

SULID

Site (Un)Loading Information Document

SITE SPECIFIC

A. OPERATING COMPANY

A1	Name	<input type="text"/>
A2	Street + number	<input type="text"/>
A3	Postal / Zip code	<input type="text"/>
A4	Town	<input type="text"/>
A5	Country	<input type="text"/>
A6	Contact person	<input type="text"/>
A7	Telephone number	<input type="text"/>
A8	E-mail address	<input type="text"/>
A9	Author of this document	<input type="text"/>
A10	Date of latest revision of this document	<input type="text"/>

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>	Yes	No	Comments (e.g. introduction video) <input type="text"/>			
B2	Minimum PPE requirements for entering the site	Safety Helmet (EN397)	Safety spectacles (EN166-3 with side protection)				
		Safety goggles (EN166)	Safety gloves (EN388)				
		Safety gloves (EN374)	Overall (EN533-EN1149/5- EN13034 type6)				
		Warning vest (EN471)	Safety shoes (EN20345S1/ EN20345S2)				
		Hearing protection (EN352)	Safety harness (EN361)				
		Other :	<input type="text"/>				
B3	Languages spoken by (un)loading operators	English	French	Dutch	German	Spanish	Italian
		Polish	Other : <input type="text"/>				
B4	Transperanto used <small>(ref. www.transperanto.org)</small>	Yes	No				
B5	Location of site: industrial area, residential area, rural area	<input type="text"/>					

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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
 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

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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)	<input style="width: 100%; height: 20px;" type="text"/>		
E2	(Un)loading point (specific location)	<input style="width: 100%; height: 20px;" type="text"/>		
E3	Are several points of (un)loading present per site?	<input style="width: 100%; height: 20px;" type="text"/>		
E4	Specific PPE needed (EN-standard to be added) other than generally required PPE in B2	Acid/chemical suits		
		Visors		
		Breathing apparatus		
		<input style="width: 150px;" type="text"/>	Spec.:	<input style="width: 100px;" type="text"/>
		<input style="width: 150px;" type="text"/>	Spec.:	<input style="width: 100px;" type="text"/>
		<input style="width: 150px;" type="text"/>	Spec.:	<input style="width: 100px;" type="text"/>
		<input style="width: 150px;" type="text"/>	Spec.:	<input style="width: 100px;" type="text"/>
		<input style="width: 150px;" type="text"/>	Spec.:	<input style="width: 100px;" type="text"/>

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?	<input style="width: 50px;" type="text"/>	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:	<input type="text"/>	
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 :	<input type="text"/>
	Forbidden previous load	No	Yes :	<input type="text"/>
F51	Packed: Forklift available to (un)load?	Yes	No	
	Other (un)loading equipment / needed (barrelclamp/(un)loading ramp,...)?	<input type="text"/>		
F52	Pallets: Type	<input type="text"/>		
	Size	<input type="text"/>		
	Specific quality needed	<input type="text"/>		
	Ownership	<input type="text"/>		
F59	Do the vehicle connections require sealing?	Yes	No	
F60	If sealing is required by whom is it done?	Operator	Driver	Surveyor NA
		Other :	<input type="text"/>	
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	<input type="text"/>	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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