

# SULID

## Site (Un)Loading Information Document

### SITE SPECIFIC

#### A. OPERATING COMPANY

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

#### B. GENERAL INFORMATION - SITE

B1	<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"/>			
B2	<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"/>				
B3	<b>Languages spoken by (un)loading operators</b>	English	French	Dutch	German	Spanish	Italian
		Polish	Other :	<input type="text"/>			
B4	<b>Transperanto used</b> <small>(ref. www.transperanto.org)</small>	Yes	No				
B5	<b>Location of site: industrial area, residential area, rural area</b>	<input type="text"/>					

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- 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) of road freight vehicles embedded in company procedures?** Yes No
- 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

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**D. SITE INCIDENT MANAGEMENT**

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

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

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

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

<b>F1</b>	<b>Is the area under cover?</b>	Roofed / well protected	Some protection	No protection
<b>F2</b>	<b>Type of surface on which the (un) loading activity is taking place</b>	Concrete	Bitumen	Gravel
<b>F3</b>	<b>Is a spill containment present?</b>	Yes	No	
<b>F4</b>	<b>Is lighting present?</b>	Yes	No	
<b>F5</b>	<b>Available clearance height for (un) loading?</b>	<input type="text"/>	meter	
<b>F6</b>	<b>Position of vehicle</b>	Flat	Slight inclination	Very steep inclination
<b>F7</b>	<b>Protection against vehicle movement</b>	Wheel chocks/ clamps/chains	Key / brake protection	No protection
<b>F8</b>	<b>Is vehicle reversing necessary? (excluding loading docks)</b>	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

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<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>F25</b>	<b>How are the packed goods unloaded?</b>	Side	Rear	Dock Ramp
<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>F48</b>	<b>Is the internal cleanliness 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>F51</b>	<b>Packed: Forklift available to (un)load?</b>	Yes	No	
	<b>Other (un)loading equipment / needed (barrelclamp/(un)loading ramp,...)?</b>	<input type="text"/>		
<b>F52</b>	<b>Pallets: Type</b>	<input type="text"/>		
	<b>Size</b>	<input type="text"/>		
	<b>Specific quality needed</b>	<input type="text"/>		
	<b>Ownership</b>	<input type="text"/>		
<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	

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<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	
<b>F67</b>	<b>Is the securing of the load checked before departure?</b>	Yes	No	NA

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