

# 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](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

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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

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

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<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"/>	

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<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

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<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			

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