



**GENERAL REGULATIONS FOR TANK TRUCK DRIVERS
(LOADING / UNLOADING LIQUID IN BULK) ON BEHAVIOUR AND SAFETY.**

1 PURPOSE.

□ This Operating Instruction (OI) defines the "General Rules of Conduct and Safety for Tank Truck Drivers" to be adopted and implemented in Plants 257, 259, 260 and 279 of the PIR SpA Terminal (all herein referred to as Terminal), for the loading/unloading operations of liquid Products (chemical, petrochemical, oil, food and livestock), regardless of their level of danger (Inflammability, Carcinogenicity, Toxicity, Corrosivity and Hazardous for the Environment) when handled in bulk.

The purpose is to allow the appropriate conduct of the operations mentioned above, avoiding:

- Dangerous situations for people.
- Accidental events that may affect the environment, Company facilities and external structures.
- Losses and alterations to the quality of Products, in accordance with their technical/commercial specifications.

2 RESPONSIBILITY.

□ PIR SpA Personnel and/or the specialized Transport Companies with the appointed scope and involved in the correct application of that foreseen by the present OI, is summarized as follows:

FUNCTION	ACTION
Terminal's Operational Manager for Plants 257, 260 and 279 (ROD 257, 260 and 279)	□ Such Function must ensure that the correct operational process is carried out for the Plants under his/her responsibility, through the units that depend on such Function.
Terminal's Operational Manager for Plant 259 (ROD 259)	
Check-In and Dispatchment Office Employees for Plants 257, 260 e 260 (AUS 257, 260 e 279)	□ They receive from the Customer the vehicle loading programm and before the vehicle accesses the Terminal's Plants, they fill in the loading/unloading instructions, entering the necessary data through the Terminal's administrative management software (Ge.Di.).
Dispatchment Office Employee for Plant 259 (AUS 259)	

SUMMARY OF REVISION

Ed.	Rev.	Description
4	2	Requirement for the verification of closure of valves placed at the bottom of the Tanks, before loading operation.
4	1	Attivation of Check-In Office for Vehicles (External Parking Area 251).
4	0	Extension of Field of Application of Plant 257.
3	2	Extension of Field of Application of Plant 259.
3	1	variation in Company Organization Chart, Standardization of Terminals and Revision of Registrations.

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2 RESPONSIBILITY.

FUNCTION	ACTION
<p>Operators assigned to the loading of vehicles.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plants 257, 260 and 279, the Operators are: <ul style="list-style-type: none"> • Day Operators (DO); • Shift Operators (SO); And in the event that circumstances make it necessary, <ul style="list-style-type: none"> • Chief Operator of Plants 257, 260 and 279 (CO 257, 260 and 279); • Head of Shift Operators of Plants 257, 260 and 279 (HSO 257, 260 and 279). <input type="checkbox"/> Plant 259, the Operators are: <ul style="list-style-type: none"> • "Senior" Operator; • Operators. 	<ul style="list-style-type: none"> <input type="checkbox"/> Preparation of Plants, authorize and control the correct conduct of operations carried out by Tank Truck Drivers, Checking carefully their compliance with the standards detailed inside the present OI.
<p>Tank Truck Drivers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> They must strictly follow the regulations detailed in the present OI.

3 REFERENCES

- "A.D.R. Agreement and Additional Rules on Dangerous Goods".
- Extract from "Internal Emergency Terminal Plan" (PEI).
- PRQ Nr. 05/2 "Management of Material Data Safety Sheets" (16 Points),...".
- PRO Nr. 01/6 "Administrative Management of the Reception and Shipment of Vehicles,..".
- PRO Nr. 01/6A "Management of Tank Overloading".
- IO Nr. 17 "Use and Management of Personal Protective Equipment (P.P.E.), Collective Protective Equipment (C.P.E.) and of Clothing".
- IO Nr. 19 "Liquid Products: Sampling, Sealing and Storage".
- IO Nr. 25 "Terminal Signs".

4 TERMS AND DEFINITIONS

- In this Operating Instruction, the newly introduced "Terms" and "Definitions" are detailed where named, within the relevant paragraph (Par.).

5 EQUIPMENT AND NECESSARY PROTECTIVE EQUIPMENT.

- Personal Protective Equipment (P.P.E.).
All Tank Truck Drivers working in Terminal Plants, in order to carry out liquid loading operations (Chemical, Petrochemical, Oil, Food and Livestock), regardless of their level of danger (Inflammability, Carcinogenicity, Toxicity, Corrosivity and Hazardous for the Environment) in bulk loading, must absolutely wear the necessary P.P.E. when carrying out operations.



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This equipment must be provided by the Tank Truck Drivers.

In order for Tank Truck Drivers to be able to observe the correct P.P.E. to be used, in different circumstances and with different Products, they must follow in any case:

- The "Loading/Unloading Instructions" report [Cfr. Reg.(PRO 01/6)A] issued by the Check-In Office Personnel, as indicated in the relevant Operating Procedure (PRO) [Cfr. (PRO 01/6)] "Administrative Management of the Reception and Shipment of Vehicles,.. " and delivered to them prior to entering the Terminal.
- Indications on specific "safety Signs" placed in the vicinity of the " Loading Bays" of vehicles, as indicated in OI "Terminal Signs " [Cfr. (IO 25)].

6 PROCEDURE

6.0 RISKS PRESENT

- The whole Terminal area is classified as a major-accident hazard zone, as it stocks dangerous substances (E.g. Inflammable Products).

It is stated that in the Terminal, there may also be hazardous substances present, mainly due to their Carcinogenicity, Toxicity, Corrosivity and Hazard for the Environment.

6.1. PROHIBITIONS FOR TANK TRUCK DRIVERS.

- For Tank Truck Drivers within the Terminal Plants, it is forbidden to:
 - Enter,
 - Without having obtained preliminary authorization from Check-In Office Personnel through the use of the Ge.Di. software which is communicated on the "monitor for Tank Trucks calling" display, visible in the waiting room and outside the Check-In building.
 - For unauthorized people and/or animals, even in Tank Truck cabin.
 - Drain the Tanks/empty the vehicle bins in the forecourt outdoor parking and/or in internal Terminal forecourt area.
The Driver caught in action will be reported to the Authority/Regulatory Agency officials who deal with the Judicial Authorities.
 - Throw bottles, cans, filters, rags, work clothes, food waste, even outside of the recycle bins.
 - Smoke, except in the dedicated areas which are suitably marked.
 - Enter the Terminal if the vehicle is not fitted with a flame trap or a suitable similar device.
 - Drive above the speed limit indicated on signs;
 - Keep switched on the engine.
 - The lighting system.
 - Combustion heating appliances.
 of Tank Trucks, when parked in the Terminal Plants and/or during the loading operation.
 - Park-up,
 - In areas that hamper escape routes, emergency exits and the normal internal road system.
 - Outside the spaces allowed, not abiding to Terminal's signs and road markings.
 - Near fire fighting equipments, such as
 - Wheeled fire extinguishers.
 - Tanks containing liquid foam.
 - Fire hose boxes.
 - Hydrants.



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- Perform maintenance operations on any vehicle, if not previously requested and authorized by Terminal's Managers.
- Inside the Terminal Plants, use and keep switched on not intrinsically safe appliances; such as for example,
 - Mobile phones;
 - Photographic appliances with or without flash;
 - Radio equipment;
 and whatever the case, equipment that can cause sparks (primers) such as for example,
 - Lighters and matches,
 - Electric batteries.
- Operate without using P.P.E. foreseen and prescribed, as indicated in Section 5 "Equipment and Necessary Protective Equipment".

6.2 TANK TRUCK DRIVER LOADING OBLIGATIONS.

6.2.1 Preliminary Activities To Be Performed In Tank Truck Check-In Office.

□ Tank Truck Drivers who must perform loading of liquid Product operations (Chemical, Petrochemical, Oil, Food, Livestock) in bulk, must register themselves with the Check-In Office building in Via Baiona 251 and consequently deliver to Check-In Office Personnel:

- The "Loading Order" (for Loading Operations);
 - The Product Loading documentation for Transport which were issued by the Deliverer (for Unloading Operations);
 - An ID document (Identity Card, Passport or Drivers Licence);
- in order to receive the authorization to access the Plant.

The "Loading Order" must report at least the following informations/indications:

- Header of the Company / belonging Transport Company (Aulier), with relevant Data.
- Date.
- Name and Surname of the Driver.
- Tank Truck number plate, as well as the identification number of Tank Containers (if present).
- Product to be loaded (for loading more than one Product, prepare more Loading vouchers).
- Owner of the Product to be Loaded.
- Final destination of the goods and the recipient, if different from the destination.
- Owner's "Order Number" for Product to be loaded (when required).
- Driver's signature.

The Tank Truck Drivers should also,

- Ensure and guarantee that the Tank is empty, clean and suitable for loading the scheduled Product and deliver any cleaning certificate.

The cleaning certificate, based on the Product to be loaded must be systematically presented when required by the Company which commissioned the transport and/or the Owner of the Product and/or upon request from Check-In Office Personnel.

Let it be clear that, any incompatibility with the Product previously Loaded / Transported, besides when identified through consultation of referred Technical Documentation and/or derived from the appropriate Checklists supplied by the Owner of the Product, would preclude authorization to access the Terminal and carry out the loading operation.

- Regardless of the foreseen/planned activities (Loading/Unloading), deliver the following documents,
 - Drivers License.
 - ADR License (if necessary, in relation to the Product to be loaded).



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- Vehicle registration book(s).
- Tank Papers/Booklet.
- Any other necessary documents (where established, according to the type of Product to be loaded and the intended final destination or according to the type of Product to be unloaded).

The above mentioned documents are required for those accessing the Terminal for the first time and subsequently, for any reviews, renewals, tests, adjustments and/or updates.

- Indicate the compartments of Tank/s,
 - Which are intended to be used for the loading of the Product, specifying the allocation.
 - Containing the Product to be unloaded.
- Withdraw documents handed over by Check-In Personnel, containing among others;
 - The "Loading/Unloading Instruction" [Cfr. Reg.(PRO 01/6)A],
 - Where provided, the adhesive labels to be affixed to the samples [Cfr. Reg.(IO 19)A],
 - The magnetic badge to open driveways (bars) which allows access to the Terminal and further entrance to the appointed Plant in order to carry out the Loading operations.
- Verify and sign, if no inconsistencies have been identified, the "Loading Instructions", as well as the adhesive labels.

6.2.2 Entrance Of Tank Truck In Terminal.

- ❑ For all Tank Truck Drivers, access to the Terminal is controlled and managed by the Ge.Di. software, that through the "monitor for Tank Trucks calling" display, available and visible inside and outside the Check-In building, provides guidance through,
 - Graphical display with traffic lights;
 - Indication of Authorized/Unauthorized Entry;
 in correspondence with each Tank Truck which appears, following the completion of the preliminary activities referred to in the previous paragraph.

- ❑ Tank Truck Drivers:
 - Waiting to receive authorization to enter and nonetheless, before entering the Terminal, must affix to their Tank Trucks, orange signals and labels foreseen by the ADR (where required).
 - Having received authorization to enter, the Tank Truck Driver must enter the Terminal with his/her own vehicle.

The opening of barriers, that is to say:

- The barrier located at the main entrance of the Terminal;
- The barrier placed at the Plant entrance designated for the loading/unloading operation; works using the magnetic badge previously handed out by Check-In Personnel.

Let it be clear that in the absence of authorization to enter, displayed on the "Monitor for Tank Trucks Calling" display, the magnetic badge assigned to the Tank Truck Driver, will not open the barriers to allow access.

Badge readers are installed at each barrier; the recognition of the magnetic cards is possible by swiping the Badge in front of the reader, without touching the reader (operation relies on a radio frequency technology). An acoustic signal emitted by the device, indicates the reading of the magnetic card; a second signal confirms the consent to access and therefore the barriers open.

6.2.3 Preliminary Work Carried Out At The Designated Plant.

- ❑ Tank Truck Drivers accessing the Terminal and entering the designated Plant, in order to be able to carry out the loading operations, must:
 - Carry out the first weighing operations; after having,





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- Correctly positioned the Tank Truck on the entrance weighbridge of the Plant,
 - Switched off the Tank Truck engine.
- On this occasion, the Tank Truck Driver delivers to the Dispatching Office Personnel the documentation and badge previously received from the Check-In Office.
- After having completed the first weighing operations, to the Tank Truck Driver are returned:
- The "Loading/Unloading Instructions".
 - The Adhesive labels to be affixed to the samples (where provided).
 - The magnetic card.
- During possible parking in the Plant's internal parking area, whilst waiting for the loading/unloading bay assigned and reported on the "Loading/Unloading Instruction" to free-up, the Tank Truck Driver must remain in the vicinity of his/her own vehicle and for security reasons, not lock the cabin door, keeping the keys inside the cabin.
 - Reach the loading/unloading bay, following the routes indicated.
 - From vertical signs,
 - From road signals.

Let it be clear that, in order to carry out loading activities, the Tank Truck Driver must stop the vehicle according to the stop sign placed in the entrance bay and not access, until the assigned Plant Loading Operator arrives.

Given that some bays are purposely equipped with traffic lights, parking is waived for those automated loading bays which rely on magnetic card recognition, as shown in the "Loading Instructions".
 - Hand-over to the Terminals Assigned Plant Loading/Unloading Operator:
 - The "Loading Instructions".
 - The adhesive labels (where required).
 - Position/place the Tank Truck correctly and in proximity of,
 - The Loading Arm, as reported in "The Loading Instructions".
 - The Unloading Point, as indicated in "The Unloading Instruction"

once the assigned Plant Loading/Unloading Operator has given authorization and supplied the necessary instructions.
 - Work using the Personal Protective Equipment (P.P.E.) required, as indicated in section 5 "Equipment and Protective Equipment Required".

6.2.4 Carrying Out The Loading Activity Of Liquid Products In Bulk

- Tank Truck Drivers must:
 - Carry out loading operations under the control and supervision of the assigned Plant Loading Operator.
 - In areas of the Terminal where flammable Products are handled/stored, provide grounding of the vehicle using the required pliers, regardless on the type of Product to be loaded.
 - Check/carry out the closure of valves placed at the bottom of the Tanks, before commencing loading operations.

If the above mentioned valves are located in a box / containment, leave its flap opened to allow PIR Personnel to verify their status (closed).
 - At Plant 279, wear safety harness and secure it to the purposely allocated fall protection system.
 - At loading platforms that are not fitted with,
 - The appropriate supporting structure;
 - Fall protection system;

position the handrail installed on the Tank Truck, in order to prevent and protect accidental falls.
 - In areas involved with handling/storage of flammable Products, carry out opening and



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closing of valve and manhole operations using non-sparking equipment (wood, aluminium, brass or other equivalent materials).

- Receive approval from assigned Plant Operator in order to commence loading operations. It is made clear that in the "Loading Instructions", each single compartment is quantified a Product load, which is expressed in weight (Kg.) and volume (litres) to load. Moreover, in the loading bays, where:
 - There is a counter/predetermined device on which to set the Pre-Set of the quantity of the Product to be transferred in each compartment of the Tank Truck, the assigned Plant Loading Operator has to carry out such operation, as indicated in the "Loading Instructions".
 - An automated loading Plant which uses the magnetic card as recognition is available, the Tank Truck Driver, assisted by the assigned Plant Loading Operator, must carry out the loading Procedure as indicated on the displays which are made available in the loading bays.
- During loading operations, comply with the provisions indicated by signs posted in places near the Loading Arm, or the guidelines supplied by the displays which are made available in the automated loading bays.
- To carry out loading from the top (Top Loading):
 - Introduce the Loading Arm in the manhole of the compartment of the Tank Truck, positioning the end of the loading arm as close as possible to the bottom of the tank, to reduce the bubbling of the Product and the formation of vapours.
 - Fix the Loading Arm with the chain provided, to the manhole (both - if double); to avoid:
 - The recoiling effect when the pump starts/stops.
 - That the Loading Arm falls out of the Tank during loading.
 - In the manual loading bays (for loadings carried out from the top, in non-automated bays) where automated control valves are not foreseen;
 - Partially open the valve on the Loading Arm, and start up the loading pump (by switching the on/off button nearby) so that the Tank Truck loading is carried out on a weak flow rate.
 - Once verified the regularity of the Product flow, carry out the full opening of the valve in the arm load.
 - Check the Product level in the Tank, and ensure to never leave the vehicle's side.
 - For the measurement of the Product level within the Tank, in the event that mass/volume or unit counters are not available, use metric rods made of non-sparking material (such as wood, aluminium, brass or other equivalent materials). The "Loading Instructions" also reports how the Loading Arm is equipped, including the type of counter, the amount expressed in Kg. and in lt., as well as loads to be pre-set for Tank Truck compartment loading.
 - Cease operations and foresee the stop of the loading pump, in order to measure the Product level in the Tank (for loading operations carried out from the top in non-automated bays).
 - In the automated loading bays, follow the instructions carefully and carry out all activities following the wizard shown in the displays which are made available in the Loading Bay. If necessary, request assistance from the assigned Plant Loading Operator, or contact the staff in the Control Room through the intercom system present in the Loading Bay.
 - For manual or automated Loading Bays (Top Loading), during the transfer of the Loading Arm in a further compartment and upon completion of loading operations, ensure,
 - The loading pump is stopped and the Loading Arm valve is closed (Tank Trucks Driver responsibility in Manual Loading Bays).
 - The Loading Arm is withdrawn and placed in the purposely positioned rack or in the



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- parking position in order not to cause obstruction to traffic in Loading Bays.
- The end of the loading line is fixed to the drip collecting container (Drip Tray).
- The loaded Tank compartments manholes are duly closed.
- To carry out loading from the bottom (Bottom Loading), follow the instructions carefully and carry out all activities following the wizard shown in the displays which are made available as this takes place just in automated Loading Bays.
If necessary, request assistance from the assigned Plant Loading Operator, or contact the staff in the Control Room through the intercom system present in the Loading Bay.
- Upon completion of loading operations, whether carried out from the top or from the bottom, disconnect the grounding pliers previously connected.

6.2.5 Carrying Out Unloading Activities Of Bulk Liquid Products.

- Tank Truck Drivers must:
 - Assist the assigned Plant Unloading Operator with unloading operations.
 - In areas of the Terminal where flammable Products are handled/stored,
 - Provide grounding of the vehicle using the required pliers, regardless on the type of Product to be loaded.
 - Carry out opening and closing of valve and manhole operations using non-sparking equipment (wood, aluminium, brass or other equivalent materials).
 - Since the Unloading Points are not equipped with,
 - The appropriate supporting structure;
 - Fall protection system;
 it is compulsory to position the Tank Truck's handrail, in order to prevent and protect from any accidental falls.
 - Climb onboard of own Tank Truck in order to open the manholes and the bottom tank valves involved in the unloading.
 - Disconnect the blind caps in order to allow the flexible hose to be connected to the Tank's connections in order to allow the unloading (Plant Unloading Operator responsibility) and foresee in opening the corresponding valve, before commencing unloading operations.
 - Following on from the activation of the unloading of Product and verification of the regularity of the flow (Plant Unloading Operator responsibility), climb onboard of the Tank Truck in order to verify that the level of the liquid in the concerned compartment is diminishing, especially when close to completely emptying.
 - In the event that upon completion of unloading of a compartment, another compartment is to be unloaded, the transfer of the flexible hose to the next unloading connection can be carried out as long as,
 - The unloading pump is stopped (Plant Unloading Operator's responsibility).
 - The valve concerning the previously used unloading connection is closed.
 - Upon completion of the Tank Truck's unloading operations, the manholes must be closed, as well as the bottom Tank valves. Furthermore, the blind caps must be reconnected in accordance to the compartments involved in the unloading operations.
 - Upon completion of the unloading operations, disconnect the Tank Truck from the grounding pliers previously connected.

6.2.6 Final Activities Carried Out At Designated Plant.

- Tank Truck Drivers must:
 - Carry out the second weighing operations; after having,
 - Correctly positioned the Tank Truck on the exit weighbridge of the Plant,
 - Switched off the Tank Truck engine.



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On this occasion, the Tank Truck Driver delivers to the Dispatching Office Personnel the documentation and badge.

- Park the Tank Truck in the provided waiting area, whilst waiting to receive;
 - The Product Loading documentation for Transport which is issued by the Dispatching Office.
 - A copy of the documentation signed and stamped approval following the completion of the unloading of the Product.

In the event that the quantity of Product loaded:

- Were not cohesive with the quantity as reported on the "Loading Instructions" and/or required by the Company which commissioned the Transport's Order / Owner of the Product;
 - Exceeds the maximum amount loadable and/or transportable by Tank Truck;
- Dispatching Office Personnel will foresee in providing the Tank Truck Driver with the necessary instructions regarding the quantity,
- Of Product to be Load;
 - Of Product to be Unload, in conformity with the "Management of Overloaded Tank Trucks" Procedure. [Cfr. (PRO 06.1)];

Arranging the return to the Plant, at the Loading Bay, as reported in the "Loading Instructions".

- Upon receipt of the Product Loading documentation for Transport or a copy of the documentation approval following the completion of the unloading of the Product, leave the Plant;
 - Using the badge to open the exit barrier from the Plant, holding on to it.
 - Use the badge to open the second barrier (exit barrier of the Terminal), using the specific device which withdraws the badge upon opening of the barrier.

Whoever breaks the present rules, will immediately be reported and sanctioned by Top Management, according to the degree of seriousness.

7 REGISTRATIONS

References:

IO Nr. 00 (Ita)

"Norme Generali di Comportamento, di Sicurezza ed Operative per i Conducenti di Automezzi (Carico / Scarico di Prodotti Liquidi alla Rinfusa)".