



**ZOLLERN Guidelines
Handling and
Loading Instructions**

Table of Contents

1. Purpose	3
2. General.....	3
3. Scope of Applicability.....	3
4. General Safety Regulations	3
5. Handling and Loading Instructions.....	3
5.1 General Cargo	3
5.2 Partial and Full Loads.....	4
5.3 Sea Freight	4
5.4 Air Freight	5
5.5 Parcel Service Providers (CEP)	5
6. Requirements for Loading Areas and Load Securing	5
7. Goods Receiving Time Slots	6
8. Symbols on the Packaging	6

1. Purpose

The purpose of this guideline is to ensure the safe loading and unloading of commercial vehicles with cargo, including goods subject to the Regulations on the Transport of Dangerous Goods by Road and Rail (GGVSE).

2. General

This guideline sets out general requirements for the collection of goods, transportation, and handling of shipments for Zollern GmbH & Co. KG.

In addition, the applicable national regulations and legal requirements must be observed.

These instructions must be strictly followed in order to prevent damage to the shipments and to avoid endangering people.

3. Scope of Applicability

This procedural instruction applies to ZOLLERN GmbH & Co. KG, in particular to the Laucherthal and Herbertingen plants.

4. General Safety Regulations

- **Personal Protective Equipment (PPE)**

The wearing of safety glasses, safety footwear, and a high-visibility vest is mandatory throughout the entire loading and unloading process.

- **Vehicle Requirements**

Only curtain-sided trucks (curtainsiders) are permitted for loading and unloading operations. Other vehicle types (e.g. box trucks, containers, etc.) are allowed only following prior written approval.

5. Handling and Loading Instructions

5.1 General Cargo

All packages with a weight of less than **3 metric tons** or a length of less than **3 loading meters** must be transported as general cargo shipments. This regulation applies uniformly to road freight, air freight, and sea freight. The maximum permissible weight per individual package is **1,200 kg**.

Laucherthal Plant

- Loading and unloading are carried out from the side or via the rear of the vehicle.

Herbertingen Plant

- Loading and unloading are carried out from the side or via the rear of the vehicle.
- Loading and unloading of containers is not possible.

5.2 Partial and Full Loads

All packages with a weight of more than **3 metric tons** or a length of more than **3 loading meters** must be transported as partial or full truckload shipments. This regulation applies uniformly to **road freight, air freight, and sea freight**.

Laucherthal Plant

- Box trucks are not permitted.
- Loading is carried out from the side or from above via the roof.
A sliding roof (Edscha roof) is mandatory for this purpose.
- Only direct loading is permitted; transshipment is not allowed.

Herbertingen Plant

- Loading and unloading are carried out from the side or via the rear of the vehicle.
- Packages weighing more than 8 metric tons are loaded and unloaded by crane.
- Top loading via the roof is possible; a sliding roof (Edscha roof) is mandatory.
- No loading or unloading of containers is permitted.
- Crates weighing more than 8 metric tons may only be loaded, unloaded, and transshipped using two crane hoists and suitable spreader beams.

5.3 Sea Freight

Laucherthal Plant

- Container shipments up to 20-foot containers are permitted.
- Containers are loaded from the rear of the vehicle.
- Direct loading only; transshipment is not permitted.

Herbertingen Plant

- Loading and unloading are carried out from the side or via the rear of the vehicle.
- Packages weighing more than 8 metric tons are loaded and unloaded by crane.
- Top loading via the roof is permitted; a sliding roof (Edscha roof) is mandatory.
- No container loading or unloading is permitted.
- Crates weighing more than 8 metric tons may only be loaded, unloaded, and transshipped using two crane hoists and suitable spreader beams.

5.4 Air Freight

Laucherthal Plant

All air freight shipments are generally declared as “**NOT SECURED**” and are always handed over by us under this status.

Herbertingen Plant

All air freight shipments are generally declared as “**NOT SECURED**” and are always handed over by us under this status.

5.5 Parcel Service Providers (CEP)

The same load-securing requirements apply to parcel service providers as to the transport of general cargo shipments as well as partial and full truckload shipments.

All parcels transported within the vehicle must be secured in such a way that any sliding or movement during transport is reliably prevented.

6. Requirements for Loading Areas and Load Securing

For all vehicles and collections - regardless of whether the goods are transported by air freight, sea freight, or exclusively by road - the following conditions apply:

- **Condition of the Loading Area**
The loading area must be dry, free from grease and oil residues, and clean-swept.
- **Use of Anti-Slip Mats**
Suitable anti-slip mats must be placed underneath all goods being transported.
- **Required Load-Securing Equipment**
A sufficient number of lashing straps, edge protectors, and other suitable load-securing equipment must be available to ensure proper securing of the load.
- **Condition of Lashing Equipment**
Lashing straps and ratchets must be in perfect condition and fitted with a clearly legible, rectangular inspection label.
- **Use of Turnbuckles (Spindle Tensioners)**
Turnbuckles must be used for larger winches. The internal spindle, which is shortened during tensioning, must be equipped with a suitable device to prevent unintentional loosening.

7. Goods Receiving Time Slots

At our sites in **Lauchenthal** and **Herbertingen**, a **time slot must be booked prior to each delivery**. This requirement applies exclusively to shipments with a consignment size of **3 metric tons and/or 3 loading meters (LDM) or more**.

Each registrant (supplier or freight forwarder) is required to provide all relevant references in full:

- Name of the freight forwarding company
- Vehicle license plate number
- Purchase order number
- Quantity
- Total weight

Lauchenthal Plant

You can access the time slot booking portal via the following link:

Link: [Book a meeting](#)

Herbertingen Plant

You can access the time slot booking portal via the following link:

Link: [Bookings mit mir – Wareneingang HER – Outlook](#)

8. Symbols on the Packaging

The following symbols are used for the clear identification and proper handling of the packaging of Zollern GmbH & Co. KG.

They provide transport service providers, warehouse personnel, and consignees with information on the correct handling, transportation, and storage conditions of the packaged goods.





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