery.
 - Time of robbery.
 - What else is missing apart from the cargo.
 - Any information that could expedite retrieval of the vehicle / cargo.
- Get in touch with your employer or client, as well as with the Dutch embassy or the consulate if you are abroad.

The transporter should have taken out goods transport insurance, as well as transporters' liability insurance, which offers adequate cover against damage to the mega-trailer, as well as the goods. The transporter must submit proof to Olof-MTT to indicate that the insurance premium has been paid.

The risk assessment of the insurers is based on alarm systems for the tractor unit categorised in a number of safety classes. Several insurers require that, during the transport of valuable cargo, the tractor unit should have a class B3 blocking system.

It is important that everyone is aware of the fact that, apart from the damage, work coming to a standstill and the repair costs, an incredible amount of paperwork can be generated with regard to insurance, liability, the question of guilt, own risk and even summons.

In every respect, clean and representative material is very important. Our mega-trailers are therefore usually washed regularly on the quay in the United Kingdom. If necessary, they can also be washed on your own initiative at other washing facilities.

Inform Olof-MTT regarding where and when you want to have your mega-trailer washed, and we will give you the details of one of our regional centres in your area.



We do wash your truck for free if our trailer get washed. Just call and give trailer detail on forehand.

Telephone / fax data of Planning / Fleet Control

Olof–MTT's inspection form

Blank CMR waybill

Copy example recheck Dartline / Cobelfret / Stena

Olof–MTT direct telephone numbers:

Planning General	Tel	0031- (0)	168353320
Planning United Kingdom	Tel	0031- (0)	168353321
Planning Continent	Tel	0031- (0)	168353322
Planning General	Fax	0031- (0)	168353325
Fleet Control	Tel	0031- (0)	168353338
	Fax	0031- (0)	168353325
Administration	Tel	0031- (0)	168353326
Sales	Tel	0031- (0)	168353327
Night call out	Tel	0031- (0)	168353333
After office hours			



OLOF-MTT
Stadhuisring 1
4791 HS Klundert
Tel.: +31(0)168 35 33 20
Fax: +31(0)168 35 33 25

Trailernummer:

Date of inspection:

Name haulier:

Name driver:

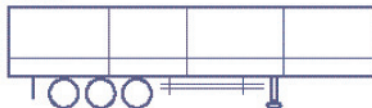
License plate truck:

Check location:

Left side



Right side



Back side



Roof



H = Hole S = Scratch T = Tear D = Dent M = Missing

Front side

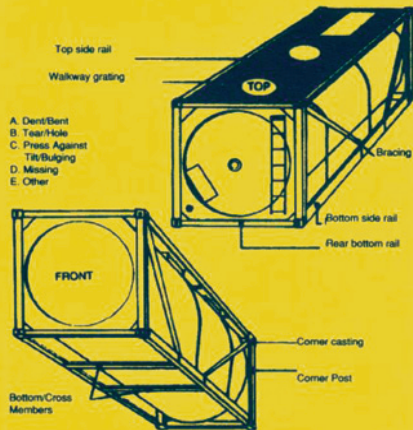
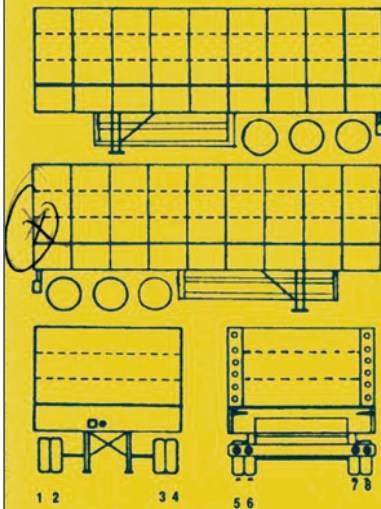
[illegible]

Olof-MTT's inspection form

COBELFRET

RECHECK REPORT

VESSEL	438 L/ RUSS	TRAILER CONTAINER	OLof 3058	TILT - BOX - FLAT
PORT	PURF	EMPTY	LOADED	
DATE	9-9-04	SEAL		



Damage / Loss **CURTAIN RESTRAINT BENT + TILT TORN**
O/S/REAR

Remarks

Signed / Checker

Haulier

Signed / Driver

Reg. No.

All claims are subject to our Trading Terms and Conditions.

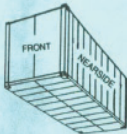
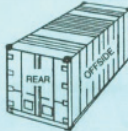
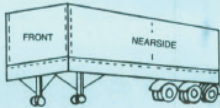
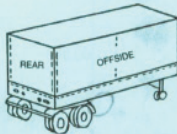
Recheck Cobelfret

HUMBER TERMINAL	Ports	North East Lincolnshire North Lincolnshire DN40 3JP	HST Note No.
----------------------------	--------------	---	-------------------

SHIP'S NAME		ARRIVAL DATE	
UNIT No. <u>CLDF 3016</u>		PORT	
CONTAINER	20' <input type="checkbox"/> 30' <input type="checkbox"/> 40' <input type="checkbox"/>	TRAILER	12M <input type="checkbox"/> 13.5M <input checked="" type="checkbox"/>
TANKTAINER	20' <input type="checkbox"/> 30' <input type="checkbox"/> 40' <input type="checkbox"/>	OTHER	<input type="checkbox"/>
EMPTY <input type="checkbox"/>	LOADED <input checked="" type="checkbox"/>	MARK X IN APPLICABLE BOXES	

CONTENTS	BILL OF LADING
HAZARDOUS CARGO: DECLARED IMCO CLASS	SEAL No.
CARGO WEIGHT	TARE WEIGHT
	GROSS WEIGHT

CONDITION COMMENTS

COVER	TORN	DESCRIPTION: OTHER DAMAGE: <div style="text-align: center; margin-top: 20px;"> <u>O/S TIRE FLAT</u> <u>TIRE DAMAGED</u> </div>
TIRE-WIRE	DAMAGED/MISSING	
EYELETS	DAMAGED/MISSING	
COVER	NOT PROPERLY LACED	
DOORS	NOT PROPERLY CLOSED/LOCKED	
SUPERSTRUCTURE	DAMAGED	
BOARDS: HEAD/TAIL/SIDE	DAMAGED	
LANDING LEG	BENT/BROKEN/MISSING	
LANDING LEG STAY	BENT/BROKEN/MISSING	
LANDING LEG WHEELS/FEET	DAMAGED/MISSING	
BUMPER BAR	DAMAGED/MISSING	
TYRES (INSIDE AREAS UNEXAMINED)	DAMAGED/FLAT	
MUDGUARDS/MUDFLAPS	DAMAGED/MISSING	
FRAME	DAMAGED	
LIGHTS	DAMAGED/MISSING	
MARKER LIGHTS	DAMAGED/MISSING	

THE ABOVE REMARKS ARE NOTED ONLY AS FAR AS ASCERTAINED BY REASONABLE MEANS OF CHECKING

DELIVERY DETAILS
 HAULIER VAN VLIET MATERIAL TRANSPORT MOTOR No. BF-SB-77
 DATE 3-5-04 DRIVER'S SIGNATURE [Signature]

NOTE: DAMAGE NOTED ON THIS FORM DOES NOT IMPLY ANY ACCEPTANCE OF RESPONSIBILITY ON BEHALF OF HUMBER SEA TERMINAL LTD. ALL WORK IS UNDERTAKEN SUBJECT TO HUMBER SEA TERMINAL LTD GENERAL TRADING TERMS & OPERATING CONDITIONS.

HST 2
GREEN-OFFICE
WHITE-EXT COPY
PINK-AGENT
BLUE-DRIVER

Recheck Stena

Exemplaire pour Expéditeur pour transporteur vendeur Frachtführer		LETTRE DE VOITURE - DOCUMENT DE TRANSPORT FRACHTBRIEF - VERVOERDOCUENT FRACHTBRIEF - TRANSPORTDOKUMENT		CMR		AVC-2002		Code transporteur Vervoercode Code Frachtführer		No nr.	
1 Expéditeur (nom, adresse, pays) / Afzender (naam, adres, land) Assesseur (Name, Anschrift, Land)				Indice de classement NL 499558							
2 Destinataire (nom, adresse, pays) / Geadresseerde (naam, adres, land) Empfänger (Name, Anschrift, Land)				16 Transporteur (nom, adresse, pays) / Vervoeder (naam, adres, land) Frachtführer (Name, Anschrift, Land)							
3 Lieu prévu pour la livraison de la marchandise (des, pays) / Plaats (bestemd) voor de aflevering der goederen (plaats, land) / Auslieferungsart (des, Land)				17 Transporteurs successifs (nom, adresse, pays) / Opvolgende vervoerders (naam, adres, land) nachfolgende Frachtführer (Name, Anschrift, Land)							
4 Lieu et date de la prise en charge de la marchandise (lieu, pays, date) / Plaats en dat v. ontvangst van de goederen (plaats, land, datum) / Ort und Tag der Übernahme des Gutes (Ort, Land, Datum)				18 Réserve et observations du transporteur / Voorbehoud en opmerkingen van de vervoeder Vorbehalte und Bemerkungen des Frachtführers							
5 Documents annexes / Bijzondere documenten Beigefügte Dokumente											
6 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender		7 Réserve et avis du destinataire / Voorbehoud en kennisgeving van de geadresseerde		8 Réserve et avis du transporteur / Voorbehoud en kennisgeving van de vervoeder		9 Réserve et avis de la date / Voorbehoud en kennisgeving van de datum		10 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender		11 Réserve et avis du destinataire / Voorbehoud en kennisgeving van de geadresseerde	
12 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender		13 Réserve et avis du destinataire / Voorbehoud en kennisgeving van de geadresseerde		14 Réserve et avis du transporteur / Voorbehoud en kennisgeving van de vervoeder		15 Réserve et avis de la date / Voorbehoud en kennisgeving van de datum		16 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender		17 Réserve et avis du destinataire / Voorbehoud en kennisgeving van de geadresseerde	
13 Instructions de l'expéditeur / Instructies afzender Anweisungen des Absenders				19 Conventions particulières / Speciale overeenkomsten Besondere Vereinbarungen							
14 Prescriptions d'affranchissement / Frankierungsanweisung <input type="checkbox"/> Franco / Free <input type="checkbox"/> Non franco / Niet franco / Unfrei				20 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender							
21 Étiquette et/ou étiquette / Etikett(en) Label(en)				22 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender							
23 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender				24 Réserve et avis de l'expéditeur / Voorbehoud en kennisgeving van de afzender							

Blanc CMR waybill

[illegible]

Blanc CMR waybill

