

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	General safety, health, environmental and security requirements and information clearly displayed/communicated at the entry <small>(e.g. traffic rules, PPE, smoking policy, emergency number, alarm procedure, etc.)</small>	Yes	No	Comments (e.g. introduction video) <input type="text"/>			
B2	Minimum PPE requirements for entering the site	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	Languages spoken by (un)loading operators	English	French	Dutch	German	Spanish	Italian
		Polish	Other : <input type="text"/>				
B4	Transperanto used <small>(ref. www.transperanto.org)</small>	Yes	No				
B5	Location of site: industrial area, residential area, rural area	<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) 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.

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

F28	(Un)loading temperature	Minimum <input type="text"/>
		Maximum <input type="text"/>
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) <input type="text"/>
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	<input type="text"/> 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	<input type="text"/> m
F36	Are other specific hose requirements applicable?	Special material Additional length Special gaskets Conductivity test Other : <input type="text"/>
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	<input type="text"/>
F40	Is vacuum protection (relief valve) available if vapour return is used? <small>(e.g. low pressure trip, low vapour return flow trip, etc..)</small>	Yes No N/A
F41	Is depressurising possible (when needed) (describe how it is done)?	Yes No N/A Describe: <input type="text"/>
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 :	<input type="text"/>		
	Forbidden previous load	No		Yes :	<input type="text"/>		
F53	Size of receiving tank?	<input type="text"/>		m ³			
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 : <input type="text"/>					
		Other : <input type="text"/>					
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 : <input type="text"/>					
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	<input type="text"/>		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.