

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

Contents

1. Introduction	3
2. Link to the Guideline.....	3
3. Scope	4
4. Awareness of this Guideline and Further Notes	4
5. Pickup/Arrival Notifications	5
6. How to Find Us.....	5
7. Opening Hours	6
8. Arrival at oso precision GmbH.....	7
9. Awareness, Acceptance and Compliance with this Guideline	9
10. Check-In	9
11. Check-In Record.....	10
12. Assignment of Loading/Unloading Bay and Sequence.....	11
13. Preparation for Loading/Unloading.....	11
14. Loading/Unloading.....	12
15. Dispatch	12
16. Requirements for Transport Companies, Freight Forwarders, Carriers, Vehicles and Drivers	13
16.1. Vehicle Requirements.....	13
16.2. Technical Defects on the Vehicle or Trailer	13
16.3. Required Cargo Securing Equipment	14
16.4. Driver Requirements	14
17. Safety Guidelines and Rules of Conduct for Pickup/Delivery Personnel in the Shipping Area (Drivers incl. Accompanying Persons) on the Premises of oso precision GmbH.....	15
17.1. Communication	15
17.2. Non-Compliance with Safety and Conduct Guidelines.....	15

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

17.3.	Stay on Company Premises	15
17.4.	Conduct and Safety in the Loading Area.....	16
17.5.	Conduct during Loading/Unloading	16
17.6.	Conduct and Safety in the Shipping Hall	16
17.7.	EMERGENCY / ACCIDENT	17
17.8.	EMERGENCY – ALARM on Our Premises	17
17.9.	Security – Video Surveillance	18
17.10.	Health and Hygiene.....	18
17.11.	Catering (Bistro).....	19
17.12.	Environmental Protection	19
17.13.	Waste Disposal	19
17.14.	Smoking – Alcohol – Drugs – Prohibited Items.....	19
17.15.	Photography and Filming.....	20
17.16.	Pets.....	20
17.17.	Property Damage.....	20
17.18.	Theft.....	20
17.19.	Accompanying Persons	20
17.20.	Traffic Rules.....	20
17.21.	Manoeuvring / Reversing.....	21
17.22.	Further site-specific note	21

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

1. Introduction

Dear Business Partners,

Our goal is to ensure smooth, efficient and, above all, safe loading/unloading process through the best possible cooperation and communication with you.

For this purpose, we have prepared this guideline for you as a customer, transport company, freight forwarder, carrier and driver.

2. Link to the Guideline

This guideline is available as a complete German version via the link on our download page on our homepage (<https://oso-precision.com/news-media/downloads>) or directly at

<https://oso-precision.com/shipping-information/>

or via this QR code.



oso precision GmbH – Guideline for Pickup & Delivery

Note: Summary versions of this guideline in additional languages are currently being prepared and will also be made available there shortly.

Select your preferred language from the menu and you will be taken to the guideline in the selected language. If your preferred language is not available, please translate this guideline or the summary version into your language independently with the help of online tools / apps.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

3. Scope

This guideline applies to pickups and deliveries at the loading and unloading point.

oso precision GmbH
Department: Shipping
In den Hofwiesen 13
58840 Plettenberg

in particular for

- Pickup of outgoing goods (loading of customer deliveries)
- Delivery of loan/empty containers or packaging materials
- Delivery of returns

This guideline does **not** apply to the delivery of raw materials (bar steel).

4. Awareness of this Guideline and Further Notes

At the start of a business relationship, but at the latest upon commissioning a transport organised by us or upon notification of pickup readiness that we communicate to you on behalf of our customers, we will refer you (e.g. via link) to this guideline.

You will also receive from us annually a letter entitled "Safety Regulations for External Persons", which must be confirmed by you as the freight forwarder or by you as the business partner and client to the freight forwarder, and which also refers to this guideline.

Please note that awareness, acceptance and compliance with this guideline – especially regarding safety-relevant content (such as occupational safety, cargo securing, and road safety) – is a prerequisite for clearance at our facility, and this must be confirmed (in writing) by the driving personnel on the check-in record upon arrival. Please adhere to this guideline in your and our best interest!

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact: Shipping / T. Gneickow	Version: 01
Confidentiality: Internal		Date: 26.08.2026

Please also use this guideline as advance information for planning purposes and give your driving personnel the opportunity to familiarise themselves with this guideline in advance.

This English file is a full translation of the German source guideline. The German source remains the binding original version.

Translations into other languages, which were created in part with the help of online translation tools, are intended as a service and communication aid on our part for you (and especially for the on-site driving personnel). We accept no liability for translation errors or misinterpretations.

Delays throughout the entire process that arise, despite all efforts, due to communication difficulties, lack of awareness or non-compliance with this guideline on the part of the collecting parties are not the responsibility of oso precision GmbH.

5. Pickup/Arrival Notifications

You are welcome to notify us in advance of the pickup or delivery for coordination and preparation purposes by e-mail at shipping@oso-precision.com providing the following:

- our loading or delivery reference
- the vehicle registration number (motor vehicle and trailer)
- the arrival date
- the time of arrival, and
- the name(s) of the driving personnel (optional)

for advance notification.

6. How to Find Us

Our address is:

oso precision GmbH

Versand / Shipping

In den Hofwiesen 13

58840 Plettenberg

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact: Shipping / T. Gneickow	Version: 01
Confidentiality: Internal		Date: 26.08.2026

We recommend approaching our premises (with large trucks/articulated lorries) via Oestertalstrasse and Ebbetalstrasse (L696 coming from Plettenberg or Attendorn), NOT from the direction of Oestertalsperre, as that road is less suitable for large trucks.

7. Opening Hours

The usual opening hours are on weekdays (Monday to Friday) from 06:00 to 18:00.

Please note any deviating opening/loading times specified, e.g. in our transport orders or pickup readiness notifications.

Temporary deviations will be communicated additionally/separately.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH

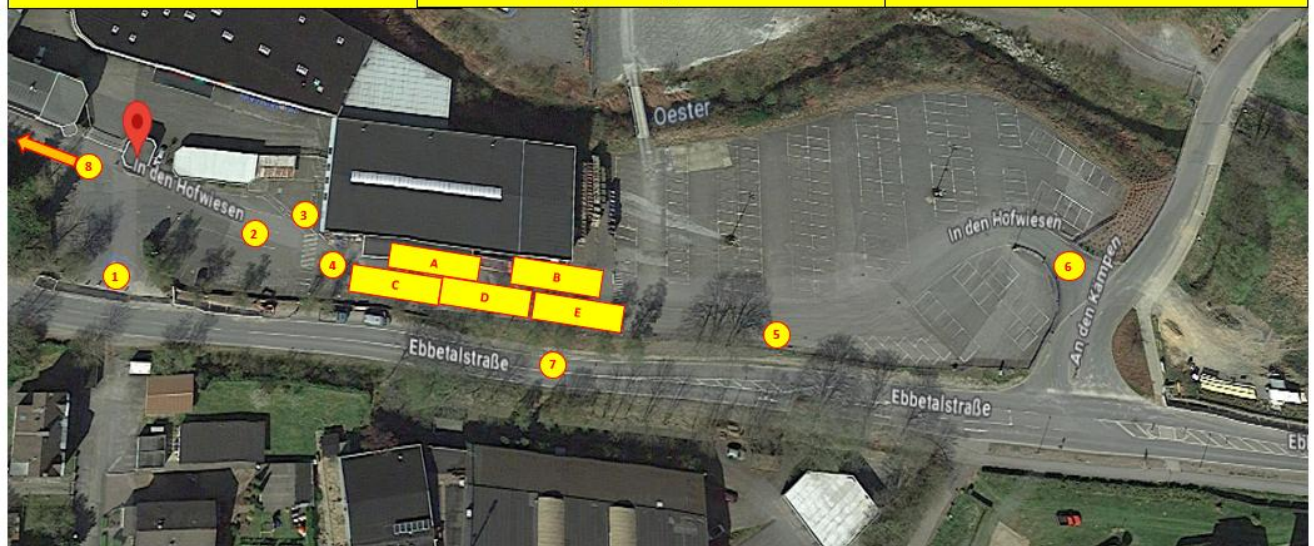
ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

8. Arrival at oso precision GmbH

Please enter our factory premises via entrance No. (1)

Arrival	Loading / Unloading	Exit
(1) Entrance (2) Stop / waiting area for registration (3) Registration window at the shipping hall (4) Access to loading / unloading positions A to E	A -> Loading during precipitation under the canopy B -> at the mobile loading ramp C -> Loading / unloading in dry weather D -> Loading / unloading dry weather E -> Empty goods unloading	(5) Additional waiting areas for trucks (6) Exit from the company premises (7) Public road / new entrance via (1) (8) Entrance to truck scale and raw-material deliveries (bar steel)

Ankunft	Be-/Entladung	Ausfahrt
(1) Einfahrt (2) Halte-/Wartebereich zur Anmeldung (3) Anmeldefenster an der Versandhalle (4) Einfahrt zu den Be-/Entladestellen A bis E	A → Beladung bei Niederschlag unter dem Vordach (1 m Abstand zur Hallenwand) B → an der mobilen Verladerrampe andocken C → Be-/Entladestellen bei trockenem Wetter D → Be-/Entladestellen bei trockenem Wetter E → Leergut-Entladung	(5) weitere Stellplätze/ Wartebereiche für LKW (6) Ausfahrt vom Firmengelände (7) Öffentliche Strasse zur erneuten Einfahrt (1) (8) Einfahrt zur LKW-Waage und Vormaterialanlieferung (Stabstahl)



Guideline for Pickup & Delivery

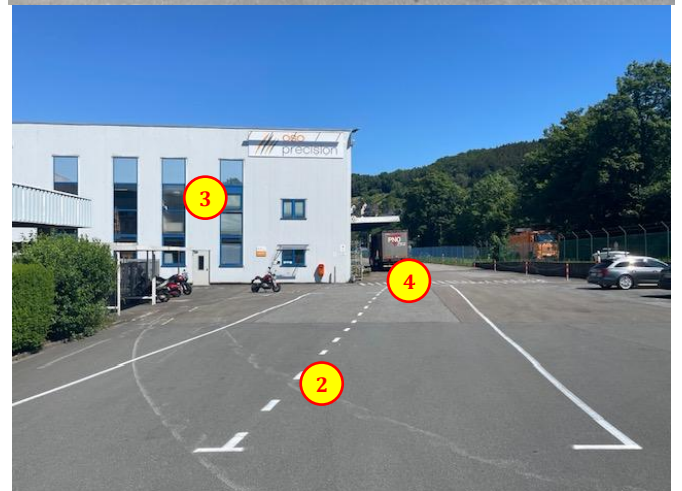
In the shipping area at oso precision GmbH

ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

- Then follow the signs marked "Versand" or "Shipping" by turning **right** before the barrier.



- There are two waiting areas.
- First stop in one of the two waiting areas (secure vehicle against rolling away!)**
- Important! Do not drive into the loading/unloading area (4) without Check-in (Registration)**



- Proceed to the check-in window. 3
- Read this guideline**, if you are not yet familiar with it.
- Relevant information (including the QR code) for accessing the document is posted in the area of the check-in window. (including the QR code) for accessing the document.
- In exceptional cases or upon request, we are also happy to provide you with the information as a printed copy.



Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

9. Awareness, Acceptance and Compliance with this Guideline

Please note that awareness, acceptance and compliance with this guideline, particularly the sub-sections and topics on

- general safety guidelines and rules of conduct
- loading
- load securing

is a prerequisite for processing at our facility and must be confirmed in writing by you as the driving personnel on the check-in record upon registration.

10. Check-In

- Check-in takes place exclusively at the window (see above).
- **Do not enter the loading or shipping area through entrances or open gates without being asked!**
- Please ring the bell to the left of the check-in window if, after a reasonable waiting time, you have not yet been attended to or contacted by our staff.
- Your ring will then be automatically forwarded to an internal telephone.
- Please wait. We will contact you for check-in as quickly as possible.
- If you cannot communicate in German, please indicate your preferred language to us (e.g. using a smartphone or a list of country flags available on site).
- We will then try to communicate all essential information with you, e.g. using i.e. online translation apps.

For a smooth check-in, please have the following information and accompanying documents ready:

- Do you wish to collect (load), deliver (unload), or both?
- Loading reference: For each consignment we have assigned a loading reference in the pickup readiness notification or transport order. This must be presented/stated for a pickup in order to avoid mix-ups.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact: Shipping / T. Gneickow	Version: 01
Confidentiality: Internal		Date: 26.08.2026

- Ideally, please present us with clear accompanying documents.
- Please state or show us at minimum the name and address of the recipient for whom you are collecting goods, or from which sender you wish to deliver goods/load carriers to us, as well as
- the number of load carriers known to you and the gross weight.
- The registration number of your vehicle
- The registration number of the trailer
- for containers, additionally the container number and tare weight
- Do you have pre-loaded cargo? If so, how much?
- The truck driving personnel should inform the shipping staff at check-in of any specific requirements (considering any pre-loaded cargo) regarding permissible axle loads or desired load distribution.

Any waiting times and costs arising from missing information or documents until clear assignment is possible are not the responsibility of oso precision GmbH and will not be reimbursed.

The further check-in (check-in record) and processing will take place once a clear assignment has been established.

11. Check-In Record

Once clear identification has been established, our staff will record your arrival in our system and, using our internal check before checking in, create a brief check-in protocol with you containing the following information.

- The registration number of your vehicle
- Registration number of the trailer
- Your first and last name (in block capitals, clearly legible)
- **Reference to this guideline as safety briefing, and confirmation of awareness and acceptance of this guideline**
- Number of load carriers and gross loading weight of the consignment to be loaded

Please confirm the record with your signature.

Please note that awareness, acceptance and compliance with this guideline – especially the sections on safety guidelines and rules of conduct – is a prerequisite for processing at our facility.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

12. Assignment of Loading/Unloading Bay and Sequence

- Our staff will then inform you **when and at which positions (A to E)** you will be loaded or unloaded and will brief you accordingly.
- Special case – Weighing (tare weight) for containers.
- For containers, a weighing is required after check-in (before loading). The vehicle scale is located in the opposite direction (No. 8 → follow the signs for Steel Delivery at the entrance). Our staff will provide you with additional information and/or brief you separately on this.
- If several trucks are on site, our staff will inform you of the loading sequence.
- Due to local conditions, it may be necessary for us to prioritize trucks carrying part loads or smaller consignments, and/or to ask you to move to the waiting lane (No. 5 in the image above) to wait there, so that we can reduce/manage the vehicle traffic in the entrance area.
- Our staff will then contact you again, assign you a loading/unloading bay and brief you accordingly.
- Drive within the loading area **at walking pace** to the assigned bay. Pay particular attention to pedestrians and forklift traffic (coming from the hall).
- When entering (Bay A) under the canopy, please observe the maximum entry height of 4.10 m, especially if the roof was previously raised at e.g. Bay E during empty container unloading and the vehicle is then driven to Bay A for loading!

13. Preparation for Loading/Unloading

- At the assigned loading/unloading position, ensure you are wearing safety shoes and a high-visibility vest.
- Secure your vehicle against rolling away.
- Sea freight containers (and in exceptional cases box trucks) are loaded/unloaded via a mobile loading ramp. Our staff will brief you separately.
- When loading/unloading from the rear or via a ramp, the vehicle must additionally be secured with wheel chocks to prevent it from rolling away!
- open the trailer
- during continuous/heavy rain, please raise the roof of the trailer on the driver's side to the maximum height, if technically possible, so that the rainwater can drain to the right side.
- Ensure that the floor on the trailer/ loading area is clean (swept clean) and dry.
- Prepare your load securing equipment (lashing straps, anti-slip mats, etc.) for loading the first load carriers.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

14.Loading/Unloading

Loading/unloading is carried out.

- with industrial trucks (forklifts) with telescopic forks
- for standard trailers (curtainsiders), preferably from the left side of the truck (driver's side).
- Please coordinate the desired arrangement of load carriers with our staff before and during loading, taking into account vehicle-specific requirements (max. axle loads, load distribution diagrams, etc.).
- Our staff will then start loading/unloading in coordination with you.
- Please maintain eye contact with our staff throughout the loading process.
- This applies in particular when you are on the loading surface during loading in order to place additional anti-slip mats and straps.
- Never place your hands, arms or feet under a load carrier that is still on the forklift forks.
- You are prohibited from independently operating industrial trucks, forklifts or other equipment belonging to oso precision GmbH.
- If you require a manual hand pallet truck from us for loading or unloading, we can provide one to you after a briefing and upon your signature.

15.Dispatch

- After loading is complete, finish the load securing work.
- Our staff will inspect/check the load securing performed on a random-sample basis.
- The loading process is monitored and documented by video cameras.
- For dispatch and handover of documents, please go back to the registration window or through the door to the left of the loading gate after completing the work (**never through the loading gate!**) and ring the bell using the notification system at the window/ at the table if, after a reasonable time, you have not yet been attended to/noticed.
- Our staff will then present you, alongside the accompanying documents, with a prepared pickup/loading protocol listing, among other things, the loading times and the load securing carried out, for your signature.
- By signing the pickup/loading record and the accompanying documents, the driving personnel confirm that the cargo has been loaded in full, in externally flawless condition and as stated on the documents, in accordance with their instructions and in a manner that is safe for operation and transportation.
- The driver person undertakes to compare the payload with the permissible gross weight of the truck.
- At least one copy of the accompanying documents (depending on customer requirements) will be handed to the collecting party to accompany the goods.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

16. Requirements for Transport Companies, Freight Forwarders, Carriers, Vehicles and Drivers

- The transport company, freight forwarder or carrier responsible for the transport shall ensure that all laws, regulations and guidelines are complied with regarding the driving personnel.

16.1. Vehicle Requirements

- The transport company, freight forwarder or carrier responsible for the transport shall ensure:
 - that all laws, regulations and guidelines are complied with regarding the vehicle (incl. trailer) and its technical condition.
 - that the loading surface/container is clean, dry, level and undamaged, and
 - that the tarpaulin is completely waterproof.
- that the vehicle has a sufficient number of functional and approved lashing points.
- that the vehicle has sufficient free loading space for the freight order.
- that the notified/planned payload does not exceed the permissible legal gross weight.

16.2. Technical Defects on the Vehicle or Trailer

- In the event of serious technical defects on your vehicle or trailer that we notice during your stay, we reserve the right to refuse or halt loading. Non-compliance may result in the truck/container being turned away.
- Should the driving personnel be uncooperative and attempt to continue driving from our factory premises, we reserve the right to report this to the authorities on grounds of endangering road safety.
- The loading area/container must be clean, dry, undamaged and level,
- The tarpaulin has to be absolutely waterproof.
- In the interest of road-safe transportation, we would like to point out that unsuitable.
- vehicles not equipped with sufficient securing devices will not be loaded by our loading staff, and any costs that may arise will not be borne by oso precision GmbH.
- The freight forwarder remains responsible for safe and damage-free transportation.
- oso precision GmbH accepts no responsibility and bears no costs for the arrival/provision of an unsuitable vehicle/container.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

16.3. Required Cargo Securing Equipment

Lashing straps

Lashing straps must comply with DIN EN 12195-2 or DIN 0060.

Rule of thumb / guideline:

- For a full load, at least 13–15 lashing straps should be available.
- **Tonnage rule:** 1 strap per 2 tonnes + 1 strap for the remainder.
- **Individual, non-form-fitting containers must be secured with two straps.**

Edge protection

Quantity: same as number of straps, multiplied by two.

Anti-slip mats

Rule of thumb: four sections of approx. 10 x 20 cm per reported container.

16.4. Driver Requirements

- The driving personnel must be able to communicate verbally with our operational staff, preferably in German or English, and if necessary, with the help of electronic/digital aids (e.g. translation apps).
- This saves you and us delays, problems and misunderstandings, and above all helps avoid dangerous situations during the whole process.
- Please ensure that the driving personnel are trained, instructed and equipped in accordance with legal requirements (proof of training in cargo securing per VDI 2700a, occupational safety, etc.).
- The driving personnel are required to secure the load in accordance with §§ 22 and 23 of the German Road Traffic Act (StVO).

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact: Shipping / T. Gneickow	Version: 01
Confidentiality: Internal		Date: 26.08.2026

17. Safety Guidelines and Rules of Conduct for Pickup/Delivery Personnel in the Shipping Area (Drivers incl. Accompanying Persons) on the Premises of oso precision GmbH.

17.1 Communication

- Instructions from the shipping/loading staff or operational personnel of oso precision GmbH must be followed.
- The driver must be able to communicate verbally with the operational staff, using electronic/digital aids (translation apps) if necessary.
- Delays throughout the entire process that arise, despite all efforts, due to communication difficulties with the collecting parties are not the responsibility of oso precision GmbH.

17.2 Non-Compliance with Safety and Conduct Guidelines

- Non-compliance with the safety guidelines and rules of conduct may, in addition to possible cost/damage claims, also lead (in serious cases) to removal from the premises and issuance of a ban from the site, or to the involvement of public authorities.

17.3 Stay on Company Premises

- Truck drivers and any accompanying personnel must remain in the immediate vicinity of the vehicles.
- Overnight stays or stays outside opening hours are not permitted on the factory premises, as continuous access to sanitary facilities cannot be guaranteed.
- Exceptions, for example when the driving time limit has been reached and a rest period is required, must be arranged on a case-by-case basis with the staff in the loading area or at the gatehouse!
- If needed, we will try to provide you with information about possible parking spaces outside our company premises.
- Between check-in and being called for loading, the driver must remain in or in the immediate vicinity of their vehicle (except for directly visiting the hygiene facilities or the bistro).
- Unnecessary stays or unnecessary wandering in the loading area or other operational areas are prohibited.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

17.4 Conduct and Safety in the Loading Area

- In the loading area, wearing personal protective equipment (safety shoes and high-visibility vest) is mandatory.
- Use the marked walkways!
- Be alert and maintain eye contact with our forklift drivers, loaders and other drivers.
- Never walk under the forklift forks or beneath loads carried by a forklift!

17.5 Conduct during Loading/Unloading

- Before loading, the carrier must inform the loading staff of the load distribution according to the vehicle's specifications.
- **Loading only using anti-slip mats and lashing straps** (exceptions/deviations may apply, e.g. for box trailers or containers)
- Load securing equipment will be checked on a random-sample basis by our staff before loading. If the number of usable lashing straps is insufficient, or if the vehicle is unsuitable for the cargo, loading cannot be carried out. The carrier is responsible for any resulting delays/standing times or non-loading (see §§ 30 and 31 StVZO and § 415 HGB).
- Instructions from the loading staff must be followed.
- Please maintain eye contact with our staff throughout the loading process.
- This applies in particular when you are on the loading surface during loading in order to place additional anti-slip mats and straps.
- Never place your hands, arms or feet under a load carrier that is still on the forks of the forklift.
- During loading, the driving personnel must follow the instructions of the loaders and remain in a safe area.
- Do not remain in the danger zone of industrial trucks, for example Forklifts, pallet trucks or low-lift trucks.
- Maintain eye contact with our loaders.
- Wearing safety shoes in the loading area is mandatory!
- Additionally use protective gloves during the unloading/loading process.
- Industrial trucks may only be operated by operational staff.
- Reloading of already loaded third-party goods is generally refused. oso precision GmbH will not load onto third-party goods.

17.6 Conduct and Safety in the Shipping Hall

- The entry to the shipping hall is permitted exclusively through the door.
- Never walk through the loading/roller shutter gate!
- Use the marked walkways!

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

- Enter the hall only for dispatch purposes (signature and handover of delivery/accompanying documents) and to wash your hands.
- Be alert and maintain eye contact with our forklift operators, loaders and other drivers!
- Never walk under the forklift forks or beneath loads carried by a forklift!

17.6 EMERGENCY / ACCIDENT

- If during your stay on our company premises you find yourself, e.g. due to an accident or health problems, **unattended** (e.g. also in your vehicle), or if you have caused or witnessed an accident involving personal injury, do not wait or hesitate and call the official emergency number 112 for rescue services directly if necessary!

Your location is:

oso precision GmbH
Shipping
In den Hofwiesen 13
58840 Plettenberg

- Additionally, try to contact us in person or by telephone immediately.
 - **Tel. +49 2391 814-194 or the gatehouse at -168).**
- If this is not possible, try to make yourself noticed.
- We will of course provide you with first aid!
- The same applies in the event that you discover a fire in/on your vehicle.

17.7 EMERGENCY – ALARM on Our Premises

- Our facility is equipped with various fire detection systems.
- Evacuation plans are posted at all important locations, and the escape routes are signposted accordingly.
- When entering the company premises, take note of these signs and please familiarise yourself with them in advance.
- If you are not in or in the immediate vicinity of your vehicle when an alarm sounds, proceed to your vehicle immediately and follow the instructions of the staff present. You may be required to move your vehicle immediately.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH

ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

- Should the situation no longer permit you to move your vehicle (e.g. in the event of a fire), follow the instructions of the staff and proceed immediately to the assembly point together with the shipping department staff.
- The assembly point for persons from the shipping/loading area is located at the employee car park.



17.8 Security – Video Surveillance

- We would like to point out that the company premises are monitored by video surveillance.
- The same applies to the loading area in order to document the loading and load securing.
- Corresponding notices are posted in the relevant areas!

17.9 Health and Hygiene

- In order to prevent the spread of illnesses (e.g. viruses), we ask you to observe the generally accepted hygiene rules.
- A sink for hand washing is located in the immediate vicinity of the loading area.
- If necessary, we are happy to offer you the possibility of using our hygiene facilities (toilets, washrooms and showers).
- You will receive separate information about this on site.
- You will need an access card for entry, which you can obtain from us against a deposit (e.g. ID card).
- After using the hygiene facilities, unless you also intend to visit the bistro, please return the access card in exchange for your deposit and go directly back to the vicinity of your vehicle.
- Defecating or urinating outside of the designated toilets is prohibited!

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact: Shipping / T. Gneickow	Version: 01
Confidentiality: Internal		Date: 26.08.2026

17.10 Catering (Bistro)

- If needed, we are happy to offer you the opportunity to visit our in-house bistro (for purchasing light meals and drinks).
- You will receive separate information about this and current opening hours on site.
- For access, you will need an access card, which you can obtain from us in exchange for a deposit (e.g. your identity card).
- After visiting the bistro, unless you also intend to use the hygiene facilities, please return the access card in exchange for your deposit and go directly back to the vicinity of your vehicle.

17.11 Environmental Protection

- Report any leaking engine oil or fuel to us immediately.
- For smaller/medium quantities, we have absorbent material (granules) available as an initial measure.
- Unnecessary idling of the engine is prohibited.

17.12 Waste Disposal

- Dispose of waste (household/residual waste) generated by you in the usual quantities during your stay exclusively in the designated waste bins.
- Disposing of hazardous substances, special waste, or waste of any kind brought in larger quantities is prohibited!
- Never dispose of burning, glowing or easily ignitable waste in the normal waste bins!
- Cigarette butts must be disposed of exclusively in the designated containers in the smoking areas.

17.13 Smoking – Alcohol – Drugs – Prohibited Items

- Smoking is only permitted in the designated smoking areas.
- Dispose of cigarette butts exclusively in the designated containers in the smoking areas!
- Consuming alcohol and being present under the influence of alcohol is prohibited on the company premises!
- Bringing prohibited drugs onto the company premises is forbidden.
- The consumption of drugs and intoxicants (incl. cannabis) and being present under the influence of such substances, as well as carrying, using, trading or dealing in these or any other prohibited items of any kind, is also prohibited throughout the entire company premises!

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact: Shipping / T. Gneickow	Version: 01
Confidentiality: Internal		Date: 26.08.2026

17.14 Photography and Filming

- Photography and filming by drivers or external personnel is prohibited on the company premises (except for documentation of loading/unloading or in the event of damage).

17.15 Pets

- Pets may only leave the driver's cab in exceptional cases (to be walked), accompanied by the driving personnel. Dispose of animal waste in bags brought for this purpose!

17.16 Property Damage

- Property damage can happen in everyday situations. Please report it to us immediately if you have caused property damage on our company premises.
- Failure to report may in certain circumstances be considered a hit-and-run and will be prosecuted accordingly.
- Also report to us immediately if you suspect or discover damage to your vehicle caused by us.

17.17 Theft

- Any unauthorised removal of material and/or property belonging to oso precision GmbH will be regarded as theft and will be prosecuted and reported as such by oso precision GmbH.

17.18 Accompanying Persons

- The same guidelines mentioned above apply to accompanying persons.
- Access to the company premises for accompanying persons under 18 years of age is only permitted to use the hygiene facilities and only when accompanied by a legal guardian.

17.19 Traffic Rules

- The German Road Traffic Act (StVO) applies on the company premises.
- The maximum speed limit is 15 km/h.
- Drive at walking pace in the loading/unloading area.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH



ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

- Drive appropriately and considerately!
- Pedestrians, forklifts and site traffic have right of way!
- When stopping and parking, the vehicle must always be secured against rolling away using the parking brake!

17.20 Manoeuvring / Reversing

- Vehicle operators may only reverse or back up when it is ensured that other persons are not endangered. If this cannot be ensured (e.g. with the help of a driver assistance system including reversing camera and acoustic warning system), you must be guided by a marshaller.
- A banksman is a person who gives signals to a driver when visibility is restricted, in order to prevent persons from being endangered by vehicle movements (§ 46 para. 1 DGUV Regulation 70 or 71 "Vehicles").
- Depending on the traffic situation (e.g. darkness, rain), it may be necessary to be marshalled despite the presence of camera-monitor systems.
- If needed, please approach other persons (e.g. other waiting drivers or our staff).
- The driver
 - must know and observe the hand signals of the guide,
 - must stop the vehicle immediately if they can no longer see the guide,
 - must drive at walking pace.

The guide

- should wear high-visibility clothing,
- must master and apply the hand signals,
- must remain in the driver's field of vision,
- should not walk backwards,
- must not perform any other activities while marshalling, such as using a mobile phone.
- Due to the severely restricted and confined space conditions on our premises, reversing/manoeuvring over longer distances (more than 10 m) should be avoided.
- Reversing/manoeuvring should generally be avoided wherever possible. If repositioning is required, please exit the premises via the exit (No. 6 in the image below) at the end of the employee car park onto Ebbetalstrasse (7), then turn right again into the entrance (1) to reach the loading/unloading bay indicated by us.
- Responsibility when reversing remains with the driver.

17.21 Further site-specific note

- Due to the very limited and confined space conditions on our premises, reversing / manoeuvring over longer distances of more than 10 m should be avoided.

Guideline for Pickup & Delivery

In the shipping area at oso precision GmbH

ID-No.: R-oso-3635-en	Department / Contact:	Version: 01
Confidentiality: Internal	Shipping / T. Gneickow	Date: 26.08.2026

- Reversing manoeuvring should generally be avoided as far as possible. Therefore, if repositioning is required, please drive, if possible, via the exit at the end of the employee parking lot from the premises onto Ebbetalstraße and then turn right again into Entrance 1 to the loading / unloading point specified by us.
- Responsibility when reversing remains with the driver.

Arrival	Loading / Unloading	Exit
(1) Entrance (2) Stop / waiting area for registration (3) Registration window at the shipping hall (4) Access to loading / unloading positions A to E	A -> Loading during precipitation under the canopy B -> at the mobile loading ramp C -> Loading / unloading in dry weather D -> Loading / unloading dry weather E -> Empty goods unloading	(5) Additional waiting areas for trucks (6) Exit from the company premises (7) Public road / new entrance via (1) (8) Entrance to truck scale and raw-material deliveries (bar steel)

Ankunft	Be-/Entladung	Ausfahrt
(1) Einfahrt (2) Halte-/Wartebereich zur Anmeldung (3) Anmeldefenster an der Versandhalle (4) Einfahrt zu den Be-/Entladestellen A bis E	A → Beladung bei Niederschlag unter dem Vordach (1 m Abstand zur Hallenwand) B → an der mobilen Verladerrampe andocken C → Be-/Entladestellen bei trockenem Wetter D → Be-/Entladestellen bei trockenem Wetter E → Leergut-Entladung	(5) weitere Stellplätze/ Wartebereiche für LKW (6) Ausfahrt vom Firmengelände (7) Öffentliche Strasse zur erneuten Einfahrt (1) (8) Einfahrt zur LKW-Waage und Vormaterialanlieferung (Stabstahl)

