



**Shell Chemicals**

# General Requirements for Road Transport Carriers

[www.shell.com/chemicals/transport](http://www.shell.com/chemicals/transport)

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## 1. General Requirements

Carriers collecting product from one of the Shell chemicals company (for purposes of this document, "Shell") at a location owned by Shell or its affiliates ("Shell Location") or a third party location ("Third Party Location"), must always abide to the general HSSE requirements in this document (the "General Requirements").

In addition to the General Requirements, Carriers also must comply with any site specific requirements imposed by the location where product will be collected ("Site Specific Requirements"). Information on Shell Site Specific Requirements at Shell locations can be accessed via this link [<http://www.shell.com/business-customers/chemicals/safe-product-handling-and-transportation/on-site-collection-requirements.html>]. For Site specific Requirements of Third Party Locations, please always contact the Third Party Location directly. Customers must ensure that their Carriers comply with these General Requirements and the Site Specific Requirements.

The relevant Shell Location or Third Party Location reserves the right to reject any means of transport presented for loading when in the determination of the loading location the condition of the equipment, standard of maintenance, lack of necessary equipment or (insufficiently qualified) staff would constitute an unacceptable hazard or in the event of non-compliance with applicable law or non-compliance with the Life Saving Rules or Site Specific Requirements.

## 2. Observance of Safety Regulations

2.1 Carriers and their drivers should be advised that entry to Shell Locations and Third Party Locations is conditioned upon observance of these General requirements, site regulations, the Life Saving Rules and the law.

2.2 The 12 Life-Saving Rules are:

- Work with a valid work permit when required
- Conduct gas tests when required
- Verify isolation before work begins and use the specified life protecting equipment
- Obtain authorization before entering a confined space
- Obtain authorization before overriding or disabling safety critical equipment

- Protect yourself against a fall when working at height
- Do not walk under a suspended load
- Do not smoke outside designated smoking areas
- No alcohol or drugs while working or driving
- While driving, do not use your phone and do not exceed speed limits
  - Wear your seat belt
  - Follow prescribed Journey Management Plan

Notwithstanding any Site Specific Requirements, it is prohibited to light a fire, to possess alcohol and/or drugs on site, to bring in passengers and to film or to take photographs.

2.3 Drivers are able to communicate with staff at the loading/unloading site.

2.4 Unless specifically agreed otherwise, drivers will always report at the gate or site entrance and ask for instructions. These instructions may include emergency procedures, required PPE, parking restrictions, route to loading or unloading point and general information such as the prohibition of smoking, alcohol and drugs, prohibition of the use of mobile phones, driving speed limits etc. Drivers are to always adhere to the site instructions. Drivers are to witness the whole (un)loading activity, unless site procedures stipulate otherwise.

2.5 Drivers will proceed to the (un)loading area and park the vehicle according to site instructions. Additionally, drivers will always take the necessary precautions to prevent any movement of the vehicle during loading/unloading.

### 3. Road transport requirements

#### 3.1 General road transport requirements

3.1.1 Any vehicle sent to a Shell Location or Third Party Location for product collection may be subjected to close inspection by Shell or third party staff. Should it be determined that a vehicle, or its accompanying equipment, is defective or non-compliant with applicable law, the Life Saving Rules or Site Specific Requirements in any respect it will be rejected.

3.1.2 The carrier employed to collect the product must operate to good professional standards and should preferably:

- Be qualified by SQAS in the EU
- Be a Responsible Care Partner in US or otherwise be qualified through a Shell approved 3rd party contractor audit
- Meet Shell's local requirements in Asia (please check appropriate Shell transport website for more information).

3.1.3 The driver is responsible for his own protection and wearing personal protective equipment when appropriate. Personal protective equipment or other safety equipment is necessary to address product, other site specific hazards or that is otherwise required by applicable laws or regulations. This may include but necessarily be limited to helmet, goggles or safety spectacles with side protection, rubber gloves, suitable footwear (e.g. non slip soles and steel toe caps or flame retardant protective clothing) must be available on the transport vehicle and be worn by the driver when appropriate.

3.1.4 Drivers must carry an adequate supply of numerals and plates for hazard placarding purposes, and it is their responsibility to apply said numerals and hazard labels / placards in accordance with local legislation, Shell Location or Third Party Location instructions.

No vehicle will be permitted to leave a Shell Location or Third Party Location until it is properly hazard placarded.

3.1.5 Bulk road vehicles/ demountable containers must be suitable for loading the product(s) being transported.

Tanks must be clean, dry and free from odour OR should be empty from the same product that will be loaded.

Tank cleanliness and fitness for transport is the exclusive responsibility of the carrier, the carrier will provide a certificate of cleanliness prior to loading. Any visual inspection by personnel at the applicable loading location does not relieve the carrier from responsibility in this regard.

If, in the opinion of the personnel at the applicable loading location the tanks are not clean and dry or are otherwise unfit for loading, the vehicle will be rejected and will only be reevaluated on presentation of a valid document of cleaning.

3.1.6 The driver should be fully informed as to the precise capacity of the tanks, containers, and be able to pass on this information to the personnel at the applicable loading location staff

3.1.7 The order quantity for all Shell products must fit in a bulk liquid truck or container conforming to the following requirement:

- Vehicle compartments larger than 7500 liters shall not be loaded between 20% and 80% of the maximum capacity, unless they are fitted with baffle/surge plates dividing the compartment in sections of maximum 7500 liters.

Loading will be refused if the offered equipment cannot be loaded in conformance with the above requirement.

3.1.8 Products which are incompatible should not be loaded in adjoining compartments of the tank.

3.1.9 Incompatible materials which could present an, increased hazard when in contact with product(s) to be collected must not be present on the vehicle. Nor should they be subsequently loaded whilst the collected products are still on board.

### 3.2 Road transport policy for collecting very hazardous and sensitive products

3.2.1 The following products are not allowed for collection by road, unless there is prior approval by Shell Chemicals:

- Ethylene oxide (EO)
- Butadiene (BD)
- Propylene oxide (PO)
- Ethylene
- Propylene
- Benzene (& Pygas)
- MPG USP, IPA GMP/USP & Acetone NF
- Toluene Di Isocyanate (TDI)

3.3 The documents identified below must be presented by the driver at the applicable loading location:

3.3.1 A written loading order specifying:

- Indent number
- Product and quantity to be loaded
- Destination of the goods
- Carrier's name
- Driver's name
- Vehicle and trailer number
- Way of transport (ferry, road, combined road rail) (driver's declaration)

3.3.2 Additionally, the driver will hand over all relevant documents to the operator. Documents may include but not limited to: weighing ticket, delivery note, certificate of analysis, cleaning certificate and transport document, if necessary with the required dangerous goods information.

**EU specific:** as an aid during an accident emergency situation that may occur or arise during carriage, instructions in writing in the form specified in 5.4.3.4 of ADR shall be carried in the vehicle crew's cab and shall be readily available. These instructions shall be provided by the carrier to the driver in language(s) that the driver can read and understand

3.3.3 The driver shall be fully conversant with the hazard(s) of the product(s) he has come to collect.

3.3.4 A valid certificate (tank test certificate) for both truck and trailer.

3.3.5 A valid certificate of competence to drive vehicles carrying hazardous cargo.

3.3.6 For carriers contracted by any Shell company: A valid defensive driving certificate (BBS), less than 3 years old.

3.3.7 Should any vehicle arrive without the above documents OR the relevant information, then:

- it will not be permitted to enter the plant, and loading will not take place or will be delayed. Any resultant demurrage or additional costs will be for the account of the party who ordered the collection.

## 3.4 Loading

**3.4.1 Tank Capacity.** Before loading, the driver will verify if the transport tank or tank compartment can accommodate the quantity to be transferred. Under no circumstances will Shell Locations or Third Party Locations load a vehicle in excess of the legal weight limits in application between supply point and destination. Where necessary, Shell Locations or Third Party Locations will reduce the order quantity to bring the loaded quantity within these legal limits. In these circumstances any transport penalty incurred will be for buyer's account.

**3.4.3 Loading of Liquids into Multiple Compartments.** The driver will ensure that the operator is loading according to the load plan.

**3.4.4 Hoses and Other Equipment.** The driver will check if the equipment owned by the carrier is fit for purpose and in good condition.

**3.4.5 Connections.** The driver is familiar with the equipment of the vehicle, e.g. (un)loading valves, pressure/vapour return connections, number and capacity of compartments, hoses, couplings and gauges. Coordination and co-operation between the driver and operator is of vital importance to avoid incidents when making or breaking connections.

**3.4.6 Permission to Load/Unload.** The driver is only allowed to operate equipment on the vehicle such as valves, compressor and pump after explicit approval of the operator. The driver should not operate site equipment, except for connecting hoses to truck. Operators should operate the storage tank valves, pressure valves and the pump, as applicable.

**3.4.7 Vehicle Weight Restrictions.** The driver, in co-operation with the operator, will ensure that the maximum permissible vehicle gross weight is not exceeded. During loading of the vehicle, the driver should take all possible precautions not to exceed the maximum permissible axle weight and never exceed legal weight limits in application between supply point and destination. Where necessary, Shell Locations or Third Party Locations will reduce the order quantity to bring the loaded quantity within these legal limits. In these circumstances any transport penalty incurred will be for buyer's account.

### 3.5 Pre departure labelling, placarding and documentation

3.5.1 Prior to departure the way-bill must be fully completed. The Party arranging the transport shall always be responsible for the proper issuance of transport documentation and accompanying documents, such as permits, licenses, notifications, certificates in line with applicable regulations.

3.5.2 The driver will assure that the correct hazard markings and placards have been affixed to the vehicle.

### 3.8 Adverse weather conditions in the vicinity of the loading plant

In the general interests of safety, Shell Locations and Third Party Locations reserve the right to suspend loading when adverse or unusual weather conditions such as thick fog, ice or heavy snowfall persist in the vicinity of a loading location until such time as conditions improve.

### 3.9. Reporting of Unsafe Situations, Near Misses, and Incidents

Drivers are requested to report all loading/discharge problems, unsafe situations or conditions, near misses and incidents as per company procedure. Shell request feedback through transport management of this information as it relates to loading, unloading, and facility conditions with supply point.

#### 4. Cost Disclaimer

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OR CONDITIONS SPECIFIED ABOVE GIVES THE SHELL LOCATION OR THIRD PARTY LOCATION THE RIGHT TO REJECT A VEHICLE / RAIL TANK CAR OR REFUSE TO LOAD. THE SHELL LOCATION OR THE THIRD PARTY LOCATION CANNOT BE HELD LIABLE BY THE CARRIER AND/OR BUYER FOR ANY COSTS ARISING FROM DEMURRAGE, DELAY, CLEANING OR REPAIR.



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