1. Name of Installation: LBC Tank Terminals, Botlek – Rotterdam

Requirements provided to Shell Chemicals by LBC Tank Terminals – Rotterdam.

See also General Requirements

2. Physical address of location

LBC Tank Terminals Rotterdam BV
Haven 4035 – Oude Maasweg 4
3197 KJ Botlek
The Netherlands
Tel +31 (0) 10 295 85 00
www.lbctt.com

3. Opening hours and loading appointments

- Terminal hours for vessels: 24/7
- Drums and IBC loading (parts): 08:00 – 15:00 hrs, Monday through Friday.
- All bulk loadings are subject to time slot booking
- Bulk loading trucks: 07:00-18:00 hrs, Monday through Friday. Last available time slot at 16.00 hrs.
- Office hours: 08:00 – 16:30 hrs, Monday through Friday.

4. Life Saving Rules.

From July 1, 2009 Shell’s Life-Saving Rules have been fully enforced.

Shell’s Life-Saving Rules set out clear and simple “do’s and don’ts” covering activities with the highest potential safety risk. They are not new. Most people comply with them every day – but there are still breaches taking place. The Life-Saving Rules help to make sure that rules are followed and people are protected.

Compliance with the Life Saving Rules is mandatory, and the Life Saving Rules are applicable to all operations under Shell’s operational and / or governance control. Each reported non-compliance will be investigated. And failure to comply will result in disciplinary action, up to and including termination of employment for Shell employees, or for employees of contractors or sub-contractors, removal from the site and disqualification from future Shell work. Supervisors are held accountable to communicate and ensure compliance.
If you choose to break the rules,
You choose not to work for Shell.

The 12 Life-Saving Rules are:

- Work with a valid work permit when required
- Conduct gas tests when required
- Verify isolation before work begins and use the specified life protecting equipment
- Obtain authorisation before entering a confined space
- Obtain authorisation before overriding or disabling safety critical equipment
- Protect yourself against a fall when working at height
- Do not walk under a suspended load
- Do not smoke outside designated smoking areas
- No alcohol or drugs while working or driving
- While driving, do not use your phone and do not exceed speed limits
- Wear your seat belt
- Follow prescribed Journey Management Plan

5. Contact details
Truck scheduling: by:
Phone + 31 (0) 10 295 8594
Primary Customer Support Contact: Mary Korsman – m-korsman@lbctt.com

6. Special requirements of this location
PROHIBITED:

- Smoking is prohibited on the whole site.
- Using of cell phones outside buildings is not allowed
- Cell phones must be switched off before passing the barriers of entrance
- Photography and filming is not allowed, unless with special permission and under supervision.
- Driving with excessive speed (Speed limit is max 20 km/hr.) is not allowed.
- Dumping trash or products (also on our parking site) is prohibited.
- Consuming food and drinking outside the designated area is not allowed.
- Open fire is not allowed.
- It is prohibited to be inside of vehicle during (un)loading.

**OBLIGATIONS:**

- The truck engine must always be shut down during loading or unloading operations.
- Follow the indicated route to the destination in the terminal.
- Wear safety helmet, safety glasses or goggles, safety shoes, shirt with long sleeves and trousers.
- It is not allowed to climb onto tank trucks/containers without using the proper fall protection with which all loading area’s are equipped.

7. Communication.

Drivers should be able to speak at least basic Dutch, French, German or English.

Drivers who are not able to speak one of the above mentioned languages will not be granted access to the site.

**Entrance of co drivers and passengers.**

Co drivers and passengers are not allowed to enter loading facility. In specific cases (e.g. training), terminal supervision can authorize passenger entrance to the terminal. In any case, all individuals must be in compliance with safety regulations as specified in this document.

**Closing manholes on top of vehicle.**

Manholes will be closed by driver and checked by LBC operator.
8. Loading of vehicles general
- Trucks must be scheduled at least 24h in advance by phone.
- Drivers must park their vehicles on the central parking lot.
- Drivers must report and register at the central check-in point.
- When reporting the driver must present:
  - Customer order number.
  - Reference number from LBC
  - If needed (some customers require this) a cleaning certificate.
  - Knowledge of product which has to be loaded.
- Trucks arriving after their booked time slot will be subject to rejection.
- After receiving check-in papers drivers must go to the dispatch department for receiving loading / unloading papers. Operational issues will be communicated by dispatch.
Disclaimer
The information contained in this publication is, to the best of our knowledge, true and accurate, but any recommendations or suggestions that may be made are without guarantee, since the conditions of use are beyond our control. Furthermore, nothing contained herein shall be construed as a recommendation to use any product in conflict with existing patents covering any material or its use.

Shell Chemicals
The expression “Shell Chemicals” refers to the companies of the Shell Group of companies that are engaged in the chemical businesses. Each of the companies that make up the Shell Group of companies is an independent entity and has its own separate identity.