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Instructions for the Loading and Securing of Packaged Polymers on Pallets in Semi-trailers

These Instructions for the loading and securing of packaged polymers on pallets in semi-trailers (hereinafter referred to as "Instructions") apply to all vehicles carrying packaged polymers (hereinafter the "goods") from the premises of SLOVNAFT, a.s. ("the premises").

These Instructions also contain instructions on how to fasten the load within the meaning of Sec. 69 para. 4 of Act No. 106/2018 Coll. on the Operation of Vehicles in Road Traffic and on Amendments to Certain Acts, as amended.

These Instructions are the minimum requirements for the protection of the goods. They do not relieve the carrier of the responsibility to adopt any further measures they consider necessary.

Upon request, the driver is obliged to present the Certificate of Roadworthiness of the vehicle or combination of vehicles for the purpose of determining the technical and weight parameters of the vehicle pursuant to Sec. 69 para. 6 of Act No. 106/2018 Coll. on the Operation of Vehicles in Road Traffic and on Amendments to Certain Acts, as amended.

Failure to comply with these Instructions may result in not allowing the vehicle to enter the premises or refusing to load the goods.

Goods pickup address:

SLOVNAFT, a.s., Vičie hrdlo 1, 824 12 Bratislava, Slovak republic
GPS: 48.128958, 17.180054

Opening hours:

Monday – Friday, excluding public holidays and other work holidays on the territory of the Slovak Republic
6:00 a.m. - 4:30 p.m. CET (time slots: 6:00 a.m. – 7:30 a.m.; 7:30 a.m. - 9:00 a.m.; 9:00 a.m. - 10:30 a.m.; 10:30 a.m. - 12:00 a.m.; 12:00 a.m. – 1:30 p.m.; 1:30 p.m. – 3:00 p.m.; 3:00 p.m. – 4:30 p.m.)

The vehicle must be empty and weighed before loading at the entrance to the premises and after loading when exiting the premises!

The vehicle must be capable of transporting the ordered quantity of goods.

The driver is obligated to identify transport company before loading for purpose to issue a Delivery note and CMR.



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Table of loaded pallets weight:

| Number of pallets | Net weight [T] | Total gross weight (including packaging materials and pallets) [T] |
|-------------------|----------------|--|
| 1 | 1.375 | 1.41 |
| 15 | 20.625 | 21.11 |
| 16 | 22 | 22.52 |
| 17 | 23.375 | 23.93 |
| 18 | 24.75 | 25.33 |
| 19 | 26.125 | 26.74 |

When entering the premises, the persons entering must be equipped with personal protective equipment ("PPE") and use this PPE for the entire duration of their stay on the premises and until they exit the premises.

During the loading, the driver must exit the vehicle cabin and stand in a marked safe place to check the loading of the goods.

The parking of the vehicle for loading, tarp removal, tarp securing, handling of the sidewalls and fastening of the straps, as well as any other operations required for the correct loading and fastening of the goods, are performed by the driver.

The vehicle must be equipped with at least 12 ratched straps (LC≥25000 daN) and at least 38 anti-slip mats.

• **Safety instructions for loading:**

- ▶ Park the vehicle in position for loading and turn off the motor.



- ▶ Brake the vehicle and secure the rear trailer wheels with wedges.



- ▶ Use the required personal protective work clothing.





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- ▶ Get off the cabin on the safe place during the loading, from where you can control the loading and where you can be seen by employee of SLOVNAFT, a.s., who carries out the loading.

IF YOU WILL NOT BE SEEN BY EMPLOYEE OF SLOVNAFT, a.s. WHO CARRIES OUT THE LOADING, HE WILL STOP THE LOADING!



- ▶ Remove the wedges of the rear wheels of trailer only after express instruction of the employee of SLOVNAFT, a.s. who has finished the loading, and drive the vehicle away from the loading place.



- **Compulsory personal protective equipment (PPE) for drivers of vehicles entering the premises**
The vehicles drivers and persons entering the premises must be equipped with following personal protective equipment (PPE):

Protective Helmet

DESCRIPTION: Protective helmets will protect the wearers from potential hazards in combination with the following accessories: Chinstrap for users with a risk of losing their protective helmet while working. A strap is a part of the protective helmet and it serves to fix the protective helmet under a chin.

NORM: EN 397, EN 352-3



Protective helmet



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Protective Gloves

TYPE: Mechanical protective gloves - palm coated

DESCRIPTION: Protection against mechanical effects, sure grip when handling slippery parts, structured surface for sure grip, textile back of the hand.

NORM: EN388 – 2016



Protective gloves

EN 388:2016



Protective Safety Footwear – Ankle Boots

DESCRIPTION: Anti-static, steel toe cap, sole – puncture proof, slip resistant, acid resistant, oil and fuel resistant.

NORM: EN ISO 20345 – S3



Protective shoes



Steel toe cap



Puncture proof

Eye Protection – Safety Spectacles

DESCRIPTION: Protect workers from hazards such as dusts and flying particles or liquid splashes. Impact protection level F

NORM: EN 166, EN170



Safety spectacles



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Protective Clothing

TYPE: Protective clothing (trousers and jacket)

DESCRIPTION: Protective clothing against possible risks with reflective elements

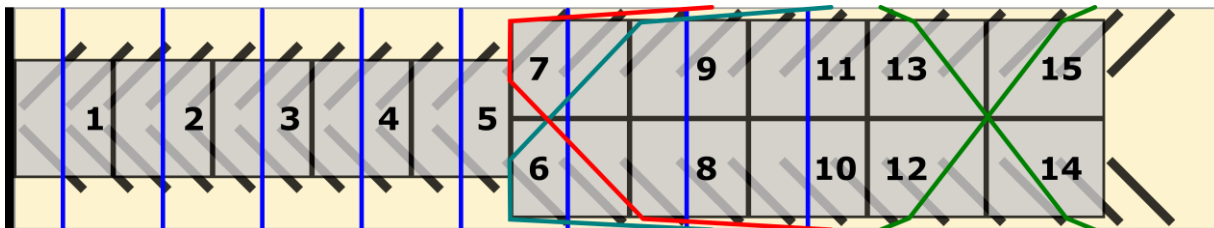
NORM: EN 13688



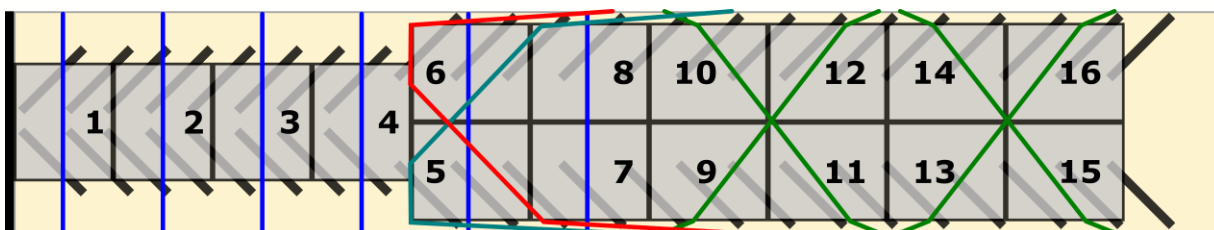
Protective clothing

- **Required method of storage and fixing pallets in semi-trailer:**

- ▶ Storage and fixing of 15 pallets in semi-trailer



- ▶ Storage and fixing of 16 pallets in semi-trailer

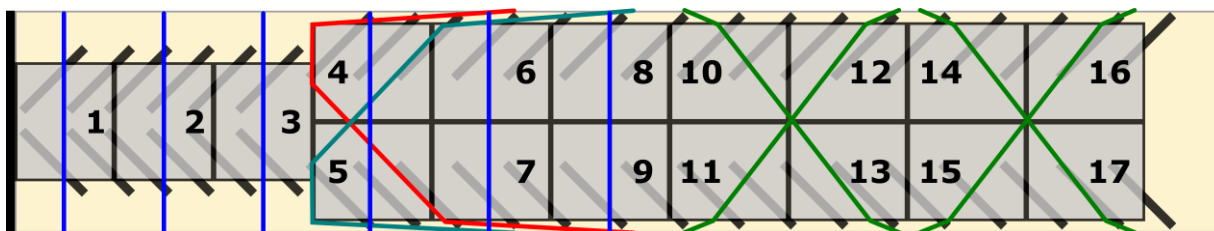




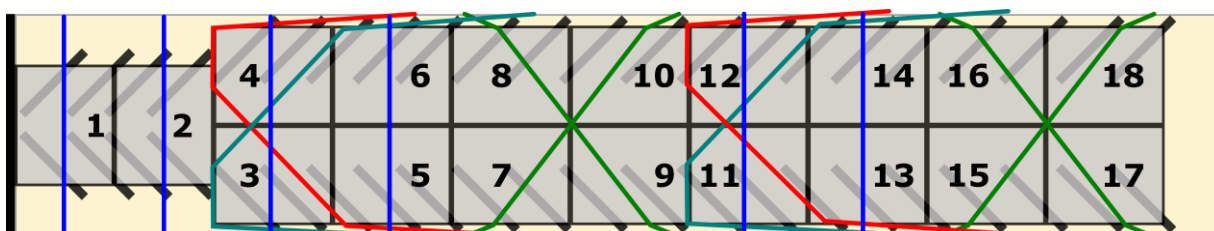
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- ▶ Storage and fixing of 17 pallets in semi-trailer



- ▶ Storage and fixing of 18 pallets in semi-trailer



- ▶ Storage and fixing of 19 pallets in semi-trailer

