



## Notes on procedure for entry, loading & unloading and exit at Gate 2

- a. Complete the lorry registration form and have your freight papers ready (1).
- b. Report at the gate with the lorry registration form and freight papers. Enter the office without being asked (2) when not more than 3 people are waiting at the counter.
- c. After handing over your papers, drive up to the first light at Gate 2 at the time you have been given or when you hear the pager signal (3). Make sure that your front number plate is clean and can be read easily before entry.
- d. When you see the green signal, drive up to the stop line in front of the barrier at Gate 2 (4).
- e. Your registration number will be recorded automatically; this can take a few seconds. The barrier will open automatically after your registration number has been successfully recorded. Please stay in your vehicle! Do not get out!
- f. Drive to the loading or unloading point you have been instructed to go to.
- g. Park your vehicle in the waiting area located in front of the loading points and report to the relevant loading or unloading point.
- h. After loading or unloading, secure your vehicle and leave the loading or unloading point without delay so that your colleagues can drive up quickly.
- i. Drive to the Gate 2 exit and up to the first light at the exit (5).
- j. When you see the green signal, drive up to the stop line in front of the barrier at Gate 2 (6).
- k. Your registration number will be recorded automatically; this can take a few seconds. The barrier will open automatically after your registration number has been successfully recorded. Please stay in your vehicle! Do not get out!
- l. Park your vehicle in the lorry park and enter the office without being asked when not more than 3 people are waiting at the counter. (2)

