

Checklist unloading installation for first unloading of bulk chemicals



(Yellow fields concern critical unloading points that must be completed for authorization)

Data delivery site recipient	
Company name	
Address of delivery	
Phone number	
Opening hours unloading site	
Contact	
E-mail contact	

Product information (checklist to complete per product)	
Product Name	
UN-n°	
ADR classification	

Installation							
Operator presence when connecting (and disconnecting) the tanker to the installation? (see ADR 1.3)	Yes	No	Onbemande losplaats <i>(zie leveranciersvoorwaarden)</i>				
Is supervision present during unloading?				Yes	No		
Positioning storage tank	Above ground	Underground	Upstairs	In basement			
	Inside	Outside					
Unloading in IBC ?	No	Yes, if procedure supplier is followed					
Can tractor-trailer deliveries be made?				Yes	No		
Is the unloading site/point easily (safely) accessible?				Yes	No		
Clear pass-through height	m	Clear pass-through width:	m				
Content of storage tank	m ³			liters			
Content listed	Onto storage tank			Yes	No		
	Onto coupling			Yes	No		
Product name + danger info + UN-number stated	Onto storage tank			Yes	No		
	Onto coupling			Yes	No		
Storage tank is compliantly inspected until (DD/MM/YYYY):						<i>(inspection certificate for info can be provided)</i>	
Material to specify							
Storage tank (interior)	SS	Steel	PVC	PE	Others:		
Piping unloading point -> tank	SS	Steel	PVC	PE	Others:		
Valves unloading point	SS	Steel	PVC	PE	Others:		
Connections customer	SS	Steel	PVC	PE	Others:		
Filling pipe	Diameter: <i>*Select from the list inch / cm / DN</i>			Below filling			
	Length: m			Top filling			
Overfill protection storage tank	No	Visual alarm		Acoustic alarm			
Alarm set to	90%	95%	98%	Others:			
Security closes the valve?	No	Yes, bypass to purge unloading hose possible					
	Yes, bypass to purge unloading hose not possible						
Level measurement visible at unloading point?	Yes			No			
If not, which method used?	<i>(vlotter op tank, display op losplaats, ...)</i>						
Distance between unloading point and tank trailer	m (by preference < 6 m)						
Unloading hose belongs to				supplier	customer		
Possibility to rinse unloading hoses (cfr. legislation)?				Yes	No		
Fixed connector installation (see annex)	KNZ		TW	Guillemin	Rosita/milk	Camlock	Others
Rem KNZ: (M)Male / (F) female (R)ight/(L)eft thread	M	R	M		M		
	F	L	F		F		
Diameter connector customer	inch / cm / DN* <i>*delete where not applicable</i>						
Height connection point to ground level	cm						
Connection point is locked (electronical, padlock, ...) ?	Yes, method:				No		

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Venting diameter of storage tank						*Select from the list inch / cm / DN	
Venting provided with scrubber or filter						Yes	No
Customer installation provided with vapor return						Yes	No
Vapor return installation Type of coupling	KNZ	TW	Guillemin	Rosita/ milk	Camlock	Others:	
Vapor return installation diameter						* Select from the list inch / cm / DN	
Hose vapor return belongs to	supplier					customer	
Unloading is done via	gravity						
	customer pump						
	pump tank trailer						
	compressed air tank trailer					Max pressure	bar
	compressed air customer					Max pressure	bar
	nitrogen customer					Max pressure	bar
Is there a working emergency shower in immediate vicinity?						Yes	No
Distance between emergency shower and unloading point						m	
Is there a working emergency eyewash in immediate vicinity?						Yes	No
Distance between eyewash and unloading point						m	
Presence of a water hose with sufficient length:						Yes	No

Additional info for flammable liquids (flashpoint < 60 degr. C)						N.A.	
Is earthing present?						Yes	No
In case of mandatory earthing, is interlock protection present on the unloading process?						Yes	No
If not is there any other control on the use of earthing?							
ATEX unloading bay inspection valid until: .							
Is the measured resistance (according to report) < 10 ohms?						Yes	No
Is ATEX marking present by expert of receiver of bulk product:						Yes	No

Other information							
Is a written unloading procedure in place?						Yes	No
Are the roles and responsibilities of customer and driver clearly defined?						Yes	No
Sample taking?	Yes	No	By customer?			Yes	No
Good overall impression / housekeeping (no clutter, emergency facilities and access roads clear, etc.)?						Yes	No
In the event of an emergency, can people leave the unloading site via at least 2 routes?						Yes	No
Good lighting to unload outside daylight hours?						Yes	No
Can the unloading area be limited? REMARK! Unloading from the public road is not allowed.						Yes	No
Are special instructions applicable at the customer's premises?						Yes	No
If yes, which?:							
Photos of the unloading site have been attached with permission or by the company!						Yes	No

Signature by expert of receiver of bulk product:

Name:

Date:

Signature:

Checklist completed by checked by supplier:

Name:

Date:

Signature:

Please send fully completed form to: