

## 1. Arranging a timeslot:

- 1.1 One working day prior to the actual loading date, **between 08:30 and 12:00**, a loading appointment must be made by calling the terminal: **T: +32 (0) 3 400 75 00**
- 1.2 There will be no written confirmation of the agreed loading time.
- 1.3 You will be given a proposed time for loading which can be accepted or declined. There are slot sequences of 1.5 hour. Acetone, AMS and cyclohexane orders can't be loaded later than 14:00. In exceptional cases, and upon acceptance of the terminal, the loading time can be extended to latest 15:00.
- 1.4 Slots are given out between 08:00 and 14:00 or 15:00 depending on the product. In case of hot weather, the terminal remains the right to change the length of the interruption between the slots and an extra slot at 6:30 can be created. When this decision is taken, the customer/haulier will be informed a day in advance.
- 1.5 More compartment trucks need special attention due to safety and regulatory reasons.
  - 1.5.1 More compartment trucks are **not** allowed for phenol loadings.
  - 1.5.2 More compartment trucks are allowed in exceptional cases for Acetone, AMS and Cyclohexane loadings but only on approval of the terminal. This needs to be mentioned during the booking of a timeslot.
  - 1.5.3 When loading more compartments, more time is needed and the loading slot is not negotiable.
  - 1.5.4 The transport company is obliged to inform the terminal by phone when trucks will arrive with containing product in other compartments. Only after approval from our SHEQ department this can be accepted. Without prior notice LBC-Cepsa reserves the right to decline these orders.
- 1.6 LBC Cepsa needs to receive the loading details 48H before loading date (excl weekends and public holidays). In case the orders are send out too late, we will not be able to process them in time for the time slot bookings.

## 2. Arriving at LBC

- 2.1 Drivers must wear at all times, before presenting themselves at the office, the correct PPE's (helmet, safety goggles, gloves, safety shoes, safety clothes).
- 2.2 Drivers must handover the correct LOADING REFERENCE + PRODUCT NAME upon registration for loading.
- 2.3 Drivers need to be able to speak at least basic Dutch, French, German or English. On arrival a first assessment is done by LBC.
- 2.4 Drivers who are not able to speak one of the above-mentioned languages will not be granted access to the terminal due to the safety risk.
- 2.5 Drivers will be treated as "on-time" if they report at the LBC CEPESA dispatch office (not Covestro Antwerp) minimum 30 minutes or maximum latest 15 minutes before the given timeslot. For example: If the agreed timeslot was 08:00, the driver must be present at LBC CEPESA dispatch earliest 07:30 and latest at 07:45.
- 2.6 The given timeslot is the time the loading will start, not the arrival time!
- 2.7 Drivers who are "too late" or present themselves for loading "without a timeslot" take the risk that they will NOT be loaded. They will only be loaded if it is possible within the

schedule or the daily operations. In which case they will need to make a new loading appointment for the next working day. This needs to be done before 12 o'clock.

- 2.8** Drivers who are “too early”, risk that they will need to wait until their accepted loading time is reached.
- 2.9** Volumes need to be “load-ready”. This means that all the manholes and connections need to be closed upon arrival at the terminal and clean from any product residues. If this is not the case, we reserve the right to reject the loading order and a new timeslot will have to be booked!
- 2.10** Referring to the ADR 6.8.2.4.1 till 6.8.2.4.5 originals of all the tests, inspections and checks shall be attached to the tank record of each tank even when it will be a competent authority approval (CAA). If this is not possible, the terminal has the right to refuse to load, and a new appointment will have to be made.
- 2.11** In case of a cleaned container, we will follow the requirements given by the customer stated on the order. We only accept the original cleaning certificate.
- 2.12** All volumes must be equipped in such a way that it is safe to reach all the “manholes” and connections on top of it or the volumes should at least be equipped with platforms at each opening and connections in between. If there is no safe option to check all the manholes, LBC Cepsa reserves the right to decline the truck.
- 2.13** The maximum allowed temperature of the trucks compartment(s) before loading a P1/P2 product is 40 degrees Celsius. If this temperature is higher or the temperature measurement of the truck is not functional, the truck will be rejected.
- 2.14** Please find below the max allowed filling rate determined by ADR regulations and our implementation to handle these products in a safe manor:

PRODUCT	MOBILE TANKS*		TANKS (CONTAINER/TRAILER)**
ACETONE	92.1%		94.9%
AMS	93.9%		96.9%
CYCLOHEXAAN	93.5%		96.4%
	<= 24000 L	<= 26000 L	MOBILE TANKS LARGER THEN 26000 L
PHENOL	87%	89%	94.9%

(\*) Mobile tanks: destination overseas

(\*\*) Tanks (container/trailer): destination over land

Note: when the destination is not known, we will always treat the container as a Mobile tank.

- 2.15** In normal cases, trucks will be loaded within a time frame of maximum 3 hours after their successful on-time presentation for loading.

### 3. Operational rules

- 3.1 Instructions of LBC personnel must always be respected.
- 3.2 Volumes to be loaded will be weight in at the weighbridge using the number of reference. The weighbridge is located at the NE-side of our office building.
- 3.3 Truck engine must always be shut down and key removed from the ignition, during operations.
- 3.4 Fixed or mobile fall protection must always be used.

### 4. Violation – Blacklisting

- 4.1 Full cooperation in all health, safety, security, environmental and operational matters is expected. Violations to these rules can result in cargo operation suspension/interruption. All costs related to these violations will be charged. The driver will receive a written statement. When a violation has occurred, LBC will proceed as follows:
  - There will be an evaluation of the incident;
  - Internal consultation will take place about the nature of the violation;
  - A violation code will be assigned according to the table shown in Appendix A;
  - For blacklisting sanctions, a managerial staff member of LBC will be consulted;
  - Each party involved will be notified by mail;
  - The driver will receive a written statement from LBC.
- 4.2 When to expect a warning/blacklisting:
  - Code Red: alcoholic drinks, smoking, physical aggression, conscious mistakes etc.
  - Code Orange: unconscious mistakes, mobile phone, verbal aggression etc.
  - Code Yellow: not having/wearing the correct PPE, not following the written guidelines etc.

These are some examples. If there are multiple infringements, the terminal can take the decision to impose a heavier code.

#### Appendix A

Violations	1st time	2nd time	3rd time
Red	Blacklisted for at least 1 year	N/A	N/A
Orange	Blacklisted for 3 months	Blacklisted for at least 1 year	N/A
Yellow	Warning	Blacklisted for 3 months	Blacklisted for at least a year

## 5. Basic Safety Rules

Minimum Personal Protective Equipment		Prohibitions	
	Safety Helmet		No unauthorized access
	Safety Goggles		Smoking prohibited
	Work clothing fully covering legs and arms		Fire and open flame prohibited
	Safety shoes		Food and beverages prohibited
	(*) Flammable products: Antistatic fire-retardant clothing (fully covering arms and legs)		Use of non-explosion proof electric tools or mobile phone prohibited
	(*) Gloves		Speed limit 30 km/h
	(*) Respiratory protection		No photography or videotaping allowed
	Safety harness		Do not Dump/discharge your trash or products

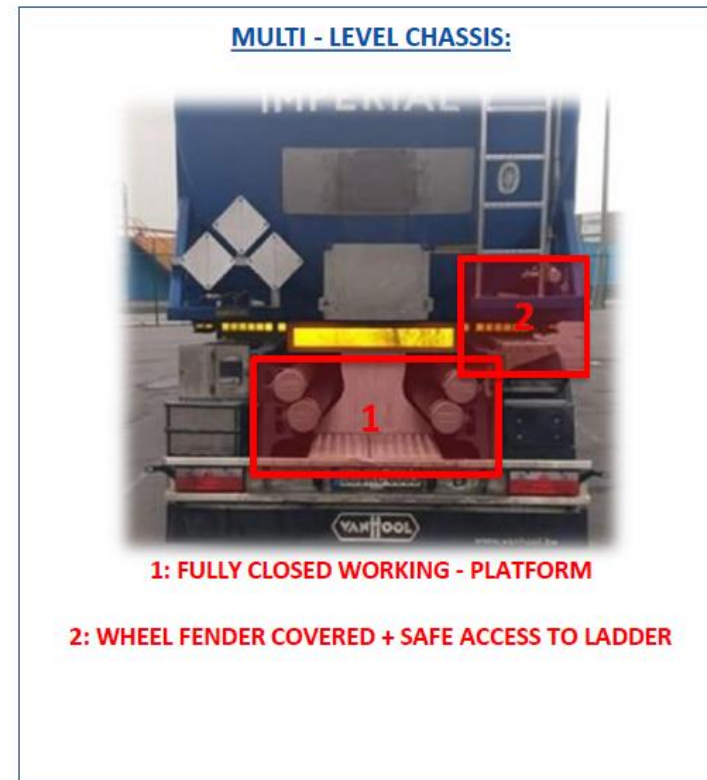
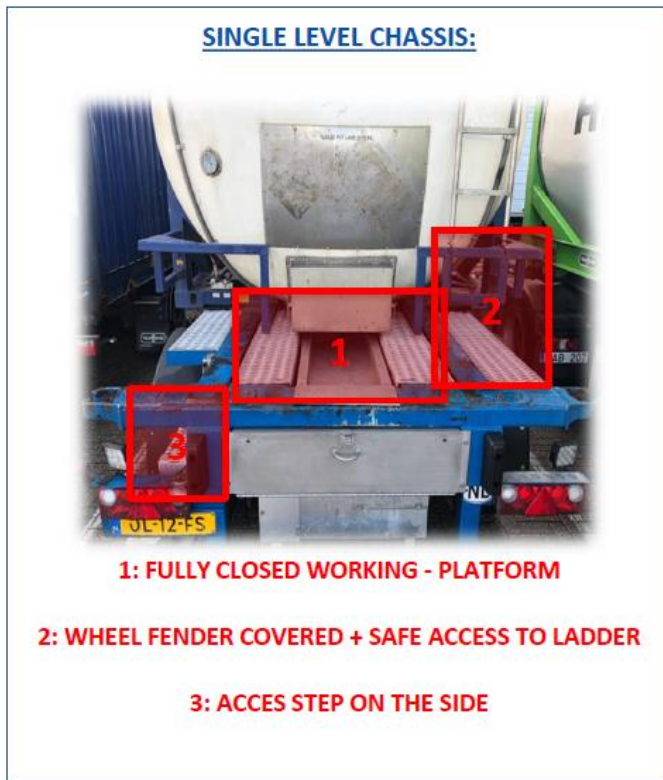
(\*) Additional PPE must be worn depending on product hazards or upon request.

## 6. Regulations for trailers

Prior to loading, all vehicles must be in good condition to make (top and bottom) loading possible without putting all involving parties (operator, driver, surveyor) at risk.

To prevent slip / trip / fall incidents LBC defined criteria for container chassis in order to (un)couple and climb these containers safely. LBC criteria for safe and unsafe container chassis are valid for both flexi-tank loading and tank container (un)loading and are based on a risk assessment. The work platform cannot have steps, but it must be fully closed and equipped with perforated anti-slip steel plates. These criteria apply for both top and bottom loading, for all loading stations at LBC.

### BASIC REQUIREMENTS – TANK CONTAINERS



# TANK CONTAINER

## APPROVED:



MULTI LEVEL  
FULLY CLOSED PLATFORM  
ACCESS FROM THE BACK



SINGLE LEVEL  
FULLY CLOSED PLATFORM  
WITH LADDER ON THE SIDE



MULTI LEVEL  
1/2 CLOSED PLATFORM  
CLOSED WHEEL FENDER ON LADDER-SIDE

## REJECTED:



MULTI LEVEL  
PARTIALLY OPEN PLATFORM  
OPEN WHEEL FENDERS



SINGLE LEVEL  
OPEN PLATFORM  
OPEN WHEEL FENDERS



MULTI LEVEL  
FULLY OPEN PLATFORM



## 7. TERMINAL INFO

Address: LBC-CEPSA Tank Terminal Antwerp N.V.  
Harbour 507  
Scheldelaan 420  
BE-2040 Antwerp  
Belgium

Opening hours: Monday to Friday: 08h00 – 16u00  
Last truck in: 15h00  
Saturdays/Sundays/Holidays: Closed

Slot booking: At the latest one working day prior to loading between 08h00 – 12h00  
by calling at +32 (0) 3 400 75 00

### 7.1 COUPLINGS

Phenol loadings: Product is loaded from the top through the manhole.

Acetone/AMS/ loadings: ONLY POSSIBLE WITH **VAPOUR RETURN LINE**

Cyclohexane

Product is loaded through a product line **at the bottom:**

Couplings product line **at the bottom:**

3" French

3" German

Couplings vapor return line **at the bottom or top:**

2" female German

2" male German if driver can go from male to female

### 7.2 Legal disclaimer

LBC- Cepsa reserves his right to change this section at any time depending on legislation change, significant change of logistic flows in the terminal or outstanding circumstances outside LBC-Cepsa control. The information in this document is intended, but not guaranteed, to be correct, complete and up to date. The information is general in nature, subject to change and is provided without any warranty, either expressed or implied as to quality, accuracy or fitness for a particular purpose. LBC-Cepsa cannot be held liable for any direct, indirect or consequential loss arising from the use of (or the inability to use) this information contained in it or from any action or decision taken as a result thereof.

# LIFE-SAVING RULES

<p><b>BYPASSING SAFETY CONTROLS</b> OMZEILEN VAN VEILIGHEIDSVORZIENINGEN</p>  <ul style="list-style-type: none"> <li>✓ Obtain authorisation before overriding or disabling safety controls</li> <li>✓ Verkrijg toestemming alvorens veiligheidsvoorzieningen op te heffen of buiten werking te stellen</li> </ul>	<p><b>CONFINED SPACE</b> BESLOTEN RUIMTE</p>  <ul style="list-style-type: none"> <li>✓ Obtain authorisation before entering a confined space</li> <li>✓ Verkrijg toestemming alvorens een besloten ruimte te betreden</li> </ul>	<p><b>DRIVING</b> RIJDEN</p>  <ul style="list-style-type: none"> <li>✓ Follow safe driving rules</li> <li>✓ Volg de regels voor veilig rijden</li> </ul>
<p><b>ENERGY ISOLATION</b> ISOLATIE VAN ENERGIE</p>  <ul style="list-style-type: none"> <li>✓ Verify isolation and zero energy before work begins</li> <li>✓ Verifieer isolatie en controleer dat er geen energie meer aanwezig is voordat het werk begint</li> </ul>	<p><b>HOT WORK</b> HEET WERK</p>  <ul style="list-style-type: none"> <li>✓ Control flammables and ignition sources</li> <li>✓ Houd ontvlambare stoffen en ontstekingsbronnen onder controle</li> </ul>	<p><b>LINE OF FIRE</b> VUURLINIE</p>  <ul style="list-style-type: none"> <li>✓ Keep yourself and others out of the line of fire</li> <li>✓ Houd jezelf en anderen uit de vuurlinie</li> </ul>
<p><b>SAFE MECHANICAL LIFTING</b> VEILIG MECHANISCH TILLEN</p>  <ul style="list-style-type: none"> <li>✓ Plan lifting operations and control the area</li> <li>✓ Plan hijswerkzaamheden en houd het gebied onder controle</li> </ul>	<p><b>WORK AUTHORISATION</b> WERKVERGUNNING</p>  <ul style="list-style-type: none"> <li>✓ Work with a valid permit when required</li> <li>✓ Werk met een geldige werkvergunning indien vereist</li> </ul>	<p><b>WORKING AT HEIGHT</b> WERKEN OP HOOGTE</p>  <ul style="list-style-type: none"> <li>✓ Protect yourself against a fall when working at height</li> <li>✓ Bescherm jezelf tegen een val bij het werken op hoogte</li> </ul>

**100%**  
SAFETY ALWAYS OUR PRIORITY