

# **INEOS Solvents - FCA POLICY**

## **Requirements for customer collection of chemicals**

## Contents

<b>1.1 INTRODUCTION.....</b>	<b>4</b>
<b>1.2 HSE &amp; EQUIPMENT REQUIREMENTS.....</b>	<b>4</b>
1.2.1 DGSA .....	4
1.2.2 Personal Protective Equipment (PPE) .....	4
1.2.3 Vehicle standards.....	5
1.2.4 Vehicle Preparation – Cleaning policy .....	5
1.2.5 SHE Incidents .....	6
1.2.6 Tank Top Working.....	6
1.2.7 Safety rails/fall protection .....	6
1.2.8 Driver License.....	6
1.2.9 Language skills.....	7
1.2.10 Documentation and Placarding .....	7
1.2.11 Site Induction Training, Procedures and Instructions.....	7
1.2.12 Failure to Comply .....	8
<b>1.3 OPERATIONAL REQUIREMENTS .....</b>	<b>8</b>
1.3.1 Booking in for loading.....	8
1.3.2 Arrival at an INEOS Solvents site .....	8
<b>1.4 GENERAL CONDITIONS .....</b>	<b>9</b>
1.4.1 Transfer of ownership, responsibility and risk .....	9
1.4.2 Demurrages.....	9
1.4.3 Weight differences .....	9
1.4.4 VAT Treatment .....	9
<b>1.5 SITE SPECIFIC INSTRUCTIONS.....</b>	<b>10</b>
1.5.1 INEOS Solvents – Moers (DE) .....	10
1.5.2 INEOS Solvents – Herne (DE).....	11
1.5.3 Tanquid – Duisburg (DE) .....	11
1.5.4 Rhenus Port Logistics Rhein-Ruhr – Duisburg (DE) .....	12
1.5.5 TCS Terminal Chemicals Services – Duisburg (DE) .....	12

1.5.6 United Molasses Storage – Hull (GB) .....	13
1.5.7 Oiltanking Gent NV – Gent (BE) .....	14
<b>1.6 PACKED GOODS.....</b>	<b>14</b>

## 1.1 Introduction

Detailed below are the INEOS Solvents requirements for all customers collecting chemicals from INEOS Solvents. You are only permitted to collect goods from our sites and depots if you fully accept these requirements. Whilst the customer is responsible for ensuring these requirements are met, it is recognized that they may delegate some of the consequent actions to their hauliers. The obligation to comply with all legal requirements remains unaffected.

## 1.2 HSE & equipment requirements


### 1.2.1 DGSA

The haulier or customer shall have a nominated Dangerous Goods Safety Adviser.

### 1.2.2 Personal Protective Equipment (PPE)

The customer shall provide all PPE required on the collection site, which is normally an INEOS Solvents site or a depot.

The driver shall possess and wear all of the PPE designated by the company and site where he is working, loading or offloading. The driver shall ensure that he or she knows and understands all the relevant PPE standards.

The minimum PPE requirements are: safety helmet, goggles, gloves (with long sleeves), flame-retardant work clothes (marked with this symbol ) and safety footwear.

Compliance will be formally checked before entry and drivers with non-complying PPE will not be allowed onto the site/depot.

### 1.2.3 Vehicle standards

All vehicles presented for transport of product must be fit for purpose, compatible with the cargo, clean and meet all legal obligations. The vehicles must be in proper working order and suitable for the intended carriage.

The vehicle must be able to load the requested quantity of product(s), taking into account the maximum gross weight allowed in countries of passage. The gross weight - and not the net weight - determines the quantity that can be loaded. ADR guidelines for maximum and minimum filling degree must be respected. In line with industry trend and Cefic recommendations, INEOS imposes same filling degree criteria for non ADR products. Therefore also for non ADR products the ADR clause 4.3.2.2.4 applies : shells which are not divided by partitions or surge plates into sections of not more than 7500 liters capacity, shall be filled to not less than 80% or no more than 20% of their capacity.

For loading of ADR products original ADR certificates should be presented.

Because of safety reasons double trailers are not allowed for loadings of packed goods.

All vehicles – irrespective of product shipped (ADR/ non ADR) – shall be equipped with 3 independent closures for bottom filling/discharge openings, mounted in series:

- internal stop valve (bottom valve / foot valve)
- external stop valve (side valve)
- closing device on end of each pipe which may be a screw-threaded plug / blind flange or an equivalent device

Emergency equipment including fire extinguishers (sealed and validity not expired) must be available on the vehicle and be in good serviceable condition. The driver must be trained and competent in the use of emergency equipment such as fire extinguisher.

Additionally have a look at our checklists in the attachment.

### 1.2.4 Vehicle Preparation – Cleaning policy

Vehicles presented for transport of product must not require any pre-loading activities such as cleaning, sweeping or venting. Any necessary cleaning shall not be done on an INEOS site and shall be done before the vehicle is presented for loading. The suitability and cleanliness of the tank remains the responsibility of the customer / haulier.

Prior load information and wash-out certificates must be presented before loading. An original EFCTO cleaning certificate OR a proof that the previous load is suitable to the ordered product is required at all loading sites. Only originals – no copies – of the cleaning certificate are accepted. All valves, blanks and lids must be securely closed before a tank or tanker enters and leaves site. Before loading and before leaving site the driver shall check that all safely accessible valves and hatches are properly closed.

### **1.2.5 SHE Incidents**

All SHE incidents loading or transporting the product or goods shall be reported to INEOS Solvents immediately and investigated by the customer / haulier. In the event of an incident the customer and haulier senior manager together with the person (driver) concerned may be required to attend investigations held by the relevant site owner. These shall be attended at the customer's cost. Any reports shall be submitted typed or in electronic format.

### **1.2.6 Tank Top Working**

The customer should address the issue of safety of drivers working on top of tankers or tanks. Working on top of tankers is only allowed when safety equipment for heights is used.

### **1.2.7 Safety rails/fall protection**

The road tank cars and tank containers should have safety rails/walkway over the full length of the barrel at all times, unless specifically agreed otherwise with the loading site. Safety rail and walkway must be placed on the side of the access ladder.

### **1.2.8 Driver License / ADR License**

Drivers used for transportation of any INEOS Solvents products classed as ADR should be ADR trained and licensed. The driver shall carry his ADR license at all times. The ADR license shall be appropriate for the goods carried.

### **1.2.9 Language skills**

Drivers shall be able to understand and express themselves in the local language of the loading area and/or in English.

It is also permitted for a co-driver to interpret for the driver.

### **1.2.10 Site Induction Training, Procedures and Instructions**

The driver shall attend any specific site induction and/or product training on arrival at any site, plant, or depot as requested or deemed necessary by local personnel.

The driver shall comply with all the rules, safety and operating instructions and requirements of the site he or she is on at all times.

The driver is not allowed to operate any equipment on site except with the approval and under supervision of the loading operator. The driver must attend the loading operations and provide assistance if required by the loading crew.

Entry into confined spaces (e.g. a Tank) is always forbidden even if a tank has a cleanliness certificate (=cleaned/dry and odorless).

INEOS Solvents will carry out checks on the driver and vehicle before, during and/or after loading.

### **1.2.11 Documentation and Placarding**

The customer shall provide the required Hazard Warning Panels e.g. orange 'squares', etc.

The customer shall ensure that all drivers are familiar with the paperwork involved with transportation of the particular INEOS Solvents goods.

Where the driver is issued with documents detailing driver procedures, site route maps, routes local to the site (site approach information) and loading point / offloading point emergency procedures, these instructions shall be strictly adhered to at all times.

### **1.2.12 Failure to Comply**

If the loading personnel decide the vehicle is not fit for purpose and/or the driver does not fulfil requirements outlined above, the vehicle will not be loaded.

Failure to adhere to site loading procedures, regulations and safety standards will result in the driver and vehicle being asked to leave the site.

Gross or repeated breach of regulations or standards may result in drivers and/or haulier being barred from entering the site on future occasions.

## **1.3 Operational requirements**

### **1.3.1 Booking in for loading**

Most sites operate a time slot booking system.

Once a loading slot has been agreed, the truck driver is expected to be present for loading at least 15 minutes before the loading slot.

Please be aware that there might be site-specific instructions that specify a longer window of expected presence. Please check these instructions in the site specific instructions in the following chapters.

### **1.3.2 Arrival at an INEOS Solvents site**

Upon arrival at an INEOS Solvents site the driver must quote the INEOS Solvents order number, the name of the customer, the quantity and product(s) to be loaded, the destination country and vehicle/haulier registration & identity details.



## **1.4 General conditions**

### **1.4.1 Transfer of ownership, responsibility and risk**

Ownership, responsibility and risk associated with the product and its carriage shall transfer from the seller to the buyer as soon as it is on (or in) the customer's vehicle (or tank). This includes responsibility for product quality.

### **1.4.2 Demurrages**

INEOS Solvents does not accept any demurrage claims for small operational delays. Only for excessive delays compensation can be considered provided this is proven to be the direct result of an error made by INEOS Solvents.

'Late arrivals' will never be considered for demurrage compensation.

### **1.4.3 Weight differences**

The weight on the INEOS Solvents weight ticket is considered binding.

INEOS Solvents will not accept any claims for weight differences unless a clear error of INEOS Solvents can be proven and/or the driver made a remark on the CMR at the time of loading.

### **1.4.4 VAT Treatment**

As a matter of policy, orders collected by customers (FCA) will be treated as domestic sales in the country of collection and local VAT will be charged, even if the customer declares a destination in another EU country and irrespective whether the customer has a VAT Identification number in the country of collection or destination country. If the customer chooses to collect material

under these guidelines without being VAT registered in the country of departure, INEOS Solvents cannot be held responsible for any difficulties associated with any VAT reclaim.

To participate in the INEOS Solvents VAT exemption program customers need to accept the terms and conditions of this program and sign the respective agreement.

For specific questions about VAT treatment and how to enter into the INEOS Solvents VAT exemption program, please contact your Account Manager directly.

## 1.5 Site Specific Instructions **General conditions**

### 1.5.1 INEOS Solvents – Moers (DE)

#### 1) General

Drivers have to wear the following obligatory Personal Protection Equipment:

Safety Helmet, safety glasses, flame-retardant jacket and trousers, closed shirt (sleeves down), closed safety shoes.

#### 2) Loading Address

Römerstraße 733

47443 Moers

#### 3) Loading Hours

(according to assigned loading slot)

For agreeing a loading slot please contact:

Phone: +49 2841 49440

Email: [solvents.orders@ineos.com](mailto:solvents.orders@ineos.com)

## 1.5.2 INEOS Solvents – Herne (DE)

### 1) General

Drivers have to wear the following obligatory Personal Protection Equipment:

Safety Helmet, safety glasses, flame-retardant jacket and trousers, closed shirt (sleeves down), closed safety shoes.

### 2) Loading Address

Shamrockstraße 121

44623 Herne

### 3) Loading Hours

(according to assigned loading slot)

For agreeing a loading slot please contact:

Phone: +49 2841 49440

Email: [solvents.orders@ineos.com](mailto:solvents.orders@ineos.com)

## 1.5.3 Tanquid – Duisburg (DE)

### 1) General

Drivers have to wear the following obligatory Personal Protection Equipment:

Safety Helmet, safety glasses, flame-retardant jacket and trousers, closed shirt, (sleeves down), closed safety shoes.

### 2) Loading Address

Oelinsel 2  
47138 Duisburg

3) Loading Hours

Monday to Friday: 7 am to 2 pm

Saturday: 7 am to 1 pm

### **1.5.4 Rhenus Port Logistics Rhein – Ruhr – Duisburg (DE)**

1) General

Drivers have to wear the following obligatory Personal Protection Equipment:

Safety Helmet, safety glasses, flame-retardant jacket and trousers, closed shirt (sleeves down), closed safety shoes.

2) Loading Address

Parallelhafen 14  
47059 Duisburg

### **1.5.5 TCS Terminal Chemical Services – Duisburg (DE)**

1) General

See attachment.

2) Loading Address

Wanheimer Straße 408  
47055 Duisburg

3) Loading Hours

8.00 am – 4.30 pm (according to assigned loading slot)

For agreeing a loading slot please contact:

Email: [Christian.Wagner@tcs-duisburg.com](mailto:Christian.Wagner@tcs-duisburg.com)

[scm@tcs-duisburg.com](mailto:scm@tcs-duisburg.com)

Phone: +49 203 799 087-14

+49 203 799 087-0

## 1.5.6 United Molasses Storage – Hull (GB)

### 1) General

Drivers have to wear the following obligatory Personal Protection Equipment:

Safety Helmet, safety glasses, flame-retardant jacket and trousers, closed shirt (sleeves down), closed safety shoes.

### 2) Loading Address

King George Dock

East Hull

Hull

HU9 5PR

### 3) Loading Hours

10.00 am – 2.00 pm (according to assigned loading slot)

For agreeing a loading slot please contact:

Email: [methylation@umgroup.com](mailto:methylation@umgroup.com)

Phone: +44 1482 781118

## 1.5.7 Oiltanking Ghent NV – Gent (BE)

### 1) General

The drivers need to watch a safety movie and do an exam after following the safety introduction.

When the driver passed the exam we register the driver and the truck in our entrance and ordering system, the driver has a validation for 1 year in our entrance system.

The safety movie and the exam are in four languages: Dutch/French/German/English

The driver needs to be ADR trained and need to have all the proper ADR documents in the truck so that we can enter all details in the system.

(see attachment)

### 2) Loading Address

Moervaartkaai 12

BE - 9042 GhentKing George Dock

### 3) Loading Hours

6.00 am – 4.00 pm (according to assigned loading slot)

For agreeing a loading slot please contact:

Email: [planning.otg@oiltanking.com](mailto:planning.otg@oiltanking.com)

## 1.6 Packed goods

Regulations for packed goods according to ADR and the German dangerous goods regulation GGVSE .