

Annex 2

Unloading check-list

Date :	time of operation	end of operation (time)
unloading operator	connections controller	driver
name	name	name
Signature :	Signature :	Signature :

: to be double-checked by the controller

in case of abnormal condition, put NOK in the corresponding cell and inform HSE immediately. Stop unloading.

for deliveries in small packaging, this checklist should be filled-up for deliveries of a minimum of 300 k

Do not change the content of any cell while filling-up this form. Inform immediately your supervisor if a deviation is needed,

BEFORE any change! A deviation = a risk

black box: not applicable

documentation checks	trailer identification :		supplier:				
	tanker identification :		product to be unloaded				
	point to be checked		TDI	MDI	Polyol	packaging	fuel oil
	presence of the orange plates and ADR labels (60 / 2078)						
	documents:	transportation declaration					
		safety instructions					
		training certificate and agreement doc					
	Communication: is the driver speaking a language which is understood by unloading personal?						
	safety protocol: was it given to the driver ?						

to be done BEFORE unloading	parking of the tanker with connections placed in the right direction)					
	motor stopped and electrical connections interrupted (red switch must be "on")					
	brakes must be "on"					
	wheels locked in both directions					
	tanker grounded					
	connect grounding connection					
	intervention kit	portable safety shower				
		portable yellow bund (in case of minor leak, capacity 1000 liters)				
		absorbents and decontaminant				
	safety rail and guard in place on the top of the cistern (if existing)					
	protective equipment for both, driver AND the operator !	cartridge mask (full face)				
		safety glasses				
		yellow chem suit (light protection)				
		orange chem suit (medium protection)				
		chem boots				
		safety harness				
		gloves				
	protection of sewage connections					
	hose	no evidence of any damage				
		gasket checked on both sides				
	main tanker valve	closed				
	main bulk valve	closed				
	connection of unloading hose to the bulk					
	connection of vent line hose to tanker unit					
	purging device in place between main feeding line and tanker unit					
	compressed air hose	visual check of couplings				
		visual check of the hose				
	check all compressed air connections, from feeding line to tanker (to avoid noise and energy waste)					
	connection of the compressed air line to the tanker (FORBIDDEN for TDI/MDI)					
	vent line hose	visual inspection on connections				
		visual inspection on hoses				
		tanker connection OK				
	opening main valve (liquid) on road tanker					
	opening main valve (liquid) on bulk					
	opening compressed air valve					
	monitor / record compressed air pressure (max 2 bars)	bar--				
	opening of vent line on road tanker					
	TDI monitor ready and with TDI key					
	TDI monitor "on" without fault					

unloading	start transfer pump					
	wait 20 min before purging the pressure on tanker for sticky polyols					
	evacuation of the unloading bay (TDI / MDI) with the exception of operator					
	doors of unloading bay closed					
to be checked AFTER unloading	transfer pump stopped					
	vent line closed					
	compressed air line closed					
	road tanker main valve (liquid) closed					
	main bulk valve closed (liquid)					
	disconnect the vent line from tanker					
	disconnect the compressed air line from tanker					
	disconnect hose from tanker (liquid)					
	disconnect hose from bulk feed main					
	remove sewage protection					
	remove guard and hand rail					
	remove earth connection					
	remove wheels locks (both !)					
	inform the driver that the road is one way for tankers					
	temporary storage in the unloading bay					

for this part, refer to the training module "TDI/MDI deliveries": the idea is to identify the labelling conditions for the road tanker