

**MS.2**

# **Manufacturing instruction transport**

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## 1 SCOPE

This company standard specifies for METTOP's the requirements to be fulfilled for the transport of products/materials.

## 2 NORMATIVE REFERENCES

The document stated below is required for the application of the present standard. Dated references refer only to the edition of the date indicated. Undated references refer to the latest edition of the respective document inclusive of all revisions.

Manufacturing Instructions – Requirements and principles

## 3 TERMS AND DEFINITIONS

The following terms and definitions shall be used for the application of this document.

- Transport [DIN 30781-1:1989-05 - German DIN term: Transport]

Transport is the movement of persons and/or goods from one place to another with the aid of manual or technical means.

- Means of transport [DIN 30781-1:1989-05 - German DIN term: Transportmittel]

Means of transport is a means used for the movement of persons and/or goods from one place to another.

- Delivery [DIN 69905:1997-05 - German DIN term: Lieferung]

Products (including services, see DIN EN ISO 9000) and measures taken for their transmission to the recipient within the scope of the contractual stipulations.

## 4 BASIC SPECIFICATIONS

The supplier is obliged to store the packages made available for transport until the arrival of the carrier in such a way that they are protected against damage, soiling and environmental influences. For transportation, proper accompanying documents (e.g. delivery notes, safety data sheets etc.) according to SN 200-8 shall be handed over to the carrier. Loading/unloading of the means of transport shall be made in compliance with SN 200-8.

## 5 TRANSPORT

### 5.1 Delivery and incoming goods

The goods shall be delivered to the Incoming Goods department at the address indicated in the ordering document. Unloading of the delivery at other places on the works premises is only allowed after consultation with the staff in the Incoming Goods department.

## 5.2 Oversize parts and heavy parts

For the transport of oversize parts and heavy parts, appropriate precautionary measures shall be taken. Oversize parts and heavy parts shall be announced at the latest 6 weeks before delivery. The transport categories are specified in Table 1: Transport categories.

Table 1: Transport categories

Length max.	Width max.	Height max.	Max. load in t max.	Transport category
13,500	2400	2400	24	Standard transport
13,600	2500	2500	≥ 24 to 90	Heavy goods transport with authorisation obligation
16,000	3000	3000	24	Special transport with permanent authorisation
≥ 16,000 to 18,000	≥ 3000 to 3200	≥ 3000 to 3500	30	Large capacity transport with authorisation obligation
≥ 18,000	≥ 3200	≥ 3500	≥ 30 to 90	
	≥ 4000	≥ 4500	≥ 50 to 90	Extremely heavy goods transport
			≥ 90	

## 5.3 Hazardous goods

The applicable versions of the obligations governing hazardous goods - as stipulated in the Carriage of Hazardous Goods Act and the regulations pertaining to it - shall be observed and fulfilled accordingly.

Furthermore, all laws and statutory specifications concerning hazardous goods in the applicable version shall be adhered to. Written notification of the transport of hazardous goods shall be given to the Incoming Goods department at the delivery address indicated in the order document no later than 4 weeks prior to delivery with transmission of the safety data sheets (in German and English).

### Referenced technical standards, codes and regulations

DIN 30781-1:1989-05	Transport chain; Basic concepts
DIN 69905:1997-05	Project business - Performing of projects - Terminology
DIN EN ISO 9000	Quality management systems; Fundamentals and vocabulary
INCOTERM	Rule of the ICC for the interpretation of national and international commercial terms
IN-ME.8	Manufacturing instructions – shipment