

# 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><br><small>(e.g. traffic rules, PPE, smoking policy, emergency number, alarm procedure, etc.)</small> | Yes                        | No   | <b>Comments</b> (e.g. introduction video)<br><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><br><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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|            |  |     |    |
|------------|--|-----|----|
| <b>C13</b> | <b>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, ...</b> | Yes | No |
|------------|--|-----|----|

#### 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          |

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|            |   |                              |                                |  |
|------------|---|------------------------------|--------------------------------|--|
| <b>F8</b>  | <b>Is vehicle reversing necessary?</b><br>(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><br>(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><br>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<br>Mobile staircase<br>Vehicle ladder with fall arrest harness and safe connection point<br>Vehicle ladder without fall arrest harness and/or safe connection point<br>Other (specify) <input type="text"/>  |
| <b>F31</b> | <b>Work on top (bulk equipment)</b>   | Fixed Gantry with full fall protection<br>Mobile staircase with safety cage<br>Vehicle handrails with fall arrest harness and safe connection point<br>Vehicle handrails without fall arrest harness and/or safe connection point<br>No fall protection available |
| <b>F32</b> | <b>Height or range (min/max) of gantry</b>  | <input type="text"/> meter<br>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<br>Conductivity test<br>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><br><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<br>Yes, only in the discharge area<br>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<br>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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