

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>	<input type="radio"/> Yes <input type="radio"/> No	Comments (e.g. introduction video) <input type="text"/>	
B2	Minimum PPE requirements for entering the site	<input type="checkbox"/> Safety Helmet (EN397) <input type="checkbox"/> Safety spectacles (EN166-3 with side protection) <input type="checkbox"/> Safety goggles (EN166) <input type="checkbox"/> Safety gloves (EN388) <input type="checkbox"/> Safety gloves (EN374) <input type="checkbox"/> Overall (EN533-EN1149/5- EN13034 type6) <input type="checkbox"/> Warning vest (EN471) <input type="checkbox"/> Safety shoes (EN20345S1/ EN20345S2) <input type="checkbox"/> Hearing protection (EN352) <input type="checkbox"/> Safety harness (EN361) <input type="checkbox"/> Other : <input type="text"/>		
B3	Languages spoken by (un)loading operators	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Dutch <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Italian <input type="checkbox"/> Polish <input type="checkbox"/> Other : <input type="text"/>		
B4	Transperanto used <small>(ref. www.transperanto.org)</small>	<input type="radio"/> Yes <input type="radio"/> 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?

(e.g. height, weight, size, routing)

Yes No

Please specify:

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

Certificate of Analysis

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)
- E2** (Un)loading point (specific location)
- E3** Are several points of (un)loading present per site?
- E4** Specific PPE needed (EN-standard to be added) other than generally required PPE in B2
- Acid/chemical suits
- Visors
- Breathing apparatus
- Spec.:
- Spec.:
- Spec.:
- Spec.:
- Spec.:

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? 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:

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,)

F20 Are adaptors available? No Yes **Specify which adaptors are available:**

F21 Sampling location:
rear/middle/height and distance restrictions

F22 The (un)loading point is designed for : One compartment Multicompartment Tankcontainers
 Other :

F23 Type of bulk (un)loading: Pump Compressor Compressed air Dedicated
 From operating company From haulier
 Other :

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
 Maximum

F27 Bulk (Un)loading rate M³/hr

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 Maximum
- 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)
- 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** 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** m
- F36 Are other specific hose requirements applicable?** Special material Additional length Special gaskets
 Conductivity test
 Other :
- 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**
- F40 Is vacuum protection (relief valve) available if vapour return is used?** Yes No N/A
(e.g. low pressure trip, low vapour return flow trip, etc..)
- F41 Is depressurising possible (when needed) (describe how it is done)?** Yes No N/A
- 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 :
- Forbidden previous load** No Yes :
- F53** Size of receiving tank? m³
- 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 :
- Other :
- 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 :
- 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 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.