

Procedure for unloading raw materials for SABIC Innovative Plastics BV Bergen op Zoom

1. In General

For palletized and packed materials, drivers need to report at the Mepavex warehouse (full address mentioned below) from Monday to Friday between 8:00 hrs AM and 4:00 hrs PM.

For Bulk (liquid and/or solid), drivers need to report at the Weigh Bridge of SABIC Innovative Plastics BV in Bergen op Zoom (full address mentioned below) from Monday till Friday between 8:00 hrs AM and 2:30 hrs PM (Bulk will be unloaded by dayshift staff of the relevant plant).

Outside the mentioned times above or in the weekends, always contact the contact person on the official order. This person will decide together with Supply Chain if the material is needed in this period.

Transport will be executed according the submitted SULID documents.

Cargo needs to be secured on the vehicle, according to EN12195

Internal transport is equated to transport on a public road.

2. Unloading address of prepacked materials: Mepavex Warehouse

Palletized and prepacked materials needs to be registered at Central Goods Receiving at Mepavex:

SABIC INNOVATIVE PLASTICS BV
p/a Mepavex Noordland 9
Blankenweg 11
4612 RC Bergen op Zoom
THE NETHERLANDS

When the material is sent from Mepavex to SABIC-IP terrain, the documents need to have a stamp from Central Goods Receiving. This stamp shows where the material can be unloaded.

The driver needs to report and register at the Security department at gate 3:

SABIC INNOVATIVE PLASTICS BV
Plasticslaan
4612 PX Bergen op Zoom
THE NETHERLANDS

The Security Officer will check the documents for the presence of the stamp.

3. Unloading address for Bulk: Weigh Bridge SABIC-IP

Bulk (liquid and/or solid) must be reported at the Weigh Bridge at gate 4:

SABIC INNOVATIVE PLASTICS BV
Plasticslaan
4612 PX Bergen op Zoom
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Security will verify the documents with Central Goods Receiving by fax. When the documents are complete and correct, Central Goods Receiving will create a lot number and the driver can enter the site.

Transport needs to be approved by Procurement upfront when: containers or tankers that need to be loaded/unloaded at SABIC-IP already loaded, at another location, hazardous substances. Without permission, upfront access will be denied.

4. Driver

Drivers need to watch a Safety movie and perform a test before they enter the site. Only when they pass the test, they are granted access for a maximum period of 1 year.

When you are a frequent visitor, a personal badge can be requested via the contact person from Supply Chain/ Procurement. Without this personal badge, visitors need to be accompanied on SABIC-IP site.

On SABIC-IP site, drivers are deemed to speak Dutch, English or German.

At all times, drivers need to:

- Show a valid driving license and identity document with photograph (passport) and or when needed, an ADR certificate. A driving license is not considered a valid identity document.
- Keep to the applicable safety requirements and wear mandatory protection. Drivers who also load or unload must wear fire retardant clothing in accordance with EN-ISO-11612.
- Follow instructions from SABIC-IP staff.

The driver cannot be visibly exhausted or under influence of alcohol and drugs.

Passengers of transport units will not be admitted and will stay at Security department. Pets are not allowed on site nor Security department.

5. Document

Transport documents will be checked at arrival and before unloading. Needed documents are:

- Bill of lading or CMR
- Packing list will be checked for presence of Order number, SABIC-IP raw material code and quantity of loaded product.
- Certificate of Analysis (CoA) will be checked on the agreed values of parameters. When a parameter is not correct, product will not be unloaded and Procurement (Contact person on order) will be contacted. This contact person will approach Supply Chain and ask for the urgency of the material. Supply Chain, together with Technology department, will decide if material can be unloaded with incorrect parameter. When there is no approval for unloading, the driver will be asked to inform his/her manager, to inform at their turn the supplier if the material can be returned to supplier.

Transport units which are empty and not cleaned of hazardous goods, need to have an Empty-and-not-Cleaned declaration given by the plant.

When there is a chance a certificate will expire during presence on SABIC-IP site, the driver or owner needs to announce this on time to SABIC-IP staff.

Data from transports and certificates from equipment and drivers can be stored in a database.

When the transport is done by order of SABIC-IP, before departure a transport document will be given to the driver. When the transport is done by order of a third party, the driver himself needs to have this transport document available.

All transports may be subject to a checked. Security staff will hand out checklists. The driver will cosign the held check-ups.

6. Equipment

The forwarder has to use containers, chassis, tankers, tractors, etc. which are allowed for the transported goods, according the applicable legislation and for which, if applicable, a valid (ADR) inspection certificate is present at the transport unit. The appropriateness of the transport unit must be apparent from the documents and/or certificates and/or stamp plate.

The minimal equipment from the transport units has to be compliant with the requirements of legislation and any written instruction ADR.

Tiltchassis need to have yellow twist-lock indicators of a minimum of 20 cm. Before each unloading with tiltchassis, there will be a check if all twist-locks are secured and locked, if the supports are out, and if this safety equipment is in good condition. During tilted unloading, the driver is not allowed in the danger zone of the vehicle.

Empty and uncleaned transport units, which are not used for transport of our product cannot be parked (temporarily) on SABIC-IP site on arrival.

Connection and disconnection of transport units to systems of SABIC-IP will be executed by or under supervision of SABIC staff. Only when a driver is in writing and evidently trained, there can be deviated from this protocol.

Transport units that are not compliant with the requirements and/or have visible defects will not be admitted to the site and/or are not allowed to leave the site.

When there are problems with incoming transport, government may be consulted on how to proceed.

7. Incidents

Incidents in connection with transport of goods which have to be loaded/unloaded at SABIC-IP need to be reported asap to the Safety consultant Transport Hazardous Goods of SABIC-IP.