

Guideline (Short Version) for Pickup & Delivery in the Shipping Area at oso precision GmbH

ID-No.: R-oso-3636-en	Department / Contact:	Version: 01
Confidentiality:	Shipping / T. Gneickow	Date: 26.08.2026

Welcome to oso precision GmbH!

This guideline is a brief summary or extract of our guideline R-oso-3635 "Guideline for Pickup & Delivery in the Shipping Area at oso precision GmbH" and contains the most important rules and information for registration and for your further stay here in the shipping area of oso precision GmbH.

Both, this short version and the original / complete version of the above-mentioned guideline, are available in German (other languages will be added soon) via the link on our homepage:

<https://oso-precision.com/news-media/downloads/> or directly via:

<https://oso-precision.com/shipping-information/> or the following QR-Code:



oso precision GmbH-Guideline for Pickup & Delivery

Should your desired language not be available, please translate this guideline and the complete guideline "R-oso-3635 Guideline for Pickup & Delivery in the Shipping Area at oso precision GmbH" into your language independently with the help of online tools / apps.

Before registering!

Please note that knowledge, acceptance and compliance with this short version as well as the complete guideline "R-oso-3635 Guideline for Pickup & Delivery in the Shipping Area at oso precision GmbH" is a prerequisite for registration and processing (loading / unloading) at our site and must be confirmed by your signature on the registration protocol during your registration.

Most important first: Safety and rules of conduct

- Do not enter the shipping hall or the loading / shipping area through entrances without registration or without being asked to do so!
- Never walk through (open) gates; Please use the doors next to the gates instead. Warning: forklift traffic!
- Wearing safety shoes and a high-visibility vest is mandatory during loading / unloading and while staying in the loading area.
- You as driver personnel and any accompanying personnel must stay in the immediate vicinity of the vehicles (except when directly visiting the hygiene facilities or the bistro).
- Unnecessary stays or unnecessary walking around in the loading area, the shipping hall or other operating areas are prohibited.
- Use the marked walkways.
- Be attentive and maintain eye contact with our forklift drivers, loaders, other drivers and pedestrians.
- Never walk underneath forklift forks / underneath loads carried by a forklift truck.

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- You are welcome to use our toilets, washrooms and showers. For access, you will receive an access card against a deposit (for example your ID card). Our personnel will instruct you accordingly.
- Secure your vehicle against rolling away at all times.
- Trucks with sea freight containers must drive to our scale for the first (empty) weighing (before or directly after registration) - point 8 on the image on page 4.
- Our personnel will instruct you accordingly.

Load securing material required! (Lashing straps and anti-slip mats)

- Loading will only be conducted only using loading securing materials (lashing straps and anti-slip mats; exceptions / deviations may apply, e.g. for box trailers or containers).
- Therefore, before registration, check whether your vehicle or trailer has sufficient load securing materials onboard (lashing straps, anti-slip mats and, if applicable, edge protectors).
- Lashing straps - Rule of thumb / guideline: For a full load, at least 13-15 lashing straps should be available. Tonnage rule: 1 strap per 2 tons + 1 strap for the remainder. Individual containers that are not positively locked must be secured with two straps.
- Anti-slip mats - Rule of thumb: four pieces approx. 10 x 20 cm per declared container.
- Optional: edge protection - quantity equal to number of straps times two.

Registration for pickup or delivery in the shipping area

- Registration only at the registration window (point 3 on the image on page 4). Please wait at the registration window until we contact you.
- If we have not contacted you after an appropriate waiting time, please ring the bell. The bell is located to the left of the registration window.
- Do not enter the shipping hall or the loading / shipping area without registration or without being asked to do so.
- Keep all relevant documents ready. In the case of pickups, assignment usually takes place via a loading reference communicated by us. Please check whether you have this loading reference available.
- Once you have established contact with our personnel, first tell or show us your desired language (preferably German or English).
- Our employees will then start the registration with you and to check the following points:
 - Do you want to pick up (load), deliver (unload) or both?
 - Tell us your loading reference.
 - Tell us or show us at least the name and address of the consignee for whom you are picking up goods, or from
 - which sender you want to deliver goods / load carriers to us, as well as the number of load carriers known to you and the gross weight.
 - Have you preloaded? If yes, how much?
- Inform us about any specific features (taking any preload into account) regarding the permissible axle loads or the desired load distribution.
- After clear assignment, our personnel will create a short registration protocol with your name, vehicle data and a reference to this guideline and our guideline R-oso-3635 as a safety instruction and confirmation of knowledge and acceptance of these guidelines, which you must confirm with your signature.

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Assignment of loading / unloading point and loading order

- At the end of registration, our personnel will tell you when (in which order) and at which position you will load or unload and will instruct you accordingly.
- An overview of the different loading / unloading positions can be found at the end of this guideline.
- Due to local conditions, it may happen (when traffic is heavy) that we give priority in the order to trucks with general cargo or smaller part-loads and / or ask you to drive to the waiting lane (No. 6 in the image below) and wait there so that we can reduce / control the volume of vehicles in the entrance area. We appreciate your understanding.
- Our personnel will then contact you again, assign a loading / unloading position and instruct you accordingly.
- When driving to position A (under the canopy), please note the maximum entry height of 4.10 m, especially if, for example, the roof was previously raised at position E during the unloading of empties, and the vehicle is then driven to position A for loading.
- Standard trailers are preferably loaded from the left side (usually the driver's side).

Preparation for loading / unloading

- When loading / unloading from the rear or via ramp, the vehicle must also be secured against rolling away with wheel chocks.
- In accordance with Sections 22 and 23 of the German Road Traffic Regulations (StVO), the driver personnel are responsible for securing the load.
- During continuous / heavy rain, if you are standing under our canopy at the loading position, please raise the roof of the trailer on the driver's side to the maximum height, provided this is technically possible on your vehicle, so that the rainwater can drain off to the right-hand side.

Loading / unloading

- Loading is conducted only using load securing materials (lashing straps and anti-slip mats) - exceptions / deviations may apply, e.g. for box trailers or containers.
- Before loading begins and during loading, please coordinate the desired arrangement of the load carriers with our personnel, considering the vehicle-specific requirements (maximum axle loads / load distribution diagrams, etc.).
- Please maintain eye contact with our employees during the loading process.
- This applies above all if you are on trailer during loading in order to place further anti-slip mats and straps.

Dispatch

- For handover of the documents, after the work has been completed, please go back to the registration window or through the door left to the loading gate into the shipping hall (never through the loading gate) and ring the call system provided on the table/wall if, after an appropriate time, you have still not been attended to seen. There is also a sink there for cleaning your hands.
- Our employees will then present you, in addition to the accompanying papers, with a prepared pickup / loading protocol for signature, which lists among other things the loading times and the load securing carried out, and will finally hand over the accompanying documents.
- Leave our premises via the exit (6), turning right in the direction of "Ebbetalstrasse" (point 7).

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Arrival (1) Entrance (2) Stop / waiting area for registration (3) Registration window at the shipping hall (4) Access to loading / unloading positions A to E	Loading / Unloading 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	Exit (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)
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Ankunft (1) Einfahrt (2) Halte-/Wartebereich zur Anmeldung (3) Anmeldefenster an der Versandhalle (4) Einfahrt zu den Be-/Entladestellen A bis E	Be-/Entladung A → Beladung bei Niederschlag unter dem Vordach (Einweisung durch unser Personal) B → an der mobilen Verladerampe andocken C → Be-/Entladestellen bei trockenem Wetter D → Be-/Entladestellen bei trockenem Wetter E → Leergut-Entladung	Ausfahrt (5) weitere Stellplätze/ Wartebereiche für LKW (6) Ausfahrt vom Firmengelände (7) Öffentliche Strasse zur erneuten Einfahrt (1) (8) Einfahrt zur LKW-Waage und Vormaterialanlieferung (Stabtahl)
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