

**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.**