



Vynova mandatory GENERAL and SSHE standards for carriers entering Vynova sites or depots.

The following are the mandatory General and Security, Safety, Health & Environmental (SSHE) standards for all carriers (off)loading chemicals or goods from or to all Vynova sites or depots.

For some Vynova sites or depots additional rules and instructions may apply.

“Carrier” means a haulage company providing transportation services to Vynova for the (off)loading of chemicals or goods from or to Vynova sites or depots.

“Site” means any Vynova production site, as well as any Vynova or third party storage depot or location.

“Vehicle” includes all modes including road and rail.

1. General requirements for the carrier

- 1.1. The carrier certifies to possess the necessary licenses and authorization to execute the offered transports.
- 1.2. The carrier declares that all laws and rules regarding - but not limited to - weight limit, dimensions, safety of the load, driving and rest time and speed limit will be strictly respected.
- 1.3. The carriers' vehicles all meet the ADR requirements to carry particular chemicals.
- 1.4. The carrier has a Dangerous Goods Safety Adviser (DGSA) in compliance with ADR 1.8.3 if dangerous goods are carried. This may be either an employee or a contracted service.
- 1.5. If the carrier cannot execute the ordered transport in accordance with the law, he immediately needs to notify the principal and/or the loader and stop the execution of the transport.
- 1.6. LNG/CNG trucks are only allowed on site when specific procedures are followed. Procedures can be requested at your known contacts. For loading trucks other than diesel fuelled specific procedures may apply. The carrier shall check with the loading location before presenting with this type of truck whether this can be accepted and at what conditions.
- 1.7. For transport of packed goods the truck driver must secure the entire load on his lorry as legally applicable in all countries transited by this transport. The carrier is responsible and liable for the provision of a transport combination that meets the legal requirements. The transporter will provide an adequate transport combination to allow loading the booked weight. The carrier can request the standard way of loading at Vynova.
- 1.8. There may be other loading and safety regulations applicable for each loading platform. The carrier shall proactively find out the relevant site rules, operational and safety instructions and shall comply with them. In case of doubt, the carrier will contact the concerned loading platform.
- 1.9. The carrier equips all drivers with their own Personal Protection Equipment (PPE) standards at least as good as Vynova PPE recommendations. (PPE includes items such as helmets, goggles, safety glasses, overalls, gloves, boots, etc.).
- 1.10. Unless alternative safe ways of working are in place and agreed, the carrier provides only vehicles or tanks with at least a fixed ladder and walkway on 1 side of the top of



the tank over the whole length and equipped with a collapsible handrail on the outer side of the tank. Stricter requirements may apply on other sites.

- 1.11. The carrier has the capability to manage and handle all transport incidents including all activities at the site of the incident such as rolling vehicles upright and tank to tank transfers. In case the carrier does not have this capability, the carrier must have access to third party support that can provide the required incident response capability.
- 1.12. The carrier keeps driver training records
- 1.13. The carrier attends any required training or safety events at sites visited - for both drivers and managers.
- 1.14. The carrier maintains vehicles and associated equipment in good operating condition and good appearance and in line with manufacturers' recommendations.
- 1.15. The carrier keeps vehicle build and maintenance records.
- 1.16. The carrier meets security requirements of ADR 1.10 if dangerous goods are carried.
- 1.17. The carrier has a security policy
- 1.18. The carrier has a driver and staff recruitment procedure that includes security checks
- 1.19. The carrier accepts and agrees to comply with:
 - PPE Requirements document
 - This document: Vynova mandatory GENERAL and SSHE standards for carriers entering Vynova sites or depotsThese are provided as separate documents.

2. Emergency Response

The carrier shall be responsible for fully managing and handling any incident that occurs involving the vehicle after loading. This shall include telephone advice, emergency response, vehicle recovery, tank to tank transfers and chemical spill handling. If the incident happens on or near the loading point, the carrier shall liaise fully with Vynova.

3. Drivers

All drivers collecting any Vynova goods shall be fully licensed for the type of vehicle to be used. Where the goods are classed as hazardous the drivers shall be trained in accordance with ADR / RID. Road vehicle drivers shall carry their ADR training certificate at all times when carrying our goods. The ADR training certificate shall be appropriate for the goods carried.

At the loading point, drivers must present a valid proof of identity.

Vehicle drivers should be able to communicate effectively to a standard that enables them to understand all of the paperwork (including safety instructions), discuss all matters associated with the whole loading operation and to fully understand and respond to safety or emergency instructions. Any road vehicle driver who is not able to communicate sufficiently could put himself or others at risk and **may be refused loading**.

The carrier shall train the driver in all elements necessary to carry out their job. This shall include operation of their equipment as well as product and hazard awareness training for all chemicals the driver will carry.



4. SSHE Incidents

The driver shall report any problems, concerns or injuries immediately to both the local operating staff and to his management. The carrier shall communicate these to Vynova as soon as reasonably practicable – in all cases this should be before the end of a current working day or at the start of the following working day.

All SSHE incidents at or near the Vynova site shall be investigated by the carrier and the report will be sent to Vynova. In the event of such an incident the carrier senior manager and the person concerned (eg driver) may be required to attend investigations held by the relevant site owner. These shall be attended at the carrier's cost. All reports shall be typed and submitted in electronic format.

5. Vehicle Standards

All vehicles presented for transport of product must be fit for purpose, compatible with the cargo, and meet all legal obligations. The vehicles must be in proper working order and suitable for the intended carriage. All vehicles, trailers and tanks and their fittings shall be kept in a suitable condition.

6. Vehicle Preparation

Vehicles presented for transport of product must not require any pre-loading activities such as cleaning, sweeping or venting – unless this is specifically agreed in writing (typically for liquefied gases only). Any necessary cleaning shall not be done on a Vynova site but shall be done before the vehicle is presented for loading.

When no customer specific instructions are mentioned in the specific order texts, a proof of previous load has to be submitted for uncleaned tanks OR in case of cleaned tanks: an ECD cleaning certificate from a EFTCO certified cleaning station. In both cases Vynova minimum cleaning requirements dictate the specifics.

Notwithstanding this any contamination of the chemical or goods (for example by insufficient vehicle cleanliness or a prior cargo) remains the carriers' responsibility.

Before arrival of the trucks on the parking of the loading site, the driver shall check that all tank domes, valves, blanks and lids shall be in a securely closed position.

Before leaving the site the driver shall again check that all safely accessible valves and hatches are properly closed.

In case a product loss occurs due to not respecting this rule, the value of the lost product will be claimed by us.

7. Site Induction Training, Procedures and Instructions

Drivers shall attend any specific site induction and/or product training on arrival at any site, plant, or depot as requested or deemed necessary by local personnel.



Drivers shall comply with all the rules, safety and operating instructions and requirements of the site they are on.

On some Vynova sites additional rules and instructions may apply. In all cases the drivers shall proactively find out the relevant site rules, operational and safety instructions and shall comply with them.

8. Inspections of Loading Points

The carrier shall carry out an initial inspection of the load point before their first loading is carried out to ensure that they believe that it is safe for drivers to load at that site. This inspection may be carried out by drivers who are suitably trained and competent. They shall also carry out any subsequent inspections if necessary. Where the carrier finds problems or issues these shall be reported to Vynova as soon as is practical.

9. PPE

The carrier shall provide the driver with all Personal Protective Equipment (PPE) required on the collection site.

Mandatory clothing and equipment when entering a Vynova production site for the (off)loading of goods are long-sleeved shirt and long trousers. On entering production areas, the additional requirements are safety glasses and helmet, and safety shoes.

The driver shall be trained in the correct use of PPE and shall carry and properly use all of the PPE designated by the company and site where he is working, loading or offloading. The driver shall ensure that he knows and understands all the relevant PPE standards.

Additional PPE, like f.i. fall protection and breathing protection may be required on some sites. In all cases the driver shall proactively find out the relevant site PPE requirements and comply with them.

10. Loading and Offloading Operations

The driver shall not start out any part of the loading operation without written instruction and/or allowance from the local plant operation. This is normally achieved by a signature on the relevant part of the transport paperwork. In all cases the driver should also verbally confirm with the local staff that he can commence loading or discharge before doing so – this verbal check is in **addition** to the paperwork signatures.

The driver shall follow the local procedures for loading and discharge.

The driver shall report any problems, concerns or injuries immediately to both the local operating staff and to his management.

If a driver is concerned about the safety of a loading operation, he should raise this with the local staff and with his own management. If the issue is of any significance it should be raised by the carrier management with Vynova.



11. Tank Top Working

The carrier must ensure that any access to the top of tankers or tanks at any time when working for Vynova is safe. Therefore all tanker drivers must use the existing site safety systems for tanker top access (e.g. fall arrest equipment including harnesses).

Tanker top working (sample taking, sealing, closing manhole) is not allowed while using the handrail system of the truck as a sole safeguard.

Where there are requirements to use fall arrest equipment including harnesses, these shall be used. Harnesses have to meet all safety standards and need to be DIN-certified.

Access to the top of rail tank wagons shall only be from within a handrailed gantry access system when working on a Vynova site.

12. Documentation, Marking and Placarding

An appropriate "Instructions In Writing" document shall be carried at all times where it is legally required. These shall be provided by the carrier and shall conform with the requirements of ADR.

The carrier shall provide and display all placarding and marking including any hazard boards, 'orange squares', hazard diamonds, proper shipping name labels, phone numbers, etc. required for the particular journey as mandated by ADR, RID, ADN or IMDG and the applicable national legislation.

If the product is loaded or unloaded under inert atmosphere (f.i. nitrogen) the driver must stick an asphyxiation warning sign on every manhole or blind before leaving the site. The labels will be provided by Vynova.

The carrier shall ensure that all drivers are familiar with the paperwork involved with the particular transportation of Vynova goods. This may include the Vynova Movement Order, CMR, Dangerous Goods Document and Standard Shipping Note.

Where the driver is issued with documents detailing driver procedures, site route maps, routes local to the site (site approach information) and loading point and safety procedures, these instructions shall be strictly adhered to at all times.

The driver can only leave the loading place if the transport is in accordance with the law. The driver will receive the authorization of a Vynova Representative by means of a duly filled and signed CMR in accordance with the law.

13. Equipment

It is the carriers' responsibility to ensure that any tanker presented for loading is suitable and can be loaded at that particular site.



The truck is required to carry a sufficient quantity of cargo securing equipment such as ratchet straps and anti-slip mats in the vehicle.

14. Alcohol and Alcohol Containers

Alcohol is not permitted on any Vynova site. Also alcohol containers (bottles, cans, wine boxes, etc) are not permitted on any Vynova site **even if they are unopened or empty**. If a person is believed to be under the influence of alcohol they will not be allowed to continue and appropriate action will be taken.

15. Smoking

Vynova sites are in general non-smoking sites, smoking is only allowed in dedicated smoking areas. Breaches of the smoking policy will lead to dismissal.

16. Failure to Comply

If the loading personnel decide the vehicle is not fit for purpose and/or the driver does not fulfil the appropriate requirements, the vehicle will not be loaded. Vynova shall inform the carrier of the non-compliance. This should be before the end of a current working day or at the start of the following working day.

The loading and delivery dates mentioned on the order are to be strictly respected. The carrier must present himself at the agreed loading day. If he presents himself on another day without notice, the vehicle will not be granted access to the site and a new loading date has to be agreed.

In case the carrier wants to deviate from the loading and delivery dates mentioned on the order he has to apply for a modification to Vynova Customer Service Group at the latest at noon the day before loading and he has to receive approval for the change. This is also valid for collection of goods by customers.

Failure to adhere to site loading / offloading procedures, regulations and safety standards will result in the driver and vehicle being asked to leave the site immediately. Additional site sanctions or penalties for driver/carrier are possible.

Gross or repeated breach of regulations or standards may result in drivers or the carrier being barred from entering the site.

A handwritten signature in black ink, appearing to read "Andreas Scholz". The signature is fluid and cursive.

Andreas Scholz

Vynova Group - Vice President Quality, Safety, Health Environmental