

Shipping/Receiving Delivery Permit

Alcoa Inc. Cleveland, Ohio

Carrier/ Shipper:	Driver:	Date:
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 misc. 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 before leaving Cleveland Works.**

All General Delivery Drivers will be issued Personal Protective Equipment (PPE). NOTE: If the driver has their own PPE, proof must be shown to Security.

Cleveland Works 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)

Company Name & Phone Number	SIGNATURE	DATE

ARE YOU A U.S. CITIZEN?

GRD002

YES _____ NO (Name of country) _____

Safety and Health Rules

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

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| <ol style="list-style-type: none"> 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 at all times when in one of the Cleveland Works manufacturing plants. 3. You are not permitted in any area of the Cleveland Works facility unless accompanied by or have received direct authorization from an Alcoa employee. 4. Appropriate work apparel shall be worn at all times. Visitors will be denied entrance if: <ol style="list-style-type: none"> a. No Shirt. b. Wearing Shorts c. Wearing Open-toed shoes (such as sandals) d. Tennis shoes are acceptable if abiding by rule #5 and #6 e. Arriving with Children 5. You must remain within aisleways when walking through the plant. | <ol style="list-style-type: none"> 6. Visitors must stay with an Alcoa employee at all times. 7. No smoking permitted in offices or public meeting rooms. 8. No Cameras, firearms, intoxicants and controlled substances allowed on Cleveland Works premises. 9. The use of cell phones is prohibited while operating mobile equipment. 10. Anyone who accesses the flatbed trailer or covered wagon is required to wear a hardhat with a chinstrap attached at all times while on the trailer bed. 11. Access to flat bed trailers is limited to the deck level only. Under no circumstances is anyone permitted to climb on the load. |
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Hardhat # _____

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

Print Name: _____ **Signature:** _____ **Date:** _____