

### **Entry / Exit of Goods Transport Vehicle**

#### **Incoming Driver / Cleaner /Transporter Person's**

- After getting down from vehicle, stand in queue at gate maintaining social distancing. Circles are marked for the purpose.
- All drivers, cleaners, and transporter personal to follow the procedure as applicable for employee including temperature measurement, wearing mask all the times, maintaining distance, and providing self-declaration.
- All necessary documents to be handled by individuals only after wearing proper rubber gloves and properly sanitized.

#### **Incoming vehicles**

- Sanitizing area to be marked before weigh bridge.
- All vehicles (with & without material) to be sanitized completely.
- Vehicles will be sanitized only after readiness confirmation received from Stores OR Loading team. Post sanitizing, vehicle will be allowed to enter factory premises and directed to designated loading and unloading area (which are outside factory shed).
- All external documents (LR copy, invoices, packing list etc) received along with incoming material to be kept in a corrugated box for minimum cool off time (12 hrs).
- The inward material will be unloaded in a specific area and to the extent possible it should be opened after 12/24 hrs cooling period.
- Driver/ Cleaner to be directed to cabin area. Regular sanitization to be done in cabin area.
- No driver / cleaner will be allowed to stay or cook food inside the factory premises (in case vehicle loading is not completed on same day).
- Vehicles inward and outward movement to be completed between 10 am to 4 pm every day.

#### **Outgoing Vehicles**

- After loading/ unloading material, necessary documents (invoices, packing list etc) to be kept in envelop and handed over to driver/ cleaner.
- Transporter person for LR preparation to follow the rules of entry at Security Gate. He will prepare the LR at the cabin near the security cabin. Alternatively, invoice details will be sent by E mail to transporter and they will send the soft copy of LR copy by mail. Hard copy will be collected at later stage along with bill.
- Loaded vehicles to be sanitized and declaration to be given to outgoing vehicle.

#### **Chassis Entry/Exit**

- Chassis entry to be made between 10:00 am to 3:00 pm. Any chassis reaching KCPL beyond this time will be entered on next working day.
- Drivers to follow procedure laid for visitor entry.
- All necessary documents to be handled by individuals only after wearing proper rubber gloves and properly sanitized.
- Chassis to be sanitized in designated area before weigh bridge, including inside of driver's cabin.
- After Stores entry & Quality inspection, Chassis to be parked in designated parking lot by customer's driver and keys to be handed over to Security.
- Individuals must sanitize their workplace regularly after paperwork is completed.
- For Chassis handover, customer's driver movement to be restricted to visitor's cabin near security cabin.