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**Scope of Validity:**

ORLEN Unipetrol RPA s.r.o. (including POLYMER INSTITUTE BRNO branch)



## **ORLEN UNIPETROL STANDARD – TRANSPORT MEANS AND UNITS TRANSPORTING PLASTIC PELLETS**

Approved by:

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Valid from:

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## Listing of changes

Change no.	Page no.		Subject of change	Validity from	Position (position, signature)
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**Notice:** The change management of this document is carried out according to Directive 821.

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## 1 Purpose

The Directive describes the requirements on the minimum technical equipment of transport means and units, vehicle-cleaning methods, sealing standards and the requirements on transit, transport and unloading, including the OCS rules regarding the leakage of plastic pellets/powder during transport and unloading.

## 2 Scope of Validity

**The Document is valid** in the following marked companies/branches:

- ☒ ORLEN Unipetrol RPA s.r.o.    ☐ BENZINA, odštěpný závod  
☒ POLYMER INSTITUTE BRNO, odštěpný závod

**This edition amends** Directive 797 „ORLEN UNIPETROL STANDARD – transport means and units transporting plastic pellets“ edition no. 3 with release date 15. 7. 2022.

The document is binding for all carriers using transport means and units to transport polymer materials pellets/powder (LITEN, MOSTEN) from UNIRPA.

Accessibility of the Directive to other persons is ensured via the Internet:

<https://www.unipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

## 3 Terms, definitions and abbreviations

Silo truck	- A commercial truck carrying bulk plastic pellets/powder in its own silo
Carrier	- Operator of transport means (units) in transport mode of road, rail, air or maritime or inland shipping. For UNIRPA, the carrier is an operator of freight (goods) transport. The carrier carries out own activity regarding the relocation of goods (object, cargo, shipment) in in space and time.
IBC	- InterBulk container intended for the transport of plastic pellets/powder
Check sheet	- Document confirming the performed internal control of cleanness regarding the vehicle, accessories and the devices for loading and unloading of goods. cleanness.
OCS	- Operation Clean Sweep® - Programme of zero polymer resin loss.
Internal transport (transit)	- Transport within UNIRPA premises (in-house transport).
Restorage	- Relocation of material from UNIRPA premises to external warehouses.
UNIRPA	- ORLEN Unipetrol RPA s.r.o.
Contamination (Pollution)	- Any unintentional loss of plastic pellets or powder residuals.

## 4 ORLEN UNIPETROL STANDARD

### 4.1 General

ORLEN Unipetrol Standard objective is to

- Prevent the transported material from contamination by foreign matter (originating in past transport), water (cleaning, rainwater and condensed), oil (compressor) and particulate matter,
- Prevent the change of its guaranteed quality attributes of transported material,
- Prevent the injury occurrence by warehouse employees on UNIRPA premises and the company's external warehouses,
- Prevent the loss of plastic pellets/powder during transport, transit and handling operations (loading/unloading) causing the environmental pollution.

- Comply to OCS obligation.

For reasons above, the company requires proper technical equipment of transport means and units, and the conforming to the rules and instructions by the drivers of the transport means.

## 4.2 Requirements on technical condition of transport means and units

### 4.2.1 Silo truck

Every vehicle combination placed for loading of polymer materials (pellets/powder) LITEN and MOSTEN has to be equipped with

- Screw compressor,
- Compressed air cooler guaranteeing maximum exhaust air temperature of 60°C,
- Compressed air switchboard with operational thermometer for compressed air and pair of operational manometers (one before the micro filter),
- A micro filter guaranteeing the filtration of matters over 5 µm,
- Non-return and vacuum valve of upper filling pipe,
- Stainless steel churn system (if included in the silo truck equipment),
- Minimum 2 pieces of DN 80 or DN 100 reinforced distribution tubes, length of, 5 m with undamaged inner white side and covers, or stainless-steel tubes with smooth inner side and covers,
- All gaskets and washers made of PTFE or silicone,
- Grounds for silo truck grounding during loading and unloading,
- Sealable tube for filling and unloading fittings,
- Sealable case of micro filter,
- Sealable case of enforced distribution tubes,
- Stainless steel discharge elbow,
- Defect-free footbridge, handrail and ladder,
- Sealable cargo space (with sealing rope).

### 4.2.2 Curtainsider semitrailer

Standard semitrailer must be curtain-sided (curtain). Loading and unloading take place from the back or from both sides. Standard curtainsider semitrailer must be present for loading clean, odourless with free, empty and non-damaged loading area. For the specification of standard curtainsider semitrailer, See [Appendix D](#).

### 4.2.3 IBC (InterBulk Container)

Road vehicle– road vehicle combination of road tractor and semitrailer designed for the transport of 30-foot Inter Bulk containers.

IBC container technical specification

- 30-foot (30') IBC (Inter Bulk Container),
- height of all set must not exceed 4000 mm,
- internal volume 56 m<sup>3</sup>,
- hatch required on the back side of the container, e.g. horizontal cover so-called "Letter Box",
- filling holes on the container roof.

Dimensions:

- length 9125 mm,
- width 2550 mm,
- height 2750 mm.

**Other requirements:**

- container must be equipped with one-off (disposable) liner certified for food products,
- semitrailer must be equipped with rotary feeder (device for unloading from a container to a customer's silo,
- ladder on the semitrailer enabling the get on the roof.

**IBC Transport specification****Road vehicle combination**

Road tractor:	owned/leased by Carrier
Semitrailer:	owned/leased by Carrier
IBC container:	owned/leased by external warehouse operator for loading IBC containers

**IBC container pick up, transport, delivery and drop off container:**

Pick up IBC:	in Obrnice on external warehouse operator for loading IBC containers
IBC transport:	from external warehouse operator for loading IBC containers to final destination
IBC delivery:	based on Transport Order (specified address)
IBC drop off:	to external warehouse operator for loading IBC containers

IBC transport rates must include "Drop off" fee for returning the empty IBC container to Obrnice IBC terminal.

**4.2.4 IBC+**

Road vehicle– road vehicle combination of road tractor and semitrailer designed for the transport of 30-foot (30') Inter Bulk containers

**IBC container technical specification**

- 30-foot (30') IBC (Inter Bulk Container),
- height of all set must not exceed 4000 mm,
- interior volume 56 m<sup>3</sup>,
- hatch required on the back side of the container, e.g. horizontal cover so-called "Letter Box",
- filling holes on the container roof

**Dimensions:**

- length 9125 mm,
- width 2550 mm,
- height 2750 mm.

**Other requirements:**

- container must be equipped with one-off (disposable) liner certified for food products,
- semitrailer must be equipped with rotary feeder (device for unloading from a container to a customer's silo,
- ladder on the semitrailer enabling the get on the roof.

**IBC Transport specification****Road vehicle combination**

Road tractor:	owned/leased by Carrier
Semitrailer:	owned/leased by Carrier
IBC container:	owned/leased by Carrier

**IBC container pick up, transport, delivery and drop off container:**

IBC pick up:	in Obrnice on external warehouse operator for loading IBC containers
IBC transport:	from external warehouse operator for loading IBC containers to final destination
IBC delivery:	based on Transport Order (specified address)

IBC transport rates must be "ALL IN".

## 4.2.5 Containers

A container as a standardized transport unit is used in intermodal transport using ocean shipping, rail and road transport (haulage). The container must be firm, clean, odourless and without any damage. It must be sealable. The container must be designed for stacking in multiple tiers on top of each other, certified with CSC Plate in accordance to International Maritime Organization (IMO). The container dimensions must comply to Transport Request/Transport Order. See [Appendix D](#).

## 4.3 Sealing

### 4.3.1 Silo truck

In case of the freight transport in silo trucks, the driver of a vehicle is required to have the documentation confirming the cleaning always available. Prior to silo truck loading, the driver has to submit the document confirming the cleaning of vehicle cargo hold, its ancillaries, unloading and loading equipment to UNIRPA employee. If the transport requires European Cleaning Document (ECD) certificate in compliance with European Federation of Tank Cleaning Organizations (EFTCO) standards, the Carrier has to submit ECD including the information on cleaning codes listed in Table 1. The dispatch employee fills in the codes and the information on the last transported material in the Check sheet ([Appendix B](#)).

For the transport cyclical nature, the Carrier is obliged to notify an employee of UNIRPA company of the correct numbers of seals. This obligation applies to reporting the seals used at certified wash facility– ECD certificate transfer as well. The presented data is binding to the Carrier that is liable for its accuracy.

**Table 1 – ECD Certificate Codes**

Code	Explanation of the code
P01 (P10)	cold water spin (hot water spin)
P30 (E35)	Drying (Hot air drying)
E40 (E60)	Dip tube (Cleaning of airlines)
E41 (E61)	Collectors (Cleaning of air connections)
E50	Hose cleaning
E51	Cleaning of hose box
E52	Cleaning of spill box
E55	Cleaning of ancillaries
E72 (E66)	External/internal cleaning of the micro filter
E90	Sealing
T01	Visual inspection

### 4.3.2 Curtainsider semitrailer

Standard curtainsider semitrailers can be sealed while complying to TIR Convention if required in Transport Request / Transport Order.

### 4.3.3 IBC a IBC+

Container can be customs bonded (sealed).



### 4.3.4 Container

Containers can be sealed with the seal complying to ISO/PAS 17712 regulations, certified by CTPAT.

Seals' numbers are listed on Delivery Note Page 3, in case of international road transport in CMR waybill. The Carrier (driver) is obliged to check the seals' numbers.

## 4.4 Carrier duties and responsibilities

For loading, the Carrier (driver) is obliged to place clean silo truck, clean curtainsider semitrailer or clean road vehicle combination. The Carrier is liable for non-contamination of goods during loading, transit/restorage, transport and unloading.

Prior to loading, the checking of silo trucks takes place in compliance with the internal. The carrier is obliged to cooperate during the loading.

The Carrier (driver) is obliged to follow OCS Manual for Drivers by UNIRPA. See [Appendix C](#).

## 4.5 Loading

If the loading area, transport mean or transport unit surface are contaminated with plastic pellets/powder (polymer material of LITEN, MOSTEN), the Carrier (driver) is obliged to contact the relevant warehouse worker immediately. In compliance to instructions by the warehouse worker responsible for the loading, the Carrier (driver) shall participate in the process of possible removal of plastic pellet's or powder's residual material while using the technical means provided by the warehouse worker.

## 4.6 Transit / Restorage

Upon the loading, the Carrier (driver) must check, if there is any residual material of plastic pellets/powder (polymers LITEN, MOSTEN) on the surface of transport mean (unit). The transit/restorage take place only with the completely closed covers of vehicle filling openings, curtain-sided semitrailer or completely closed container not to contaminate the loading area and road infrastructure on UNIRPA premises, the company's external warehouses and external road infrastructure. In case of any leakage of residual material of plastic pellets/powder (polymers LITEN, MOSTEN) during transit, the Carrier's driver must record it in Issue Slip (for restorage) and Pass Permit (for transit) documents.

## 4.7 Transport

The carrier (driver) is obliged to carry out the transport only with the completely closed covers of vehicle filling openings, curtain-sided semitrailer or closed containers not to contaminate the routes with any residual material of plastic pellets/powder (polymers LITEN, MOSTEN).

## 4.8 Unloading requirements

### 4.8.1 General

If the unloadings area or transport mean (unit) surfaces' are contaminated with the residual material of plastic pellets or powder (polymers LITEN, MOSTEN, the Carrier (driver) is obliged to contact the worker responsible for unloading. In compliance to advice (instructions) by the warehouse worker, the Carrier (driver) shall participate in the process of possible removal of the plastic pellet's or powder's residual material (polymers LITEN, MOSTEN) while using technical means provided by the consignee. In case of possible disagreement between the Carrier's driver and the worker responsible for unloading, the driver is obliged to inform the Carrier's transport controller about it. The controller shall inform the UNIRPA transport department specialist about it in writing.

The Carrier (driver) is obliged to allow the consignee to record the possible contamination with the residual material of plastic pellets/powder (polymers LITEN, MOSTEN) during the unloading in Delivery Note document.

### 4.8.2 Silo truck, IBC and IBC+

The Carrier (driver) shall allow the consignee of goods to check on the seals' integrity for silo truck, IBC or IBC+ container. In case of silo truck, the Carrier (driver) shall allow the consignee to check on the matching numbers of seals listed on page two in Delivery Note ([Appendix A](#)). The consignee instructs the Carrier the place of unloading (by providing the number of the consignee's silo) by writing the place on the second page in Delivery Note document.

The Carrier is responsible and accountable for filling out Unloading conditions in Delivery Note on the consignees' premises, defined by Polyolefins sales department in the Contract of Carriage Cooperation Conditions Part C – Specific requirements for unloadings by customers. document.

The unloading of plastic pellets/powder (polymers LITEN, MOSTEN) takes place under following general conditions

- Exhaust air temperature with maximum of 60°C at micro filter case,
- Exhaust air pressure with maximum of 1.2 bar behind the micro filter case,
- With planted micro filter guaranteeing the filtration of particulate matters over five µm,
- Using DN 80 or DN 100 enforced distribution tubes with undamaged inner white side and covers, or stainless-steel tubes with smooth inner side and covers,
- The Carrier (driver) is obliged to use only the distribution tubes whose cleaning was proved by the certificate or the cleaning record presented at goods loading and which were sealed by the UNIRPA company employee.

## 4.9 Final provisions

The above-listed requirements defined as ORLEN Unipetrol Standard for transport means and units are part of Business Terms and Conditions UNIRPA. The Terms and Conditions are integral part of Contract of Sale/Order. The customer is obliged to get acquainted with them. The customer is obliged to instruct its Carrier accordingly (FCA contract trade term). Based on the contractual terms between the Carrier and UNIRPA company, the Terms and Conditions are part of Framework Contracts of Carriage (CPT contract trade term). Their non-compliance follows the sanction rules in the Contracts. for their non-compliance follows the

Above listed general requirements and conditions for unloading present minimum requirements. If the consignee has its own unloading workflow as being stricter, the Carrier has to accept it or contact UNIRPA Company to set further action.

If the Carrier defaults the ORLEN Unipetrol Standard or it is possible to prove the silo truck contamination, the Carrier is obliged to notify UNIRPA company about implemented appropriate corrective measures immediately.

Immediately and based on the representative's request, the Carrier is obliged to allow the representative of UNIRPA to perform internal audit that shall focus on the ORLEN Unipetrol Standard commitments to meet and implementation of corrective measures.

## 5 Responsibility and Accountability

Activity	Logistics	Customer service	Carrier	Petrochemical sales	Article No.
Technical equipment of transport means and units	C	C	R, A		4.2
Presentation of a document confirming the cleaning	A	I	R		4.3.1
Reporting of seals' numbers in case of transport of cyclical nature or ECD certificate	C		R, A		4.3.1
Check sheet filling out	R, A		C		4.3.1
OCS rules compliance	A		R		4.4; 4.5; 4.6.1
Familiarization with OCS rules (FCA contract trade term)	A	R	I		4.7

Activity	Logistics	Customer service	Carrier	Petrochemical sales	Article No.
Familiarization with OCS rules (CPT contract trade term)	R, A		I		4.7
Familiarization of customers with OCS rules Business Terms and Conditions	I	I		R, A	4.7

**Explanations:** R - RESPONSIBLE - PERFORMING "Executor"  
A - ACCOUNTABLE - "Full liability and responsibility for non-compliance"  
C - CONSULT – CONSULTANT "Included in the process"  
I - INFORM - INFORMED "In the know"

**RACI matrix with commentary** (in compliance to the policy "Increasing of process efficiency and their optimization")

## 6 List of related documents

Directive no. 835 "Product claim"

Decision 2021/01 „Zero loss of polymer products“

PRP 2 "Work procedures for checking of silotrucks before the loading of polyolefins"

Delivery Note

Business Terms and Conditions

Specific requirements for unloadings by customers

## Appendix A Delivery Note

<b>ORLEN Unipetrol RPA s.r.o.</b>	Kupující:
<b>Dodací list číslo</b>	
Datum:	Číslo kupujícího:
Referenční číslo/datum:	
Číslo smlouvy/datum:	
Dodací podmínky:	Příjemce:
ORLEN Unipetrol RPA VOP	
Registrační značka:	
Dopravce (jméno řidiče):	Číslo příjemce:

Hmotnost (brutto/netto) – Objem – Označení

Materiál	Množství	Hmotnost
O z n a č e n í		

Vývoze také prohlašuje, že tyto výrobky neobsahují asbest.

Tato přeprava podléhá podmínkám o přepravní smlouvě dle § 5a zákona č. 111/1994 Sb. o silniční dopravě (ve vnitrostátní dopravě) a Úmluvě CMR (v mezinárodní dopravě).

Prohlášení Dopravce (řidiče):

Potvrzuji, že jsem učinil veškeré opatření uvedené v dokumentu OCS - Manuál pro řidiče (Příloha C - ORLEN Unipetrol Standard) pro zamčení ústku zbytkového materiálu plastového granulátu/prášku.

Odesílatel:	Dopravce:	Zboží obdržel, datum:
Jméno:	Jméno:	Jméno:
Podpis:	Podpis:	Podpis:
Razítko organizace:	Razítko organizace:	Razítko organizace:

ORLEN Unipetrol RPA s.r.o. se sídlem Litvínov, Zásluži 1, PSČ 438 70 IČ: 27597075 zapsána v obchodním rejstříku vedeném Krajským soudem v Ústí nad Labem, oddíl C, vložka 24430.

Vyplňuje Příjemce (pracovník vykládky)

2. strana Dodacího listu

**Dodací list číslo: 2800413197****Kontrola plomb provedla shledání je neporušené:****Sealings were checked and found them intact:****Plombenkontrolle hat durchgeführt und befindet sie nicht beschädigt:**

Příjemce (pracovník vykládky) tímto nařizuje vyložit uvedený produkt dle dodacího listu do: / The unloading supervisor hereby orders to unload the product of this delivery into: / Der für die Entladung zuständige Mitarbeiter ordnet hiermit an, dass das auf diesem Lieferschein aufgeführte Produkt zu entladen ist in:

Unloader plant	Seal locality	Plomben Ort	Číslo / Number / Nummer
Unloader plant	main person seal	Überschussplombe	UPL23296
Unloader plant	main person seal	Überschussplombe	UPL27277
Unloader plant	butterfly valve	Abgasplombe	UPL27345
microfilter	microfilter	Mikrofilter	ED093917
microfilter	microfilter	Mikrofilter	ED093916
hose head	hose line	Schlauchkasten	UPL27273
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	
hose head	hose line	Schlauchkasten	

SILO L / SILO Number / SILO Nummer

Příjemce (pracovník vykládky) tímto potvrzuje, že nařídil vyložit produkt do výše uvedeného sila a prohlašuje, že dá Dopracovci (řidiči) instrukce, které jsou jasné a nemůžou být interpretovány v jiném významu. / The unloading supervisor hereby signs for giving the order to unload the product into the above mentioned silo and also accounts for giving the driver instructions that are clear and cannot be interpreted in more than one way. / Der für die Entladung zuständige Mitarbeiter unterzeichnet hiermit, dass er angeordnet hat, das Produkt im oben angeführten silo zu entladen, und er erklärt, dass er dem Fahrer instruktionen gegeben hat, die klar sind und nicht in einer anderen Bedeutung.

Příjemce (jméno pracovníka vykládky)

Příjemce (podpis pracovníka vykládky)

Příjemce (razítko)

Vyplňuje Dopracovce (řidič)

**Výkladecí podmínky / Unloading conditions / Entladebedingungen**

Pro vykládku byla použita hadice / For unloading used hose / Für die Entladung benutzter Schlauch

- ☐ TMVA / dark / Schwarz  
☐ BILÁ / white / weiss  
☐ INERZ / stainless / rostfrei

Celková délka hadic při vykládce / Total length of hoses for unloading

Gesamtlänge der Schläuchen bei der Entladung

Okolní teplota / Surrounding temperature / Umgebungstemperatur

Mikrofiltr použit / Microfilter used / Mikrofilter benutzt

Chladicí použit / Cooler used / Kühler benutzt

Max. tlak dopravního vzduchu / Max air pressure / Max. Luftdruck

Max. teplota vzduchu v mikrofiltru / Max air temperature in microfilter / Max. Lufttemperatur im Mikrofilter

Čistý čas vykládky / Netto unloading time / Nettoentladezeit

Další případné nestandardní podmínky při vykládce / Other special conditions while unloading / Andere aussergewöhnliche Bedingungen bei der Entladung

Vyplňuje Dopracovce (řidič):

Dopracovce (jméno řidiče)

Dopracovce (podpis řidiče)

Příjemce (jméno a podpis pracovníka vykládky)

## Appendix B Check sheet for loading

Kontrolní list nakládky		Check sheet for loading / Kontrolleliste für die Beladung		ORLEN Unipetrol	
Code nakládky : Code nr. / Code Ladenummer		Datum nakládky : Loading date / Datum der Beladung		Sklad : Store / Lager	
Dopravce : Carrier name / Spediteur Name		Jméno řidiče : Driver name / Fahrer Name			
RZ tahače : Truck licence / Zugmaschine Kennzeichen		RZ návěsu : Trailer licence / Auflieger Kennzeichen		Dodací parita : INCOTERMS 2000	
Cyklická přeprava Cyclic transport / Zyklischer Transport		Číslo objednávky Order no. / BestellNr.			
Datum poslední nakládky Last loading date / Datum letzter Beladung		Poslední přepravovaný produkt: Last transported product / Letzter Ladeproduct			
Číslo ECD certifikátu ECD Certificate No. / ECD Zertifikat Nr.		Datum čištění : Date of cleaning / Reinigung datum			
Mycí stanice : Cleaning station / Reinigungsbetrieb		Podpis řidiče Driver's signature / Fahrer Unterschrift		Podpis expedice Expedition signature / Expedition Unterschrift	
ECD kód ECD code	Kontrolní-body Inspection points / Kontrollpunkte	Bez ECD Without ECD	V pořádku Passed / I.O.		
E40 (E60)	vzduchové potrubí airlined / Luftleitungen	<input type="checkbox"/>	<input type="checkbox"/>		
E41 (E61)	kolektor (rozvodné hadice) collectors (air connections) / Sammelleitung (Luftanschlüsse)	<input type="checkbox"/>	<input type="checkbox"/>		
E50	bílé hadice a víčka white hoses with covers / weisse Schläuche mit Schutzkappen	<input type="checkbox"/>	<input type="checkbox"/>		
E51	tubusy bílých hadic hose box / Schlauchkasten	<input type="checkbox"/>	<input type="checkbox"/>		
E52	plnicí otvory, ložná plocha, zadní víko, klapka spill box, loading area, back lid, valve / Dorndeckelbereich, Ladepritsche, Hinterdeckel, Klappe	<input type="checkbox"/>	<input type="checkbox"/>		
E55	příslušenství ancillaries / Zubehör	<input type="checkbox"/>	<input type="checkbox"/>		
E72   E66	mikrofiltr   filtr micro-filter   filter / Mikrofilter   Filter	<input type="checkbox"/>	<input type="checkbox"/>		
T01	vizuální kontrola visual inspection / visuelle Kontrolle	<input type="checkbox"/>	<input type="checkbox"/>		
P30 (E35)	sušení (horkým vzduchem) drying (hot air) / trocknen (Heissluft trocknen)	<input type="checkbox"/>	<input type="checkbox"/>		
P01 (P10)	mytí studenou (teplou) vodou cold (hot) water spin / kalt (heiss) Wasser spülen	<input type="checkbox"/>	<input type="checkbox"/>		
E90	plomby sealing / Verplombung	HLAVNÍ DOLNÍ / HORNÍ PLOMBA MAIN LOWER / UPPER SEAL HAUPT UNTERE / OBERE PLOMBE			
mikrofiltr, filtr / micro-filter, filter / Mikrofilter, Filter		valve / Klappe			
tubusy bílých hadic / Hose box / Schlauchkasten					
Ověřena správnost plomb / Verified the correctness of the seal / Der Richtigkeit der Siegel wurde überprüft					
Podpis řidiče / Driver's signature / Fahrer Unterschrift					
Poznámky notes / Bemerkungen					
Jméno a podpis kontroly Inspector's name and signature / Kontrollors Name und Unterschrift					

## Appendix C OCS Manual for Drivers

### OCS Manual for Drivers

This manual has been elaborated within the OCS Programme (Operation Clean Sweep®) by ORLEN Unipetrol RPA s.r.o.

- 1) Present the required transport means (units) for loading being clean, with intact load surfaces without any residual material such as pellets or powder.
- 2) Upon loading the vehicle, check if there is any residual material such as plastic pellets or powder on the mean (unit) of transport surfaces or in the place of loading and unloadings. If the loading areas or the surfaces of transport mean (unit) are contaminated (polluted) with the residual material of plastic pellets or powder, you are required to contact the warehouse workers immediately. In compliance to instructions by the warehouse worker responsible for the loading and with technical means provided by the warehouse worker, you shall participate in the process of possible removal of plastic pellet's or powder's residual material.
- 3) The internal (in-house) transport, restorage or the transport are possible only with the completely closed covers of vehicle filling openings, curtain-sided semitrailer or closed containers not to contaminate (pollute) the loading area and routes on ORLEN Unipetrol RPA s.r.o. premises, the company's external warehouses and external road infrastructure with the residual material of plastic pellets or powder. In case of the transport (transit), you are required to record any leakage of residual material of plastic pellets or powder in Pass Permit document. In case of restorage, you are required to record any leakage of residual material of plastic pellets or powder in Issue Slip document.
- 4) If the unloadings area or transport mean (unit) surfaces' are contaminated with the residual material of plastic pellets or powder is contaminated during unloadings, contact the worker responsible for unloadings. In compliance to advice by the warehouse worker responsible for the unloading and with technical means provided by the consignee, you shall participate in the process of possible removal of plastic pellet's or powder's residual material. In case of possible disagreement between you and the worker responsible for unloadings, inform the carrier's transport controller about it. The controller shall inform the ORLEN Unipetrol RPA s.r.o. Transport department specialist about it in writing. If the possible contamination with the residual material of plastic pellets or powder occurs in the place of unloadings, allow the consignee to record the contamination in the Delivery Note document.
- 5) Follow the instructions of warehouse operators (handlers) during loading and the instructions of workers responsible for unloadings. Monitor and follow the guidelines displayed on information boards. In case of contamination with the residual material of plastic pellets or powder, follow the instructions displayed on them.

### Terms, definitions and abbreviations

Carrier	- operator of transport means (units) in transport mode of road, rail, air or maritime or inland shipping. For ORLEN Unipetrol RPA s.r.o., the carrier is an operator of freight (goods) transport. The carrier carries out own activity regarding the relocation of goods (object, cargo, shipment) in in space and time.
OCS	- Operation Clean Sweep® - Programme of zero polymer resin loss.
Internal transport (transit)	- transport within ORLEN Unipetrol RPA s.r.o. premises (in-house transport).
Restorage	- relocation of material from ORLEN Unipetrol RPA s.r.o. premises to external warehouses.
Contamination (Pollution)	- Any unintentional loss of plastic pellets or powder residuals

## Appendix D      Specification and Dimensions – curtainsider semitrailer and container

Table 2 – Specification of standard curtainsider semitrailer

	Dimension
Inside length	13.620 m
Inside width	2.480 m
Loading height in the back	2.695 – 2.795 m
Side loading height	2.600 – 2.700 m
Floor height	1.267 m
Fifth wheel coupling height	1.150 m
Total weight (maximum authorised mass)	34,000 kg
Semitrailer tare	6,700 – 7,200 kg
Axle load	9,000 kg
Fifth wheel load	14,000 kg



**Table 3 – Container Dimensions**

		20-foot container		40-foot container		40-foot High Cube (HC) container		45-foot High Cube (HC) container	
		Imperial	Metric	Imperial	Metric	Imperial	Metric	Imperial	Metric
External dimensions	Length	20' 0"	6.096 m	40' 0"	12.192 m	40' 0"	12.192 m	45' 0"	13.716 m
	Width	8' 0"	2.438 m	8' 0"	2.438 m	8' 0"	2.438 m	8' 0"	2.438 m
	Height	8' 6"	2.591 m	8' 6"	2.591 m	9' 6"	2.896 m	9' 6"	2.896 m
Internal Dimensions	Length	18' 11 2/5"	5.776 m	38' 11 2/5"	11.872 m	38' 11 2/5"	11.872 m	43' 11 2/5"	13.396 m
	Width	7' 8 3/5"	2.352 m	7' 8 3/5"	2.352 m	7' 8 3/5"	2.352 m	7' 8 3/5"	2.352 m
	Height	7' 9 9/10"	2.385 m	7' 9 9/10"	2.385 m	8' 9 9/10"	2.690 m	8' 9 9/10"	2.690 m
Door open	Width	7' 8 1/4"	2.343 m	7' 8 1/4"	2.343 m	7' 8 1/4"	2.343 m	7' 8 1/4"	2.343 m
	Height	7' 5 3/4"	2.280 m	7' 5 3/4"	2.280 m	8' 5 3/4"	2.585 m	8' 5 3/4"	2.585 m
Volume		1,169 ft <sup>3</sup>	33.1 m <sup>3</sup>	2,385 ft <sup>3</sup>	67.5 m <sup>3</sup>	2,675 ft <sup>3</sup>	75.7 m <sup>3</sup>	3,030 ft <sup>3</sup>	85.8 m <sup>3</sup>
Container weight gross		66,139 lb	30,400 kg	66,139 lb	30,400 kg	68,008 lb	30,848 kg	66,139 lb	30,400 kg
Container weight tare		4,850 lb	2,200 kg	8,380 lb	3,800 kg	8,598 lb	3,900 kg	10,580 lb	4,800 kg
Container Load		61,289 lb	28,200 kg	57,759 lb	26,600 kg	58,598 lb	26,580 kg	55,559 lb	25,600 kg