REQUIREMENTS FOR DRIVERS ARRIVING TO LOAD (FILL IN) OR UNLOAD (DISCHARGE) PRODUCTS IN THE SITE OF AB ACHEMA

1. GENERAL

1.1 These rules are to be followed to ensure the safe traffic in the production unit areas and the entire territory of AB Achema (hereinafter referred to as the Company), as well as the safety of all persons during the product loading works.

1.2 The requirements of these rules are mandatory for the Company's divisions, for companies operating in the territory of the Company, for contractors working in the territory of the Company, for customers who come to buy fertilizers or other goods, as well as for sellers delivering goods to the Company.

1.3 The traffic in the Company's territory is organized and carried out without violating the traffic rules (hereinafter referred to as KET), paying special attention to the meaning of height-limiting signs.

1.4 If a vehicle carrying dangerous goods is incorrectly marked in accordance with the requirements of the ADR or is defective, loading of goods on such a vehicle is prohibited.

1.5 Vehicles are allowed to travel on the roads of the Company's territory at a maximum speed of 40 km/h. At crossings, access roads and production unit territories the speed should not exceed 10 km/h and in production premises the speed should not exceed 5 km/h.

1.6 It is forbidden to overtake vehicles in the Company's territory.

1.7 Oversized, heavy cargo may be transported in the Company's territory only with the permission of the engineer-builder for operation and accompanied by the consignee's representative.

1.8 Drivers of road transport transporting dangerous goods must be trained, have a certificate authorizing the transport of dangerous goods, have and wear personal protective equipment, work clothes, and the vehicle must be marked in accordance with the requirements of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).

1.9 Drivers are not allowed to leave the vehicle with the ignition key in the ignition switch to prevent any unauthorized use of the vehicle.

1.10 The load must be placed in the vehicle and, if necessary, secured and covered in such a way that it:

1.10.1. Does not impair the road visibility for the driver;

1.10.2. Does not impair the stability of the vehicle or interfere with driving;

1.10.3. Does not cover the external lighting devices, reflectors, state plate;

1.10.4. Does not fall, does not drag, does not pollute the road and the environment;

1.10.5. Does not endanger people or property;

1.10.6. If the load protrudes beyond the front or rear of the vehicle by more than 1 m or its lateral edge protrudes at least slightly beyond the side of the vehicle, it shall be marked in accordance with KET.

1.11 The vehicle may only move if it is ensured that all the vehicle's equipment is lowered, moved to the transportation position and secured.

1.12 When vehicles pass under overpasses, communications, constructions at a limited width or height, it is necessary to make sure that it is possible to pass safely under them or near them. If in doubt, contact the production unit representative or the engineer-builder for operation.

1.13 After unloading or loading the vehicle, performing specific maintenance, lifting or other works, the driver must immediately remove the vehicle from the production unit area.

1.14 Before arriving to the site of AB Achema (to buy fertilizers or other goods), contracting organizations or sellers delivering goods to the territory of the Company (hereinafter referred to as Clients) shall get acquainted with this notice and its annexes No. 1 to 19 hereto on AB Achema website at www.achema.lt.

1.15 Clients shall ensure that their employees are sober in the territory of the Company, not intoxicated by alcohol, narcotic or toxic substances and do not carry, transport or otherwise bear alcoholic beverages, narcotic or toxic substances to/from the Company territory. A person is considered to be intoxicated if the concentration of alcohol in the exhaled air, blood, urine or other body fluids exceeds 0 per mille. When determining intoxication, the Parties shall follow the methodology of determining insobriety or intoxication, detention, delivery for medical examination and processing documents of AB Achema employees and other persons working in the companies located in the site of AB Achema. This methodology is available on the website www.achema.lt.

2. REQUIREMENTS FOR DRIVERS ARRIVING TO LOAD THE PRODUCTS

2.1. Filling ammonia water to tank trucks in Block K-305

2.1.1. Before filling the tank truck, the driver switches off the engine, locks one wheel of the tank truck with a wheel chock to prevent accidental spontaneous movement.

2.1.2. If the ammonia water tank truck is fitted with several sections, the driver must submit a written free-form application clearly indicating the desired tonnage of product for each section or enter this information in the record sheet specified by the machine operator and certify this with own signature.

2.1.3. The driver connects the hoses (ammonia water and ammonia gas) to the tank truck and opens the tank truck fittings. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.1.4. The driver must not be near the filling equipment during the process of filling the tank truck.

2.1.5. When filling is complete, the driver closes the fitting on the tank truck and disconnects the hoses.

2.1.6. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site of filling ammonia water into tank trucks in Block K-305 is provided in **Annex No. 19.**

2.2. Filling liquid nitrogen fertilizers (UAN) into tank trucks in Block K-307

2.2.1. If the tank truck is fitted with several sections, the driver must submit a written free-form application clearly indicating the desired tonnage of product for each section or enter this information in the record sheet specified by the machine operator and certify this with own signature.

2.2.2. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.2.3. The machine operator indicates the filling station, under which the driver must park the tank truck.

2.2.4. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement.

2.2.5. The driver opens the tank truck hatch.

2.2.6. The machine operator inserts the filling hose into the tank truck hatch and the driver lowers the filling hose inside and locks it in place.

2.2.7. When the tank truck is filled, the driver releases the filling hose, submits it to the machine operator, closes the hatch cover and seals it if necessary.

2.2.8. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site for filling liquid nitrogen fertilizers (UAN) into tank trucks in Block K-307 is provided in **Annex No. 7.**

Filling liquid nitrogen fertilizers (UAN) into tank trucks in Block K-309

2.2.9. If there is no product loading machine operator at the loading place, the driver should ring the bell and wait for the machine operator. The bell is installed on column 2 (the indication is available in all Lithuanian/English/Polish languages).

2.2.10. If the tank truck is fitted with several sections, the driver must submit a written free-form application clearly indicating the desired tonnage of product for each section or enter this information in the record sheet specified by the machine operator and certify this with own signature.

2.2.11. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.2.12. The machine operator indicates the filling station, under which the driver must park the tank truck.

2.2.13. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement.

2.2.14. The driver opens the tank truck hatch.

2.2.15. When the tank truck is filled, the driver closes the tank truck hatch cover and seals it. The machine operator submits the seals to the driver.

2.2.16. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site for filling liquid nitrogen fertilizers (UAN) into tank trucks in Block K-309 is provided in **Annex No. 8**.

2.3. Filling the AdBlue urea solution into tank trucks

2.3.1. The driver parks the tank truck under the loading point in accordance with the instructions of the product warehouse keeper (the machine operator).

2.3.2. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement.

2.3.3. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.3.4. Together with the product warehouse keeper (the machine operator), the driver checks that the product discharge fittings from the tank truck are in order and closed.

2.3.5. The driver raises the tank truck guard rail and opens the hatch. If the tank truck is multi-sectional, only the hatch through which the product will be loaded is to be opened. If there are snow accumulations on the service platforms of the tank truck hatch(es) during the winter, the driver must clean them.

2.3.6. When the tank truck is filled, the driver closes the hatches.

2.3.7. When the tank truck is filled, the driver closes the tank truck hatch cover and seals it. The machine operator submits the seals to the driver.

2.3.8. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site for filling the AdBlue urea solution into tank trucks is provided in **Annex No. 15**.

2.4. Filling the commercial ammonium nitrate solution into tank trucks.

2.4.1. The driver parks the tank truck under the loading point in accordance with the instructions of the product warehouse keeper (the machine operator).

2.4.2. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with wheel chock (chocks) to prevent accidental spontaneous movement of the tank truck.

2.4.3. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.4.4. The driver raises the guard rail of the tank truck, in winter, if necessary, removes snow from the loading nozzle service platform, opens the tank loading nozzle.

2.4.5. Together with the product warehouse keeper (the machine operator), the driver checks that the product discharge fitting from the tank is closed, the blind covers are fitted on the nozzles and that the vehicle is not obviously defective (e.g., the unloading tap does not close, safety valves are solidified, hose connection nozzles and taps are malfunctioning).

2.4.6. The driver removes the loading nozzle cover, the product warehouse keeper (the machine operator) connects the product filling hose, opens the air discharge valve from the tank (if the air valve is installed at the bottom of the tank, attaches an additional hose with a clamp and extends it to a tray), then supplies steam.

2.4.7. Once the purge of the pipeline is completed, the product warehouse keeper (the machine operator) stops the steam supply and informs the operator that the product can be loaded.

2.4.8. Once the loading of the product is completed, the product warehouse keeper (the machine operator) disconnects the loading hose, the driver closes the loading nozzle and the upper lid of the tank truck.

2.4.9. The product warehouse keeper (the machine operator) seals the upper lid of the tank truck and the unloading tap, lifts the protective service platform (bridge), and locks it.

2.4.10. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site for filling the ammonium nitrate solution into tank trucks is provided in **Annex No. 13.**

2.5. Filling urea formaldehyde resin (UFR) and formalin into tank trucks

2.5.1. The driver parks the tank truck under the loading point in accordance with the instructions of the product warehouse keeper (the machine operator).

2.5.2. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement of the tank truck.

2.5.3. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.5.4. Together with the warehouse keeper (the machine operator), the driver checks that the product discharge fittings from the tank truck are in order and closed.

2.5.5. The driver opens the hatch. If there are snow accumulations on the service platforms of the tank truck hatch (hatches) during the winter, the driver must clean them.

2.5.6. Once the loading operations are completed, the driver closes the tank truck hatch tightly.

2.5.7. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site for filling formaldehyde resin (UFR) into tank trucks is provided in **Annex No. 11.**

The access scheme to the site for filling formalin into tank trucks is provided in **Annex No. 12.**

2.6. Filling the liquid oxygen (argon, nitrogen) into tank trucks

2.6.1. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement of the tank truck.

2.6.2. The driver connects and disconnects the filling hoses from the tank truck.

2.6.3. When filling the tank truck, the driver must follow the instructions of the tank truck filling staff.

2.6.4. The driver must constantly monitor the pressure and level of the tank truck being filled.

2.6.5. The person filling up the tank truck and the driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask. Work clothes and gloves must be clean, not soaked in any type of oils.

2.6.6. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the product warehouse keeper (the machine operator) following their instructions.

The access scheme to the site for filling the liquid oxygen (argon, nitrogen) into tank trucks is provided in **Annex No. 4.**

The access scheme to the site for filling the liquid carbon dioxide into tank trucks is provided in **Annex No. 5.**

The access scheme to the site for filling the medical oxygen into tank trucks is given in **Annex No. 3.**

2.7. Filling tankers with nitric acid

2.7.1. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement of the tank truck.

2.7.2. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.7.3. The machine operator checks the tank truck washing certificate and together with the driver inspects for residue of the previously transported product and extraneous smell after opening the fittings for filling/discharging the product into/out of the tank.

2.7.4. The driver connects filling and discharging hoses to the tank truck. Machine operator inspects whether the hoses are connected correctly and whether the drain valve is closed.

2.7.5. The machine operator opens the shutter next to an exhaust fan on the side of the tank truck, determines the required amount of nitric acid to be loaded with the help of the metering device, presses the “START” button on the metering device, thus starting the loading process. The desired flow rate of nitric acid is regulated by a manual valve.

2.7.6. When a desired amount of nitric acid, set on the metering device is reached, the loading process stops automatically. Loading process is completed.

2.7.7. When the loading is completed, the machine operator informs the driver that the hatch can be closed, while the driver ensures that the release nozzle is also closed.

2.7.8. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the absorption machine operator following their instructions.

The access scheme to the site for filling nitric acid into tank trucks is provided in **Annex No. 16.**

2.8. Filling the liquid ammonia into tank trucks

2.8.1. The driver switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement.

2.8.2. The driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

2.8.3. Before filling the liquid ammonia into a tank truck, the machine operator must visually inspect the client’s filling hose, ammonia gas discharge hose and make sure there are no tears, the connection is tight and the hose is not twisted. If defects are found, tank truck cannot be filled, and the shift engineer must be notified.

2.8.4. The driver connects the gaseous and liquid ammonia hoses to the empty tank.

2.8.5. The driver hands over the gaseous and liquid ammonia hoses to the machine operator, who then connects them to the gaseous ammonia discharge line and the liquid ammonia supply line.

2.8.6. The driver opens the tank gaseous ammonia fitting, then the machine operator opens the gaseous ammonia valve on the line.

2.8.7. The driver opens the tank liquid ammonia fitting, then the machine operator slowly opens the liquid ammonia valve on the line.

2.8.8. When the filling is completed, the machine operator and the driver close the liquid ammonia valves, then the gaseous ammonia valves.

2.8.9. The machine operator opens the drain valves and drops the pressure from the hoses into the drain tank.

2.8.10. When the pressure from the hoses is dropped, the driver connects the gaseous and liquid ammonia hoses to another tank. The process is further repeated.

2.8.11. When all the tanks have been filled and the pressure has been dropped from the hoses, the machine operator disconnects the liquid and gaseous ammonia hoses from the lines and hands them over to the driver. The driver disconnects the hoses from the tank.

2.8.12. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the absorption machine operator following their instructions.

The access scheme to the site for filling the liquid ammonia into tank trucks is provided in **Annex No. 8.**

2.9. Loading liquefied gas into cylinders

When loading cylinders into vehicles, the driver shall inspect the container, the arches holding the cylinders and the belts securing the cylinders. If loose cylinders are loaded, they shall be laid horizontally, in no more than three rows, and two ropes not thinner than 25 mm shall be placed between the rows of cylinders. After loading the cylinders into the vehicle and before leaving the warehouse, the driver must make sure that the containers with cylinders are securely attached to the sides or the floor of the vehicle with safety belts and that all cylinders have protective covers (handles). The driver must wear special clothing, work gloves, a helmet and a properly functioning filter gas mask. The driver, who notices any quality deviations during loading, shall immediately inform the gas container operator, who shall replace the defective container or cylinder. After the gas cylinders are loaded into the vehicle in containers, the driver of the vehicle is responsible for them. The driver accepts the cargo from the production unit prepared in accordance with the requirements of ADR along with the accompanying documents. Containers with cylinders are loaded with an electric forklift, a crane.

The access scheme to the site of loading the liquid gas into cylinders is provided in **Annex No. 2.**

2.10. The access scheme to the location of the polyvinyl acetate dispersion (PVAD) and the AdBlue urea solution in small packages and containers is provided in Annex No. 6.

3. REQUIREMENTS TO ENSURE THE SAFE LOADING OF ROAD VEHICLES WITH BULK FERTILIZERS

3.1 Products shall be loaded only in properly functioning vehicles with metal side boards, the height of which, including additional longitudinal supports, shall not be less than 2/3 of the height of the loaded bags. The gaps between the longitudinal supports must not exceed 35 cm. The driver of the vehicle must have the necessary number of lashing straps to secure the bags over the top.

3.2 The driver of the vehicle must have a barrier to protect the load. The vehicle must have properly functioning steps to access the loading section.

3.3 Before starting to load the vehicle, the driver must prepare the lashing straps, place a barrier at the end of the loading section at a height of 1.2 to 1.4 m from the floor of the trailer to protect the load and prepare the boarding steps inside the trailer.

3.4 For transportation of large bags, the upper tarpaulin of the vehicle must be pushed in so that the front board can be reached.

3.5 The fastening of the big bags is performed by the driver of the vehicle, while the fastening control is performed by a production unit employee and both sign a selection document to confirm the proper fastening of the cargo.

3.6 The driver must wear special clothing, work gloves, a helmet, safety goggles, and a properly functioning filter gas mask.

The scheme of road transport requirements is provided in **Annex No. 1**.

The access scheme to the site of loading bulk calcium ammonium nitrate (CAN) into motor vehicles (in 50 kg bags) is provided in **Annex No. 10.**

The access scheme to the site of loading bulk calcium ammonium nitrate (CAN) into motor vehicles (in 500 kg bags) is provided in **Annex No. 9.**

The access scheme to the site of loading bulk ammonium nitrate into motor vehicles is provided in **Annex No. 14.**

The access scheme to the site of loading bulk urea (in packages of 50 kg) into motor vehicles is provided in **Annex No. 17.**

The access scheme to the site of loading the of bulk urea (in packages of 500 to 1000 kg) into motor vehicles is provided in **Annex No. 18.**

4. REQUIREMENTS ENSURING SAFE UNLOADING OF ROAD TRANSPORT

4.1. The driver delivering cargo to be unloaded in the territory of the Company, drives to the unloading site, switches off the engine of the tank truck and locks one wheel of the tank truck with a wheel chock (chocks) to prevent accidental spontaneous movement.

4.2. After arriving to the unloading site, the driver informs the department representative working at the site and provides him with the documents of the delivered cargo. The department representative directs the driver to the exact unloading site.

4.3. If the delivered cargo is dangerous, ADR requirements shall be applied, the vehicle must be marked with yellow plates, warning signs, the document of dangerous goods transport (shipping document) must be present in the vehicle.

4.4. While unloading liquid or dangerous materials, the driver must wear special clothing, chemical resistant work gloves, a helmet, safety visor or sealed goggles, and a properly functioning filter gas mask.

4.5. While unloading safely packed cargo and equipment, the driver must wear special clothing, gloves, helmet, goggles, and a properly functioning filter gas mask.

4.6. If a vehicle carrying dangerous goods does not meet the requirements of ADR or if the driver does not have personal protective equipment, unloading cargo is prohibited.

4.7. The driver is prohibited from carrying out any unloading operations without personal protective equipment.

4.8. Unloading liquid cargo:

4.8.1. The department representative, working on the unloading site, directs the driver to the unloading hose.

4.8.2. The driver himself connects the hose to the vehicle for unloading. Before starting the unloading operation, the driver informs the department representative, and with their permission, opens the discharge fitting on the tank truck.

4.8.3. During the tank truck discharging operation, the driver must not be near the hoses or any of their connection points.

4.8.4. The driver informs the department representative about the completion of cargo unloading.

4.8.5. When the unloading is completed, the driver reduces the pressure in the hose to atmospheric (if there is overpressure), closes the fitting on the tank truck and disconnects the hose. The driver performs operations necessary for disconnecting the hose while wearing personal protective equipment.

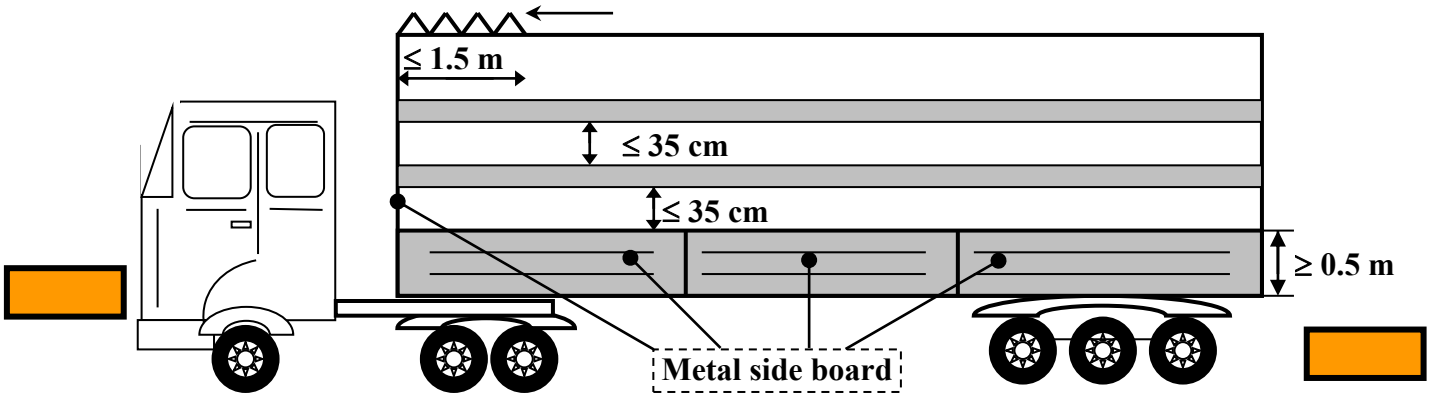
4.8.6. If needed, the department representative performs actions necessary for the unloading only at operated technological devices.

4.9. The driver may leave the loading point and manoeuvre at the loading point only with the permission of the department representative while also following their instructions.

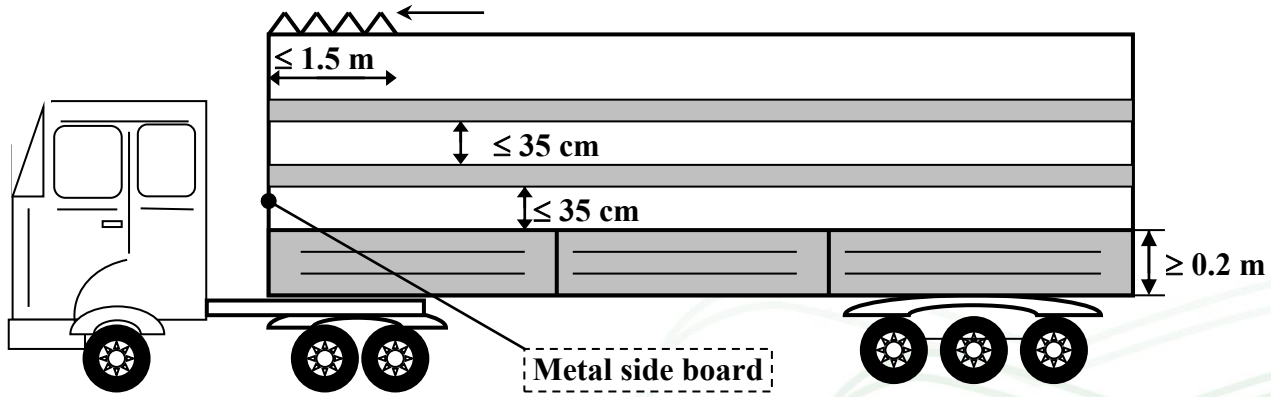
5. PHONE NUMBERS OF COMPANY SPECIAL SERVICES

Budrus sakalas, UAB	+370 349 56601
Medical help	+370 349 56603
Production dispatcher	+370 349 56636

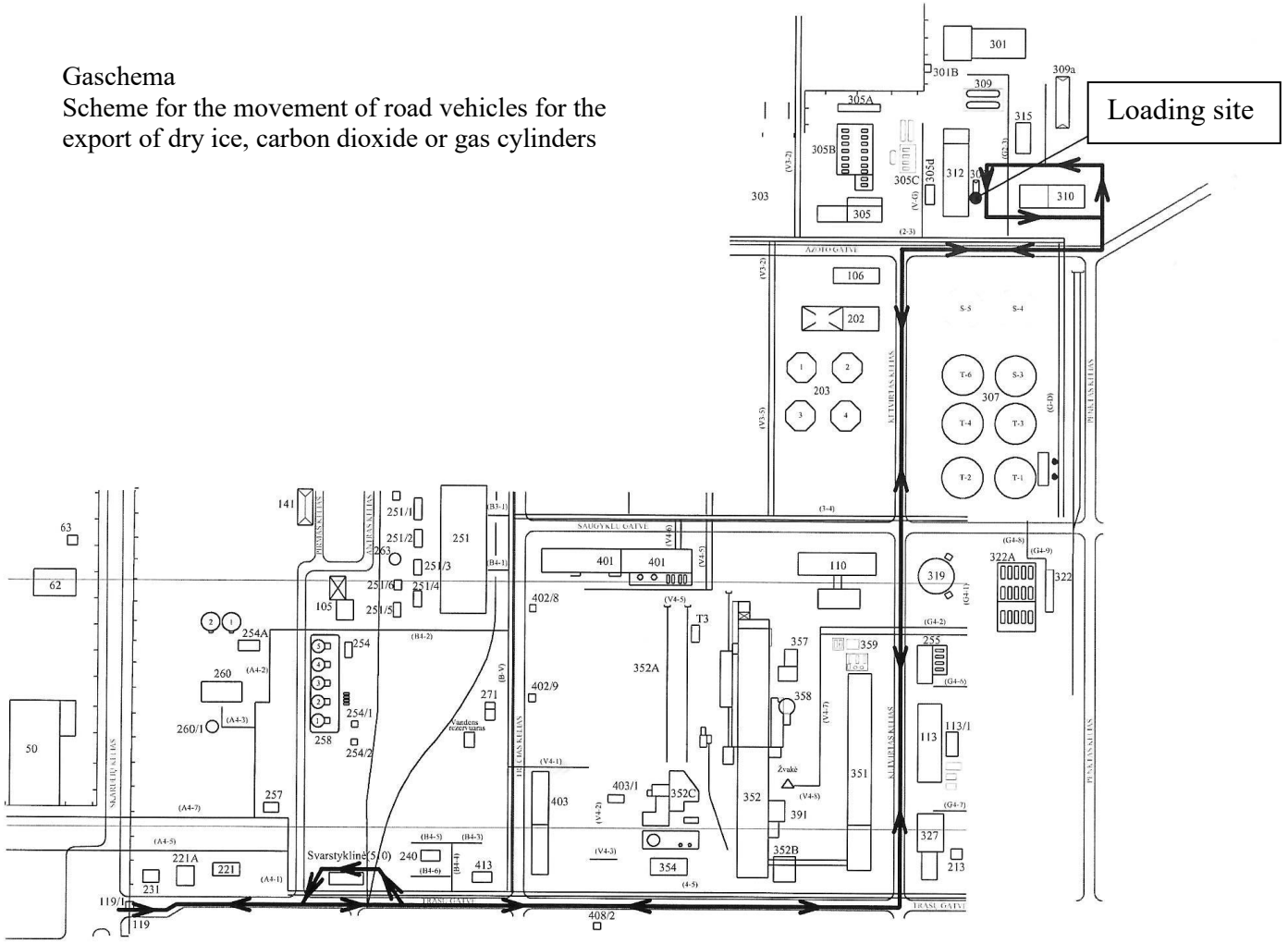
Transportation of ammonium nitrate in big bags



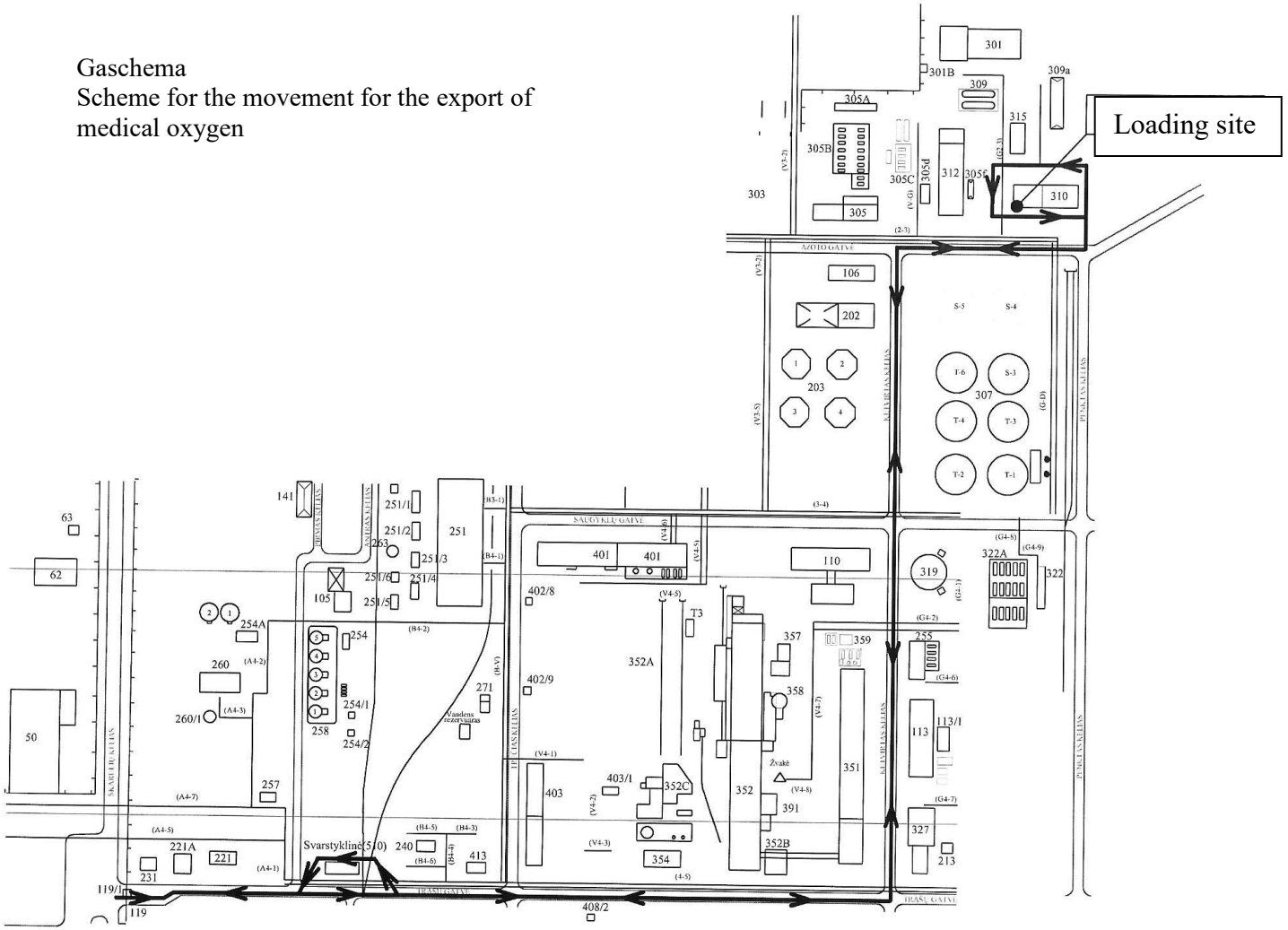
Transportation of urea and calcium ammonium nitrate in big bags



Gaschema
Scheme for the movement of road vehicles for the export of dry ice, carbon dioxide or gas cylinders

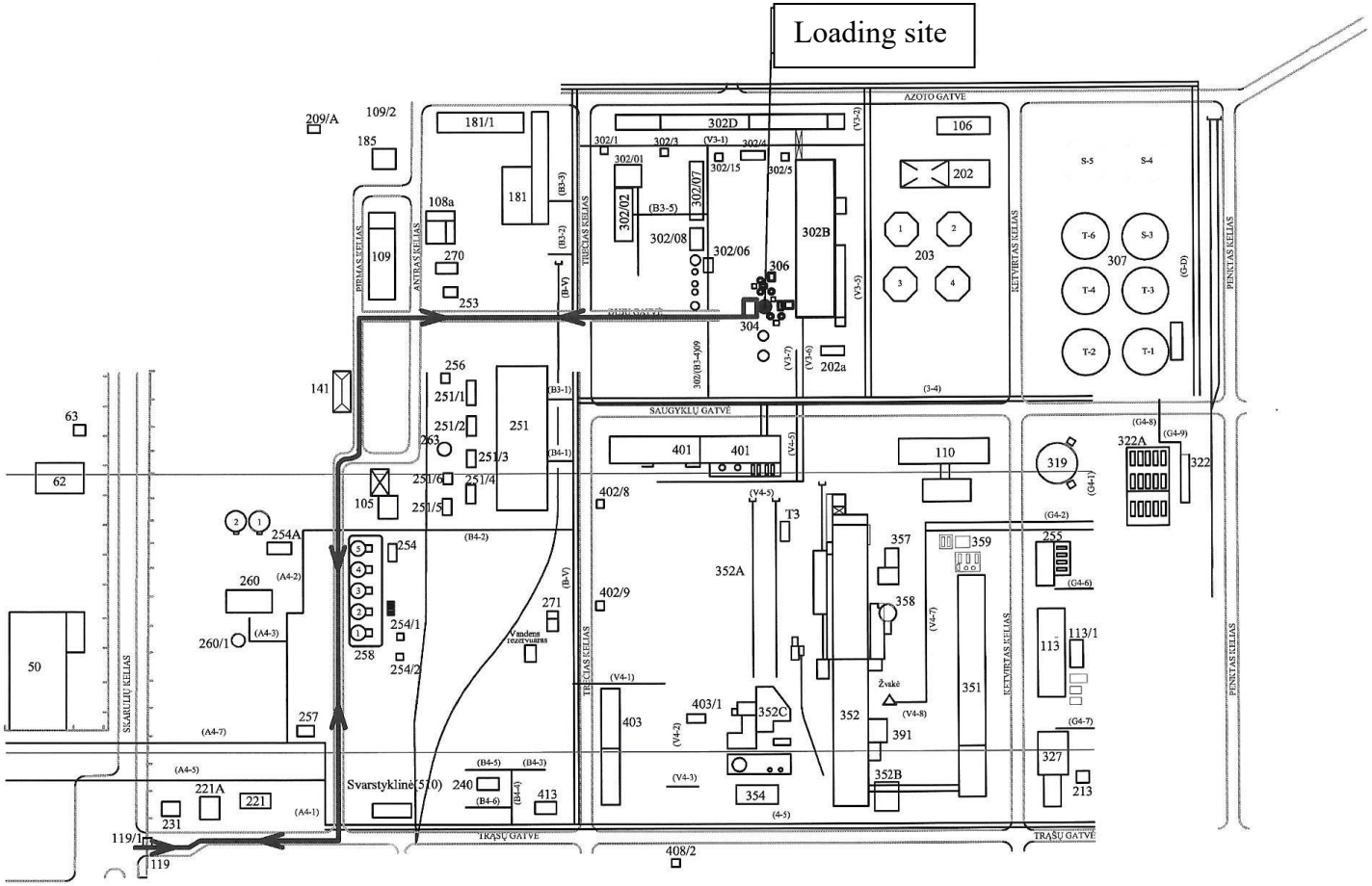


Gaschema
Scheme for the movement for the export of medical oxygen

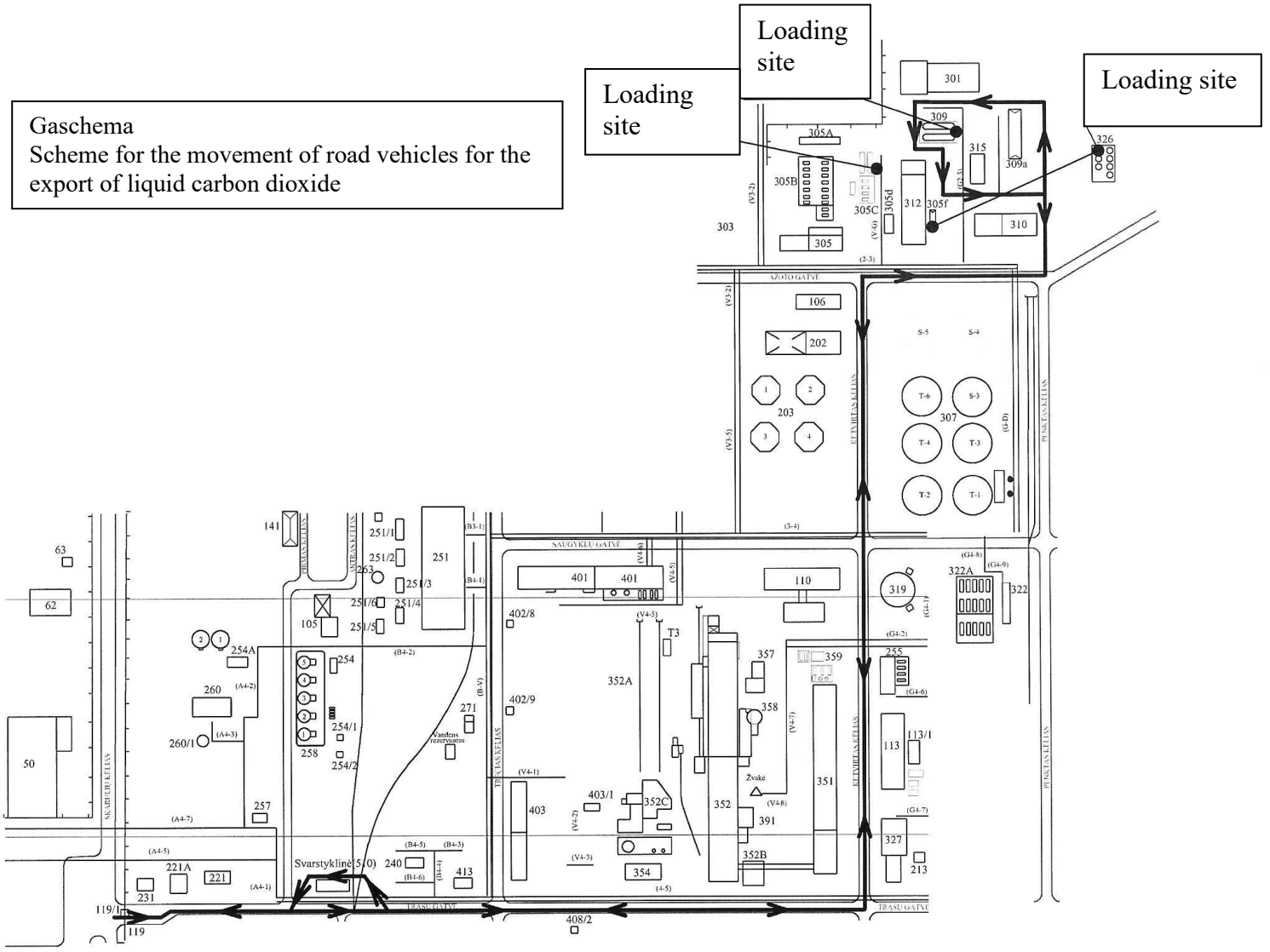


Scheme for the movement of road vehicles exporting nitrogen, oxygen and argon

Filled by Gaschema



Gaschema
Scheme for the movement of road vehicles for the export of liquid carbon dioxide



Scheme for the movement of road vehicles exporting PVAD in small packages and Ad Blue in small packages, containers

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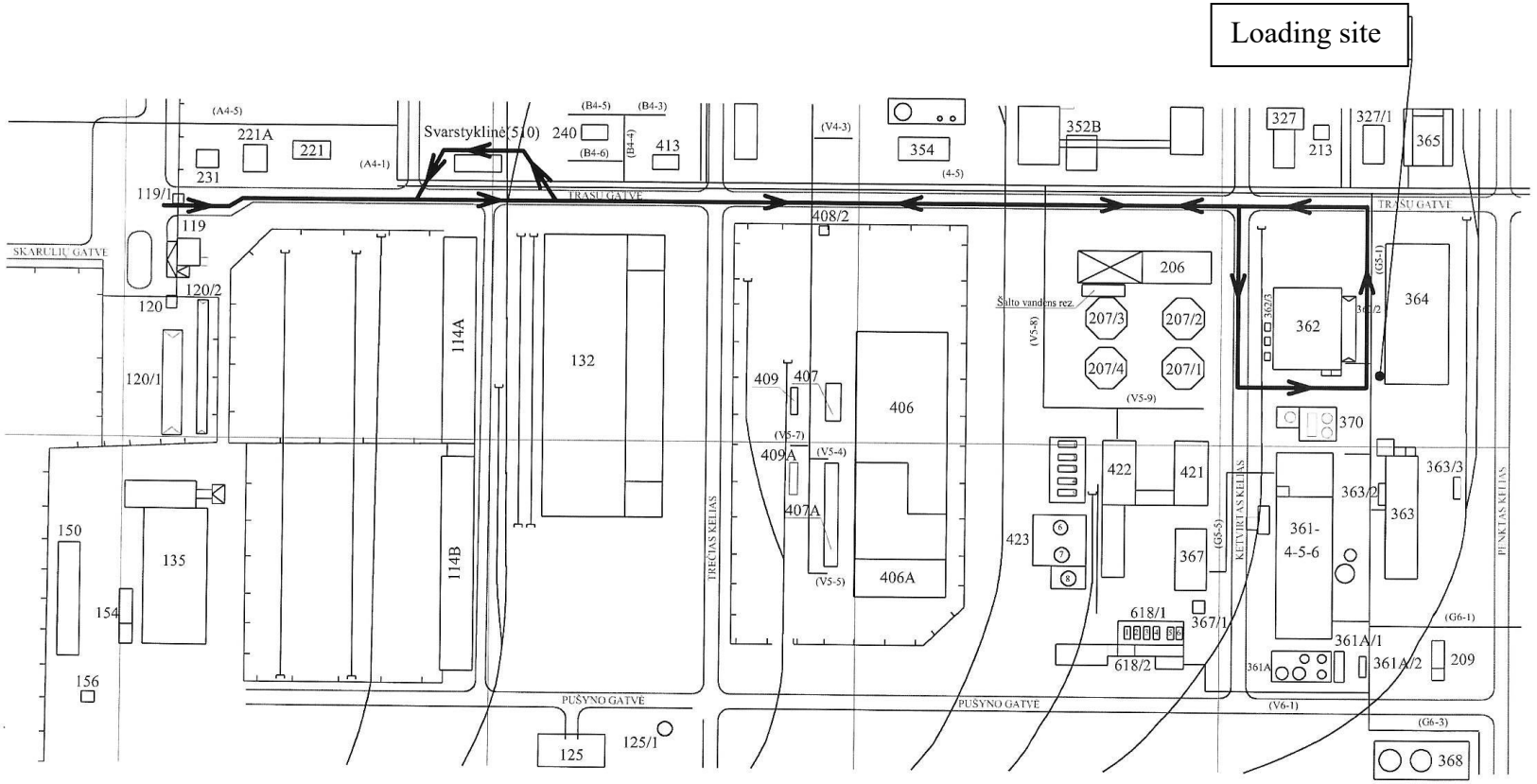
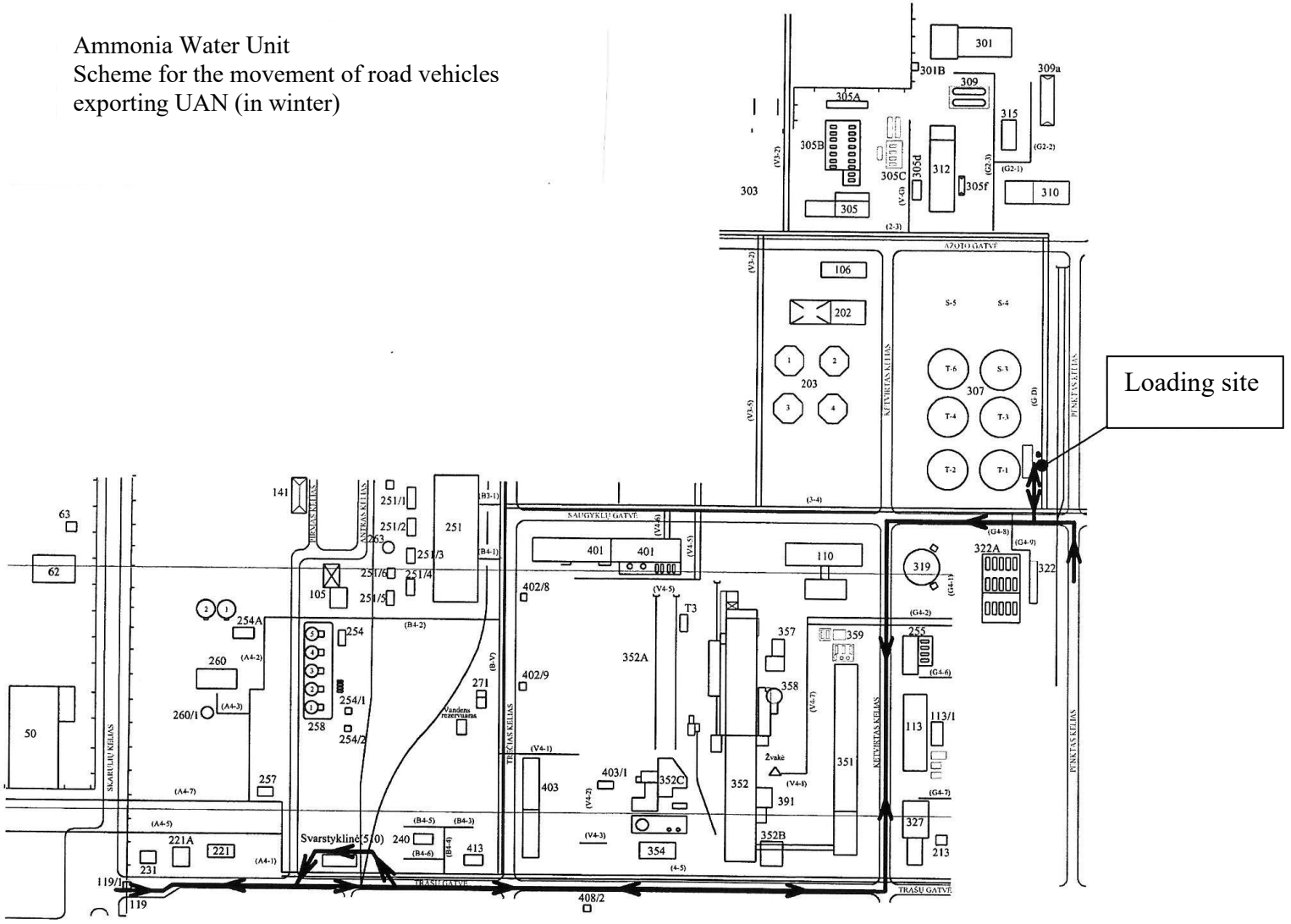
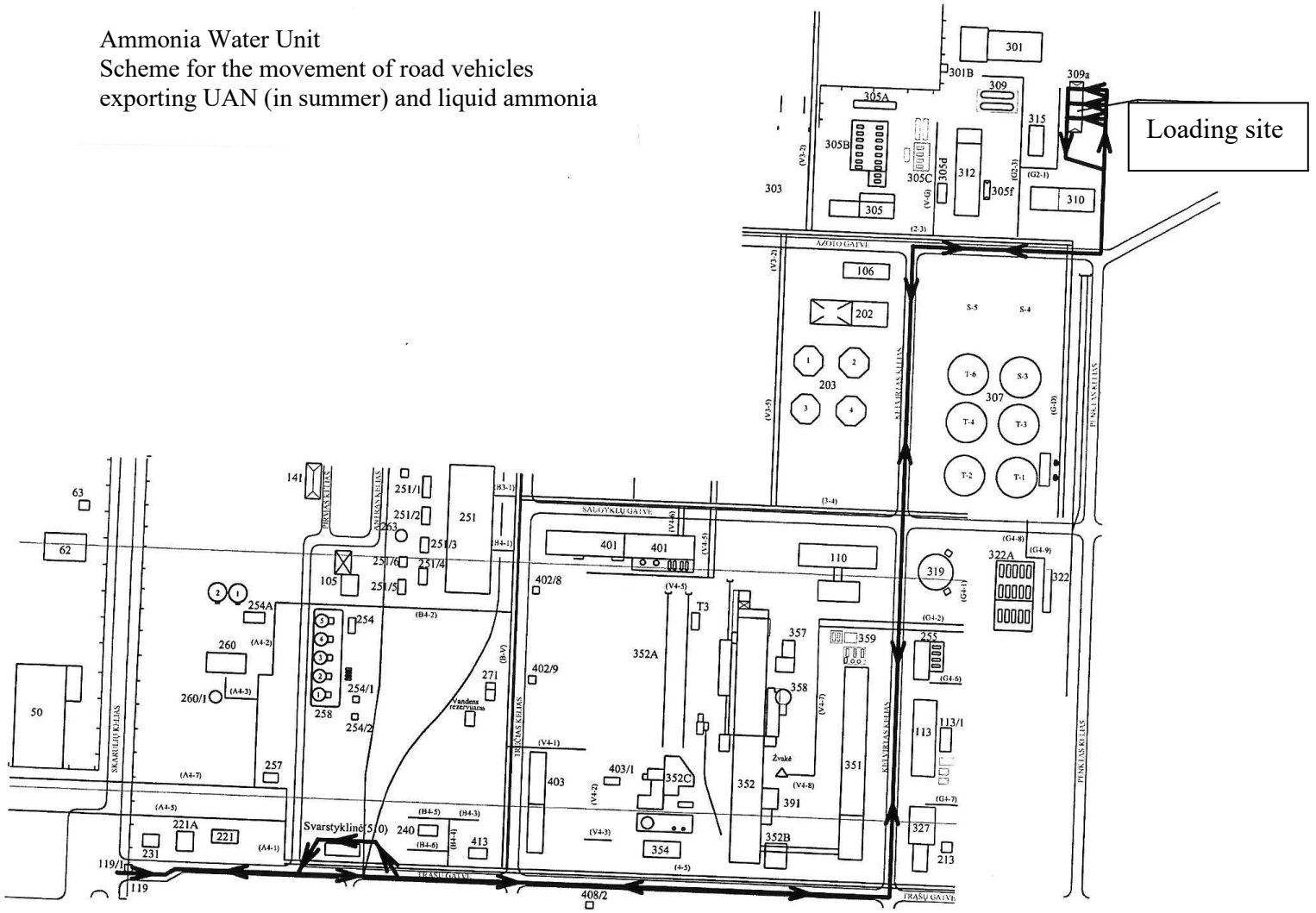


Ammonia Water Unit
Scheme for the movement of road vehicles
exporting UAN (in winter)

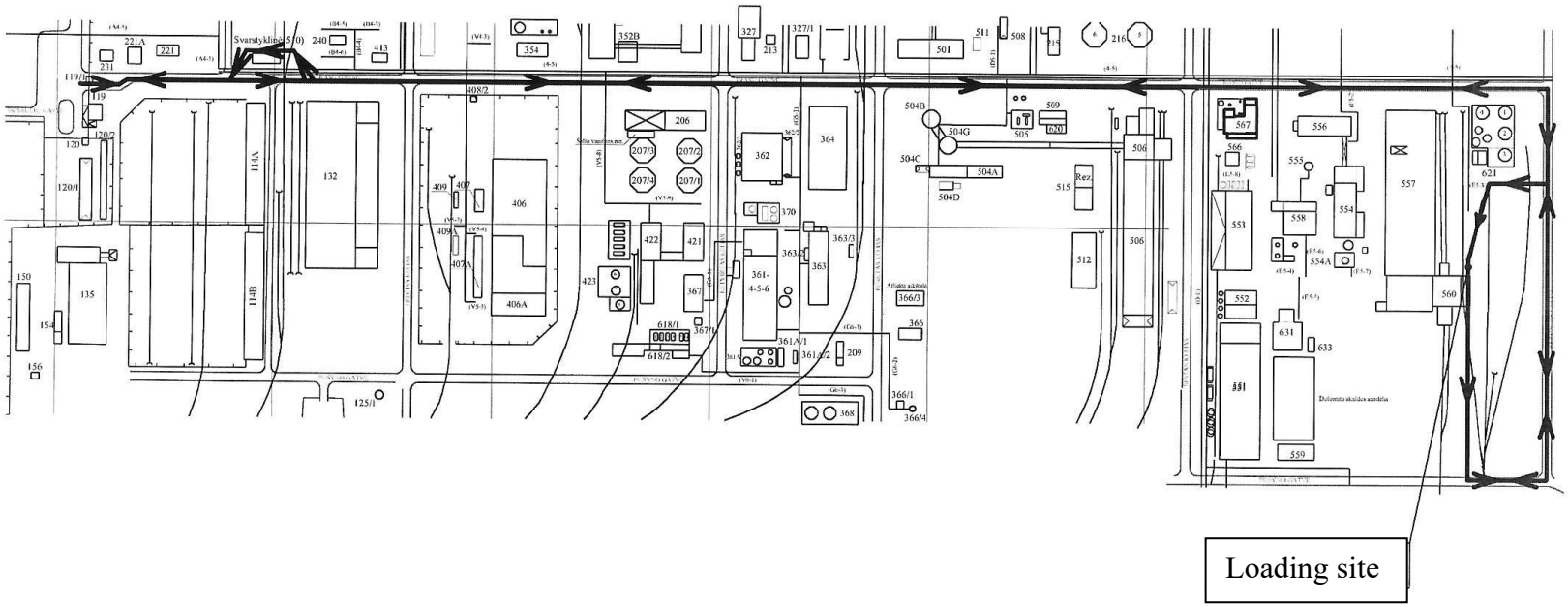


Ammonia Water Unit
Scheme for the movement of road vehicles
exporting UAN (in summer) and liquid ammonia



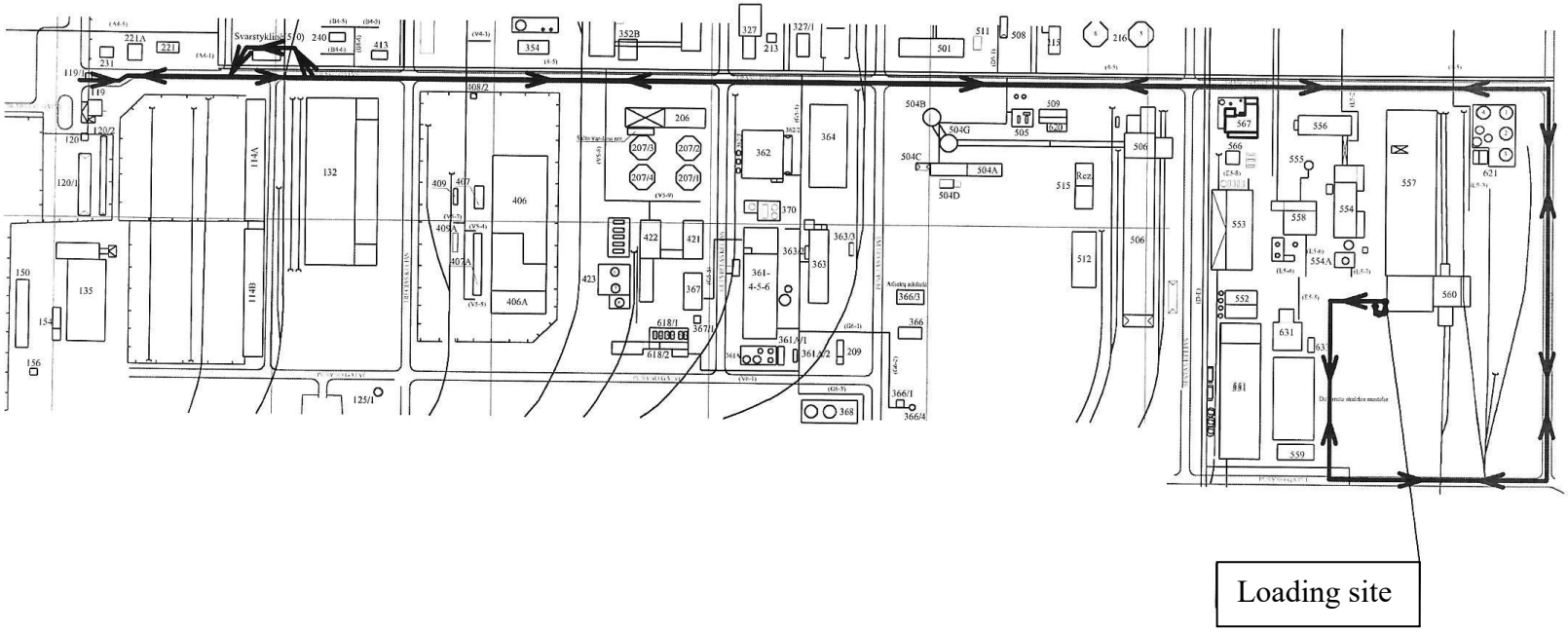
Scheme for the movement of road vehicles exporting CAN in 500 kg bags

CAN



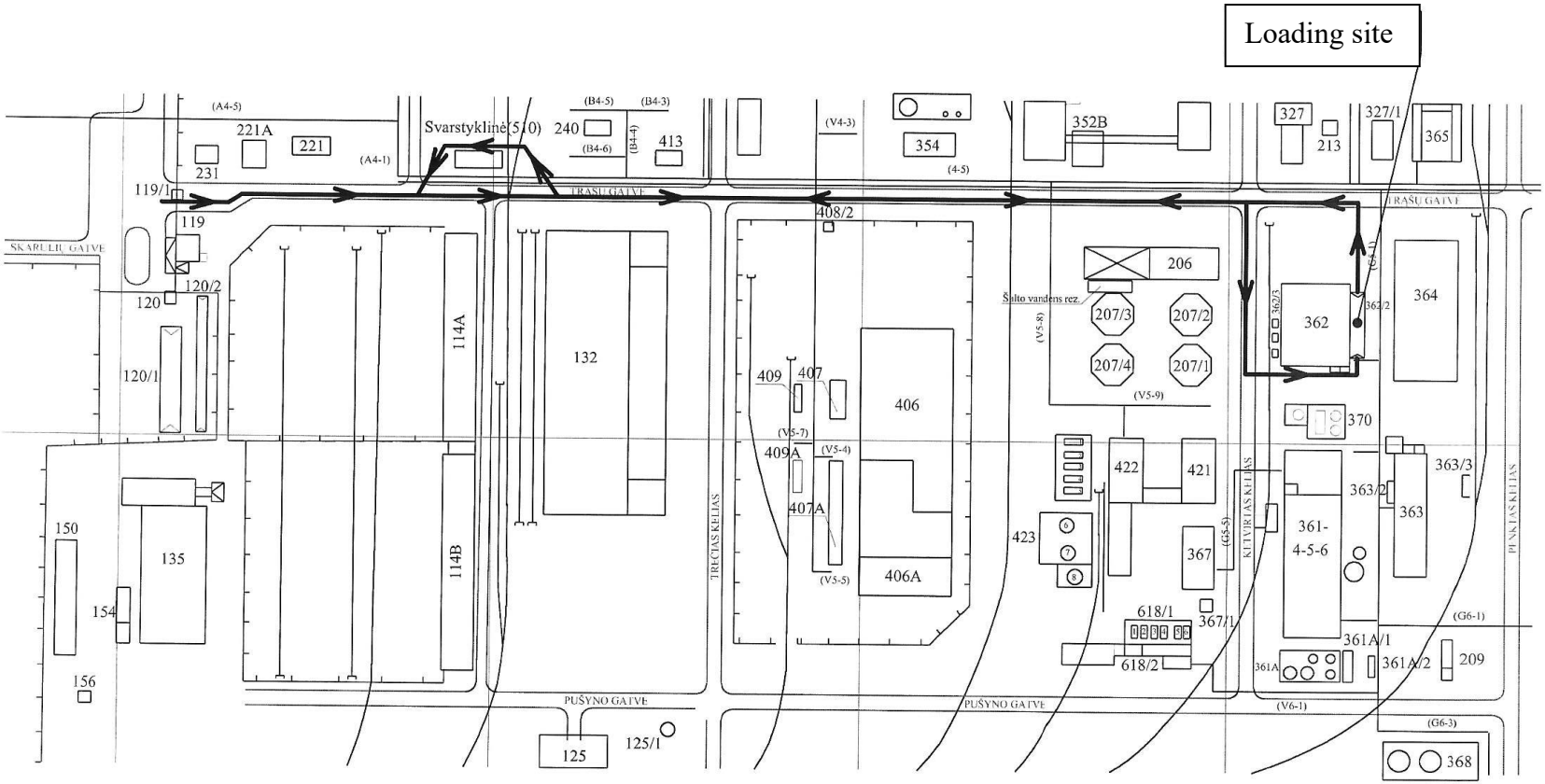
Scheme for the movement of road vehicles exporting CAN in 50 kg bags

CAN



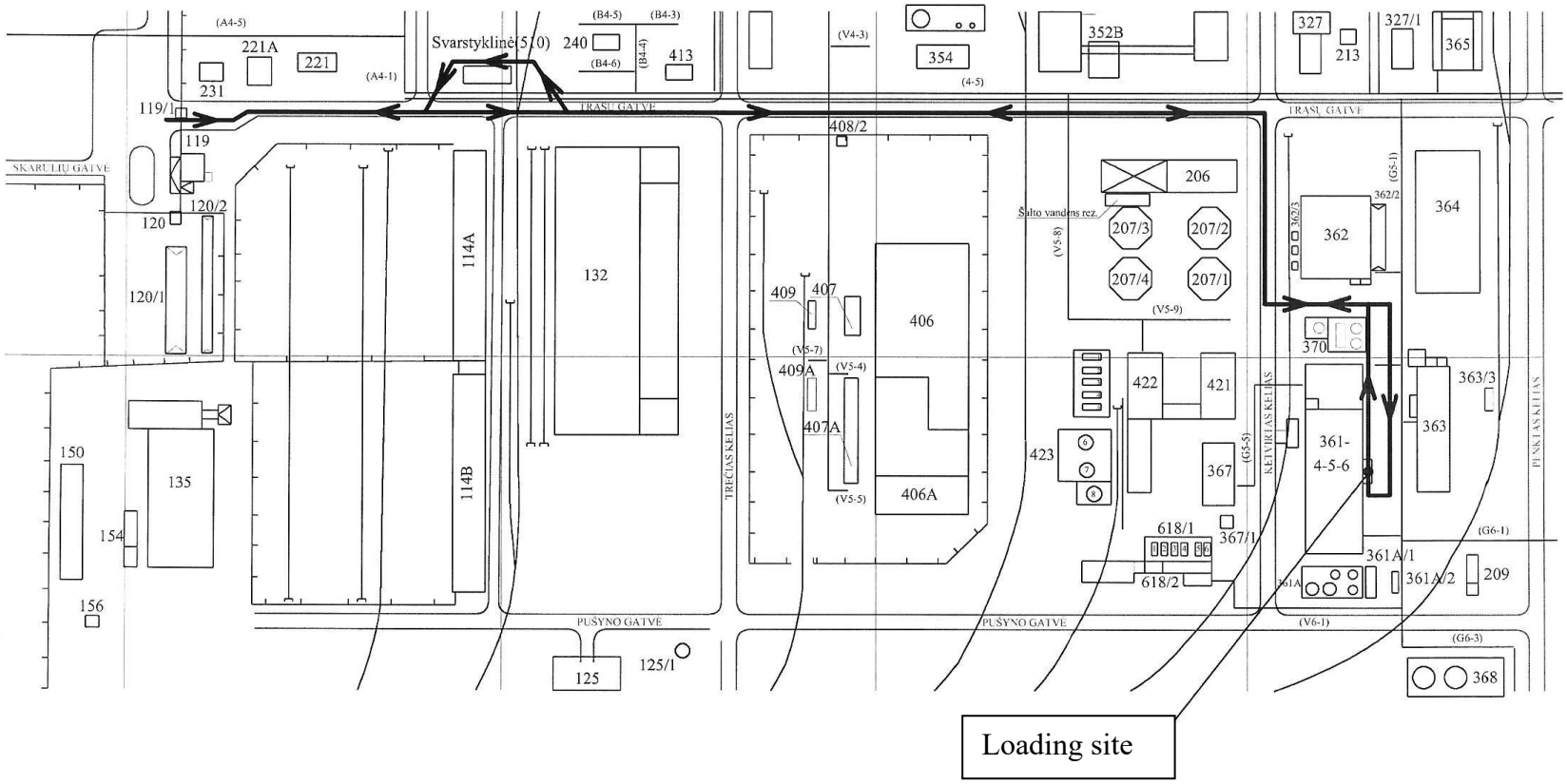
Scheme for the movement of road vehicles exporting UFR

Organic Product Unit



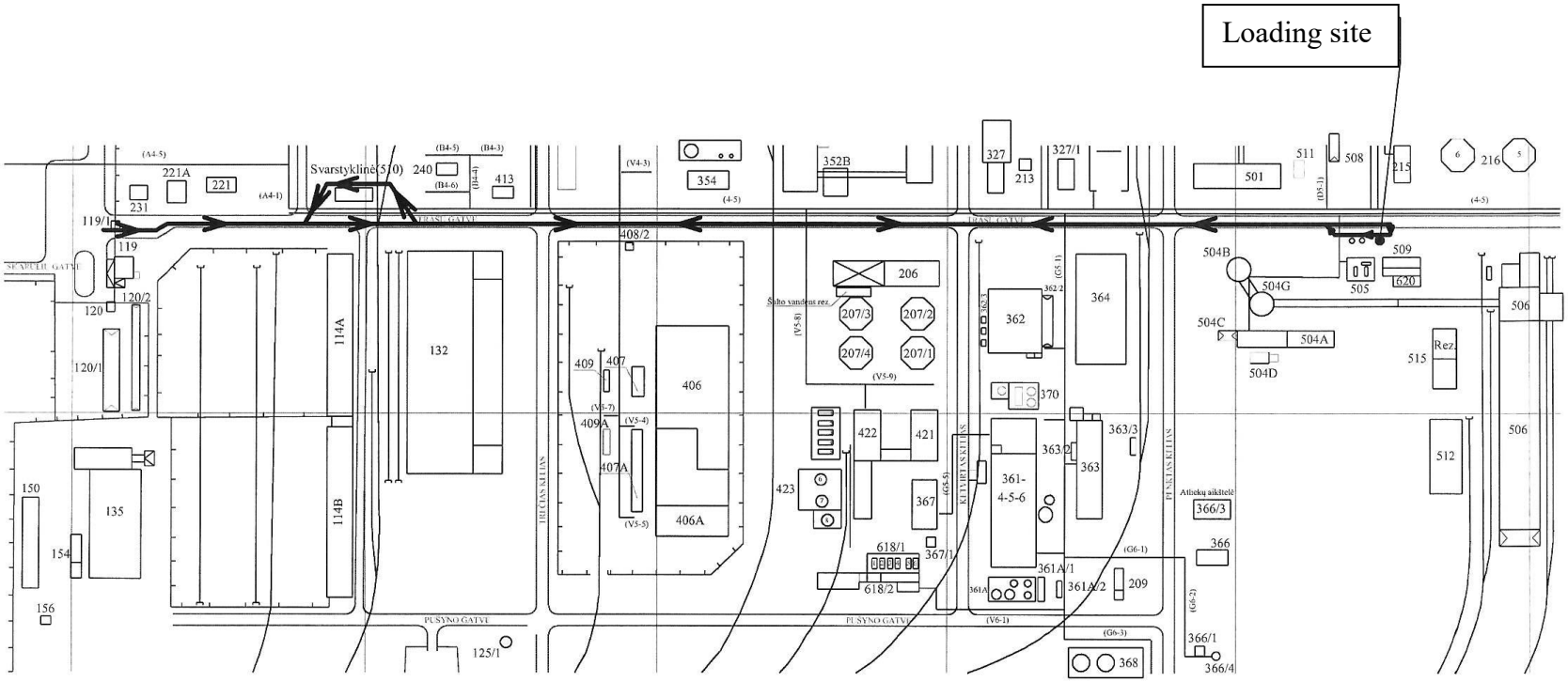
Scheme for the movement of road vehicles exporting formalin

Organic Product Unit



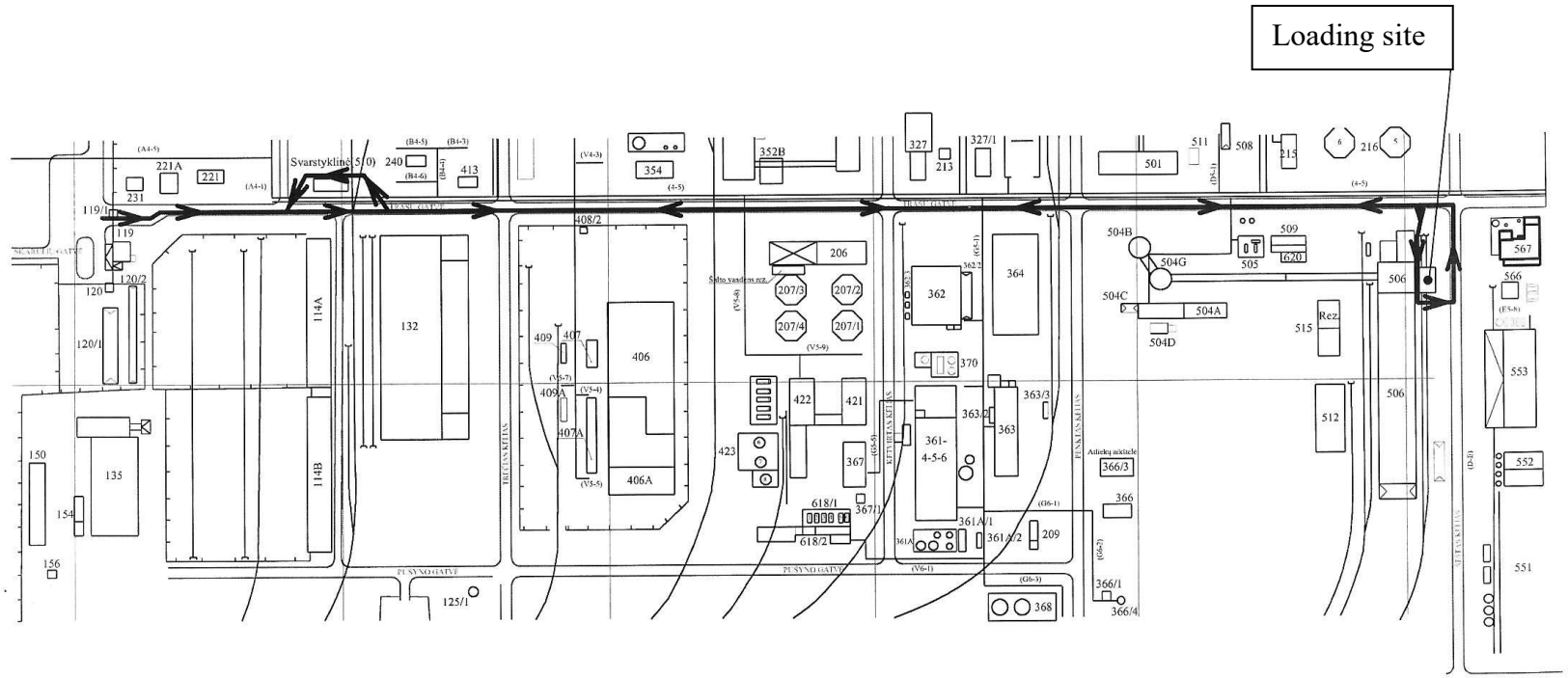
Scheme for the movement of road vehicles exporting ammonium nitrate solution

Ammonium Nitrate Unit



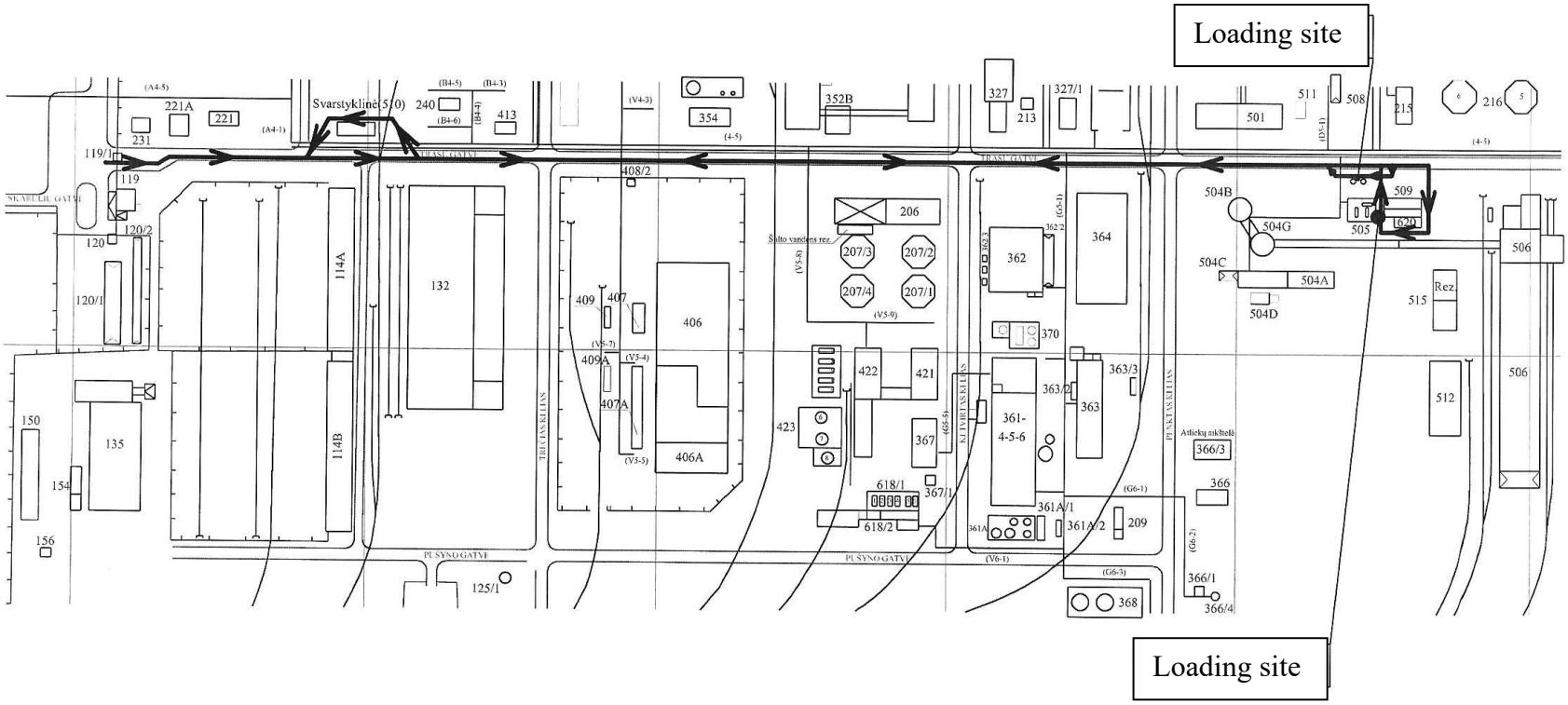
Scheme for the movement of road vehicles exporting ammonium nitrate

Ammonium Nitrate Unit



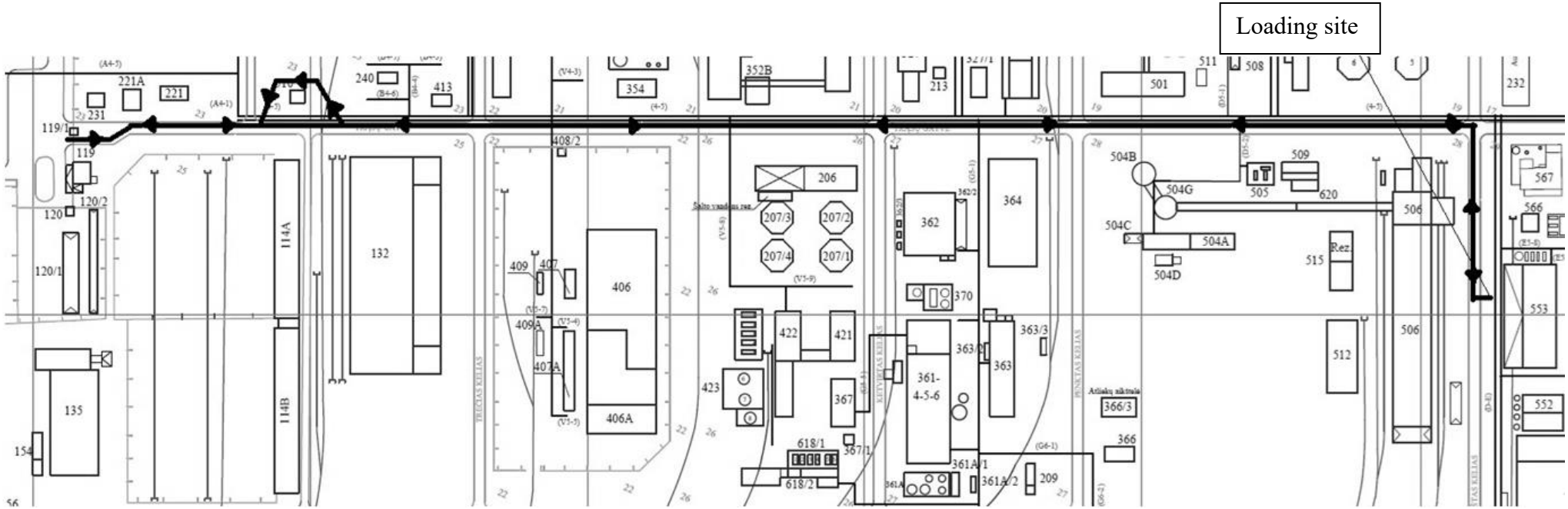
Scheme for the movement of road vehicles exporting Ad Blue

Ammonium Nitrate Unit



Scheme for the movement of road vehicles exporting nitric acid

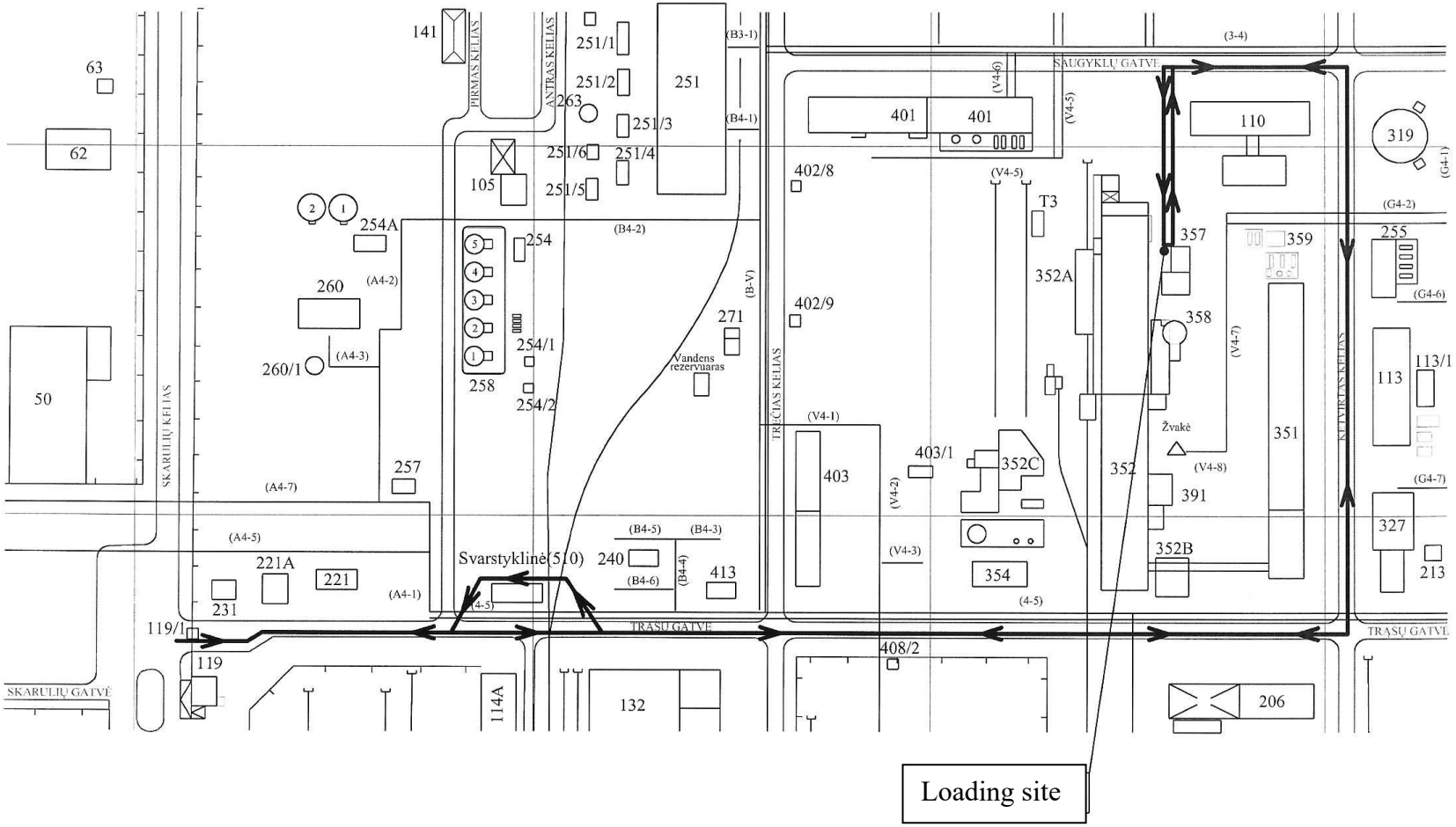
Nitric Acid Unit



Scheme for the movement of road vehicles for the export of products from the Urea Unit.

Urea Unit

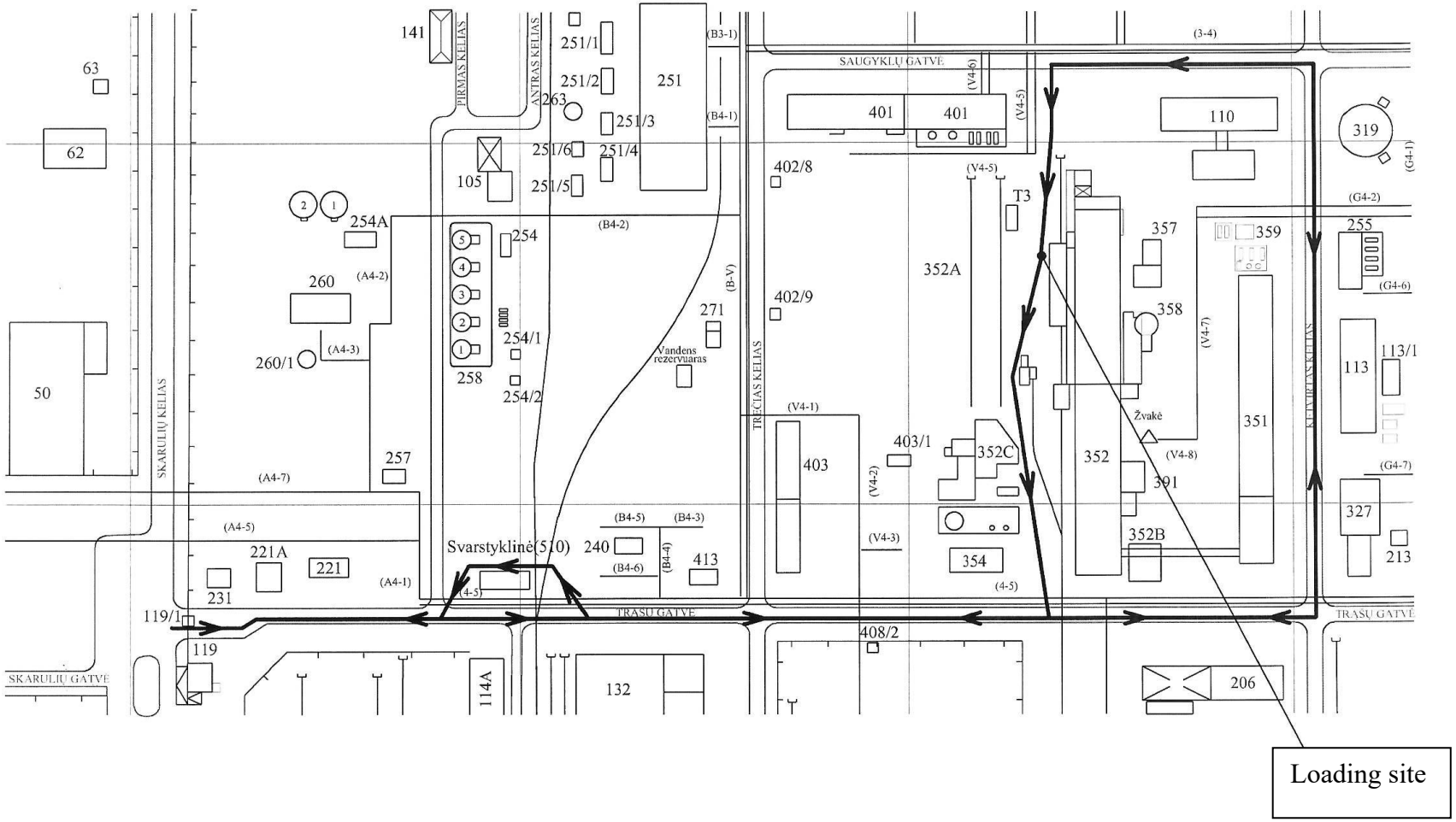
Urea in packages of 50 kg and urea STABILION



Scheme for the movement of road vehicles for the export of products from the Urea Unit.

Urea Unit

Urea in packages of 500 to 1000 kg



Ammonia water
Scheme for the movement of road vehicles for the export of ammonia water