ATTENTION!

The Minimum Requirements for Self-collecting customers (last version: December 2017) have been revised and will be published new as version July 2021.

The main change compared to the previous edition is the reduction of the volume by about a quarter. Despite this substantial reduction, some innovations have been added, which are identified by yellow text markings.

Minimum Requirements for Self-Collection

SHARED RESPONSIBILITY – REACHING DESTINATIONS SAFELY

JULY 2021

EVONIK
Leading Beyond Chemistry

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THESE MINIMUM REQUIREMENTS, along with its regulations, serves to ensure that transports of products of Evonik Industries AG are conducted safely, securely, without harming the environment and with respect for all relevant statutory regulations. Therefore self-collection customers respectively the logistics service providers contracted by them are obliged to acknowledge these Minimum Requirements and to observe the specifications contained herein.

Introduction

Evonik Industries AG places great value on ensuring that products and raw materials are transported safely and in a sustainable manner, without harming the environment or impairing their quality, while taking customer wishes into account. This results in greater requirements for the logistics service providers, which are specified in their requirements profile for Road Haulage and Multimodal Transport (as of: March 2021) of Evonik Industries AG.

Meeting the safety-related requirements from the above-mentioned requirements profile, summarized in the present "Minimum Requirements for Self-Collection", is also expected of the customers of Evonik Industries AG that pick up their own goods or have it done by service providers that are authorized by the customers of Evonik Industries AG to pick up their goods. The scope of the Minimum Requirements for Self-collection Customers encompasses transport in national and international road haulage, including multimodal transport by rail and/or inland waterway in Europe (including pre- and on-carriage transport to/from seaports and airports for maritime and air transport).

The Minimum Requirements for Self-collection Customers are checked at incoming inspections and by loading supervisors at the plants of Evonik Industries AG. Failure to observe these requirements can lead to rejection of the vehicles that are provided for pick-up.

When the term "self-collection customer" is used in the following text, it means in general that the self- collection customer itself and in particular any logistics service provider contracted by it to make the pick-up.

Since compliance with all legal requirements by the self-collection customer is a prerequisite, the Minimum Requirements for Self-collection Customers, with few exceptions, do not contain a repetition of the legal requirements.

Evonik Industries AG and subsidiaries under Section 15 of the German Stock Corporation Law (AktG) refer to the "Code of Conduct for Evonik Employees", "Evonik Global Social Policy", and "ESH Values", which can be viewed on the Internet (see www.evonik.com/responsibility) and expect the self-collection customers to comply with the internationally recognized principles of the UN Global Compact and the core work norms of the International Labor Organization (ILO) (see also Item 6.2.4).

1. VEHICLES, CONTAINERS AND ADDITIONAL EQUIPMENT

1.1 Vehicles, containers and additional equipment used for loading and unloading are in proper technical condition and make a good visual impression, while complying with legal and other official regulations as well as the additional contractual requirements for the goods to be loaded that were specified when the order was awarded.

1.2 For planned transports in Ro / Ro haulage, the vehicles must be equipped with facilities (lashing eyelets, equipment to block suspension travel, etc.), which permit secure lashing on board and prevent the transported unit from shifting during heavy seas.

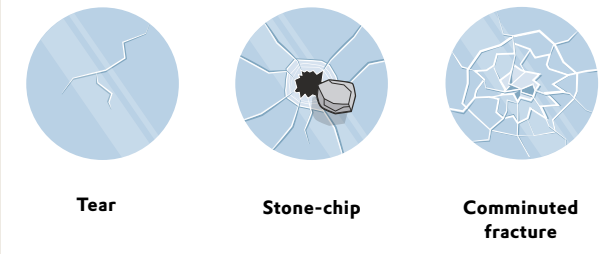
1.3 The minimum requirements specified in more detail in the annexes must be heeded (as far as applicable).

1.4 Vehicles for loading dangerous goods are checked by the Evonik Industries AG consistently in accordance with subsection 7.5.1.1 ADR. Vehicles that do not meet applicable legal requirements will be rejected. Among other things, these checks include the equipment prescribed in subsections 8.1.4 and 8.1.5 of the ADR and to the equipment listed in the written instructions pursuant to subsection 5.4.3 ADR regarding the performance of the general and any additional and / or special measures.

1.5 Windshields must be undamaged. This particularly applies to areas directly in the driver's field of vision, which we consider to be the area above the first windshield wiper (see illustration).

1. VEHICLES, CONTAINERS AND ADDITIONAL EQUIPMENT

Damage outside of this field of vision (such as chips caused by stones) can also result in rejection if larger than a € 2 coin or involving cracks that could not be described as minimal (see illustration):



1. VEHICLES, CONTAINERS AND ADDITIONAL EQUIPMENT

1.6 The shovel required for hazardous materials as per 5.4.3 ADR will be complied with, if a shovel or spade (also collapsible types) of metallic material or robust plastics with a handle is carried in the vehicle. Shovels with a short handle (such as dustpans) are not acceptable. The working length of a shovel (from the tip of the blade to the end of the handle) needs to be at least 100 cm. Collapsible spades are tolerated, if they have a working length of at least 55 cm when unfolded.

1.7 For the transport of dangerous goods, the requirements of 8.1.5.2 ADR for the "eye flushing liquid" to be carried along are considered met, if a bottle of fresh, clear, uncarbonated water or an eye flushing bottle with special eye flushing liquid is carried along. In the case of the latter, the expiration date may not be exceeded.

1.8 In case additional equipment such as breathing protection for escape or other equipment not listed in subsections 8.1.4 or 8.1.5 of ADR should be required for certain dangerous goods, Evonik Industries AG shall notify the customer doing self-collection of this in writing, either generally or for specific orders (when the order is placed).

1.9 The transport of dangerous goods under the relaxed requirements of subsection 1.1.3.6 ADR (meaning waivers in connection with quantities that are carried per transport unit) requires prior consent by the respective loading station. If consent is not given by them, then the provisions of the dangerous goods regulations must be fully observed, even for quantities below the limits specified in 1.1.3.6 ADR.

1.10 If the vehicles to be loaded have containers or swap bodies, then the corner casting locks (twistlocks) must be properly locked.

1. VEHICLES, CONTAINERS AND ADDITIONAL EQUIPMENT

1.11 When transporting products which, for safety reasons, are subject to temperature control (if so, corresponding information is part of the orders), the vehicles shall be fitted with the necessary temperature display and alarm equipment, and nothing else may ever be added to the load. Exceptions to this rule require the approval of Evonik Industries AG. Before such products are loaded, the loading unit shall be pre-cooled to the working temperature of the cooling equipment.

2. **PERSONS INVOLVED IN THE TRANSPORT**

2.1 The self-collection customer shall use reliable, properly trained drivers who are in possession of a valid driving license and have sufficient driving practice; in the case of dangerous goods, the driver shall have the relevant certificates of training and instruction in the area of safety.

2.2 The self-collection customer shall provide the drivers with all the relevant knowledge and documents necessary for safe and qualified implementation of the order, e.g. for dealing with

.1 dangerous goods and wastes,
.2 the vehicle's technical equipment,
.3 cargo-securing equipment,
.4 loading devices
.5 personal protective equipment.

2.3 Drivers of self-collectors must have at least basic knowledge of the language of the country (or English) of the respective loading point.

Drivers of tank trucks must be trained on all activities involved in filling and emptying, as well as climbing the tank and working on the tank top.

If the personnel at the entrance to the plant or at the filling station have the impression that the necessary safety at the plant or at the filling station is endangered due to the driver's lack of qualification in this respect and/or the inability to communicate with the driver, this may lead to the rejection of the respective vehicle.

2.4 Upon request by Evonik Industries AG, contractor's driver must present the documents required under § 7b of the German law governing freight haulage (GüKG).

2.5 The self-collection customer undertakes to organize the work of its driving personnel so as to comply with the required driving and resting times.

2. PERSONS INVOLVED IN THE TRANSPORT

2.6 No persons who are not part of the vehicle crew may be in the vehicles of the self-collectors when they enter the Evonik Industries AG premises.

2.7 The announced internal regulations applicable for fenced locations as well as any plant-specific instructions must be observed at the loading and unloading stations.

2.8 There is a general alcohol and drug ban (even for carrying in the vehicle).

2.9 The contractor must ensure that the drivers and their vehicles are always effectively secured against unintended rolling (for instance parking brake and, if necessary, use of wheel chocks).

2.10 Drivers shall remain in or near their vehicle during loading and unloading or officially inform a person responsible from Evonik Industries AG, when they leave the vehicle and when they return.

2.11 Drivers are always obligated to have the following personal protective equipment with them at the plants of Evonik Industries AG and to wear it when they leave their vehicles:

- **.1** Clothes which completely cover the body.
- **.2** Protective shoes (acc. to ISO EN 20345), closed (min. safety level S 1)
- **.3** Hard hat
- **.4** Protective glasses
- **.5** Warning vest (EN 471)

2. **PERSONS INVOLVED IN THE TRANSPORT**

2.12 The following additional personal protective equipment must be carried in the vehicle for loading and unloading liquid and solid bulk loads and must be used by the driver as required when loading and unloading the vehicle:

- **.1** Protective clothing (according to the goods being loaded)
- **.2** Protective shoes (according to ISO EN 20345), impervious to fluids (min. safety level S 2)
- **.3** Chemical-resistant protective gloves (according to the goods being loaded)
- **.4** Tight-fitting protective goggles
- **.5** Protective face mask (for corrosive liquids / gases)
- **.6** Breathing protection (according to the goods being loaded)
- **.7** Safety harness for hooking into the fall protection system

2.13 When entering the site of Evonik Industries AG and the recipient, no passengers (including family members) or pets may be in the vehicle.

2.14 If (in the case of dangerous goods) there is a co-driver is in the vehicle who has no valid driving license and/or no ADR training certificate, that person must be able to present confirmation from his/her employer (the carrier) that he/she is acting as an official co-driver. If so, the requirements for personal protective equipment apply also for that person.

3. **SECURITY**

3.1 The driving staff must be able to present authorization to pick up the load. It must be possible to identify the vehicle and the entire vehicle crew (by official identity card with photo, e.g. personal identity card, passport, driving license, or ID card). This is designed to prevent the goods from being transferred to unauthorized persons.

3.2 When reporting the load, the self-collection customer shall ensure that the driver will be able to present the following documents as authorization to pick up the load, so that Evonik Industries AG can identify the load to be transferred and the vehicle. This authorization should be a self-collection customer's official, written load order (with name of the carrier, product description, transport number, and, if applicable, recipient of the goods).

Alternatively, the driver may present only a reference number (e.g. transport number), provided that he can answer at least one further control question (e.g. product designation, consignee) about the load to be collected upon request. This authorization can also be demonstrated on an electronic device.

Note:
As a rule, no loading should be possible in the plants of Evonik Industries AG without presentation of these documents. However, exceptions to this rule are possible (e.g. for regularly recurring pick-ups and/or drivers at short intervals).

3.3 The self-collection customer is either a recognized "authorized economic operator" - AEO) F or S, or informs Evonik Industries AG upon request in the form of a security declaration (e.g. standard "AEO-Security Declaration" of the European Commission) that he/she meets the requirements relevant for the security of the delivery chain.

3. **SECURITY**

3.4 The self-collection customer agrees that goods that are stored, transported, delivered to, or received by an approved economic operator (AEO) pursuant to an order shall be stored and / or loaded at secure operational areas or transshipment locations and that these goods will be protected against unauthorized access during loading, unloading, and transport. Furthermore, the self-collection customer shall ensure that the personnel used for storage, loading, transport, and receipt are reliable.

4. **SAFETY**

4.1 Departure inspection: Before the transport, the road safety and the completeness of the vehicle equipment shall be checked by the driver. The prescribed or agreed equipment shall be carried on all the vehicles until the transport has been completed.

4.2 Legally prescribed and any further prohibitions of Evonik Industries AG regarding the loading of certain goods together in the same transport unit shall be observed (see Annex 2, A.2.10 and A.2.11).

4.3 For loading, vehicles must be provided whose maximum payload meets the requirements for the order (taking legal requirements into consideration).

4.4 Particularly safe transport routes shall be chosen (i.e. preferably limited access motorways, if necessary by-passing designated protected areas and avoiding routes through purely residential areas).

4.5 If vehicles with dangerous loads are parked, they must be guarded or parked such that sufficient security is guaranteed. The applicable regulations must be complied with.

4.6 For transloading operations initiated by the self-collection customer during the course of a transport, the self-collection customer must comply with all the requirements, particularly as specified in Annex 2.

5. TRANSPORT/ACCOMPANYING DOCUMENTS

5.1 Transport documents must be filled out correctly and be carried together with the other accompanying documents.

5.2 Transport documents / accompanying documents or their contents shall not be made accessible or handed over to third parties – with the exception of regulatory controls.

5.3 Transport documents which do not concern the current transport must be separated from those that do concern the current transport.

5.4 The documentation for the transport of dangerous goods (such as the ADR training certificate of the vehicle driver or approval certificates) must always be presented in the original version.

If dangerous goods related proof documents are presented laminated for inspection, this may lead to rejection of the vehicle at some shipping offices. In order to avoid such rejections, drivers of self-collectors are recommended either not to present laminated proof documents or to inquire about their acceptance at the respective shipping point in advance.

5.5 For cross-border transport (transport into third countries and intra-community transport), the self-collection customer must provide Evonik Industries AG with the following:

- for transport into a third country: an export certificate as per § 10 Paragraph 1 No. 2 of the German Turnover Tax Implementing Regulations (UStDV), or
- for intra-community transport: a shipment certificate as per § 17a Paragraph 3 Sentence 1 No. 1 Letter a of the German Turnover Tax Implementing Regulations (UStDV).

As a rule, the interactive PDF form provided by Evonik Industries AG will be used for this purpose. In exceptions, a paper document can also be used in accordance with official requirements.

In the case of transport to another EU member state, the shipper agrees to confirm this by means of signature on the acceptance papers.

5. TRANSPORT/ACCOMPANYING DOCUMENTS

5.6 For vehicles registered in Germany, the vehicle registration (Zulassungsbescheinigung Teil I, so called "Fahrzeugschein") must be presented. If this is carried only as a copy, then the inspection certificate from the last major inspection must also be presented.

5.7 For transport orders of Evonik, which are concerned by § 35b of the German Ordinance on the Transport of Dangerous Goods by Road, Rail and Inland Waterways (GGVSEB), the self-collector must apply for the routing determinations as per § 35a GGVSEB and – if applicable – for the approval as per § 35 (4) GGVSEB, and forward these documentation to Evonik upon request before carrying out the first transport and ensure the presentation of these documentation during regular operations (by the driver) upon request of Evonik.

5.8 When for the transport of Evonik products, which are concerned by 35b) of the German Ordinance on the Transport of Dangerous Goods by Road, Rail and Inland Waterways (GGVSEB) and hence in Germany are subject to §§ 35 and 35a GGVSEB, vehicles in accordance to the exemptions mentioned in § 35c GGVSEB are provided for loading, the self-collector shall forward the respective evidence to Evonik before carrying out the first transport and ensure the presentation of the respective evidence during regular operations (by the driver) upon request of Evonik.

5.9 Since Evonik Industries AG is not a contract partner of the logistics service provider contracted by the self-collection customers, its shipping stations do not issue consignment notes for the logistics service providers nor sign consignment notes presented by the logistics service provider in which Evonik Industries AG is entered as consignor.

6. **ACCIDENTS/DAMAGE/LOSS**

6.1 Whenever persons are endangered and / or the environment is influenced, the fire department and/or police must always be notified. Furthermore, the following information must be provided to Evonik Industries AG at the telephone number shown in the transport order or – outside office hours – at Evonik Industries AG's emergency telephone number (see 6.4.2).

- **.1** Name and company of the reporting person;
- **.2** Registration number and type of vehicle, freight carrier, forwarding agent;
- **.3** Place, time, and description of the accident / damage incident;
- **.4** Number of injured / dead, extent of product leaked, police / fire brigade present at the site;
- **.5** Consignment data (order number. destination, transport company, forwarding agent);
- **.6** Measures carried out or arranged by the driver;
- **.7** Options for calling back for further information (name, address, telephone, fax);
- **.8** If appropriate, the loss adjuster involved (name, address, telephone, fax).

6.2 For every accident / case of damage in connection with the transport, the self- collection customer respectively the logistics service provider contracted by him shall prepare a report and send it to Evonik Industries AG without delay.

6.3 Evonik Industries AG shall be informed immediately about recognizable damage and loss of goods, regardless of cause or responsibility.

6.4 Whenever persons are endangered and/or the environment is influenced, the fire department and/or police must always be notified. Directly afterwards, Evonik Industries AG shall be informed as follows:

6. **ACCIDENTS/DAMAGE/LOSS**

.1 Using the telephone number given in the order documents or, if this cannot be reached,

.2 Using the client's TUIS (Transport Incident and Information System maintained by the German Chemical Industry Association – VCI) telephone hotline below:

Telefon +49 2365 49-2232

6.5 When Evonik Industries AG's products are damaged during transport, get out of control, or are stolen, then Evonik Industries AG shall be informed without delay.

ANNEX 1
LIQUID AND DRY BULK GOODS IN TANKS, ROAD TANK-/SILO VEHICLES, TANK-/SILO CONTAINERS, THROUGHS, AND DUMP TRUCKS

The contractor requirements are as follows:

A.1.1 Technical components

A.1.1.1 Vehicle equipment, such as containers, emptying devices, pumps and any hose material carried by the vehicle, fittings, and seals shall be clean, dry, and free of odors, unless different product-specific agreements have been made.

A.1.1.2 Technical and visually fault-free and pressure-tested hose material shall be used that is suitable for the respective cargo.

A.1.1.3 Hose material which is used for specified products / product groups, shall be clearly marked and may only be used for these specific products / product groups.

A.1.1.4 For liquids, stainless steel pressure tanks shall be used, providing there are no different requirements.

A.1.1.5 Vehicle registration certificates shall be carried in the vehicle and presented upon request. Upon request, tank approvals for the transported goods shall be provided within a reasonable period of time.

A.1.1.6 For safety reasons (surge effect), the minimum tank filling level prescribed for the transport of dangerous goods shall also be observed for the transport of non-dangerous goods. The contractor shall therefore provide containers that can meet this requirement.

A.1.1.7 Information on the presence of surge plates.

ANNEX 1
TECHNICAL COMPONENTS

A.1.1.8 The compartment number shall be marked on the dome lids, filling connections, and corresponding outlets

A.1.1.9 Details of the tank / compartment volume shall be marked clearly and be permanently affixed to the dome lids and filling connections.

A.1.1.10 The vehicle shall be fitted with devices (rings) for attaching product signs and lead seals to outlets and dome lids.

A.1.1.11 All the emptying devices shall be closed properly before filling; and all the filling devices after filling.

A.1.1.12 The vehicle shall be fitted with a clearly marked and fully functional grounding device.

A.1.1.13 As a rule, entry into the empty vehicle tanks / containers on the premises of the client or its customers is not permissible. If entry is made, the appropriate safety regulations must be observed.

A.1.1.14 When climbing on tank / silo vehicles, drivers must use either personal fall safety equipment provided by the plant or their own inspected equipment. Furthermore, they must be trained in putting on and using such safety equipment.

A.1.1.15 Drivers may climb their vehicle tanks at Evonik's sites only if their vehicles are placed in the filling stations and when proper fall protection equipment is properly used.

A.1.1.16 Flammable liquids may not be unloaded (pressed out) using compressors.

ANNEX 1
TECHNICAL COMPONENTS

A.1.1.17 For the transport of products for which Evonik Industries AG requires a certified standard in accordance with GMP+ B4 (such as for certain fillers and food/feed additives), the self-collection customer must not provide any bulk cargo space, for loading, which had ever previously been used for the transport of prohibited substances or materials of freight category 1 ("Transport Exclusion List"), such as meat-and-bone meal.

Exceptions to this are bulk loading areas, which, after the transport of such substances/ materials, have been recertified/released after suitable cleaning and disinfection under stringent conditions followed by an assessment by an EN 45004-accredited inspection body specifically approved for the inspection of bulk cargo spaces.

ANNEX 1
CLEANING STATIONS

A.1.2 Cleaning stations

A.1.2.1 The logistics service provider contracted by the self-collection customer is responsible for the selection of suitable and reliable cleaning stations. A cleaning station regarded as suitable is a station which has the necessary authorization (with regard to operation and disposal) and carries out cleaning and disposal in line with legal regulations and official approval certificates.

It is assumed that the operators of the cleaning station commit themselves to carry out necessary measures (servicing, maintenance, repairs) in due time and document these procedures, only using qualified staff and allow audits to be carried out if necessary.
It is therefore recommended that the logistics service provider contracted by the self- collection customer use cleaning companies that have done an SQAS assessment for tank cleaning systems.

A.1.2.2 Tank cleaning always depends on the last goods loaded and, as far as is known, the next goods to be loaded and is carried out in agreement with the cleaning station.

A.1.2.3 Evonik Industries AG provides the self-collection customer with product information as needed (e.g. safety data sheet) to ensure proper cleaning and disposal. Proofs of disposal shall be provided to the client upon request.

ANNEX 1
PROOF OF CLEANING

A.1.3 Proof of cleaning

A.1.3.1 All cleaning companies are obligated to issue proof of cleaning which clearly states that the tank/silo has been cleaned properly. It is recommended that the "EFTCO Cleaning Document be used for this.

A.1.3.2 The proof of cleaning should include the following minimum standards:

.1 Format of the document: DIN A4

.2 Sequential, unique numbering, safeguarded technically against duplication and forgery

.3 The document must contain at least the following information:

- Identification of the tank cleaning plant with full address, fiscal and commercial information and – where available – national membership and a reference to EFTCO
- Identification of the customer (contractual partner)
- Identification of the vehicle / tank
- Arrival and departure times of the vehicle
- Information about the cleaning work done, showing the pre-determined code for the cleaning process (tank, hoses, pumps, valves)

Notes:
This nomenclature is available in six languages and has been accepted by all national associations of cleaning plant operators The EFTCO Cleaning Code can be downloaded from the Internet as a PDF file at http://www.eftco.org. This nomenclature can be expanded as needed to include additional codes and languages.

- For each cleaned compartment, information about the last loaded product with technical description and UN number

ANNEX 1
PROOF OF CLEANING

.4 Signature of the cleaning manager and the contractual partner's representative (generally the driver)

Notes:

- *Non-binding: Information about the next load.*
- *The cleaning process is either printed in full and marked with an "X" or printed out in full after successful cleaning with details of the steps carried out.*

A.1.3.3 Before loading, the proof of cleaning must be provided to the loading unit.

A.1.3.4 The electronic tank cleaning certificate (eECD) started in early 2019 by ECLIC will replace the paper ECD in the medium term. The client will gradually change over to eECD as proof of cleaning and asks its contractors to take part in this system (information at www.eclic.eu), which entails becoming licensed as equipment operator.

A.1.3.5 In the case of disposal transports (waste), instead of the proof of cleaning (if required), a written confirmation by the self-collector that the tank prepared for loading is either cleaned or, if it is un-cleaned, that the pre-charge (and any residues of the pre-charge in the tank) is compatible with the cargo shall suffice. Should Evonik require proof of cleaning for certain disposal transports in accordance with A.1.3, this shall be agreed bilaterally with the self-collector.

A.1.3.6 Cleaned containers and feeding lines shall be free of any residue from previous transport jobs.

A.1.3.7 The self-collection company is responsible for faults caused by a cleaning company commissioned by the self-collection customer as if they were its own faults.

ANNEX 1
PROOF OF PREVIOUS LOAD

A.1.4 Confirmation about previous product

A.1.4.1 All logistics service providers whose tanks/silos are reloaded upon agreement without being cleaned shall guarantee that proof of previous load (example see Attachment) will be drawn up and provided.

A.1.4.2 The proof of previous load shall contain at least the following details:

.1 Name of the logistics service provider;
.2 Number of the vehicle, tank, chamber;
.3 Product
- chemical-technical description (not simply the trade name)
- dangerous goods class;

.4 Last client order number, loading date;
.5 Voucher number, date, stamp, signature.

These details can also be recorded on the pick-up note.

A.1.4.3 The electronic proof of previous load (ePPL) started in early 2019 by ECLIC will replace the paper proof of previous load in the medium term. The client will gradually change over to electronic proof of previous load (ePPL) and asks its contractors to take part in this system (information at www.eclic.eu), which entails becoming licensed as equipment operator.

A.1.4.4 The company issuing the proof of previous load proof of previous load shall make sure that no impurities whatsoever (e.g. dust, foreign particles, condensation) have entered the tank / silo after unloading and that the tank / silo is closed on being sent for renewed loading.

ANNEX 1
INSPECTION BEFORE LOADING

A.1.5 Inspection before loading

A.1.5.1 The logistics service provider contracted by the self-collection customer shall give the personnel of Evonik Industries AG the opportunity of checking the proper condition of the tank / silo and the emptying equipment before loading.

A.1.5.2 Evonik Industries AG reserves the right for reasons of safety as well as for product- specific reasons to check tanks, hose material, and emptying devices for cleanliness and, in case of complaint, to refuse to load the container.

ANNEX 1
REJECTION OF VEHICLES

A.1.6 Rejection of vehicles

As a rule, silo and tank vehicles, detachable tanks, and tank and silo containers used for the transport of food and feedstuffs may not be used for Evonik Industries AG's products.

Exemptions to this basic rule are possible for Evonik Industries AG's products which are destined for the food or feed industries (e.g. feed additives). If the situation is unclear, approval shall be obtained from Evonik Industries AG before the vehicle is provided for loading.

ANNEX 1
SECURITY DURING TRANSPORT

The self-collection customer shall ensure the following:

A.1.7 Security during transport

Tank/silo vehicles and tank/silo containers loaded with dangerous goods

- Shall either be monitored by the driver during stops or parked on fenced or guarded grounds and be checked before continuation of the trip;
- Shall never be parked in residential areas
- May be parked only on the self-collection customer's plant grounds or in secured areas over the weekend and on national holidays

ANNEX 2
PACKAGED GOODS IN TRUCKS, CONTAINERS, AND SAWP BODIES

The contractor requirements are as follows:

A.2. Packaged goods

A.2.1 Provide vehicles / containers / swap bodies with cleanly swept, dry, nail-free cargo areas that can be used by a fork-lift truck (durability as per DIN EN 283).

A.2.2 Provide vehicles that have their own on-board re-usable cargo-securing devices in adequate numbers and dimensions and in proper condition, such as

- **.1** Separators (such as clamping plates and insert rigging boards or adjustable partitions),
- **.2** Lashing equipment (such as standardized belts [LC = ≥2500 daN (straight traction) and STF 300 daN], chains, ropes, nets),
- **.3** Non-slip mats,
- **.4** Loading areas with retractable lashing rings or lashing point rails or similar fixing points.

A.2.3 Provide vehicles/containers, in which the walls, floor, and roof as well as doors, door seals, and weather protection appear to be in proper technical condition.

A.2.4 Driver checks the cargo for external damage and completeness (for packages / packaging units placed on pallets and any packages placed inside outer packaging, the number of loading units is checked), if the driver is present during loading.

A.2.5 Drivers approve the measures taken to secure the cargo and support the loading staff if requested.

ANNEX 2
PACKAGED GOODS

A.2.6 Checking (by visual inspection) the load securing during the duration of the transport (i.e. during intermediate stops, e.g. due to driving time breaks and/or when driving to additional loading and unloading points) for obvious defects. This applies in particular if the originally installed load securing has been changed (e.g. by reloading, partial unloading, additional loading).

If obvious defects are found during a visual inspection, the driver of the self-collector shall remedy them with the means at his disposal. If this is not possible, the onward transport must be interrupted until the defects have been rectified. The driver must coordinate the procedure for rectifying the defects with the dispatch center or vehicle dispatch of the self-pickup truck or the dispatch center of Evonik Industries AG. This applies particularly when the originally applied cargo-securing devices have been changed (e.g. due to reloading, partial unloading, additional loading).

Note:
The obligation for the above-mentioned visual inspection does not apply, if the contractor took over sealed transport resources from the client at the start of the trip. In the case of transport units sealed by Evonik Industries AG, if there is a high probability that the cargo-securing devices put in place by Evonik Industries AG may have lost their effectiveness due to abrupt driving maneuvers, the trip must be interrupted and the self-collection customer's control center contacted to clarify what further action to take (e.g. consultation with Evonik Industries AG about the removal of the seal to check the cargo-securing devices).

ANNEX 2
PACKAGED GOODS

A.2.7 No movement of vehicles (empty or loaded) with open sides or cargo bay doors.

A.2.8 No use of vehicles which are clearly recognizable as vehicles transporting food and feedstuff or which can be presumed to be transporting food and feedstuff due to markings on the vehicle. Exemptions to this basic rule are possible for Evonik Industries AG's products which are destined for the food or feed industries (e.g. food and feed additives) and Plexiglass® products.

If the situation is unclear, approval shall be obtained from Evonik Industries AG before the vehicle is provided for loading.

A.2.9 No use of vehicles that are partially loaded with food- or feed-stuffs, alcohol or tobacco, and, during the course of the transport, no further loading of other load being food- or feedstuffs, alcohol or tobacco to the client's load. Exceptions are possible for client's products that are not classified as dangerous according to the Supply & Use and / or transport regulations (e.g. food and feed additives, silica products). However, the product groups feed additives and silica must not be loaded together in the same vehicle.

Note:
The term "vehicle" is understood in such a way that, when cargo transport units are provided that consist of two load carriers (i.e. truck & trailer), in which food and feed are loaded in only one of the two load carriers, but the other has enough space for the load of the client, they are acceptable for loading

A.2.10 Provide vehicles with a cargo area that is suitable for the use of fork-lift trucks as specified by European standard EN 283 and that generally complies with the requirement for body stability according to EN 12642 (also see further details in Annex 3). Vehicles with a body strength as per EN 12642 Code XL are preferred.

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PACKAGED GOODS

A.2.11 Vehicles carry a sufficient number of correctly-proportioned cargo-securing devices, e.g. for palletized goods or intermediate bulk containers (IBC).

For each pallet row at least one lashing belt with ratchet as per EN 12195 Part 2 in proper technical condition, for the fixing of the load units by force locking or form locking (direct lashing).

The lashing belts must be in proper technical condition and have at least the following characteristics

- LC ≥ 2500 daN in a straight pull,
- STF ≥ 300 daN,
- Lashing belt length 10 m.

At least 20 lashing belts of this specification and a sufficient number of gliding edge fasteners must be carried. Deviations from his rule (meaning fewer lashing belts) are possible (e.g. due to multi-hole rail and the intention to use form-locked loading for Code XL vehicles or by filling up all empty spaces), but this requires the approval of Evonik Industries AG.

In addition, six additional lashing belts of the same specification for formation of blocks, or other lashing devices, such as chains or ropes, as needed, as per EN 12195 Parts 3 and 4.

Notes (for all vehicle types):

- *When lashing down, the belts must be fastened such that the maximum permissible vehicle width of 2.55 m is not exceeded.*
- *It must be ensured that belts cannot fall off the vehicle during transport or damage the load.*
- *Evonik Industries AG does not allow belt anchoring using the vehicle side walls.*

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A.2.12 Lashing belts must be taken out of service, if they show signs of damage. Signs of damage include:

- Belts show tears, cuts, notches, or breaks in load-bearing fibers and seams, deformation due to the effects of heat or chemicals.
- The end fittings and tension elements show deformation, cracks, strong signs of wear or corrosion.
- The label is missing and / or illegible.
- There are cuts in the edge of the web greater than 10% of the belt width. Regular visual inspection before and after each use is recommended.

Regular visual inspection before and after each use is recommended.

A.2.13 Equipment of the vehicles and swap bodies with end-to-end multi-hole rails with lashing points in the side part of the loading area (≤ 150 mm).
If there are no multi-hole rails, Evonik Industries AG expects the vehicle to be equipped at least with lashing points as per DIN EN 12640:2000 and a lashing point strength of at least 2000 daN. loading process and, e.g. cannot be blocked by the goods even when the entire surface is loaded. For closed vehicle designs, the possibility that the lashing belts can fall out must be excluded. If the lashing point location is unfavorable, so that the pressure point cannot be positioned on the load when the belt it pulled down, then additional effort to switch to other cargo-securing measures can be required.

Note (for all vehicle types):
Vehicles without adequate equipment for the lashing points and without adequately stable sides are excluded from loading.

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PACKAGED GOODS

A.2.14 For standard sheeted sideboard vehicles, the side insert rigging boards (provided these comprise part of the vehicle body) must be complete and undamaged, at least to the upper edge of the load. For form-locked loads, the insert rigging boards must be made of metal materials (for curtainsiders / tautliners: see attachment to this annex).

A.2.15 If vehicles with box-type bodies are provided for loading, they must be equipped with a suitable retention system (e.g. an appropriate number of form-locking telescoping stanchions and hole rails in the side walls at adequate height), which can be fixed in place and is suitable for the nature and weight of the cargo to be loaded, to secure the load opposite to the direction of driving (see photo of an ideal box-type vehicle and following comments).

Notes:

- *If a sufficient number of lashing points are provided as per EN 12 640 as well as lashing belts, the load can also be lashed alternatively by Evonik Industries AG by means of diagonal lashing*
- *The use of telescoping stanchions which can be positioned only via friction locking and are therefore practically ineffective physically (except in the case of extremely light goods with a retention force < 50 daN) will not be accepted by Evonik Industries AG.*

ANNEX 2
PACKAGED GOODS

A.2.16 Load units (such as film-wrapped or shrink-wrapped pallets) may not be changed without the express consent of Evonik Industries AG.

A.2.17 Continuously temperature-controlled transport of goods specified in the order confirmation as temperature-sensitive or the continuous frost-proof transport of goods specified in the transport order as frost-sensitive (in each case in accordance with the agreement).

A.2.18 When curtainsiders / tautliners are provided for loading, they must meet the specifications of the attachment to this annex.

A.2.19 If vehicles are provided that already have foreign cargo loaded on the cargo bed, it must be secured in accordance with specifications. If this is not the case, the driver is given an opportunity to secure the foreign cargo properly. If that person is unable to do so, Evonik Industries AG will refuse the loading of the vehicle.

Note:
Carrying out securing measures and / or re-loading previously loaded cargo will be rejected by Evonik Industries AG for reasons related to insurance contingencies.

A.2.20 No transport units with single-axle trailers or trailers with tandem axles may be provided. Exceptions may be made to this rule on a case-by-case basis. Evonik must be consulted in advance, however, and provide its express consent.

A.2.21 Consent by the driver to the unloading of any empty pallets on the vehicle that is to be loaded, if they prevent the proper placement of the load reported by Evonik Industries AG.

Note:
If it is not possible to unload the empty pallets interfering with loading, or if Evonik Industries AG does not agree to unloading on site, the vehicle may be rejected.

ANNEX 2
PACKAGED GOODS

A.2.22 Loading space(s) of vehicles provided for the transport of Evonik Industries AG's products that are used for the production of food and feedwstuffs (such as certain fillers and feed additives) must be dry and clean (i.e. absolutely free of any residue and odor of previous loads).

A.2.23 Containers provided for loading must have valid CSC approval (especially the test date) or, alternatively, valid ACEP approval.

A.2.24 If tarpaulins of curtainsiders and open-top containers show cracks/tears (longer than 6 cm) and/or holes (diameter > 3 cm), this may lead to rejection of the vehicle.

Note:
Effectively repaired cracks and/or holes are not considered a reason for rejection.

ANNEX 2
PACKAGED GOODS

A.2.26 Vehicles ≤ 3.5 t permissible gross weight:
Such vehicles must (in the case of dangerous goods) have a partition wall as a separation between the cargo area and the passenger compartment, be equipped with lashing points in accordance with DIN ISO 27956 and carry suitable load securing aids.

A.2.27 If cargo-related friction enhancing materials (e.g. anti-slip mats) are required for load securing, self-collectors shall provide them for all goods to be loaded. No anti-slip mats are required for vehicles with an anti-slip coated surface with a verifiable friction coefficient of 0.6 μ (regardless of the type of load).

Comments to anti-slip mats:
When using anti-slip mats for load securing of load units, all of them must have the same thickness, must not be discardable, must have a coefficient of friction of at least 0.6 μ and should have a minimum thickness of 6 mm and a minimum size of 1200 mm x 100 mm (length x width). Alternatively, ant-slip mats in other dimensions (e.g. 300 mm x 200 mm) are also accepted.

When using other anti-slip mats, there must be no mixed friction, i.e. they must be designed so that there is no contact between the load and the vehicle loading surface even under load.

ANNEX 2 ATTACHMENT

REQUIREMENTS FOR CURTAINSIDER/TAUTLINER VEHICLES PROVIDED FOR LOADING

A.2.A.1 Vehicle types

A.2.A.1.1 As far as possible, transport units should be provided with verified body strength as DIN EN 12642 Code XL or verified equivalent body strength.

A.2.A.1.2 However, vehicles should be provided with a verified body strength at least as per DIN EN 12642 Code L.

A.2.A.1.3 Vehicles with undefined (not verified) body strength are usually not accepted by the client. If in isolated cases such vehicles are nevertheless to be loaded, this requires the express consent of the client's respective loading station.

A.2.A.2 The following applies to all vehicle types:

A.2.A.2.1 Insertable rigging boards must be in proper technical condition at least to the upper edge of the load.

Since Code XL side curtains are too elastic for form-locking cargo- securing methods when wooden insert rigging boards are the only load securing equipment, the rigging boards must be made of metallic material.

A.2.A.2.2 Vehicle equipment with multi-hole rails with lashing point intervals of ≤ 150 mm is preferred by the client.

If no multi-hole rails are available, there must be lashing points as per DIN DN 12640 at intervals of ≤ 600 mm.

A.2.A.2.3 Pallet stops should be present on the long sides of the cargo area.

ANNEX 2 ATTACHMENT

REQUIREMENTS FOR CURTAINSIDER/TAUTLINER VEHICLES PROVIDED FOR LOADING

A.2.A.2.4 Two-layered cargo stacking is only permissible if the accele ration forces are either proved to be safely absorbed by the vehicle body (also in the upper body section) or if force locking is used to secure the load.
The applicable regulations (see 7.5.7.2 ADR) also apply when transporting dangerous goods. If there is any doubt as to whether the shipping items can be stacked, the client shall decide whether to allow double-layered cargo stacking (possibly by inserting an interim layer, e.g. plywood or synthetic sheeting to help distribute the weight).

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A.2.A.3 The following applies in addition to curtain-sider/tautliner vehicles as per DIN EN 12642 Code XL:

A.2.A.3.1 A valid certificate must be carried in the vehicle, stating the types of loads that can be secured by form locking.

A.2.A.3.2 Three pairs of reinforced sliding stanchions and five light-weight metal rigging boards per stanchion area, anchored in the lateral floor area as needed and with the possibility of inserting blocking beams at the side.

A.2.A.3.3 These boards must be so stable that they can withstand a lateral load pressure of 5000 daN and a lateral acceleration of 0.5 *g*, when form-locked loading is used. Alternatively, higher-quality side boards can be used (thus reducing the number needed, e.g. when using systems by Allsafe TruXafe). Corresponding stability values should be marked on the side boards.

ATCH. / PROOF OF PREVIOUS LOAD

CONTRACTOR

DATE

VOUCHER NO.

FREIGHT CARRIER

REGISTRATION NUMBER

TRACTOR / TRAILER

CONTAINER NO.

TYPE OF VEHICLE

☐ **Silo** ☐ **Trailer** ☐ **Container**

Compartment no.	Last goods loaded	Dangerous goods class	Order number	Loading date	Remarks
1					
2					
3					
4					
5					
6					

TANK MATERIAL

☐ **V2A** ☐ **Aluminium**

☐ **V4A** ☐ **Rubberized**

OTHER

NO. OF TANK COMPARTMENTS

The company issuing the confirmation shall make sure that no impurities whatsoever (e.g. dust, foreign particles, condensation) have entered the tank / silo after unloading and that the tank / silo is sent for renewed loading in a closed state.

We confirm that the above-specified tank/silo is being provided empty and uncleaned and complies with the above-mentioned provisions.

Last use of the above-marked vehicle type

FROM

TO

ON

NAME OF COMPANY

LOCATION / DATE

NAME/SIGNATURE

PRINT **SAVE AS**