

Site Access Requirements – European sites

October 2008

A. Documents required

Driver must provide documents showing:

- Place to load/unload.
- Product name and code.
- Certificate of analysis containing DSM order number, batch number, quality data and date of delivery.
- Driver's identification papers.

After instruction of the "safe practices on the site", the following documents are issued:

- Internal order for loading/unloading.
- Permit for site access.

B. Legislation checks

DSM staff is allowed to refuse driver and truck, if driver and/or truck do not comply with all legal requirements (including ADR legislation) and the site access requirements.

C. Personal Protective Equipment (PPE), to be provided by driver

Following PPE should be available and must be worn:

- Clothing: arms + legs + body covered.
- Safety shoes.
- Safety helmet.
- Safety glasses with side protection or chemical goggles.
- Gloves, fit for purpose.

Additional requirements:

- All PPE mentioned in the transport emergency card (Tremcard) is mandatory.
- Other PPE can be made mandatory by contract.

D. Prohibitions

- The use of a tilt chassis is not allowed, unless Site Management gives permission.
- The use of additional equipment is not allowed, unless DSM staff gives permission.
- The use of camera or video is not allowed.
- Access of unauthorized passengers or animals is prohibited.

E. Safety rules for truck and equipment

- Platforms on top of the tank car must be equipped with guardrail systems around its periphery or personal fall protection must be used when working on top of a tank car.
- Trucks and containers must be equipped with a hand-rail on top.
- The airplane staircase (or other equipment) available at the site must be used at all times to access the top of the tank truck.
- Both hands must be free when going up or down the staircase. No hands carrying tools. The use of truck ladders is prohibited.
- Tools must be clean.
- Return gas connection should be located at such a place that it can be operated from ground level. If this is not the case, then please indicate when this requirement can be fulfilled.
- It is only allowed to open manholes when it is sure that there is no pressure inside the tank.
- Trucks should have tauliner system (sliding canvas) to unload at the lateral side of the truck.
- During loading/unloading the driver has to stay with truck and equipment.

F. Special items for goods in drums and/or on pallets

- Drums, no matter what quantity, should be packed on CP pallets and strapped or wrapped in shrink foil. Metal strapping is not allowed.
- Damaged pallets/packages will be refused.

G. Language

Driver has to speak the local language or English. For Schoonebeek also German is allowed.

H. Subcontracting

In case of subcontracting the same requirements apply and the supplier is responsible to communicate these requirements to the sub-(sub-)contractors.

I. Delivery hours

- Schoonebeek: Monday-Friday, between 08.00 –15.00 hours.
Tankcars before 12.00 hours.
- Sta. Margarida: Monday-Thursday, from 09.00 -13.00 hours and from 14.15 -16.00 hours.
Friday from 9.00 – 11.00 hours.

If the above requirements cannot be fulfilled, access to the site may be refused.