1. Name of Installation: PERNIS
See also General Requirements

2. Physical address of location
Shell Nederland Raffinaderij B.V.,
CVP (Traffic Office),
Vondelingenweg 601, Portnumber (3222),
3196 KK Rotterdam-Pernis,
The Netherlands
Tel: +31 10 431 4159
E-Mail: MLOG-DISTR-OPERA-NLF001@shell.com

3. Opening hours and loading appointments
Driver needs to report for every load at the Traffic Office with full order details including order number, product name, quantity and destination.

4. Life Saving Rules.
From July 1, 2009 Shell’s Life-Saving Rules have been fully enforced.

Shell’s Life-Saving Rules set out clear and simple “do’s and don’ts” covering activities with the highest potential safety risk. They are not new. Most people comply with them every day – but there are still breaches taking place. The Life-Saving Rules help to make sure that rules are followed and people are protected.

Shell Chemicals

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Compliance with the Life Saving Rules is mandatory, and the Life Saving Rules are applicable to all operations under Shell’s operational and / or governance control. Each reported non-compliance will be investigated. And failure to comply will result in disciplinary action, up to and including termination of employment for Shell employees, or for employees of contractors or sub-contractors, removal from the site and disqualification from future Shell work. Supervisors are held accountable to communicate and ensure compliance.

If you choose to break the rules,

You choose not to work for Shell.
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 authorisation before entering a confined space
- Obtain authorisation 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

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Bulk Road Tankers

Products loaded at the D-terrain loading gantry, N-terrain loading gantry, CVP loading gantry and RBO loading gantry

Carriers are required to book a loading slot within the operational loading hours of the loading gantry. On the day of loading carriers are required to report at least 30 minutes before the agreed loading time.

The operational loading hours are:

- D-terrain loading gantry: 06:30 till 22:30
- N-terrain loading gantry: 08:00 till 16:00
- CVP loading gantry: 07.00 till 17.30
- RBO loading gantry: 08:00 till 15:30
Products that will be loaded at the D-terrain are:

- Caradol ED 56-10, Caradol ET 28-03
- Caradol ET 34-08, Caradol ET 36-17
- Caradol ET 48-07, Caradol ET 48-09
- Caradol MC 28-02, Caradol MD 36-13
- Caradol SA 34-05, Caradol SC 56-15
- Caradol SC 48-03, Caradol SC 48-08
- Caradol MD 36-21, Caradol ET 28-02
- Caradol ED56-200
- Butyl Oxitol, DAA, DIBK, DMK
- IPA, IPA C+
- MIBC, MIBK, MPA, MPG
- Ethyl Proxitol

Products that will be loaded at the N-terrain are:

- MEK, SBA and IPA-GMP*
- EO glycol Ethers, BTTO and Butyl DiOxitol.
- Methyl Proxitol and Methyl DiProxitol.

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- Methanol.
- Piperlylene.

Products that will be loaded at the CVP loading gantry are:
- Caradol polymer polyols.
- Caradol and Daltolac rigid foam polyols.
- Caradol CASE polyols.

Products that will be loaded at the RBO loading gantry are:

Bridge A:
- HVI60
- HVI160
- HVI650
- HVI120
- HVI160B
- HVI105
- Catenex S523
- Catenex S542

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- Catenex S579
- Catenex S541
- Catenex S532

Bridge B:
- Flavex 595
- BFE

Waxen:
- LMP Microwax (ADR)
- HMP Microwax (ADR)
- MMP Microwax (ADR)
- LMO Slackwax

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Loading appointments

Where required the Carrier needs to book a loading slot via Elemica or the following phone numbers at least one day before loading:

- D-terrain loading gantry: +31-10-431 4159
- N-terrain loading gantry: +31-10-431 4159
- CVP loading gantry: +31-10-431 1803
- RBO loading gantry: +49 4078 949542

Review Elemica Global Client Services

Please use below link for slot booking through Elemica.

https://translink.elemica.com/terminal/security/Login.jsp

Discharging appointments (base materials)

For CVP Carrier needs to book a discharging slot via the

- CVP loading gantry: +31-10-431 1803.

Admitted from 06.45 hours from Monday to Friday. Latest arrival time to ensure same day departure is 14.00 hours.
5. Contact details

For general inquiries on SNR Pernis Chemicals products loading operations please contact:
+31 (0)10 431 1670 (Shift Supervisor).

For general inquiries on SNR Pernis Refinery products loading operations marine please contact:
+31 (0)10 431 1599 (Shift Supervisor)

For general inquiries on SNR Pernis Refinery products loading operations trucks please contact:
+31 (0)10 431 3298 / +31 (6) 11583820 (Shift Supervisor)

6. Special requirements of this location

PROHIBITED:

1. Smoking and naked flames, use of alcohol and drugs.
2. Consuming food and drink in the workplace.
3. Theft and misappropriation.
4. Photography and filming.
5. Using personally owned electrical equipment.
6. Operating Shell equipment without authorization.
7. Using mobile phones (GSM) in loading zone or while driving on Shell premises.
8. Entering tank trailers (closed areas) and containers without permission of Shell.
9. It is not allowed to climb onto your road barrel or tank container.
OBLIGATIONS:

1) Observe the traffic regulations; respect additional/different rules. Use car headlights day and night, max speed on the premises 30 km/hr.

2) Show your identity papers when requested to do so.

3) Request permission to gain access to plant and installations.

4) Wear the appropriate industrial clothing and necessary means of personal protection, such as a helmet, safety shoes, safety goggles with side shields and fire-retardant NEN-EN 531 and NEN-EN 470-1 and anti-static clothing NEN-EN 1149-3 in the loading and unloading areas.

5) Keep the grounds clean and accessible.

6) Protect confidential information.

7) Report any incidents and dangerous situations.

8) Install catwalks on the containers and use these for trucks and containers without fall protection.

9) Operate only in accordance with ADR regulations and with local plant regulations if applicable. Keep doors and windows of truck closed while loading; main switch must always be OFF.

10) No repairs may be made to the vehicle, trailer or container. This is only possible in very special circumstances and only after authorization has been obtained in writing.

11) During loading of the equipment, the driver has to stay at the loading bridge and will further follow all instructions from loading personnel.

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12] For the N-loading gantry a safety harness must be used for bridges 3, 5 and 6 and will be provided by Shell operations. The safety harness is tested and safe and can carry weight up till 140 kilo’s. Drivers who weight more than 140 kilo’s are not allowed to load and will be sent away, due to the restrictions of the safety harness.

13] When using the safety harness, one person must be located on the tank /container and one person supervising its use from the loading bridge near the tank / container in case of an emergency. During loading of the equipment, the driver has to stay at the loading bridge.

14] Use only one compartment trucks for loading all grades at RBO loading gantry.

15] Minimum load quantity is 5MT.

Failure to abide by these rules will culminate in disciplinary measures, in conformity with the Sanction policy and disciplinary measures. SNC / SNR BBS-1 procedure 00.00.1012

Communication

For HSSE reasons, each driver collecting or bringing product should speak (at least basic level of) at least one of the following languages:

- Dutch
- English
- French
- German

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Drivers who are not able to speak one of the above-mentioned languages will not be granted access to the site.

7. Loading of vehicles

General

A traffic control system is in operation. All vehicles have to follow the signs: "Parking". The parking area is situated at the South side of the Vondelingenweg at Pernis. There are sufficient parking spaces available. Consequently the driver needs to report to the Traffic Officer’s counter with:

- Order details including order number (and item number), product name, quantity and destination.
- A valid identification document must be handed over on arrival. A valid identification document is an ID card, passport or driver licence. Without a valid identification document access to the site will be refused.
- For loading: vehicle documents including registration card of truck and tank, ADR certificates, etc.
- For discharge orders the discharge location/plant, product name and order number with item number are required.

If loading / discharging is possible immediately upon vehicle arrival, the driver will be issued with the loading / discharging instructions and may proceed to the loading station. The routing given by the Traffic Officer must be strictly followed.

- Before entering Site Pernis, bottom valves must be closed and dust caps fitted. The driver will lock every valve with a seal, provided by Traffic Office. The driver will check that identification marks and labels are applied.
With effect from 01-07-2009, all drivers reporting for loading, have to present the relevant product Transport Emergency Card (TREM card), according the ADR rules 2009. Without this TREM card, the truck will not be loaded and sent away.

**Equipment**

**Sealing**

Containers loaded in Pernis will be sealed with steel seals from every valve and manhole. This means that all containers have to be suited to fit these steel seals on all appendages. The seals will be fitted by operation after loading at the gantry.

Containers that do not adhere to this requirement will be refused.

**Size**

The order quantity (for both ADR and Non-ADR product) should fit in a road barrel or container conforming to the following Shell requirements:

- Compartments larger than 7500 litres should be loaded either less than 20% or more than 80% of the max. capacity.

- Compartments larger than 7500 litres, which have to load orders with a volume between 20% and 80% of the max. capacity should have baffle plates dividing the compartment in areas of max. 7500 litres.

The driver will be sent away if the offered equipment cannot be loaded in conformance with the above requirements.

For CVP loading gantries (Sannest and Phoenix plant), if only one polyol grade is loaded, an one compartment truck is mandatory.

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Cleaning Certificate/Vacuum Test

Depending on product and previous cargo it is required that vehicles collecting bulk liquids are accompanied by a recognised cleaning certificate (6 weeks valid). In addition, containers require a statement that a vacuum test (one week valid) has been carried out successfully after last cleaning and valves must be kept closed after test. Both certificates must be handed over to the Traffic Officer.

If no cleaning is required a waiver, including previous order number, is to be signed by the haulier. Installation personnel can always decide to reject. No claims for lost time or any other associated costs will be accepted, when a waiver for no cleaning is used by the haulier.

The temperature of the compartments are not allowed to exceed 35°C on Solvent products. In case the temperature is higher, loading will not commence until the temperature has dropped. Please check tank temperature after cleaning procedure.

Caradols

For following products one-compartment trucks or tank containers are required:

Caradol MD 495-03, Caradol EP 500-11, Caradol ET 570-02, Caradol SP 30-15, Caradol MD 27-25, Caradol SP 44-10,
Caradol SP 44-10F, Caradol SP 42-15, Caradol SP 37-25, Caradol SP 37-25F

For following products one-compartment trucks or tank containers are required (exceptionally two-compartments trucks or tank containers and must be mentioned by the slot booking)

Caradol GB 250, Caradol ET 250-04, Caradol SA 260-02, Caradol 250-06, Caradol MD 250-10, Caradol ET 380-02,
Caradol ED 110-03, Caradol ED 56-10, Caradol ED 260-02, Caradol MD 30-08, Caradol SP 30-45, Caradol SP 30-45F, Caradol MD 22-40

For the transport of all Polyols / all CARADOLS it is not allowed to have Silicon oil as previous cargo.

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