

Delivery and collection terms at Julius Hoesch GmbH & Co. KG

The following conditions (hereinafter referred as "Conditions") are binding for all suppliers, customers, transporters and other persons outside the company (hereinafter referred as "third parties") who enter or travel on the premises of Julius Hoesch GmbH & Co. KG (hereinafter referred as "Hoesch"), e.g. in order to supply or collect goods.

Special features that lead to deviations in the delivery and collection conditions require prior consultation and agreement with Hoesch. Hoesch reserves the right to refuse the loading/unloading of containers, tankers or trucks on the company premises if one or more of the requirements listed below are not met.

I. Registration and briefing

All third parties who wish to enter or drive on the Hoesch premises must first register in front of the barrier and then at the dispatch desk and receive the plant information there. Reference is made to the binding nature of these general terms and conditions. The conditions will be handed over in writing to each driver or other visitor. Only third parties who accept these conditions will have access to the premises.

For further processing, the respective pick-up number in the form of our customer order number is mandatory.

Further processing is not possible without this number.

In the case of a dangerous goods transport, a valid ADR licence, the photo ID and the valid driving licence of the driver must be presented and the ADR checklist must be completed.

Vehicles are checked for their equipment on arrival. If the legally prescribed equipment is not complete and in a functional/safe condition, Hoesch reserves the right to refuse the vehicle and not load it.

II. General guidelines

Third parties must adhere to agreed delivery dates/times or loading dates/times. Hoesch shall not assume any demurrage or other additional costs arising from non-compliance. Delivering or collecting vehicles must register within the goods acceptance/delivery times.

Packaged goods:	Mo – Do 8:00-14:00	Fr 8:00-13:00
Tank collection:	Mo – Do 7:00-14:00	Fr 7:00-13:00
Tank delivery:	Mo – Fr 6:00-13:00	

It is prohibited to degas tanks on the company premises, to park overnight or on weekends, to carry out cleaning or maintenance work etc. on vehicles or to bring unannounced persons or animals onto the company premises.

III. safety guidelines

III. 1. General information

It's forbidden:

To enter facilities, storage rooms, laboratories and other premises/areas which are not connected with the loading/unloading work without the express request of an employee of the company. This does not apply to sanitary areas or areas which were expressly mentioned at the time of registration.

To connect devices of any kind to Hoesch systems, connections or energy sources or to change or remove systems (parts of systems), devices or accessories on the company premises without express prior permission.

Smoking on the entire premises (including inside vehicles). This also applies expressly to e-cigarettes!

To consume food and drinks outside the own vehicle.

To operate electronic devices such as mobile telephones/CB radios on the company premises or outside the vehicle (mobile or permanently installed).

To film or photograph on the company premises. Any type of photography is only permitted with the prior permission of the Hoesch management.

In the event of an alarm, to visit places other than the designated assembly points. Instructions of the works personnel must be followed.

To enter the entire factory premises without safety goggles.

Entering the premises under the influence of alcohol or drugs or carrying alcohol or drugs.

III. 2. Concerning all drivers

Only reliable, properly trained drivers with a valid driving licence may be used.

The driving personnel must be trained in such a way that they can read and understand the safety instructions in German or English given by the Hoesch personnel during the operating instructions. The driving personnel must at least be able to communicate in Transperanto terminology (www.transperanto.org), if applicable

The driving personnel must be present in or directly on the vehicle during the entire loading/unloading process, unless other instructions are given.

Drivers must wear the following personal protective equipment (PPE)* when entering the premises:

For truck drivers*:

- 1) Full safety goggles
- 2) Protective gloves
- 3) Closed safety shoes (conductive if necessary, DIN EN 61340-4-3)
- 4) Body-covering (long) work protective clothing (chemically resistant; overall or jacket and trouser/conductive according to DIN 1149-1) or, if necessary, chemically resistant protective suit.

For **general cargo** drivers*:

- 1) Safety goggles
- 2) Protective gloves
- 3) Closed safety shoes (conductive if necessary, DIN EN 61340-4-3)
- 4) Body-covering (long) work protective clothing (polyester cotton; overall or jacket and trousers)

(* Missing parts of personal protective equipment (PPE) can be purchased if required (if available).)

III 3. Concerning vehicle and factory traffic

Vehicles and load units must comply with German legislation and thus, among other things, the requirements of the StVZO and the Berufsgenossenschaftliche Vorschrift für Sicherheit und Gesundheit bei der Arbeit (BGV D29) in their current version.

Vehicles may only be loaded if their equipment, condition and payload make them suitable for the intended load, if they are registered, if they have been maintained in the prescribed condition and if they are technically and visually faultless.

According to ADR, vehicles used for the transport of hazardous goods must carry the following equipment in addition to the personal protective equipment (PPE) of the vehicle crew:

- 1) Written instruction pursuant to chapter 5.4.3
- 2) Warning signs and danger labels firmly attached to the vehicle
- 3) At least one or two wheel chocks for three or four wheel chocks multi-axle vehicles
- 4) One warning triangle and one orange hazard warning light
- 5) A suitable warning vest for each member of the vehicle crew
- 6) One hand lamp (not metal) per member of the vehicle crew
- 7) Respiratory protection for each member of the vehicle crew during transport of certain substances (toxic, gassing) or gases
- 8) Plastic collecting container
- 9) Bucket
- 10) Two fire extinguishers (total minimum 12 kg - 1 x minimum 6 kg)
- 11) Sewer cover at least 90cm x 90cm
- 12) First aid kit
- 13) Eye rinsing liquid

The speed limits of no more than 10 km/h and parking instructions during operation must always be followed.

Forklift trucks always have priority.

IV. general cargo

IV. 1. General information

Flatbed vehicles or tipping vehicles cannot be loaded.

Vehicles must be sufficiently dimensioned to be able to pick up the complete load held ready for collection by Hoesch.

The vehicles must be clean and prepared for loading. They must be suitable for use with a forklift or lift truck, the floor and side walls must not be damaged and the floor must be clean.

The structure of the vehicles must permit positive/force-locking load securing.

Damaged goods must not leave the factory. In the event of recognisable damage to packaging or goods, the goods must be blocked and remain on the premises until Hoesch releases them for collection following a detailed inspection.

IV. 2. Loading and unloading

During the loading/unloading process, the vehicle engine must be switched off, the parking brake applied and the vehicle secured against rolling away by placing wheel chocks (at least one wedge or two wedges for three-axle or multi-axle vehicles) underneath. The wedges must be provided by the forwarder.

It may only be loaded/unloaded on the instructions of a Hoesch employee. If and to the extent that third parties load or unload the goods themselves, they do so at their own risk and responsibility.

It is necessary that the third parties are present during the loading process by Hoesch in order to check whether the quantities of each product to be loaded correspond to the agreed product quantities according to the freight documents and whether the packaging is undamaged and complete. The driver must then sign a receipt stating that he has received the goods and documents in a proper condition. The forwarder (represented by the driver) is then responsible for the load until unloading at the customer's premises.

Without instructions from Hoesch, drivers are not permitted to load/unload vehicles with their own equipment.

Stacking of goods is generally not permitted (exception: barrels in containers or if containers are approved for this and the load is secured accordingly). Furthermore, Hoesch personnel are not responsible for converting third-party products in third-party vehicles in such a way as to ensure that the Hoesch products still fit into the vehicle.

Barrels loaded on pallets must not be removed from the pallets during the transport chain to optimise loading space.

IV. 3. load securing

After the loading/unloading has been completed, the driver must properly secure the load.

Means for securing the load during transport (e.g. belts, bow boards, anti-slip mats, etc.) must be provided by the forwarder.

The following European DIN standards provide clear guidelines for the provision of vehicles for the transport of the products:

DIN EN 12195-2 for man-made fibre lashing straps

DIN EN 12640 for lashing points

DIN EN 12642 for vehicle bodies

Minimum requirements are included:

- Intact lashing straps and ratchets in sufficient number for each pallet row
- Intact and sufficient lashing points for tie-down lashing of each row of pallets (perforated strip)
- Intact and sufficient number of bow boards per bay for side protection.

V. bulk products

V. 1. bulk/container equipment

Only single-chamber tankers are generally accepted for loading and unloading bulk goods. Multi-chamber tankers can also be used for combination batches or in exceptional situations by prior arrangement. The use of multi-chamber tank hoists generally requires a commitment from Hoesch.

Tank hoists or containers must have clearly specified and marked earthing points.

The exact nominal volume must be indicated on the outside of the tank.

The exact tare weight and the maximum permitted gross weight in kg must be indicated on the outside of the tank.

Tankers must be equipped with a compressor. However, the use of the own compressor may only take place according to Hoesch's instructions at the assigned unloading point.

Handrail and catwalk are mandatory (the tank train/tank container must be crossable over the catwalk). The catwalk must consist of gratings, checker plates are not permitted). The handrail must cover the entire length of the tank. In the case of tank containers without handrails, it is imperative that the fall protection provided by Hoesch be used.

Only insulated equipment may be used for temperature-controlled goods.

Vehicles with temperature-controlled cargo must be equipped with a heating/cooling system and have a functioning temperature display.

Vehicles must comply with the applicable laws (StVZO).

Equipment for tanks with several chambers (only if previously agreed or specially requested - see above):

Chamber numbers and exact contents (in litres) shall be indicated on the outside of the equipment.

Spouts should be numbered in accordance with the numbers of the chambers (the numbering of the chambers should begin at the front).

Each chamber must have its own outlet.

Each chamber shall be equipped with a functioning temperature indicator for temperature controlled cargo.

V. 2. ports

-For loading from above:

- through manhole or filling tube plus gas pendulum and overfill protection

When unloading from below:

- Connection must always be equipped with bottom and outlet valve.
(depending on the distance between the bottom of the tank and the
the outlet valve)
- Vehicles must be equipped with at least VK 50 and 80 and MK 50 and 80.
couplings must be equipped.
- Discharge of sodium hypochlorite only with 3 inch left hand thread.

V. 3. manhole

The manhole seals must be made of PTFE or product-resistant material.

The diameter of the manhole must be at least 500 mm.

All stop bolts or similar fastenings must be in good condition.

The edges of the manholes must be clean and free of dents.

The covers of the manholes must be 180° openable.

The diameter of the cleaning hole must be at least 300 mm.

V. 4. hoses

They must be at least 6 m long and equipped with dust caps.

Hoses must always be transported in a container. It must be possible to check the hoses.

When storing and removing solvents, only conductive hoses may be used.

Both the hoses and the connections, which are permanently connected to the hoses, must be checked once a year by means of a pressure load and, if necessary, the conductivity.

The test results must be provided by the carrier on request or the hose must be stamped accordingly.

The cleaning certificate must confirm that both the tanker and the hoses have been cleaned.

V. 5. Loading and unloading

Only Hoesch hoses are used for unloading raw materials, unless Hoesch gives other instructions.

Should Hoesch hoses not be used, point V.4. must be observed!

A European Cleaning Document must be presented before loading or unloading.

During the loading/unloading process the vehicle engine must be switched off, the handbrake applied and the vehicle secured against rolling away by placing chocks (at least one wedge or two wedges for three-axle or multi-axle vehicles) underneath. The wedges must be provided by the forwarder.

When loading/unloading solvents, the vehicle must be earthed (equipotential bonding).

The PPE (see point 3) must be applied for loading/unloading and sampling. For certain substances (toxic, gassing, dangerous), suitable respiratory protection is also required if a hazard cannot be prevented by other suitable measures, such as object extraction.

It may only be loaded/unloaded after approval and under the supervision and instruction of a Hoesch employee.

When filling the tank, the drivers must remain on the vehicle in order to supervise the unloading process. It must be ensured that the drivers can immediately stop the unloading process at any time in an emergency.

When filling containers, follow the instructions of the Hoesch personnel.

If a tank vehicle is to be reloaded uncleaned after consultation, a preliminary product certificate as well as the European Cleaning Document of the last cleaning must also be submitted. This ensures that no impurities have got into the tank.

After unloading, the driver must carefully close the shut-off devices and dome covers etc. on the vehicle.

Any product residues must be removed by the driver.

Nach der Entladung sind Absperrorgane sowie Domdeckel etc. am Fahrzeug, durch den Fahrzeugführer sorgfältig zu verschließen.

Eventuelle Produktanhaftungen sind vom Fahrzeugführer zu entfernen.

V. 6. sampling procedure

Sampling may only be carried out on the company premises according to Hoesch's instructions in designated areas.

For safety reasons, sampling must be carried out via the bottom valve whenever possible.

If in exceptional cases it is necessary to take a sample via the dome cover, this must be done with the necessary safety equipment (e.g. fall protection or safety railing).

V. 7. Preloading

For quality reasons, precharges containing bases, surfactants such as surfactants, silicones, fluorinated compounds, fats and oils are not accepted.

Exceptions only in consultation and approval by the Hoesch purchasing organisation.

Please support us in our efforts to ensure a safe and smooth loading or unloading process and inform your vehicle drivers and/or subcontractors commissioned by you accordingly!

Thank you for your understanding.

Yours sincerely

Julius Hoesch GmbH & Co.KG

Düren, 20.02.2019