



STOLTHAVEN MOERDIJK SITE REQUIREMENTS

Version 8

January 2019

Table of Contents

1. Company information	3
2. Emergency.....	3
3. Opening hours and loading slots	3
4. Safety and Security	4
5. Entering the site.....	5
6. Specific conditions for vehicles on site	6
7. Documents.....	7
8. Maximum filling rules	8
9. Technical information	8
10. Delay / Overtime.....	10

1. Company information

Stolthaven Moerdijk B.V.
Middenweg 30 (Portnumber M374)
4782 PM Moerdijk
The Netherlands

Tel: +31 (0)168 334 363
Fax: +31 (0)168 325 755
E-Mail: csr.shvnm@stolt.com

EMERGENCY CONTACT NUMBER (24/7): +31 (0)6 538 982 97

2. Emergency

In case of an emergency all activities will be stopped. Instructions of Stolthaven Moerdijk personnel and emergency services must be followed at any time.

3. Opening hours and loading slots

The site is open from 07:00 – 19:00 (Monday – Friday)

- BULK-TRUCKS : Time slots starting from 07:30h-17:00h, arrival 30 minutes prior to slot time
- BULK-RAIL : ETA from 07:00h-19:00h, notice 1 hour prior to arrival.
- BULK-MARINE : Seagoing vessels / coasters : 24/7, notice 72h, 48h and 24h prior to arrival.
: Barges: 24/7, notice 1 hour prior to arrival.
- WAREHOUSE : Time slots starting from 08:00h-15:30h, arrival 30 minutes prior to slot time.
- DRUMMING : Time slots starting from 08:00h-17:00h, arrival 30 minutes prior to slot time
Couple/uncouple tank trucks or tank containers from 07:00h-16:30h

Loading/ discharging appointments

Stolthaven Moerdijk works with time slots. Reservation of slots is required minimum 24 hours before loading/discharging date.

Slots can be booked between 09:00h and 16:30h at the following customer service numbers:

- +31 (0) 168 334 380
- +31 (0) 168 334 376
- +31 (0) 168 334 379
- +31 (0) 168 334 366

Carrier will receive a "Schedule ID". Always communicate this ID and the customer reference number with the driver. This ID is linked to the customer reference number and needs to be checked by the driver when entering data in the digital application form (please also see chapter 5, "Entering the site").

In case the arrival is not 30 minutes prior to slot-time, the guaranteed loading/discharging time is no longer valid. Our customer service representative will agree a new timeslot with the driver. Same day loading/discharge cannot be guaranteed.

Communication

For safety reasons, each driver should speak (basic level) one of the following languages:

- Dutch
- English
- German

Drivers who are not able to speak one of the above-mentioned languages can be refused.

4. Safety and Security

Anyone entering the premises of Stolthaven Moerdijk is responsible to respect the site access rules for every ones' safety;

- The instructions provided by Stolthaven-employees must be followed;
- Immediately report any unsafe situations to your contact person or **+31 168334363**.
- Road traffic regulations shall apply. Maximum speed is 20 km/h;
- Forklifts, container handlers, Railcars and terminal trucks have blind spots and may overlook you. Always keep a safe distance and give priority;
- Vehicles may only be parked on designated parking spaces.
- Visitors are expected to walk on designated areas as much as possible and keep right;
- Visitors are not permitted to enter any areas other than those for which authorization was given by Stolthaven contact person;
- Visitors without specific approval are not allowed to enter installations or to operate installations/machines;
- It is compulsory to wear the required PPE equipment as indicated by or shown on instruction signs or as directed by your Stolthaven-contact;
- It is not permitted to wear clothing that does not fully cover arms and legs;
- Smoking is prohibited throughout the premises, except in designated smoking areas;
- Being under the influence of substances that affect the operation of machinery and vehicles, (alcohol, drugs, medication) is not allowed and must be notified in advance.
- The use of mobile phones outside office buildings or cars is not permitted.
- Photography and filming are prohibited
- When the alarm siren ("slow whoop") sounds, the instructions given by Stolthaven Moerdijk staff must be followed.
- Consumption of food and drinks is not permitted outside the Stolthaven Moerdijk offices.
- Access to the top of the vehicle(s) is forbidden on the entire site. Access is only allowed on the loading platforms in the loading gantry and with the proper use of fall protection.
- For passengers, travelling together with the truck driver, it is forbidden to attend the shipment. Tank trucks and tank containers meant for ADR-loads/discharges, will be refused for handling if the passenger(s) is (are) not in possession of an ADR-certificate.
- Visitors must be at least 18 years old.

Aggression and rude behavior will/must be reported immediately.

If the above regulations are not followed, Stolthaven Moerdijk will determine a sanction based on the nature of the violation. For minor violations, the first sanction is a warning. After a severe violation and/or recurring violations, temporary blacklisting, up to permanent blacklisting will be considered.

Personal Protection

The following Personal Protective Equipment (PPE's) are obligated to wear on site (except in the offices and designated parking areas);

- safety helmet
- safety shoes
- safety glasses
- high visibility clothing, covering body and limbs

In the Stolthaven Moerdijk loading facilities it is obligatory to wear, in addition to the obligated PPE's, also the following PPE's:

- fire-proof and antistatic clothing, covering body and limbs
- safety harness (in case of working on height). The life line of the fall protection is tested and safe up to 140 kg,
- PPE's depending on the product to be handled like chemical resistant gloves, chemical resistant suit etc.

It is the driver's own responsibility to be in possession of the above described PPE's. Drivers without the described PPE's, will be refused.

Weather conditions

In the general interests of safety, Stolthaven Moerdijk reserves the right to suspend the loading and dispatch of products, when unusual weather conditions such as thick fog, lightning, ice or heavy snowfall occurs.

5. Entering the site

Each visitor (anyone entering the site is defined as visitor) has to stop, turn off the engine and report at the gate through the intercom, positioned before the barrier. Only when access is granted the driver/visitor is allowed to enter the site through the barrier.

Steps to be followed after entering to the site

For all visitors

- Traffic routing must be followed at any time.
- On arrival at the site, vehicle(s) and drivers should comply with all applicable regulations related to transport as well as with the regulations according the ADR, ADN, RID
- A valid identification document (ID-card, passport or driver license) must be handed over when requested.

Visitors NOT for loading/discharging AND for loading "packed NON-export orders":

- Must park in the designated area and report to the front office to sign in.

Visitors for loading/discharging bulk product or loading packed product for export:

- Directly after entering the site, the vehicle must be placed on the unmanned weighbridge. The weighbridge is positioned on the right after passing the gate. Instruction is placed on the side of the pillar positioned next to the weighbridge. **Please make sure that driver has correct "Schedule ID". This ID is needed for the weighing.**
- After the 1st weighing, park in the designated area and report to the front office to sign in.

All visitors for discharge/loading bulk or packed goods

- to sign in with the following documents:

For discharging:

- Weigh ticket (only for bulk orders)
- Vehicle documents
- ADR-certificate (if applicable)
- CMR / delivery note, mentioning at least tank-truck or tank-container number, weight and product.

For loading:

- Weigh ticket (only for bulk orders and packed export orders)
- ADR-certificate (if applicable)
- Cleaning certificate/Previous product declaration/Vacuum test certificate/Nitrogen declaration depending on customer requirements (only for bulk orders)
- Certificate of fitness/cleanliness (always applicable for flexi tank loadings)

After signing in, the “site security rules” will be handed over. All visitors are responsible to take notice of the content of the rules and strictly follow any additional instructions, given by the front office employee.

Drivers have to **fill in the digital** application form **and check the data** with information such as:

- **Order number from customer (without a correct order number, orders will not be handled)**
- Compartment volumes
- **Tare weight (Important in case of export)**
- Product name
- Destination, etc.

6. Specific conditions for vehicles on site

- During loading/discharging, the engine, heating and main power of the vehicle(s) must be switched off. The handbrake of the vehicle(s) must be applied.
- During loading/discharging, doors and windows must be closed.
- It is never allowed to enter the compartments of the vehicle(s).
- No repairs may be made to the vehicle, tank truck or tank container. This is only possible in very special circumstances and only after authorization from Stolthaven Moerdijk operations management has been obtained in writing.
- At all times, the key must remain in the truck.
- At all times, tank trucks or tank containers must be grounded before loading/discharging.

7. Documents

Cleaning Certificate

Depending on product and previous cargo it is required that vehicles collecting bulk liquids are accompanied by a recognized cleaning certificate. If no cleaning is required, a previous product declaration is to be signed by the hauler.

Terminal employees can always decide to reject the tank truck or tank container. No claims for lost time or any other associated costs will be accepted.

It is not the responsibility of Stolthaven Moerdijk employees to check on product compatibility.

Nitrogen Declaration

All products which are stored under nitrogen should be loaded in an equally purged road barrel or container.

Oxygen level depends on the oxygen level in the tank. The road barrel or container should already be purged at arrival. A signed declaration is compulsory. Instruction about the oxygen level should be provided to the hauler by the customer.

Vacuum Test

Depending on the requirements of the customer a vacuum test should be performed. A certificate is in this case required. Instructions should be given to the hauler by the customer.

Certificate of fitness/cleanliness

Flexi tank loadings, can only be accomplished after receiving a certificate of fitness, certificate of cleanliness or any other certificate mentioning the container number and nominal volume of the flexi bag.

The validation of certificates and declarations is decided by the customer.

8. Maximum filling rules

ADR, NON-ADR product loading should be conforming the following requirements:

- Compartments larger than 7500 liters shall not be loaded between 20% and 80% of the maximum capacity, unless they are fitted with baffle/surge plates dividing the compartment in sections of max 7500 liters.
- NON-ADR products will be loaded up to maximum of 95% of the maximum capacity of the tank truck/container.
- ADR products will be loaded up to the max percentage resulting from the ADR, RID and IMDG regulation. It is important that the order is send in to our Customer Service department, mentioning the Mode of Transport (ADR, RID or IMDG). If not, Stolthaven will use the lowest filling percentage to avoid delay.
- **Flexi tanks** will be loaded according to our flexi tank loading procedure. A flexi bag certificate must accompany the flexi tank. Stolthaven Moerdijk will fill the flexi bag between the minimum and maximum volume, considering a safety margin of 200 ltrs.

9. Technical information

Chassis with a gap behind the container will not be accepted due to the danger of tripping and the difficulty manipulating the hoses. Loading/unloading 20' containers on 40' chassis is possible, if the container is placed at the end of the chassis. If placed in the middle, the container will only be loaded if the chassis has a fully covered platform.

Bulk-trucks and railcars

For connection, our hose is standard equipped with a 3" TW/Elaflex male coupling (type: VK 80), or 3" BSP thread.

Couplings available at Stolt:

- 3" inside thread coupling which adapts to a 3" TW/Elaflex female coupling (type: MK 80).
- 5 ½ "which adapts to a 3" Elaflex

For vapor return connection, our hose is standard equipped with a 2" rosista female coupling.

Couplings available at Stolt:

- 2" TW/Elaflex coupling female (type: MK 50) which adapts to a 2" rosista male coupling
- 2" TW/Elaflex coupling male (type: VK 50) which adapts to a 2" rosista male coupling
- 1,25" inside BSP thread which adapts to a 2" rosista male coupling
- 1,5" inside BSP thread which adapts to a 2" rosista male coupling
- 2" inside BSP thread which adapts to a 2" rosista male coupling

The client and hauler are responsible for sending the correct equipment to avoid delay.

Under circumstances when the equipment is not sufficient, any transport penalty incurred will not be for the account of Stolthaven Moerdijk.

Marine:

For the vessel connection, our hoses are standard equipped with DN 100 and DN 150 flanges (as well suitable for ANSI 6").

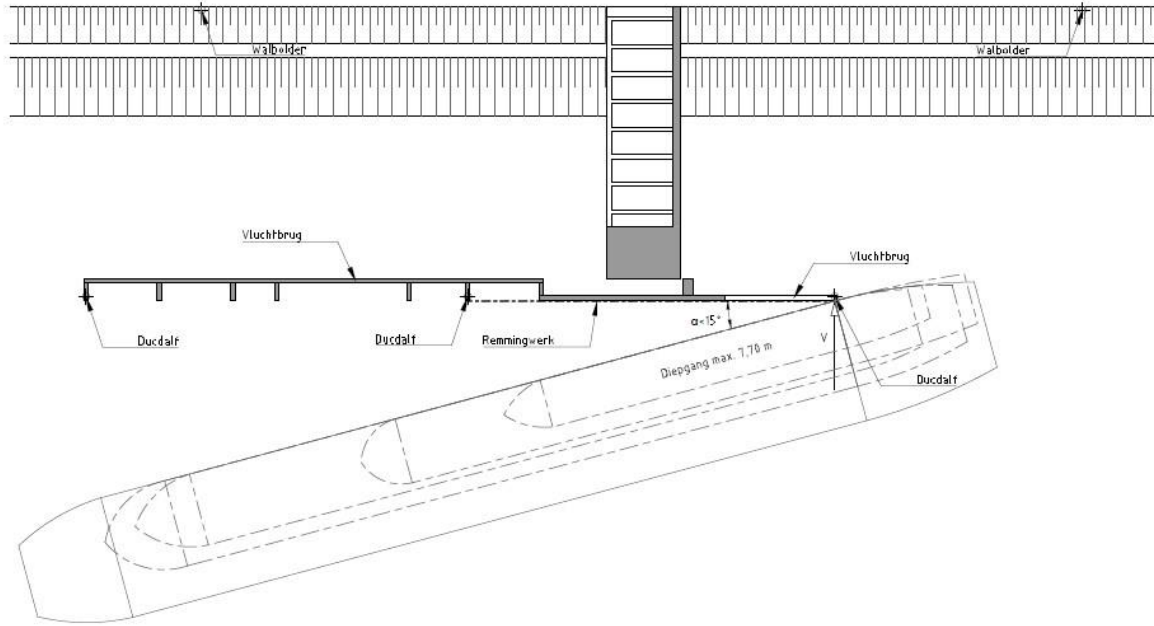
For the vapor connection, our hoses are standard equipped with DN 100 flanges.

Couplings available for stainless steel only:

- DN 100 to DN 150 flanges (as well suitable for ANSI 6").

To avoid delays and overtime, please make sure that vessels are suitable, or have additional equipment to be able to load/discharge in a proper way.

Our Jetty is suitable to handle ships with a maximum length of 150 meters LOA. The maximum water depth is 8,40 m. The maximum permissible DWT for our jetty and mooring regime is shown in the next drawing.



Oil tankers		
Capaciteit v		
[dwt]		[m/s]
10.000		0,10
5.000		0,15
2.000		0,23
LPG tankers		
Capaciteit v		
[dwt]		[m/s]
5.000		0,18
2.000		0,28
LNG tankers		
Capaciteit v		
[dwt]		[m/s]
10.000		0,09
River sea schepen		
Capaciteit v		
[dwt]		[m/s]
3.200		0,20
1.795		0,24
1.100		0,32
Inland vessels		
Capaciteit v		
[ton]		[m/s]
4.500		0,18
2.600		0,23
2.000		0,25
1.350		0,30
1.000		0,35

REV.	DATAUM	OMSCHRIJVING/REVISIE	GETEKEND	GECONTR.	RECIDEN
-	-	-	-	-	-
-	-	-	-	-	-
1,0	15-10-2015	V. d. W. v. v.	FH	TA	LT
OPDRAGGEVER: Stolthaven Terminal BV					
PROJECT: Stolthaven steiger Moerdijk			PROJECTNR.: INFR150431		
SUBPROJECT: Afmeerregime Stolthaven			TEKENINGNR.: 001		
OMSCHRIJVING/VERSIE:			SCHAAL: 1:500		
DATUM: 15-10-2015			FAS: 1:500		
STATUS: Definitief			FILM: A3		



Iv-Infra B.V.
Trompsburg 222
3364 DL Gildeschoot
P.O. Box 139
3360 AC Gildeschoot
Nederland
Telephone +31 (0) 343 3200
www.ivinfra.nl

PROJECT: Stolthaven steiger Moerdijk
SUBPROJECT: Afmeerregime Stolthaven

Iv-Infra B.V. | Nationaal Water | 4041199 | 2015-10-15 | 1:500 | Definitief | A3

10. Delay / Overtime

In exceptional cases, handling in overtime is possible.

General conditions overtime:

- i. Overtime rates will be applied irrespective of late or non-arrival of vessels and/or vehicles for any reason whatsoever, once labor is warned for overtime, we are committed to payment.
- ii. Stolthaven reserves the right to work overtime for its own facility, and overtime expenses incurred are for its own account. In such cases however clients cannot claim against Stolthaven for overtime expenditures of their own, of carriers, controllers, personnel, etc.

Overtime Conditions related to BULK-TRUCKS, DRUMMING and WAREHOUSE

- iii. Acceptance of overtime work applied for is subject to availability of labor, durations of works, permits, customs regulations and other circumstances.
- iv. Official overtime request for Bulk-Trucks, should be confirmed in writing by client, Monday to Friday, before 14.00h. on the day overtime is required.
- v. A minimum of 2 hours overtime will be charged for Bulk-Trucks and Packed (warehouse, Drumming) activities during weekdays.

Overtime conditions related BULK-MARINE

- i. Non-arrival of barge/vessel: minimum charge 8 hours at prevailing overtime rate.
- ii. In case non-pumping time exceeds 6 hours, those hours will be charged at two time the prevailing overtime rate.
- iii. In case non-pumping time exceeds 9 hours, those hours will be charged at three time the prevailing overtime rate.
- iv. Overtime tariffs are not applicable for pre-approved layby hours.
- v. A minimum of 4 hours overtime will be charged for Bulk-Marine traffic activities during weekdays.

Overtime applicable between below mentioned hours

Bulk-Marine and Railcar

Overtime weekdays	: 19:00 – 07:00	Monday till Thursday
Overtime weekends	: 19:00 – 07:00	Friday till Monday
Overtime publ. Holidays	: 19:00 – 07:00	Starts on the day before public holidays till the day following on public holiday.

Drumming, Warehousing and Bulk-Trucks

Overtime weekdays	: 06:00 – 08:00	and 17:00 -23:00 Monday till Friday
Overtime weekends	: 06:00 – 23:00	Saturday
Overtime publ. Holidays	: 06:00 – 23:00	