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**Safety Precautions:**

This procedure is governed by S.I. 2001/619 - Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulation, 2001.

All safety and operational procedures must be strictly followed to ensure proper and safe handling.

Full P.P.E. must be worn when discharging bulk loads of hazardous products.

Minimum P.P.E. consisting of Bump Cap/Helmet, glasses/goggles, safety shoes/boots and gloves must be worn when discharging bulk loads of non-hazardous products.

**Supervision:**

No product is to be unloaded without the supervision of Chemifloc Personnel or it's Agents.

**1.0 PURPOSE.**

The purpose of this procedure is to establish how all Chemifloc products are to be delivered by Chemifloc Ltd or by it's agents.

**2.0 SCOPE.**

This procedure applies to the delivery of all Chemifloc products.

**3.0 REFERENCES / ATTACHMENTS.**

Delivery Form OP5/S1.

External Chemical Spill Procedure HS/04.

Emergency Plans.

ADR Requirements for Plates & Placards OP31/F2.

Loading of Bulk Tankers Procedure OP5.

ADR Regulations 2003.

**4.0 DEFINITIONS.**

None Raised.

**5.0 RESPONSIBILITY.**

The responsibility for the implementation of this procedure lies with the Quality Manager.

The responsibility for issuing of documents lies with the Sales Office.

The responsibility for scheduling deliveries lies with the Sales Office.

The responsibility for the proper and safe loading of containers lies with the operator.

The responsibility for the checking of container and transport unit lies with the driver.

**6.0 PROCEDURE.****Before Shipment.**

- 6.1 The Sales Office shall complete the Delivery Form (OP5/S1), including any special arrangements required and issue the delivery form together with any other documentation that may be required to the operator/driver.
- 6.2 The operator with responsibility for loading container shall check with the sales office and receive the delivery/weight OP5/S1 form detailing the loading requirements.
- 6.3 The operator shall load container according to Procedures OP3 & OP5, complete Sections A & B of the Delivery form.
- 6.4 When hazardous goods are to be delivered a copy of Written Instructions conforming to the requirements of the ADR Regulations is issued to the driver.
- 6.5 The driver shall complete Section C of the delivery form.

**Delivery.**

- 6.6 On arrival at delivery destination, the driver shall make contact with the customer's representative and submit delivery documents for inspection.
- 6.7 The driver shall inquire from the customer's representative details of discharge arrangements.
- 6.8 The driver shall follow customer's instruction and proceed to the discharge point.
- 6.9 The driver shall don the required P.P.E., secure the discharge area and prepare to discharge load.
- 6.10 When delivering liquid products, which are to be transferred to onsite storage, the driver shall connect discharge hose to the customer's fixed connection point. If a fixed connection point is not provided, the driver must secure the discharge hose to a fixed point (e.g. strapping to a railing) to prevent spills.
- 6.11 Prior to commencing discharge, the customer must complete pre – discharge part of Section D of the delivery form.

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- 6.12 The driver shall then proceed to discharge load taken care to prevent any leaks or spills.
- 6.13 When the load has been discharged the driver shall disconnect from the discharge point and prepare to exit customer's site. **Note: Care must be taken when disconnecting discharge hoses to prevent leaks and spills.**
- 6.14 All spills and leaks must be dealt with according to External Chemical Spill Procedure and reported to the Chemifloc Sales Office.
- 6.15 When the discharge operation has been completed, the customer shall complete the post-discharge part of Section D of the delivery form.
- 6.16 The driver shall issue the pink copy of the delivery form to the customer and return the rest to the sales office.

## 7.0 **RECORDS.**

All Delivery Forms and Dangerous Transport records are to be maintained for a minimum period of 7 years.

