

DRIVER MANUAL

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VAN DEN BOSCH.com

THE SUPPLY CHANGER IN BULK

Version management

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Chapter 1



The rich history of Van den Bosch

Van den Bosch has a rich history – it is a story we are proud of. In 1964, Ad van den Bosch started out of Erp, driving one truck with which he transported primarily bagged goods. Since then, the organisation has grown into an internationally operating logistics provider, specialised in bulk. Peter took over the company from his father in 1998. Under his leadership, Van den Bosch grew into an authority in bulk logistics with branches across Europe and beyond. In 2017, Rico Daandels was appointed CEO. Peter has remained a shareholder and participates in the Advisory Board.

Van den Bosch grew due to a shared passion for the trade and a common ambition. One thing never changed in the many years: Van den Bosch aims to move in only one direction: forwards. From road transportation to intermodal, from Erp to Europe, Africa, and the Middle East, and from bulk transportation to smart innovations and promising concepts.



The Van den Bosch timeline 1964 – 2022



1964 Ad van den Bosch starts his own company: Van den Bosch.



1971 The opening of the garage in Erp.



1975 Opening of the truck washing facility in Erp. **1974** Expansion of the tank and silo fleet.





1982 The 100th Volvo is delivered in style.

1983 The opening van de bodywork site.





1986 The opening of the cleaning site in Erp.



1987

1987 The purchase of the first tank containers.





The 200th Volvo is delivered.

1990 Peter van den Bosch heads the department Chemical in Amsterdam. **1990** The opening of the branch in Amsterdam.





1992 The site in Erp is expanded.

1994

The first foreign branch is started in Salzgitter, Germany.





1998 Peter van den Bosch takes over the business.

1996

The acquisition of De Meulenmeester in Tielt, Belgium.





1998

The 500th truck is purchased: an American Kenworth.

1998 Ad van den Bosch receives a royal honour.





2003 Acquisition of Jumbotainers Europoort, Rotterdam. **1998** The start of the Transhipment Terminal Bergen op Zoom.





2004

The start of the branch in the United Kingdom.



2004 The new headquarters in Erp are built.



2006 Acquisition of Silo-Tank in Austria and Hungary.

2007 The Van den Bosch Academy in Erp is launched.





2011 Intermodal transport surpasses road transport for the first time.

2013 The opening of the Van den Bosch experience in Erp.





2014 Van den Bosch celebrates 50 years.

2014

Acquisition of the dry bulk activities of Nijhoff-Wassink.



2015 The Dubai offices are opened: Van den Bosch DMCC.





2015 Expansion of the container depot in Europoort.

2016 The tank cleaning in Tema, Ghana is opened.





2017 Peter van den Bosch hires Rico Daandels as CEO. 2018

Van den Bosch acquires Broekema Bulk.





2019 The launch of the customer portal FreightInsight.

2020

The acquisition of Willis Larsson Transport Ab in Lidköping, Sweden.





2021 The partnership with UNICEF reaches its 10th anniversary.



2021 The Van den Bosch Academy in Erp is opened.



2021 The acquisition of TCS Trans S.L. in Barcelona, Spain.



2022 The Factory in Erp is opened.



2022 Van den Bosch takes over a part of Gé Simons' activities.

2023

Container Terminal Bergen op Zoom is acquired by BTT Multimodal Container Solutions.



Chapter 2

Phone list & addresses

Emergency numbers Operations

Dry Bulk	Emergency 24/7	+31 620369875
Trucking Dry Planning	Emergency 24/7	+31 653676091
Trucking LF Planning	Emergency 24/7	+31 653263358
Trucking LC Planning	Emergency 24/7	+31 413217264
Technical department	Emergency 24/7	+31 413 217 303
QESH (Quality, Environment, Safety & Healt	n) Quality Manager	+31 413 217 217

	Van den Bosch headquarters
Visiting address	Hoogven 10 5469 EM Erp The Netherlands
Mailing address	Postbus Box 1 5469 ZG Erp The Netherlands
	PO Box 12004 5460 VB Erp
Phone Email Website	+31 413217217 salesinfo@vandenbosch.com www.vandenbosch.com

	The Factory
Visiting & mailing address	Molentiend 13 5469 EJ Erp The Netherlands
Phone Email	+31 413217217 hr@vandenbosch.com
Van de	en Bosch Academy
Visiting & mailing address	Bussele 30 5469 DT Erp The Netherlands
Phone Email	+31 413217217 hr@vandenbosch.com
Containe	erterminal Europoort
Visiting & mailing address	Dintelweg 87 Europoort The Netherlands
	Haven 6211 3198 LB Europoort The Netherlands

Phone	+31 181 261229
Email	jos-stadthouders@vandenbosch.com

Van den B	Bosch Transporte GmbH
Visiting & mailing address	Rüdekenstraße 45 38239 Salzgitter Germany
Phone Email	+49 5341 867250 salesinfo@vandenbosch.com

Van den	Bosch Transport Ltd.
Visiting address	1 Chamberlaine square Cs Birmingham B3 3AX United Kingdom
Phone Email	+44 121 459 5296 salesinfo@vandenbosch.com
Van den	Bosch Transport AB
Visiting & mailing address	Änghagsgatan 13 531 40 Lidköping Sweden
Phone Email	+46 510 787511 sverker-larsson@vandenbosch.com
Van den B	osch Transporte GmbH
Visiting & mailing address	Offenhausenerstraße 12 4623 Gunskirchen Austria
Phone Email	+43 72 468 712 office@vandenbosch.com
Van den	Bosch Transport Kft.
Visiting & mailing address	8000 Székesfehérvár Börgöndi út 14. Hungary
Phone Email	+36 30 6139 540 office@vandenbosch.com

	TCS Trans S.L.	
Visiting & mailing address	Feixa Llarga 21 Sector F Z. Franca 08040 Barcelona Spain	
Phone Email	+34 932 64 88 88 salesinfo@vandenbosch.com	
Van den Bosch DMCC		
Visiting & mailing address	Mazaya BB1 -Unit#4107 Mazaya Business Avenue Jumeirah Lake Towers PO BOX 393926 Dubai, United Arab Emirates	
Phone Email	+971 4 456 2977 salesinfo@vandenbosch.com	
Та	ank Cleaning Tema	
Visiting & mailing address	Industrial Area Plot A/3/A Eising Harbour road	

	(opp. Pioneer food cannery) Tema, Ghana
Phone	+233 24 432 3961
Email	salesinfo@vandenbosch.com.gh

Chapter 3



Core values Van den Bosch

Our Values

Our values are the compass on which we base our actions, make decisions, and take on new challenges. It forms a strong foundation with which we continue surprising our clients and it is the reason why our organisation is so appealing to employees, partners, and our international network.

Smarter through innovation

Relevant innovation is not achieved by trying to be smarter than others, it is achieved by being smarter with others.

Van den Bosch aims to move in only one direction: forwards. This is why we think in different ways than others do, act differently than others. We do not innovate for innovation's sake; we innovate to make a difference every day. Not only on paper but also in practice. By combining our knowledge and experience in logistics with the endless possibilities of data, technology, and automation, we and our customers continue evolving.

Driven by expertise

We understand our trade in the language of every country in which we operate.

At Van den Bosch you will find numerous disciplines. Although everyone excels in their own field, the common ground is undeniable: every one of us is driven by expertise. From driver to planner. From data-analyst to customer service representative. We share our knowledge, continue learning, and together take initiative to live up to our status as bulk authority.



Acceleration through ambition

Those out to improve themselves move forward every day.

Good can be better. Reliable can be more reliable. Green can be greener. Smart can be smarter. We set the bar higher every day. This entrepreneurship has been in our DNA since 1964. To this end, we give our employees space, encourage promising developments, and share our knowledge. Yes, we are ambitious and entrepreneurial. And we are drawn to people, project, and concepts that embody this as well.



Passion is the fuel with which we move ourselves, our customers, and the world forward.

We find what we do at Van den Bosch everyday amazing, very amazing. We are proud of our trade and our view of it. We never stop talking about it. Our passion for smart, innovative, and sustainable solutions is contagious. Together we guarantee quality to employees, customers, consumers, and society.

Chapter 4



Behaviour, norms, and values

Procedure

The driver's profession in bulk logistics is extensive. It is difficult to describe in detail how one should or should not act in every situation. For this reason, this profession requires a high degree of responsibility, independence, and professionalism from you as a driver. Even though we are all professionals, it is necessary to have rules and regulations in place. This provides clarity and helps us carry out our daily responsibilities well. Failure to follow the rules will always lead to an evaluation with your supervisor, and if repeated, appropriate action will be taken.

Our behaviour is an extremely important matter. Therefore, the most important ground rules are listed below:

- Be conscious of the fact that you are an Ambassador of Van den Bosch and naturally also that of the client.
- Wear your Personal Protective Equipment (PPE) as required and ensure that these items are always in perfect condition.
- Do not wear rings whilst performing your tasks on and around the truck. There is a chance the ring can get caught behind something resulting in serious hand injury or even finger amputation. Wear the correct gloves where required. Also, be careful wearing other jewellery. Many locations prohibit this.
- When working at a height higher than 2,5 meters, always use your safety harness and line, or follow the customer-specific instructions.
- Always think of your own safety and the safety of those around you in everything you do.
- ALWAYS report (near) incidents and dangerous situation to your supervisor and cease working when in immediate danger. You can report these via Tengio / Pages / reporting dangerous situations or to your planner.

4- Overbrat	Melding gevaarlijke situatie
Zoek hier	Op deze pagina kun je een gevaarlijke situatie melden
> BHV Algemeen	Depart deparence situation of Miscondistan A
Melding gevaarlijke situatie	Report dangerous situation and with resultation of
> Knowledge Base	
> Let's Supply Change	
> Ondernemingsraad	
Welcome at Tenglo!	1. What is the dangerous situation?
	Typ hier je antwoord
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- The above rules concerning confidentiality and professionalism also apply to your behaviour on social media. Consider what you do and do not post carefully.
- Take to the road appropriately dressed and well-groomed. You represent Van den Bosch to the customer and should therefore look presentable.
- Clothing must always cover the arms and legs.
- It is never permitted to wear shorts, short-sleeved shirts, trackpants or sweatpants.
- Maintain good personal hygiene. Always wash your hands after a bathroom break.
- Smoking is prohibited in the workplace, even when remaining in the truck cabin. Cooking, frying, and baking are not allowed in the truck cabin.
- Food and drink must be consumed in a designated area. Always follow the instructions and prohibition signs.
- If you have flu symptoms or other viruses (severe cold, diarrhoea etc.) always consult your planner. It may be unwise to continue working, especially when handling foodstuffs.
- Make sure the cabin is clean and tidy on the outside and inside.
- Do not place items in front of the windows that reduce visibility.
- Make sure your windows are clean.
- Make sure your mirrors are adjusted perfectly ensuring maximum visibility of traffic. Preferably use a mirror adjustment site, like the one in Veghel, to do this.



- Avoid loose items in the cabin that could become a projectile in the event of an emergency stop.
- Always wear your seatbelt.
- Never argue with customers, inspecting officers or staff at the loading and unloading sites. In case of problems or ambiguity, refer to your contact person at Van den Bosch or your planner.
- When arriving somewhere for the first time, inform the staff of this and do not take any action if you are unsure of what you must do.

Safety

Safety is a word we use very often at Van den Bosch and therefore also in this manual. It is not just any word, it is a concept, something that you should always keep in mind when you are working. It is a broad concept; stepping out of the cabin or the shoes you wear are already safety related.

In general, it entails that you should keep asking yourself questions.

- What could go wrong here?
- What must I do to prevent mistakes?
- What can I do if something goes wrong unexpectedly?

Routine

Always be aware of that things could go wrong regardless of how often you have done them and how routine is. It is always a possibility that your head isn't fully in the game due to business or distraction. Even someone doing the same task 10 time a day can make a mistake.

Regulation blindness

Even when you visit an unloading site every week, a place where you are familiar with the rules and regulations, whenever you drive onto the site, consider whether you remember what rules and regulations are at that company. You often become blind to such things when you go somewhere often. Act like it is your first time at the site every time you visit it. Chapter 5



Quality and standards

ISO 9001

ISO 9001:2015

The ISO 9001:2015 standard sets a couple of requirements for an organisation's quality system and the way its quality policy is handled. The organisation ensures customer satisfaction by complying with the customer requirements as well as relevant legal regulations. This driver's manual ensures that drivers and the entire transportation comply with the ISO standard.

After a positive external audit (an examination carried out by an external certification company), the organisation receives a certificate attesting to that it meets the requirements set by the standard. This certificate is valid for a certain period. Before it expires, the organisation must recertify through an audit.



ISO 22000 / HACCP

ISO 22000 / HACCP (Hazard Analysis Critical Control Points)

ISO 22000 / HACCP is the method used to ensure safety and soundness of foodstuffs and to implement the foodstuffs legislation.

A HACCP plan systematically uncovers critical points that affect the final product. HACCP is a preventive system that aims to increase product safety by identifying health risks in preparation and handling processes and then making these controllable.

At Van den Bosch, this has resulted in 2 critical control points:

- Sealing and registration of the sealing on the bill of lading.
- Temperature.



GMP+

GMP+ (Good Manufacturing Practices)

GMP scheme was drawn up for producers in the primary sector such as animal feed and agriculture. An animal feed manufacturer may only purchase raw materials from GMP-certified suppliers.



The new scheme, GMP+, in effect since January 1st, 2006, is an extension of the GMP scheme. The GMP+ scheme applies to producers and traders of compound feeds, simple feeds, moisture-rich feeds, premixes, and raw feed materials, as well as to the transport of these products. This directive is related to the wellbeing and safety of humans, animals, and environment (basic quality) and to specific customer requirements.

This certification allows companies to demonstrably guarantee that animal feeds and animal feed ingredients meet legal requirements and the extra-statutory requirements which have been agreed with the different parties in the chain. Complying with this directive is of great importance because the animals eating the feed ultimately produce for or are intended for human consumption. In other words: what the animals eat, we as humans will ingest. This is why it is important to work securely with and according to the GMP+ scheme.

The CMR must be labelled with the statement 'GMP+ FSA assured'. If this statement is missing, you must note this down yourself.



SQAS

CEFIC (European Chemical Industry Council) has developed the SQAS (Safety and Quality Assessment Systems) quality standard to ensure that transport and storage of chemical goods is carried out in a safe, high-quality, and environmentally conscious way.

SQAS is an assessment system developed to determine whether the service provider complies with the organisational, quality, safety, and environmental requirements. The standard primarily aims to be an assessment system with which the client can determine how the above-mentioned issues are begin dealt with.

The SQAS standard has various formats. For instance, there are separate variants for road transport, tank cleaning, intermodal transport, and warehouses. For each logistics component, an SQAS specific questionnaire has been drawn up covering legal requirements and topics deemed relevant by the industry. It is a system for uniform assessment of the warehouse by an independent auditor. The SQAS assessment does not result in a certificate but in a detailed factual report based on which measures for improvement can be taken.



KOSHER

The word Kosher entails that food and the ingredients used in the preparation have been approved for consumption by Jewish consumers. Judaism has certain regulations regarding food. The most well-know of them are:

Dairy and meat products cannot both be present in one food, dish, or meal.
The prohibition of eating certain animals or products that come from those species.

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In practice, this means, among other things, that raw ingredients for foodstuffs and naturally also the food product are assessed and certified.

These rules also apply to the equipment in which the foodstuffs are stored and transported:

- Van den Bosch as well as subcontractors must be certified for transporting Kosher products.
- The cleaning of loading units must be carried out by Kosher certified cleaning stations.
- After cleaning, the loading unit must be steamed for 30 minutes.
- Every cleaning certificate must include at least the following:
 - o Trailer and/or container number
 - Three previous products (these may be non-Kosher products)
 - o Order number
 - o Kosher cleaning code (p. 26)
 - o Seal numbers
 - o Date, time, and duration of cleaning
 - o Kosher-certificate for loading sent to the customer by the authorised persons.



HALAL

Halal stands for everything considered good (pure) by the Quran. All seafood, vegetables, fruit, and all drinks (except alcohol) are halal (or pure) to Muslims. Muslims use the word 'haram' for things that are forbidden according to the Islam. Pork, pork derivatives, haram gelatine, haram gelatine clarified juices, blood, and alcohol (wine, beer, spirits) are prohibited in the production of halal food.

Other contaminants that could arise due to improper handling of raw materials or food are also prohibited. Such as harmful contamination with moulds, prions (pathogenic agents which cause severe infectious brain diseases), salmonella, chemicals, or foreign objects such as glass, wood, metal, or plastic granules.
To ensure the compliance with the Islamic food laws and that the food is halal, not only a halal certification is important, but it also necessary to ensure raw ingredients and food is transported solely in loading units that are cleaned according to Halal standards.

Every cleaning certificate must include at least the following:

- Trailer and/or container number
- Three previous products (these may not be haram products)
- Order number
- Halal cleaning code (p. 27)
- Seal numbers

•

Date, time, and duration of cleaning





Personal Protection Equipment

When you see the directions below, you are obligated to follow them.

PPE mandatory signs

Instructions



Helmet	 It is mandatory to wear a safety helmet with a four-point interior. If something has fallen onto the helmet, the helmet must be replaced. Make sure the helmet does not fall through the manholes in the tank.
Safety harness	 Wearing a safety harness and line is mandatory. Make sure the harness is properly adjusted to your body. No option to secure your line on the customer's site? Use the anchor points on your trailer/ container. No possibility of securing your line anywhere? Do not work at height and report this to your supervisor.
Gloves	 Wear gloves in all operations. You must have several pairs of gloves: one pair for dirty work (leather) for tasks such as coupling and uncoupling, and one (clean) pair of rubber gloves for work on the tank and accessories (hoses and couplings and the cleaning of these)
	 Always wear a fluorescent vest or jacket when leaving the cabin.

High visibility clothing

Maintenance

The PPE should be checked before starting the shift. The employee is responsible for its use and maintenance. In case of defects or a need for other PPE this should be reported to the supervisor.

Expiration date

Various PPE have an expiry date. The safety harness and line must be inspected every year. The helmet and safety harness and line must be replaced every 5 years. These should be replaced before reaching the expiration date. Requesting this PPE is done through your immediate supervisor.



Mandatory and prohibition signs

The instructions below are mandatory to follow.

Mar	ndatory sign		Instructions	
	Dverall	٠	At sites where wearing an overall is mandatory, these must be provided. This could also be a disposable overall.	
Over	shoes	٠	Wear clean overshoes. These are provided by the loading and unloading sites and for single use.	
		٠	Wear a hairnet as indicated. At sites where these are mandatory, these will be provided there.	

• Dispose of the hairnet in the appropriate waste bin after use.

Hairnet



- Wear a beard net as indicated. At sites where these are mandatory, these will be provided there.
- Dispose of the hairnet in the appropriate waste bin after use.

Beard net



• Wear a facemask that covers mouth and nose.



• Washing your hands is mandatory.



• Disinfecting your hands is mandatory.



 Using the handrail is mandatory. Always leave one hand free to hold onto the handrail. Do you need to carry several items? Then make two trips or ask someone for help.

Use the handrail



 The use of wheel chocks is mandatory. These are not included in the standard Van den Bosch equipment.



• The use of an grounding cable is mandatory.



Mandatory walkway from which should never be deviated.

Prohibition sign Instructions



- Smoking is prohibited in this area, including in the cabin.
- Smoking is only permitted in designated areas or nowhere on the site. This also applies to e-cigarettes.



• Eating and drinking is prohibited in this area, including in the cabin. Eating and drinking is only permitted in the designated areas such as the canteen.



• The use of mobile phones is prohibited in this area.



• Mobile phones must be turned off in this area.



• Taking photographs is prohibited. Should you need to take a photo specifically for work, you must always ask for permission first.



• Wearing any jewellery, piercings, rings and/or watches is prohibited.



 Parking in the indicated area is prohibited. Not even for a short while. Find a suitable place to park your truck.





• Prohibited access for unauthorised personnel.

Walking or standing on this surface is prohibited. For example, due to this surface not being able to support the weight and/or possible damage that can result from being stepped on.



• Placing the ignition key in the ignition is prohibited.



Driving and resting periods

Daily rest

There are two options for enjoying your daily rest:

Regular rest:
 A minimum of 11 hours consecutive hours of rest.

May be split up into 2 periods:

- 1st period consisting of a minimum of 2 consecutive hours.
- 2nd period consisting of a minimum of 9 consecutive hours.
- Shortened rest:
 A minimum of 9 hours but less than 11 hours.

Allowed a maximum of 3x per week (between 2 weekly rests).

• Exception:

Rest on a ferry or train.

For embarking and disembarking a ferry or train, the daily rest may be interrupted by a maximum of 1 hour; split into a maximum of 2 interruptions. This is not allowed during a shortened daily rest.

Both the shift and the minimum resting period (11 or 9 hours) must be completed within 24 hours of starting the shift.

Example: the driver starts on Monday 07:00h and stops at 20:10h = 13 hour and 10-minute shift. Driver starts on Tuesday at 9:00h, giving them a 12 hour and 50-minute rest.

						1		-									/		4						
	Monday Tuesday																								
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8
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24 uur												–													

This counts as a shortened rest! The time is only counted until Tuesday 07:00h (24 hours later than Monday 07:00h). This means only 10 hours and 50 minutes of the rest is counted,

Every minute over a 15-hour shift is always a violation because this means a 9hour resting period within 24 hours is no longer possible.



Weekly rest

After a maximum of 144 hours (6x 24h) after starting their first shift, the driver must take their weekly rest regardless of which day they started. If you start on Monday 06:00h it means your weekly rest starts on Sunday at 06:00h at the latest.

There are two options for enjoying your weekly rest:

- Normal weekly rest:
 A minimum of 45 hours of consecutive rest. These may not be spent in the truck!
- Shortened weekly rest: A minimum of 24 hours consecutive rest.

Any shortened rest must be compensated, no later than the 3rd week after the shortened rest (like in week 4 in the example below).

	Week 1 Week 2										V	/eek	3					V	Veek	4							
Ма	Di	Wo	Do	٧r	Za	Zo	Ма	Di	Wo	Do	٧r	Za	Zo	Ma	Di	Wo	Do	٧r	Za	Zo	Ma	Di	Wo	Do	٧r	Za	Zo
	Rus					Rust						Ru	ıst							Rust						Rust	
	24				24						4	5							24					21 (w1) +	45	

The shortened rest in week 3 is permitted despite the shortened rest in week 1 not being compensated. This compensation may also be added to a daily rest of at least 9 hours, which means it does not have to be added to a weekly rest.



5 hours to be compensated from week 1 + daily rest (>9 hours)

Location weekly rest

To start their weekly rest, a driver must find a suitable location:

- Parking spot in case of a shortened weekly rest (between 24 and 45 hours).
- hotel, or place of employment or residence (>45 hours).

The planning must ensure this always falls within driving and working times.

- After 4 weeks of working, the driver must return home or the place of employment for a minimum rest of 45 hours.
 - If an international driver has had a shortened weekly rest 2x in a row, the next rest should be at home or at a place of employment.

Embarkation points vs. Place of business

If the point of embarking and the place of business (offices) differ, the commuting time from home to the embarkation point and vice versa counts as working time:

• Given that the point of embarkation is further away from their home than the place of business.

See the next page for an example.



- Residence (Arnhem)
- Offices (Erp)
- Embarkation point (Rotterdam)

Example: A driver lives in Arnhem and their place of business (offices) is Erp. If their truck was stationed in Erp, the commute from his home to the truck in Erp (and vice versa) would not count as working time. In this case their truck is in in Rotterdam, and the point of embarkation and place of business differ. His commute from Arnhem to Rotterdam (and vice versa), of +/- 1.5 hours must be considered working time. These 1.5 hours at the start and/or end of the week count as work time and should be justified by the driver in his tachograph.

Driving and resting periods

Daily driving time:

- Regular 9 hours.
- Exception 10 hours (2x per week maximum).

Breaks in driving time:

• 45 min rest after 4.5 hours of driving



After 4.5 hours of driving, a break of 45 minutes must be taken. Alternatively, a >15minute break (before the 4.5hour mark is reached) followed by a >30-minute break at 4.5 hours.

12.00 13.00 14.00 15.00 16.00 17.00 18.00

48

Weekly driving time:

- Per week: maximum of 56 hours.
- Per every 2 weeks: a total maximum of 90 hours.

													\rightarrow		$\langle \rangle$					
Week 1 Week 2										V	Veek	3								
Ма	Di	Wo	Do	Vr	Za	Zo	Ma	Di	Wo	Do	Vr	Za	Zo	Ма	Di	Wo	Do	Vr	Za	Zo
	40 Rij uren								50	rij ur	en					40	Rij u	ren		

Weekly driving times are calculated per legal week (Monday 00:00h to Sunday 24:00h). So, this is different than working 6x24 hours and thereby not to be calculated between two weekly rest periods.

An extra driving-hour?

In exceptional cases, one could make use of one extra driving-hour, or 2 extra driving hours if a 30-minute break is taken before these commence. This is not a flexibilization of the law; it already existed but has now been clarified.

Never plan with this in mind!

Only the Operations Director of the division, together with the person responsible for this entity may decide this! For example, in case of a major traffic accident or unscheduled road closure. Rush hour, traffic jams, or problems at the customer are not valid reasons.

Driver must go directly to the stopping point, and upon arrival clock out and justify. Driving extension must be compensated as resting time 'en bloc' together with a daily or weekly rest time in the 3rd week after extension.

Example

Start – 24 hours – 45 hours – 24 hours—end. The shortened weekly rest (21 hours) must be compensated 'en bloc' before the end. This may be compensated together with a 9-hour rest.



Start – 45 hours – 24 hours – 24 hours – end. The shortened weekly rest in week 2 and 3 must be compensated 'en bloc' (i.e., 42 hours), combined, before the weekly rest at the end is taken.

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																									21	+ 21	+
					4	5							24							24						45	

Start – 24 hours – 24 hours – end. The shortened weekly rest in the 1st and 2nd weekend must be compensated "en bloc" (i.e., 42 hours), combined, before the weekly rest at the end is taken.



Working hours

Driving and resting times are equal everywhere in Europe. Working hours can differ per country:

- European guidelines only provide minimal requirements.
 - Many countries stick to these minimal requirements.

Maximum working hours for all Van den Bosch drivers:

- One may work a maximum of 60 hours a week (Monday 00:00h to Sunday 24:00h).
- One may work an average of 48 hours a week over a period of 16 weeks.

Mandatory break:

- After 6 hours of work, breaks of at least 30 minutes or 2 x 15 minutes must be taken.
- Anything else, such as 3x 10 minutes, is a violation.
- Work for longer than 9 hours > another 1x 15 minutes must be taken.
- All rest of less than 15 minutes does not count as rest, but as working time.

Example for work between 6 and 9 hours:

Situation 1: Here rest is enjoyed after exactly 6 hours of work.



Situation 2: Here the rest is split into 2x 15 minutes.



In this situation the second 15 minutes of rest should be taken no later than 12:15h. Otherwise the driver will exceed 6 hours of working without having had 30 minutes break.

Examples for a working duration of more than 9 hours in one day:

Situation 1: Mandatory 30-minute break after 6 hours of work. Later, the driver realises they will go over a working time of 9 hours, so before 9 hours have passed, they take another 15-minute break.

6.00 07.00	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00
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Situation 2: The total of 45 minutes break may be split up into 3 x 15 minutes. Note: the first 30 minutes must be taken before the 6 hours of work have passed. The total of 45 minutes break must be taken before 9 hours work have passed.

06.00	07.00	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00
				V		<u> </u>						
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Situation 3: The entire 45 minutes of break may also be taken in one go as long as the driver never exceeds 6 consecutive hours of working.



Accounting for worktime in Tachograph

Worktime is calculated differently than shift hours for driving and resting periods. With driving and resting periods, the 15 or 13 hours is everything between the start and end of a shift, regardless of what happened in this time.

The tachograph has four settings:









Driving

Labour

Availability

Rest

Usually: 12 hours of work a day, but Germany adheres to 10 hours of work a day. Only "driving" and "Labour" fall under "work", "availability" does not. With good use of the tachograph, a 15-hour shift can be accomplished.

Availability

What is "availability"?

- When a driver does not have to complete any work and must stay at their workplace.
- They must remain available for completing any work.
- The duration of this period must be known beforehand.

When do you use 'availability'?

- Waiting time where the duration of the wait is known beforehand.
- During the cleaning process, if no action is needed from the driver. Preparing for cleaning and sealing afterwards does not count for 'availability'.
- During the loading process, when this is done by a third party:
 - * And it is noted on the consignment note that loading was completed by a third party.
 - * The assembly and disassembly must be accounted for as labour.

The hours in the digitach are binding in case of audits. Therefore, working time should be retrieved from the digitach, not the on-board computer!

Night work

Night work is all work that is done at night:

- Night in the Netherlands is between 00:00h and 06:00h. Night work applies to all work done between 01:00h and 05:00h.
- In Germany night is between 23:00h and 06:00h. Night work applies to any minimum of 2 hours of work between those hours.
- In Hungary: Night is between 00:00h and 04:00h. night work applies to any work done between these hours.

Night work rules:

 When night work is involved, no more than 10 hours of work may be carried out.

This applies to every country.

* Availability does not count as work time.

* A maximum of 43 nights per 16 weeks or 20 hours (between 00.00 and 06.00) per 2 weeks.



The new driving

Implementation of the new driving leads to:

- Tangible financial benefits,
- Less fuel consumption,
- Less damage and maintenance,
- Greater comfort and safety for drivers,
- Increased road safety,
- Less stress,
- Decreased environmental impact.



What behaviour is expected from you as a driver?

- Pushing the truck's throttle down hard with an automatic transmission does not save time. It does, however, consume a lot of fuel.
- Release the gas in good time and make use of the truck's weight by letting it coast. This can often be done much earlier than you think, sometimes up to 2 km in advance. Try to keep the vehicle rolling, so do not stop unnecessarily.
- Use the engine brake manually, not automatically; engage it when necessary and do not leave it on.
- Idling the engine takes about 3 litres of diesel per hour. It is completely unnecessary to let the engine idle for long periods of time.
- Do not accelerate or brake vigorously.
- Anticipate side streets and traffic lights and keep the truck rolling, as accelerating from standstill costs considerably more fuel.
- Use the (adaptive) cruise control that is available as much as possible.
- Check the type pressure with a type pressure gauge regularly.



Road conduct and damage prevention

Being in a hurry often causes problems that arise in a split second and lead to a lot of trouble. Therefore, do not be tempted to rush. Before departing, check that everything is all right with your truck (see "checklist equipment and documents").

Getting in and out

- Wear work shoes and check that the soles of your shoes are not smooth or dirty to avoid slipping.
- Hold both handles, i.e., one in each hand.
- Use all steps and handles not the steering wheel to pull yourself up.
- Step out facing the cabin.
- Get in and out calmly. Rushing in and out can often go wrong.
- Do not jump down. This will lead to physical injuries to your ankles, heels, knees, hips and/or back.

Use the handbrake

- Always put on the handbrake, before leaving the vehicle.
- Ensure the gear is in neutral.



Mirrors and windows

Make sure that:

- The cabin windows are clean and that you have unobstructed view in all directions.
- You have not placed anything in front of the cabin.
- Make sure your mirrors clean and are adjusted well. If possible, use a mirror adjustment site to do this.



Anticipating/ Defensive driving

- Look ahead properly. Pay attention to side roads, traffic lights and other road users.
- Good anticipation gives you time to react and prevents abrupt braking.
- Pay undivided attention to driving and your vehicle. Do not do anything that distracts you from traffic, such as using your mobile phone, or handling the navigation system and the on-board computer, or eating and drinking.



Fatigue

Taking part in traffic while fatigued can have major consequences. There is a risk that you do not realise how tired you are and how this negatively impacts your ability to react. As a professional driver in everyday traffic, you carry a great responsibility for the safety of fellow road users.

Characteristics of fatigue:

- Repeated stretching, yawning, or shifting your body.
- Continuously letting your thoughts wander off.
- Struggling to keep your eyes open.
- Nodding off.
- Microsleep ("Oh, I'm here already?")

If you notice this, stop to take a break of at least 15 minutes. Make it 30-45 minutes if necessary. Napping for longer than 45 minutes is counterproductive. Lie stretched out on your bed so you can relax fully.



Don't do this!

Fatigue is more likely:

- At dawn
- One hour after a hot meal (the infamous "after-dinner dip")
- At dusk.

Try to plan your breaks in these moments.



Tips for preventing fatigue:

- Adjust the amount of sleep to the amount you need.
- Plan your meals, rest times and sleep schedule and take you biological clock into account.
- Take immediate action if you get sleepy.
- Start your shifts fully rested.
- Develop a clear sleep pattern and routine with fixed times (as much as possible), for example for eating and sleeping.
- Eat light meals that are not excessively greasy and moderate drinks such as those containing caffeine.
- Avoid alcohol, especially the night before driving.
- Prevent stress.

- Exercise regularly.
- Be cautious with medication as they can affect your sleep. Consult your doctor or pharmacist about this if you take any medication.
- Use the modern safety systems that your truck is equipped with but don't blindly rely on them.
- Ensure the lights work properly. Always switch them on, including during daytime.
- Let de vehicle coast whenever possible. Use the kinetic energy of the vehicle to your advantage. This prevents abrupt breaking, is beneficial to minimising fuel consumption, and prevents wear to the brakes and tyres.
- Accelerate gradually for the highest fuel efficiency.
- Always keep a safe distance.
- Adjust your driving to the weather conditions.
- You are a professional! Reflect this in your behaviour in traffic.
- Don't punish others for their mistakes. Instead, appreciate the fact that you were able to catch and resolve them.
- Be courteous to fellow road users and do not force right of way.

Turning around on the road

- When you realise you have taken a wrong turn, find a suitable place to turn around. Preferably make use of a roundabout for this.
- Avoid reversing when possible. Drive around the block instead. Your- and other traffic's safety, is a lot more important than "a guick" reverse.
- Never pull the combination into a sharp angle. This causes great damage to the tyres, axles, and tank.

Stopping

- If you stop, for instance to operate the on-board computer, do so somewhere where you are safe and you do not obstruct traffic.
- When driving in a traffic jam, keep crossings, driveways, exits and especially railroad crossings clear.
- When you have come to a stop, keep your foot on the brake. This is especially vital when transporting liquids. Movement of liquid in the tank trailer / container can cause the vehicle to start moving again.
- Especially during and shortly after an emergency stop, the load can push the vehicle forwards.
- Never stop or drive through a roadside verge alongside a ditch due to tipping danger.

Manoeuvring

- Open the driver's window and turn the radio volume down / off if necessary so you can hear any signals or shouts clearly.
- Look around you carefully with special focus on the blind spots before reversing or manoeuvring.



- Ensure there are no people standing or walking around you and bring it to others' attention that you are going to manoeuvre,
- Use your hazard lights.
- Use both mirrors to reverse. Do not stick your head out of the window as you will forget to check the right side of the vehicle/
- If you are unsure, get out of the cabin and have a look.

Correlation between driving speed, keeping distance, and stopping distance Keep a safe distance from the vehicle in front of you. An overview of different stopping distances at 80km and 90 km per hour, under the most favourable conditions, can be found below. The stopping distance is composed of the:

 The actual braking distance: the moment in which your brakes are effectively engaged.

The reaction time: the time between pushing down on the brake and the brakes engaging.

Driving speed before braking	=	80 km/hour -	90 km/hour
Meters per second (m/s)	=	22 m/s -	25 m/s
Reaction distance (1 second)	=	22 metres -	25 metres
Build-up of brake pressure	=	11 metres -	12.5 metres
Break distance	=	55 metres -	70 metres 🛓
Stopping distance	=	88 metres -	107.5 metres

This is with a brake delay of 4.5 metres / sec².

A vehicle with sub-optimal braking easily needs an extra 20 meters of stopping distance. The effect of a wet road will further increase the stopping distance.

There is a minimum of 88 metres between recognising the need to brake and coming to a stop. For a truck-trailer combination this is almost 6 times the length of the vehicle.





Emergencies and unsafe situations

In any emergency, always carry out the POMAN rule first.

POMAN

- Personal safety. Ensure your own safety first. If something happens to you, there is nothing you can do to aid the situation.
- Other people's safety by alerting others to danger.
- Marking the site of the accident. Keep spectators at a distance by for instance hanging up caution tape and/or cordoning off the area. Ensure that emergency services can reach the site of the accident quickly.
- Alert. If the accident has taken place on a public road, first inform the emergency services using the emergency number 112. This emergency number applies throughout all of Europe.
- Necessary emergency first aid provision. Eliminate ignition sources such as open flames and running engines to prevent ignition of vapours and liquids. Make use of available resources: first aid (kit)/ extinguisher /eyewash/ shower.





Reporting dangerous situations on the road and at the customer's 1. premises

During office hours:

In case of an emergency or unsafe situation, always contact the planner and provide as much information about the emergency as possible.

Reporting dangerous situations through the Tengio app

Safety is of utmost importance at van den Bosch. Therefore, we ask everyone to report (potential) dangerous situations. This could be at a loading, unloading, or cleaning location, but also an route. Reporting these dangerous situations through the Tengio app, ensures the right people in our organisation are quickly and properly mobilised to follow up the report correctly. An e-mail is always automatically sent to the QESH department quality@vandenbosch.com so the report is also followed up outside office hours.

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	Zoe	k pagina's		٩
		BHV Algemeen Gewijzigd op 11 maart 2022		
		Melding gevaarlijke situatie Gewijzigd op 16 februari 2021		
	Ð	Knowledge Base Gewijzigd op 16 februari 2021		
	*	Let's Supply Change Gewijzigd op 10 mei 2021		
	R	Ondernemingsraad Gewijzigd op 3 mei 2022		
		Welcome at Tengio! Gewijzigd op 16 december 2020		
	慼 Va	an den Bosch (NL)		
		Vertrouwenspersoon Gewijzigd op 24 februari 2022 in Var	n den Bosch (N	VL)
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In case of an emergency or unsafe situation, always contact the emergency phone number that applies to you and provide as much information as possible, such as:

- What is the nature of the emergency or unsafe situation:
 - * Accident: injuries or no injuries, damages or no damages to equipment or product.
 - * Technical defect: to truck and/or loading unit and/or chassis.
 - * Problems during transport and/or mounting and/or cleaning and/or loading or unloading.
 - * Product leakage: in case of ADR, get in touch IMMEDIATELY.
 - Any other possible emergency.
- What is the cause of the emergency or unsafe situation:
 - * Explain how the emergency originated. Try to be as specific as possible so the person you are calling can make an informed decision about the urgency that must be assigned to the emergency.
- What are the consequences of the emergency or unsafe situation:
 - * Have emergency services been alerted or must this still be done?
 - * Is there a danger to yourself or the environment?
 - * Will you, or will you not arrive at your destination on time?

2. Emergency phone numbers

The emergency phone numbers you can use for emergencies outside of office hours can be found here:

Emergency phone numbers operations 24/7

Dry Bulk	Emergency $24/7$	+31 620369875
Trucking Dry Planning	Emergency 24/7	+31 653676091
Trucking LF Planning	Emergency 24/7	+31 653263358
Trucking LC Planning	Emergency 24/7	+31 413217264
Technical department	Emergency 24/7	+31 413 217 303
QESH (Quality, Environment, Safety & Health)	Quality Manager	+31 413 217 217

3. Address your colleagues regarding dangerous behaviour

Not all accidents can be avoided by implementing tools or rules. Safety always starts with "safe behaviour". Safe behaviour means thinking before doing. This moment of thinking provides a good perspective on the work you are about to carry out. Safe behaviour also includes addressing your colleagues when you see them exhibiting dangerous behaviour. Always address your colleagues if you see them doing something that, in your eyes, is dangerous.

4. Always make use of the provided equipment

Van den Bosch sets strict requirements regarding the personal protective equipment that our drivers must have. While we provide drivers with the necessary personal protective equipment, our drivers are obliged to use these so-called PPE. We are aware that this can take some extra time, however, it is important to always use the PPE correctly. Great haste makes great waste! In addition to the safety risks, not using PPE can also lead to extensive consequences with regards to employment law.

5. Report quality issues yourself

As drivers are our eyes and ears on the road, we urge you to report any (potential) quality issues regarding product (contamination, wrong temperature, etc.) or equipment (dirty, broken, etc.) directly to your planner or through the emergency number. This can prevent problems and delays throughout the transport. This also includes checking the loading unit after cleaning.

Route planning

Planning a route properly is important. As with anything, good preparation is half the battle. **Always opt for the most optimal route**, because the shortest or fastest route is not necessarily the best.

Van den Bosch uses a route management system that keeps track of the truck's longitude and latitude. As a result, we always know the truck's exact GPS location. This exact GPS location displayed in the Trimble on-board computer as well. As soon as the route is deviated from, the planner sees this. Any exceptions must be reported by the driver.



When deciding on the beset route, consider the following points:

- Rest moments: where will you take these and is there a suitable place along your route at the right time?
- Follow rules specific to the area.

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- Beware of unwelcome "passengers".
 - Do not spend the night or take a break in unguarded parking zones in the following areas:
 - * 150 km around Calais
 - * The south and westside of Antwerp
 - * 30 km around Gent
 - * The south and westside of Brussel
- Keep this in mind the Rotterdam region as well.
- Check the state of the seals after every stop short- or long.
- Beware of tampering during traffic jams.
- Make use of checkpoints at crossings and country borders.
- Be extra aware in parking areas surrounding crossings.
- Immediately discuss with your planner if you must deviate from rules or when you suspect tampering.
- Driving bans. When planning your route, keep in mind that some countries ban driving on certain days. For instance, when leaving for Germany on a Sunday, it may be better to drive a longer stretch in the Netherlands because of Germany's Sunday driving ban. Consult your planner.
- Tolls/Maut. In countries such as Belgium, Germany and France, toll must be paid for every kilometre on the motorway. As these costs can add up quickly, look for cheaper alternatives when possible. Consult your planner. There may be a good (free) alternative to a toll road.
- Fuel consumption. A truck naturally consumes more fuel on a mountainous road than on a flat stretch. Sometimes it may pay off to take a different route when loaded than when empty.
- Fuel price. In some cases, a minor deviation from the route allows for much cheaper refuelling. Use the latest refuelling instructions and consult your planner.



Tank instructions

You possess one or more fuel cards for refuelling your commercial vehicle. This is a personal card that may only be used for refuelling commercial vehicle. Prevent theft and/or abuse. Keep the card with you and never store the PIN code at the same place as the card.

As rates are variable, refuelling instructions are issued periodically. These instructions indicate the best places for refuelling. As soon as new refuelling instructions are released, the previous refuelling instructions expire. Be attentive to these notices.

The route you take and the amount of fuel in the tank determines when, where, and how much you need to refuel. You may need to deviate slightly from the shortest route to reduce costs. In some cases, you may fill up completely, whereas it can regularly occur that you may only fill up to an amount that allows you to reach another filling station where the fuel is cheaper.

Always consult your planner regarding this and always specify the amount of fuel left in your tank so the planner can provide appropriate refuelling instructions. Fuelling stations are displayed in the navigation module of the Trimble on-board computer.





Drivers account for their hours using an on-board computer which is provided by Van den Bosch. The importance of accounting for time accurately is reflected in the fact that this data is an essential part of our business processes; proper planning is increasingly based on past data corrected with live data.

Good time accounting is also the basis for a driver's salary. Optimal planning allows a driver to schedule their workdays in the most effective way, which can increase their productivity as well as their salary.

The driver accounts for what they really do throughout the day based on the acceptance of planned tasks assigned to them through their on-board computer. Besides accounting for assigned tasks, the occasional unplanned tasks may also be carried out and accounted for. We recognise the following (un)planned activities or sub-activities of planned tasks:

- Driving
- Traffic jam
- Pickup
- Drop-off
- Load
- Unload
- Check-in
- Check-out
- Weighing
- Waiting
- Cleaning
- Mount
- Dismount
- Fuel

- Couple
- Uncouple
- Crossing
- Rest
- Break
- Daily rest
- Weekend rest
- Vehicle check
- On-site work
- Repairs
- Private
- Miscellaneous
- Truck wash
- Unknown

- (Under Rest) (Under Rest)
- (Under Rest)
- (Under Miscellaneous)
- (Under Miscellaneous)
- (Under Miscellaneous)

The guidelines for each activity are detailed below. The planner can instruct the driver to write breaks for a couple of activities. This way, planning can be optimised, and the driver's salary can increase as it allows for more productive hours in their working day.

Throughout an entire shift a task will be active by the driver. In other words, the driver is always engaged in a task or activity and no more than one minute is **unknown**. In practice, this means that once the activity 'driving' is ended, a new activity is activated immediately.



In consultation with the Works Council, guidelines have been drawn up for the duration of these activities. These guidelines are followed by the planner throughout the day, and afterwards these are checked through the central time-accounting verification. The hours the driver accounted for, and any corrections are reported back to the driver on a weekly/monthly basis by means of a weekly or monthly overview.

Generally, these guidelines apply to all drivers employed within the Van den Bosch group. For drivers employed by branches outside of the Netherlands, these guidelines will be adapted to the national laws and regulations that apply in that country.

Guidelines

Driving

Maximum duration: no maximum duration applies. Can a planner order driver to take a break? No. Additional questions within question path? No.

The on-board computer automatically switches to 'Driving' when driving either for more than a minute or over 30 km/h. When this is not the case, the on-board computer will remain on the selected activity.

All hours driven by a driver will be compensated.

Traffic Jam Maximum duration: no maximum duration applies. Can planner order driver to take a break? Yes (in slow moving traffic) See explanation in the next paragraph. Additional questions within question path? No.

All hours a driver spends in traffic will be compensated, however it is desirable that the driver keeps themselves informed of where traffic jams may occur, and possibly, in consultation with their planner, avoids them. The driver keeps the planner updated about the expected duration of the traffic jam. Additionally, the planner may request the driver to take a break if they are able to reach a parking lot during slow-moving traffic.

After the activity 'Driving', the activity in the logbook switches to 'Unknown'. You must convert this 'Unknown' activity to another activity within 1 minute.



Trying to change the 'Unknown' activity to another activity after 1 minute will not be successful. You will receive the following message



You now must account for 'Unknown' as 'Unknown'. In general, 'Unknown' time is not compensated.

Main activity Pickup

Three separate tasks fall within the main activity 'Pickup': Check-in loading, loading, Check-out loading. These three tasks must be reported separately on the on-board computer and are also assessed separately.

Check-in loading

Maximum duration: 15 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

Upon arrival at loading address, the driver immediately reports 'Check-in', then goes to check in and is informed where to go to load.


During 'Check-in', the driver may have to perform another sub-activity, such as 'Waiting', etc. They can account for this separately in the question path, it does however fall within 'Check-in loading'.

If Weighing must be done before loading, do so during 'Check-in' and don't account for this time separately. At the end of 'Check-in' you should complete it by clicking on 'Finish'.

If you cannot start 'Load/Unload' or 'Weighing' right away, select 'Waiting

Important: If you choose 'Waiting', you must provide planning with the reason and expected duration through the 'Reports' button. You end the task 'Waiting' by clicking on 'Finish' and answering the questions.



The next main activity is 'Load'.



When you are finished 'Load' you click on 'Finish'. When answering the question path, two questions will be posed regarding resting time and waiting time. Answer these truthfully for a proper account of time.

Load

Maximum duration: target duration based on past data. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

The driver will be compensated for all hours required to load, including opening the load unit, closing it after loading, and sealing using a TIR cable and seals.

The average duration with different customers and products is known to the drivers and planners, however, major problems should be reported by the driver. Based on this, the planner may decide that a driver should take and report a break, if there is an opportunity to take a break. This can optimise the planning and increase the driver's daily salary; after all, they can continue working after loading within the limits of the driving and resting time regulations.

If the loading process is stopped and the driver is left waiting this must be accounted for as such at the end of the process, when clicking on 'Finish' after loading. The 'Load' activity can and may not be interrupted by another activity throughout the loading process. The 'Load' activity can only be 'Finished'.

The activity should be terminated by clicking on the 'Finish' button. After clicking 'Finish', the system asks whether time was spent resting or waiting throughout the duration of the actual loading process.

Check-out loading

Maximum duration: 15 minutes. Can planner order driver to take a break? No. Additional questions within question path? Yes.

This is the final stage of the process. When Check-out you must select the 'Check-out' activity when accounting for time. Weighing is included in the "Check-out" activity and is therefore not accounted for separately.



After the actual loading and sealing, the driver will 'Check-out'. Here, will you enter the weight and/or litres and temperature and answer whether sealing has been done (correctly). Then ensure that the loading documents are complete and that all details are filled out. Any other activities, such as weighing, are a part of Check-out.

Main activity Delivery

There are three separate tasks within the main activity 'Delivery': Check-in, Unload, and Check-out unloading. These three tasks must be accounted for separately on the on-board computer and are also assessed separately.

Check-in unloading

Maximum duration: 15 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes. Upon arrival at the unloading address, the driver immediately reports 'Check-in', then goes to check in and is informed where to go to unload.

Current activi	ty	2023-12-20 11:41 (1)
Activity: Starttime:	Check-in 2023-12-20 11:39	Cancel
Duration:	02.15.	
•		Finish

During 'Check-in', the driver may have to perform another sub-activity, such as weighing, analysis, etc. These are not accounted for separately. The time spent on these activities falls under 'Check-in'.

If you cannot start Unload right away, select 'Waiting' or 'Resting',

Important: When selecting 'Waiting' or 'Resting' you must provide the reason and expected duration to planning through the 'Reports' button. You end the task 'Waiting' and 'Resting' by clicking on 'Finish' and answering the questions.



The next main activity is 'Unload'.

When you are finished 'Unloading' you click on 'Finish'. When answering the question path, two questions will be posed regarding resting time and waiting time. Answer these truthfully for a proper account of time.

Unloading

Maximum duration: target duration based on past data. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

The driver is compensated for all hours required to unload, including opening the load unit, closing it after unloading, and sealing using a TIR cable and/or seals. The average duration with different customers and products is known to the drivers and planners, however, major problems should be reported by the driver.

If the unloading process is stopped and the driver is left waiting this must be accounted for as such at the end of the process, when clicking on 'Finish' after unloading. The 'Unload' activity can and may not be interrupted by another activity throughout the loading process. The 'Unload' activity can only be 'Finished'.

The activity should be terminated by clicking on the 'Finish' button. After clicking 'Finish', the system asks whether time was spent resting or waiting throughout the duration of the actual unloading process.

Check-out unloading

Maximum duration: 15 minutes. Can planner order driver to take a break? No. Additional questions within guestion path? Yes.

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After the actual unloading and sealing, the driver will 'Check-out'. This is the final stage of the process and is accounted for with the 'Check-out' button. Weighing is included in the "Check-out" activity and is therefore not accounted for separately.



Waiting

Maximum duration: N/A Can planner order driver to take a break? Yes. Additional questions within question path? Yes.



If the driver must wait during his shift, they must report this immediately (except for when loading, unloading and cleaning, where this will be asked to account for during the completion of the activity) including the reason and the expected duration of the wait. Submitting this reason and the expected duration is done through the 'Reports' button. The planner will then decide whether the driver can take a break, we also expect an active role from the driver in this. For instance, drivers know when customers have breaks and what time a company starts work, so they should take this into account and not cause unnecessary hours. Consultations with planning and repairs to the vehicle on site or on the road should be accounted for as 'Waiting'.

Cleaning

Maximum duration: further specified. Can planner order driver to take a break? No. Additional questions within question path? Yes.

Upon arrival at the cleaning, the driver immediately reports 'Cleaning'.

If the cleaning process is stopped and the driver is left waiting this must be accounted for as such at the end of the process, when clicking on 'Finish' after cleaning. The 'Cleaning' activity can and may not be interrupted by another activity throughout the cleaning process. The 'Cleaning' activity can only be 'Finished'.

A choice follows:

- Sweeping
- Liner = sweeping+ hanging liner
- Sweeping + cleaning
- Cleaning

max. 30 minutes max. 30 minutes max. 60 minutes max. 45 minutes

These times apply to the total process, from arrival at the cleaning to the departure from cleaning. Additional time such as for when removing residual load, difficult product, TIR-cable sealing, etc. is always in consultation with planning, and will be allocated fairly and reasonably.

Washing

Maximum duration: 30 minutes. Can planner order driver to take a break? No. Additional guestions within guestion path? No.

Upon arrival at the carwash, the driver immediately reports 'Washing':

• Washing truck and/ or trailer, chassis, container max. 30 minutes

This time apply to the total process, from arrival at the cleaning to the departure from cleaning. If one must wait throughout this process, this must be accounted for during washing. Additional time such as for when removing residual load, difficult product, TIR-cable sealing, etc. is always in consultation with planning, and will be allocated fairly and reasonably.

The activity should be terminated by clicking on the 'Finish' button.

Vehicle control (under 'Miscellaneous')

Maximum duration: 5 minutes 1x a week. Can planner order driver to take a break? No. Additional questions within question path? Yes.

Check oil levels, then tyres, wheels and lights by walking around the truck. There is plenty of time for extra checks throughout the week, such as checks during waiting, while walking to and from the truck at break time, during loading, coupling, and uncoupling, etc.

The activity should be terminated by clicking on the 'Finish' button.

Mount (Terminal)

Maximum duration: 30 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

Upon arrival at the terminal the driver immediately reports "Pickup", checks in at the porter, and drives to the Pickup location where they enter the container number. After the actual mounting, the driver secures the container and meanwhile checks the container for damage or defects, and if necessary, removes the documents from their case. After returning to the cabin the driver drives to the exit to sign out. If the driver has found damage, they request an interchange- and/or loading documents at the front desk. If no loading documents come with the shipment, the driver writes a CMR themselves and reports this to the planning department. When terminating the activity, the driver uses the button 'Finish' after which they scan the documents.

All activities between arrival and departure from the terminal fall under the 'Mount' activity. If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the 'Finish' button.

Dismount (Terminal)

Maximum duration: 30 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

Upon arrival at the terminal the driver immediately reports "Drop-off", checks in at the porter, and drives to the Drop-off location. Here, you detach the container and then enter the container number. After the actual dismounting, they drive to the exit to check-out.

All activities between arrival and departure from the terminal fall under the 'Dismount' activity. If the driver must wait during this activity, they must account for this.

The activity should be ended by clicking on the 'Apply' button.

Mount (Couple)

Maximum duration: 15 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

Upon arrival at coupling location, the driver immediately reports 'Couple'. Here they can choose between trailer, chassis, and chassis with container. Then they enter the relevant fleet numbers or confirm the proposed fleet number.

They then couple immediately, following the coupling procedure. During this procedure, they check the unit for damage and/or defects. If the loading unit is loaded, the driver removes the loading documents from the document box or from the agreed location on the site. Upon returning to his cabin, they report damage or no damage.

All activities between arrival and departure from the coupling location fall under the 'Couple' activity (including check-in and check-out at the porter). If the driver must wait during this activity, they must account for this.

The activity should be ended by clicking on the 'Finish' button.

Dismount (Uncouple)

Maximum duration: 15 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

Upon arrival at coupling location, the driver immediately reports 'Uncouple'. Here they can choose between trailer, chassis, and chassis with container. Then they enter the relevant fleet numbers or confirm the proposed fleet number. After this they then uncouple right away, following the uncoupling procedure. If the loading unit is full, the driver puts the loading documents in the document box or in the agreed location on the site.

All activities between arrival and departure from the coupling location fall under the 'Uncoupling' activity (including check-in and check-out at the porter). If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the 'Finish' button.

Refuelling (Under Fuel)

Maximum duration: 15 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? Yes.

If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the 'Finish' button.

Unknown

Not accounting for time in the on-board computer will be seen as a break. The on-board computer will jump to Unknown when no activity has been entered for 60 seconds. Drivers have 59 seconds to operate their on-board computer. Those 59 seconds are then reset to the action they select.

Drivers can always enter a new activity immediately at the end of an activity. However, should no activity be available, they must select break.

Break (found under Rest)

The break should be taken at a company convenient time, such as when waiting. Breaks are required by law and may be taken during any of the above actions if the opportunity arises.

Throughout the day, the planner may make decisions regarding the break that should be taken, keeping laws and regulations in mind. The planner may choose to give the driver a break of 3 consecutive hours to take advantage of a shortened night's rest. It is not the intention to limit a driver's hours during his shift time, the tasks should therefore be consecutive. However, when a task is cancelled, a longer break between tasks may be required.

Break control:



Important: you must provide the planned duration of the rest time to planning through the 'Reports' button. See the screen below:

	2023-12-20 14:50 (() 4
Expected duration (hh.mm)	Cancel
	<<
\bigcirc	>>

The activity should be terminated by clicking on the 'Finish' button.

Daily rest (found under Rest)

Primarily, the driver may decide where they sleep. The duration of the night's rest must be discussed with the planner and legal requirements must be respected. The shift time must be scheduled by the driver in a way so the maximum capacity can be used. Ending the shift after, for instance, 13.25 hours is a loss of 1.75 hours of work capacity.

Overnight rest on company premises or at home will not be compensated. When possible, the driver should take their night's rest at his place of employment or residence. The driver should start their day in a way that does not create unnecessary hours during their first activity.

Break control:



Important: you must provide the planned duration of the rest time to planning through the 'Reports' button. See the screen below:

Expected duration (hh.mm)	2023-12-27 10.06	
12.00	<<	
	>>	

The activity should be terminated by clicking on the 'Finish' button.

Crossing

Maximum duration: 2 x 15 minutes. Can planner order driver to take a break? Yes. Additional questions within question path? No.

The driver must account for the crossing by selecting the activity 'Crossing'. Embarking and disembarking the boat/train will be compensated with a maximum of 15 minutes, which includes check-in. Checking in is not accounted for separately. If the driver must wait during this activity, they must account for it as such. The crossing itself is regarded as rest.

15 minutes embarking 15 minutes disembarking

The activity should be terminated by clicking on the 'Einish' button.

On-site work (under 'Miscellaneous')

Maximum duration: day shift Can planner order driver to take a break? Yes. Additional questions within question path? No.

Site work refers to work carried out for a particular customer on their premises or in the vicinity of their premises by order of, or in consultation with, the planner. There is no exact on-board computer input available for the nature or quantity of these activities. Special agreements are made between the customer and Van den Bosch for these activities. The driver is in close communication with the customer regarding their work but, however, remains in consultation with his planner with regard to starting times and duration of the work.

Repairs (under 'Miscellaneous')

Maximum duration: 15 minutes (= check-in time, remaining time is considered break time)

Can planner order driver to take a break? Yes.

Additional questions within question path? Questions regarding type of repairs.

In case of repairs, the driver will be directed to the repair workshop by the planning department. Upon arriving at this address, the driver will check in and park the vehicle to be repaired in the correct place, following the instructions of the repairer. After this, the driver takes a break until the vehicle is ready for departure. During the repair, the driver keeps the planning department updated on the expected duration.

In the case of a breakdown where the driver was able to reach a parking space, the driver will inform the planning department and then take a break until repairs have been made.

Exception

In case of a breakdown where the driver is stranded on a public road, the entire duration until the end of the towing or until the end of the repair will be paid.

Private

If specific arrangements have been made for using a truck, such as driving by home. The 'Private' button must be used to account for the time used to drive from a main route to the location where the driver will spend the night or rest. The time needed to drive from the main route, e.g., to and from home, is for the driver's own account.

Accounting for tasks

Introduction

The activities described above can all be part of the planned tasks from the planning system (Stop list of Tasks). The tasks are assigned to the on-board computer and must be accepted so that, based on this, the accountability can be provided per planned activity as described above.

You can tell a new task has been assigned when the middle icon in the menu on the left side of the screen lights up yellow and flashes. You will also hear a signal that a new message has been received.

When receiving a new task, the on-board computer will ask the following question.



When a task is assigned and you answer 'Yes' to the above question, the onboard computer will also ask you whether the address from the assigned task is the next destination.

When you answer 'Yes' to this question, navigation will start automatically. The address is copied from the task, so no input is required. It is important to accept the destination so that navigation begins, as this gives the planner an expected time of arrival and allows them to see which address you are navigating to.



You can find the task list or 'stop list' by clicking the middle icon of the menu on the left side of your screen; the same button that lights up when a new task is assigned. You will then see the overview below:

(***	Planning 2023-1	2-27 11:51
	Step in: Van den Bosch Kranenburg Krane	
3	Mount: Van den Bosch Kranenburg Krane	
	Mount: Rsc Rotterdam Rotterdam	Ĭ
	Delivery: Otr Oiltrade Werkendam	
	Cleaning: Cleaning Services Amsterdam (
	Pickup: Bunge Amsterdam Amsterdam	\bigtriangledown
-	Last update: 2023-12-22 09:30	

The tasks should be completed in order, starting from top to bottom. Be careful not to deviate from the order.

By clicking on a task, you can read the underlying details. These include the addresses, instructions, date and time and reference numbers. You can also view all the details of later tasks this way but be careful not to press start when doing so.



By clicking on the 'More' button, you even get the address information of the task including its exact geographical position.



When you arrive at the location where the task is to be carried out, go to the task list, and select the top task by clicking on the 'Task' (see next image).



You then enter the task detail screen and click 'Activate'.



Once starting a task, you need to complete all activities at the site of the task. You enter the screen below after starting the task, the activity will be 'Unknown' at that time. As previously explained, you have 59 seconds to choose the first activity on location such as 'Check-in'.

;;;	Current activit	У	2023-12-20 11:27 (((*) 4
	Activity:		Traffic
	Duration:	2023-12-20 11:07 19'12"	
$\overline{\mathbf{i}}$			Finish

You have several activities in a task, some of which are compulsory and others which are not compulsory but optional. Mandatory activities can be recognised by the yellow box containing an exclamation mark (see image below).

Non-mandatory activities can be recognised by the green box (see image below). A task can only be completed by completing all mandatory activities. Optional activities are not required to complete a task, for example, waiting and resting, which should only be accounted for if these occur during the task.

Change	activity	2023-12-	27 12:22 (C ^O Y	
	Check-in	Cance	1	
	Unload			
	Check-out			
	Weighing			
	Waiting			

If you wait too long to select a new activity after starting a task or in between activities within a task, the activity is set to 'Unknown'. When the duration of Unknown time exceeds 59 seconds, the Unknown time must be ended. Ending an Unknown time in a task differs slightly from the explanation for unscheduled activities. You will see the screen below and have two options to continue selecting an activity. Choose 'Finish Unknown'



After this, you can select the activity you want to start. If you choose option 'Keep Unknown', the timer of the 'Unknown' activity keeps going.

When you have finished an activity within a task (e.g., 'End Check-in'), you are asked whether you want to continue or Interrupt the task. When you choose 'Interrupt task', you exit the task. However, usually you choose 'Continue with Task', allowing you to start the next activity within the task (e.g., loading after you have finished Check-in).

	Confirm	2023-12-27 12:30
	Task busy:	
3	Delivery: Otr Oiltrade Werkendam	
	Continue with task	
	Interrunt task	
	Interrupt task	
(Finish task	

If you have chosen 'Interrupt task', you need to return to the task list and select the top task to be able to continue it. You can also see if a task is in progress:



After completing all mandatory activities within the task, you are presented with the option 'Finish task'. By selecting this, you complete the task. After this, the on-board computer will again ask if the next assigned task is actually the next task and destination. Once confirming, you can, again, automatically start navigation to the next location.



Two tasks not previously explained among the unscheduled stops are the 'Step in' and the 'Step out'. These have not been previously explained because they do not have a time account and only occur as scheduled tasks. The 'Step in' and 'Step out' have no underlying activities, just one or more questions.

ii	Current activity			2023-12-27 10:39	
	Activity:	Step In		Cancel	
3	Starttime:	2023-12-27 1	0:37		
	Duration:	01'53"			
	Step in Driver: Alin Flor Truck: 0385 [KL	rin Fratica .E PB 385]			
I	Van den Bosch Im Hammereise	Kranenburg en 58		Finish	

An example of a question asked at 'Step in', is confirming whether you are the scheduled driver for the assigned task list.



Tips & Tricks

Once you have chosen and started an activity, never click cancel. If you click cancel, all accumulated time assigned to that activity reverts to Unknown.

(;;;	Current activi	ty	2023-12-20 14: (6)
	Activity:	Check-out	Cancel
3	Starttime:	2023-12-20 14:32	
	Duration:	01'05"	
		\square	
(1			Finish

Only end an activity once you can either actually depart or immediately start the next activity. For example, ensure that you have completed all administration etc. This prevents Unknown time of more than 59 seconds between the end of an activity and the start of the next activity.

If you have chosen an incorrect activity, you can still choose the correct activity by making the choice again. Do not click cancel and do not complete the incorrect activity in order to choose a correct activity afterwards, but instead "overwrite" your previous choice.

	Current activity		2023-12-27 11:34	
	Activity:	Cleaning	Cascel	
3	Starttime:	2023-12-27 11:33		
	Duration:	00'49"		
•			Finish	

An example could be, you arrive at a cleaning site and select 'Cleaning'. It then turns out the cleaning site is unavailable and there is a rest or wait time before the actual cleaning. In this case, you can change (overwrite) the selected activity to 'Rest' or 'Wait' and select 'Clean' when it is your turn.

When your driving time is about to be exceeded while you are at the wheel, or your rest-time is in danger of starting too late, your on-board computer will issue a warning half an hour in advance. This is repeated every five minutes so that you can respond in time. When you go to the tachograph overview, the hours this alert concerns are marked with the colour 'yellow'.

Logging out of the on-board computer happens automatically when you remove the driver card from the tachograph. If you hadn't quite finished your administration on the on-board computer, you can log in manually to complete your administration. Of course, it is better to complete all administration and the question path in full before removing the driver card from the tachograph, so that you are logged out after completion.

Always use your navigation, only then the planner sees the ETA ("estimated time of arrival"). This avoids unnecessary questions from your planner which you must answer such as "when will you be at the unloading address?".

Justifying breaks is done differently depending on the activity you are working on. The best way to explain this is uses the following diagram.

While signing in for loading or unloading, you can suspend the activity by physically accounting for a break or wait.

During **loading, unloading, and cleaning**, you cannot physically input a break. This can only be done once the activity has been completed. Therefore, after these activities you will be asked if you rested or waited during loading, unloading, or cleaning. **These activities must not be suspended** because the administrative system cannot process such a suspension.

During Check-out for loading or unloading, you can interrupt the activity by physically accounting for a break or wait.

If the navigation is slow to respond for an off-ramp, you can adjust the settings of the navigation. The driver can check their settings.

For a complete tutorial, you can request the navigation manual from your planner.

Chapter 15



Proper use and completion of a CMR

Legal clarification regarding CMR use

The CMR is a record of the transportation contract between the consignor and the carrier. In all cases, Van den Bosch is entered as the carrier, even if the transport is actually provided by a charter (both internal and external).

Van den Bosch shall at all times remain solely liable for the proper execution of the transport contract. There is no question of successive transport.



The CMR consists of four parts:

- Part 1 (red); remains at the loading address.
- Part 2 (blue): remains at the unloading address.
- Part 3 (green): is for the carrier.
- Part 4 (black): is a copy.

Two types of CMR:

- Pre-printed CMR
- Blank CMR

The pre-printed CMR has the company details and carrier code filled in. (The number in the blue circle is the carrier code and the name in orange circle is the carrier's name).

Tanagina con Monster	VIACHTBREF VERVOERCOCUMENT PEACHTBREF TRANSPORTSCHMENT	CMR (AVC-2002		433
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2				
14				

If a blank CMR is issued, you fill in these details yourself.

A driver employed by Van den Bosch Netherlands fills in the following details:

- Field in the blue circle: 4433
- Field 16 carrier: Van den Bosch
- Field 17 successive carrier: remains empty.
- Field 23 signed by the driver/carrier on behalf of the main carrier.

A driver employed by Van den Bosch Transporten GmbH fills in the following details:

- Field in the blue circle: 4433
- Field 16 carrier: Van den Bosch
- Field 17 successive carrier: remains empty.
- Field 23 signed by the driver/carrier on behalf of the main carrier.

A driver employed by Van den Bosch Kft. fills in the following details:

- Field in the blue circle: 4433
- Field 16 carrier: Van den Bosch
- Field 17 successive carrier: remains empty.
- Field 23 signed by the driver/carrier on behalf of the main carrier.

A driver employed by Van den Bosch Ltd. fills in the following details:

- Field in the blue circle: 4433
- Field 16 carrier: Van den Bosch
- Field 17 successive carrier: remains empty.
- Field 23 signed by the driver/carrier on behalf of the main carrier.

The external charter party fills in the following details:

- Field in the blue circle: 4433
- Field 16 carrier: Van den Bosch
- Field 17 successive carrier: remains empty.
- Field 23 signed by the driver/carrier on behalf of the main carrier.

If the CMR is issued by the customer and no information has been filled in in the fields "transport code, field 16 carrier and field 17 successive carrier", these must be filled in as described above and thus field 17 (successive carrier) remains empty.

If incorrect information is entered in the fields on the CMR provided by the client, this information must be corrected by the driver before departure.

Successive transport

In case of successive transport, several conditions must be met, which we will not elaborate on in this procedure. In the case of a charter party, the CMR must be signed on behalf of the carrier (Van den Bosch Transporten BV) and not on behalf of the charter party.

AVC-2002 (General Transport Conditions)

The CMR is an international consignment note. AVC-2002 is the indicator for national transport. Always cross through AVC-2002 when dealing with international transport.



Additional information which must be entered correctly and in full on the CMR in the designated boxes:





The CMR above is issued by Van den Bosch. However, often the CMR is prepared by the loading address. In such cases, the CMR is often not provided with printed boxes. In this case, the driver is expected to fill in the following data on the CMR themselves:

- shipment number or trip number.
- product temperature during loading (if applicable).
- temperature of product prior to unloading.
- Visual inspection carried out before loading.
- Arrival and departure time loading address.
- Arrival and departure time unloading address.
- Truck and trailer number/license plate/fleet number.
- container number.
- Further information to be entered correctly and in full on the CMR in the boxes provided:



GMP+ / FSA assured

GMP: Good Manufacturing Practice FSA: Feed Safety Assurance

In case of GMP+ transport, the text "Transport GMP+ / FSA assured' must be stated on the CMR.



Chapter 16

Neutral loading and unloading

The instructions below explain how to proceed if you are instructed to carry out a particular transport neutrally.

Why neutral loading and unloading:

Several of our customers are trading companies. Trading companies earn their living by buying and selling a certain commodity. They built a network of suppliers and customers for this purpose. It is important that the supplier and the buyer do not know about one another, otherwise there is a high risk that these parties will start doing direct business with each other, thereby jeopardising the existence of the trading company.

How it works in practice:

If you are instructed to do neutral loading and unloading, proceed as follows:

At the loading address:

Sign in on behalf of the customer and state what you have come to load as instructed by the planning department. If you have been given a loading number, state this clearly.

The (first) CMR/ bill of loading:

On the consignment note, the consigner (box 1) is the factory where you are loading, the consignee (box 2) is the customer - not the actual unloading address! In box 3 of the CMR, also fill in the customer's address - so not the unloading address.

 Do not show a journey assignment or other documents showing where the shipment will eventually be unloaded. Also make sure no seal or sample container with the wrong name is present.

After you have loaded and before driving to the unloading address

- After you leave the loading address, write a second (CMR) consignment note yourself but now put the name and address of the customer as the consignor (box 1).
- As the consignee (box 2), fill out the details of the unloading address.
- Now also fill in the customer's address in box 4 so not the address of the place of loading.
- Fill in the rest of the CMR as usual, i.e., product and quantity.
- Then fill in the customer's address in box 21 (not the loading address) and the date of dispatch.

Upon arrival at the unloading address

- Sign in in name of the customer and hand over only the second CMR. That is, the one listing the customer as the consigner and the unloading address as the consignee.
- Do not issue any other document that may show the source of the product. Do not issue weighing slips and/or a delivery note, as they will show where the product has come from, defeating the point of writing a second consignment note.
- If you are asked for information about the source of the product or are asked to provide the weighing slip, delivery note, or any other document that may show the source, do not engage in discussion but instead refer to the customer or planning.
- Don't be loose-lipped and don't accidentally disclose information in the factory either.
- There are times when you will load or unload in the name of another party. In this case, your planner will instruct "loading in the name of ...". You then fill in the name and address of this party on the first CMR in boxes 2 and 3.
- If you are instructed to "unload in the name of ...", you must enter this name and address on the second CMR in boxes 1, 4 and 21.
- When in doubt, contact your planner.

Chapter 17



Customs Documents

Customs procedures are involved when goods are transported in and out of the EU.

- An export declaration must be made in the country of departure.
- This must be done by the consignor of the product.
 - usually the loading address.
- an import declaration should be made in the country of destination.
- This must be done by the consignee of the product.
 - usually the unloading address.

How it works in practice

When loading / Export Document:

- After the truck is loaded, the exporter must file the export declaration with customs.
- You must wait at the loading address until customs has approved the export declaration.
- Only then you may leave from the loading address.
 - Sometimes customs may want to check the cargo. This is done by a mobile customs team that travels to the unloading address to carry out the check. You will have to wait for this.
- You may receive a copy of the export document; however, this is not always the case.
- Your container must be registered at the port beforehand
 - If this has not been done, the container cannot be dropped off. In that case, get in touch with the planning department.

- If you travel out of the EU accompanied, i.e., complete with a truck and trailer, you must always carry a copy of the export document.
 - You must have this export document scanned upon departure.
 - In almost all cases, you should already carry a copy of the import document for the country of arrival. You must also have had this scanned upon departure.

If you need to mount and then unload / Import document:

- If you wish to mount a container, the import declaration must be completed.
 - Your container must be at the port in advance.
 - You cannot mount the container if this has not been done.
 - In this case, get int touch with planning.

Type of document

The type of document it concerns is stated at the top of the document. If this starts with the letters EX or EU, it concerns an export document. If this starts with the letters IM, it concerns an import document.

MRN number (Master Reference Number)

A customs document has its own unique number, called a Master Reference Number. It consists of digits and letters and is always found in the top right corner of the customs document.

UR	OPESE GEMEENSCHAP	BOORT AANGETE (1) MRN 22BEE0000015338065
	AbinderFxpofes (2) NEBECE000177 LOUIS DREYFUS COMPANY JUICES SUISSE	ED A
	ROUTE DE L'AEROPORT 23 1216 COINTRIN CH	Formularen(2) Aang vel (SCO)
		Activeter (5) Totael Coll (6) Datum van algite : 11/03/2022 1 Doumekantor : BEGNE216002
ħ	Geademmente (8) N. Doch COBELL - SUNMAGIC COBELL LTDSUNM	Reflecterummer (7) 5022312879
CUME	SUNMAGIC, I LINORED ROAD BB9 5SR BRIERFIELD, NELSON GB	Code botalingsw[pa vervoerskoster (529) Code L. verz.luitv. (15) Code L. bestamming (17)
DEDO		Code(s) land(en) die deel ultmaken van het vervoerskapject (S13)
ERGELEI	AurgewerNetlegenwoordger (14) Nr. BE0465581565 LODIS DREYFDS COMPANY BELGIUM GEERAARD VAN DEN DARLELAAN 1010 A	Verlegerwoordiger indener summ.aavgitte (14b) Nr.

However, it may also say T1 here.

- This document is also known as a Transito Document.
 - The British call this a Transport Accompanying Document (TAD).

A T1 is a transport document with which goods from outside of the EU are transported to within the EU. Goods can be customs cleared with a T1 document. For example: you mount a container in Rotterdam. The container is from outside of the EU and must be transported to Hamburg by road. With the T1, the goods are transported from the Netherlands to Germany under customs supervision and are cleared at a customs office in Germany.

ł	2 Alzender / Exporteur Nr.			т1		
-	U KOOPT HIER UW PRODUCTEN?		3 Formulieren	4 Ladingslijst		
;	P.O. BOX 1	34989	1 1 1	-		VOODDED) F
	GUANGDONG	CN	5 Artikolan 1	6 Totasi coli 1	000/1138/ 19 000044/6	VOURBEELD
õ	8 Geadresseerde Nr. NL223716881		Terugzendingsex	amplaar terugzende	n aan:	
ŝ	AH CUSTOMS					
	OUDE BENNEKOMSEWEG 1A	6717 LM				
Ē	EDE	NL				

Pay special attention to this:

If you are loading cargo that comes with a T1:

- If you receive this document at the loading address, you must always keep it with you.
- If you dismount the container to which the T1 belongs, this T1 must be put in the container's document box together with the other documents.

If you are mounting and unloading a container that comes with a T1:

- You planner will inform you that a T1 comes with the cargo.
- You can get a hold of a copy of the T1 in two ways:
 - The T1 is in the document box of the container.
 - The planner arranges for you to receive a copy of the T1.

You must have the T1 with you before the container/trailer may depart:

- You must report to the offices of the destination with the T1 before
- unloading. Usually this is an office close to the unloading address.
 Your planner provides you with the address of the destination offices.
- At the destination offices you will be given proof of that your T1 has
 - been 'cleared' or 'closed'.

Only when you have been to the destination offices with the T1 and all formalities have been completed, you may drive to the unloading address and start unloading.

You may NEVER unload if you have not been at the destination offices. If the offices are closed, you must wait until they open. In this case contact planning.

T2 document

A T2 document is a Transito document just like the T1. A T2 is used to transport goods in free circulation in Europe, under customs supervision. Consider a truck driving from the Netherlands to Italy, and passing through Switzerland, which is not an EU country. With a T2 document you can travel through Switzerland without having to pay import taxes at the border with Italy.

JRC	DPESE GEMEENSCHAP		- 1		
A	2 Atzender / Exporteur Nr. NL223716881			T2	
-	AH CUSTOMS		3 Formulieren	4 Ladingslijst	
Ē	OUDE BENNEKOMSEWEG 1A	6717 LM	1 1	-	
UME	EDE	NL	5 Artikelen 1	6 Totani coli 1	
g	8 Geadresseerde Nr.		Terugzendings	memplaar terugzend	Sen aon:
100	UW KLANT				
No.	P.O. BOX 1	8500			
	BASEL	СН			
5			15 Land van verz	ndingluitvoar	
5				NL	
VOE					17 Land van bestamming CH
Ľ	18 identiteit en nationaliteit van het vervoermiddel bij vertrek		55 Andere voorva	len tijdens het vervo	G VISUM VAN DE
>	TRUCK	NL	Vermelding ver	de tellen en de get	AUTORITEITEN
Other documents

T2L: Document of origin proving that the goods originate from the free circulation in the EU. Particularly important in shipping where products are transported within the EU and customs may suspect that the loaded goods are all from outside the EU (i.e. non-Community goods). A T2L allows you to prove that they are from within the EU.

CVO / EUR1: This Certificate of Origin is a declaration of the origin of the goods and is often requested by the importer or even required by the government. A EUR1 Certificate is a special type of declaration of origin and is used to obtain a reduction or exemption from import duties. This is established by the EU in trade agreements.

AGD: The Administrative Guide Document is used when transporting excise goods within the EU on which excise duty has not yet been paid. It is prepared by the consignor.

SAAD: The Simplified Administrative Accompanying Document is used when transporting excisable goods within the EU on which excise duty has been paid in another EU member state. It is prepared by the consignor.

ATR: Customs document used for the movement of goods between the European Union and Turkey. This mutually allows most goods to be imported duty-free, regardless of origin. For some products, however, an ATR is not sufficient and a EUR1 should be used.

(LOI) Letter of Indemnity: used for transportation from a port to a customs office outside the port without the goods being cleared at the port. This transport then falls under a transit regimen and the LOI must cover the value of the goods.



ADR dangerous goods

Transportation of dangerous goods is a speciality within the work carried out by Van den Bosch and involves a great deal of responsibility. Obtaining the ADR certificate is preceded by extensive training that covers substance properties, firefighting and laws and regulations. Because there are parts of ADR transport that are not always entirely clear, this part of the manual highlights a couple of things.



Starting point of dangerous goods route. This sign is often found at motorway exits to indicate that an ADR route starts at the end of the exit

The written instructions/hazard card is kept within easy reach in the cabin. The instructions must be readily available. The hazard chart is written in a language you understand. The written instruction is made available by the carrier before the start of a trip. The instruction must comply with a standard prescribed template of 4 pages.

it is legally required to avoid urban areas of municipalities with dangerous goods. Loading and unloading of ADR products from public roads is prohibited. In consultation with the loading/unloading address, a site is chosen on the company premises. Two exceptions apply to transport within urban areas:

- when there is no other route available within the urban area.
- when you must unload within the urban area.

In these cases, it is permitted to use the main road of the urban area. Choose the quickest route to the loading/unloading address and take the quickest route back. The local government can waive the obligation to follow the route.

Since 01-01-2008 it is mandatory to have the following fire extinguishers in the truck:

- One portable extinguisher containing at least 2kg of powder to extinguish a cabin or engine fire.
- One or more fire extinguishers totalling 12 kg of powder where at least one of the extinguishers contains a minimum of 6kg.

Additionally, the following obligations are specific to ADR transport:

- ADR class 3 is never unloaded with a compressor/compressed air.
 Unloading will therefore have to take place with a pump or by free fall.
- When unloading ADR products from a large volume to a smaller volume, the driver is not authorised to perform this.
- Loading and unloading activities always take place while using wheel chocks.
- Sampling of the transported product is not permitted. It is virtually impossible to know all specific properties of the product. Furthermore, it is uncertain whether all personal protective equipment is available.
- Spill kit is present and in working order in case spillage occurs. Pay attention to your own safety and wear the necessary PPE.

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UN-number of the cargo (bottom digits). Hazard identification number (HIN) of the substance (top digits)

Classification:

- 1 explosive
- 2 gasses
- 3 flammable liquids
- 4 flammable solids
- 5 oxidising substance (corrosive)
- 6 toxic substance
- 7 radioactive substance
- 8 corrosive substance
- 9 miscellaneous substance

On the left, the orange sign (kemler panel) with HIN and UN number. On the right, the label of the class being transported with visual indication of the substance properties. After loading, check the accuracy of the hazard labels and characteristics (orange signs). After cleaning, these are removed.

As of 01-01-2010, there have been some changes in European tunnel classifications. Cat I and II tunnels have been changed to C and D tunnels. Within the Netherlands, a couple of (new) tunnels have been classified or converted to another category. Most fall within the usual C and D categories. A and E tunnels have been added in the Netherlands.

Category A tunnels have no restrictions on the transport of dangerous goods. The following tunnels are classified as category A:

- The Leidsche Rijntunnel on the A2
- The Willem Alexandertunnel on the A2
- Schiphol-tunnel on the A4
- Roer-tunnel on the A73
- Swalmen-tunnel on the A73

A table below lists all substances prohibited in a category C tunnel and for which transportation has mandatory routes.

Tank transportation
Classification codes 2A, 2O, 3A and 3O, and those containing only the letter T or letter groups TC, To and TOC.
Packaging group 1 for classification codes FC, FT1, FT2 and FTC.
All substances in packaging group I.
Packaging group 1 for classification codes CT1, CFT and COT.

Empty, uncleaned tanks, containers and vehicles that have contained substances listed above,

Tunnels in Category C

Tunnel	Plaats- en wegaanduiding	Onder
Beneluxtunnel	A4: Vlaardingen - Hoogvliet	Nieuwe Waterweg
Coentunnel	A10: Amsterdam	Noordzeekanaal
Drechttunnel	A16: Zwijndrecht - Dordrecht	Oude Maas
Ketheltunnel	A\$: Rotterdam – Den Haag	Schiedam
Kiltunnel	S43: Dordrecht - 's Gravendeel	Dordtse Kil
Noordtunnel	A15: H.I. Ambacht - Alblasserdam	Noord
Sluiskiltunnel	N62: Zelzater - Terneuzen	Kanaal Gent - Terneuzen
Salland-Twentetunnel	N35: Zwolle - Almelo	Nijverdal
Sytwendetunnel	A4-N44: Den Haag	Rijn-Schiekanaal
Thomassentunnel	N15: Europoort-Botlek	Calandkanaal
Vlaketunnel	A58: Kruiningen-Kapelle	Kanaal door Zuid-Beveland
Westerschelde-tunnel	N62: Terneuzen-Goes	Westerschelde
Wijkertunnel	A9: Beverwijk - Velsen	Noordzeekanaal
Zeeburgertunnel	A10: Amsterdam	IJ

Prohibited substances in Category D tunnels

Klasse	Vervoer in tanks
3	Alle stoffen
4.2	Verpakkingsgroep II
4.3	Verpakkingsgroep II
5.2	Alle stoffen
6.1	Verpakkingsgroep II en verpakkingsgroep III voor classificatiecode TF2UN 1092, 1098, 1143, 1163, 1182, 1185, 1238, 1239, 1244, 1251, 1259, 1613, 1695, 1994, 2334, 2382, 2438, 2482, 2484, 2485, 2606, 2929 (I), 3279 (I), 3294 en 3381 tot en met 3390
8	Verpakkingsgroep I voor classificatiecode CF2, CFT en CWI; en Verpakkingsgroep II voor classificatiecode CF1 en CFT
9	Classificatiecode M2 en M3
Lege, ongereinigde tanks, voertuigen of containers van de hierboven genoemde stoffen	

Category D tunnels

Tunnel	Plaats- en wegaanduiding	Onder
Botlektunnel	A15: Hoogvliet - Rozenburg	Oude Maas
Heineoord-tunnel	A29: Barendrecht - Oud Beijerland	Oude Maas
Hubertustunnel	N14: Den Haag	Den Haag
IJtunnel	Stedelijke Weg te Amsterdam	IJ
Koningstunnel	Stedelijke weg te Den Haag	Stadsgebied Den Haag
Maastunnel	Stedelijke weg te Rotterdam	Nieuwe Maas
Maasboulevardtunnel	Stedelijke Weg te Maastricht	Stadsgebied Maastricht
Piet Heintunnel	Stedelijke weg te Amsterdam	Amsterdam/Rijn-kanaal
Velsertunnel	A22: Velsen	Noordzeekanaal
Michiel de	S100: Amsterdam	Amsterdam
Ruijtertunnel		

Prohibited substances in Category D tunnels

Category E tunnels are restricted for all dangerous goods except UN numbers 2919, 3291, 3331, 3359 and 3373.

Category E tunnels

Tunnel	Plaats- en wegaanduiding	Onder
Arenatunnel	Amsterdam	Onder de Amsterdam Arena
Stadsbaantunnel	Naast de A2	Onder Utrecht

Table A in the ADR shows which code is assigned to the product. If there are combination codes of 2 tunnel codes listed with a product, the first letter is for tanker truck transport and the 2nd letter for other than tanker trucks.

Documents

Where assigned, the code listed in column 15 of Chapter 3.2, Table A, must appear on the transport document in CAPITAL LETTERS and in parentheses. This indication is not necessary if it is established in advance that transport through a tunnel will not take place. Example:

" UN 1098 ALLYLALCOHOL, 6.1 (3), I (C/D)" " UN 1098 ALLYLALCOHOL, 6.1 (3), PG I (C/D)"

References:

https://www.ilent.nl/onderwerpen/gevaarlijke-stoffen-weg/regels-tijdens-vervoer-gevaarlijke-stoffen-over-de-weg/tunnels



Entry of tank equipment

A confined space is:

- an enclosed or partially open environment.
- often with constricted access.
- not designed for accommodation of humans.
- a space where activities take place that pose health and safety risks.



For entering a confined space, the document VDB-GEN-TD-F-001-005 is applicable. Statement of work: entering a confined space necessary.

VAN DEN BOSCH.com

Initial date: 17-11-2008



Form	VDB-GEN-TD-F-001-005 Statement of work:	Last review	12-10-2021	
	Entry of a confined space	Responsible	Manager Technical Dep	
Scope	Technical department	Page	1 of 1	

Statement of work: Entry of a confined space / tank container

Tank / Container entry on	Date	Time From:		To:
Tank / Container number				
Department or location				
Reason for entry				
Name of the enterer of the tank				
Name of the manhole guard				
Name responsible person				
Previous load				
Measures taken and monitored			No	Yes
Has the container been cleaned (incl. attachm	nents)?			
What is the number of the cleaning certificate?				
Is the LEL (lower Explosion Limit) max. 10% LEL?				
Is the oxygen concentration (EXY) between 20% and 21%?				
Is the CO (Carbon Monoxide) max. 10ppm?				
Is the temperature in the confined space higher than 40°C?				
Are all manholes and the unloading bottom open?				
Are all pipes/hoses disconnected?				
Is the required protective equipment in use: Safety harness, manhole guard & gas meter?				
Other measures taken:				
Signatures:				
Responsible	Manhole guard		Enterer of t	the tank

	Revision History				
Rev.	Date	Revision description	Approved by		
004	10-11-2011		Manager Technical Dep.		
005	12-10-2021	Revision of tank entry documents	Manager Technical Dep.		

- the person entering the confined space is responsible for registering the entry document.
- The space being entered must always have been cleaned at a cleaning station.
- Hazardous gases or substances such as nitrogen, tail gas, CO, natural gas, etc. must have been removed.
- The confined space should be ventilated, if necessary. Therefore, the advice is always to keep the manholes open after a cleaning.
- After unloading, all pipes connected to the confined space are either plugged by means of highly visible plugs or flanges or disconnected in a way that no gases or substances can enter the space from the pipes.
- For a container this means that no loading or unloading hoses are connected while entering the tank.
- If the confined space is equipped with agitators or other moving parts, these are disabled and secured.

The above work is carried out in a way that ensures nobody needs to enter the confined space. After all general precautions, including gas measurements, have been taken, a warning sign is placed at the entrance to the confined space. If persons are present in the confined space, the area around the entrance is cordoned off and access routes are kept clear.



Manhole guard responsibilities

When working in a confined space, at least one extra person must be present (manhole guard). For a tank container, continuous and direct supervision of the person in the confined space applies; for a silo container, indirect supervision is sufficient; being aware of the person working in the confined space - provided all manholes and the unloading bottom are open. The manhole guard has the following duties:

- communication with, and supervision of, the person in the confined space.
- Responsibility for the person in the confined space.
- responsibility for taking any necessary measures.
- if necessary, provide immediate assistance or ensure mobilisation, without entering the confined space themselves.
- check the statement of work to ensure that it is fully completed before allowing the person into the confined space.

Measuring Gas

Before entering a confined space, it must have been established that:

- the concentration of flammable gases and vapours in the room does not exceed 10% of the lower explosion limit (max. 10% LEL).
- the oxygen concentration is between 20% and 21%.
- the concentration of gases, vapours or dust does not exceed half of the MAC values (for CO, carbon monoxide, no greater than 10 ppm).
- the temperature in the confined space does not exceed 40°C.



Measuring and assessing concentrations is carried out by someone trained for this purpose and capable of correctly interpreting readings. Measurements are always recorded on the statement of work. The functioning of the measuring device (gas detection meter) is checked before each measurement.

Especially when:

- welding and cutting activities take place.
- work is carried out using solvents.
- residues (including soot) or rust are present.

When safety for those in the confined space cannot be assured, continuous monitoring for explosive, oxygen and toxic gas/vapour concentrations is carried out throughout the activities.

Ventilation

After it has been established that the above-mentioned measures have been taken, the space is ventilated (naturally or artificially) for the duration of the activities. The ventilation is so that the concentration of hazardous substances or vapours always remains below the MAC values. When these conditions cannot be guaranteed, independent respiratory protection is used.

Welding and other heat activities

During welding, sanding, and cutting work, open fire or if there is a risk of sparks, suitable extinguishing equipment is available within reach. Gas and oxygen cylinders used in the work should never be placed in confined spaces. When welding, ensure that no oxygen leakage can occur in supply lines due to faulty fittings. Burners, hoses, and hose connections are therefore checked for leaks outside the confined space before entering. Quick couplings inside confined spaces are prohibited.

A vacuum valve is incorporated into the supply lines of flammable gases used in welding and cutting, which immediately stops the supply of the gas when the gas supply line is disconnected. This feature can only be applied to so-called injection burners. Welding equipment is properly grounded.

Electricity

The use of air-driven tools, lighting etc. is preferable. In case of explosion hazard, this is the starting point. When working in confined spaces where it has been clearly established that there is no explosion hazard, only direct current with a nominal voltage not exceeding 120 volts and alternating current not exceeding 50 volts shall be used. Mobile electrical equipment is equipped with a built-in power supply.

Personal Protective Equipment (PPE)

The standard PPE must be worn when working in confined spaces: safety shoes or boots and a safety harness on a leash. Depending on the substance present in the confined space and the nature of the work to be carried out, additional PPE such as helmets, goggles or respiratory protection may be required.

When optimal ventilation is impossible and the risk of hazardous fumes being released is a possibility, wearing respiratory protection is mandatory. These consist of independent respirators, meaning not depending on the ambient air in the room. Filter masks, which bind or retain toxic compounds from the air, are not used in confined spaces.

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Checklist equipment and documents

The following matters are checked for presence and correctness. If there are any discrepancies that you cannot correct yourself, contact planning immediately. Report defects via the on-board computer via standard Garage selection message from the Trimble BC or app; planner and fleet management are both informed.



The driver is always responsible for a good check and may only start driving once the following steps have been followed. The driver is responsible for the judgment between 'right or wrong'.

Truck checks
Truck: overall condition, cleanliness, damage
Leaks (liquid/air)
(working) lights: working and undamaged
Condition and pressure of tyres
Wheel bolt, indicators in correct position, no dirt or rust behind the wheel bolt
Windows clean, undamaged and free of obstructions
Mirrors: clean and properly adjusted
Drain (wet) air tank
Functioning of brakes
Compressor, oil leakage
Clutch set: complete and clean



Make sure the dry bulk compressor filter (if present) is clean and placed in the casing. If the filter is not clean, report this to the planner. The filter should then be cleaned. The presence of oil may indicate an internal leak in the compressor.

Checks loading unit
Loading unit: overall condition, cleanliness, damage
Trailer/chassis properly coupled
Air hoses and electrical cables properly connected
Tipping cable rolled up, properly secured with the nato plug down
Supporting legs: legible, no damage
Twistlicks: well locked, lock works well, not worn out
Air leakages
(Working-)lights: working and undamaged
Condition and pressure of tires
Wheel bolts, indicators in correct position, no dirt or rust behind wheel bolt
Operation of brakes, mechanical and electrical
Hoses, couplings and gaskets in good condition
Hose pipes closed
All blind caps inserted and secured
Boxes clean, undamaged and properly locked
Valves, butterfly valves, bottom valves and taps closed
Sealing, check TIR cable full length, also TIR cable of air distribution block
Glycol expansion tank: clean and glycol present
Heating/cooling system: operational, thermostat set correctly
Stairs, walkways and handrail: operational and undamaged
Pump system: oil level hydraulic reservoir, operational
Earthing cable: present and not defective

Check twistlocks

A twistlock must be properly functioning

The twistlock latch must not be worn out and must therefore not rotate 360 degrees Close the twistlock only manually, do not use hammer for this. Reason is that the container will 'work' during the journey and the container will 'work' when you go from empty to loaded and vice versa.

Twistlocks: properly locked, lock works well, not worn out

Twistlock must be fully tightened. In several countries, a twistlock that is not fully tightened is illegal.



Twist lock with N/O contacts. The twist lock must be closed entirely to prevent the tilting mechanism from being short-circuited. It is impossible to tip if the twist lock is not fully closed and both points do not make good contact. Dirt and water also prevent good contact.

Driver, truck, checks administrative/documents
Valid driving licence with valid code 95
Valid driver card
Valid passport/ID-ard
Employer statement
ADR papers (hazardous goods) if required
CargoCard
Truck registration certificate
Green card
MOT inspection certificate
(Copy) trailer/chassis registration certificate
Personal Shell-IDS pass
Euro permit
Other permits if applicable
Claim forms (minimum 2)
Cleaning certificate;
Does this certificate belong to this trailer/container?
Is it still valid?
Seal numbers according to documentation?
Consignment/CMR;
Does the consignment belong to the cargo? See procedure 'proper use and completion of a
CMR ^e
Custom documents (ir applicable)
vvorking on-board computer and scanner
Working digital tachograph
(Spare) printer roller for the digital tachograph
Checking the setting of the toll boxes (error message or status active and correctly set to the
number of axles etc.)

Leaving behind documents of value, fuel cards, credit cards, etc., when leaving the truck unattended is prohibited.



Inspection of hoses, fittings, and gaskets

We, as a bulk carrier, are at high risk of product contamination because we as well as our hoses, couplings and gaskets often come into direct contact with the load. To minimise the risk of contamination, we differentiate between hoses, couplings, and gaskets for different product groups: food, non-food, chemical and ADR.



Inspection hoses

Before using the hoses, always subject them to a visual check. When doing so, pay attention to the following:

- Are all hoses present?
 - Dry Bulk chassis:
 - 1x unloading hose food (red) 5"
 - 1x unloading hose food (red) 3"
 - 1x unloading hose non-food (bleu) 5
 - 1x unloading hose non-food (bleu) 3"
 - 1x transport air hose 2"
 - 1x air blower hose 2"
 - 1x compressor hose 2"
 - 1x compressor hose met 3" Storz-connection

- Dry Bulk trailer:
 - 1x unloading hose 5"
 - 1x unloading hose 3"
 - 1x compressor hose 3"
- Liquid pump chassis:
 - 2x 5 meter unloading hose with 3" Elaflex-connection
 - 1x 3 meter unloading hose with 3" Elaflex- connection.
- Liquid trailer:
 - Unloading hoses are only available for dedicated work. This is customer dependent.
- Are the hoses suitable for loading/unloading the product?
- Are the exteriors of the hoses clean, dry, undamaged?
- Are the couplings properly fitted to the hose?
- Are the blind caps present and in place?
- Is there no product residue left in the hose?
- Are the hoses dry?
- Are there any damages on the inside of the hose?
- Are the couplings clean and in good condition?
- Are the gaskets clean, dry, undamaged?

Inspection couplings

Various couplings are used in bulk. For an overview of coupling sets, see the lists later on in this manual.

- Within the coupling sets provided, "all" connections can be made using the reducing couplings.
- therefore, ensure that set of couplings remain complete and are stored properly in the provided coupling box.
- Only store clean couplings in the coupling box. A dirty coupling will contaminate all clean couplings and fittings in your set.
- Note that the coupling box itself should also be cleaned time and time again.
- The driver is responsible for the cleanliness and technical condition of the couplings and gaskets.
- Soiled or damaged couplings and gaskets can lead to contamination, leaks, and rejection by the customer.
- The cleaning process is the ideal opportunity to inspect the couplings and gaskets and replace them if necessary.

Inspection of gaskets

Gaskets are used:

- in manhole covers.
- in unloading bottoms of dry bulk trailers and containers.
- in couplings.

Various gaskets are available for different applications:

- food.
- non-food.
- (corrosive) chemicals.

Check gaskets for cleanliness and damage before use. Always have plenty of spare gaskets with you so you can replace gaskets if necessary. Notify your planner if you need gaskets.





Checking wheel nuts

Loose wheel nuts cause dangerous situations in traffic and damage to our equipment. Checking wheel nuts on a regular basis is therefore a mandatory necessity.

Wheel nut indicators make loose wheel nuts instantly visible as the points no longer point towards each other. Dirt and rust behind the wheel nut are also an indication that the nut is no longer secure. Report loose wheel nuts immediately and do not continue driving until you receive instructions from the garage and/or your planner. There may be damage to the axle, rim, as well as the tyres.

The wheel nuts should be checked after 150 km if the wheel has been removed by the Technical Department. A notice 'Natrekken' or 'check nuts' should then be found on the tyre DD-MM. Retightening can only be done with a torque wrench. The wheel nuts are so-called flange nuts. These have a high torque of 670nM. Retightening with the wheel nut wrench that comes with the truck is not sufficient. You can, however, check whether the nut is still tight with this.





Sitting properly

Because you spend most of the day sitting on your chair, it is essential to your health that the driver's seat is adjusted properly. A good chair, adjusting it correctly and sitting on it properly: that's what matters.

It also helps if you:

- sit up occasionally.
- do not stay seated during a break but instead take a little walk.
- stretch every now and then.
- your chair is maintained regularly.
- you have your chair replaced when it is worn out.
- Do not carry a wallet in your pocket.

How to sit healthily:

	1. Set the seat at the proper height and distance:
	 Your feet should be able to reach the pedals properly. Your thighs are horizontal.
	 The angle between your upper and lower legs is 90 to 120 degrees.
90	2. Ensure the seat provides you with sufficient support:
	 Your thighs should be adequately supported. The blood vessels in the backs of your knees
	 should not be pinched off. A fist should just fit between the front of the seat and the back of your knee.



- . Adjust the backrest and lumbar support properly:
- You should 'just feel' the lumbar support.
- Your pelvis and lower back should be adequately supported.
- The angle between the seat and back is 95 115 degrees. So, the backrest is slightly reclined.

 Adjust the steering wheel to the correct height and distance:

- Your arms should be relaxed over the steering wheel.
 - Your shoulders should be relaxed.
 - When you steer, your back should not come off of the backrest.



Coupling procedure

When coupling or uncoupling on a slope, use wheel chocks if available on the trailer or chassis. If present on the trailer or chassis, wheel chocks are also used during loading and unloading operations.

Coupling

- 1. Upon arrival, activate the task in the Trimble on-board computer.
- 2. Open the window on the driver's side.
- 3. Reverse until just in front of the loading unit, making sure the truck is completely straight and aligned with the loading unit.
- 4. Ensure that the vehicle lights are turned off to prevent short circuits when connecting the lighting cables.
- 5. Step out of the vehicle and check that the hitching height is correct.
- 6. Reverse slowly until you hear the fifth wheel plate engage.
- 7. Inspect the fifth wheel plate.
- 8. Install all air ducts and cables.
- 9. Also install the ABS cable and accessory connector if present, for optimal function of the brake system.
- 10. Raise the support legs.
- 11. Switch on the lights and check that everything is working.
- 12. Check hoses, covers, tyres (pressure and state), tipping cable and wheel nuts.
- 13. Put the trailer air suspension in driving mode.
- 14. Check that all necessary documents are present, such as CMR, weigh slips, cleaning certificates, delivery note and sample jars. Take these with you in the cabin. Check that these documents match the container or trailer number.
- 15. If possible, also verify the presence and condition of any hoses, couplings, unloading elbows and seals.

- 16. Inspect for any damage and report them via the on-board computer before the trip using a default message 'Damages'. In case of damage, take photos and forward them to the planning department.
- 17. Before departing, make sure you have filled in all necessary details in the tasks list on your on-board computer or in the app.

A semi-trailer may still appear to be on the brakes, despite air rotation and while all connections are in place. If so, check whether the trailer's parking brake (left button, red) is stuck.

In winter, it may be necessary to disconnect the hoses and press the black button again.



Uncoupling - empty loading unit

- 1. Upon arrival, activate the task in the Trimble on-board computer.
- 2. Park the trailer straight in the designated parking space, including at the customer's premises or at a car park along the way.
- 3. Put the paperwork in the document tube or box and ensure they don't get dirty. Use a plastic bag or cover, for example.
- 4. Disconnect the hoses and cables. Immediately hang them up with the covers of the air hoses closed.
- 5. Release the trailer from the brake by pressing the black button.
- 6. Lower the support legs to the ground.
- 7. Place the wheel chocks (if present on the trailer or chassis).
- 8. Reapply the brake on the trailer through the red button. Only do so on a slope, otherwise never!
- 9. Unlock the fifth wheel plate.
- 10. Lower the truck's air suspension until it creates space, and the truck detaches from the trailer.
- 11. Manoeuvre the truck forwards without accelerating until you hear the click (releasing the fifth wheel plate).
- 12. Drive farther forwards and lower the truck's air suspension more.
- 13. When you are completely separated from the trailer, return the truck's air suspension to the driving mode.
- 14. Complete the administrative tasks in the on-board computer or in the app.

Uncoupling - loaded loading unit

- 1. Park the trailer straight in the designated parking space, including at the customer's premises or at a car park along the way.
- 2. Complete the administrative tasks in the on-board computer or in the app.
- 3. Put the paperwork in the document tube or box and ensure they don't get dirty. Use a plastic bag or cover, for example.
- 4. Disconnect the hoses and cables. Immediately hang them up with the covers of the air hoses closed.
- 5. Place the wheel chocks (if present on the trailer or chassis).
- 6. Press the black button to release the brake.
- 7. Lower the trailer air suspension.
- 8. Lower the support legs.
- 9. Unlock the fifth wheel plate.
- 10. Lower the truck's air suspension until it creates space, and the truck detaches from the trailer.
- 11. Manoeuvre the truck forwards without accelerating until you hear the click (releasing the fifth wheel plate).
- 12. Drive farther forwards and lower the truck's air suspension more.
- 13. When you are completely separated from the trailer, return the truck's air suspension to the driving mode.



Be careful not to simply uncouple a defective trailer and prevent leaving your next colleague from dealing with the problems!





Parking in Veghel, Doornhoek.

		OFFICE SILO DRY BULK
Image: Wind State Image: Wind State <td>Prohibited access for unauthoritied persons</td> <td>LIQUID CHEMICAL</td>	Prohibited access for unauthoritied persons	LIQUID CHEMICAL
REATING POINTS TRUCK PARKING TRUCK PARKING		LIQUID FOOD
UNITY UNITY CONTRICTS	⊗ ♠	HEATING POINTS TRUCK PARKING
CALAMIES CALAMIES THE SUPPLY CHANGER IN BULK	Open fire furbidden Use the course rack	CAR PARKING
	CALAMPTES Oeis 207 207	THE SUPPLY CHANGER IN BULK

There are designated spaces for single trucks and uncoupled trailers or combinations. For liquid bulk, always park so that two chassis can fit in one space. Cars should be parked in the designated spaces behind the guardrail.

Parking in Europoort

Dintelweg 87, Haven (Port) 6211

There is very limited parking space here. It is not permitted to park outside the designated spaces, in the street, or to uncouple trailers/chassis on the street. Overnight parking is also not permitted.

Parking in Kranenburg, Im Hammereisen



Parking in Erp

Other than the car park behind the workshop, parking is not allowed in Erp.

Parking the truck along the way

When planning your drive, ensure you have an idea of the best place to park. While parking, several points are important. Before leaving, run through the mandatory checklist.

- Leave your truck unattended as rarely as possible.
- Try to park along a busy road, preferably in a busy and/or guarded car park and in a well-lit, visible spot.
- Park your truck where you can keep a good view on the vehicle when you are not in the immediate vicinity.
- Park your truck in a way the minimises the risk of damage. For example, not at the front but a bit further back so a colleague is unlikely to hit your cabin.
- Lock your truck properly, switch on the alarm system and check that all windows and doors are closed properly.
- Always take your valuables, documents, and passes with you.
- Upon returning to your truck, and in the morning before departure, check for any signs of break-ins or damage that was not there previously. Check seals, twist locks and fifth wheel plate.
- Look around carefully for any suspicious people or things; people who have no business being in a car park or display suspicious behaviour.



Cleaning process Dry Bulk

Cleaning at home and on the road

In our world of silo and tank transport, we transport our customers' products without packaging. In fact, our tank is the product's packaging. Our tank, hoses and couplings come into direct contact with the product. This is precisely why it is important that these items are all immaculately clean when loading at our customers' premises.

Prior to the cleaning, your planner will:

- book the cleaning.
- schedule the cleaning station.
- report what previous load(s) have been carried in the tank.
- report any special cleaning requirements (specific cleaning requirements are often demanded and may vary from one customer to another).



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Important points to consider in the cleaning process:

- Wear the essential PPEs depending on the activities.
- Before loosening anything make sure there is no pressure on the tank.
- When opening the loading unit, remember the risks. Such as the presence of gases (nitrogen, etc.). Be aware of the presence of yellow seals.



- Check before driving for rest load. Report its presence to the cleaning station and planner.
- Remove nitrogen warning stickers. After cleaning these should be off.
- Take extra care with ADR/hazardous substances due to the presence of hazardous residual products such as gasses.
- Be aware of specific hazards in a cleaning:
 - (Aggressive) cleaning agents, hot water, steam, etc. are used for cleaning.
 - You can get in range of a lance pistol.
 - There is a risk of slipping or falling caused by water and product residue on the floor.
- When signing in, you should be able to discuss the cleaning information on your Trimble on-board computer or app so you can verify the booking for cleaning.
- Ensure all bolds from the man lids are loosened, all blind caps, vent valves, blind cap of the vacuum valve and other couplings are loose, and that hoses are hanging out of the hose tube (do not remove the blind caps), so they can be cleaned.
- Remove all used couplings and other fittings out of the boxes and tubes.
- In cases where it is remaining in the cleaning hall during the cleaning is prohibited, or if the cleaning has been completed before you arrive to pick up the concerned trailer or container, you must check everything within your possibilities. It is not possible to check everything if said container has already been sealed.

After cleaning:

- Always allow the moisture in the load unit to evaporate after cleaning to avoid condensation, especially in colder outdoor temperatures by opening the air-release valve
- Ensure you have checked everything before leaving the cleaning station's grounds and dry our air-lines with the compressor.
 - Complete a **thorough visual inspection**. Start at the top front of the tank or silo and work your way backwards.

Once you have signed the cleaning certificate, the cleaning station assumes you have accepted the cleaning and there is no opportunity to rescind this.

Proceed to check the following:

- The back and the spouts if these are found on the side.
- The air valves for residual water
- When a silo trailer is concerned: the air manifold block and on-way valves.
- The hoses and hose tubes.
- The separate couplings and other fittings.
- That the storage boxes are clean and dry.
- The seals if you have not sealed the load unit yourself.
- If the load unit's data has been correctly stated on the cleaning certificate.
- That all seal numbers are listed on the cleaning certificate, including those that have been issued in excess. All seals that were issued must be affixed to the load unit.
- If the previous loads have been correctly stated on the cleaning certificate, in accordance with those that you received from your planner. An incorrect description of the previous products can lead to a rejection of the tank at the loading address.
- Whether all actions have been stated on the cleaning certificate by means of the EFTCO codes on the back of the certificate.
 - If this code is not stated, the work has not been carried out and will usually lead to rejection by the loading address.



- 1. Load unit data
- (tank/silo/container number)
- 2. Nature of the product
 - (food/non-food/chemical)
- 3. Previous load
- 4. Cleaning procedures
- 5. Extra services
- 6. Previous loads
- 7. Seal numbers
- 8. Date, time, in/out
- 9. Signature (Cleaner/cleaning station)

Checks and inspections

- Check if the tank is depressurized before you start and make sure the airrelease valve is open.
 - Especially the hoses, unloading elbow, and the one-way valve should be checked especially, as product is often still found in the one-way valve, as well as the vacuum valve.
- Manually clean and inspect unloading bottom, metal livebottom or ring, unloading elbow, product valve and oneway valves on the bottom and the unloading elbow.



• Ensure that no water remains in the air lines or the hoses.



 Clean the couplings and coupling chest as well as the couplings and coupling chest of the truck.



- Always inspect the silo/silo container's cleanliness and if it is dry after cleaning.
- Before putting back the blind caps and closing the lids, check if all the gaskets are in the proper place, dry, and clean.

- If the silo must be sealed, this must be done with the T.I.R. cable that should be crossed over and passed through all covers, caps, air vents and release valves. (Please refer to the procedure sealing the silo.)
- When in doubt, always seal or get in touch with planning.
- Always leave the vent open after cleaning so that the silo cannot create a vacuum during the cooling process. Use the insect filter to prevent insects from getting into the silo.

Checklist after cleaning – check the following:

- Is the silo properly clean on the inside? Pay attention to the underside of lids and manholes in particular.
- Gaskets and lids are clean and on the right sheet.
- Lids are tight.
- The vent is open.





 Couplings and unloading elbow are stored in clean state. Also check the functioning and cleanliness of the one-way valve on the unloading elbow.





- Hoses cleaned and dry, blind caps installed.
- Hose tubes are cleaned.

- Hose tubes sealed at both ends.
- All seal numbers are stated on the cleaning certificate.
- You received multiple copies of the cleaning certificate.
- Sealing according to the procedure Sealing the Silo

Cleaning process Liquid Bulk

Cleaning at home & on the road

In our world of silo and tank transport, we transport our customers' products without packaging. In fact, our tank is the product's packaging. Our tank, hoses and couplings come into direct contact with the product. This is precisely why it is important that these items are all immaculately clean when loading at our customers' premises.

Prior to the cleaning, your planner will:

- book the cleaning.
- schedule the cleaning station.
- report what previous load(s) have been carried in the tank.
- report any special cleaning requirements (specific cleaning requirements are often demanded and may vary from one customer to another).



Important points to consider in the cleaning process:

- Wear the required PPE's, depending on the work.
- Before loosening anything make sure there is no pressure on the tank.
- Beware of the risks when opening the load unit, such as the presence of gasses like carbonic acid, nitrogen.
- Note the presence of green or yellow seals.



- Check for residual product in the tank; report this to the cleaning station and the planner if necessary.
- Remove warning labels for nitrogen. These must have been removed after cleaning.
- Take extra caution with ADR/hazardous substances due to hazardous residual products such as gases, etc.
- Be aware of specific hazards in a cleaning:
 - (Aggressive) cleaning agents, hot water, steam, etc. are used for cleaning.
 - You can get in range of a lance pistol.
 - There is a high risk of slipping or falling caused by water and product residue on the floor.
- When signing in, you should be able to discuss the cleaning information on your Trimble on-board computer or app so you can verify the booking for cleaning.
- Ensure all bolds on the covers are loosened, all blind caps also from airlines and other couplings are loose, and that hoses are hanging out of the hose tube (do not remove the blind caps), so they can be cleaned.
- Remove all used couplings and other fittings out of the boxes and tubes.
- In cases where it is remaining in the cleaning hall during the cleaning is prohibited, or if the cleaning has been completed before you arrive to pick up the concerned trailer or container, you must check everything within your possibilities. For example, it is not possible to check everything if said container has already been sealed.

After cleaning:

• Always allow the moisture in the load unit to evaporate after cleaning to avoid condensation, especially in colder outdoor temperatures.

- Ensure you have checked everything before leaving the cleaning station's grounds.
 - Complete a **thorough visual inspection**. Start at the top front of the tank or silo and work your way backward.

Once you have signed the cleaning certificate, the cleaning station assumes you have accepted the cleaning and there is no opportunity to rescind this.

Proceed to check the following:

- The back and the spouts if these are found on the side.
- The air lines for residual water.
- The hoses and hose tubes.
- The separate couplings and other fittings.
- That the storage boxes are clean and dry.
- The seals if you have not sealed the load unit yourself.
- If the load unit's data has been correctly stated on the cleaning certificate.
- That all seal numbers are listed on the cleaning certificate, including those that have been issued in excess. All seals that were issued must be used for to the load unit.
- If the previous loads have been correctly stated on the cleaning certificate (as received from your planner). An incorrect description of the previous products can lead to a rejection of the tank at the loading address.
- Whether all actions have been stated on the cleaning certificate by means of the EFTCO codes on the back of the certificate.
 - If this code is not stated, the work has not been carried out and will usually lead to rejection by the loading address.



1. Load unit data (tank/silo/container

number)

- 2. Nature of the product (food/nonfood/chemical)
- 3. Previous load
- Cleaning procedures
- 4. Cleaning procedures
- 5. Extra services
- 6. Previous loads
- 7. Seal numbers
- 8. Date, time, in/out
- 9. Signature (Cleaner/cleaning station)

Checks and inspections

- Check if the tank is depressurized before you start.
- make sure the air line is is open.
- · Open all dome lids: loosen the bolds, but leave the lids closed. These will be opened by cleaning staff (Chances are the tank may be too tall when vou drive it inside).
- Ensure all blind caps, hoses and other couplings are separated or hanging. out of the hose tubes, so that they can be cleaned.
- Offer the couplings and coupling chest for cleaning as well.
- The pump is opened by the cleaning staff in the cleaning station to prevent a spill. Make sure the pump is turning slowly throughout the cleaning as this is the only way to get the pump properly clean.
- Leave the bottom valve(s) and unloading valves closed, these are opened by the staff of the cleaning station to prevent spillage.
- Always clean and the air line.
- Make sure no water remains in the air line.

After cleaning

- Check the tank's cleanliness and if it is dry.
 - In some cases, it is permitted for the tank to remain wet/after cleaning. A couple of examples are:



Orange concentrate







Milk

- In some cases, it is desirable for a certain amount of rinse-water to remain in the tank after cleaning because this water must be analysed at the loading address.
 - These instructions must always be provided by your planner.
- Before putting back the blind caps and closing the lids, check if all the gaskets are in the proper place, dry, and clean:
 - Make sure to check that there are no remnants/dirt under the gasket(s).
 - Leave 1 lid per chamber slightly open.
 - Close the manhole on 1 side, do not put the bolds down on the gaskets.
 - In cases where the tank must be closed and sealed, the method above cannot be used. In these cases, check that the vacuum valve is functioning to prevent a vacuum in the tank.
 - Seal the tank after cleaning.
 - Seal according to the Sealing procedure (See 'Procedure Sealing Tank').
Checklist tank – check the following:

- Make sure the air line is open at the end of the cleaning.
- Bottom valves are closed until right before the cleaning until the end of the cleaning.
- The inside of the tank is properly clean.
- After cleaning, all vacuum valves, sample taps, blind caps, airline components that may come loose are closed.
- Drip trays are clean.
- gaskets/lids are properly clean and in the right place.
- the pump has been properly cleaned.
- The bottom valve(s) have been closed properly after cleaning.
- Couplings have been properly cleaned and stowed away.
- Hoses have been properly cleaned and maybe dry stowed away.
- If the hose tubes are sealed at both ends.
- All seal numbers have been stated on the cleaning certificate.

Chapter 28



Sealing silo

Each possible entry to the silo must be sealed to avoid contamination.

Sealing must occur in the following situations:

- After cleaning.
- After loading.
- After unloading in cases of dedicated transport.
- After unloading with nitrogen (yellow N2 seals).

Be mindful of:

- Always adhere to the same routine when sealing so you do not forget any sealing points.
- Take your time to determine all seal points so you are sure of how many seals you need.
- Request an extra seal to be safe in case you made a mistake in counting the sealing points. All freight documents must be redrafted if you need go back to ask for an extra seal.
- Put seals in numerical order so seal numbers can easily be verified during a check at the loading or unloading address.
- Always verify that the numbers on the seals match those on the CMR or cleaning certificate. All seals stated on the documents must also be attached to the load unit. If this is not the case, the load unit will be rejected which can have major financial repercussions.
- Note: only remove seals in the presence and by order of the customer, all removed seals should be handed over to the customer or left in a

Under no circumstances should seals be thrown on the ground or left on the load unit. Seals are regularly found in the cargo unit; this is a contamination incident and will lead to rejection of the load unit or the product itself.

Most customers use plastic seals, but some customers use steel seals. Van den Bosch has therefore added cutters to all drivers' coupling sets to ensure the proper removal of these seals without damaging the material.

A disagreement between customer and driver is resolved in negotiation. If this does not work, do not continue discussions with the customer, but contact your planner. Do not leave, because then you, the driver, will be held responsible for causing the problem.

Dedicated transport: Arrange for at least one copy of the previous CMR with the note that the tank may be reused for the same product (without cleaning). All new seal numbers must be provided and attached.

Always loop all seals completely through and tighten them as much as possible. This is done in connection with re-use monitoring.

Note: When inspecting and removing plastic seals, always check that the thin tip is still attached to the seal. If the seal has been shortened then this may indicate fraud or a 'break-in', where the seal has then been cut and reattached. Therefore, seals should be tightened as much as possible.



Seal has been shortened



Seal not tightened properly.

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Sealing silo trailer and silo container with TIR cable

• The TIR cable must have the attachment loop on both sides and the rubber sleeve must not be damaged. If this is not the case, report this to the 'garage' immediately through the on-board computer. The planner, as well as Fleet Management, will receive the message.



- The TIR cable should always be fully unwound from the storage spool. Never leave several twists in place.
- The beginning and end of the TIR cable must be fitted with a seal through the TIR loop, even if the TIR cable is attached with a steel wire.
- The TIR cable is always under tension between the various sealing points.
 If the cable has too much slack, there is a risk that an access point to the silo can be opened without breaking the seal. This is improper sealing.
- If the TIR cable is too long, pull it through a couple of sealing points several times at the end of sealing until the cable is tight and used up completely. If you really have a lot of cable left, report this as then the TIR cable should be shortened as soon as possible. Possibly the original TIR cable broke and was replaced with a TIR cable from a curtain trailer, for example.
- If your TIR cable is on the short side, check the order of sealing. If the TIR cable really is too short, you can skip points that can be sealed separately and seal those with a separate seal.
- If a sealing point has two rings, a seal is used.
- Never tug on the TIR cable to break the seals; always use your cutter.



Тор

The cable is all the way off the spool and the fastening loop must be sealed to the spool. The cable passes through the vacuum valve (tighten the lid firmly) and through the non-return valve of the top air duct, then diagonally through the rings of the manhole cover swivels.



Тор

The TIR cable should be pulled diagonally through the swivels and the Storz blind caps should also be incorporated. Make sure the blind caps are tightened firmly with a Silo wrench/ABC spanner. Therefore, make sure to bring that wrench/spanner with you when you climb on top of the silo.



Тор

At the rear, simply 'run' the cable towards the valve of the upper air line. This prevents damage to the TIR cable.



The TIR cable is threaded through the rings on the back of the load unit and then through the rings of all bolds of the outlet box and through the rings of the transport hose. Finishing at the sealing point of the outlet box with a seal. The outlet box (if present) is sealed on both sides.



Sealing air distribution unit without a TIR cable. Most air distribution blocks have seal points with two rings. Therefore, a seal is used for each sealing point.



Sealing air distribution unit with a TIR cable. Both ends of this TIR cable should be secured to one another with a seal. The seal is applied through both loops of the TIR cable.



Air distribution unit without sealing points. This is only found in the chemical sector.



Miscellaneous

- Hose tubes (many hose tubes are accessible from both sides and are therefore sealed on both sides.
- Air duct (all couplings and blind caps).
- Hose tube compressor hose.
- Storage box for unloading elbow.

The following pages show the procedure for sealing a silo container: a good scenario and a bad scenario.

Proper sealing of a silo container





Ensure the vacuum valve is completely tightened.



- Unwind the TIR cable completely. (An example of what could go wrong if you don't is given later).
- Start with the front manhole cover. Then work 'diagonally'.
- Seal the vacuum valve.
- Seal the air inlet.
- Seal the connection between the hose and the air.



Run the TIR cable through the air hose connection to the air line and through the second manhole cover.



- Seal the 'storz' caps when you encounter them. Make sure the 'storz' blind caps are fully tightened with the silo wrench.
- Ensure the TIR cable is always taut.



- The TIR cable is ran through the manhole covers diagonally.
- Also seal the vent.
- Ensure the TIR cable is always pulled tightly.



• Seal the connection of the upper air line.

• Do not run the TIR cable over the container, instead use the opening of the upper air line.



Seal the connection of the upper air line.
Seal the blind cap on the air line.



- Seal all bolts of the unloading bottom that can be sealed.
- Seal the blind cap of the air agitator connection.
- Seal the outlet box on both sides.

Notes

Sealing points may be different on different containers. Use common sense. Do not skip sealing points, always use the same routine. 'Read' the container. If there is no outlet box on the container, do not forget to seal the butterfly valve and the blind cap of the outlet.

The following are some examples of improper sealing.



Vacuum valve not sealed.





Air inlet not sealed. Connection of air inlet to air hose not sealed.





Connection of air hose to air line not sealed.









- Manhole cover not properly sealed. Knot in the TIR cable.
- .

•



Air vent not sealed.

.



- Air line not sealed.
 - TIR cable on the outside of the crossbeam: high risk of damage to the TIR cable.



- Always unwind the TIR cable off the spool completely.
- If you don't, there is a high risk of someone opening a manhole cover or 'storz' connection without breaking the end seal. This is the same risk as when not tightening the TIR cable properly.

Chapter 29



Sealing tank

Each possible entry to the silo must be sealed to avoid contamination.

Sealing must occur in the following situations:

- After cleaning.
- After loading.
- After unloading in cases of dedicated transport.
- After unloading with nitrogen (yellow N2 seals).



- Always adhere to the same routine when sealing so you do not forget any sealing points.
- Take your time to determine all seal points so you are sure of how many seals you need.
- Request an extra seal to be safe in case you made a mistake in counting the sealing points. All freight documents must be redrafted if you need go back to ask for an extra seal.
- Put seals in numerical order so seal numbers can easily be verified during a check at the loading or unloading address.
- Always verify that the numbers on the seals match those on the CMR or cleaning certificate. All seals stated on the documents must also be attached to the load unit. If this is not the case, the load unit will be rejected which can have major financial repercussions.



Only remove seals in the presence of- and by order of the customer. All removed seals should be handed over to the customer or left in a designated place as instructed. Under no circumstances should seals be thrown on the ground or left on the load unit. Seals are regularly found in the cargo unit; this is a contamination incident and will lead to rejection of the load unit or the product itself.

Most customers use plastic seals, but some customers use steel seals. Van den Bosch has therefore added cutters to all drivers' coupling sets to ensure the proper removal of these seals without damaging the material.

A disagreement between customer and driver is resolved in negotiation. If this does not work, do not continue discussions with the customer, but contact your planner. Do not leave, because then you, the driver, will be held responsible for causing the problem.

Dedicated transport: Arrange for at least one copy of the previous CMR with the note that the tank may be reused for the same product (without cleaning). All new seal numbers must be provided and attached.

When sealing, always loop all seals completely through and tighten them as much as possible. This is done in connection with re-use monitoring.

Note: When inspecting and removing plastic seals, always check that the thin tip is still attached to the seal. If the seal has been shortened then this may indicate fraud or a 'break-in', where the seal has then been cut and reattached. Therefore, seals should be tightened as much as possible.

See the next page for examples.



Seal shortened.

Seal not tightened properly.

Sealing plan

A sealing plan exists for a large number of food tanks. Consult your planner about this. If the client works with sealing plans, the driver will be given the number of seals specified on the sealing plan.

Note: anything that can be loosened or opened without the use of special tools is vulnerable to improper use or deliberate contamination of the load. Please bear this in mind.

Sealing a tank container

A tank container can be sealed using:

- Separate seals.
- A TIR cable.

Sealing with separate seals

- Use the required PPE.
- Determine the quantity of seals.
- Ensure all seal numbers are on the documents (CMR, Cleaning document).
- Establish a sealing routine.
- Ensure the tank is steamed out fully after dry steaming in cleaning.
- Ensure that all entrances to the tank are sealed, manhole covers, air duct, outlet, boxes.
- Attach seals in numerical order.



Manhole covers



Sealing pin for manhole cover

1 4 8



Milk couplings on the air line





2" BSP blind cap on air duct



Ground control air line



Product valve and 3" BSP blind cap on outlet Sealing outlet box on both sides





Storage box for adapter outlet 150 mm



Milk coupling to 3" BSP

Sealing using a TIR cable:

• The TIR cable must have the attachment loop on both sides and the rubber sleeve must not be damaged. If this is not the case, or if the TIR cable is too short or too long, report this to the 'garage' through the on-board computer. The planner, as well as Fleet Management, will be notified.



'Messages' menu in the Trimble on-board computer.

 The beginning and end of the TIR cable must be sealed through the TIR eye, even if the TIR cable is secured with a steel cable.



• The TIR cable is always taut. Too much slack risks that an access point to the tank can be opened without breaking the seal. This is improper sealing.

- Always use all rings designated for guiding the TIR cable. The length of the TIR cable is designed for this purpose.
 - If the TIR cable is too short, skip points that can be sealed separately and seal those with a separate seal.
 - If a sealing point has two rings, a seal is used.
 - Never tug on the TIR cable to break the seals; always use your cutter.



TIR cable passing through outlet blind cap BSP 3" loose.



TIR cable sealed to butterfly valve, blind cap sealed



TIR cable attached to external outlet box





TIR cable running through all rings.

Chapter 30

Safety during loading and unloading

Loading and unloading are among the most important procedures. Safety is essential during loading and unloading. Rushing is dangerous; a mistake is easily made. Be aware of risks and try preventing them as much as possible. This way, you can prevent endangering yourself and others. Continuously question what you are doing and whether the way you are doing it is wise. Below are several things to bear in mind when loading and unloading:

- Beware of the customer's safety requirements and adhere to these.
- Always make a plan with the customer regarding procedures when loading/unloading.
- Always wear the PPE required by the customer.
- Use your harness, line and the fall protection when on top of the trailer/container.
- Use all steps and handles provided on the container or trailer.
- Ensure that your shoe soles are clean, so you do not slip.
- Close the truck's windows and doors.
- Know the product's properties. This may be important when loading/unloading and when taking samples.
- Sampling is only done if instructions and/or training on this are provided by the customer. With ADR and nitrogen this is not permitted. In theory, taking a sample is the customer's responsibility, but in practice it is often assigned to the driver.
- Do not keep the sample in your cabin; keep it in a sealed equipment cabinet.
- Store cargo documents in an unsealed location on the cargo unit. For a silo trailer in the tipping box, for a tank trailer in the heating box and for a container in the document box.
- Always ensure proper grounding when loading and unloading.
- Never use a wrong or damaged hose, it may loosen or tear. For dry bulk, check the thickness of the customer's hose, it could be worn through from frequent unloading.

Safe working at height

Legally, working at height applies if the height is at least 2.5 metres. This does not always hold up in transport: our customers have regulations where over 1.2 metres already qualifies as working at height. Make sure you are well informed about the regulations that are in force before you start.

Are you about to work at height? Apply the following rules to create a safe situation:

- Use a loading/unloading platform if available on the customer's premises. This often includes full perimeter guardrails eliminating the danger of falling. Always use this together with your harness and safety line.
- If there is a loading/unloading platform but no guard rails, the use of the harness is mandatory. Additionally, use your own guardrail if possible,
- Ensure the inspection date of your harness and line have not expired (valid for 1 year).
- Make sure the harness is properly fitted to your body.
 It is always preferred to attach your harness with an overhead connection.
- If no loading/unloading platform is available, at least use the handrail on your tank/silo. This can potentially be combined with attaching your harness to an attachment point (anchor point) or a steel cable on the silo container.
- If you have no loading/unloading platform, no handrail, and no ability to line up (above your head or at foot height), then you cannot work safely at height. If so, get in touch with your planner immediately to discuss this issue.











Working with nitrogen

Nitrogen (N2) is a colourless and odourless gas that is all around us. About 78% of the air consists of nitrogen. Nitrogen gas is used in bulk transport to guarantee quality of food products. Nitrogen gas is inert, meaning it does not chemically react with the product. This preserves freshness, prevents oxidation and the growth of aerobic bacteria.

Nitrogen gas is a heavy gas which displaces oxygen. It therefore stays behind in the tank. Failing to warn about the use of nitrogen can pose major risks to anyone involved in loading, unloading, cleaning, or repairing the loading unit. Breathing in can lead to loss of consciousness, in the worst case resulting in death.

Be extra alert at loading and unloading sites

Although we demand that our business partners inform us about use of nitrogen and taking necessary precautions, in practice this does not always happen. Always be alert, make sure you never inhale the compressed air. Consult the customer if you are not sure and report it immediately. Your planner should make proper preparations, including coordinating with the customer, updating the information in our system, and reporting it on the booking for cleaning.

Nitrogen when loading and unloading

After loading, a nitrogen blanket is essentially placed 'over the product' via the air pipe. Usually, this nitrogen blanket is added by a loading address employee, but as a driver, you may have to do this yourself. The planning department has a procedure/method for this. If you need to do this for the first time, it is possible to receive on-the-job training as well as instruction on the procedure/method.



Nitrogen is also used as an aid in pressurised unloading. In dry bulk, nitrogen is occasionally used to prevent static electricity, for example, during unloading of plastics.

Use nitrogen seals and stickers

Do you establish that nitrogen is used in loading or unloading? If so, always take the necessary precautions to warn others and thereby avoid dangerous situations. Precautions include applying:

- Nitrogen seal/sticker on the dome lids.
- Nitrogen seal/sticker at the outlet.
- Nitrogen seal on the air hose and/or ground control.
- write date and time on the sticker and clean the surface before applying the sticker to ensure it adheres well.





- The loading/unloading site is responsible for providing the correct stickers/seals. Nevertheless, it is wise to carry these yourself or pick them up on the road in advance.
- To avoid confusion, the warning stickers should be removed after cleaning.



Loading and unloading silo

Loading

- Use your personal protective equipment.
- Wear a reflective vest or jacket.
- Report to the doormen and have all necessary information, such as reference numbers, at hand.
- Follow the instructions of the on-site staff.
- Show the cleaning certificate upon request. You will often have to hand over one copy. Be sure to have several copies; a cleaning certificate should also be attached to the waybill.
- Always to position the truck properly on the weighbridge and that you weigh in and out in the same way. So, when uncoupling, always weigh only the load unit.
- Before you start: ensure that the silo or any part of it is not under pressure.
- If a seal is present, do not break them without the presence of the consignor.
- If the shipper gives permission to remove the seals from the cleaning, remove them all and then replace all seals with seals you receive from the customer after loading.
- Discard the broken seals all properly in a suitable bin.
- Check that the silo (container) is 100% clean and dry.
- Check that the airline and air distributor are clean and dry.
- Check that the unloading bottom is closed properly and evenly. Check that the bolds are tight using the correct tools. Do not over-tighten the toggles, they must be able to be loosened.
- Take a close look to ensure that the unloading bottom is evenly tightened. Make sure the agitator ring is fitted. The absence of the agitator ring increases the risk of leaks and more residual load.
WRONG



The unloading bottom is tightened unevenly. Rubber on rubber, so the agitator ring is missing.



The unloading bottom is evenly tightened, and the agitator ring is fitted.

- Make sure the product valve is closed and the blind cap is fitted. Keep windows and doors closed.
- If you must load inside a hall, always make sure the air circulation is set to "circulate within cabin", to avoid sucking in dust. Turn off the heater completely. Sucking in dust into the cabin will clog the air filter. Ensure you are positioned near the correct loading pipe. Always have someone on staff verify this.
- Check if grounding is used during loading. This is always recommended.
- When working on top of the silo, consider the rules for working at height (see 'safety during loading and unloading').
- Do not open the manhole cover until you are positioned under the loading station.
- Only open the manhole cover used for loading.

- Ensure no items such as pens, Bluetooth earbuds or mobile phones can fall into the tank at any time. Never put loose items in your pocket.
- Loading can be done by top loading or blasting through the manhole cover. In isolated cases, loading is done through the storz-filler caps on top of the silo.
- Pay attention to venting: due to dust and pressure build-up, the silo must be able to release the air, to prevent pressure build-up from occurring.
- Do not let too much product pass through the manhole. The manhole could overflow and/or product could be left behind in the loading chute.
- Clean up spilt product immediately and completely. Make sure no product is left anywhere on your truck and clean up the customer's premises under- and next to your truck completely. NEVER throw it back into the loading unit; that would be a contamination incident.
- If there has been a large product spill, report this to the loading/unloading site and your planner.



- Ensure a good weight distribution:
 - Good weight distribution ensures axle pressure on the truck as well as the trailer. The rear may be loaded a little heavier (40-60).
 - For example, use the second cover from the front and second from the back.
 - Of course, loading may also be done 50-50. In this case, use the third cover from the front and the second from the back.
 - The combination will usually be loaded to its maximum permitted weight. This means paying close attention to the axle load.
 - The maximum axle loads can be found on the registration documents of both the truck and the trailer.



If there is a pressure gauge on the truck's or semi-trailer's driving axle near the controls of the air suspension, this provides drivers with an indication of the weight on that axle. However, there are no fixed values for this, and it varies per (make of) truck or trailer.

- Sampling of the product is the customer's responsibility. If requested by the customer, sampling will be carried out according to the customer's instructions. This must be reported to the planner.
- Ensure that all rubber gaskets are properly in place before closing the lids.
- Make sure the lid is level and exactly centred before cross-tightening it by hand. Do not kick the swivels.
- After loading, check for defects, leaks, and breakages and ensure that your equipment is complete.
- Check whether the twist locks need to be tightened. This is often the case due to the weight in the container.
- Seal the loading unit.
- Always put the handrail down immediately.
- Fill in the CMR in full; check the seal numbers.

Make sure everything is properly sealed after loading. Leave the vent open to prevent condensation. Make sure the insect filter is in place when transporting sweeteners.

Unloading

- Check that all documents are present and correct.
- If documents are missing or incorrect, or if in doubt, contact your planner.
- Report to the porter and present the consignment note.
- Use your personal protective equipment and wear a reflective vest or jacket.
- Follow the instructions of the on-site staff (weighing and sampling).
- Sampling of the product is the customer's responsibility. If requested by the customer, sampling will be carried out according to the customer's instructions. This must be reported to the planner.
- Position the truck on the weighbridge properly (full as well as empty).
- Never remove seals yourself: always by instruction of the consignee and in their presence.
- Ask the one assigning the unloading point to write this exact number on the CMR and sign it. If nobody is present or does not agree to sign, contact your planner; an error is more costly than waiting.

Unloading - supervisor hereby orders to unload the above mentioned product in:

SILO:

SIGNATURE:

Unloading – supervisor hereby signs for giving the order to unload the product in the above mentioned silo and also accounts for giving the driver an instruction which is clear and is not liable for more than one interpretation.

Preparing for unloading



- Always try to unload "clockwise", unloading anti-clockwise may cause the unloading hose to be unscrewed by the tipping process.
- Check that all hoses, couplings, unloading elbow and air distribution block are clean and dry.
- Before working with the silo (container): verify that the silo or any part of it is not under any pressure.
- Is the unloading bottom evenly cross-locked, properly tightened, and is the rubber in its proper place.
- Are the manholes properly closed and tightened?
- Are all hoses and couplings properly attached and where possible secured against loosening with clamping bands or other securing measures?



Never let the support legs stand on a grate.

 Always secure the unloading hose, including the side of the customer's silo.



- Some unloading addresses require the use of pressure from the factory. In this case, this air is used instead of your own compressor on the truck.
- Note that some companies use nitrogen (N2). Verify if this is the case. If in doubt, ask. If you do not get a clear answer from the customer, ask the planning department. Never enter the container after unloading, this is extremely dangerous.
- After unloading with nitrogen always seal with yellow nitrogen seals.

- When unloading with factory air, keep the engine running during tipping due to the power consumption of the tipper.
- If you do not need to tip, switch off the tipping engine.
- Always check that the twist locks are tight before tipping with a silo container.
- Turn on the air suspension remote control and put it in drive mode.
- Do not tip the silo (container) higher than necessary. Many products do not require tipping fully or don't need it until the tank is almost empty.
- In case of strong winds (6 Beaufort or higher) stop unloading and lower the tank. Proceed to consult your planner.
- Never drive with a tipped silo (container). The tipping cylinder can only hold the weight of a full silo when at a standstill. The risk of tipping over is enormous. Tipping is only permitted if the trailer/tipping chassis is stabilised with the support legs.
- Always stay with your truck during unloading, so you can intervene if something goes wrong.
- Keep an eye on the pressure gauge. If pressure doesn't rise there is probably a leak.

Caution: if a silo (container) leaks through one of the manhole covers, never tighten it while it is under pressure.

- first stop the compressor.
- lower the silo.
- release all pressure.
- loosen the toggles, but don't remove them.
- move the manhole cover to check if there is still pressure.
- Then remove the bolds.
- open the manhole cover.
- check the gasket, replace if necessary.
- close the manhole cover and cross-lock the bolds.



Unloading methods for different product groups

Unloading methods for different product groups have been established to make the unloading process as effective and efficient as possible. These unloading methods are described in the following images.



Unloading Procedure Silo

Products: Plastics PVC powder, Granulate, PEI PET, PP

- 1. Pressure
- 2. Transport air
- 3. Tipping Cylinder

4. Vibrator air



Step1. Build up pressure by opening the upper airduct Max pressure 1 Bar.



Step 2. Open the transport air and open the unloading valve.



Step 3. When backend is empty start tipping further with use of transport air and upper air.

Products: Heavy minerals

5GU

Talc

Steamac



No use of vibrator air!

Unloading Procedure Silo

- 1. Tipping Cylinder
- 2. Pressure

2 GU

Lime

Stealim

3. Transport air

Chalk

Microcarb

Calcium Carbonate

4. Vibrator air



Step 1. Tipping maximum height



Step 2. Build up pressure by opening the upper airduct.

Also use air agitator from the start



Step 3. Open the transport air and open the unloading valve.



Step 4. Keep vibrator air half open during unloading process.

After unloading:

- Ensure the silo/container is completely empty before tidying up.
- Close the product valve.
- Turn off the compressor. The truck's engine can also be turned off now.
- Lower the silo (-container).
- Immediately remove the tipping plug and tidy up the cable.
- Slowly open the vent (avoid condense), consider the rules that apply on site. Sometimes venting is not permitted on the customer's site; enquire about this when entering the site.
- Only vent through the customer's silo if you have the customer's permission.
- Disconnect hoses only when you are sure that there is no pressure.
- Prevent product spillage when disconnecting the hose and unloading elbow. Try to collect the product that unexpectedly comes out in a bucket and dispose of everything in the designated waste bin.
- Return the trailer air suspension to the driving mode.
- Turn support legs all the way in/up.
- Remove the grounding cable and stow it away.
- Before leaving, walk around your truck and check that everything is tidy and in the correct place. Don't forget your tools.
- If venting is not permitted, take a weight difference of 20-30kg from the usual empty weight into account; pressurised air is not weightless.
- Make sure the CMR is signed off specifying unloaded weight, waiting and unloading times, as well as discrepancies in, for example, a difference in loaded and unloaded weight.
- Make sure the CMR is signed off at the bottom right of the CMR with no comments. If you do receive comments, always report this to planning when you are at the unloading site and wait for further instructions.

Tipping over a pit (free-fall unloading):



Tipping over a pit (free-fall unloading) is not risk-free. Please pay attention to the rules below:

- Lower the support legs and lower air suspension as you would when unloading normally with a compressor.
- Driving with a trailer in tipped position is not permitted.
- Check if the silo is under pressure.
- The unloading bottom must be unscrewed completely. Start with the top swivels and unscrew the bottom one last.
- Bear in mind that the product's weight can cause the unloading bottom to swing back when you unscrew the last swivel. Make sure you stand next to the unloading bottom and not behind or under it.
- Before tipping up, leave at least the front manhole cover open.
- If you don't do this, the tank will implode due to the vacuum created when the cargo slides down.
- If the product is stuck in the tank do not keep tipping; this will result in far too much product suddenly coming out at once. Instead, try using a shovel or long stick to loosen the product. Again, do not stand behind/under the tank, but to the side.
- Bear in mind that some of the product will end up on the bumper and chassis. Sweep up everything at the unloading address.
- If you are uncertain or think that tipping unloading cannot be done safely, do not do it and contact your planner.

Chapter 33

Clean sweep

Preventing plastic from being released into the environment is a mindset. Everyone, every sector of the industry - resin producers, transporters, bulk terminal operators or plastic processors - play a role in reducing pellets, flake, and powder leakage. It's the little things that count. They all add up when you consider the thousands of facilities in the industry and the frequency with which pellets, flakes, and powders are loaded and unloaded. Involvement of everyone in every company, from management to employees in the workplace, is essential for reducing plastics in the environment.



What can you do as a driver?

- Prevent spillage of plastic pellets and powders. Always follow instructions and check your vehicle and all attachments before, during and after loading/ unloading.
- In case of spillage, intervene immediately:
 - Stop loading/unloading immediately.
 - Report the problem to the company management and your planner.
 - Fix the cause and only then proceed.
- Clean up the spill quickly and effectively.
 - Clean the manholes, spouts, mudguards, bumper, chassis etc.
 - Clean up all spillage around the truck with brush and dustpan.
- Dispose of plastic granules and powders appropriately.
 - Ask the loading/unloading site where you can leave the spilled product.

Chapter 34

Loading and unloading tank

Things go wrong regularly during loading and unloading, occasionally with severe consequences. Success depends on knowledge and experience, but also on the driver's commitment.

Before loading:

- Always wear the required PPE's.
- Always wear a reflective vest when leaving the cabin, you stand out better this way.
- Sign in with the porter. Give loading references and ensure you are at the right address.
- If neutral loading is required, first refer to the Procedure for neutral loading and unloading (Driver's Handbook CM-07.04.01).
- Follow the instructions of on-site staff (signs, weighing and sampling).
- Break the seal only when instructed and in the presence of the consignor.
- Always to position the truck properly on the weighbridge and that you weigh in and out in the same way.
- Ensure you are positioned under the correct loading pipe. Always have someone on staff verify this and verify it on the CRM if necessary.
- Ensure the tank is 100% clean and dry (unless customer requirements allow otherwise).
- Only load without cleaning if instructed so by the planning department (e.g., for dedicated transport, or a similar product)
- If the tank is dirty, do not load. Instead, consult the planning department.
- Ensure everything on the tank is closed, except the air duct (if loading with a pump).
- Know the capacity of the various compartments, this is stated on the tank.

Always ensure no items such as pens, mobile phones, or Bluetooth earphones can drop into the tank during inspection or loading operations to prevent physical contamination. Make a habit of never putting loose items in your pockets.

- When working on top of the tank, the handrail should always be used. If working at height cannot be performed safely, contact the planning department immediately.
- Always use your fall protection.
- Check all drip trays to ensure that all taps are closed and that all toggles are properly tightened.
- Be aware if a heated product is to be loaded, in which case the tank should often be preheated. Always log the temperature of the product on the CMR (Driver Handbook CM-07.02.02).

Checklist for loading:

- Outlet closed.
- Sample tap closed.
- Airline closed when loading from above.
- Always: bottom valve closed (double check!).
- All connections to the tank closed: vacuum valves, CIP connections, sample tap (double check!).
- Open air line when loading from the outlet, however, sometimes the customer may have a central suction for return vapours, in which case the air line should be closed. Therefore, make sure you are aware of how to vent.



From the bottom (pumping)

From the top (free fall)

- Keep truck windows and doors closed.
- Connect grounding cable as instructed by the loader.

During loading:

Sampling of the product is the customer's responsibility. Only upon the customer's request, will sampling will be carried out on customer instructions. Report this to your planner and report this on the CMR. There is a real danger of the sample container falling into the tank.



After loading:

- Close manhole covers and check manhole covers which have not been used to load.
- Close airline.
- Stow the grounding cable.
- Stow the hose.
- Always clean up spilled product.
- Seal according to the sealing procedure (if required by shipper) (See Driver's Handbook H-07.06.01)
- Check for defects, leaks, or cracks in the chassis or tank and check that no equipment is missing.
- For ADR: place hazard chart visibly behind window, attach kemler plates with UN and substance number, attach labels.
 - Documents and other items that may accompany the cargo:
 - CMR (possibly write/fill in yourself).
 - Certificate of Analysis (COA, COQ).
 - Delivery Note, Lieferschein.
 - Customs documents.
 - Samples in the outlet box, not in the documents box.
 - ADR: hazard card and other documents.

Spills may occur during loading/unloading operations. Take responsibility and clean up. If the spill is too significant, report it to both the loading/unloading location and to your planner.

When coupling a loaded cargo unit, always check for spillage. Wet mudguards are a good indication of a spill. Wet drains also indicate fresh leakage of the manhole cover gasket. Do not leave the location and report this to your planner immediately.



Should a spill occur during transport, stop immediately and inform the local emergency services through your planner. If the spill involves an ADR product, contact the Van den Bosch hazardous goods transport safety advisor right away. An ADR spill must always be formally reported to the proper authorities. Use your ADR kit to prevent more damage.

Before unloading:

If, before unloading, ambiguities or doubts are found regarding the shipping documents, they must be resolved before starting to unload the product. In doing so, proceed as follows:

- Contact planning and report the problem to your planner.
- From that point on, act only by consultation and approval of your planner.
- The planner will discuss the issue with the relevant customer service right away, after which the customer service will always inform the customer/shipper immediately.
- All communication with the customer on this matter is done via the relevant commercial manager (as well as any consignor).
- Planning is instructed to wait to unload until:
 - the original shipping documents are justified.
 - the shipping documents have been replaced (and signed) directly from the customer or shipper, clearly indicating what was loaded and in which compartment.

- The consignee will be requested by our planning department or the customer to sample the loaded product and examine the samples extra carefully. Unloading may only be started after explicit signed approval from the consignee (on the CMR) and approval from the customer.
- The direction to unload only reaches the driver through the Van den Bosch planner.
- Other than the instruction mentioned above or the instruction of third parties, absolutely no unloading is allowed.
- Follow the instructions of on-site staff (weighing and sampling).
 - Sampling of the product is the customer's responsibility. Only upon the customer's request, will sampling will be carried out on customer instructions. Report this to your planner. There is a real danger of the sample container falling into the tank.
- Check that the truck is positioned on the weighbridge properly (full and empty).
- Check that the weight matches the previous customer's weigh-out (there will be a slight discrepancy due to consumed diesel). This is to prevent problems with deviating weights.
- Wear all PPE, pay attention to the customer's instructions.
- Never remove seals yourself: always by instruction of the consignee and in their presence.
- When handling temperature-sensitive products, always record product temperature on the CMR. (Refer to the Procedure proper use and completion of a CMR).
- Ask the one assigning the unloading address to state this exact number on the CMR and sign for it. If no one is present or willing to sign, contact your planner, an unloading error is more costly than waiting.

Unloading - supervisor hereby orders to unload the above mentioned product in:

SILO:

SIGNATURE:

Unloading – supervisor hereby signs for giving the order to unload the product in the above mentioned silo and also accounts for giving the driver an instruction which is clear and is not liable for more than one interpretation.

Unloading

There are four ways of unloading:

- Free fall
- Unloading with a pump
- Unloading with pressure
- Unloading with pressure and a pump

Free fall (only Liquid Chemical)

- Air suspension truck in highest position, air suspension trailer or chassis fully lowered.
- Consult with the customer how the tank will be vented (via airline or manhole cover).
- Never rest the manhole cover on the bold, but instead open it with one bold.
- Check the hoses, gaskets, and couplings (see Driver Handbook CM-04.01.01).
- Attach unloading hose.
- If present, open bottom valve.
- Open product valve carefully and inspect for leaks.

Unloading with a pump

Two options:

- 1. Unloading with the customer's pump
 - This is a collaboration between the customer and the driver. Usually, the customer operates the pump, and the driver follows the customer's instructions.



- 2. Unloading with the loading unit's pump
 - The condition and functioning of equipment should be checked prior to-, during- and after cleaning. If the container has been cleaned and loaded by a different driver, a proper check is mandatory after breaking the seal at the unloading address.

Check the oil level of the hydraulic reservoir beforehand. This must be done via the dipstick attached to the filler cap, or by checking the gauge glass if the hydraulic reservoir has one.



- Check that the electric motor is operational by connecting it to the 380V power source, make sure the main switch is switched to 'on'. Check that all attachments (hoses and fittings) are included with the pump and check their condition: gaskets intact, clean, and dry, and hoses undamaged.
- Check that the gasket is in place in the cover of the pump and ensure that the pump wheels are not damaged.



 Ensure you know the rotation direction of the pump; the top pump wheel always rotates in the direction of the customer's tank. If it is rotating in the wrong direction, you may draw product from the customer's tank into your own. You can often see the rotation direction of the top pump wheel axis through the grid on the side.



If needed, mark the pump control lever with a pen so you know which direction is the correct way to turn it.



- Connect the unloading hoses.
- Ensure the air duct is open: product out, air in.
- Only open the manhole covers if you're instructed by the customer to do so.
- If present, open the bottom valve.
- Carefully open the butterfly valve. Ensure no leaks occur.
- Turn on the pump, continue to check for leaks. Vibrations could cause a leak during the unloading process. The pump could also leak internally. You should report this to your planner immediately.



- Check if the air duct is drawing air to be sure you have the correct direction of rotation. (if needed, hold a sheet of paper in front of it).
- If you are close to empty you will notice this because the unloading hoses become light, and you may also hear it by a slurping sound.
- Ensure that as much product as possible flows into the hoses to the customer's tank by lifting the hoses. In doing so, make sure the couplings do not loosen.
- Make sure the customer closes their tank.
- Disconnect the unloading hose from the customer's tank and ensure that no product spills from this by placing a collection container underneath and/or by lifting the hose.

- Now change the rotation direction of the pump to return any remaining product in the unloading hoses and the pump itself to your own tank. Guide the discharge hoses in the process. Do not do this too long, as it is not good for the pump to run without product for too long.
- Stop the pump.

Close the butterfly valve and the bottom valve.

- Disconnect the hoses and extension pipe, collect remaining product in a collection container.
- Place the blind caps.
- Place a cap on the pump so no spill can occur during transport.
- Prepare the loading unit for transport.
- Do not forget to return the air suspension to driving position.

Unloading with pressure

- Ensure to have an agreement with the customer on the method and progress of unloading.
- Physically check that all connections to the tank (except the air duct) are closed with the proper tool.
- Raise the truck's air suspension.
- Lower the trailer/chassis air suspension.
- Open the air duct.
- Connect the compressor hose.
- Leave the compressor's air vent open so that you cannot build up pressure while you are in the cabin to start the compressor. Should you forget to open the air duct, nothing can happen this way.
- Several unloading addresses require the use of factory air or nitrogen. In this case it is mandatory to do so.
- Check the hoses, gaskets, and couplings (see handbook driver CM-04.01.01).
- Connect the unloading hose.
- If present, open the bottom valve.
- Always ask yourself two things:
 - Is the customer also ready to unload?
 - What is the highest permitted unloading pressure? This is determined by the customer.
- Bring the tank under pressure. If you don't do this, there is a chance that the product in the customer's tank will level out to your tank.
- Check for air leaks and keep an eye on the pressure gauge.
- Carefully open butterfly valve and keep checking for leaks.
- Note: some companies use nitrogen, for example, instead of air. Verify whether this is the case by asking. If in doubt, contact the planning department.

Unloading with a tipping chassis

- Ensure there is enough space above and behind the tank to tip.
- Check that the twist locks are tightened and locked.
- Lower the chassis air suspension.
- Connect the tipping cable to the truck's NATO plug. In order to avoid transition resistance, do not leave the cable hanging.
- Connect the remote control and switch on the tipping motor.





- Do not tip immediately. Unload first and only tip when the tank is mostly empty.
- Never drive with a tipped silo (container). The tipping cylinder can only hold the weight of a full silo when at a standstill. Driving can put too much pressure on it and cause it to break.

Throughout unloading

- Always stay with your vehicle during unloading so you can intervene if something goes wrong.
- If something goes wrong immediately shut the bottom valve by pulling the emergency cord (if present). Close the butterfly valve if no bottom valve is present.



- Never enter a pressurised tank (container).
- First, release all pressure through the air duct.
- Inform the customer of the leak and ensure you have permission to go on top of the container.
- Always use the handrail and wear proper PPE.
- Then loosen the manhole cover swivels, without removing them.
- Check if pressure is still present by moving the manhole cover back and forth.
- Remove the swivels and open the manhole cover.
- Solve the issue by fitting the gasket correctly or by replacing the gasket.
- Note: the problem cannot be solved by hitting the swivels with a hammer.
- Close the manhole cover.
- Handrail in transport position.
- Restart the unloading procedure.
- Ensure to be as empty as possible by giving the remaining product enough time to run to the butterfly valve. Use the pressure in the tank for this, making sure the pressure is not too high. The product's fluidity determines how long you should wait and how often you should repeat this procedure.



After unloading - depending on customer instructions:

- Close the bottom valve first (if any), then close the butterfly valve.
- Lift the hose so that the residual product runs out of the hose towards the factory.
- When the product is pushed into a factory tank from below, make sure to first close the factory's butterfly valve and then the one on the tank.
- Otherwise, the hose will fill with product from the factory.
- Stop the compressor.
- Release all pressure before disconnecting anything.
- Close the air duct before disconnecting the compressor hose.
- Only disconnect hoses once the pressure is off, use a collection container if possible.
- Place blind caps on ends of unloading hose.
- Stow the unloading hoses in the hose tubes.
- Clean up any spillage.
- Close the dome lids with the rubber seals to prevent rattling of the hatches.
- Place blind caps on the air duct.
- Check out, weigh out, and check shipping documents.

- In case of dedicated transport, reseal, seals.
- After unloading with nitrogen, always seal with yellow nitrogen seals (N2).

If sweeteners (e.g., glucose) have been loaded, ensure all manhole covers, valves, hose tubes, etc. are closed. It is common for large numbers of insects (like bees) to crawl into the tank pipes or hoses due to improper sealing, resulting in possible consequences, such as contamination or rejection of the load.

Chapter 35



A leak or spill is a situation where product is spilled. This can occur during or after loading/unloading. The causes are diverse and, in most cases, human error. We aim to prevent this whenever possible.

Common causes of leaks are:

- Incorrect or damaged gaskets.
- Incorrect placement of gaskets in manholes, pumps, or outlets.
- Ending product flow too late.
- The loading boom or bag is not properly inserted in the manhole.
- The loading bellow or hose is not completely empty, causing product to spill when switching or disconnecting.
- The outlet, bottom valves, manhole covers, or agitator bottom are not closed properly.
- Sample tap is not closed properly.
- Vent valve is left open during pressure build-up.
- Forgetting to connect dust bag during blowing over of product.
- Air duct left open.
- Hose not connected properly.
- Hose not emptied after unloading (resulting in six metres of hose containing residual product).
- Failing to place the blind caps on the hoses after unloading.
- Failure to check and/or tighten bolds and blind caps after loading.

How to prevent leaks/spills:

- Take your time. A driver who takes the time for a thorough check reduces the chance of mistakes and maintains their clear thinking.
- Ensure a good routine for every job, so no steps are forgotten or skipped.
- Check the couplings and hoses for cleanliness, the condition of gaskets,
- and damages.
- Check the container for leaks and damages when mounting.
- Check the load unit for damages and leaks when coupling and uncoupling.



Cleaning

- When preparing for cleaning, check all gaskets for their presence, correct placement, and damage. Replace gaskets when in doubt.
 After cleaning, ensure that all entrances to the loading unit are properly
 - closed and sealed.





Loading

- Ensure that when product enters, air is let out.
- Check that all possible access points not used for loading, are closed. Use the appropriate tools for this.
- Perform a pressure test if necessary (in consultation with your planner).
- With liquid tank(containers), pay extra attention to closing the air duct on top of the tank.
- When loading a single chamber tank with several manhole covers, always check that the manhole covers you are not using are closed properly.
- Compare the tank capacity with the amount of product to be loaded.

Unloading

- Ensure that when product is unloaded, air enters.
- Ensure you have enough space for working.
- Run through everything in your head before starting the unloading process: this also allows for some peace of mind.
- Make sure the customer is ready to start unloading. Verify with them if needed.
- Establish the maximum unloading pressure. The customer determines this. Verify this with them if needed.
- Establish the MAWP (Maximum Allowed Working Pressure) of the loading unit.
- Make sure no pressure builds up while the compressor is turned on. You are not able to intervene immediately then.
- Stay in close proximity to your load unit throughout the unloading process.
- Monitor the pressure gauge, if pressure does not rise, there may be a leak (or the pressure gauge is defective).
 - Listen and watch the side of the cargo unit during pressure build-up. A leak can then often be better observed.



In case of a leak:

- immediately turn off the compressor or cut off the customer's air supply.
- release all pressure from the tank and only then fix the leak; a gasket is damaged or out of place.
- never try to tighten anything while the system is still under pressure. This is extremely dangerous should something break off unexpectedly.



- never simply open the unloading tap entirely. instead, open it carefully and check for leaks at all connections of hoses and couplings.
- always report a leak to your planner and to the site coordinator. Take a photo to provide your planner with visuals on the situation.
- always clean up spills, do this in consultation. (also remember to clean your equipment so that nothing spills on the way).
- place a bucket under the spout when disconnecting the hose and unloading elbow.
- in case of a liquid spill, place a bucket under the leak (if it cannot be fixed).



A leak is inconvenient, time-consuming and may be dangerous. It is harmful to the environment and can damage the product. It also damages your reputation. Therefore, always check your equipment. This also takes time, but that does not outweigh all the disadvantages of a leak.



A good driver always checks the equipment before starting any work. Take responsibility when performing checks, reporting leaks and cleaning up. Chapter 36



Transferring load

It may occur that a load must be transferred into another tank trailer, silo trailer, or container. Be aware that this always involves additional risks as it adds an extra loading/unloading moment in the process, thereby increasing the risk of contamination. In some cases, transloading will only be allowed if supervised by an external party.

Transloading requires approval from the Operations Manager.



When transloading, bear in mind:

 Planning must determine in advance if the product to be transferred is a health hazard. If so, appropriate safety measures must be taken, such as gas masks, overalls and special gloves.

- Planning checks for any restrictions with permitted previous loads in advance.
- Planning ensures beforehand that the tank or silo into which transloading takes place is large enough to contain the entire load.
- Planning arranges for an appropriate and safe location to transload.
- Provide (extra) inspection of the silo into which the product is being transloaded.
- Check hoses and couplings.
- Ensure proper grounding of both silos if working with dry substances.
- With dry substances, light products can be loaded from below, heavy products should be loaded from above. Ensure a good weight distribution.
- Arrange for a rope to hoist the unloading hoses and couplings onto the silo.
- Make sure the air can escape, use dust bags to catch any dust.
- Arrange for extra dust bags in case a dust bag tears.
- Check the cleaning certificate.
- Verify whether the silo is in fact large enough beforehand.
- If possible, arrange for both trucks to be weighed before and after transloading.
- Ensure proper administrative processing of the transloading. In other words, enter it in the route planning and on the waybill. Make sure the waybill accompanies the silo into which transloading took place. If necessary, record the seal numbers of broken seals.
- Ensure that the receiving silo is properly resealed (if applicable) and then record these seal numbers on the CMR.



Tank heating of a tank trailer

In our HACCP analysis, there are two major risks that can affect the condition of the product:

- 1. no or incorrect sealing.
- 2. product temperature is not safeguarded.

The temperature of many liquid products must be safeguarded. Furthermore, reheating is done to prevent residual load and to accelerate cleaning. Therefore, it is very important that heating and/or cooling systems are always operating properly and set correctly. A driver should ensure that they are operating correctly.

When coupling a tank trailer, always check the heating system. Even if you don't need to load any product that needs to be heated; the job could always change. Defects should be reported to your planner immediately.

The product temperature must be stated on the CMR after loading and again before unloading, always double-check this.

There are several options for heating:

1. Connect to the truck (not all trucks are equipped with a heat exchanger)

2. Connect to a 380V outlet.

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1. Connecting to the truck

Some trucks are equipped with a heat exchanger. Glycol is pumped around by an electric pump and warmed up by the truck's engine coolant. The product can never get warmer than the coolant temperature (+/- 90°C).



Conditions for truck heating are that the engine must be at operational temperature. Additionally, the engine must always be running, otherwise there is no circulation. The planner will have to arrange for parking with an external power source during rest.



Connect the hoses behind your cabin to the trailer.

There is a lock on the quickrelease couplings. Make sure it is locked.





Close the shut-off valve. otherwise there will be no circulation.

- The truck's pipe network may not contain glycol, in which case, the truck draws glycol from the tank. This may cause a shortage of glycol in the tank.
- Always check the glycol level in the reservoir. Glycol should be visible in . the reservoir. If not, report this to your planner.
- When there is too little glycol in the reservoir, the pump may fail because it is pumping air. Make sure the fluid is always above the intake point.
- Set the product temperature after loading. This will be shown on your on-board computer. If not, report this to your planner.
- The tank often needs to be preheated before loading. Check that the tank is indeed preheated.

I H	Ice switch

- Turn on the switch in the cabin. This switch shows an ice symbol or reads "tank heater",
- In the cabin, a display lights up red; on this you can set the temperature.



- A light will flash at the top left of the display; you can now set the temperature.
 - The set temperature should never be more than 5 degrees higher than the product temperature.
 - When the temperature is set, the light stops flashing and heating starts.
- If the switch is on and the display does not light up, report this to your planner right away.
- If you do not connect the tank heater hoses to the trailer, connect them to one another instead so that it is a closed circuit again.



- 2. Connecting to a 380V outlet
- Uncouple the trailer.
- Open the shut-off valve on the trailer.



- Check the set temperature of the thermostat (see subchapter thermostats).
- Verify that the pump is at the highest setting (some pumps have three settings).
- You have set the shut-off valves in the correct position when the pipes at the front get warm (sometimes a temperature gauge is fitted).
- If the pipes are not warming up at the front of the tank but the shut-off valves are in the right position, check whether a valve is closed somewhere else (see photo).



 If there is no shut-off value in the heating box, then the position of the value is automatically correct. However, note that it must be in the correct position in front of the tank as well. Also check if the pump is turned on (pump makes noise and vibrates).

Thermostats



Single thermostat: The desired temperature can be set by turning the knob to the specified temperature.


With this type of thermostat, a fixed maximum value is set by the technical department, the temperature set by the driver cannot exceed the fixed maximum temperature.



Double thermostat: both have the same function. In case one fails, the other serves as a backup.



Chocolate thermostat: The desired thermostat can be selected by turning the switch in the middle. The top thermostat should be used with chocolate. This thermostat prevents chocolate from burning and cannot be set higher than 55 C°.



External heating

In our HACCP analysis, there are two major risks that can affect the condition of the product:

- 3. No or incorrect sealing.
- 4. Product temperature is not safeguarded.

There are three reasons for heating:

- The temperature of many liquid products must be safeguarded.
 The tank must be heated before loading to prevent residual load.
 The tank must be heated for cleaning.
 - 3. The tank must be heated for cleaning.

At locations with a high unloading frequency, Löbbe units are used. At Van den Bosch, we have two types:

- 1. Löbbe heating unit.
- 2. Löbbe cooling and heating unit.



Löbbe heating unit

The heating unit consists of a 500litre reservoir, a pump, four container connections, a compressor, and a control panel. It is heated with glycol or a mix of glycol and water (40/60). It can also be heated with water alone, but only in a frost-free environment. The container can also be preheated (optional), so that the glycol is already at temperature before the container is connected.



Structure



- 1. Plug 1 Master (380V connection for when one container is connected).
- Plug 2 Slave (380V connection for when two or more containers are connected).
- 3. Control panel.

- 4. Connections containers (4x)
- 5. Level indicators
- 6. Backflow
- 7. Pre-flow
- 8. Compressor connections
- 9. Heater
- 10. Pump



Pre-flow and Backflow

Four containers can be connected to the heating unit through quick connectors. The top four connections are for pre-flow (7), the bottom four connections for backflow (6).

Level indicators

Always check the glycol level (5) before use. In case it is below the minimum, do not use the heating unit before refilling the reservoir with water or glycol.

Connection

Ensure that the threading of the steam pipes is fitted with Teflon tape and that Stucchi quick couplings are available. When connecting, ensure that the Stucchi couplings are locked in place (2).





GEBRUIK HET SYSTEEM NOOIT ZONDER DAT ER EEN CONTAINER IS AANGESLOTEN!

SCHAKEL HET SYSTEEM UIT VOOR HET WISSELEN VAN CONTAINER!

Overview of controls

- 1. Main switch
- 2. Selection switch
- 3. Thermostat reservoir temperature
- 4. Thermostat pre-flow temperature
- 5. Thermostat backflow temperature
- 6. Compressor switch



Setting the temperature

To maintain/reach the product temperature, the pre-flow temperature should always be set 10 C^o higher than the backflow temperature. Only one temperature can be set for all connected containers.



The desired temperature is set by pressing the SET button and then using the UP or DOWN button to set it to the desired value. The set temperature can be checked by pressing the SET button again.

Disconnecting

Our heating units are equipped with a compressor. After disconnecting, the glycol must be returned to the reservoir. To do this, attach the hoses to the two compressor connections and switch on the compressor from the control panel. The valve on the compressor connection (1) must be open.

Failing to return the glycol has the following consequences:

- Insufficient amount of glycol in the reservoir, thus leaving the next user with a problem
- The total weight of the charge unit differs from the weight stated on the weighing slip.



Löbbe Cooling and heating unit





The Löbbe cooling and heating unit consists of a 440-litre reservoir, a pump, two container connections, a compressor, and a control panel.

Structure

- 1. Plug 1 connection main supply
- 2. Plug 2 connection Slave
- 3. Maintenance lid
- 4. Main valve backflow
- 5. Main valve pre-flow





- 1. Backflow connections with filter
- 2. Pre-flow connections
- 3. Pre-flow pressure gauge
- 4. Drip tray
- 5. Solenoid valves
- 6. Equipment storage
- compartment
- 7. Compressor connections
- 8. Key for storage
 - compartment
- 9. Air pressure gauge



Connecting

1,

3.

Make sure both 380V connections (plug 1 and 2) are connected to the mains voltage.





LÖBBE

2. Set both switches to 'on'.

Fit the threading of the steam pipes with Teflon tape and ensure that Stucchi quick couplings are available.

When connecting, ensure that the Stucchi couplings are locked in place (2).

(see instruction of Löbbe heating unit).



• • • • • • • • •	9.0.	4. Connect the hoses:
		 Connections for the backflow (steam outlet). Connections for the pre-flow (steam inlet).
	6	

Operating

1.

Switch on the main power to pump glycol into the pipes of the container; this takes about 15 minutes. Then activate the heater or chiller (cooler).



2



Set the desired temperature; this is found on your Trimble on-board computer. Only do this if a container is indeed connected, or else an error will appear. The unit will now start heating or cooling, depending on the set temperature. The temperature of the pre-flow increases or decreases.



The Löbbe cooling and heating units can be operated remotely. If this method is chosen, close the container and switch on the unit. Then contact the planner to check whether the connection to the offices has been established and proceed to follow the planner's instructions,

Disconnecting



1.

When the heating or cooling process can be ended, the glycol must be returned from the container to the unit's reservoir.



You do this by disconnecting both preflow and backflow connections on the unit and then reconnecting them to both compressor connections.





3.

Then turn the compressor's air pressure valve to the 'on' position.

4.

Turn on the compressor from the control panel. It will take +/- 15 min for all glycol to be returned to the reservoir. Only then turn off the compressor and disconnect the hoses from the container. The container is ready for transport.



Please ensure that the unit is left tidy after use:

- hoses clean and rolled up.
- drip tray emptied.
- accessories stowed away in the storage compartment.

Chapter 39



Checklist equipment and documents

The items listed below should be checked for their presence and accuracy. Should there be any discrepancies that you cannot correct yourself, contact the planning department immediately. Report defects and faults via the on-board computer using the standard Garage message selection from the Trimble on-board computer or app. The planner and fleet management are both informed.

The driver is always responsible for proper inspection and should only drive if the following steps have been followed. The driver is responsible for judging between 'right or wrong'.



Checks truck	Start of working day
Truck: overall condition, cleanliness, damages.	Х
Leaks (fluids/air).	Х
(Work) lights: functioning and undamaged.	Х
Condition and pressure of tyres.	Х
Wheel nuts, indicators in correct position, no dirt or rust behind the wheel nut.	Х
Windows clean, undamaged, and clear of sight-restricting items.	Х
Mirrors: clean and properly adjusted.	Х
Draining (wet) air tank.	Х
Brakes functioning.	Х
Compressor, oil leakage.	Х
Coupling set: complete and clean.	Х

Ensure that the filter of the dry bulk compressor (if present) is clean and placed in the casing. If this filter is not clean, this should be reported to the planner. The filter should then be cleaned. Presence of oil may indicate an internal leak in the compressor.



Checks load unit	Start of working day	After each stop	After every (un)loading, coupling, or mounting process
Loading unit: overall condition, cleanliness,	X	X	X
Trailer/chassis properly connected.	/X/	/ X /	X
Air hoses and electrical cables properly connected.	/X/	/ X/	X
Tipper cable rolled up, properly secured with the nozzle down.	/ X/	X	X
Support legs: moveable, no damage.	X		X
Twist locks: properly latched, lock functioning, not worn out	X	X	Х
Air leaks	X		Х
(Work) lights: functioning and undamaged.	X		Х
Condition and pressure of tyres.	Х		Х
Wheel nuts, indicators in correct position, no dirt or rust behind the wheel nut.	Х		X
Functioning of brakes, mechanical and electrical.	Х		Х
Hoses, couplings, and gaskets in good condition.	Х		X
Hose tubes closed.	Х	Х	Х
All blind caps placed and tightened.	Х		Х
Crates clean, undamaged, and properly locked.	Х	X	X
Valves, butterfly valves, bottom valves and taps closed.	X	Х	X
Sealing, full-length TIR cable check, including the TIR cable of the air distribution block.	Х	Х	X
Glycol expansion reservoir: clean and containing glycol.	Х		Х
Heating/cooling system: functioning, thermostat set correctly.	Х		Х
Stairs, walkway and handrail: functioning and undamaged.	Х		Х
Pump system: oil level hydraulic reservoir, functioning.	Х		Х
Grounding cable: present and not defective.	Х		Х

Check twist locks	After every stop	After every (un)loading, coupling, or mounting process
A twist lock should be easy to use.		Х
The twist lock latch should not be worn out and therefore should not be able to rotate 360 degrees.		Х
Close a twist lock manually only, do not hammer it in place. Reason is that the container will 'work' during the drive and the container will 'work' when you go from empty to loaded and vice versa.		Х
Twist locks: properly locked, securing mechanism working, not worn out.	Х	Х
Twist lock must be fully tightened. In various countries, a twist lock that is not fully tightened is a punishable offence.	Х	Х

See a Twist lock with N/O contacts below. The twist lock must be closed entirely to prevent the tilting mechanism from being short-circuited. It is impossible to tip if the twist lock is not fully closed and both points do not make good contact. Dirt and water also prevent good contact.



Driver, truck, inspections, administration/documents	Start of working day	After every (un)loading, coupling, or mounting process
Valid driving licence with valid code 95.	Х	
Valid driver card.	Х	
Valid passport/ID card	Х	
Employer's statement.	Х	
ADR papers (dangerous goods) if needed.	Х	
Cargo Card.	Х	
Truck registration card.	Х	
Paper registration certificate.	Х	
MOT inspection certificate.	Х	
(Copy) trailer/chassis registration certificate.	Х	
Personal Shell/IDS card.	Х	
Euro permit.	Х	
Other permits if applicable.	Х	
Claim forms (at least 2).	Х	
Cleaning certificate: - Does this certificate belong to this trailer/container? - Is it still valid? - Seal numbers consistent with documentation?		X
Waybill/CMR: - Does the waybill belong to the cargo? > See procedure 'proper use and completion of a CMR'.		× //
Customs documents (if applicable).		///×///
Functioning on-board computer and scanner.	X	
Functioning digital tachograph.	X ///	
(Spare) printer roll for the digital tachograph.	×////	
Setting check of the toll boxes (error message or active status and correctly configured number of axles, etc.).		

Leaving behind documents of value, fuel cards, credit cards, etc., when leaving the truck unattended is strictly prohibited.







THE SUPPLY CHANGER IN BULK

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