

**Site Logistics information**

**and**

**Specific requirements**

**Version 52**

May 2024

**FOREWORD**

This document describes the specific Logistics requirements, and other relevant information of all Ineos O&P Sites in Europe, which Logistics Services Suppliers need to know when loading or unloading goods at these sites.

This document is published on: <https://www.ineos.com/businesses/ineos-olefins-polymers-europe/logisticsmatters/polyolefins/fca/>

**Site specific requirements : changes per version**

V33: New penalties when breaching Life Saving Rules for FCA’s.

V34: Adaptation of penalty clause when breaching Life Saving Rules for FCA’s.

V35: Clarification with regard to removable stanchion poles. Par.1.3.1.

V36: Changes contacts Grangemouth new external warehouse Eutraco in site specific update.

V37: Update O&P UK specific info.

V38: Update O&P UK specific info.

V39: Embedded spreadsheet renewed and updated.

V40: Embedded spreadsheet update 40.

V41. Embedded spreadsheet update 41. Update O&P UK specific info.

V42. Embedded spreadsheet update 42. Update O&P North change Geel site.

V43. Embedded spreadsheet update 43. Update O&P North change Bamble site.

V44. Embedded spreadsheet update 44. Update O&P North change site Geel.

V45. Embedded spreadsheet update 45. Update O&P North change Geel and Update O&P South.

V46. Updated according to Policy for FCA orders issue 11 dated May 2021.

V47: Updated embedded spreadsheet. INEOS Sarralbe opening hours for custom pickups.

V48: not applicable.

V49: Updated spreadsheet: Update O&P North, South and UK.

V50: Updated spreadsheet: Update O&P UK. Updates on standards PPE.

V51: Updated spreadsheet: Update O&P UK.

V52: Updated spreadsheet: Update O&P North.

**CONTENTS**

[1. GENERAL INFORMATION 3](#_Toc347305154)

[**1.1: LOCATIONS OF THE INEOS O & P SITES IN EUROPE 3**](#_Toc347305155)

[**1.2: INEOS O & P LOGISTICS SAFETY DOCUMENTS 3**](#_Toc347305156)

[**1.3: INEOS O & P GENERAL SAFETY REQUIREMENTS APPLICABLE AT ALL SITES 4**](#_Toc347305157)

[**1.4 BOOKING IN 6**](#_Toc347305158)

[2. SITE SPECFIC INFORMATION: SPREADSHEET 6](#_Toc347305159)

# 1. GENERAL INFORMATION

## 1.1: LOCATIONS OF THE INEOS O & P SITES IN EUROPE



**Ineos O&P North:**

* Bamble (Norway)
* Geel (Belgium)
* Lillo (Belgium)
* Köln (Germany)

**Ineos O&P South:**

* Sarralbe (France)
* Lavera (France)
* Rosignano (Italy)

**Ineos O&P UK:**

* Grangemouth (UK)

## 1.2: INEOS O & P LOGISTICS SAFETY DOCUMENTS

All the Ineos Logistics safety requirements related to loading/ transport and unloading of Polyolefins are described in the following documents:

* Code Of Practice for the safe distribution of Polyolefins in Bulk
* Code Of Practice for the safe distribution of Polyolefins in Packed form
* Guidelines for safe unloading of Polyolefins in Bulk
* Guidelines for the safe unloading and storage of packed goods
* Code Of Practice for sensitive applications

These documents are available on: [www.logisticsmatters.info](http://www.logisticsmatters.info)

## 1.3: INEOS O & P GENERAL SAFETY REQUIREMENTS APPLICABLE AT ALL SITES

**1.3.1: General**

When loading at our sites, the following general requirements have to be met:

* All trucks are weighed before and after loading (exc. Sarralbe: no weighing packed goods trucks after loading). Drivers must declare their tare weight on arrival.
* Drivers always have to wear their seat belts when driving at our sites
* Mobile phones must be switched off (except in designated area’s)
* No passengers allowed (except 2nd driver with announcement in advance)
* No animals allowed
* No smoking (also not inside the cabin) (except in designated area’s)
* Parking only allowed in the designated parking zones.
* Packed goods trucks may not have empty pallets on board
* Packed goods trucks must be of the curtain sider type and must not have removable stanchion poles. The stanchions however have to be movable (backward/forward) for easy loading from the side. Only curtain siders with stanchions that slide along the roof are accepted.
* Our sites have strict rules on working at height: the available safety stairs (packed), safety platforms and lifeline systems (bulk) must be used when working on top of the trucks. At those sites where lifeline systems are used (except for Bamble), BULK drivers must bring a fall arrest harness according to the specifications mentioned below. See also in PPE requirements per site.
* Before loading packed goods, the driver must indicate how he wants the pallets to be loaded in order to avoid axle weight overloading.
* During loading packed goods trucks, strict segregation rules apply: the driver has to remain in his cabin during the loading. The loading will be stopped when the driver leave his cabin (e.g. to move the curtains)
* After loading packed goods, the load must be secured in accordance with the applicable regulations. The driver will receive instructions how to do this.
* Site specific requirements (e.g. maximum speed on site, traffic flows, alarms, etc..) will be communicated to the drivers at arrival on site. Some site will require the driver to watch a safety video followed by a small test. In France, drivers are required to sign the ‘safety protocol’

**1.3.2: Personal Protective Equipment (PPE)**

The minimum PPE requirements on all sites are:

* Safety spectacles with side protection
* Safety shoes
* Leather gloves
* Helmet
* HiVis jacket
* Full protective clothing (e.g. overall)
* Fall arrest Harness (bulk)
* Some sites require a Flame retardant overall (see detailed requirements in spreadsheet)

The drivers must present themselves at the gate fully equipped with the required PPE.

not allowed are: wooden shoes(clogs), slingback shoes, sandals, slippers or slippers

short-sleeves shirts or shorts

 Specifications see below:

|  |  |
| --- | --- |
| **Fall arrest harness (bulk)** | **Safety harness according to EN 361** |
| Leather gloves | Leather gloves or gloves with equivalent properties for mechanical use only (forbidden to use with chemicals liquids). |
| Light eye protection  | Safety glasses to EN ISO 16321-1-2022 or equivalent |
| Safety Shoes | Ankle high, chemically resistant with steel toe and sole and antistatic sole to ISO 20345 – S2 or equivalent. |
| Helmet | Helmet to EN 397:2012 + A1:2012 or equivalent.  |
| Hi-vis(ibility) Jacket | Jacket to EN ISO 20471 class 2 or equivalent. **To be worn when specifically required on sites and when working on (public or private) roads, during shunting operations and at places with bad visibility.** **It is especially important that a jacket is worn in areas of high Fork Lift Truck activity.** |
| **Standard** Overall | One or two piece overall |
| **FRC** (Flame Retardant) Overall | One or two-piece overall with long trousers and long sleeves. Antistatic according to EN 1149 (EN 1149-1 or EN 1149-3) and flame retardant according to EN ISO 11612:2015 (A1, B1, C1, E1). |

**1.3.3: Penalties in case of non-compliance of FCA drivers (customer collect) with the site safety requirements**

The 3 Ineos O&P regions have agreed on a standard list of penalties to be paid by FCA customers in case drivers are not complying with the site safety requirements.

The table below now also includes the 7 Ineos Life Saving Rules and the penalty in these rules are breached.

|  |  |
| --- | --- |
| **Non Conformances by FCA hauliers while on INEOS O&P sites, leading to a penalty** | **PENALTY** |
| **General safety:** |  |
| * **Seat belt** not worn
 | 200€ fine |
| * **Working at height** without appropriate use of safety facilities and which is not a breach of a Life Saving Rule
 | 200€ fine + driver banned from site |
| * Speeding
 | 200€ fine |
| * Use of **mobile phone** while driving
 | 200€ fine |
| * **Aggressive behaviour**
 | 200€ fine + driver banned from site (depending on the degree of aggression) |
| * Non-compliance with **legislation** e.g. technical truck inspection
 | 200€ fine |
| * Non-compliance with INEOS site or **contractual requirements** (covers both equipment and processes e.g. use of savoyarde trucks, dumping of old liners on site
 | 200€ fine |
| * Non-compliance with **PPE requirements** either none availability or refusal to wear, and which is not a breach of a Life Saving Rule (e.g. not wearing a fall arrest harness)
 | 200€ fine + driver banned from site if refusing to wear PPE. Drivers who have inadequate PPE will be refused access to site |
| * One or more **Twist Locks** missing or not working
 | 200€ fine |
| * **Tyres** in poor condition
 | 200€ fine |
| * No **Earthing Cable** or non-use of earthing cable (at site where required)
 | 200€ fine |
| * Insufficient **Safety Strappings** on board for load securing
 | 200€ fine |
| * Truck design or equipment results in **loading/unloading problems** e.g. truck with removable station poles, broken safety ladder
 | 200€ fine |
| * Failure of driver to comply with **forklift truck segregation** rules
 | 200€ fine + driver banned from site |
| * **Load securing** not in compliance with INEOS rules
 | 200€ fine |

|  |  |
| --- | --- |
| **Breach of Life Saving rules by FCA hauliers while on INEOS O&P sites, leading to a penalty** | **PENALTY** |
| * **Consumption or being under the influence of alcohol or drugs on company property**
	+ using drugs or alcohol on site or being under influence of alcohol or drugs when on site (national limit exceeded)
	+ In case of suspicion of alcohol abuse noticed by INEOS staff and/or INEOS authorized persons the driver can be asked voluntarily to take an alcohol test in line with site rules.
	+ If driver refuses this test the site will contact the local police department to perform an official test to establish the alcohol content.
	+ The same rules apply for being under the influence of drugs (e.g. cannabis, mdma, xtc, etc..)
	+ Symptoms of abuse can be e.g. alcohol smell in breath, not being able to walk a straight line ; speak gibberish
 | 1. Driver shall be immediately removed from the Site .The individual shall then not be allowed for life to return to any other INEOS O&P site .
2. **For any new case of Life Saving Rule breach the haulier will be banned to pick-up goods at our site.**
3. Additionally, the customer shall pay per infringement of INEOS Life Saving Rules a fine of 350 €.
4. Point 3) will be repeated for any new case of Life Saving Rule breach.
5. **In case of severe re-occurrence of breaches of Life Saving Rules INEOS reserves the right to forbid FCA pickups at our sites and propose to deliver the goods ourselves.**
6. Upon the 2nd breach by any driver mandated by the same customer, INEOS O&P reserves the right to reduce the contract scope or even terminate the contract.

See above |
| * **Smoking outside dedicated smoking areas**
	+ smoking outside designated smoking areas
	+ The principle idea of prohibiting smoking on the INEOS sites is to prevent risk of fire and/or explosion.
	+ Smoking is defined when the driver actually smokes a cigarette or an E-cigarette outside the designated smoking areas (even in his cabin).
 |
| * **Commence work on live equipment/machines without authorisation**
	+ repairing a running truck engine/ compressor etc.. on site; tipping a silo truck on the parking area, WITHOUT authorisation of the site.
 |
| * **Disabling or overriding safety critical devices/interlocks without authorisation**
	+ Disabling safety devices like switches, interlocks etc. E.g. overriding the dead man system of the operating mechanism to raise the silo ( by blocking the switch) / disabling the interlock of the safety grid on the rotary valve etc.
 |
| * **Not using proper fall protection when working at height**
	+ Going on top of (bulk) trucks and/or container without using the required protective equipment (e.g. standing on a bulk truck without using the life line system)
	+ Going on top of (bulk) trucks and/or container without using the equipment in the right way
	+ Climbing on top of a pallet or pallets placed on the truck (e.g. to put the straps in place).
	+ Climbing on top of the roof of a taut liner.
	+ Note: not using the mobile stepladder to step onto the load floor of a curtain sider or other packed goods vehicle is NOT considered to be a breach of a LSR
 |
| * **Entry to confined space without authorisation and gas test**
	+ Entry into a silo truck without authorisation of the site and without confined space entry permit, or without following the requirements as mentioned in the permit (e.g. oxygen test) Even at the parking area of the site or at the entrance gate (e.g. to dry out a wet silo truck after cleaning).
 |
| * **Lifting & hoisting – no unauthorised person to enter the defined danger zone where objects can fall**
	+ Entering a defined danger area where objects can fall (e.g. under a crane in operation) and which is well marked and easily observable by any person
 |

## 1.4 BOOKING IN

Most sites use the Transwide system to book loading slots.

In case of failure to meet the appointment, the haulier will have to call its logistics contacts, in order to re schedule the appointment based on available slot times. If he does not call, it will be loaded at the next available slot at the discretion of the loaders.

# 2. SITE SPECIFIC INFORMATION: SPREADSHEET

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