

VCI - REQUIREMENTS PROFILE

FOR

COMMERCIAL ROAD FREIGHT

AND COMBINED TRANSPORT

WITH ADDITIONS FOR LIQUID- AND GASTRANSPORT

PERFORMED ON BEHALF OF  
INEOS Manufacturing Deutschland GmbH

Quality requirements profile for the processing and execution of logistic services on behalf of Ineos Manufacturing Deutschland GmbH

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<b>INEOS, Manufacturing Deutschland GmbH</b>  Certified pursuant to DIN EN ISO 9001: 2008  DIN EN ISO 14001: 2004  DIN EN ISO 50001: 2011  Kosher certificate	<b><u>Creation Date:</u></b>  <b>Peter Sommer</b>  <b>Fleet Manager</b>	<b><u>Approved:</u></b>  <b>Christian Rodde</b>  <b>Logistics Manager</b>	<b>Status as of:</b>  <b>November 2019</b>
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## INTRODUCTION

Companies in the chemical industry have a major interest in ensuring that their products are transported in a safe, environmentally friendly and long lasting manor, without affecting the quality and whilst taking customer requirements into account. In this context, the quality of transport services is of vital importance. High demands are placed on the commissioned logistics service provider.

The requirements profile includes basic requirements of the chemical industry, which can be supplemented specific to the company. In addition to the quality management, the goal is to ensure the necessary security and safeguarding as well the consideration of environmental and sustainability aspects during the transportation of chemical goods.

Logistics service providers (e.g. haulier, freight forwarder) - hereinafter referred to as 'Contractor' - are with the help of the requirements profile, able to adjust more easily to the demands of its partners from the chemical industry - hereinafter referred to as 'Ordering party' -. This subsequently provides the company and its employees with a reliable basis for the fulfilment of orders.

The requirements profile applies in national and international road freight transport, including combined transport as well as waste transport. It also applies to self-collectors.

**This does not affect the obligation of the Contractor to comply with all applicable laws.**

**INEOS specific additions:**

1. All orders placed with the Contractor are as a rule freight or haulier contracts. These contracts are concluded in writing, however in exceptional cases also agreed orally.
2. Freight orders that have been issued by other departments of Ineos Manufacturing Germany GmbH are to be approved beforehand by the LOGISTICS Department.
3. Upon placement of the order, INEOS is obliged to submit all information necessary for the correct and legitimate execution of transport as regards quantity, product, packaging, dangerous goods etc. via e-mail or parallel proof of the hauliers' instructions, or provided at the entrance to the plant and/or before loading takes place.
4. The haulier's instructions reflect the detailed representation and basis of the contract/order described in section 1.
5. Within the scope of section 1 concluded in accordance with the contract, the Contractor shall always act on behalf and interest of INEOS, strictly follow their instructions and only pass on details thereof or from existing contracts, freight agreements etc. to third parties to the extent necessary to execute the order and/or if authorised by INEOS.
7. The drivers engaged by the Contractor are referred to as "Driving Personnel" in the requirements profile.

## 1. COMPANY PROFILE

The following information must be supplied by self-disclosure of the Contractor:

- 1.1. Legal form
- 1.2. Headquarters
- 1.3. Managing Directors
- 1.4. Group affiliation/Shareholders
- 1.5. Organogram/subsidiaries/key investments
- 1.6. Services portfolio
- 1.7. Dangerous Goods Officer
- 1.8. Safety Advisor (with regard to Chapter 4)
- 1.9. Management System Supervisor
- 1.10. Status regarding certifications, attestations, approvals (such as ISO 9001, ISO 14001, EN 16258, Good Manufacturing Practice [GMP], Safety Quality Assessment System [SQAS], Authorized Economic Operator [AEO], Regulated Agent, Hazard Analysis and Critical Control Points (HACCP) - concept for storage and transport)
- 1.11. Emergency Plan/Emergency telephone number (s)
- 1.12. Operational Pandemic Plan
- 1.13. Proof of insurance

Major changes in the company profile shall be communicated without request.

## 2. VEHICLES, CONTAINERS AND AUXILIARY EQUIPMENT

- 2.1. The vehicles, containers and ancillary equipment provided for loading and unloading must be in proper technical condition and of a proper appearance and also comply with legal provisions and government regulations and upon placement of the order, meet the requirements of the goods to be loaded.
- 2.2. Vehicles should be equipped with security-enhancing devices (e.g. driver assistance systems).
- 2.3. Vehicles should be equipped with appliances, kits or procedures against theft.
- 2.4. Vehicles should be low-pollutant, noise-reduced and energy-saving (refer to 6.2)
- 2.5. Owner identification of European loading units (ILU-Code published by the UIRR [Union International Rail - Route]) should be provided with the swap bodies and semi-trailers for combined transport.
- 2.6. For scheduled transport in roll-on/roll-off traffic, the vehicles must be equipped with devices (lash eyelets, appliances to block the spring mechanism, etc.), which allow for safe lashing on board and prevents relocation of the transport unit out at sea.
- 2.7. The particular requirements specified in the plant must be observed.

### **INEOS specific additions:**

- 2.9 Vehicles advertising food will only be accepted for loading when animalfeed or pharma product to be loaded.
- 2.10 The vehicles should bear no traces of oil leakage on the engine, gearbox and other auxiliary equipment.
- 2.11 A maintenance programme must be set up for the vehicles. The maintenance must be documented.
- 2.12 Retreaded tires may not be mounted at the steering axle.

### 3. PEOPLE INVOLVED IN TRANSPORT

- 3.1. The Contractor shall engage reliable, according to the activity professionally trained and instructed drivers with adequate driving experience.
- 3.2. The Contractor must provide the drivers with all the information and documentation, which is required for a safe and qualified order execution, in particular when dealing with
  - dangerous goods and waste
  - technical equipment of the vehicle
  - load securing devices
  - loading aids and
  - personal protective equipment.
- 3.3. At the request of the Ordering party, the driver engaged by the Contractor shall provide the necessary legal documentation according to § 7b German Road Haulage Legislation.
- 3.4. At the request of the Ordering party, the Contractor shall explicitly confirm that it - and if applicable its subcontractors – shall comply with the provisions of the Minimum Wage Act.
- 3.5. The Contractor undertakes to organise the work of its drivers in such a way that they are in a position to adhere to the legally prescribed driving times and rest periods.
- 3.6. Only members of the vehicle crew in vehicles of the Contractor are permitted to enter the premises of the Ordering party.
- 3.7. The familiar site rules which apply to the closed premises and the site-specific instructions at loading and unloading points shall be observed.
- 3.8. Alcohol and drugs are strictly prohibited (this applies to the consumption and possession thereof).
- 3.9. The driver must secure the vehicle against rolling away unintentionally (by using e.g. the park brake, wheel chocks).



**INEOS specific additions:**

- 3.13 The requirements profile includes the contents of the vehicle permit (FDS), wwhich the driver receives when entering the site and acknowledgement of the content, which he confirms by his signature. Alternatively, issuing a vehicle permit can be waived by a special training/instruction. The drivers will then receive special plant ID cards. (This training must be documented and repeated on an annual basis).
- 3.14 The driving personnel must comply with the instructions and regulations stipulated by plant security, fire brigade, employees of the delivering/receiving production plants/warehouses (and external) as well as the logistics department. The Transport-No. is required for the acceptance of consignment during planning and scheduling.
- 3.15 The drivers must remain in or at the vehicle and/or the allocated area during loading and unloading (regulated by working instruction). It is prohibited to sleep in the vehicle whilst residing on the plant premises.
- 3.16 In cases of violation of the points mentioned above, Ineos shall reserve the right to directly or at a later stage oppose a ban on the driving personnel to enter the plant

#### 4. SAFEGUARDING

- 4.1. Drivers must verify the authorisation for collection. An identification of the vehicle and the entire vehicle crew must be possible (e.g. by official photo ID such as personal identity card, passport, driving license or identification card). This is to prevent unauthorized persons taking possession of the goods.
- 4.2. Either the Contractor is licensed as “Authorized Economic Operator (AEO) F or S” or the Contractor shall inform the Ordering party on request that he shall fulfil the relevant requirements for the safety of the supply chain by means of a declaration of safety (e.g., AEO Declaration of Safety template of the European Commission).

#### 5. ENGAGEMENT OF SUBCONTRACTORS

- 5.1. Only carefully selected, reliable subcontractors are to be engaged, should the Contractor not act in its own name.
- 5.2. The Contractor must ensure that subcontractors equally comply with the existing requirements profile.
- 5.3. The management system of the Contractor must include the engagement of subcontractors.

**INEOS specific additions:**

- 5.4 If a subcontractor is commissioned to provide the transport on behalf of the Contractor, this should be based on an existing contractual relationship with a long-term agreement. The subcontractor in question is prohibited to pass on INEOS orders to third parties. The commissioned subcontractors must be included in the contract.
- 5.5 The commissioning of subcontractors for the transportation of dangerous goods must be classified according to CEFIC SQAS Road

## 6. TRANSPORT

### 6.1. Security & Safeguarding

- 6.1.1. Departure control: Drivers must check the traffic safety and the integrity of the equipment of the vehicle prior to transportation. The prescribed and agreed equipment must be carried on all vehicles from the start of transportation until the transport has been completed.
- 6.1.2. The statutory prohibition of mixed loading and any Ordering party regulations, which go beyond this, must be observed.
- 6.1.3. It shall be presented to vehicles whose maximum payload conforms to the requirements of the assignment.
- 6.1.4. Particularly safe transport routes should be selected (i.e. preferably motorways, if necessary bypassing designated protected areas, avoiding driving through purely residential areas).
- 6.1.5. Vehicles parked with dangerous goods, must be kept under surveillance or parked where adequate security is guaranteed. The applicable regulations must be observed.
- 6.1.6. Reloading from full and part loads (from 3 tons onwards) requires the consent of the Ordering party. Requirements comparable to loading in the plant of the Ordering party will be imposed on the state of the vehicle, driver, loading safety etc., if reloading is required during the execution of the transport.
- 6.1.7. The driver must ensure that the vehicle is ready for unloading at the assigned location.
- 6.1.8. The driver may only unload according to the instructions (and under the supervision) of the recipient representative.
- 6.1.9. The Contractor must be on 24-hour standby. A responsible and informed person must be accessible in emergency situations.

### 6.2. Environment & Sustainability

- 6.2.1. Environmentally harmful effects must be avoided and if unavoidable should be kept as low as possible.

- 6.2.2. Within the limits of his possibilities, the Contractor must be willing to positively influence and to reduce the emission of greenhouse gases (in relation to the contractor's Company and the transports of the ordering party) by technical and/or organisational means.

Possible technical and/or organisational measures can include:

- Certification according to ISO 14001 or Eco-Management and Audit Scheme (EMAS)
- Modal Shift (Contractor should be able to offer intermodal transport solutions)
- CO2 - Report for the company of the Contractor
- Driver training according to ECO-Drive and Behaviour Based Safety (BBS) as standard throughout the company.
- Deployment of vehicles with low exhaust emission values
- Deployment of technical measures to reduce exhaust emission for vehicles with lower emission standards (e.g. engine derating)
- Use of quality tires
- Use of low-friction oils
- Use of modern telematics/tour planning and optimisation systems
- Use of alternative drive technologies
- Further aerodynamic measures to reduce the air drag

The Contractor must verify the measures taken for effectiveness.

- 6.2.3. Valid, consistent and therefore comparable data on CO2 emissions represent an important basis for the reduction of greenhouse gases. The greenhouse gases emerging during transportation of raw materials and finished products are included in the balance sheet. Delivery related data on energy consumption and greenhouse gas emissions pursuant to DIN EN 16258 must be reported to the Ordering party on request and include the applied parameters and methods (e.g. VCI Guideline for determining the CO2 emissions in the logistics of the chemical industry).
- 6.2.4. The Contractors are expected to comply with the internationally recognised minimum standards of the UN Global Compact and the core labour standards of the International Labour Organisation (ILO).

**INEOS specific additions:**

6.2.5. The German road traffic regulations/code (StVO) generally applies for INEOS plant premises.

The following particularly applies:

- Mobile phones may not be used whilst driving.
- Safety belts must be used as prescribed by the StVO.
- The speed limits signposted at the entry must be observed on the entire plant premises.
- Rail traffic has priority at all times
- Signposted entry and drive-through prohibitions must be adhered to.
- Prescribed travel routes (see annex) to the loading points on the plant premises must be adhered to.
- **Warning: manual regeneration of EURO 6 Diesel Particulate Filters is prohibited for the hold-up time on site.**

6.2.6. Traffic spot-checks are carried out on the plant premises.

6.2.7. The products

butadiene; ethylene oxide, acrylonitrile; ethylene, propylene require special driver training. In the absence of this special training, such transport operations may not be performed.

6.2.8. Wash plates may not be installed underneath manhole covers.

## 7. DELIVERY SERVICE / INFORMATION

- 7.1. The Contractor must support the Ordering party in its efforts to provide a customer oriented delivery service, e.g., by
- accepting goods at the agreed time
  - compliance with the confirmed lead-times and the predetermined dates of delivery
  - compliance with the recipient instructions and provisions during delivery
  - detection of the respective location of a shipment within reasonable time
  - immediate notification of the Ordering party in cases of delays during transportation, notification on the reason for a delay, applied measures and the new estimated time of delivery
  - immediate notification of the Ordering party regarding complaints on the product quality and quantity, stated by the recipient in writing during acknowledgement
- 7.2. The Ordering party must ensure the timely and correct forwarding of relevant information - e.g., safety data, order status, reference number of the Ordering party (e.g., to a subcontractor) in order to create a complete chain of information.
- 7.3. All information and data provided must be treated confidentially.

### **INEOS specific additions:**

- 7.4. INEOS reserves the right to review timeliness and quality of the delivery service.
- 7.5. The time of arrival of goods at the recipient is stated on each transport order.

- 7.6. Unloading may only take place with the consent of the recipient, provided, a delivery arrives early or outside the recipient's business hours. Additional cost arising therefrom will not be assumed by INEOS.
- 7.7. The Contractor remains liable for the correct and complete delivery. Drivers must obtain written confirmation of the delivery by the recipient by means of company stamp (if available), signature and date. Confirmed delivery receipts must be seamlessly stored and made available at short notice on request.
- 7.8. Loss of goods must be reported to INEOS immediately. Each delivery that cannot be proven must be considered as being lost. Complaints stated by the recipient and countersigned by the driver on the receipt of delivery must be reported to INEOS immediately.
- 7.9. During the delivery of partial loads from a vehicle, no information on other loaded INEOS shipments intended for third parties may be disclosed to a recipient and no insight may be granted into the consignment notes.
- 7.10. INEOS will evaluate the Contractor's service quality and performance as a whole. The results of service provider evaluations will be taken into account for procurement purposes.

## 8. TRANSPORT DOCUMENTS / CONSIGNMENT NOTES

- 8.1. Transport documents must be properly filled in and carried along together with the other consignment documents.
- 8.2. When placing a shipping order, the Contractor must state the name of the haulier in the “shipper” field of the consignment note.
- 8.3. When concluding a transport contract, the Contractor must state the name of the Ordering party as “shipper”.
- 8.4. Goods may only be handed over in exchange of a written acknowledgement of receipt (a receipt). Such acknowledgement of receipt must be forwarded to the Ordering party within a reasonable time and may also be digitally archived by the Contractor.
- 8.5. Except for administrative controls, transport documents/consignment notes or their content may neither be disclosed nor handed over to third parties.
- 8.6. Transport documents/consignment notes, which do not relate to current transport, must be separated from those, which relate to current transport.
- 8.7. Documentary evidence (such as ADR license of the driver or registration certificates) must always be submitted in original for the transport of dangerous goods.

### **INEOS specific additions:**

- 8.8. The Contractor must take the CMR consignment note or other comparable written dispatch order to retrieve the information required for a correct consignment note - as far as it is to be issued by INEOS as dispatcher/shipper.
- 8.9. The Contractor from INEOS shall receive the accompanying documents necessary for transport, CMR consignment note, customs clearance and export documents etc. as well as the works test certificate etc. They are intended exclusively for the execution of the respective order and shall be used for the designated purpose
- 8.10. The delivery confirmations must be preserved for at least 6 years.



## 9. ACCIDENTS / DAMAGE

- 9.1. Police and/or fire brigade must be notified immediately on any risk to persons or impact on the environment. Furthermore, the following information must be reported immediately to the institution specified in the transport document:
1. name and company of the notifier
  2. registration number and vehicle type; freight forwarder, haulier
  3. location, time and sequence of events of the accident/damage
  4. number of injured/casualties, extent of leaked product, police/fire brigade on site
  5. consignment data (order number, destination, freight forwarder, haulier)
  6. measures taken/initiated by the driver
  7. call back options for further information (name, address, phone, facsimile, email)
  8. possibly engaged claims agent (name, address, phone, facsimile, email)
- 9.2. The Contractor shall create a report on the accident/damage related to the transport, which shall be sent to the Ordering party in a timely manner.
- 9.3. The Contractor shall notify the Ordering party immediately on any apparent transport damage or product losses, irrespective of root-causes and liabilities.

### **INEOS specific additions:**

- 9.4. INEOS, Production Site Köln, the production centre or the logistics department, shall be notified immediately of accidents and incidents. The most important telephone numbers are listed in Annex 8 for this purpose. In addition, the followings forms are to be used
- Accidents
  - Near accidents (near miss)

## 10. MANAGEMENT SYSTEMS/AUDITS

- 10.1. The Contractor must use a management system in order to provide evidence on how his company complies with legislation and particular requirements of the Ordering party.

Such management system should be based on ISO 9000 et seq. or be developed based on similar methods.

- 10.2. On request - and to the extent permitted by data protection aspects - the Contractor shall allow the Ordering party itself or its authorised representative to inspect the system documentation and to perform audits of the relevant operational processes.
- 10.3. Safety and quality audits performed by the Ordering party or external auditing companies shall be based on the "SQAS Transport Service" questionnaire of the European Chemical Industry Council (CEFIC). The use of this questionnaire is also recommended for the Contractor for the purpose of self-assessments.

### **INEOS specific additions:**

- 10.4. By using this requirements profile, INEOS also recommends its contractors to seek the attestation of a functioning quality assurance system by an independent institution.

## 11. WEIGHING (INEOS specific)

The Contractor agrees to tare, gross and control weighing whereby

- 11.1. refuelling or any other change in the vehicle weight difference between tare to gross weight (for the recipients the difference between gross and tare weight) is not permitted;
- 11.2. the vehicle must be returned to the loading point for a partial discharge followed by a new gross weighing, in cases where an overload is detected;

- 11.3. the compartments emptied from bulk loads may only be filled with flushing liquid/products after the control weighing is completed and the recipient has confirmed the complete emptying.

## 12. INFORMATION (INEOS specific)

- 12.1. The Ordering party must ensure the timely and correct forwarding of relevant information - e.g., safety data, order status, reference number of the Ordering party (e.g., to a subcontractor) in order to create a complete chain of information.
- 12.2. The Contractor shall support the introduction/extension of the electronic data interchange (EDI) (e.g., EDIFACT) requested by the Ordering party.
- 12.3. When mailbox systems are used, the Contractor must ensure the regular retrieval of transmitted information.
- 12.4. All information and data provided must be treated confidentially.

## 13. Acknowledgement (INEOS specific)

The Contractor shall be liable for compliance with the requirements profile at hand. Deviations must be confirmed in writing. The written acknowledgement of the requirements profile at hand is the prerequisite for collaborating with Ineos Manufacturing GmbH Production Site Köln.

Insofar as annexes mentioned in the table of contents, represent a part of the requirements profile at hand, they will be listed in the acknowledgement.

The order acceptance and order execution is considered as legally binding confirmation of the requirements profile. Product-specific requirements can be derived from the Annex.

## **Annex 1**

### **LIQUID AND DRY BULK CARGO IN TANKS, TANK/SILO VEHICLES, CONTAINERS, TRANSPORT TROUGHS AND DUMP TRUCKS**

#### 1. **Technical components**

The Ordering party must ensure the following:

- 1.1. Vehicle on-board features and equipment such as vessels, discharge devices, pumps, and on-board hose material, fittings and gaskets must be clean, dry and odourless, unless product-specific special agreements are made.
- 1.2. Deployment of technically and optically perfect, pressure tested hosing that is suitable for the respective load.
- 1.3. Hose material deployed for the specified products/product groups must be clearly labelled as such and may only be used for the products/product groups stated.
- 1.4. For liquid substances, pressure tanks made of stainless steel must be used, unless contrary requirements exist.
- 1.5. The required vehicle registration documents must be carried along and submitted. Upon request, the tank approvals shall be made available within a reasonable time.
- 1.6. For safety reasons (surge effect), the prescribed tank minimum filling level for the transport of dangerous goods must also be considered for the transport

of non-dangerous goods. The Ordering party must therefore provide vessels that can comply with this requirement.

- 1.7. Information on existing wash plates.
- 1.8. Labelling of the compartment number at the dome lids, filling spouts and the associated outlets.
- 1.9. Clearly visible indication and permanent attachment of the exact tank/compartment volume at the dome lids, filling spouts.
- 1.10. Fitting of fixtures (eyelets) for attaching product labels/seals at the outlets and the dome lids.
- 1.11. Proper closure of all discharge devices before filling and of all filling equipment subsequent to the filling process.
- 1.12. Fitting of an unambiguously labelled and functional earth ground connection.
- 1.13. It is generally prohibited to enter the vehicle tanks/vessels. If someone does enter the vehicle tanks/vessels, the relevant safety regulations must be observed.
- 1.14. While climbing tank/silo trucks, drivers must use tested personal fall protection equipment, which is either provided by the company or owned by the driver. Furthermore, drivers must also be trained in the application and use of such personal fall protection equipment.
- 1.15. Vehicles with tilting device must be secured against movement with upright loading area.

**INEOS specific additions:**

- 1.16. The driver must specify the technical product name (not only the trade name) when providing information regarding the previous load of the respective container.
- 1.17. The vehicles must be equipped with low-spark tools if the dome cover is opened or closed using a hammer.
- 1.18. Due to technical limitations, the maximum filling level may be up to 5% below the legally permitted maximum filling levels.
- 1.19. Ineos Manufacturing Deutschland GmbH reserves the right to reject vehicles that do not meet the aforementioned requirements. Any costs incurred as a result shall be borne by the contractor.
- 1.20. Protective equipment must be worn (clothing that covers the body, goggles, helmet, closed shoes and gloves) for all loading activities (including sampling). Drivers must follow the instructions that serve to enhance the safety of the loading staff.
- 1.21. We prescribe a minimum test pressure of 2,65 bar for tanks, even if the requirements of statutory regulations are lower.
- 1.22. When a frangible disc is inserted in series with the required pressure-relief device. The space between the frangible disc and the pressure-relief device shall be provided with a pressure gauge or suitable tell-tale indicator for the detection of disc rupture, pinholing, or leakage which could cause a malfunction of the pressure-relief system.
- 1.23. Electrical explosion protection

Only devices with a ATEX category 2, temperature class T3 corresponding with Directive 2014/34 EU (ATEX), at least ATEX marking Ex II 2 G ex ib IIB T3 Gb. The responsible persons required to comply with the ex-protection are operators of the mobile equipment (e.g. containers, trailers, trucks). This applies to in particular for any special features listed in the operating instructions conditions with regard to explosive protection (letter "X" behind the ATEX certification number). Smartwatch, fitness tracker and similar devices are not permitted in loading area.

## Product residues

The goal is the complete draining of the tank. If - due to unavoidable technical inadequacies - additional product residues are found, only after consultation with the Ordering party, tanks shall be cleaned and residues shall be possibly disposed of.

## 2. Cleaning systems

- 2.1. The Contractor is responsible for selecting an appropriate and reliable cleaning system.

In this context, companies, which based on required approvals (for operation and disposal) perform the cleaning/disposal in accordance with legal provisions and official authorisations, are rated as appropriate cleaning systems.

It is assumed that the cleaning company, in the context of quality assurance, undertakes to timely perform and document the required measures (servicing, maintenance, repair), only assigns qualified personnel and agrees to auditing measures, if required.

For this purpose, the Contractor is advised to engage cleaning companies, which have performed an SQAS Assessment for tank cleaning equipment.

- 2.2. The cleaning of a tank generally takes the last loaded cargo and, if known, the planned cargo and/or the arrangements with the cleaning company, into account.
- 2.3. If necessary, the Ordering party will provide the Contractor with the product information (e.g., safety data sheet) in order to ensure an orderly cleaning/disposal. Proof of disposal shall be submitted to the Ordering party on request.

Proof of cleaning

- 2.4. All cleaning companies are obligated to produce a proof of cleaning from which the orderly cleaning is evident.
- 2.5. Such proof of cleaning should comply with the following minimum standards:
1. Format for the document: DIN A4.
  2. Consecutive unique numbering, technically secured against duplication and forgery.
  3. The document contains the following information:
    - Identification of the tank cleaning system with full address, fiscal and commercial data - and if available - information on the national association membership.
    - Identification of the Ordering party (contract partner).
    - Identification of the vehicle/tank.
    - Arrival and departure times of the vehicle.
    - Details on the performed cleaning tasks by using the code defined for the cleaning process (tank, hoses, pumps, valves.)
    - The last loaded product must be specified for each cleaned compartment
    - With technical designation and UN number.
  4. Signature of both, the head of cleaning and the representative of the contract partner (usually the driver).
- Remark:**
- Not binding: Indicating the next cargo
  - The cleaning process is either completely pre-printed and respectively marked with an 'X' or, will be printed completely after successful cleaning with a list of all performed steps.
- 2.6. The proof of cleaning must be presented to the loading operation before the loading can commence.



**INEOS specific additions:**

- 2.7. Only EFTCO certificates will be accepted. "European Cleaning Documents" may not be older than 8 weeks and must provide as original document.
- 2.8. It will be necessary to check the frangible disc after every cleaning and to document.

3. Previous load certificate

- 3.1. The Contractor, whose tanks/silos shall be newly loaded as per agreement without prior cleaning, must ensure that a previous load certificate is issued and provided.
- 3.2. The previous loads certificate must contain at least the following information:
  - Name of the Contractor and of the haulage contractor
  - Vehicle, tank and compartment number
  - Product
    - - Chemical-technical designation (not just the trade name)
    - - Classes of dangerous goods
  - Document number, date, authentic stamp, original signatureSuch information can also be stated on the collection document.
- 3.3. The issuer of the certificate ensures that no contaminants (e.g., dust, foreign matters, condensation) have entered the tank after unloading and that the tank is closed when it is made available for the new loading.

4. Inspection before loading

The Contractor must enable the Ordering party to inspect the tank and the discharge device for proper condition prior to loading.

## 5. Exclusion of vehicles (INEOS specific)

Vehicles used for the transport of food and wine and generally not approved for loading chemicals.

An exception is the loading of MPG-USP, which may only be transported by using dedicated or food-approved means of transport.

## Annex 2

### **PACKAGED GOODS IN LORRIES, CONTAINERS AND SWAP TRAILERS**

The Ordering party must ensure the following:

1. Provision of vehicles/containers/swap trailers with well swept, dry, nail-free and forklift accessible loading area (weight carrying capacity according to DIN EN 283).
2. Provision of vehicles with re-useable on-board load securing equipment in sufficient quantity and dimensioning and in proper condition, such as
  - ▶ Blocking equipment such as setting and insert boards and/or movable partitions
  - ▶ Lashing material such as straps, chains, ropes and nets; lashing materials must be in proper condition
  - ▶ Non-slip mats
  - ▶ Retractable lashing points in the loading area
3. Provision of vehicles/containers whose walls, floor and roof as well as door seals and weather protection are in apparent technically proper condition.
4. Inspection of the cargo for external intactness and completeness (for packed/re-packed bundles/packages on load carriers based on the number of load units) by the driver, provided the driver is present during the loading process.
5. Approval of and, where applicable, participation of the driving personnel in load-securing measures.
6. Appropriate continuous load securing to the last place of unloading, where appropriate by

- ▶ Subsequent securing measures for partial unloading and/or reloading/transshipment.
  - ▶ Traffic and weather-related inspection of the cargo during transport regarding the load-securing and re-securing of the cargo, if required.
7. No movement of vehicles (empty or loaded) with open side panels or cargo doors.

### **Annex 3 (INEOS specific)**

## **USE OF FERRIES**

For dangerous goods transportation, combined cargo and passenger ferries are allowed only if the approval for the specific dangerous goods has been granted.

The Contractor must ensure that

- container chassis and other road vehicles are equipped with devices (lash eyelets, appliances to block the spring mechanism, etc.), which allow for safe lashing on board and prevent a swell initiated displacement of transport units.

### **Annex 4 (INEOS specific)**

# Verladung

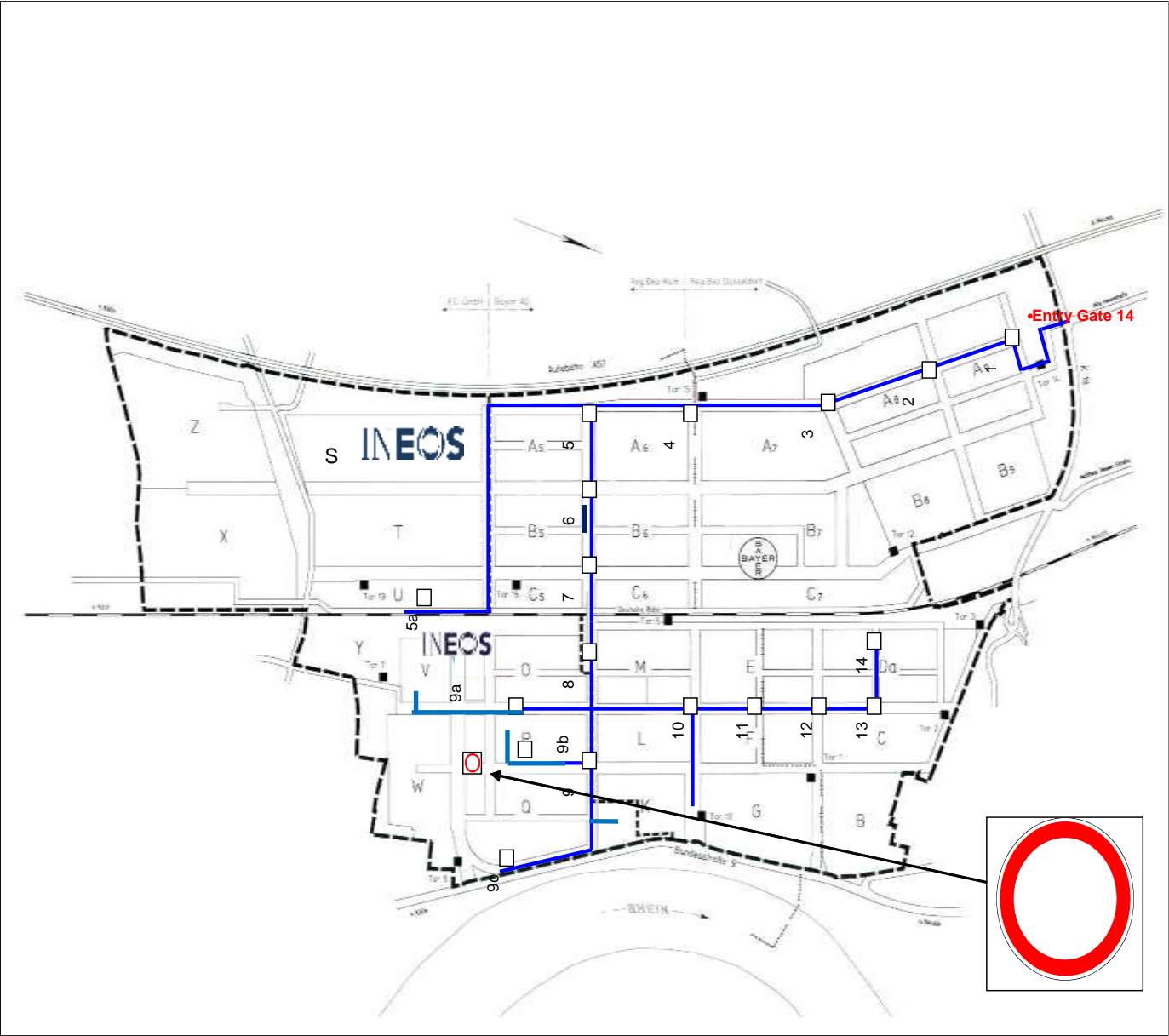
## Safety Equipment for Truckdrivers Sicherheitsausrüstung für LKW Fahrer/innen



### Annex 5 (INEOS specific)

Quality requirements profile for the processing and execution of logistic services on behalf of Ineos Manufacturing Deutschland GmbH

Plant map Chempark Dormagen/ Ineos Manufacturing Deutschland GmbH  
Defined routes for each place of loading and unloading at the plant



## **Road routing**

Basically, entry gate 14 to the plant premises must be used for all deliveries from the INEOS Manufacturing plant in Cologne, Germany.

The road routing should be used according to the blue marked traffic guiding and the numbered traffic nodes.

Routes 1 - 5 and 5a are applicable for polyethylene

For lime transport, routes 1 – 9a

For chemicals, routes 1 - 8 apply to all loading points

The loading points

Q 39 Products: Diisobutylene, triisobutylene, codibutylene, dichloropropane, propylene oxide, glycols, isododecane, cracked oil, isoamylene, toluene

K 28 Product: Butadiene

must be approached via markings 9 and 9c

The loading points

V 7 Product: Ammonium water

V 4 Product: Ammonium sulphate

W 11 Product: Isohexadecane

must be approached via marking 9a

The loading points

P 16 Product: Ethoxylates

P 4 Products: Cyclopentane, cyclopentane 70, isoeicosane

P 2 Products: Ethylene oxide, glycols

must be approached via marking 9b.

The product and loading point-specific requirements are stated in Annex 8.

**Annex 6 (INEOS specific)**

**German law on action against illegal employment in commercial freight haulage (GüKBilBG)**

The Contractor is contractually obliged not to perform any services under the contract, where hauliers or freight forwarders are deployed or become active, which are not in the possession of the permission pursuant to § 3 GüKG (German Road Haulage Act) new Version, or an authorisation pursuant to § 6 GüKG new Version or a working permit or an official certificate with translation pursuant to § 7 b, para 1, sentence 2 GüKG new Version.

The Contractor gives his assurance that he is mandated with the required permits and permissions pursuant to §§ 3, 6 GüKG new Version (permission, euro license, third country approval CEMT-approval).

The Contractor undertakes to ensure that foreign drivers have the necessary work permit by an official certificate with an officially certified translation in German language pursuant to § 7 para. 1 sentence 2 GüKG new Version and carry these documents with them during all journeys.

The Contractor undertakes to hand over all documents, which must accompany a transport, to the Ordering party upon request during inspections by the Ordering party and to instruct his employees accordingly.

The Contractor shall regularly fulfil its inspection duty.

**Annex 7 (INEOS specific)**

**Address and important phone numbers**

**INEOS Manufacturing Deutschland GmbH**

Ineos Manufacturing Deutschland GmbH

Po Box 75 02 12

50754 Cologne, Germany

Phone No. +49 221 35 55 – 0

Ineos Manufacturing Deutschland GmbH

hereinafter referred to as 'INEOS'

WEBSITE: [WWW.INEOS.COM](http://WWW.INEOS.COM)

Basically, all incidents must be reported to the

**National Chemical Emergency Centre (NCEC), phone no. +44 1235 2396 70.**

The NCEC can communicate in all European languages and is very useful especially for foreign language drivers.

An exception is the INEOS Oxide - business unit, which uses the

**Brandweerinformatiecentrum voor gevaarlijke stoffen (BIG) Phone: +32 145 84545.**

Here, communication can also take place in all European languages. The products applicable for BIG are stated in the dispatch documents.

**Production headquarter / Emergency Response Centre INEOS Köln**

(available daily from 0 - 24 hrs)

Phone No. +49 221 – 3555 22 22

Facsimile +49 221 3555 28907 – 0

**Plant fire brigade (Bayer Dormagen)**

(available daily from 0 - 24 hrs)

Phone No. +49 2133/55 42 33



**Logistics management:**

Phone No. +49 221 3555 10 74

**Liquids Site Distribution:**

Phone No. +49 221 3555 22 24



22 16

Facsimile +49 221 3555 288 92

Quality requirements profile for the processing and execution of logistic services on behalf of Ineos Manufacturing Deutschland GmbH

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**Annex 7**

	<b>Accidents report</b>	
<b>Location information</b>		
Location: (customer premises, on the transportation route, etc.)		
Country:		
<b>General information</b>		
Day of damage (dd/mm/yyyy):		
Reported by:		
Reported to:		
Contact phone number:		
Day of report (dd/mm/yyyy):		
Short description		
Detailed description:		
Contacted emergency centre:		
Notified regulatory authority:		
Press participation:		
Loading site (site):		
Product transported:		
<b><u>Equipment/ownership/explosion damage or damage information</u></b>		
Type of damage:		
Property damage of INEOS:		
Property damage of Third Parties:		
<b>Road information</b>		
Vehicle type:		
Haulier:		
<b>Railroad information</b>		
KWG Type:		
KWG Number:		
<b>Vessel information</b>		
Name of vessel:		
Contract manager:		
Vessel owner:		
Location data:		
<b>Material information</b>		
Delivery to:		
Exact location:		
Further confinements?:		
<b><u>Released material(Kg)</u></b>	<b><u>Called up quantity (Kg)</u></b>	<b><u>Regained quantity(Kg)</u></b>
Clean-up operation <input type="checkbox"/>		
Environmental effects:		
<b>Injuries</b>		
Name:		
Profession:		
Contact mode:		
Hospitalisation (y / n):		

**Notification of events (Learning Experience Report)**

**Driver Report**  
**Unsafe Loading/Unloading conditions (LER)**

11 To be sent to INEOS by the haulier

12 If condition is too unsafe to load or unload, inform your operational contact at INEOS first and wait for instructions.

Name Customer or loading installation:	<input style="width: 100%;" type="text"/>
Location Customer or loading installation and full address	<input style="width: 100%;" type="text"/>
Product:	<input style="width: 100%;" type="text"/>
Bulk or packed:	<input style="width: 100%;" type="text"/>
INEOS ref no:	<input style="width: 100%;" type="text"/>
Date:	<input style="width: 100%;" type="text"/>
Loading or unloading:	<input style="width: 100%;" type="text"/>
Name haulier:	<input style="width: 100%;" type="text"/>
Name driver:	<input style="width: 100%;" type="text"/>
Describe unsafe loading/unloading condition:	<input style="width: 100%; height: 50px;" type="text"/>
What immediate actions have been taken:	
NOT unloaded/loaded:	<input type="checkbox"/>
unloaded/loaded:	<input type="checkbox"/>
driver informed customer about unsafe situation:	<input type="checkbox"/>
actions already taken by customer:	
	<input style="width: 100%; height: 30px;" type="text"/>
general comments:	
	<input style="width: 100%; height: 30px;" type="text"/>

Quality requirements profile for the processing and execution of logistic services on behalf of Ineos Manufacturing Deutschland GmbH

EFTCO		European Cleaning Document		national logo tank cleaning association	
www.eftco.org		unique numbering			
1					
2 Customer reference number*			3 Serial number		
4 Customer			5 Identification numbers Vehicle Tank, Container		
6 Nature of product*			7 Next Load*		
8 Previous load		9 Cleaning Procedures			
Comp	UN N°	Name	EFTCO Code / Description*		
10 Additional Services					
11 Comments					
12 Name cleaner*			13 Time In* Time Out		
The cleaning station and the driver confirm that the above service(s) to clean the tank have been carried out (see EFTCO definition of 'clean').					
14 Cleaning Station Name Signature			15 Driver* Name Signature		

(\* Optional)

**Annex 8 (INEOS specific)**

The respective competent CSC provides these business unit specific documents in the most current version.

**INEOS Oligomers**

- Collection Guide
- Deep Sea Instructions

**INEOS Oxide**

- FCA policy