



# Yard Management Guide

## FERRERO Stadtallendorf

*Stadtallendorf, October 2025*



## Change History Compared to Previous Version from 01.07.2024

Chapter	Change
Safety Rules for Drivers on the Premises	<ul style="list-style-type: none"><li>- Specification of the seat belt requirement</li><li>- Addition that filming is prohibited</li><li>- Carrying animals is only allowed in the driver's cab</li></ul>
Escalation Model for Violations of Safety Rules	<ul style="list-style-type: none"><li>- Various adjustments</li></ul>
Security Check	<ul style="list-style-type: none"><li>- Addition regarding the purpose of the security check and data recording</li></ul>



## Safety Rules for Drivers on the Premises

Hier gilt  
die StVO

The German Road Traffic Regulations (StVO) apply on the premises.



Maximum speed limit: 20 km/h.



Trailer doors must always be closed while driving.



Seat belt use is mandatory as soon as the truck is moved – including during maneuvering



Always wear a safety vest and safety shoes (**no** folded-down heel).



No consumption of alcohol or other intoxicating substances.



Photography and filming prohibited



Peanuts and peanut products are prohibited



Bringing animals is prohibited



Smoking only in designated areas



Engine must be turned off during loading / unloading; use wheel chocks if necessary



After receiving shipping documents, leave the premises



## Escalation Model for Violations of Safety Rules

Minor violations (within 2 months)	Escalation
- 2x not wearing PSA & not cooperative after instruction	Level 1
- 2x disrespectful behavior	Level 1
- 2x using mobile phone while driving	Level 1
- 2x not wearing seatbelt while driving	Level 1
- 3x exceeding speed limit (maximum 28 km/h)	Level 1
- 2x parking in no-parking zones (taking photos of documents)	Level 1
- 2x driving with doors open	Level 1
- 2x violation of one-way traffic rule	Level 1
- 2x U-turns at main gate/fire station	Level 1

Significant violations	Escalation
- 2x speeding violation (max. 35 km/h)	Level 2
- 1x speeding violation (> 35 km/h)	Level 3
- 1x assault	Level 3
- 1x driving/moving without a valid driver's license	Level 3



### Capture of Violations

#### Important:

Violations of safety rules are currently recorded and communicated at the freight forwarding level, meaning that in case of repeated offenses, escalation will be directed towards the last driver involved.

The escalation levels are as follows:

- **Level 1** → 3 months site ban for the driver involved in the repeated offense
- **Level 2** → 6 months site ban for the driver involved in the repeated offense
- **Level 3** → permanent site ban for the driver



## General Code of Conduct for Truck Drivers within the Factory Site of FERRERO Stadtallendorf

### Loading and unloading location:

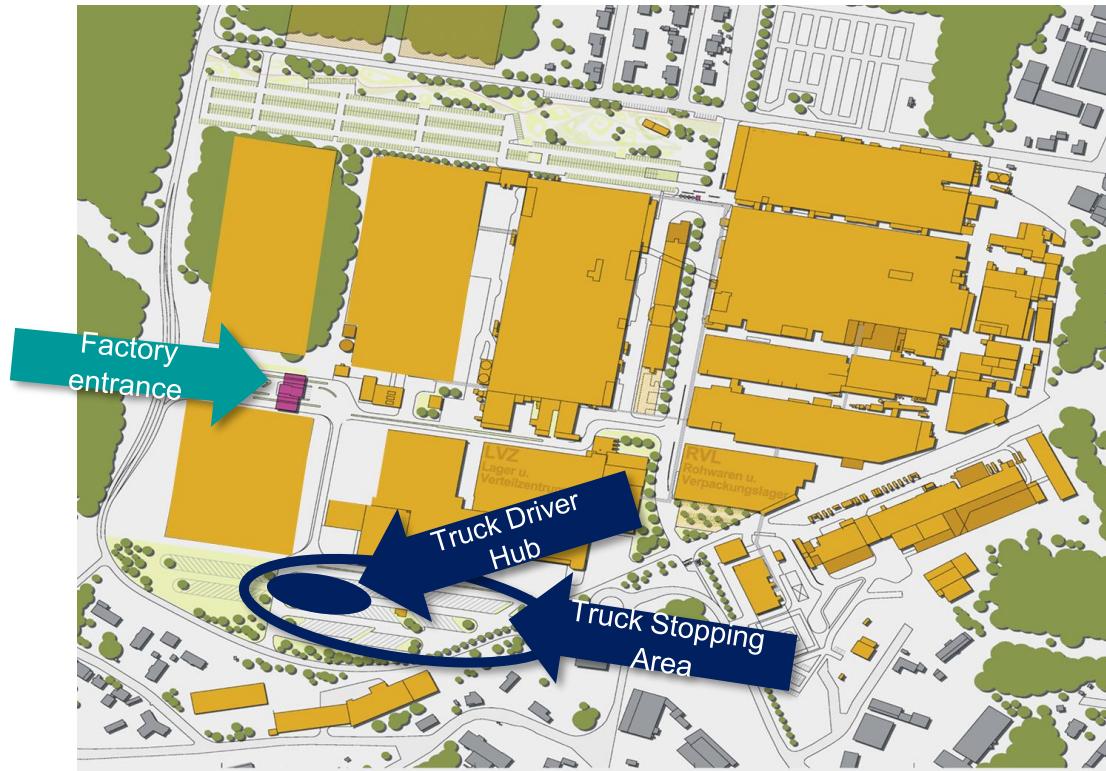
Ferrero Deutschland GmbH

SC Warehousing  
Michele-Ferrero-Straße 1  
D- 35260 Stadtallendorf

### Business hours:

Monday 05:00 a.m. - Saturday 2:00 p.m.

Last entry Saturday until 1:00 p.m.



All trucks with a loading or unloading assignment at the Stadtallendorf factory require a transport number: Behind this number, a loading or unloading appointment is reserved. This appointment must be **strictly adhered** to.

The transport number guides the truck driver through the entire process at Ferrero Stadtallendorf.



## Check In / Registration

After entering the factory site, the truck driver goes to the declared Self-Check-In (if no online registration has been made) and registers himself with the transportation number. With this registration made the transport is signed in. The time of registration will be compared with the arrival time of the truck and is the basis for the on-time performance.

A Self-Check-In is not possible for loading / unloading of **shipment containers**. Drivers need to contact the Ferrero employee at the Check-Out for the registration procedure.

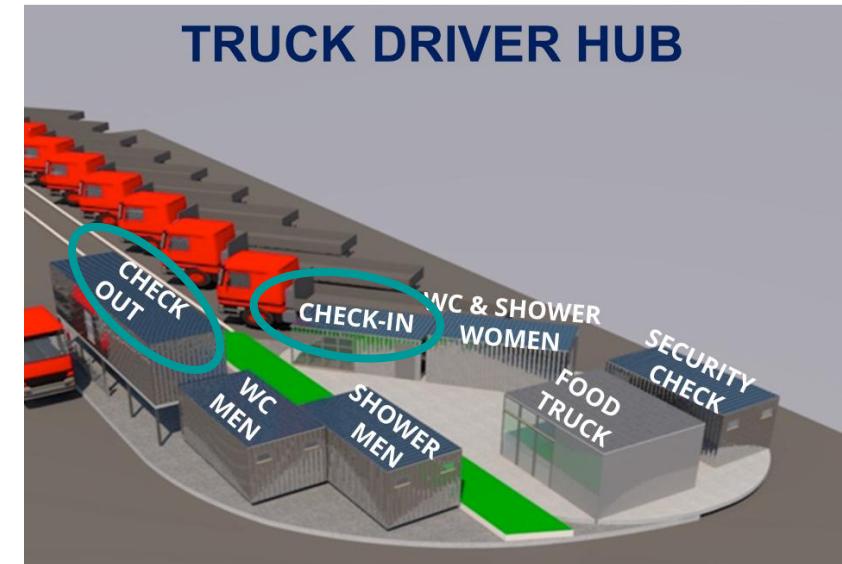
The **driver's mobile number** is needed for registration. The driver will get further instructions for the loading / unloading by a message via cell phone (SMS).

During registration, the quality requirements are also queried. The cargo space must be clean, dry, empty, odorless, and temperature-controlled. The cooling unit must be set accordingly, and the specified temperature must be consistently maintained throughout the entire transport.

The required loading temperature will be communicated again. The temperature must be maintained throughout the entire transport. Deviations can lead to the spoilage of our products and thus to a total loss of the goods. We must charge this total loss to the shipping company.

It is important to ensure all these conditions are met **BEFORE** loading to avoid delays in the further process for the shipping company and Ferrero

In case of problems with the registration, the truck driver can consult the staff at the check-out. After registration, the truck driver should stay in their vehicle or at the **TRUCK DRIVER HUB**.





## Security Check

From the time of registration until the end of loading or unloading, a security check must be carried out. During the security check, contact, identification, and transport- as well as vehicle-related data are collected, processed, and stored.

The collection, processing, and storage of data is necessary for the following reasons:

- Execution of the contract
- Identification of the person handing over or receiving the goods (authorization for access or pickup)
- Prevention and investigation of criminal offenses
- Ensuring the quality and safety of transport services

The personal data will be automatically deleted after 30 days in accordance with the data protection regulation.





## Security Check

From the time of registration until the end of loading or unloading, a security check must be carried out. The driver must visit the security team (see illustration on the right side) and provide the following information in the described format:

### 1. Truck Driver (personal-related data):

Presentation of the **original identity card** and **original driver's license**!

- First and last name
- Date of birth
- Identification card number
- Nationality
- Driver's license number
- Country of issue of the driver's license
- Cell phone number

### 2. Truck (vehicle-related data):

Presentation of the **original vehicle registration certificate**!

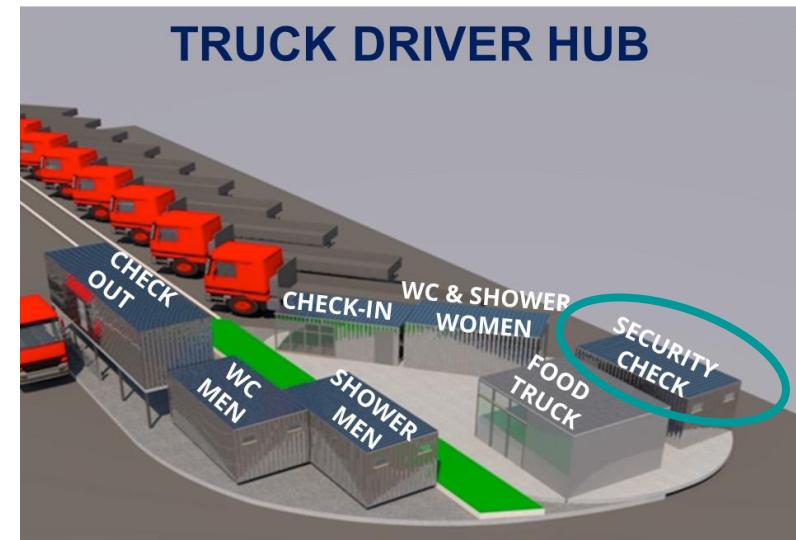
- License plate
- Country
- Vehicle registration number

### 3. Trailer (vehicle-related data):

Presentation of the **original vehicle registration certificate** or a **certified collective list** or a **color copy** or a **color scan in digital form** (no photo)!

- License plate
- Country
- Vehicle registration number or chassis number via collective list

If the security check is not completed by the end of loading or unloading, no signed shipping documents can be handed over to the driver. With the introduction of the security check, the previously required pre-notification of data is no longer necessary.





## Loading and Unloading (1/2)

The driver will receive an SMS on their mobile phone with information about which gate to go to for loading or unloading. For safety reasons, the trailer doors must always **remain closed during transit**.

We use two types of ramps, which need to be used differently:

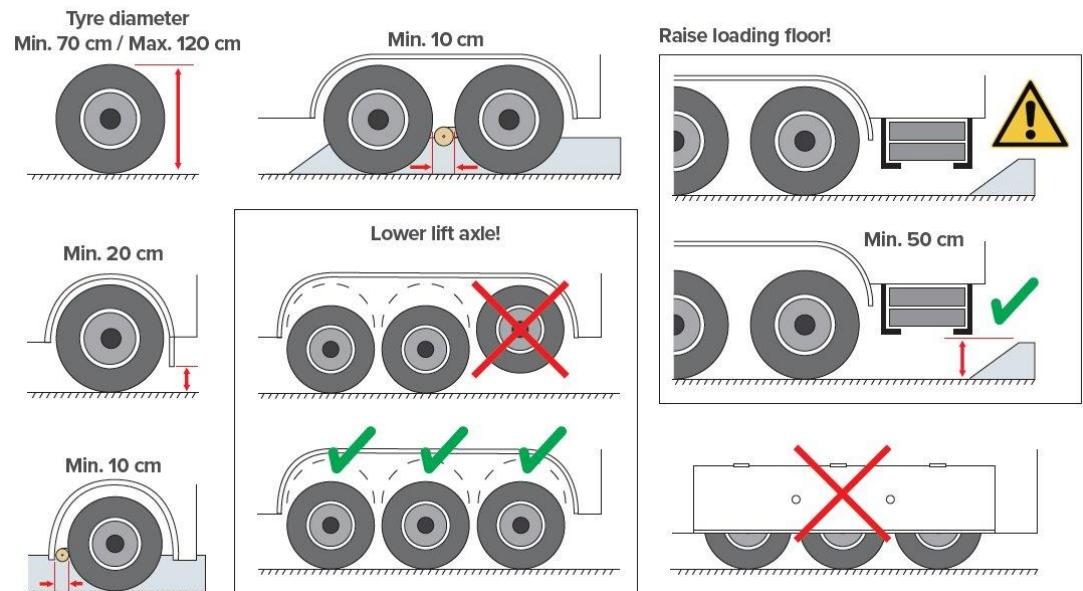
- Gate 01 – 52, 70 – 77, and 85: The trailer doors are opened before the ramp (remove the seal only in the presence of a Ferrero employee).
- Gate 60 – 69: Approach the ramps with the trailer doors closed. The doors will be opened from the inside after the Ferrero employee removes the seal.

At most gates, an automatic vehicle lock (Wheel Lok) is installed. Detailed information about this can be found by truck drivers at the check-in.

To avoid damage to the vehicle, the requirements for vehicle compatibility with the automatic vehicle lock must be observed.

If no Wheel Lok is installed at the gate, the vehicle **MUST** be secured with a **wheel chock**.

After docking at the gate and securing the vehicle, the **engine** must be **turned off**.





## Loading and Unloading (2/2)

During loading or unloading, the truck driver can remain in their vehicle. The driver is not allowed to enter the warehouse. Communication with the truck driver will be via SMS.

During and after loading, securing the cargo is necessary. Therefore, it is required to carry **at least four** fully functional **cargo securing bars** (bracing bars and, upon request, double-deck bars). The quality of the securing equipment will be recorded and evaluated by Ferrero during cargo securing.

After loading or unloading, the truck driver will receive an SMS informing them that they can drive away from the gate to close the doors. If a seal is required for further transport, it will be applied by Ferrero personnel.

The driver will receive their freight documents at the check-out if they have already completed the security check. **After this, the premises must be left immediately.**

For **loading and unloading from non-EU countries**, the requirements on page 9 must be considered.

### 1. Start Loading / Unloading

#### Loading



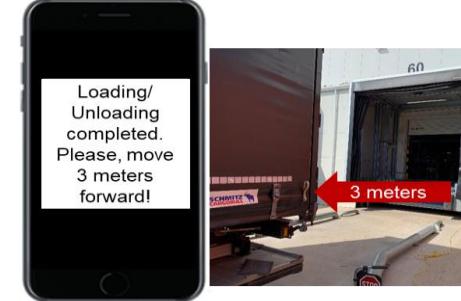
#### Unloading



### 2. Loading / Unloading



### 3. Finish loading / unloading





## Customs clearance – non-EU countries

For **unloading imports from non-EU countries**, the Ferrero customs department must be visited immediately after entry (before registration).

For **loading exports to non-EU countries**, the necessary customs and shipping documents will be prepared and handed over to the driver by the customs department staff, provided that the security check has already been completed.

The shipping documents **cannot** be picked up at the check-out.

### 1. Customs Department Ferrero

Business hours: Mo - Fr from 7 a.m. until 4 p.m.

### 2. Customs Office Marburg

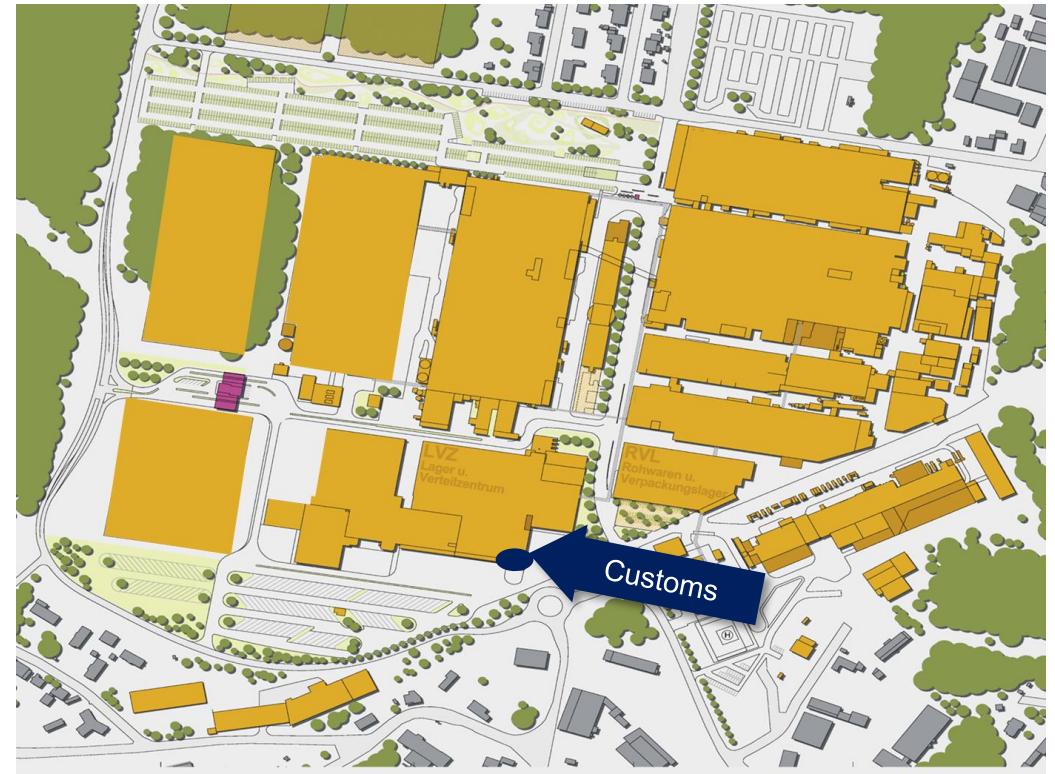
Ernst-Giller-Str. 2

35039 Marburg

Business hours :

Mo - Th. from 7 a.m. until 3.45 p.m.

Friday from 7 a.m. until 2.30 p.m.

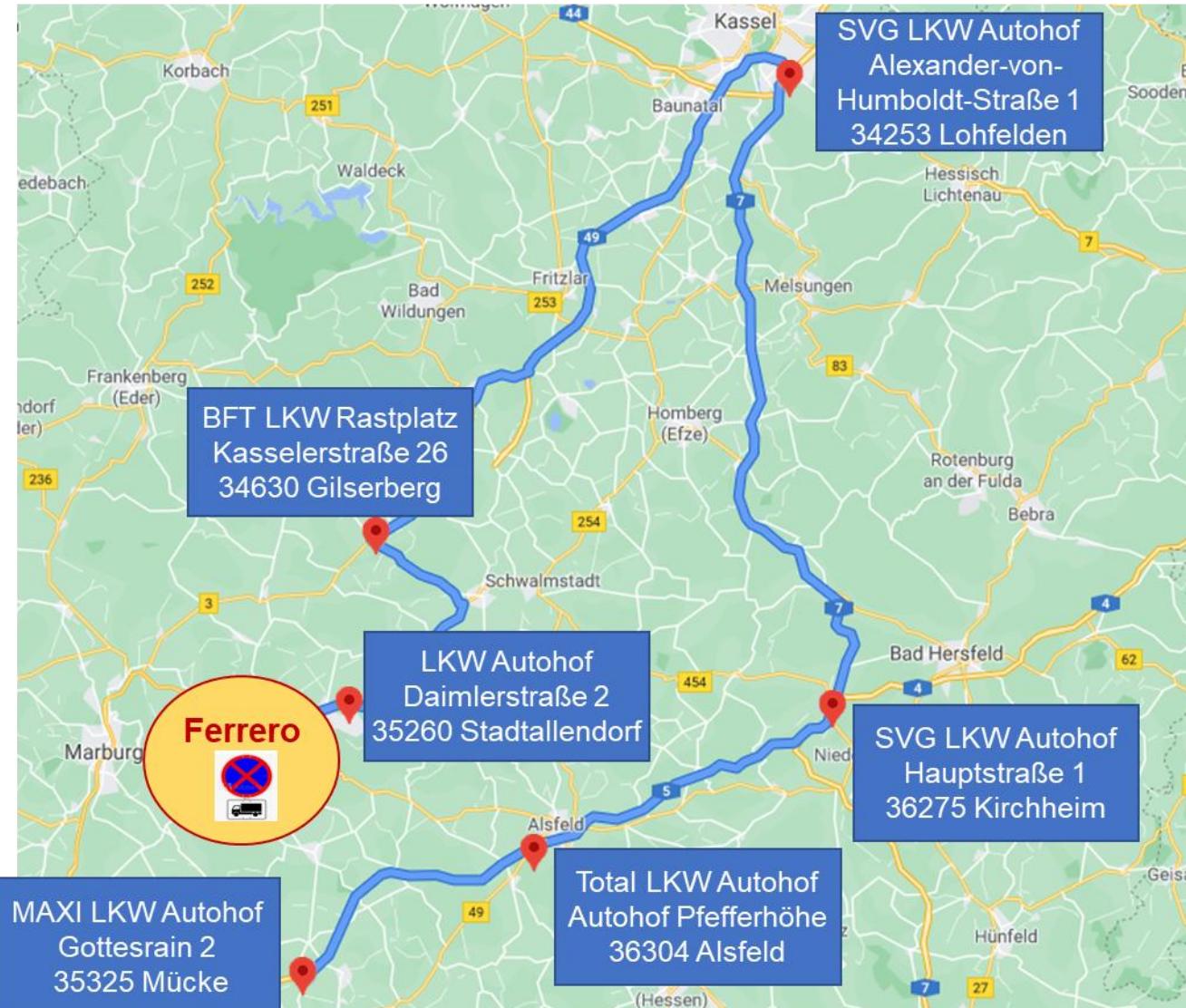




## Exit from the factory

The Ferrero truck stopping area must be left immediately after loading or unloading is completed (exceptions are round trips and exports to non-EU countries) – this stopping area is not a truck parking lot. There are sufficient truck parking spaces available around Stadtallendorf.

At the exit of the central factory entrance, the truck driver drives up to the closed gate, holds the ticket received upon entry to the barcode reader, and the gate will open for exit.





## TRUCK DRIVER HUB



### Further information

#### Catering & Sanitary Facilities

- The truck drivers have the opportunity to use the food stand "LVZ-Grill" on the Ferrero premises during waiting and loading/unloading times.
- Here, a wide range of food and drinks can be purchased.
- At the check-in, there is a vending machine for hot beverages.
- Sanitary facilities and shower rooms are also available for use.

#### Problems at the entrance

- If there are any problems with the transport, the transport manager of the freight forwarder needs to be informed immediately.