

## Instructions for transport partners

### - Exchange of loading tackles -

For transports with exchange of loading tackles (e.g. Euro Pallets) the following rules apply. You can recognize the exchange of loading tackles in the transport order with the indication "Att. Loading tackles".

1. The transport partner is responsible for the exchange and return of the package items used during the transport to an establishment of Meyer & Meyer or to an agreed unloading area.
2. The transport partner keeps an account of exchanged and not-exchanged package items.
3. At each taking over / handover of package items, a loading tackle note must be prepared.

Mandatory indications on the loading tackle note (see page 2):

- ✓ Type and amount of the loading tackles
  - ✓ Date of the taking over / handover
  - ✓ Forwarder / recipient
  - ✓ Stamp and signature of the customer
4. If loading tackles are not be exchanged at the unloading place, the reason for the non-exchange must be documented on the loading tackle note as follows:  
*„Loading tackles not exchanged corresponding to the instruction of Mr. / Mrs. XYZ. / Recipient was not able to exchange the loading tackles, because there were no empties. “*
  5. If a customer refuses a receipt of taken loading tackles it must be documented on the loading tackle note:  
*„Mr. / Mrs. XYZ has refused the signature. “*
  6. Exchanged loading tackles must be checked by the drivers upon their completeness and external visible damages. Exchanged loading tackles and damages must be documented (see page 3).
  7. In general, loading tackles must be changed at the unloading place. The whereabouts of loading tackles must also be documented and acknowledged. If the recipients do not want to exchange loading tackles, the dispatch department must be informed immediately.

Exceptions:

- The responsible person at the unloading place prepares an original DPL-note or another equal original document.
  - There is no obligation of exchanging loading tackles.
8. If a swap body with loading tackles is placed or picked up (because of an instruction of the dispatch department) at an area where no receipt of a customer can be made, a loading tackle note has to be prepared as follows:
    - ✓ Area of placing (company and address)
    - ✓ Number of the swap body
    - ✓ Amount of the loading tackles inside the swap body
    - ✓ Name of the dispatcher, who has allocated the placing of the swap body
    - ✓ Origin of the loading tackles
  9. The original loading tackle notes must be annotated with the loading number of the transport and sent as originals by post to:

*Meyer & Meyer Transport Services GmbH & Co. KG  
- Zentrale Lademittelverwaltung -  
Hettlicher Masch 7, 49084 Osnabrück*



Meyer & Meyer  
Transport Services GmbH

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www.meyermeyer.de

Postanschrift  
Postfach 30 29  
49020 Osnabrück



Peine  Osnabrück  Hausgeräte  RVFAH

Palettschein Nr.: 532836 \* Verlade-Nr.:

Fahrer \_\_\_\_\_ Kennzeichen \_\_\_\_\_  
Unternehmer \_\_\_\_\_ WK \_\_\_\_\_

Ladestelle \_\_\_\_\_  
\_\_\_\_\_

<input type="radio"/> geliefert	_____ Euro	davon defekt	_____
	_____ Gibo	davon defekt	_____
	_____ DD	davon defekt	_____
	_____ sonstige	davon defekt	_____
erhalten	_____ Euro	davon defekt	_____
	_____ Gibo	davon defekt	_____
	_____ DD	davon defekt	_____
	_____ sonstige	davon defekt	_____

Datum \_\_\_\_\_ Stempel / Unterschrift Firma  
BITTE IN DRUCKBUCHSTABEN

Entladestelle \_\_\_\_\_  
\_\_\_\_\_

<input type="radio"/> angeliefert	_____ Euro	davon defekt	_____
	_____ Gibo	davon defekt	_____
	_____ DD	davon defekt	_____
	_____ sonstige	davon defekt	_____
erhalten	_____ Euro	davon defekt	_____
	_____ Gibo	davon defekt	_____
	_____ DD	davon defekt	_____
	_____ sonstige	davon defekt	_____

Datum \_\_\_\_\_ Stempel / Unterschrift Firma  
BITTE IN DRUCKBUCHSTABEN

Palettenverbleib \_\_\_\_\_  
\_\_\_\_\_

<input type="radio"/> angeliefert	_____ Euro	davon defekt	_____
	_____ Gibo	davon defekt	_____
	_____ DD	davon defekt	_____
	_____ sonstige	davon defekt	_____

Datum \_\_\_\_\_ Stempel / Unterschrift Firma  
BITTE IN DRUCKBUCHSTABEN

**Important: The client must confirm receipt and outgoing of loading tackles by stamp and signature**



An exchangeable pallet in the European Pallet Pool (800 x 1200 mm) looks like this:



Not-exchangeable Euro Pallets:

If Euro Pallets have one or more of the following damages, these pallets are not exchangeable and must be repaired.

<p>A floorboard or edge board is splintered, that more than one nail or screw shaft is visible.</p>	
<p>One board is missing.</p>	
<p>One block is missing or splitted, that more than one nail is visible. Twisted blocks shall not exceed the pallet by more than 10 mm.</p>	
<p>A board is broken crosswise or diagonally.</p>	
<p>More than two floorboards or edge boards are splintered, that more than one nail or screw shaft is visible.</p>	

More characteristics of bad general condition:

- The load capacity is no longer ensured (rotten, strongly splintered).
- The contamination is so strong that the goods may be polluted.
- Strong splinters are visible at several blocks.
- Obviously forbidden elements were used (e.g. too thin boards, too narrow blocks).

