



Kommanditgesellschaft
Deutsche Gasrußwerke GmbH & Co

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Minimum Safety & Security Requirements for Logistics-Service Provider

As from: Mar 2016



Introduction

Transport performance quality is one of the key deciding factors for the quality of the transported goods in the chemical industry. Goods must be transported safely without harming the environment or impairing the quality while taking customer wishes into account. This results in increased requirements on the part of the logistics service provider involved which are laid down in the DGW-Minimum Requirements for logistics service provider (as from November 2014).

These requirements, which are given below, will be inspected in our plant either at the gates by the security officers and by the personnel of the loading sites. Disregarding of these requirements can lead to rejection of the provided vehicle.

1 Vehicles, containers and additional equipment

- 1.1. Vehicles, containers and additional equipment used for loading and unloading must be in proper technical condition and must make a good visual impression while complying with legal and other official regulations as well as the additional requirements for the goods to be loaded set when the order was awarded.
- 1.2. Vehicles and loading units must be in compliance with the requirements of the intended transport operators, in particular those of multi-modal traffic (including Ro / Ro ferries).
- 1.3. The requirements included in the Annexes (as far as relevant) must be heeded as well.

2 Persons involved in the transport

- 2.1 The LSP shall use reliable, properly trained drivers who are in possession of a valid driving license and sufficient driving practice.
- 2.2 The LSP is obliged to adhere to all legal requirements, especially the strict adherence to driving and rest times.
- 2.3 The LSP undertakes to ensure that plant-specific instructions from DGW and the recipient shall be followed
- 2.4 Alcohol and drugs are prohibited. The existing bans on smoking and using mobile phones must be observed imperatively.
- 2.5 Climbing into compartments is not allowed at all.
- 2.6 The LSP has to ensure, that drivers secure the truck against rolling away unintentionally (fixing brakes and if necessary, use of wheel chocks).
- 2.7 Drivers of silo trucks have to stay in the cab during loading or officially notify a person responsible on DGW's side of their absence. Drivers of standard trucks have to assist our loading personal

2.8 Following safety-rules are valid in our plant:

Minimum Safety & Sec



Give way for railway!



No smoking!!



Speed limit!



Wear helmet!



Wear safety shoes!



Wear safety glasses!

- 2.9 The completeness of the personal protective equipment will be checked on a random basis when entering the plant grounds. Vehicles which do not carry the necessary minimum protective equipment may be rejected at the plant gate.

Drivers, who will not wear the personal protective equipment in designated areas in the plant and who will not follow requests by or operating- or security personal to do so, may be expelled from our plant grounds.

If a co-driver accompanies a given transport, the equipment items comprising personal protective equipment must be carried on board for the co-driver as well.

- 2.10 The LSP's driving crew shall obey the instructions of our site personnel. Any traffic accidents or damage to buildings, devices, vehicles and plants or contamination of soil, open water or sewer at our premises caused by the LSP's driving crew must be reported immediately to the loading personal or the shift-foreman, regardless of who was at fault.

When the vehicle enters our site, no passengers other than the registered co-driver may be in the vehicle.

There are signposts to the loading point

- Bulk trucks follow the red marking
- Standard trucks follow the green marking



3 **Transport security**

- 3.1. The LSP undertakes to ensure that authorization for collection the load must be demonstrated by the driving staff. It must be possible to identify the vehicle and the entire vehicle crew (by official identity card with photo). This should prevent the goods from being transferred to unauthorized persons.
- 3.2. The LSP undertakes to ensure that the driver will be able to present the following documents:
- 3.3 Authorization for collection by which DGW is able to identify the load to be transferred and the vehicle. This authorization should be an official, written load order (with name of the haulier, product description, order identity number and, if applicable, recipient of the goods) .It must contain the reference number for our Log-in terminal.
- 3.4 Valid official identity card with photos (e.g. passport, driving license, social insurance card, etc.), through which DGW can identify the driver. If the official identity card presented is not a driving license, this must be presented in addition, if demanded by the gatekeeper.

4 **Safe and environmentally-friendly transport**

- 4.1 The max. permissible gross weight of the vehicle and the max. permissible load per axle must not be exceeded.
- 4.2 Reloading of complete and partial loads requires the agreement of DGW. If reloading is required during the transportation, the same requirements must be imposed on the vehicle qualities, drivers, etc. as during loading at the DGW plant.
- 4.3 The LSP shall ensure that both the cargo securing measures carried out by DGW as well as the ones applied by himself are checked during the course of the transport at regular intervals (e.g. during rest breaks) or after unusual strain has been placed on the load (e.g. after extreme braking, abrupt evasive action etc.) and retightened if necessary; this is valid in particular when the cargo securing measures originally applied have been changed (such as happens during reloading and partial unloading / adding of load or after problems caused by traffic and weather during the journey).
- 4.4 If DGW's products become damaged or out of control during transport, DGW shall be informed immediately.
- 4.5 Damaged packagings containing products of DGW may only be further transported with the explicit permission of DGW.; and the applicable regulations have to be observed.



5 Weighing

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The LSP agrees in Tara, - gross and controll-weighings, whereat

- 5.1. Filling up with fuel or any other change in the weight of the vehicle between Tara- and gross weight (at recipient: between Gross- and Tara weight) is not allowed.
- 5.2. in case of overloading the vehicle has to return to the loading point after partial unloading and has to repeat the gross weighing
- 5.3. In case of bulk loading filling will only be started after DGW has checked and confirmed the complete emptying of the compartments
- 5.4. Driver has to stay in the cab during all weighings



6 Accidents/Damage/Loss

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- 6.1 In cases where people are placed in danger and / or the environment has been harmed, the fire brigade and / or the police shall always be informed immediately. Directly afterwards, DGW shall be informed as follows:
- 6.2 Under the telephone number given in the transport documents
- 6.3 or under telephone hotline number for transport incidents, accidents and emergencies with OEC/DGW goods involved read as follows:

+49 2233 964999

7 Contact

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Weidenstr. 70 - 72
44147 Dortmund
44013 Post-box 101345
Germany Contact

For silo transports contact:

Simon Ludwig
Tel: +49(0)2318592227

For palletized goods contact:

Ursula Kemper
[Tel:+49\(0\)2318592269](tel:+49(0)2318592269)

E-Mail: Lg-dgw@gasruss.de

Fax: +49(0)2318592378

Loading times

For silo vehicles:

Mon-Fri 5:00 AM to 10:00 PM

Sat no loading

Sun from 10:00 PM

For palletized goods:

Mon - Fri 6:00 AM to 2:00 PM

(6:00 AM to 8:00 AM by appointment only)

We reserve the right to specify set loading times if necessary.



Annex 1

Minimum Safety & Security Requirements for Logistics-Service Provider

Bulk products in silo trucks and containers

The LSP shall ensure that:

A.1.1 Technical components

- A.1.1.1 Compartments, Containers, emptying devices and any hose material carried by the vehicle, fittings and seals shall be clean, dry and free of odors.
- A.1.1.2 Before filling all the emptying devices and after filling all the filling devices , especially sample points, shall be closed properly.
- A.1.1.3 The vehicle shall be fitted with a clearly marked and functional grounding device.
- A.1.1.4 In case of any residues in the compartments, DGW reserved the right to reject the truck. In this case, there is no obligation to be loaded in the order of arrival. We will reject demurrage costs resulting from this issue.
- A.1.1.5 Cleaned compartments and feeding lines shall be free of any residue from previous transport jobs.
- A.1.1.6 DGW's loading staff shall be reliably informed about the capacity of the truck, the truck compartments or the maximum permissible load to be added.
- A.1.1.7 Bulk trucks have to be designed in a manner, which allows a smooth, fast and dust-free loading. Therefore
 - filling holes must have a diameter of 300 mm
 - must be located in parallel in a distance of 1200 mm (from middle of cover to middle of cover)
 - must be available in sufficient quantity to achieve an optimal filling level of the truck

A.1.2 Inspection before loading

The LSP shall allow DGW's personal the opportunity of checking the proper condition of the silo and the emptying equipment before loading.

A.1.3 Rejection of vehicles

Silo vehicles used for the transport of food and feedstuff are principally not permitted to be used for DGW products.



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A.1.4 Security during transport

Bulk vehicles loaded with carbon black, shall either be monitored by the driver during stops or parked on fenced or guarded grounds;



Annex 2

Minimum Safety & Security Requirements for Logistics-Service Provider

Packaged goods in vehicles and containers

The LSP shall ensure that:

- A.2.1 Only vehicles / containers with cleanly swept, dry, nail-free and a cargo area that can be used by a fork-lift truck are provided for loading.
- A.2.2 Only vehicles / containers with on-board, reusable cargo securing equipment such as
 - .1 Blocking agents (such as clamping and insertion boards, mobile intermediate walls)
 - .2 Lashing elements (such as standardised straps [LC 0 \geq 2,500 daN (straight tensile pull and STF 300 daN, chains, ropes, nets)
 - .3 Cargo areas with retractable lashing rings, anchor point rails or retaining points are used.
- A.2.3 Walls, floor and roof as well as doors, door seals and weather protection are in technically perfect condition.
- A.2.4 The load is secured reliably through to the unloading station and is secured again if and when this is necessary; this is particularly valid for partial unloading, reloading, problems caused by traffic and weather; this also includes pronounced braking and/or avoidance manoeuvres).
- A.2.5 Vehicles which are clearly recognisable as ones transporting food and feedstuff or which can be presumed to be transporting food and feedstuff due to advertising on the vehicle, shall not be provided for loading
- A.2.6 Vehicles provided for loading are not pre-loaded with feed and / or food stuff and that in the course of the transport, no feed and / or food stuff will be co-loaded on the same cargo transport unit together with products of DGW
- A.2.7 The durability of the cargo area complies with the European standard EN 283 as far as fork-lift trucks driving on it is concerned and generally complies with the requirement for body stability acc. to EN 12642
- A.2.8 Vehicles carry a sufficient number of correctly-proportioned cargo-securing devices, e.g. for palletized goods or IBCs per pallet row at least one fastening belt with ratchet pursuant to EN 12195 in technical proper condition, for the fixing of the load units by strength locking or form locking by direct lashing (deviations to this principle requirement, e.g. due to intended form locking by filling up empty spaces, has to be agreed by DGW)

Remarks (apply to all vehicle types):

When lashing down, the belts must be fastened such that the maximum permissible vehicle width of 2.55 m is not exceeded.

Make sure that belts cannot fall off the vehicle during transport or damage the cargo.

The LSP does not allow belt anchoring using the vehicle tailboards.

- A.2.9 Semi-trailer must have at least 13 pairs of anchor points (at regular intervals, 2000 dan). Equipment such as lashing belts, anchor points or structural elements such as front walls and lateral constructions must be technically fault-free.
- A.2.10 For standard sheeted sideboard vehicles (tautliners/curtainiders, see annex4), canopy battens (insertion battens), provided these comprise part of the vehicle body, must be complete and undamaged (at least till the upper edge of the load).

A.2.11 Cargo securing devices of tautliners/curtainiders at least fulfil the requirements of

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A.2.12 The use of telescoping stanchions positioned only for frictional locking and therefore exerting practically no physically effective force (except in the case of extremely light goods with a retention force < 50 daN) will not be accepted by DGW.

Beispiel:



Telescoping stanchions for jam fit
(frictional
fit = **alone not sufficient**)

Integrated retainer system rabbits
fixable for
shape interlocking = **sufficient.**

A.2.13 If DGW accepts foreign partial loads, loading of these foreign partial loads onto vehicles provided by the LSP must be ensured to be properly carried out in accordance with the relevant laws and guidelines.

Remark:

Carrying out of securing measures and/or load transfers of partial loads will be rejected by DGW for reasons related to insurance contingencies. If necessary, sufficient load securing / load distribution of the partial load must be realized by the driver on site. If this is not possible DGW may reject the vehicle.

A.2.14 If there are empty pallets on the vehicle provided for loading that interfere with proper stowing of the scheduled cargo, they must be unloaded (assuming DGW is in agreement with this).

Remarks:

If loading of the empty pallets interfering with loading is not feasible or if DGW does not agree to unloading on site, the vehicle may be rejected

A.2.15 Only Container with a valid CSC certification (especially date of inspection) or, alternatively, a valid ACEP certification are to be used

A.2.16 Only vehicles/Container are provided which have reusable load securing equipment on board, such as

.1 Cargo shift protection systems (such as setting- and insertion boards)

.2 Lashing systems in accordance to EN 12195 Part 2 ((LC ≥ 2500 daN (straight line) with STF from minimum 300 daN and a length of the loose end of at least 10 m and/or



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.3 additional lashing systems, such as chains and robes (if relevant) in accordance to EN 12195 part 3 and 4

.4 surface with retractable lashing rings or lashing track or load securing points;

A.2.17 Vehicles (empty or loaded) should not be moved with open sideboard or doors to avoid accidents.



Annex 3

Use of ferries (Ro/Ro vessels)

The LSP shall ensure that:

- A.3.1 Shipping companies can prove how they guarantee correct storage and securing of the trailers / containers on board and what the procedure is in bad weather and emergencies (DGW reserves the right to request such proof).
- A.3.2 Container chassis and other road vehicles are fitted with devices (such as suitable and enough lashing points on the vehicle and devices to block the spring mechanism of the vehicle), which make safe lashing on board possible and prevent the transport unit being shifted by rough sea.



Annex 4

Minimum Safety & Security Requirements for Logistics-Service Provider

For truck driver:

DGW

Site Loading Information Document 1

SITE SPECIFIC

A. OPERATING COMPANY

A1	Name	KG Deutsche Gasrußwerke GmbH & Co
A2	Street + number	Weidenstraße. 70-72
A3	Postal / Zip code	44174
A4	Town	Dortmund
A5	Country	Germany
A6	Contact person	Simon Ludwig
A7	Telephone number	+49 231 8592 227
A8	E-Mail address	Simon.Ludwig@gasruss.de
A9	Author of this document	Klaus Langanki
A10	Date of latest revision of this document	31.07.2014

B. GENERAL INFORMATION - SITE

B1	General safety, health, environmental and security requirements and information clearly displayed/communicated at the entry	Yes
B2	Minimum PPC requirements for entering the site	Safety Helmet (EN397) Safety goggles (EN166) Safety gloves (EN374) Safety shoes (EM20345S1/EN20345S2)
B3	Languages spoken by loading operators	English German
B4	Transperanto used	No
B5	Location of site: industrial area, residential area, rural area	Industrial area
B6	Are there any vehicle access restrictions?	Please consider green zone in Dortmund



B7	Is sufficient parking space for trucks available outside the fence?	No
B8	Are toilets available to drivers?	Yes

C. SITE RECEPTION AND DOCUMENTATION CHECK

C1	General site opening hours	From: Tue – Fri: 05:00h Till: Tue – Fri: 22:00h From: Sun 22:00h Till: Mon 22:00h
C2	Slot booking loading applied?	No, please announce arrival of the truck in advance
C3	If slot booking is applied, is parking space available for early arrivals?	No
C4	Rush hours on site	From: 14:00h Till: 16:00h From: 18:00h Till: 19:00h
C5	Latest time of arrival with guaranteed loading the same day	21:30h
C6	Location of first reception of drivers	At the gate
C7	Driver Identification	Official ID card
C8	Specify the documents needs to enter the site	Drivers license DGW-Ref.-No. for login at the terminal
C9	Routing on site	Instructions given at the entry
C11	Will a sample be taken?	Yes by Operator
C12	Sampling location	Top
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...	No

D. SITE INCIDENT MANAGEMENT

D1	Is an emergency system present and Is it tested periodically?	Yes and tested every year
D2	Is a trained emergency response team available on-site?	Yes: First aid team
D3	Is there a near-miss/incident Reporting system in place?	Yes



E. SPECIFIC INFORMATION OF LOADING AREA (to be completed for each product or group of products with identical loading requirements)

E1	Loading products (include UN number(s) if applicable)	Carbon Black
E2	Loading point (specific location)	See address
E3	Are several points of loading present per site?	No

F. LOADING AREA / INSTALLATIONS / PROCEDURES (to be completed for each product or group of products with identical loading requirements)

F1	Is the area under cover?	Some protection
F2	Type of surface on which the loading activity is taking place	Bitumen
F3	Is a spill containment present?	No
F4	Is lighting present?	Yes
F5	Available clearance height for loading?	4,10 m
F6	Position of vehicle	Flat
F7	Protection against vehicle movement	Key/ brake protection
F8	Is vehicle reversing necessary?	No
F9	Driver Presence during loading	YES, all the time
F10	Operator Presence during loading	YES, all the time
F11	Is driver assistance required during loading?	Not at all
F12	Location of truck keys during loading	In truck
F13	Is shelter provided when the driver is required to stay out of his truck during loading?	No
F14	Loading instructions available to the driver?	Yes
F15	Is the truck loading on a public road?	No
F16	Is there traffic (trucks, FLT; pedestrians) close to the loading area ?	Yes
F17	Is the connection clearly labelled?	Yes
F18	Is the connection point locked?	No
F20	Are adaptors available?	Yes



Minimum Safety & Security Requirements for Logistics Services (MSL)

F22	The loading point is designed for:	One compartment trucks Multicompartment trucks
F23	Type of bulk loading:	Dedicated From operating company
F30	Access to top (bulk equipment)	Fixed Gantry
F31	Work on top (bulk equipment)	Fixed Gantry with full fall protection (not necessary for driver to go on top)
F32	Height or range (min/max) of gantry	ca. 4,50 meter
F33	Is a hose present?	From operating company
F34	Hose lifting (e.g. manual, hoisting device etc...) present if top loading is applicable?	Yes
F48	Is the internal cleanliness checked by an operator when safe to do so?	Yes
F49	Is presence of residue checked by an operator when safe to do so?	Yes
F50	For loading:	Special cleaning requirements: No Forbidden previous load Yes: Food
F66	Is a calibrated weighbridge present at the site?	Yes



Minimum Safety & Security Requirements for Logistics-Service Provider

Information for truck driver!



Give way for railway!



No smoking!!



Speed limit!



Wear helmet!



Wear safety shoes!



Wear safety glasses!

Red line = bulk trucks

Green line = standard trucks

Site plan DGW

