

# Shipping/Receiving Delivery Permit

Howmet Aerospace, Cleveland, Ohio

<b>Carrier/Shipper:</b>	<b>Driver:</b>	<b>Date:</b>
Receiving Approval Stamp:	Time in:	Time out:

**INSTRUCTIONS:**

1. **ALL TRUCKS MUST REPORT TO THE SCALE HOUSE TO BE WEIGHED BEFORE & AFTER UNLOADING, unless told otherwise.**
2. **This permit must be stamped by the receiving and/or shipping department. An outbound shipment bill of lading or miscellaneous shipping order is acceptable.**
3. **The scale ticket must be left with the scale house office after weighing.**
4. **This permit must be returned to the Security Office at Gate 5 or The Upper Scale house, before leaving Cleveland Works.**

**All General Delivery Drivers will be issued Personal Protective Equipment (PPE).**

**CHECK ITEMS SUPPLIED BY DRIVER:**  Hard hat  Safety glasses  Vest  Hearing Protection

**NOTE: If the driver has their own PPE, proof must be shown to Security.**

Cleveland Operations is equipped with surveillance cameras that monitor the plant property. If a driver is found not wearing the required PPE, they will not be permitted to load/unload and may be subject to removal from the plant property.

PPE (helmets, eyeglasses and shoes) issued to drivers must be returned to Security before leaving the property.

The driver's company may be contacted about any PPE not returned. (COST: Hardhat = \$8.00, Safety glasses = \$4.00, Shoe = \$155.00)

Hardhat # \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEARING PROT	VEST	GLASSES	HARD HAT
CHECK ITEMS SUPPLIED BY GATE 5			

Company Name & Phone Number	Signature	Date

**Are you a U.S. Citizen?**  Yes  No (Name of Country) \_\_\_\_\_

Form #GRD002

Revised: 02/14/2017

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## Safety and Health Rules

All contractors, service personnel and visitors must abide by the safety and health rules prescribed for Cleveland Operations employees. Violators of any rules listed below will be asked to leave the plant and may not be permitted to return.

1. The speed limit in all parking lots and roadways is 10 mph. You must obey all signs and pavement markings, including: Speed Limit, Stop, Yield, No Parking and No Pedestrian Crossing.
2. You are required to wear safety glasses with side shields, hard hat, hearing protection, sturdy shoes & high visibility vest at all times when in one of the Cleveland Operations manufacturing plants.
3. You are not permitted in any area of the Cleveland Operations facility unless accompanied by or have received direct authorization from a Howmet employee.
4. Appropriate work apparel shall be worn at all times. Visitors will be denied entrance if:
  - No shirt
  - Wearing shorts
  - Wearing open-toed shoes (such as sandals)
  - Tennis shoes are acceptable if abiding by Rules 5 & 6
  - Arriving with children
5. You must remain within walkways when walking through the plant.
6. Visitors must stay with an Howmet employee at all times.
7. Cameras, firearms, intoxicants and controlled substances are prohibited on Cleveland Operations premises.
8. The use of cell phones is prohibited while operating mobile equipment, including personal or company vehicles.
9. No smoking in any building or within 25-ft of entrances and/or within proximity to building ventilation air intakes. This would also include mobile equipment doors, windows, or any other opening in a building that would allow smoke to pass through.
10. No standing on flatbed trailers or loads without fall prevention/protection regardless of frequency. The only exceptions to this requirement are "low boy" trailers 2ft or less in height, pickup trucks, delivery trucks less than 4ft with built-in stairs and elevator trucks which are designed for the operator to ride the platform up and down.
11. All tarping and untarping must take place at the tarping station behind S-Plant or by using a designated platform. Loading/unloading must take place without accessing the bed. If bed must be accessed, then fall protection, such as the designated platforms, must be used. If you are unable to use one of these options, then you must coordinate an acceptable alternative with the EHS Dept. by contacting your Howmet Contact or Security.
12. Truck Drivers are prohibited within 15 ft of tractor/trailer while it is being loaded or unloaded by either fork truck or crane. Drivers must remain in designated location and in clear visibility of the truck driver/crane operator who is loading the trailer. High visibility vest MUST be worn by the driver whenever he/she is on plant site.

\_\_\_\_\_  
Guard Initials/Date

\_\_\_\_\_  
Driver Initials/Date

**I have read, understand and will comply with the above listed requirements.**

Print Name

Signature

Date

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