HEALTH AND SAFETY RULES FOR TRANSPORTATION, LOADING AND UNLOADING OF LOADS BY ROAD

1. GENERAL RULES

1.1. When leaving the cab of the motor vehicle drivers must, at all times, ensure that they are wearing the appropriate work clothing and personal protective equipment in accordance with the following requirements of handling terminals.

1.2. Environmental pollution (air, surface water, underground water and soils) should be prevented during transportation, loading and unloading of cargo.

1.3. When drivers enter, stay and leave the territory of Aurubis Bulgaria, their blood alcohol content should be below 0‰. If the blood alcohol content exceeds 0‰, FM-SRMD-014-B protocol will be issued and offenders will be subject to penalties.

1.4. All drivers in the territory of Aurubis Bulgaria should drive along a certain route according to signboards, use daytime running lamps (passing lamps), use safety belts, comply with road signs, road markings, light signaling and observe a speed limit **of 30 km/h**. If the driver fails to observe the speed limits, FM-SRMD-015-B protocol will be issued, and offenders will be subject to penalties.

1.5. All drivers in the territory of Aurubis Bulgaria must follow the instructions of the personnel of Aurubis Bulgaria and the security company.

1.6. All motor vehicles entering the North Portal in Aurubis Bulgaria go through a radiation control system. In case of a continuous audible warning, the vehicle should be pulled into the parking lot next to Main Electrical Substation No. 2 for further radiation control.

1.7. When performing loading and unloading operations, the driver must fix vehicles (including semitrailers and trailers) by means of chocks placed against the rear wheels.

1.8. During loading, the driver or other people are not allowed to be on the trailer and must maintain a distance of at least 5 m from the vehicle.

2. DOCUMENTATION OF INITIAL BRIEFING

2.1. The initial briefing of drivers will be certified by their signature in a briefing log. People who have attended the Health and Safety induction will be issued a driver's magnetic access card, if they regularly carry out loading and unloading operations in the territory of Aurubis Bulgaria. A blue talon will be issued to drivers who carry out one-off loading and unloading operations in work areas and terminals.

2.2. A blue talon will be issued on the first visit in Aurubis Bulgaria after familiarization with OD-HNSD-001-B Occupational Safety Rules for Transportation, Loading and Unloading of Cargo by Road (Rules) and will be handed to the driver.

2.3. Upon next entry of the same driver no issuance of a new talon will be required.

2.4. Talon's validity is 1 (one) year from the date of issue/familiarization with the Rules.

2.5. In the event of changes in the Rules, every driver will undergo an initial briefing, for which a new talon will be issued.

3. PENALTIES

3.1. In the event of non-compliance with the above requirements, FM-HNSD-028-B infringement form and FM-PROC-014-B sanction protocol will be issued.

3.2. Companies and suppliers in contractual relations with Aurubis Bulgaria will be subject to penalties in the amount of BGN 200 for non-compliance of **their personnel**.

3.3. In the event of repeated breach of occupational health, safety and environmental regulations **by one and the same individual within 1 year**, that individual will be suspended from the worksite and deprived of his/her access to the territory of Aurubis Bulgaria for a period of 1 year.

4. MANDATORY PERSONAL PROTECTIVE EQUIPMENT, WORK CLOTHING AND SPECIFIC RULES FOR LOADING AND UNLOADING AT TERMINALS

TERMINAL NO.	AREA:
A	**METALLURGY DIVISION**
A1	Terminal for unloading of trucks in Scrap – Anodes and Coke Storage
A2	Kardox Terminal – Melting Section, road No. 39 (service elevator), ADR
A3	Terminal for unloading of nitrogen (North Gas Cleaning), ADR
A4	Terminal for unloading of trucks in Copper Scrap Storage
A5	Terminal for unloading of dump trucks in Copper Concentrates Storage
A6	Terminal for unloading of trucks in Stacking Mixing Place (sand and auriferous concentrate)
A7	Terminal for unloading of sodium base, road No. 63 (Chemical Water Treatment), ADR
A8	Terminal for unloading of trucks with slacked lime, ADR
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 * excluding: Terminal A2 - Work clothing, jacket and bib overall or overall, or pants (antistatic) – according to BDS EN 1149-1:2006 * excluding: Terminal A7 - Work clothing, jacket and bib overall or overall, or pants (acid-resistant) – according to BDS 11665-73 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Protective half-mask with filter ABE1P3 – according to BDS EN 14387:2004+A1:2008 + BDS EN 143:2002 6. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT * excluding: Terminal A7 – Safety goggles (closed type) – according to BDS EN 166:2003 1BT or face-shield (transparent) according to BDS EN 166:2003 7. Protective gloves with mechanical protection – according to BDS EN 388:2016 * excluding: Terminal A2 - Protective gloves (antistatic) – according to EN 16350:2014 * excluding: Terminal A7 - Protective gloves with chemical protection – according to BDS EN 374:2015
TERMINAL	**SPECIFIC RULES FOR LOADING/UNLOADING**
A2	**Kardox Terminal – Melting Section, road No. 39 (to service elevator), ADR**
	Unloading of compressed natural gas (Methane), ADR 1. The Explosive Activity and Melting Furnace Coordinator or Waste-heat Boiler Coordinator will stop the pressure equipment, empty the system and prepare the cylinder group for operation by disconnecting the quick hose connection to the bundle.

	2. The driver should put to earth with a reliable grounding cable of a specialized transport unit by connecting the designated point /plate/ of a specialized transport unit to the grounding element of the methane fuel station. 3. All operations of the driver of the specialized transport unit should be carried out under the immediate supervision of the Explosive Activity and Melting Furnace Coordinator or Waste-heat Boiler Coordinator.
A4	**Terminal for unloading of trucks in Copper Scrap Storage**
	1. The driver should park the motor vehicle at the site east of Copper Scrap Storage. 2. As directed by the Senior Quality Controller/Recycled Products Quality Controller, the vehicle should enter the storage and will be dumped at the specified location. 3. After the copper waste is unloaded, the driver should clean the vehicle in the storage and leave the territory of the company.
A5	**Terminal for unloading of dump trucks in Copper Concentrates Storage**
	1. The driver should dump the motor vehicle in the specified hopper /as instructed by the Senior Master, if necessary/. 2. Trucks without tailgates and covers should not be used. 3. The dumper is lowered when the truck is positioned in front of the hopper and immediately after cleaning with a scraper at the designated place. Trucks are not allowed to move with raised dumpers! 4. During the warmer months, the truck must be washed at the carwash after cleaning.
A7	**Terminal for unloading sodium base, road No. 63 (Chemical Water Treatment), ADR**
	1. The driver should position the truck tanker so that the hose from it to the pump's intake valve be installed without bending. 2. The water conditioning operator will connect the hose from the truck tanker to the hose connection of the intake valve of the unloading pump and will activate the pump, then the driver should open the valve of the road tanker. 3. After the entire quantity is transferred, the driver should close the valve of the road tanker. The pump shall continue operating, during which time the operator will close the valve of the suction line and then will stop the pump itself. 4. After the unloading is complete, the driver should uninstall the hoses and leave the place of unloading. 5. The water conditioning operator will drain the pressure line /into designated vessels/ to prevent NaOH crystallization inside pipes and valves. Valves should be left open. 6. The site should be washed, and contaminated water drained into the acid sewerage.
A8	**Terminal for unloading of trucks with slaked lime, ADR**
	1. The driver should park the motor vehicle at the unloading site and wait for instructions from the Metallurgy Shift Supervisor. 2. If spilled slaked lime is present around the truck, the driver should clean it. He/she must carefully look around the tailgate for any residual lump of lime.

B	SULFURIC ACID PRODUCTION UNIT
B1	Gas oil loading terminal, ADR
B2	Water glass loading terminal, flushing section line I
B3	Water glass loading terminal, flushing section line II
B4	Sulfuric acid loading terminal, small shipments, ADR
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants (acid-resistant) – according to BDS EN 13688:2013 и BDS 11665-73 * excluding: Terminal B1 - Work clothing, jacket and bib overall or overall, or pants (acid-resistant and antistatic) – according to BDS 11665-73 + BDS EN 1149-1:2006 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Protective half-mask with filter ABE1P3 – according to BDS EN 14387:2004+A1:2008 + BDS EN 143:2002 6. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT * excluding: Terminal B1 and Terminal B4 - Safety goggles (closed type) – according to BDS EN 166:2003 1BT or a face-shield (transparent) according to BDS EN 166:2003 7. Protective gloves with mechanical and chemical protection – according to BDS EN 388:2016 + BDS EN 374:2015
TERMINAL	**SPECIFIC RULES FOR LOADING/UNLOADING**
B1	**Gas oil loading terminal, ADR**
	1. The driver must leave the cab wearing the above-mentioned work clothing and personal protective equipment. 2. He/she should put to earth the road tanker with a reliable grounding cable by connecting the designated place of the tank body (plate) with the grounding element to the gas oil fuel tank. 3. The driver of the road tanker should wait for a First Level Operator in Sulfuric Acid Production Unit to come to the place to prepare for unloading. 4. The First Level Operator in Sulfuric Acid Production Unit will unlock the lock at the connection point. 5. The driver should install the flexible coupling from the truck to the unloading system. 6. The First Level Operator in Sulfuric Acid Production Unit will activate the unloading pump. 7. The truck driver should wait in the cab for the unloading process and wait for the First Level Operator in Sulfuric Acid Production Unit to stop the pump. 8. The driver should dismantle the flexible coupling and put it back in the truck. 9. The driver should submit all necessary documents to the First Level Operator – Tax document, Bill of lading, Quality Certificate, Protocol for marking of gas oils, etc. 10. He/she should leave the site and drive the road tanker to the vehicle scale for weighing.

B2, B3	**Water glass loading terminal, flushing section 1st/ 2nd line**
	1. The driver must leave the cab wearing the above-mentioned work clothing and personal protective equipment. 2. If the driver is required to go up the road tanker, he/she should be secured with collective and personal protective equipment against falls from a height. 3. The road tanker driver should wait for a First Level Operator in Sulfuric Acid Production Unit to come to the place to prepare for unloading. 4. The First Level Operator in Sulfuric Acid Production Unit will show the driver the connection point for the flexible coupling. 5. The driver should install the flexible coupling from the truck to the unloading system. 6. The First Level Operator in Sulfuric Acid Production Unit will activate the unloading pump. 7. The truck driver should wait in the cab for the unloading process and for the First Level Operator in Sulfuric Acid Production Unit to stop the pump. 8. The driver should dismantle the flexible coupling and put it back in the truck. 9. It is not allowed to drain the flexible coupling before the First Level Operator specifies the place, if drainage is required. 10. The driver should submit all necessary documents to the First Level Operator – Tax document, Bill of lading, Quality Certificate, Protocol for marking of gas oils, etc. 11. He/she should leave the site and drive the road tanker to the vehicle scale for weighing.
B4	**Sulfuric acid loading terminal, small shipments, ADR**
	1. The driver must leave the cab wearing the above-mentioned work clothing and personal protective equipment. 2. When opening the filling hatch of the road tanker he/she should be secured with collective and personal protective equipment against falls from a height. 3. The driver should position the road tanker under the filling pipe. 4. He/she should leave the site during filling the road tanker. 5. The driver should wait until the First Level Operator in Sulfuric Acid Production Unit informs him/her that the road tanker is filled. 6. The First Level Operator in Sulfuric Acid Production Unit will provide the driver with seals for the hatch/es of the road tanker and necessary dispatch documentation – dispatch order and quality certificate. 7. After that, the driver should move to the specified parking lot. 8. The driver should close the hatch/es of the road tanker while secured with collective or personal protective equipment against falls from a height. 9. The driver should leave the site and drive the road tanker to the vehicle scale for weighing. 10. The driver is strictly prohibited to stay around or inside the cab during filling the tank body with acid.

C	REFINERY UNIT
C1	Terminal for loading of trucks with cathode copper
C2	Terminal for loading of trucks with anode slam, ADR
C3	Terminal for loading of trucks with nickel sulfate, ADR
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Safety goggles for mechanical protection – according to BDS EN 166:20 03 1FT
TERMINAL	**SPECIFIC RULES FOR LOADING/UNLOADING**
C1	**Terminal for loading of trucks with cathode copper**
	1. The cargo compartment of the vehicle should be clean. 2. The driver should enter the north site of Refinery through the southeast entrance. 3. Vehicle's tarpaulins should be uncovered immediately before the loading site while the driver is using personal protective equipment. 4. After the vehicle is positioned for loading the engine should be turned off. 5. The driver should specify the places for positioning the packets on the trailer. 6. During loading of cathode copper, are not allowed to be on the trailer and must maintain a distance of at least 5 m from the vehicle. 7. After loading, the driver is entitled to get on the cargo compartment/trailer to check if the places specified by him/her for positioning the packets are met and to request redistributing/rearrangement of cargo, where necessary. 8. The driver should secure the cargo with a lashing belt. 9. The laden vehicle should be moved by the driver to the western part of the site for document processing and issue. 10. Tarpaulins of the bodywork should be closed and sealed. 11. The driver is not allowed to enter the Storage Office. 12. Smoking is not allowed at the loading site. 13. The laden vehicle must leave the site through the northwest barrier.
C2, C3	**Terminal for loading of trucks with anode slam, ADR,** **Terminal for loading of trucks with nickel sulfate, ADR**
	1. The vehicle must be equipped with an adequate number of lashing belts to secure the cargo during transportation to the customer. 2. The vehicle must be equipped with an adequate number of metal bars to secure the cargo during transportation to the customer. 3. The driver is responsible to place the lashing belts and bars. 4. The cargo compartment of the vehicle should be clean.

D	SLAG FLOTATION UNIT
D1	Terminal for unloading of potassium isobutyl xanthate, ADR
D2	Terminal for loading of trucks with fayalite
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Protective half-mask with filter ABE1P3 – according to BDS EN 14387:2004+A1:2008 + BDS EN 143:2002 6. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT 7. Protective gloves with mechanical and chemical protection – according to BDS EN 388:2016 + BDS EN 374:2015
TERMINAL	**SPECIFIC RULES FOR LOADING/UNLOADING**
D1	**Terminal for unloading of potassium isobutyl xanthate, ADR**
	1. On arrival at the Refinery Division, the driver should wait for instructions from the Loading/Unloading Shift Supervisor, in the parking lot in front of the Office building. 2. The tarpaulin of the vehicle should be uncovered at the loading site immediately before loading. Closing should be made after loading, at the loading site again. 3. After the vehicle is positioned for loading, the engine should be turned off. 4. If the roads are not sprayed, movement of motor vehicles is stopped.
D2	**Terminal for loading of trucks with fayalite**
	1. It is the driver's responsibility to keep clean the cargo compartment of the dump truck /tipping body/. 2. The driver should specify places for positioning the cargo in the trailer/tipping body. 3. Trucks without tailgates and covers should not be used. 4. If the roads are not sprayed, movement of motor vehicles is stopped.

E	WASTE WATER TREATMENT PLANT /WWTP/
E1	Terminal for unloading of trucks with slaked lime in WT, ADR
E2	Terminal for unloading of trucks with ferric chloride in WT, ADR
E3	Terminal for unloading of trucks with hydrochloric acid in WT, ADR
E4	Terminal for unloading of hydrogen peroxide in WT, ADR
E5	Terminal for unloading of trucks with ferric chloride, ADR /sulfuric acid, ADR /hydrated lime in Rainwater Treatment Plant
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – (acid-resistant) – according to BDS EN 13688:2013 + BDS 11665-73 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Protective half-mask with filter ABE1P3 – according to BDS EN 14387:2004+A1:2008 + BDS EN 143:2002 6. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT * excluding: Terminal E2 – Safety goggles (closed type) BDS EN 166:2003 1BT or face-shield (transparent) BDS EN 166:2003 * excluding: Terminal E5 – Ferric chloride/sulfuric acid - Safety goggles (closed type) BDS EN 166:2003 1BT or face-shield (transparent) BDS EN 166:2003 7. Protective gloves with mechanical and chemical protection – according to BDS EN 388:2016 + BDS EN 374:2015
TERMINAL	**SPECIFIC RULES FOR LOADING/UNLOADING**
E1	**Terminal for unloading of trucks with slaked lime in WT, ADR**
	1. The driver should park the motor vehicle at the unloading site and wait for instructions from the Chemical Processes Operator. 2. After the slaked lime is tipped into the hopper and the unloading process is started, the driver should not leave the unloading site without permission of the Operator. 3. If spilled slaked lime is present around the truck, the driver should clean it. He/she must carefully look around the tailgate for any residual lump of lime.
E2	**Terminal for unloading of trucks with ferric chloride in WT, ADR**
	1. The driver should park the motor vehicle at the unloading site next to the tanks and wait for instructions from the Chemical Processes Operator. 2. He/she should carefully attach the coupling /hose/ to the hose connection for discharging ferric chloride after previously examined the integrity of all connecting pieces. 3. Once the unloading is complete, the driver should carefully dismantle the hose and make sure that there is no spillage of residual ferric chloride in it while positioned in the foundation pit. He/she should leave the unloading point after verifying that there is no spillage of ferric chloride from the tank body or discharge connection at the site.
E3	**Terminal for unloading of trucks with hydrochloric acid in WT, ADR**
	1. The driver should park the motor vehicle at the unloading site next to the tank and wait for instructions from the Chemical Processes Operator. 2. He/she should carefully attach the coupling /hose/ to the hose connection for discharging hydrochloric acid after previously examined the integrity of all

	connecting pieces. 3. Once the unloading is complete, the driver should carefully dismantle the hose and make sure that there is no spillage of residual ferric chloride in it while positioned in the foundation pit. He/she should leave the unloading point after verifying that there is no spillage of hydrochloric acid from the tank or discharge connection at the site.
E5	**Terminal for unloading of trucks with hydrated lime in Rainwater Treatment Plant**
	1. The driver should park the motor vehicle at the unloading site and wait for instructions from the Chemical Processes Operator. 2. He/she should attach the discharge hose of the truck to the tank connection. 3. He/she should maintain /by operating the truck engine/ such pressure in the tank body as is necessary for unloading. If instructed by the Chemical Processes Operator, this process may be stopped and resumed repeatedly. 4. Once the unloading is complete, the driver should carefully dismantle the hose. He/she should pull out after making sure that the vehicle will not soil roads and sites with hydrated lime.
E5	**Terminal for unloading of trucks with ferric chloride, ADR /sulfuric acid, ADR in Rainwater Treatment Plant**
	1. The driver should park the motor vehicle at the unloading site next to the tanks and wait for instructions from the Chemical Processes Operator. 2. He/she should carefully attach the coupling /hose/ to the hose connection for discharging ferric chloride/sulfuric acid after previously examined the integrity of all connecting pieces. 3. Once the unloading is complete, the driver should carefully dismantle the hose and make sure that there is no spillage of residual ferric chloride/sulfuric acid in it while positioned in the foundation pit. He/she should leave the unloading point after verifying that there is no spillage from the tank or discharge connection at the site.
F	**WAREHOUSE UNIT**
F1	Terminal for unloading of spare parts, materials and consumables in the Central Storage
F2	Terminal for unloading in the Construction Material Storage and Hardware Storage
F3	Terminal For Unloading In The Investment Storage
F4	Terminal for unloading in the Warehouse Big Investment Projects
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT 6. Protective gloves with mechanical protection – BDS EN 388:2016

TERMINAL	SPECIFIC RULES FOR LOADING/UNLOADING
F1, F2, F3, F4	**Terminal for unloading of spare parts, materials and consumables in the Central Storage, Terminal for unloading in the Construction Material Storage and Hardware Storage, Terminal for unloading in the Investment Storage, Terminal for unloading in the Warehouse Big Investment Projects**
	1. On arrival at the relevant terminal, the driver should wait for unloading instructions from the Storage Attendant and/or the Operational Procurement and Storage Administration Specialist. 2. After the vehicle is positioned for unloading, the driver should stop the engine with the specified personal protective equipment, open the trailer and release the cargo lashing belts. 3. The driver must comply with the requirement for loading/unloading operations according to the specification of materials supplied. 4. Smoking is not allowed at the loading site with the exception of specially designated areas. 5. It is not allowed to enter the Storage Facilities offices. 6. Document processing and/or issue is only carried out at specially designated areas. 7. After unloading, the driver should close the trailer and leave the unloading site.
G	**UTILITIES**
G1	Terminal for unloading of liquefied petroleum gas (LPG) – LPG Storage, ADR
G2	Terminal for unloading of packaged lubricants – Fuel Oil Handling System
G3	Gas Oil Unloading Terminal – Steam Boiler Plant, ADR
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants (antistatic) – according to BDS EN 1149-1:2006 * excluding: Terminal G2 - Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT * excluding: Terminal G2 - Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT – where necessary 6. Protective gloves for mechanical protection (antistatic) – according to BDS EN 388:2016 EN 16350:2014 * excluding: Terminal G2 – Protective gloves with mechanical protection – according to BDS EN 388:2016
TERMINAL	**SPECIFIC RULES FOR LOADING/UNLOADING**
G1	**Terminal for unloading of liquefied petroleum gas (LPG) – LPG Storage, ADR**
	1. All operations of the driver related to unloading of LPG should be carried out under the immediate control of the Energy Equipment Operator Fitter. 2. He/she should put to earth with a grounding cable of the road tanker by connecting the designated point /plate/ of the road tanker to the grounding element.

	3. Blank flanges in the gas and liquid phase of the tank body should be dismantled with the required secure /non-sparking/ tool. 4. Flexible gas and liquid phase hoses should be reliably attached to the relevant flanges of the tank body. 5. Valves in the gas and liquid phase of the unloaded tank body should be opened smoothly. 6. Once the unloading is complete, ball valves of the filling line and the gas phase are smoothly closed. 7. The gaseous and liquid phase valves of the unloaded tank body are closed. 8. The pressure of hoses coming from drain valves should be lowered and they are dismantled from the tank body. 9. Blank flanges of the tank body should be installed with the required safe tool. 10. After the site is naturally ventilated, grounding cables should be disconnected and stowed. 11. After the site is ventilated, the tank body should be taken out of the storage and moved to a vehicle scale for weighing. 12. The driver should submit the necessary shipping documents to the Energy Carriers Office and get validation of the Tax document.
G2	**Terminal for unloading of packaged lubricants – Fuel Oil Handling System**
	1. Unloading of packaged lubricants from vehicles (trucks and vans) on the ramp and their storage in places designated for different types is carried out by the Energy Equipment Operator Fitter by means of: - platform trolley for buckets and bottle boxes - barrel trolley – up to 400 kg: ➢ the two lower gripping notches of the storage trolley should be attached tightly to the lower edge of the barrel ➢ the upper gripping lath should be fixed to the upper edge of the barrel ➢ the trolley should be lowered back by the handles and the barrel is moved to the designated place ➢ when the trolley gets to the place of storage, it should be tilted forward by releasing the upper gripping latch, and pulled from under the barrel. - hand lift truck for barrels: ➢ the upper gripping latch should be fixed to the upper edge of the barrel ➢ the barrel should be slightly lifted by the pedal or handle and the lower support latch is placed by pushing down the handle ➢ the barrel is ready to be transported as the required height is set by the pedal or handle ➢ using the side screw, by turning right the hand wheel, the barrel may be positioned horizontally or with the required inclination ➢ the barrel should be released in reverse order. - hand lift truck for storage pallets ➢ guiding rolls should be placed longitudinally under the pallet by pushing ➢ the pallet should be lifted slightly by the pedal or handle and is ready to be transported ➢ the required height is set by the pedal or handle ➢ the pallet should be released in reverse order.

G3	**Gas oil unloading terminal – Steam Boiler Plant, ADR**
	1. All operations of the driver related to unloading of gas oil should be carried out under the immediate control of the Energy Equipment Operator Fitter; 2. The driver should put to earth with a reliable grounding cable of the road tanker by connecting the designated point /plate/ of the road tanker to the grounding element; 3. The flexible hose for unloading diesel fuel is attached to the nozzle of the road tanker and to the nozzle of the tank filling line; 4. The driver should open the diesel unloading valves of the road tanker; 5. He/she should turn on the pump for unloading the road tanker; 6. Once the unloading is complete, the driver should stop the pump, close the valves of the road tanker and disengage the hoses from the nozzles and the grounding cable; 7. The driver should submit all required documents to the Energy Equipment Operator Fitter – Tax document, Bill of lading, Quality Certificate, Protocol for marking of gas oils, etc.; 8. The driver should leave the site and move the road tanker to a vehicle scale for weighing;
H	**ENVIRONMENTAL UNIT**
H1	Terminal for loading and unloading in Depot No. 1
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Protective half-mask with filter ABE1P3 – according to BDS EN 14387:2004+A1:2008 + BDS EN 143:2002 6. Safety goggles for mechanical protection – according to BDS EN 166:2003 FT 7. Protective gloves with mechanical protection – according to BDS EN 388:2016
I	**ANALYTICAL LABORATORIES**
I1	Terminal for unloading of acetylene, ADR
I2	Terminal for unloading of liquid argon in a cryogenic vessel, ADR
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Protective half-mask with filter ABE1P3 – according to BDS EN 14387:2004+A1:2008 + BDS EN 143:2002 6. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT 7. Protective gloves with mechanical protection – according to BDS EN 388:2016

TERMINAL	SPECIFIC RULES FOR LOADING/UNLOADING
I2	**Terminal for unloading of liquid argon in a cryogenic vessel, ADR**
	The driver will be responsible for the proper and safe unloading of liquid argon in a cryogenic vessel by carrying out the following operations: 1. The driver should open valve V21 of the cryogenic vessel to release the pressure. 2. He/she should open valves V1 and V2. 3. He/she should slowly open the relief valve of the road tanker. 4. The driver should open the valve to increase the pressure in the road tanker making sure that the pressure gauge does not exceed the benchmark. 5. When the pressure approaches the working pressure in the cryogenic vessel, the driver should close the valve to increase the pressure in the road tanker. 6. Filling starts and the pressure gauge is duly monitored and the level gauge of the cryogenic vessel. 7. Once liquid starts to flow from the visual control valve V21, the release valve of the road tanker and valve V21 are closed. 8. Valves V1 and V2 should be closed. 9. The drain valve of the feed road tanker should be opened. 10. After the entire product is drained from the flexible connecting hose, the hose should be disengaged from the cryogenic vessel. 11. The Shift Supervisor, Head of Sector, Safety Operation Manager are responsible for monitoring the operations of unloading of liquid argon in a cryogenic vessel.
J	**CANTEEN TERMINAL**
J1	Terminal for loading and unloading in Canteen No. 1
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Protective gloves with mechanical protection – BDS EN 388:2016
K	**M-TRANS EOOD**
K1	Refueling terminal – Fuel station, ADR
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants (antistatic) – according to BDS EN 1149-1:2006 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Safety goggles for mechanical protection (closed type) – according to BDS EN 166:2003 1BT or face-shield (transparent) BDS EN 166:2003 6. Protective gloves with mechanical and chemical protection – according to BDS EN 388:2016 + BDS EN 374:2015

TERMINAL	SPECIFIC RULES FOR LOADING/UNLOADING
K1	**Refueling terminal – Fuel station, ADR**
	Reception and unloading of road tankers with diesel fuel. The driver, under the immediate control of the In-house Fuel Station Manager, should carry out the unloading operations in the following order: 1. The driver should put to earth the road tanker with a reliable grounding cable by connecting the designated point of the road tanker /plate/ to the grounding element; 2. The driver should attach the flexible hose for unloading the diesel fuel to the nozzle of the road tanker and to the nozzle of the fuel tank filling line; 3. The driver should open the vent valve of the fuel tank and attach a flexible hose to the nozzle of the valve and to the nozzle of the road tanker; 4. He/she should open the unloading valves of the road tanker to unload the diesel fuel; 5. Unloading is carried out by gravity; 6. After the unloading is complete, the driver should close the valves of the road tanker and disengage the hoses from nozzles and the grounding cable. 7. During unloading, the In-house Fuel Station Manager should monitor the amount that is unloaded according to the fuel meter of the road tanker. 8. The driver should close the valve of the road tanker.
L	**LURGI STORAGE**
L1	Unloading Terminal in Lurgi Storage
Work clothing and personal protective equipment	1. Work clothing, jacket and bib overall or overall, or pants – according to BDS EN 13688:2013 2. Work footwear with toecaps and penetration resistant sole – according to BDS EN 20345:2011 S3 3. Reflective jacket / Reflective work clothing 4. Safety helmet, shock and electrical protection – according to BDS EN 397:2012 + BDS EN 50365:2003 5. Safety goggles for mechanical protection – according to BDS EN 166:2003 1FT 6. Protective gloves with mechanical protection – according to BDS EN 388:2016