

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"/> | | | | | |

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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
- 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 |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|

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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| | | | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|----------------------------------------------|
| 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"/> | |

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| | | |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |

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| | | | | | | | |
|------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------|----|----------------|----------------------|------------------|----|
| 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 | | | |

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