

1 April 2026,

To whom it may concern

**Object: Recommended unloading procedure for bulk deliveries**

INEOS Olefins & Polymers hereby draw attention to the logistic operations which should be undertaken prior to and during unloading bulk deliveries from INEOS Olefins & Polymers. This is particularly relevant when applications are food contact:

**Silo-Tank Inspection**

- Verify correct installation of the truck anti-tamper cable (TIR): is it present and blocking all silo-tankers' openings?
- Verify the presence of a seal on the TIR, normally an INEOS seal bearing a number.
- Verify that the unloading hoses are either capped or that the hose-box is sealed, normally with an INEOS seal.
- Verify that seal number(s) is the same as reported on the CMR document.
- Check that the unloading hoses, including couplings, to be used are clean & dry inside.
- Verify the presence and apparent good state of the compressor outlet filter.

**Container Inspection**

- Verify that the container doors and letter box are sealed with normally an INEOS seal bearing a number.
- Verify that container number and the seal number(s) are the same as reported onto the CMR document.
- Verify that the unloading hoses are either capped or that the hose-box is sealed, normally with an INEOS seal.
- Verify the presence and apparent good state of the compressor outlet filter.
- Check that the rotary valve and accessories are clean.
- Check that the unloading hoses, including couplings, to be used are clean & dry inside. Proper cleaning, flushing of unloading equipment before discharge is done by the driver. This can be done by connecting a purge bag at the end of the product conveying hose prior to starting the compressor. The driver then opens the flow control valve to let an agreed/appropriate amount of product flush the rotary valve and the conveying hose. The product taken for purging must be disposed in a waste bin at consignee's site according to local legislation.

## **Unloading**

- Before unloading, take a sample at the rear of the truck and inspect for cleanliness, dryness, absence of foreign bodies and for organoleptic grades absence of unusual odour. Ideally the melt flow rate (MFR) should be measured and validated, and the sample should be retained.
- Before unloading, verify that the receiving silo has sufficient available capacity to accept the full load. Unloading any residual product into small containers or alternative recipients must be avoided.
- Connect the hose(s) to unloading silo.
- Witness the beginning of the unloading and check that everything looks normal.
- Verify that the unloading pressure is controlled to 1.2 bar max pressure – standard unloading pressure is up to 1 bar.
- At the end of the unloading, be careful of the stock level of the unloading silo and to the pressure used to make sure the silo tank or container is completely empty and prevents any loss of pellets.
- In case of loss of pellets and as recommended by the program Operation Clean Sweep- OCS- tools and cleaning kits need to be available in the unloading area. See: <https://www.opcleansweep.eu/>

## **Administration**

- Ensure the driver is aware of the site HSE procedures and is accompanied at all times.
- Record arrival and departure times on the CMR.
- Record the nominated silo on the CMR and/or driver checklist paperwork.
- Record the unloading duration.
- Systematically report any abnormality/non-conformity onto CMR.

With best regards,



For INEOS Olefins & Polymers,  
Oliver Biles