

# Entry control procedure for trucks at PWO



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- The truck driver turns into the **"Tor1" truck entrance**. The truck driver drives to a signposted **truck parking lot** and parks the truck.
- Then, the driver **walks** to the **self-service terminal** which is located at the registration area **beside the entrance**.
- The **registration data** must be entered via a touch display by the driver **himself/herself**. Registration takes place in the **language selected** by the driver.
- During registration, the driver must **confirm and sign the PWO safety guidelines**. Only after signing does the driver automatically **receive a pager at the terminal**.
- With this pager, the truck driver **returns to** his/her **truck**, where he/she waits until **his/her name is called**.
- The driver receives the **call for entry via the pager**. He/She receives a message on the **pager's** plain text **display** indicating the **destination** that he/she must drive to.
  - **Exception:**

If the destination displayed is **"H08-Office"**, the truck driver leaves his/her truck on the parking lot and **walks to the shipping office** located in hall 08, going through the **turnstile at the entrance**. Here, the **pager** gives him/her **access** to the company premises. When the driver has finished at the shipping office, he/she again leaves the company premise through the turnstile. He/she **still keeps the pager**.
  - For **all other destinations** the truck driver drives **directly** in front of the **entrance gate**. In order to **open the gate**, the driver identifies himself/herself **with the help of the pager** at the gate terminal. The gate opens and the truck driver can pass through.
- The **gate only opens** if the driver has received the **call for entrance**. After the call, the driver has **20 minutes** to pass the gate. If this does not happen within the predefined time, **entrance is blocked**.
- The **truck driver prepares** his/her truck **for loading and unloading**. When doing so, he/she is obliged to open the truck's side cover and tail gate. **Instructions from PWO employees** given in this context must absolutely be obeyed by the truck driver **at all times**.
- The goods are loaded by the forklift operator. Then, the **truck driver must make the loading secure**.
- At the **exit gate** the **pager** must be **inserted in the returns shaft**. When the pager is returned, the **exit gate is opened** and the truck driver may leave the PWO premises.