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Annex 2 - Extract from the Regulations for drivers

1 Definitions - Abbreviations

TAD - Road Asphalt Terminal


DOK - Customer Service Department

2. General information

- 2.1. The driver is required to sign a Declaration regarding ADR and work at height.
- 2.2. Once a year, the driver/crew is required to complete a driver training course. The training is deemed to be successfully completed if the participants got a passing examination score (minimum 70%).
- 2.3. Each vehicle is subjected to a Safe To Load procedure (inspection by a TAD employee or Security Officer) before entering the TAD.
- 2.4. The driver must check that the fall protection system works properly before any use (pictured).
- 2.5. The driver descends from the tanker at a steady, calm pace. It is forbidden to jump down even if the driver is on the lowest step of the ladder - this may activate the anti-fall protection system and consequently damage the system.

3. Loading

- 3.1. Upon arrival at the TAD, stop in front of the gate, without blocking the access roads or the entrance to the car park, then proceed to the office building and inform the security officer of the purpose of your arrival and the SAP loading number received from DOK.
- 3.2. Before performing any further actions, change into the appropriate protective clothing specified in Annex No. 3 to these regulations.
- 3.3. After the barriers have been raised by the security officer, drive slowly onto the weighbridge (at max. speed of 10 km/h) and then get off to allow the empty vehicle to be weighed.
- 3.4. While the security guard is checking the condition of the tanker, put a safety harness on, lower the hitch and buckle yourself to the rope then climb onto the tanker to open the hatch. In case of rain, open the hatch ajar.
- 3.5. After obtaining permission from the operator, proceed to the loading point indicated by the security officer (LA1 or LA2).
- 3.6. Drive the vehicle in the prescribed direction and at a maximum speed of 10 km/h.
- 3.7. Before driving to the loading bay, make sure that the tanker's discharge valve and the cabin's sunroof are closed.
- 3.8. A green light is on to allow you to drive to the loading bay. When the light changes from green to red, stop the tanker while it is being positioned at the loading bay.
- 3.9. Once parked:
 - switch off the engine and all electrical equipment,
 - apply the handbrake,
 - check if the drain valves are closed,
 - block the vehicle by inserting two wheel chocks diagonally at a distance of approx. 10 cm from the point of contact with the ground (to prevent them from blocking when the tanker is full), or use another technical solution (external) to block the vehicle combination and prevent rolling,

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- get off the vehicle, proceed towards the office building and wait until the end of loading there.

DURING LOADING, IT IS STRICTLY FORBIDDEN FOR THE DRIVER TO STAY IN THE CABIN OR IN THE VICINITY OF THE LOADING DEVICES (min. Distance is 6 m)!

- 3.10. The yellow flashing light indicates loading in progress, during which you must not, under any circumstances, approach the loading bay.
- 3.11. When the yellow light goes out, you approach the vehicle, unlock the vehicle and move to the weighbridge.
- 3.12. Once the vehicle has been weighed by a security officer, climb the tanker and close the hatch.


WHEN ON THE TOP OF A TANKER TRUCK, A SAFETY SYSTEM MUST BE WORN TO PROTECT AGAINST FALLING FROM HEIGHT !

- 3.13. Before departure, make sure you have collected all documents.

4. Unloading

- 4.1. Upon arrival at the TAD, stop in front of the gate, without blocking the access roads or the entrance to the car park, then proceed to the office building and inform the security officer of the type of product to be delivered and, in the case of deliveries from the Total refinery (Leuna Brunsbuttel, Webau), of the unloading number received from the logistics department.
- 4.2. Before performing any further actions, change into the appropriate protective clothing specified in Annex No. 3 to these regulations.
- 4.3. After the barriers have been raised by the security officer, drive slowly onto the weighbridge (at max. speed of 10 km/h) and then get off to allow the empty vehicle to be weighed.
- 4.4. After the security guard has checked the vehicle and the operator has confirmed that the vehicle can proceed, drive to the unloading point.
- 4.5. Drive the vehicle in the prescribed direction and at a maximum speed of 10 km/h.
- 4.6. Once parked, switch off the engine and all electrical equipment, apply the handbrake and lock the two wheels of the vehicle diagonally with chocks.
- 4.7. Proceed to prepare the tanker for unloading:
- put on the harness and buckle yourself to the belay system, then climb onto the tanker to open the hatch,

OPENING THE TANKER HATCH e.g. WHEN PARKING AT THE CARPARK OR ON THE WEIGHBRIDGE IS STRICTLY PROHIBITED!

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- leave the hatch slightly ajar to prevent it from closing accidentally,
 - once the operator has connected the discharge hose and received the signal from the operator that the unloading may begin, open the discharge valve.
- 4.8. You must be independent at the valve throughout the unloading process.
- 4.9. It is imperative to keep your face shield down when staying within 3 m of the discharge hose.
- 4.10. It is strictly forbidden to walk over the hose.
- 4.11. After the unloading has been completed and confirmed by the operator, close the discharge valve, close the tank hatch, remember to buckle to the belay system.
- 4.12. After the operator disconnects the discharge hose and confirms that you can depart, approach the weighbridge where the empty vehicle can be weighed by a security officer.
- 4.13. Before departure, make sure you have collected all documents.

5. Use of rest and refreshment rooms

- 5.1 Keep the facilities for drivers tidy.
- 5.2 Dispose of rubbish in special containers.
- 5.3 It Do not enter the operators' rest and refreshment rooms in the office building.
- 5.4 Non-compliance with the above rules and others specified in separate regulations, is punishable with a temporary ban on access to the premises.

6. General rules

- 6.1. Smoking is not permitted on the premises, except in specially designated areas.
- 6.2. The consumption of alcohol and other drugs, as well as being under the influence of such drugs, is strictly prohibited on the premises.
- 6.3. A TAD employee may call the police to test the driver for alcohol consumption.

7. Handling emergency situations

- 7.1. In the event of a sound alarm, leave the premises immediately and proceed to the muster point in front of the main gate.
- 7.2. In any emergency situation, follow the instructions of the personnel in charge of facility management.