

INSTRUCTIONS FOR FILLING A ROAD TANKER WITH BITUMEN

I. General Information

1. This instruction concerns safety rules, procedures and driver's duties during bitumen loading at UNIMOT Bitumen and at Production Plants from which the Company collects the product.
2. Before commencing any activities related to the distribution of the product, the driver is obliged to inspect the transport set.

II. Safety and Communication Rules

1. The driver is obliged to comply with the safety regulations and internal rules applicable at the relevant Production Plant.
2. On the premises of UNIMOT Bitumen, the maximum permitted speed is 30 km/h, and the provisions of the Road Traffic Code apply. Within the loading bay area, the speed must be adjusted to the existing conditions. The minimum distance between vehicles while parked is 5 meters. Parking is permitted only in designated areas or on parking lots during the waiting period for loading. It is prohibited to block internal roads, fire roads, access to fire-fighting installations, or fire water reservoirs.
3. Within Production Plants, the driver is prohibited from:
 - smoking tobacco products or electronic cigarettes except in designated and properly marked areas,
 - using gas stoves or open flames,
 - using any sparking or electrical tools,
 - using electrical devices,
 - performing vehicle repairs,
 - consuming alcoholic beverages or using intoxicating substances,
 - taking product samples,
 - leaving the vehicle with the engine running,
 - leaving the area designated for product loading,
 - blocking access to fire-fighting installations or fire water reservoirs,
 - loading the tank during a thunderstorm.
4. The driver is required to change clothing before entering the loading station area (this means leaving the cab wearing full protective clothing). When working with bitumen products, the following protective equipment is mandatory:
 - anti-static protective clothing,
 - oil-resistant, anti-static protective footwear,
 - heat-resistant protective gloves with long cuffs,
 - industrial safety helmet with face and neck protection.

At loading bays it is forbidden to:

- put on or remove clothing,
 - wear unbuttoned clothing,
 - wear clothing with short sleeves or short legs,
 - clean clothing (e.g., wiping, brushing, etc.),
 - use mobile phones.
5. The transport unit must be equipped in accordance with ADR requirements, including general and personal protective equipment, additional equipment corresponding to Class 9 hazards, and fire-fighting equipment.

6. Vehicles comprising the transport unit (tractor, semi-trailer, or trailer) must meet the construction requirements for at least a type AT vehicle, which may be replaced by a type FL vehicle (FL > AT), and must possess a valid approval certificate issued by TDT (Transport Technical Supervision).
7. The tank of a semi-trailer dedicated to bitumen transport must meet the minimum construction requirements defined by code LGAV. A tank complying with higher requirements may also be used, according to the hierarchy of tanks (ADR 4.3.4.1.2).
8. Tanks dedicated to bitumen transport must be equipped with thermal insulation.
9. Before loading, the contents of the previous cargo must be checked, ensuring the absence of water and excluding any possibility of a dangerous reaction between bitumen and water. Loading a product inconsistent with the bitumen carriage compatibility table may affect the quality parameters of the bitumen.
10. Employees participating in tank loading must have undergone appropriate occupational health and safety (OHS) training and possess a valid TDT qualification certificate for filling and emptying transport tanks for the carriage of dangerous goods of Class 9.
11. Furthermore, an employee other than the driver, who holds a valid ADR certificate, must complete job-specific training in accordance with ADR (Section 1.3) for personnel involved in operations related to the carriage of dangerous goods.
12. The driver participating in tank filling and performing transport must hold a valid C+E driving licence, a valid ADR certificate for the carriage of dangerous goods in tanks, and a valid TDT qualification certificate for filling and emptying transport tanks for dangerous goods of Class 9 in road transport.
13. Production Plant employees and drivers involved in tank filling must be familiar with the product's Safety Data Sheet, particularly regarding hazards and safe procedures in case of emergency.
14. Each driver/vehicle entering the Plant premises may be subjected to an ADR and OHS compliance inspection by a security officer or Production Plant employee.
15. The driver must ensure that the loading installation is in proper technical condition.
16. Before loading, the driver must apply the parking brake, verify that all discharge valves are closed, and connect grounding cables.
17. Loading devices must be kept clean and in full working order after use. Any observed irregularities must be immediately reported to the loading operator.
18. Loading is permitted only with the vehicle engine switched off and all electrical energy-consuming devices (radio, CB radio, mobile phone, heating, air conditioning) turned off.
19. The driver must place the safety barriers provided with the tank, if permitted by the loading arm design.
20. Starting the vehicle engine is permitted only when the loading arm has been returned to its parking position.
21. The loading operator supervises compliance with the above rules by drivers and reports any observed irregularities to the shift foreman.
22. The driver must follow instructions from production staff, security services, and OHS personnel, including presenting documentation upon request. In case of an accident, fire, failure, or leak, the driver must immediately notify:
 - Czechowice-Dziedzice: Shift foreman, tel. 323 237 805 or 502 331 863,
 - Jasło: Shift foreman, tel. 134 466 769 or 508 281 898,
 - Other Production Plants: appropriate emergency services for the plant and the Logistics Office duty officer, tel. 505 050 047.

Information about any failure at UNIMOT Bitumen Production Plants that results in bitumen leakage, injury, material damage, or the involvement of emergency services must be immediately reported to:

- the Dangerous Goods Safety Adviser (DGSA ADR),
- the Head of the Logistics Office.

The information is submitted by the Production Plant Manager (Czechowice-Dziedzice, Jasło).

23. After loading, the vehicle must leave the plant premises via the designated route.

III. Safety Obligations Arising from ADR

1. Driver's obligations when the loading is carried out by the filler:
 - visually check that the vehicle and the cargo have no apparent defects, leaks, or deficiencies in equipment, etc.,
 - ensure that the validity date for the next tank inspection has not expired,
 - verify that vehicles are not overloaded,
 - ensure that the transport unit is correctly marked with orange-coloured plates, large hazard labels, and signs for substances carried at elevated temperatures,
 - ensure the proper equipment required by ADR for the transport unit, vehicle crew, and required hazard labels is available,
 - hold a valid ADR certificate for the carriage of dangerous goods in tanks,
 - complete the transport document (consignment note) based on the information from the delivery note,
 - ensure that all required documentation is present in the transport unit.
2. Additional driver's obligations when loading independently:
 - hold a valid TDT qualification certificate authorising the filling and emptying of transport tanks intended for the carriage of Class 9 dangerous goods,
 - observe the permissible degree of tank filling,
 - after filling the tank, ensure that all closures are in the closed position and tight,
 - ensure that there are no hazardous residues of the loaded product on the outer surface of the tank,
 - ensure that the transport unit is marked with orange-coloured plates, large hazard labels, and signs for goods carried at elevated temperatures in accordance with ADR.

IV. Driver's Activities Before and During Tank Loading

1. After entering through the gate, the driver proceeds to the weighing station. The driver is responsible for correctly positioning the vehicle on the weighbridge platform.
2. Weighing of the tank before and after loading must be carried out with the engine turned off and the driver outside the vehicle cab.
3. After weighing the empty tank, the driver receives a loading order from the weighbridge operator or production employee and proceeds to the loading bay.
4. The driver verifies the quantity indicated on the loading order with the value displayed on the operator's control panel.
5. In justified cases, an empty tank may leave the plant premises based on a written statement by a plant employee noted on the loading order, which the driver must hand over to the security staff at the exit gate.
6. After positioning the vehicle at the loading station, the driver shall:
 - switch off the engine and all electrical devices,
 - secure the vehicle from movement using the parking brake,
 - ground the tank and then open the manhole,
 - not remain on the loading platform or within the hazard zone where product splashing may occur in the event of failure,
 - remain in the vicinity of the loading station in order to take immediate action in case of emergency (e.g. drive away immediately from the loading area).

V. Driver's Activities After Tank Loading

1. Upon completion of loading, the driver must close the manhole of the filled tank and disconnect the grounding cable.
2. The driver must mark the vehicle with orange-coloured plates, large hazard labels, and signs for materials carried at elevated temperatures.

3. After the second weighing, the driver receives the complete set of documents.
4. The driver fills out the transport document (consignment note) according to the information provided by UNIMOT Bitumen and the document confirming receipt of the product.

VI. Sanctions for Non-Compliance with Loading Regulations

1. In the event of non-compliance with the provisions, safety regulations, applicable legal requirements, or in the event of incidents causing property damage on the premises of the Production Plant, the driver may be subject to penalties including withdrawal of authorisation to enter the Production Plant premises and/or financial liability.