

# 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

<b>B1</b>	<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>	<input type="radio"/> Yes <input type="radio"/> No	<b>Comments</b> (e.g. introduction video) <input type="text"/>	
<b>B2</b>	<b>Minimum PPE requirements for entering the site</b>	<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"/>		
<b>B3</b>	<b>Languages spoken by (un)loading operators</b>	<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"/>		
<b>B4</b>	<b>Transperanto used</b> <small>(ref. www.transperanto.org)</small>	<input type="radio"/> Yes <input type="radio"/> No		
<b>B5</b>	<b>Location of site: industrial area, residential area, rural area</b>		<input type="text"/>	

Bulk Solid

**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](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

#### 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

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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:

**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 adapters 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** M<sup>3</sup>/hr

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- 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 :
- 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
- 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

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- 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?  m<sup>3</sup>
- 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

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