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Please note that the **II. Safety Requirements** from the *General Terms and Conditions for the transport of goods by road and Intermodal Transportation of BASF SE and the BASF Group* also apply and are mandatory for all self collectors picking up goods at the premises and warehouses used by BASF Construction Additives GmbH / 83308 Trostberg Germany

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II. Safety Requirements

1 Vehicles, Containers, Auxiliary Devices

The service provider shall ensure that the vehicles, containers, auxiliary devices and equipment provided for loading and unloading are in a technically perfect and visually good condition as well as in accordance with any statutory and regulatory requirements and any requirements specified in the Individual Contract or Spot Order.

2 People involved in the Transport

- 2.1 The service provider shall ensure that the drivers are reliable and professionally trained with a valid driver's license and sufficient driving experience, in case of the transport of Dangerous Goods the drivers shall have a valid ADR-certificate and are trained in the field of security in accordance with Chapter 1.10 ADR.
- 2.2 The service provider shall ensure that all knowledge required for the execution of the respective transport has been imparted to the drivers and that all documents have been handed over to the driver which are required for a safe and skilled execution of the respective transport e.g. for dealing with
 - technical equipment on the vehicle,
 - load-securing devices,
 - loading equipment and
 - personal protective equipment.
- 2.3 The service provider shall ensure that it can be proved that the drivers have passed training activities in accordance with the EU Directive 2003/59. The service provider shall have a control system in accordance to SQAS, which documents figures on transport accidents, events and fines. The results of the documentation must be included in the training content of the drivers.
- 2.4 The service provider shall ensure, that the requirements of the entrance and exit checks shall be met on the BASF and Consignee premises.
- 2.5 Service provider shall ensure that the drivers are informed that the instructions and orders of plant protective forces, fire department and / or the loading staff of BASF are to be followed. In case of any violation of any such instruction BASF shall be entitled to refuse or stop loading and unloading or deny the reentry on a BASF site. In this case service provider shall bear all additional costs.
- 2.6 The service provider shall ensure that the drivers do not consume alcohol or drugs throughout the entire transport, as far as working hours are concerned. The service provider shall provide, upon BASF's request, information on the implementation of the drug and alcohol checks of the driver's service.
- 2.7 The service provider shall ensure that the drivers do not carry any weapons on BASF's and Consignee's premises.
- 2.8 The service provider shall ensure that the drivers carry safety clothing during any transport, i.e. body-covering clothing, safety shoes according to EN 345-S 2 (closed shoes without air holes, electro-statically conductive base, for BASF Trostberg Site liquid loading ankle high boots required), goggles, helmet and gloves. The service provider shall ensure that the drivers wear the body-covering clothing and safety boots before entering the BASF or Consignee's site, and respectively the prescribed specific personal protective equipment when performing loading and unloading activities. BASF shall be entitled to inspect the personal protective equipment of the drivers.

- 2.9 The service provider shall ensure that the driver remains in the proximity of the vehicle during loading and unloading, unless instructed otherwise by the loading / unloading staff.
- 2.10 The service provider shall ensure that the driver does not carry along persons not belonging to the crew as well as animals when entering BASF's or Consignee's premises.
- 2.11 Unless otherwise specified in the Individual Contract or Spot Order, the service provider shall ensure that the drivers understand the national language of the loading plant as well as of the country of destination and / or English language to such an extent that all operational instructions are being understood.

3 Security

- 3.1 The service provider shall ensure that the driver observes the local security requirements of BASF's or Consignee's premises. The service provider shall ensure that the driver carries along at least the following documents: the official identification document of the vehicle and of the entire crew. For the identification of the entire crew identification document with a photo is required, such as identity card or passport.
- 3.2 The service provider shall ensure that the provisions on security pursuant to the Dangerous Goods legislation (chapter 1.10 ADR/RID/ADN, chapter 1.4 IMDG-Code, chapter 1.7 IATA) are met by its own staff and the Subservice providers' staff.

4 Safe and Environmentally Friendly Transport

- 4.1 The service provider must ensure a 24-hour standby service. A responsible and competent person must be available in emergencies.
- 4.2 The service provider shall ensure that the driver checks the traffic safety and completeness of the equipment of the vehicle before starting the transport. The prescribed or agreed equipment shall be kept on all vehicles until the end of transportation.
- 4.3 The service provider shall ensure that safe transport routes are selected (i.e. preferential use of highways, if necessary, bypassing of designated protected areas, avoidance of driving through residential areas).
- 4.4 The service provider shall ensure that if loaded vehicles are parked, they are monitored or parked at such places, where adequate security is guaranteed. Vehicles loaded with Dangerous Goods shall not be parked in purely residential areas. It must be ensured by appropriate measures that no unauthorized access to the vehicle/load compartment/cargo tank is possible.
- 4.5 The service provider shall consider that BASF is entitled to reject vehicles accordingly the following matrix in case of the provision of vehicles in connection with the transportation of food, beverages and feeding stuff:

BASF in connection with matrix for food [1] and loading and feeding vehicles stuff [2]	
Bulk goods (Tank, single and multi-chamber)	
Tank labelled "for foodstuffs only" with	Rejection, except for food
Last charge with <i>food or feeding stuff</i>	Rejection, except for food or feeding stuff
Packed and bulk goods	
Transport together with <i>food or feeding stuff</i>	Rejection [3]
Packed goods	
Vehicle with <i>food advertising</i>	Rejection of Dangerous Goods and / or pesticides
Vehicle is obviously intended for <i>unpackaged food transports</i> (e.g. meat hooks)	Rejection

- [1] Food = food and beverages including food additives
 [2] Feeding stuff = animal feeding stuff including feed additives
 [3] or separate transport unit

According to 2004/852/EC

- 4.6 The service provider guarantees that Tanks filled with Dangerous Goods are not subsequently used for the transportation of food.
- 4.7 The service provider shall not provide vehicles with partially loaded Dangerous Goods of other manufacturers than BASF or with uncleaned chambers. BASF is entitled to reject such vehicles. Any exceptions require the prior written consent of BASF.
- 4.8 The checks performed by BASF on entry and exit of BASF premises as well as at the filling plants and loading stations do not relieve the service provider from any of its obligations.

5 Reference to particular requirements

- 5.1 When transporting Dangerous Goods by ferry (Ro / Ro), service provider shall ensure that the regulations of the IMDG Code are adhered to. The transportation of Dangerous Goods may never be performed under the terms of the Memorandum of Understanding (MoU) for the Baltic Sea traffic. Any exceptions require the explicit written approval of BASF.
- 5.2 When transporting Dangerous Goods by ferry (Ro / Ro), within the scope of the IMDG Code, the service provider receives all necessary information in the Individual Contract, including statements made pursuant to 5.4 of the IMDG Code, as amended. Any necessary documents, such as the form for the multimodal transport of Dangerous Goods, must be prepared by the service provider.
- 5.3 Transports of Dangerous Goods, with a German route section that - in accordance with Section 35 GGVSEB – must not be transported by road, the service provider shall ensure that the necessary documents on the route determinations are available and carried along.
- 5.4 If the transport is complained by any authority, then service provider shall immediately (“unverzüglich”) inform BASF thereof.

6 Accidents / Incidents

- 6.1 The service provider shall ensure that all incidents occurring during the transport (e.g. accidents, spillages, damage, slipped charges) are reported to BASF.
- 6.2 In case of endangering people and / or influencing the environment, the service provider shall ensure that the fire department and / or the police are notified immediately.
- 6.3 In addition, the service provider shall ensure that reports on accidents and incidents occurring during the transport and / or handling are immediately addressed to the uniform European telephone number of BASF

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

By dialing this phone number, the state-specific national emergency centers will be contacted automatically; on-call duty is 7 days/24 hours.

The emergency message shall contain the following information name and company of the person reporting:

- name and company of the person reporting;
- registration number and type of vehicle, Carrier or freight forwarder;

- time, place and circumstances of the accident / loss;
 - Number of injuries / deaths, extent of product leaked, police / fire department on the spot;
 - Shipment data (order number, destination, Carrier, forwarding agent);
 - Actions taken or initiated by the driver;
 - Return call possibility for further information (name, address, phone, fax, e-mail);
 - If necessary, claims agent engaged (name, address, phone, fax, e-mail);
- 6.4 The Service provider shall ensure that a report is prepared immediately (“unverzüglich”) about any accident and spillage to be sent without any request to BASF.
- 6.5 The service provider shall ensure that a written progress report is available not later than 14 days after the incident. Depending on the severity as well as the potentially high learning value of the incident a detailed root cause analysis (“incident investigation report”) should be carried out following the “Guidelines for investigation of logistics incidents and identifying root causes” by CEFIC, ECTA, FECC.
- 6.6 The service provider shall ensure that visible transport damage and product losses are reported immediately (“unverzüglich”) to BASF, regardless of cause or responsibility.
- 6.7 The service provider shall ensure that the driver received and is aware of the requirements of BASF on messages after an accident / loss and that the respective documents are carried along in the vehicle.

7 Specific Requirements for Transport of Bulk and Packed Goods

- 7.1 Requirements for the Transport of Bulk Goods, Liquid and Dry Bulk Products in Tanks, Bulk Trucks, Tanks and Containers
- 7.1.1 “Tanks” when used alone, the term “Tanks” means in this section tank containers, portable tanks, tank trucks or tanks.
- 7.1.2 The service provider shall ensure that:
- a) Tanks, discharge devices, pumps and hose material carried along, fittings and gaskets are clean, dry and odor-free, unless product-specific special exceptions have been agreed between BASF and service provider.
 - b) The tubing used are suitable, pressure tested, and technically and visually at an optimum level.
 - c) Tubing material used for specified products / product groups, are clearly marked and only used for this purpose.
 - d) For liquid substances, pressure tanks made of stainless steel are used unless different requirements exist.
 - e) Necessary approvals and test certificates for the product to be transported are kept and submitted.
 - f) The number of the baffles and chambers must to be reported to the loading personnel.
 - g) The exact tank-/chamber volume, chamber numbers at manhole covers, filling nozzles and associated outlet are marked and indicated legible and durable.

- h) The Tanks are equipped with devices (eyelets) for attaching the product labels / seals on outlets and manhole covers.
- i) All emptying devices are properly closed prior to filling.
- j) All filling units are properly closed after filling.
- k) The equipment is provided with a clearly marked and functional grounding pin.
- l) All Tanks are insulated and heatable, unless otherwise stipulated in the Individual Contract.
- m) In case of the transport of Dangerous Goods, the tank code of the Tanks provided are sent to BASF; for ADR Tanks in accordance with Chapter 3.2, Table A, column 12 ADR, for portable tanks in accordance with ADR Column 10 or Column 13 of IMDG-Code.
- n) Before loading the tank, truck driver informs the loading personnel about the capacity of the Tanks or chambers, as well as of the maximum amount of cargo.
- o) The driver of a tank truck performs the operations required at the transport units for loading and unloading and ensures exact hose connections. The use of existing safety devices is mandatory (e.g. safety rails on the vehicle, folding stairs to the loading and unloading point, safety devices such as safety harnesses).
- p) The vehicle is equipped with low-sparking tools.
- q) In case of partial loads, the hoses and pumps are, if necessary, cleaned between the single unloading processes.
- r) The driver shall emphasize the intact state of the seals to the Consignee upon arrival at the unloading facilities.
- s) The driver carries along safety harnesses, required according to EN 361 with CE marking for fall protection systems when performing work on Tanks.
- t) For multi-chamber tanks with loaded non-hazardous materials, the service provider shall ensure that there is an empty chamber between the non-BASF-product and the BASF-product. Service provider is not entitled to use a loaded multi-chamber Tank without prior written approval of BASF.

7.1.3 In case of the transport of liquids (viscosity at 20°C of less than 2680 mm²/s, or in case of heated materials at the highest temperature of the substance during the transport) service provider shall ensure that Tanks are divided by partitions or baffle plates into sections of a capacity of not more than 7500 liters, are filled either to 80% at least or to 20% of their capacity at most.

7.2 Requirements for Transport of Packed Goods in Trucks, Containers, Swap Bodies, Vans and Panel Vans

7.2.1 General Requirements for Transport of Packed Goods

The service provider shall ensure that

- a) vehicles / containers are used with a well swept, dry, nail-free bearing surface which can be accessed by a forklift (as a guide for the carrying capacity of the cargo area EN 283 shall be applicable);
- b) vehicles / containers are in perfect working condition (in particular floor, roof, walls, doors and door seals and tarpaulins);

- c) the driver checks the load for obvious external damage;
- d) the driver supports the cargo-securing measures in consultation with the loading personal;
- e) reliable cargo-securing is permanently performed until the final delivery point, in particular by
 - subsequent securing in case of partial unloading and for reloading,
 - traffic and weather-related checks on stowage and securing of the cargo during the transport and, if necessary, subsequent securing of the cargo.

7.2.2 Cargo-securing for Trucks, Containers, Swap Bodies, Vans, and Panel Vans

7.2.2.1 Measures to Secure the Load

The service provider shall ensure that the trucks, containers, swap bodies, vans and panel vans as well as the cargo-securing materials fulfil the requirements of EN 12195:2010 as well as the following requirements / specifications:

a) Vehicles < 3.5 tons of Gross Vehicle Weight Rating (GVWR)

If vehicles < 3.5 tons GVWR are used, service provider shall ensure that:

- only vehicles in which the cab and cargo areas are separated are used.
- The vehicle has load restraint points, stop bars and / or other suitable means to initiate the cargo-securing force in the vehicle. Depending on the cargo, appropriate lashing means, edge slides and anti-slip mats shall be carried along in sufficient numbers (for specification, see article 7.2.3).

b) Vehicles > 3.5 tons of Gross Vehicle Weight Rating (GVWR)

If vehicles > 3.5 tons GVWR are used, service provider shall ensure that:

- a minimum trailer stability according to EN 12642 Code L is maintained for box- and tarpaulin trailers and for swap bodies according to EN 283.
- Curtain Side Trailers, on which the cargo is Tight-Fit secured, fulfil the minimum requirements according to EN 12642 Code XL:
 - the respective certificate is kept in the vehicle.
 - the vehicle is equipped in accordance with the certificate so that a Tight-Fit cargo-securing of the maximum permitted load is possible (e.g. by means of lateral slat boards, clamping bars).

7.2.3 Cargo-securing Materials (applicable to vehicles > 3.5 tons GVWR)

If vehicles > 3.5 tons GVWR are used, service provider shall ensure that:

- a) for tarpaulin trailers, laterally correct aluminum or wooden slat boards are available in each segment (as side board replacement) with the following dimensions:
 - Thickness: about 25 mm each
 - Overall height: about 400 mm.

- b) Further slat boards are placed in Curtain Side Trailers that do not correspond to EN 12642 Code XL, up to above the center of gravity of the cargo.
- c) For tarpaulin superstructures (Hamburger Verdeck) all slat boards are available.
- d) The vehicle is equipped with suitable cargo-securing material, in sufficient quantity and technically perfect condition, in particular:
- tested blocking means, such as stretching frames and slat boards as well as rejection beams;
 - lashings according to EN 12195 Part 2 with a lashing capacity $LC \geq 2500$ daN and a standard tension force $STF \geq 300$ daN and a length of the loose end of 10 m;
 - corner protectors;
 - retractable lashing points on the loading area in accordance with EN 12640 (starting e.g. 50 - 60 cm behind the front wall with a maximum distance of 120 cm) or other suitable lashing options (e.g. lashing point rail);
 - Anti-Slip Mats for the entire cargo with a verifiable friction coefficient of 0.6μ and a recommended minimum thickness of 5 mm. Service provider shall ensure that the anti-slip mats will be set by the driver according to the goods to be loaded on the bearing surface after consultation with the loading personal:
 - Minimum size: 300 x 200 mm
 - Alternative Size: 1,200 x 120 mm
- e) that, if 10 octabins or more are shipped per vehicle, octabins are secured with a certified cargo-securing equipment.