

SULID

Site (Un)Loading Information Document Per product

SITE SPECIFIC

A. Operating company

A1	Name	<input type="text" value="Univar Benelux SA"/>
A2	Street + number	<input type="text" value="Klein Eiland 4"/>
A3	Postal / Zip code	<input type="text" value="1070"/>
A4	Town	<input type="text" value="Brussels"/>
A5	Country	<input type="text" value="Belgium"/>
A6	Contact person	<input type="text"/>
A7	Telephone number	<input type="text" value="+32 (0)2 525 05 11"/>
A8	E-mail address	<input type="text"/>
A9	Author of this document	<input type="text" value="Sarah Van de Wiele"/>
A10	Date of latest revision of this document	<input type="text" value="26/04/2011"/>

B. GENERAL INFORMATION - SITE

B1	General safety, health, environmental and security requirements and information clearly displayed/communicated at the entry <small>(e.g. traffic rules, PPE, smoking policy, emergency number, alarm procedure, etc.)</small>	<input type="radio"/> Yes <input type="radio"/> No	Comments (e.g. introduction video)
			<input type="text"/>
B2	Minimum PPE requirements for entering the site	<input type="checkbox"/> Safety Helmet (EN397) <input checked="" type="checkbox"/> Safety spectacles (EN166-3 with side protection) <input type="checkbox"/> Safety goggles (EN166) <input type="checkbox"/> Safety gloves (EN388) <input checked="" type="checkbox"/> Safety gloves (EN374) <input type="checkbox"/> Overall (EN533-EN1149/5- EN13034 type6) <input checked="" type="checkbox"/> Warning vest (EN471) <input checked="" 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" value="work clothing is required"/>	
B3	Languages spoken by (un)loading operators	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input checked="" 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"/>	
B4	Transperanto used <small>(ref. www.transperanto.org)</small>	<input type="radio"/> Yes <input type="radio"/> No	
B5	Location of site: industrial area, residential area, rural area	<input type="text" value="industrial area"/>	

DISCLAIMER

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- 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) of road freight vehicles embedded in company procedures?** Yes No
- 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
- 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

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- 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
- F25 How are the packed goods unloaded?** Side Rear Dock Ramp
- F45 Is the equipment checked before and after (un)loading including covers, valves, openings, ...?** Yes by Operator Driver Both No
- F48 Is the internal cleanliness checked by an operator when safe to do so?** Yes No
- F50 For loading :** **Special cleaning requirements** No Yes :
Forbidden previous load No Yes :
- F51 Packed:** **Forklift available to (un)load?** Yes No
Other (un)loading equipment / needed (barrelclamp/(un)loading ramp,...)?
- F52 Pallets:** **Type**
Size
Specific quality needed
Ownership
- 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

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- F65 Is (un)loading done on a weighbridge? Yes No
- F66 Is a calibrated weighbridge present at the site? Yes No
- F67 Is the securing of the load checked before departure? Yes No NA

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