Requirements for customer-organized collections of BASF goods by road and combined transport systems

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0 Introduction

The quality of a transport service is one of the determining factors in the quality of the products being transported. The products must be carried safely, with no adverse effects on the environment, without detriment to their quality and giving due regard to customer requirements.

These requirements apply to customer-organized collections of goods in the national and international transportation of goods by road, including combined freight transport systems. We define customer-organized collections as customers of BASF commissioning haulage companies and freight carriers to collect goods at BASF. These requirements for customer-organized collections are based on the BASF Requirement Profile for Contractors (dated October 2008) and on the Requirement Profile of the German Association of the Chemical Industry (dated May 2007). BASF-specific requirements are clearly mentioned.

This in no way affects the obligation to observe all legal requirements.

Customers of BASF are also expected to meet these requirements. Any failure to observe these requirements can lead to the rejection of the vehicles made available for collection.

Where the requirement profile refers to German regulations, these regulations are valid for all transportation, including cross-border transportation. If additional national regulations are also applicable to cross-border transportation, these regulations must also be observed.

The controls carried out by BASF at the gates on entry to and exit from the sites as well as at filling facilities and loading stations, which are intended to improve safety during the transportation of our products, do not release the logistics service provider or its drivers from the obligation to observe legal requirements.

1 Vehicles, containers and ancillary facilities

1.1 The vehicles, containers, ancillary facilities and items of equipment provided for loading and unloading must be in a technically faultless and good visual condition, complying with legal and official regulations and the requirements for the goods to be carried.

1.2 The vehicles and load units must comply with the requirements of the designated carriers, particularly in the case of multiple-mode transportation (including ferries).

1.3 Vehicles with features designed to increase safety (such as ABS, ASR, ESP, retarders and speed limiters) must be given preference.

1.4 Vehicles used to carry hazardous goods with a high potential danger (see Table 1.10.5 ADR/RID) must be fitted with anti-theft facilities, equipment or systems. Ideally this should be an electronic immobilizer, or at the very least a mechanical immobilizer.

1.5 The vehicle or driver must have a means of communication (for example mobile phone or transponder).

1.6 Low-pollution, low-noise and energy-saving vehicles must be given preference.

1.7 The special requirements listed in Sections 9-11 must be observed.

1.8 The stipulated requirements (e.g. temperature ranges, regulations on which goods can be carried together and which goods must be transported separately, preloading restrictions) apply to the entire transport process from collection to when the goods are unloaded at the consignee’s premises as well as during transport interruptions.

2 Persons involved in transportation

2.1 The logistics service provider must employ reliable, professionally trained drivers who must have a valid driver license and adequate driving experience; for hazardous goods, they must have been briefed appropriately on safety (see Section 1.10 ADR/RID) and must hold appropriate training certificates.

2.2 The logistics service provider must observe Sections 7b and 7c of the German Road Transport Laws. The documents referred to in Section 7b of said laws must be submitted by the driver on request before loading.

2.3 The logistics service provider must provide the drivers with all the information and documentation required to carry out the order safely and professionally; for example for handling

- the vehicle's technical equipment,
- the load-securing equipment,
- the ancillary loading equipment and
- personal protective equipment.

2.4 Plant-specific instructions must be observed.

2.5 The prescribed driving and rest times must be observed.

2.6 The logistics service provider must ensure that the drivers are aware of and comply with the points of the requirement profile that are relevant to the logistics service provider and the drivers. The logistics service provider must inform the drivers that they must follow any instructions given by Corporate Security, the plant fire service and/or the loading personnel responsible. Violations of this rule will result in denial of loading/unloading and possibly a ban from the plant.

2.7 Carrying alcohol, drugs and weapons on the principal's site is forbidden. Transporting the loading party’s products under the influence of drugs and alcohol is forbidden.

2.8 The drivers must take protective work clothing with them on every transport commission, i.e. overalls and protective shoes according to DIN-EN 345 -S 2 (closed laced shoes without any air holes and the lower part electrostatically conductive), goggles, helmet and protective gloves. The overalls and protective shoes must be put on before entering the site premises, and the other prescribed items of personal protective equipment must be put on during loading and unloading operations. The logistics service provider agrees to BASF carrying out checks of the drivers' personal protective equipment.

2.9 The drivers must remain in or at the vehicle during loading/unloading unless agreed otherwise.

2.10 Children and animals are not permitted to access the site or wait at the site gate.

3 Safeguard

3.1 Drivers must provide evidence that they are authorized to collect goods. It must be possible to identify the driver and all the occupants of the vehicle (with an official photo identification such as an identity card, passport, driver license or ID).

4 Safe and environmentally friendly transportation

4.1 Before setting off, the driver must check the roadworthiness and completeness of the vehicle's equipment. The prescribed or agreed equipment must be carried on all vehicles for the entire duration of the journey.

4.2 Safe transport routes must be selected (i.e. preferred use of motorways, possibly circumventing identified conservation areas, and avoidance of purely residential areas).

4.3 If vehicles carrying hazardous goods are parked, they must be kept under surveillance or parked somewhere where sufficient security is guaranteed.

4.4 The logistics service provider must be on call 24 hours a day. It must be possible to contact a responsible and proficient person.

4.5 When vehicles are loaded in conjunction with the transportation of foods, stimulants and animal feed, the logistics service provider must observe the following matrix:

BASF matrix for loading vehicles in conjunction with **foods[1] and animal feed[2]**	
Bulk goods (tank + silo) (Single and multiple chamber)	
With the inscription "Only for foodstuffs"	Reject except for foodstuffs
Packed + bulk goods	
Transport together with foodstuffs or animal feed	Reject [3]
Packed goods	
With food advertising	Reject for hazardous goods
Clearly intended for unpackaged food transportation (for example meat hooks)	Reject

[1] Food = Foodstuffs and stimulants, including food additives

[2] Foodstuffs = Animal feed, including animal feed additives

[3] or separate transport unit

The logistics service provider guarantees that tanks that were filled with a hazardous substance will not be used afterwards for the transportation of foodstuffs. Should it be used afterwards to transport animal feed, the logistics service provider guarantees that HACCP principles will be adhered to.

4.6 The provision of vehicles carrying hazardous goods from other manufacturers is not permissible.

4.7 When BASF products which are used as foods or animal feed are transported, the legal requirements must be observed.

5 Forwarding papers/accompanying documents

5.1 The drivers confirm that they have received the goods and the accompanying documents.

5.2 If the forwarding papers are drawn up by the logistics service provider, these must be completed properly and carried together with the other accompanying documents.

5.3 Evidence of export

Following the collection of a delivery for which the destination is a third country (not one of the 27 EU countries), the export notification provided (ABD or AA) must be submitted to the customs office at the external EU frontier. On request, the freight carrier must present a copy of the import certificate (import customs declaration) in the country of destination free of charge. Sheet 3 stamped by the customs office is to be send back to BASF immediately.

6 Weighing

6.1 The logistics service provider agrees to tare, gross and check weighing operations being carried out, accepting that:

6.1.1 Refueling or any other change to the vehicle's weight between tare and gross weighing operations is not permissible;

6.1.2 If overloading is established, the vehicle must be driven back to the loading point for partial unloading and a new gross weighing operation must then be carried out;

6.1.3 For bulk loads, flushing liquid/products may only be introduced into the emptied chambers after the check weighing operation when the consignee is certain that the container is completely empty.

6.2 BASF only recognizes the weights indicated by BASF’s calibrated weighing equipment and indicated in their delivery notes. For this reason, bulk vehicles must be weighed empty and full on automatic

BASF weighing machines. Interim weighing operations must be carried out when part-loads are carried. Axle weighing operations to ascertain the weight of loaded or unloaded goods are not permissible.

7 Information

7.1 Prior to the handover of a product, loading documents, entry/exit permits, etc. must be drawn up. In order to shorten waiting periods, the logistics service provider must contact the transport planner 48 hours before the planned loading time, specifying the order number, exact address, phone or fax number, and the specified loading date. The exact loading time must be adhered to accordingly. Any waiting time that results from non-adherence will not be reimbursed.

8 Accidents/damage incidents

8.1 If persons are in danger and/or the environment is affected, the fire service and/or the police must always be notified without delay. In addition, the following details must be reported to BASF without delay using one of the emergency phone numbers listed under 8.4:

8.1.1 Name and company of the person reporting the incident

8.1.2 License plate registration, type of vehicle, freight carrier and haulage company

8.1.3 Place, time and circumstances leading up to the accident/damage incident

8.1.4 Number of injured/dead, extent of product spillage, police/fire service on the spot

8.1.5 Consignment data (commission number, destination, freight carrier and haulage company)

8.1.6 Action taken or arrangements made by the driver

8.1.7 Possibility of calling back for further information (name, address, telephone, fax and e-mail)

8.1.8 Details of any average adjuster called in (name, address, telephone, fax and e-mail).

8.2 The logistics service provider must produce an accident report for every accident without delay and send it to BASF of their own accord. A

written interim report must be provided at the latest 14 days after the accident.

8.3 If goods are found to have been damaged or lost in transit, the logistics service provider must report this without delay to the principal regardless of the cause or responsibility.

8.4 Accidents or incidents in transit and/or during transfer must be reported immediately to the standard European phone number

0049-(0)-180-2273(BASF)-112

from where the country-specific emergency centers will be dialed automatically. The 24h emergency telephone numbers listed below can be dialed directly:

BASF Works Fire Department 0049 621 60 43333

Europe BASF 24h emergency telephone numbers

Germany	BASF Coatings AG	0049 -2501-14-3227
Belgium	BASF	0032 -3569-9232
Finland	BASF SECURITAS	00358 -2049-12643
France	BASF	0033 -14964-5733
UK, Ireland	BASF	0044 -18654-07333
Netherlands	BASF	0031 -263-717171
Portugal	BASF	00351 -2135-24765
Spain	BASF	0034 - 97725 6200

9 Liquid and dry bulk goods in tanks, tankers/silo vehicles and containers

9.1 Technical components:

The logistics service provider is responsible for compliance with the following points:

9.1.1 Containers, emptying equipment, pumps and associated hose material, fittings and seals must be clean, dry and odorless, unless special, product-specific agreements have been made.

9.1.2 Suitable, technically and visually faultless hose material that has been pressure tested must be used.

9.1.3 Hose material that is being used for specific products/product groups must be clearly identified and must only be used for same.

9.1.4 Pressure tanks of stainless steel must be used, if there are no requirements stating otherwise.

9.1.5 The required approvals and inspection certificates for the product to be transported must be carried and presented.

9.1.6 The number of wash plates and chambers present must be specified.

9.1.7 The chamber numbers on domed lids, filling nozzles and the associated outlets must be labeled.

9.1.8 Details of the exact tank/chamber volume on the domed lids and filling nozzles must be clearly visible and permanently applied.

9.1.9 Devices (lugs) for applying the product plates/lead seals to outlets and domed lids must be fitted.

9.1.10 Prior to filling, all the emptying devices must be closed properly; after the filling operation, all the filling devices must be closed properly.

9.1.11 A clearly identified and functioning grounding peg must be fitted.

9.1.12 All containers must be insulated and capable of being heated, unless otherwise agreed.

9.1.13 In the case of hazardous goods, BASF must be informed of the tank coding according to Column 12 and the tank coding of the tank provided.

9.1.14 The drivers must give the loading personnel reliable information on the capacity of the tanks and chambers as well as the maximum permissible loading volume.

9.1.15 The drivers must carry out the manual operations required on the transport units for emptying and must ensure that the hose is properly connected. It is essential that any safety devices that are available are used (for example safety railings on the vehicle, folding steps at the loading and unloading station and catching devices such as safety harnesses).

9.1.16 The vehicles must be fitted with low-spark tools.

9.1.17 In the case of part-loads, the hose material and the pumps may need to be cleaned between individual emptying operations.

9.1.18 On arrival, the drivers must demonstrate to the consignee that the lead seals are unbroken.

9.1.19 For control weighing operations, the drivers must be aware of any discrepancies, which must either be clarified on the spot and/or reported immediately to the principal (have the recipient confirm the delivered quality on the CMR consignment note).

9.1.20 The restrictions applying to previous products must be observed.

9.1.21 If tanks for transporting liquid hazardous goods (viscosity at 20 °C of less than 2680 mm²/s or, in the case of heated hazardous goods, at the maximum temperature of the substance during transportation) are not divided by dividing walls or wash plates into compartments with a maximum capacity of 7500 l, they must be filled to at least 80 % or at most 20 % of their capacity. This specification must be adhered to when the tanks are provided by the logistics service provider. This rule should also be applied in the case of non-hazardous goods. Quality-based tightening of this rule is possible in the case of product-specific degrees of filling.

9.2 Cleaning facilities

9.2.1 The logistics service provider is responsible for selecting a suitable and reliable cleaning facility.

9.2.2 Suitable cleaning facilities are considered to be those that have the required licenses (with regard to operation and disposal) to carry out the cleaning/disposal in accordance with the legal regulations and official licenses and issue the European Cleaning Document (ECD).

9.2.3 The presentation of an ECD is recommended.

9.2.4 Upon request, BASF will provide the logistics service provider with information on the product (for example safety data sheet) in order to ensure proper cleaning/disposal.

9.2.5 Before the vehicle leaves the cleaning facility, all the domed lids and outlets must be closed once they have dried off and cooled down.

9.2.6 BASF will reject vehicles, even if a proper cleaning document is submitted, if chambers or hose material for the product to be loaded are not sufficiently clean.

9.2.7 The filling personnel check only that the visible parts of the tanks and the emptying devices are clean. For the parts that are not visible (for example pumps), BASF must rely on the conscientiousness of the logistics service provider. The logistics service provider is liable if, despite the action taken by BASF, damage occurs as a result of contamination that it was not possible to detect.

9.3 Cleaning record

9.3.1 The cleaning record must be submitted to the loading company before loading.

9.3.2 The cleaning record must contain the chemical/technical name of the last load (previous product) – for every chamber in the case of multiple-chamber tankers.

9.3.3 The presented cleaning document must document the cleaning of the last goods transported and is not permitted to be older than three working days.

9.3.4 In addition to Section 9.2.4 and 9.3.2, when tank cleaning is necessary, only tanks for which this tank cleaning can be demonstrated by means of an ECD (European Cleaning Document) should be loaded. Exceptions to this rule must be agreed with the relevant BASF logistics units.

9.4 Verification of previous product

9.4.1 The logistics service provider whose tanks/hoppers are to be newly loaded without cleaning, as agreed, must ensure that a verification of the previous product is issued and submitted.

9.4.2 The verification of the previous product must contain the following minimum information:

- Name of the logistics service provider and the freight carrier,
- Vehicle, tank and chamber number,
- Product
  - Chemical/technical name (not simply the trade name)
  - Hazardous goods categories,
- Loading date,
- Reference number, date, original company stamp, original signature. If an original is sent on paper, by fax or electronically as a scanned file: reference number, date, company stamp, legally binding signature. If it is transmitted electronically: reference number, date, information on the company and a) scanned signature of the signatory or b) information on the signatory, who is legally entitled to sign or c) addendum to the document that the document is also legally binding without a signature.

This data may also be included on the collection note.

9.4.3 The issuer of the verification must ensure that no contamination (for example dust, foreign bodies and condensation water) enters the tank after the abovementioned product has been unloaded, and that the tank is in the closed state when presented for new loading.

9.4.4 Pre-loading inspection

The logistics service provider must make it possible for the loading party to check that the tank and the emptying equipment are in a proper state prior to loading.

9.4.5 In the case of multi-chamber tanks carrying non-hazardous goods, there must be an empty chamber between the third-party product and the BASF product.

10 Packaged goods in trucks, containers and swap trailers

The logistics service provider must ensure that:

10.1 The vehicles/containers used have a loading surface that has been brushed clean, is dry and free from nails, and provides access for fork-lift trucks;

10.2 The product loaded is inspected for the absence of external damage;

10.3 The drivers assist with the load securing measures in consultation with the personnel loading the vehicle;

10.4 The load is reliably and continuously secured up to the final unloading station, if necessary by
- Resecurement when part-loads have been unloaded or when loads are transferred,
- Inspections of the load depending on traffic and weather conditions with regard to stowage and securement of the product loaded during transportation and, if necessary, resecurement of the load.

10.5 Load securement for trucks/swap trailers with a permissible total weight of over 3.5 t

To obtain form-fit containment of the load, the vehicle must be able to absorb the forces that occur during normal driving as specified in DIN EN 12195-1. This means that a load capacity in accordance with DIN EN 12642 must be demonstrated in the case of van structures, tarpaulin structures and swap trailers while a load capacity in accordance with DIN EN 12642 XL must be demonstrated in the case of curtain siders (taut liners and taut containers). The certificate must be carried in the vehicle. In the certificate it must show that the vehicle is equipped (e.g. with insert boards at side, cargo bars) to permit form-fit securing of the payload.

The following transitional solution applies in the case of vehicles that do not comply with these specifications:

A continuous metal guide strip >15 mm high should be welded onto the outside on the right and left in the floor area.

If there is no continuous metal guide strip, there must be faultless aluminum or wooden insert boards present at the sides in each

segment with the following dimensions:

Thickness: approximately 25 mm in each case

Total height: approx. 450 mm

The strength values in DIN EN 12642 should be used as a guideline.

Lashing points on commercial vehicles should comply with DIN EN 12640. The lashing point plate should be positioned on the vehicle structure so that it is easily visible. The information plate must contain data such as permissible tensile force and a reference to DIN EN 12640.

Additional insert boards should be fitted above the centre of gravity in the case of curtain-side structures, while all insert boards must be available in the case of tarpaulin structures.

The vehicle must be fitted with suitable load securing material, in a sufficient quantity and a technically faultless condition:

1. Blocking elements, such as clamping boards, insert boards and shoring beams (ideal: with groove and tongue)
2. At least one belt per loading meter
3. Tensioning straps
4. Recessable fastening points on the loading surface in accordance with DIN EN 12640 (starting for example 50-60 cm behind the bulkhead with a maximum distance of 120 cm) or other lashing options (for example various rail systems)
5. Non-slip mats over the entire cargo area

   - Minimum size 300 x 200 mm

   . Minimum thickness 8 mm

   Depending on the goods to be transported, the non-slip mats are positioned by the driver in consultation with the personnel loading the vehicle.
6. Empty pallets to keep to the axle loads, where required
7. Double-sided staffs (to optimize form-fit loading, where necessary.

11 Use of ferries

In the case of the transportation of hazardous goods, ferries may only be used if a permit has been issued for the specific hazardous product.

The logistics service provider must ensure that container chassis and other road vehicles are fitted with equipment (butt rings and equipment for blocking the suspension travel, etc.) that permits safe lashing on board and prevents the transport unit from being displaced in rough sea conditions.