

# SULID

## Site (Un)Loading Information Document

### SITE SPECIFIC

#### A. OPERATING COMPANY

<b>A1</b>	<b>Name</b>	<input type="text"/>
<b>A2</b>	<b>Street + number</b>	<input type="text"/>
<b>A3</b>	<b>Postal / Zip code</b>	<input type="text"/>
<b>A4</b>	<b>Town</b>	<input type="text"/>
<b>A5</b>	<b>Country</b>	<input type="text"/>
<b>A6</b>	<b>Contact person</b>	<input type="text"/>
<b>A7</b>	<b>Telephone number</b>	<input type="text"/>
<b>A8</b>	<b>E-mail address</b>	<input type="text"/>
<b>A9</b>	<b>Author of this document</b>	<input type="text"/>
<b>A10</b>	<b>Date of latest revision of this document</b>	<input type="text"/>

#### B. GENERAL INFORMATION - SITE

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

#### 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?** Yes No **Please specify:**  
(e.g. height, weight, size, routing)
- 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](http://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)	<input type="text"/>		
E2	(Un)loading point (specific location)	<input type="text"/>		
E3	Are several points of (un)loading present per site?	<input type="text"/>		
E4	Specific PPE needed (EN-standard to be added) other than generally required PPE in B2	Acid/chemical suits		
		Visors		
		Breathing apparatus		
		<input type="text"/>	Spec.:	<input type="text"/>
		<input type="text"/>	Spec.:	<input type="text"/>
		<input type="text"/>	Spec.:	<input type="text"/>
		<input type="text"/>	Spec.:	<input type="text"/>
		<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?	<input type="text"/>	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.

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

## 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.

<b>F28</b>	<b>(Un)loading temperature</b>	Minimum <input type="text"/>
		Maximum <input type="text"/>
<b>F29</b>	<b>Way of (un)loading</b>	Bottom    Top    Flexible hose    Loading arm
<b>F30</b>	<b>Access to top (bulk equipment)</b>	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) <input type="text"/>
<b>F31</b>	<b>Work on top (bulk equipment)</b>	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
<b>F32</b>	<b>Height or range (min/max) of gantry</b>	<input type="text"/> meter Left access    Right access
<b>F33</b>	<b>Is a hose present?</b>	From operating company    From driver
<b>F34</b>	<b>Hose lifting (e.g. manual, hoisting device, etc...) present if top(un)loading is applicable?</b>	Yes    No
<b>F35</b>	<b>Hose length</b>	<input type="text"/> m
<b>F36</b>	<b>Are other specific hose requirements applicable?</b>	Special material    Additional length    Special gaskets Conductivity test Other : <input type="text"/>
<b>F37</b>	<b>Is vapour return used?</b>	Yes    No
<b>F38</b>	<b>If vapour return is used, are hoses present?</b>	Yes    No    N/A
<b>F39</b>	<b>Size of connection for vapour return</b>	<input type="text"/>
<b>F40</b>	<b>Is vacuum protection (relief valve) available if vapour return is used?</b> <small>(e.g. low pressure trip, low vapour return flow trip, etc..)</small>	Yes    No    N/A
<b>F41</b>	<b>Is depressurising possible (when needed) (describe how it is done)?</b>	Yes    No    N/A    Describe: <input type="text"/>
<b>F42</b>	<b>Is there an emergency stop for fixed installation?</b>	Yes, in the discharge area and at safe distance Yes, only in the discharge area Not present
<b>F43</b>	<b>Does the site require vehicles to be equipped with a remote control on the bottom valve?</b>	Yes    No
<b>F44</b>	<b>Earthing required (Red/green light system applicable)?</b>	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.

<b>F45</b>	<b>Is the equipment checked before and after (un)loading including covers, valves, openings, ...?</b>	Yes	by	Operator	Driver	Both	No
<b>F46</b>	<b>Is the available capacity of receiving tank (vehicle) physically checked ?</b>	Yes		No			
<b>F47</b>	<b>Is the vehicle tank checked for pressure before opening of manhole?</b>	No		Yes, by driver		Yes, by operator	
<b>F48</b>	<b>Is the internal cleanliness checked by an operator when safe to do so?</b>	Yes		No			
<b>F49</b>	<b>Is presence of residue checked by an operator when safe to do so?</b>	Yes		No			
<b>F50</b>	<b>For loading : Special cleaning requirements</b>	No		Yes :	<input type="text"/>		
	<b>Forbidden previous load</b>	No		Yes :	<input type="text"/>		
<b>F53</b>	<b>Size of receiving tank?</b>	<input type="text"/>		m <sup>3</sup>			
<b>F54</b>	<b>Is the receiving tank equipped with a high level alarm?</b>	Yes		No			
<b>F55</b>	<b>Is the high level alarm properly set to allow sufficient response time and is it regularly tested?</b>	Yes		No			
<b>F56</b>	<b>Does the high level alarm/trip automatically stops the unloading operation?</b>	Yes		No			
<b>F57</b>	<b>How is the emptying of the hose been guaranteed?</b>	Purge possible with : <input type="text"/>					
		Other : <input type="text"/>					
<b>F58</b>	<b>Is there a non-return valve present in the (un)loading line?</b>	Yes		No			
<b>F59</b>	<b>Do the vehicle connections require sealing?</b>	Yes		No			
<b>F60</b>	<b>If sealing is required by whom is it done?</b>	Operator		Driver	Surveyor	NA	
		Other : <input type="text"/>					
<b>F61</b>	<b>Is there an emergency shower/ eye wash available and is it fit for purpose in all weather conditions?</b>	Yes		No			
<b>F62</b>	<b>Distance safety shower from point of (un)loading</b>	<input type="text"/>		meter			
<b>F63</b>	<b>Is there running water available near (un)loading point?</b>	Yes		No			
<b>F64</b>	<b>Is there a fire extinguisher present near (un)loading point?</b>	Yes		No			
<b>F65</b>	<b>Is (un)loading done on a weighbridge?</b>	Yes		No			
<b>F66</b>	<b>Is a calibrated weighbridge present at the site?</b>	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.