

## Information for Customer Collection Hauliers



# Safety Regulations

For safety reasons, the rules governing plant entrance and vehicle movements within LyondellBasell manufacturing and storage sites are strict. Safety and security rules will be handed out to each driver and shall be signed by him for acknowledgement before entering the premises.

Any site routing instructions given to the driver must be strictly observed. Deviation from the prescribed route or undisciplined behavior by the driver will result in an immediate order to leave the plant.

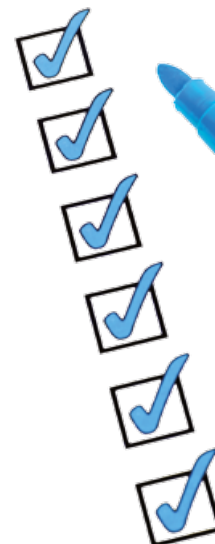


# Drivers must comply with all safety and security rules on site.

Those rules include – but are not limited to – the following items:

- The use of personal protection equipment (PPE) including safety harness for bulk transports is mandatory
- Mandatory use of the safety ladders or handrails (bulk loadings only) if available on the equipment
- Observation of road signs, speed and safety regulations
- Bulk drivers must ground the vehicle with the earth cable before loading
- Drivers must not leave vehicles unattended
- The use of alcoholic drinks and/or drugs on site is strictly prohibited
- Smoking is prohibited within the premises
- Taking pictures or videos on site is prohibited
- Drivers must in all cases follow the instructions of LyondellBasell personnel on site
- Drivers are only allowed in defined areas which are identified

## CHECKLIST



The vehicle must fulfill all safety requirements prescribed by law. Vehicles or its accompanying equipment that is not considered safe for loading and/or unloading operations will not be allowed on site and LyondellBasell Manufacturing and Storage sites reserve the right to refuse entry to any vehicle at the gate.

- The driver must be fully informed as to the precise capacity and/or tare weight of the equipment, and must relay this information to the LyondellBasell staff.
- Incompatible materials, which could present a serious risk of contamination when in contact with product to be collected, must not be present on the vehicle, nor should they be subsequently loaded while the collected products are still on board.
- Trailers must have sufficiently strong floors to allow access by fully laden forklift trucks. Local restrictions should be checked prior to loading.
- All goods must be safeguarded, latched and secured according to legal regulations. Drivers refusing to do so may not be allowed to leave / enter the site.

# Personnel Protective Equipment (PPE) for Drivers



A full PPE for truck drivers consists of:



Helmet or bump cap



Gloves (if required by task)



High-visibility jacket



Hearing protection (if required by task)



Safety shoes



Full body covering clothes



Safety glasses



Harness (for bulk loadings)

## This protective equipment:

- Must always be present in the vehicle
- Must be worn by the driver when operating within a LyondellBasell site

## Documents to be presented by the driver:

- A copy of the LyondellBasell customer collection order (CCO) that is signed and stamped by the customer must be presented by the driver specifying:
  - LyondellBasell order reference
  - Product and quantity to be loaded
  - Vehicle and trailer number
  - Destination of the goods
  - For bulk transports, a valid cleaning certificate issued by a recognized cleaning station
  - Name of the sub-contracted haulage company
- If an email address is mentioned on the CCO the customer may send the signed and stamped CCO as PDF/scan by email. In this email, the customer should clearly mention the transport number in the subject line! The name of the driver and license plate number of the vehicle should be mentioned in the body text only!
- The rule is: 1 CCO = 1 email
- If a loading time is predefined or a timeslot booking required it needs to be respected. Otherwise trucks might get rejected

# Cargo Securing Requirements for Packed Cargo

Quality and condition of the truck

Quality and condition of the load security fixings

The European Norm DIN EN 12195-2 for securing straps from man-made fibers, DIN EN 12640 for securing points, and DIN EN 12642 for truck construction provide clear guidelines for trailers used in the transport of our products.



## The minimum requirements for standard land transport equipment are:

- Intact and sufficient securing straps and ratchets according to DIN for each row of pallets.
- Intact and sufficient securing points according to DIN to fix each pallet by top-over lashing.
- XL-trailers are particularly recommended and need to have the specified number of planks and / or reinforced curtains (according to EN12642-XL certificate). For transports within or crossing Germany, curtain sided L-trailers are still required to have 5 planks per section and trailers with side boards require 3 planks per section.



## Own collection of packed goods by 40' export containers is possible, if agreed upfront. In addition to the general conditions the following requirements are applicable:

- Container has been inspected and checked being clean, undamaged and in proper condition when picked up from the depot prior to presenting for loading.
- Container floor able to support weight of forklift truck and product.
- Time slot agreement mandatory and to be respected (according to CCO). No loading without or outside timeslot.



# LyondellBasell

## About LyondellBasell

LyondellBasell (NYSE: LYB) is one of the world's largest plastics, chemical and refining companies. The company manufactures products at 55 sites in 18 countries.

LyondellBasell products and technologies are used to make items that improve the quality of life for people around the world including packaging, electronics, automotive components, home furnishings, construction materials and biofuels.

More information about LyondellBasell can be found at [www.lyb.com](http://www.lyb.com)

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