

SULID

Site (Un)Loading Information Document

SITE SPECIFIC

A. OPERATING COMPANY

A1	Name	SABIC Innovative Plastics BV
A2	Street + number	Plasticslaan 1
A3	Postal / Zip code	4612 PX
A4	Town	Bergen op Zoom
A5	Country	Netherlands
A6	Contact person	Dhr. Ronald de Nooijer
A7	Telephone number	+31 164 292404
A8	E-mail address	ronald.denooyer@sabic-ip.com
A9	Author of this document	Ronald Ostenmeijer
A10	Date of latest revision of this document	11-02-2015

B. GENERAL INFORMATION - SITE

B1	General safety, health, environmental and security requirements and information clearly displayed/communicated at the entry (e.g. traffic rules, PPE, smoking policy, emergency number, alarm procedure, etc.)	<input type="radio"/> Yes <input type="radio"/> No	Comments (e.g. introduction video)
		<input type="text" value="introduction video on site behavior"/>	
B2	Minimum PPE requirements for entering the site	<input checked="" type="checkbox"/> Safety Helmet (EN397)	<input checked="" type="checkbox"/> Safety spectacles (EN166-3 with side protection)
		<input type="checkbox"/> Safety goggles (EN166)	<input type="checkbox"/> Safety gloves (EN388)
		<input checked="" type="checkbox"/> Safety gloves (EN374)	<input checked="" type="checkbox"/> Overall (EN533-EN1149/5- EN13034 type6)
		<input checked="" type="checkbox"/> Warning vest (EN471)	<input checked="" type="checkbox"/> Safety shoes (EN20345S1/ EN20345S2)
		<input type="checkbox"/> Hearing protection (EN352)	<input type="checkbox"/> Safety harness (EN361)
		<input type="checkbox"/> Other :	<input type="text"/>
B3	Languages spoken by (un)loading operators	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input checked="" type="checkbox"/> Dutch <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Italian	
		<input type="checkbox"/> Polish <input type="checkbox"/> Other :	<input type="text"/>
B4	Transperanto used (ref. www.transperanto.org)	<input type="radio"/> Yes <input type="radio"/> No	
B5	Location of site: industrial area, residential area, rural area	<input type="text" value="industrial area"/>	

DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.

- B6 Are there any vehicle access restrictions?** (e.g. height, weight, size, routing) Yes No **Please specify:**
- B7 Is sufficient parking space for trucks available outside the fence?** Yes No
- B8 Are toilets available to drivers?** Yes No

C. SITE RECEPTION AND DOCUMENTATION CHECK

- C1 General site opening hours** From: Till:
 From: Till:
- C2 Slot booking (un)loading applied ?** No Yes **Tel/www:**
- C3 If slot booking is applied, is parking space available for early arrivals?** Yes No
- C4 Rush hours on site** From: Till:
 From: Till:
- C5 Latest time of arrival with guaranteed (un)loading the same day**
- C6 Location of first reception of drivers** At the gate At (un)loading location At the plant
- C7 Driver Identification** Official ID card Company ID card
 Other :
- C8 Specify the documents needed to enter the site**
 Drivers license European Cleaning Document
 ADR training certificate Pressure/vacuum tests
 Certificate of analysis Customs documents
 ISOPA license Certificate of Conformity
 BBS certificate ADR certificate of approval for vehicles carrying dangerous goods
 Other :
- C9 Routing on site** Instructions given at the entry Routing signs clearly displayed
 Other :
- C10 Are BBS guidelines for safe loading & unloading (see www.cefic.be) of road freight vehicles embedded in company procedures?** Yes No
- C11 Will a sample be taken?** No Yes by Operator Surveyor Driver
 If drivers are taking samples: do supplementary procedures apply? BBS-guidelines Others
- C12 Sampling location** Top Bottom In-line

DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.

- C13** Do you ascertain that the correct goods (ADR and non-ADR) are unloaded by comparing the relevant information on the documents with the information on the packages, containers, tanks, vehicle, ...
- Yes No

D. SITE INCIDENT MANAGEMENT

- D1** Is an emergency system present and is it tested periodically? No Yes Yes and tested every year
- D2** Is a trained emergency response team available on-site? Yes Doctor First aid team Fire brigade
 No, but readily available from outside No
- D3** Is there a near-miss/incident reporting system in place? Yes No

E. SPECIFIC INFORMATION OF (UN)LOADING AREA (to be completed for each product or group of products with identical (un)loading requirements)

- E1** (Un)loading product(s) (include UN number(s) if applicable)
- E2** (Un)loading point (specific location)
- E3** Are several points of (un)loading present per site?
- E4** Specific PPE needed (EN-standard to be added) other than generally required PPE in B2
- Acid/chemical suits
 Visors
 Breathing apparatus
- | | | | |
|--------------------------|----------------------|--------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | Spec.: | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | Spec.: | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | Spec.: | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | Spec.: | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | Spec.: | <input type="text"/> |

F. (UN)LOADING AREA / INSTALLATIONS / PROCEDURES (to be completed for each product or group of products with identical (un)loading requirements)

- F1** Is the area under cover? Roofed / well protected Some protection No protection
- F2** Type of surface on which the (un) loading activity is taking place Concrete Bitumen Gravel
- F3** Is a spill containment present? Yes No
- F4** Is lighting present? Yes No
- F5** Available clearance height for (un) loading? meter
- F6** Position of vehicle Flat Slight inclination Very steep inclination
- F7** Protection against vehicle movement Wheel chocks/clamps/chains Key / brake protection No protection

DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.

F8	Is vehicle reversing necessary? (excluding loading docks)	<input type="radio"/> No <input checked="" type="radio"/> Yes, assisted by site operator <input type="radio"/> Yes, unassisted
F9	Driver Presence during (un)loading	<input checked="" type="radio"/> YES, all the time <input type="radio"/> Only for (dis)connecting <input type="radio"/> NO
F10	Operator Presence during (un)loading	<input checked="" type="radio"/> YES, all the time <input type="radio"/> Only for (dis)connecting <input type="radio"/> NO
F11	Is driver assistance required during (un)loading ?	<input checked="" type="radio"/> YES <input type="radio"/> Only for (dis)connecting <input type="radio"/> Not at all
F12	Location of truck keys during (un)loading	<input type="radio"/> In truck <input checked="" type="radio"/> With the operator <input type="radio"/> Key box <input type="radio"/> Other: <input type="text"/>
F13	Is shelter provided when the driver is required to stay out of his truck during (un)loading?	<input checked="" type="radio"/> Yes <input type="radio"/> No
F14	(Un)loading instructions available to the driver?	<input checked="" type="radio"/> Yes <input type="radio"/> No
F15	Is the truck (un)loading on a public road?	<input type="radio"/> Yes <input checked="" type="radio"/> No
F16	Is there traffic (trucks, FLT, pedestrians) close to the (un)loading area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
F17	Is the connection clearly labelled?	<input checked="" type="radio"/> Yes <input type="radio"/> No
F18	Is the connection point locked?	<input checked="" type="radio"/> Yes <input type="radio"/> No
F19	Which couplings are used (type and size) (e.g. TW DN 80, SYM DN 80, etc..Guillemin, BSP, flange, Todo, Camlock,)	<input akzo="" coupling"="" m88="" type="text" value="2"/>
F20	Are adaptors available?	<input checked="" type="radio"/> No <input type="radio"/> Yes Specify which adaptors are available: <input type="text"/>
F21	Sampling location: rear/middle/height and distance restrictions	<input type="text" value="no restrictions"/>
F22	The (un)loading point is designed for :	<input type="checkbox"/> One compartment <input checked="" type="checkbox"/> Multicompartment <input type="checkbox"/> Tankcontainers <input type="checkbox"/> Other : <input type="text"/>
F23	Type of bulk (un)loading:	<input type="checkbox"/> Pump <input type="checkbox"/> Compressor <input checked="" type="checkbox"/> Compressed air <input type="checkbox"/> Dedicated <input type="checkbox"/> From operating company <input type="checkbox"/> From haulier <input type="checkbox"/> Other : <input type="text"/>
F24	If nitrogen is used and if so, are danger labels applied?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
F26	(Un)loading pressure range (please clarify PSI, Bar, ...)	<input type="checkbox"/> Minimum <input type="text"/> <input type="checkbox"/> Maximum <input type="text"/>
F27	Bulk (Un)loading rate	M ³ /hr <input type="text" value="± 30"/>

DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.

F28 (Un)loading temperature Minimum
 Maximum

F29 Way of (un)loading Bottom Top Flexible hose Loading arm

F30 Access to top (bulk equipment) Fixed Gantry
 Mobile staircase
 Vehicle ladder with fall arrest harness and safe connection point
 Vehicle ladder without fall arrest harness and/or safe connection point
 Other (specify)

F31 Work on top (bulk equipment) Fixed Gantry with full fall protection
 Mobile staircase with safety cage
 Vehicle handrails with fall arrest harness and safe connection point
 Vehicle handrails without fall arrest harness and/or safe connection point
 No fall protection available

F32 Height or range (min/max) of gantry meter
 Left access Right access

F33 Is a hose present? From operating company From driver

F34 Hose lifting (e.g. manual, hoisting device, etc...) present if top(un)loading is applicable? Yes No

F35 Hose length m

F36 Are other specific hose requirements applicable? Special material Additional length Special gaskets
 Conductivity test
 Other :

F37 Is vapour return used? Yes No

F38 If vapour return is used, are hoses present? Yes No N/A

F39 Size of connection for vapour return

F40 Is vacuum protection (relief valve) available if vapour return is used? Yes No N/A
(e.g. low pressure trip, low vapour return flow trip, etc..)

F41 Is depressurising possible (when needed) (describe how it is done)? Yes No N/A Describe:

F42 Is there an emergency stop for fixed installation? Yes, in the discharge area and at safe distance
 Yes, only in the discharge area
 Not present

F43 Does the site require vehicles to be equipped with a remote control on the bottom valve? Yes No

F44 Earthing required (Red/green light system applicable)? None Only earthing Earthing with warning system
 Earthing with interlock

DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.

- F45** Is the equipment checked before and after (un)loading including covers, valves, openings, ...? Yes by Operator Driver Both No
- F46** Is the available capacity of receiving tank (vehicle) physically checked? Yes No
- F47** Is the vehicle tank checked for pressure before opening of manhole? No Yes, by driver Yes, by operator
- F48** Is the internal cleanliness checked by an operator when safe to do so? Yes No
- F49** Is presence of residue checked by an operator when safe to do so? Yes No
- F50** For loading : **Special cleaning requirements** No Yes :
Forbidden previous load No Yes :
- F53** Size of receiving tank? m³
- F54** Is the receiving tank equipped with a high level alarm? Yes No
- F55** Is the high level alarm properly set to allow sufficient response time and is it regularly tested? Yes No
- F56** Does the high level alarm/trip automatically stops the unloading operation? Yes No
- F57** How is the emptying of the hose been guaranteed? Purge possible with :
 Other :
- F58** Is there a non-return valve present in the (un)loading line? Yes No
- F59** Do the vehicle connections require sealing? Yes No
- F60** If sealing is required by whom is it done? Operator Driver Surveyor NA
 Other :
- F61** Is there an emergency shower/ eye wash available and is it fit for purpose in all weather conditions? Yes No
- F62** Distance safety shower from point of (un)loading meter
- F63** Is there running water available near (un)loading point? Yes No
- F64** Is there a fire extinguisher present near (un)loading point? Yes No
- F65** Is (un)loading done on a weighbridge? Yes No
- F66** Is a calibrated weighbridge present at the site? Yes No

DISCLAIMER

This document is intended for information only. The operating companies of loading and unloading sites are free to make use of the SULID document. The information contained in this document is provided in good faith and, while it is accurate as far as the authors are aware, no representations or warranties are made about its completeness. It is not intended to be a comprehensive guide to all detailed aspects of loading and unloading operations at sites. No responsibility will be assumed by Cefic or ECTA in relation to the information contained in this document.