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P-21 – COLLECTION AND SUPPLY HANDLING (LOGISTICS) - FOR CUSTOMERS AND MAINTENANCE SERVICES

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CHANGELOG

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1. GOAL OF THE PROCEDURE, USERS

The goal of the procedure is to clarify the process of the delivery and pickup services that are performed at the CBTI Beyond.pl (Information Technology Research Center at Beyond.pl).

Users of this document are mostly Customers of Beyond.pl and third parties that deliver their services at Beyond.pl Data Center 2 such as construction finishing, repair and maintenance and thus performing product delivery/pickup using a logistic module).

2. RANGE OF PROCEDURE

The procedure should be considered together with *P-30 - Personal Security Check - Metal Detection and Baggage Screening*, *P-31 – Vehicle Security Check*. The procedure applies to non-dimensional shipments of which delivery requires entering gate BR02 and the use of an unloading ramp of the logistics module.

Legal basis: Act of 22 August 1997 r. on the protection of persons and property (Dz. U. 1997 nr 114 poz. 740).

ATTENTION!

Transport of dangerous and hazardous materials such as: toxic materials, explosive materials, radioactive materials is prohibited under any circumstances.

Transport of potentially dangerous materials such as: acids, self-igniting materials, compressed gas, flammable materials, combustible materials, poisonous substances, toxic substances, volatile substances, refrigerant are possible only under specific circumstances.

Justification of transporting such materials should be provided by the visitor using the F-38 - Application of Permission to Perform Works - the exception applies to Maintenance Services only - **Clients are prohibited from transporting any type of dangerous and hazardous materials.**

3. INSTRUCTIONS OF PROCEDURE

3.1. DELIVERY/PICKUP - CUSTOMERS

- Customer sends a notification to help.desk@beyond.pl stating the planned delivery/pickup of equipment, according to instructions contained in IDW-06 - *Infrastructure Service Policy at CBTI Beyond.pl*. A notification should contain the following information:
 - customer/sender company name

- information indicating whether it involves delivery or pickup
 - transport company name
 - delivery/pickup date
 - consignment note number
- In the system a ticket is issued. Service Desk Team informs the Customer about the assigned application number. The sender puts the application number on the consignment.
 - When a vehicle arrives, a security staff member verifies the name of the Sender/Receiver, application number and consignment note number. After successful verification a security staff member lets the vehicle enter the BR01 gate.
 - Before opening the BR02 gate, a security staff member performs a security check according to *P-30 – Personal Security Check – Metal Detection and Baggage Screening*, takes the driver's data, fills out appropriate registries, performs a vehicle inspection according to *P-31 - Vehicle Security Check*, issues a badge.
 - After successful verification a security staff member opens the BR02 gate (following gates BR01 and BR02 synchronizing rules).
 - While docking and unloading/loading all instructions given by a security staff member/CBTI personnel attending the delivery/pickup must be followed with no exceptions.
 - CBTI personnel prepares an equipment transfer document, requires a signature of the person in charge of delivering/receiving goods.

CBTI personnel informs a security staff member that the process of unloading/loading has been completed and the BR02 gate can be opened.

- Before leaving the building, the driver and the passengers are obliged to give back the badges to the security office.
- The main checkpoint opens the BR01 gate (following gates BR01 and BR02 synchronizing rules) and fills out appropriate registries.

3.2. DELIVERY/PICKUP – MAINTENANCE SERVICES

- The Maintenance Service Center sends a filled out *F-38 - Application of Permission to Perform Works* to prace.dc2@beyond.pl until 3 p.m. of the day preceding the works.
- In justified cases arising from application F-38, the Applicant/ Maintenance Service Center can use the unloading carport of the logistic module.

- Before opening the BR02 gate a security staff member performs a security check according to *P-30 – Personal Security Check – Metal Detection and Baggage Screening*, takes the driver's data, fills out appropriate registries, performs a vehicle inspection according to *P-31 - Vehicle Security Check*, issues a badge and a service card (if justified).
- A security staff member informs the Technical Service Team (ZOT) about the arrival of the Maintenance Service.
- After successful verification a security staff member opens the BR02 gate (following gates BR01 and BR02 synchronizing rules).
- The person in charge of receiving/releasing goods informs a security staff member that the process of unloading/loading has been completed and the BR02 gate can be opened.
- The main checkpoint opens the BR02 gate (following gates BR01 and BR02 synchronizing rules) and fills out appropriate registries.
- Before leaving the ITRC facility, the driver and the passengers are obliged to give back the badges to the security office.

4. RELATED DOCUMENTS

P-26 - The procedure for handling the applications for permission to carry out work - version for Maintenance Services;

P-30 - Personal Security Check - Metal Detection and Baggage Screening;

P-31 - Vehicle Security Check;

F-38 - Application of Permission to Perform Works;

IDW- 06 - Infrastructure Terms of Service.

Approved by

Date and Signature