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PARAMO, a.s.

SPOLANA s.r.o.

PETROTRANS, s.r.o.

EQUIPMENT OF TRANSPORT UNITS PROVIDING CARRIAGE OF DANGEROUS GOODS BY ROAD

Approved by:

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1 Purpose

This Directive ensures the implementation of the technical standard ST M3 T1 "Equipment of Transport Units for the Carriage of Dangerous Goods by Road for PKN ORLEN S.A. and ORLEN Group companies" of the parent company PKN ORLEN S.A. into the regulatory base of the ORLEN Unipetrol Group. The Directive ensures the application of the requirements of the PKN ORLEN S.A. standard to the appropriate extent in the companies of the ORLEN Group and ORLEN Unipetrol Group, respectively, and ensures their transfer also to their contractors by means of their inclusion in the Binding Standards and information on the websites of individual companies or in binding documents provided to contractors.

2 Scope of Validity

The document is valid for the following designated companies/branches:

- ORLEN Unipetrol a.s. ORLEN Unipetrol RPA s.r.o. BENZINA, registered branch
- POLYMER INSTITUTE BRNO, registered branch ORLEN Unipetrol Doprava s.r.o.
- PARAMO a.s. SPOLANA s.r.o.

The document is also valid for PETROTRANS, s.r.o. and its validity is subject to approval by this company.

The document is also valid for external suppliers with whom a contract for the transport of dangerous goods has been concluded in favour of the above-mentioned companies. The Directive is mainly focused on the carrier's compliance with the requirements of the ADR, but compliance with the Directive does not relieve the carrier of the obligation to comply with other legal provisions relating to transport (such as the Road Transport Act).

The document is available on the websites of individual companies or in binding documents submitted to suppliers.

3 Terms, Definitions and Abbreviations

ADR	– Agreement Concerning the International Carriage of Dangerous Goods by Road.
Transport unit	– a motor vehicle without a trailer or a combination consisting of a motor vehicle and a trailer
Package	– a complete product of the packaging operation, consisting of a packaging or large packaging or IBC and its contents prepared for dispatch. The term includes receptacles for gases (cylinders, tubes, pressure drums, closed cryogenic receptacles, metal hydride storage systems, bundles of cylinders, and salvage pressure receptacles) as well as articles which, because of their size, mass or configuration may be carried unpackaged or carried in cradles, crates or handling devices. Except for the carriage of radioactive material, the term does not apply to goods which are carried in bulk, nor to substances carried in tanks.

4 Requirements on Equipment of Transport Units

Each transport unit carrying dangerous goods by road shall be equipped with fire protection equipment, personal protective equipment and be marked and labelled in accordance with the relevant provisions of the ADR.

4.1 Fire Protection Equipment

4.1.1 Transport in Packages

- 4.1.1.1 When dangerous goods are transported packed in limited or excepted quantities, the transport unit is not required to be equipped with fire protection equipment.
- 4.1.1.2 When dangerous goods are transported packed in quantities not exceeding the maximum total quantity per transport unit (transport under the limit) in accordance with Subsection 1.1.3.6 of the ADR, the transport unit shall be equipped with one portable fire extinguisher for the inflammability classes A, B and C with a minimum capacity of 2 kg dry powder (or an equivalent capacity for any other suitable extinguishing agent).

4.1.1.3 When dangerous goods are transported in packages in quantities exceeding the maximum total quantity per transport unit (transport over the limit) in accordance with Subsection 1.1.3.6 of the ADR, the transport unit shall be equipped with portable fire extinguishers as specified in Article **Chyba! Nenalezen zdroj odkazů.**

4.1.2 Other Transport

In the case of transport of dangerous goods other than in packages, the transport unit shall be equipped with portable fire extinguishers for inflammability classes A, B or C as indicated in the table below.

Table 1 – Prescribed Equipment with Portable Fire Extinguishers

Transport unit maximum permissible mass	Minimum number of fire extinguishers	Minimum total capacity per transport unit	Extinguisher suitable for engine or cab fire. At least one with a minimum capacity of:	Additional extinguisher(s) requirement. At least one extinguisher shall have the capacity of:
≤ 3.5 tonnes	2	4 kg	2 kg	2 kg
> 3.5 tonnes ≤ 7.5 tonnes	2	8 kg	2 kg	6 kg
> 7.5 tonnes	2	12 kg	2 kg	6 kg

4.1.3 Portable Fire Extinguishers

4.1.3.1 Portable fire extinguishers shall be fitted with a seale which allows verifying that they have not been used.

4.1.3.2 Portable fire extinguishers shall bear a mark certifying that they conform to a standard recognised by the competent authority and an inscription indicating the date (month, year) of the next periodic inspection or, where applicable, the maximum permissible period of use. The date of the next periodic inspection must not expire during transport.

4.1.3.3 Portable fire extinguishers shall be installed on the transport unit in such a way that they are easily accessible to the vehicle crew.

4.2 Additional Equipment and Personal Protective Equipment

4.2.1 Transport in packages

4.2.1.1 Additional equipment and personal protective equipment is not required for the transport of dangerous goods in packages packed in limited or excepted quantities or in quantities not exceeding the maximum total quantity per transport unit (transport under the limit) in accordance with Subsection 1.1.3.6 of the ADR.

4.2.1.2 When dangerous goods are transported in packages in quantities exceeding the maximum total quantity per transport unit (transport over the limit) in accordance with Subsection 1.1.3.6 of the ADR, the transport unit shall be equipped with the additional prescribed equipment and personal protective equipment as specified in Article 4.2.2.

4.2.2 Other Transport

Each transport unit carrying dangerous goods shall be equipped with items of equipment for general and personal protection. The items of equipment shall be selected according to the number of a danger label/placard of the goods loaded. The number of the danger label/placard may be identified from the transport document.

4.2.2.1 The following equipment shall be carried on board of the transport unit:

- for each vehicle, a wheel chock of a size suited to the maximum mass of the vehicle;
- two selfstanding warning devices;

- eye rinsing liquid¹;

and for each member of the vehicle crew

- a fluorescent warning vest (e.g. as described in EN ISO 20471);
- a portable lighting apparatus², which must not have a metal surface that could cause sparks (a mobile phone as a lamp is not allowed);
- a pair of protective gloves; and
- eye protection (e.g. safety goggles).

4.2.2.2 Additional equipment required for certain classes:

- an emergency escape mask³ for each member of the vehicle crew shall be carried on board of the transport unit for danger label numbers 2.3 or 6.1;
- a shovel⁴;
- a drain seal⁴ and
- a collecting container⁴.

4.2.3 Personal Protective Equipment

In cases where the driver carries out unloading, loading or filling, either alone or in cooperation with an employee(s) of the ORLEN Unipetrol Group, the driver shall be further equipped with:

- a protective helmet with chin guard (more than 2 points of attachment);
- non-flammable/antistatic workwear (the material shall be non-flammable in terms of its physical and chemical properties – modifications by impregnation, etc. are not allowed). In the case of rainwear, products with a non-flammable/antistatic modification shall be used.
- Protective anti-static safety footwear. In the refinery unit areas, ankle boots, with a reinforced toe and puncture resistant.⁵
- Goggles against mechanical hazards with side eye cover or face shield where required.
- Protective gloves (against mechanical hazards or resistant to chemicals/mixtures handled).
- Escape mask to protect against the effects of hydrogen sulphide (sulphane), ammonia – only in designated areas.

The requirements concerning equipment with personal protective equipment set here in before do not apply to the transport of dangerous goods packed in limited or excepted quantities.

4.3 Requirements on Accompanying Documents

4.3.1 Transport Documents

Each transport unit carrying dangerous goods shall be accompanied by a transport documents covering all dangerous goods carried and, where appropriate, the container/vehicle packing certificate.

The ADR does not require a transport documents for carriage of dangerous goods packed in limited or excepted quantities.

The transport documents shall be in a legible form and contain all the prescribed particulars in accordance with the ADR. The particulars on the transport documents shall be in the official language of the forwarding country and also, where the transport is international and the language is not English, French or German, in English, French or German, unless international road carriage tariffs, if any, or agreements concluded between the countries concerned, provide otherwise.

¹ Not required for danger label numbers 1, 1.4, 1.5, 1.6, 2.1, 2.2 and 2.3.

² The load compartment of closed vehicles carrying liquids having a flash point of not more than 60 °C or flammable substances or articles of Class 2 shall not be entered by persons carrying portable lighting apparatus other than those designed and constructed so that they cannot ignite any flammable vapours or gases which may have penetrated into the interior of the vehicle.

³ For example, an emergency escape mask with a combined gas/dust filter of type A1B1E1K1-P1 or A2B2E2K2 P2, similar to the mask described in EN 14387:2004 + A1:2008.

⁴ Required only for solids and liquids with danger label numbers 3, 4.1, 4.3, 8 or 9.

⁵ In SPOLANA s.r.o. according to local operating conditions and according to the dangerous chemical substances (DCHS) transported.

4.3.2 Instructions in Writing

Each transport unit carrying dangerous goods shall be provided with instructions in writing to assist during an emergency situation that may occur or arise during transport in the form prescribed by the ADR.

The instructions in writing shall be kept in the driver's cab of the vehicle and shall be readily available.

The instructions in writing shall be in a language in which each member of the vehicle crew is able to read and understand.

Instructions in writing shall not be required for the carriage of dangerous goods packed in limited or excepted quantities or in quantities not exceeding the maximum total quantity per transport unit (transport under the limit) in accordance with Subsection 1.1.3.6 of the ADR.

4.3.3 Identity Cards

Each transport unit shall be equipped with identity cards with a photo of each member of the vehicle crew.

4.3.4 Driving Licence

Each driver of a transport unit shall have a valid driving licence.

4.3.5 Certificate of Approval for Vehicles Carrying Certain Dangerous Goods

Each transport unit or element thereof shall be accompanied by a certificate of approval for vehicle carrying certain dangerous goods (it applies only to tankers, battery vehicles and their tractors).

4.3.6 ADR Driver Training Certificate

Each transport unit shall be equipped with an ADR driver training certificate.

The ADR driver training certificate is not required for the carriage of dangerous goods packed in limited or excepted quantities or in quantities not exceeding the maximum total quantity per transport unit (transport under the limit) in accordance with Subsection 1.1.3.6 of the ADR. However, these drivers shall have valid training like other persons involved in the transport of dangerous goods.

4.4 Other Training

In cases where the driver carries out unloading, loading or filling, either alone or in cooperation with an employee(s) of the ORLEN Unipetrol Group company, he/she shall have valid training from the customer of the service (ORLEN Unipetrol Group company) in the operation of the equipment used for loading/unloading/filling.

4.5 Minimum Requirements Concerning Marking and Placarding of Transport Units

Each transport unit carrying dangerous goods shall be marked with the appropriate orange plates and, where required by the mode of transport, labelled with placards (corresponding to specimen labels) and other prescribed markings. The orange plates, placards and other prescribed markings shall be in accordance with the relevant mode of transport and the requirements laid down in the ADR.

The above minimum marking and labelling is not required if the dangerous goods are carried packed in limited quantities (note that above 8 tonnes, marking with a placard for limited quantities is required (min. 250x250 mm)) or in excepted quantities, or in quantities not exceeding the maximum total quantity per transport unit (transport under the limit) in accordance with Subsection 1.1.3.6 of the ADR.

5 Inspections and Consequences of Failure to Comply with the Prescribed Equipment Requirements

5.1 Authorised Persons

5.1.1 The persons authorised to carry out inspections of transport units in the case of carriage of dangerous goods by road in the companies of the ORLEN Unipetrol Group are:

- in-house or contracted safety advisers for the transport of dangerous goods by road;

- employees of security agencies guarding the premises of ORLEN Unipetrol Group companies;
- ORLEN Unipetrol Group companies loading, unloading, filling staff or employees ensuring dispatch or receipt of dangerous goods or employees authorised by them.

5.2 Inspections and Consequences of Failure to Comply with Specified Requirements

- 5.2.1 Inspections of transport units carrying dangerous goods are carried out by using a checklist, which forms an annex to this Directive, unless otherwise provided for by local regulations and the locally applied checklist.
- 5.2.2 If there are found non-conformities with ADR requirements during the inspection, the loading / filling / unloading of the transport unit must not be carried out until the non-conformities are rectified.
- 5.2.3 If the inspection is carried out during or after loading / filling / unloading and non-conformities with ADR requirements are found, the transport unit must not be put back into service until the non-conformities are rectified.
- 5.2.4 Transport units where a non-conformity has been found that cannot be rectified onsite are not allowed to enter all premises of ORLEN Unipetrol Group companies until the rectification has been arranged (removal of the non-conformity).
- 5.2.5 Further sanctions for non-compliance with mandatory equipment requirements or violation of safety rules identified during the inspection are governed by the relevant contractual arrangements, locally applicable sanction rules, the nature and severity of the identified non-conformities / violations of binding rules.
- 5.2.6 Records of inspections carried out shall be kept by persons authorised to carry out inspections in accordance with locally applicable regulations, but at least for a period of 1 year from the date of the inspection.
- 5.2.7 The person carrying out the inspection of the carriage of dangerous goods by road is entitled to require the provision of all necessary data for the purpose of completing the checklist and the person inspected is obliged to provide all the data requested.
- 5.2.8 Inspections of the carriage of dangerous goods by road are carried out in order to ensure faultless compliance with ADR requirements and provide safety to own employees, employees of contractors and the public.

6 Responsibility

Liability follows from and is set out in the above articles.

7 List of Related Documents

All

Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR) as amended
Directive 433/3 Discharge of Apparatus Fillings Using Vacuum Equipment
Directive 433/4 Safe Operation of Vacuum Trucks in the Processes of Pumping Off Hydrocarbon Sludge

ORLEN Unipetrol RPA s.r.o.

Directive 402 [Safety Rules for Other Organisations' Employees](#)

Directive 402/1 HSE Sanctions – Occupational Health and Safety and Fire Protection – Fines

Directive 433 Carriage of Dangerous Goods

[Sanctions Rules](#)

ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, registered branch

Directive 433/6 Carriage of Dangerous Goods in Packages Subject to the Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR Agreement)

ORLEN Unipetrol Doprava s.r.o.

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PARAMO, a.s.

Directive 15–07 Application of ADR/RID in PARAMO, a.s.

SPOLANA s.r.o.

Process 3–7 Execution of dispatches

PETROTRANS, s.r.o.

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Appendix A Checklist

Checklist No:..... Carriage of dangerous goods by road according to the ADR				
Date and time of inspection:		Place of inspection:		Inspection carried out by:
Driver's name and surname:			Name and surname of other crew members of the vehicle:	
Registration number: Motor vehicle..... Trailer/semi-trailer.....			Vehicle type (tankers / battery vehicles only) AT <input type="checkbox"/> FL <input type="checkbox"/> EX II <input type="checkbox"/> EX III <input type="checkbox"/> AT <input type="checkbox"/> FL <input type="checkbox"/> EX II <input type="checkbox"/> EX III <input type="checkbox"/> Tanker code:	
Mode of transport: <input type="checkbox"/> packages <input type="checkbox"/> in tankers <input type="checkbox"/> in bulk				
Transport subject to exemption from the ADR: <input type="checkbox"/> YES <input type="checkbox"/> NO				
Class (according to the ADR):.....		Hazard identification number:.....		UN number:.....
Carrier:				
Specific transport requirements ✓ = OK, X = non-conformity				
1	Transport Documents		11	Eye protection <i>(e.g. safety goggles)</i>
2	Instructions in Writing <i>(in case of an accident)</i>		12	Pair of protective gloves
3	Vehicle Approval Certificate <i>((tractor unit – tankers / battery vehicles only)</i>		13	Emergency escape mask <i>(only required for label numbers 2.3 and 6.1)</i>
4	Vehicle Approval Certificate <i>(semi-trailer/trailer – tankers / battery vehicles only)</i>		14	Shovel <i>(only required for label numbers 3, 4.1, 4.3, 8 or 9)</i>
5	ADR Driver Training Certificate		15	Drain Seal <i>(only required for safety sign 3, 4.1, 4.3, 8 or 9)</i>
6	Wheel chock (for each vehicle)		16	Collecting container <i>(only required for label numbers 3, 4.1, 4.3, 8 or 9)</i>
7	2 selfstanding warning devices		17	Portable Fire Extinguishers
8	Eyewash liquid <i>(not required for label numbers 2.1, 2.2 and 2.3)</i>		18	Marking of packaging
9	Fluorescent warning vest		19	Vehicle/vehicles marking
10	Portable lighting apparatus <i>(must not be a mobile phone)</i>			
Inspection Outcomes/Comments:				
Driver's Comments to Inspection Outcomes:				
Inspector's signature:			Driver's signature:	