	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer

Purpose and Scope

The transport of (dangerous) chemical products is subject to different national and international laws, regulations and norms. The fulfillment of safety-relevant requirements, as described herein, is mandatorily required by the Kemira customer who collects Kemira products themselves or has Kemira products collected by a logistics/transport service provider working on their behalf. Non-compliance with these safety requirements may lead to a rejection of the vehicle at the place of loading, by Kemira personnel or Kemira 3rd party warehouse/terminal personnel without liability to Kemira. The commitment of self-collectors to comply with the applicable national and international laws and regulations is mandatorily required and does not conflict with safety-relevant requirements described herein in addition thereto.

“Self-collector“ means, in relation to this document, Kemira customer or logistics/transport service provider authorized by Kemira customer picking up Kemira products.

For the avoidance of doubt, Kemira customer and its subcontractors are and will remain solely responsible and liable for the loading and transport of the self-collected products at all times.

Transportation Safety


General Requirements

The vehicle and its equipment provided by a Kemira customer or their logistics/transport service provider must be in good order and condition in accordance with applicable laws and regulations. Vehicles, incl. the means of containment, which do not comply with applicable legal requirements and/or regulations or Kemira product properties, are not accepted for loading/filling with Kemira products. To ensure vehicle and equipment integrity and compliance, visual inspections can be conducted by Kemira or their service provider at any time at Kemira’s discretion, including with the help of checklists at each Kemira plant/site or Kemira 3rd party warehouse/terminal. Delays or vehicle rejections as a result of these inspections are the sole responsibility of the Kemira customer or their logistics/transport service provider and hence is to be fully borne by the Kemira customer or their logistics/transport service provider.

In the case of carrying Kemira products in bulk, **a valid cleaning certificate is required**. The date of issue of the cleaning certificate may **not be older than 48 hrs**. Wherever possible, cleaning shall be executed by an ISO-certified or similar and/or EFTCO registered tank cleaning company. Exemptions to this requirement (if any) may be mutually agreed in writing between the Kemira customer and Kemira at Kemira’s reasonable discretion.

In case of carrying Kemira products in packaged form, e.g. IBC, drums, bags, etc., the trailer must be closed or at least sheeted to protect the load. **Flatbed trailers and/or walking floor trailers are not accepted for loading** unless and to the extent mutually agreed in writing between the Kemira customer and Kemira. Temperature-sensitive products must be transported in temperature-controlled trailers. Exemptions (if any) would need to be mutually agreed in writing between the Kemira customer and Kemira.

Due to Kemira’s safety and responsible care policies, **the double stacking of flexible IBC (BigBags) is NOT permitted** (except for 20ft/40ft box container) and is therefore not executed at Kemira plant/site or Kemira 3rd party warehouse / terminal.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer

Personal Protective Equipment (PPE)

The following minimum requirements for personal protective equipment (PPE) at Kemira sites and/or Kemira 3rd party warehouse/terminal must be worn by each member of the vehicle crew immediately after leaving the truck cabin:

- Safety glasses
- Work wear with long sleeves and legs
- High visibility safety vest or work wear (EN 471)
- Safety shoes with toes cap (EN ISO 20345:2044)
- Safety helmet (NO safety cap)
- Chemical-resistant gloves

In the case where additional specific PPE is needed, e.g., goggles and face shield, during loading/unloading activities, instructions will be given either by Kemira site employees or Kemira 3rd party warehouse/terminal employees or through signage at the loading/unloading area. Vehicle crews must follow these additional specific PPE requirements.

Dangerous Goods

In the case where Kemira products are classified as dangerous goods according to applicable international transport regulations (e.g. ADR, IMDG Code), the Kemira customer or their logistics/transport service provider ensures the following:

All vehicles must be fully equipped according to ADR regulations independently of the quantity of dangerous goods carried. A fire extinguisher must be valid, within the legally required inspection dates and fitted with an unbroken seal. If the Customer or the Customer's Logistics Service Provider intends to use exceptions related to quantities carried per transport unit (chapter 1.1.3.6 ADR), they shall inform their Kemira contact in writing no less than 36 hours prior to loading the products. This is to ensure that the loading location is made aware of this exception to avoid delays during dispatch of the products. This requirement is not applicable for products packed as Limited Quantities (LQ) or Excepted Quantities (EQ).

The original document of the ADR driver training certificate must be available at any time.

In the case of transportation in bulk, the Kemira customer or their logistics/transport service provider shall additionally ensure the following:

- Tanks, incl. technical equipment, must be in good order and condition and within the legally required inspection dates. This includes tank vehicles, tank containers and rail cars, whatever is applicable.
- The minimum required tank code (ADR/RID tanks) or tank instruction (UN portable tank), incl. necessary tank lining (if required) and tank material suitable for Kemira products, shall be provided by Kemira customer or their logistics/transport service provider.
- A valid original document of the "Certificate of approval for vehicles carrying dangerous goods" must be available for tractor and trailer at least for international transport and where it is required domestically.

Kemira	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer

Load Secure

All transport vehicles, trailers and containers shall be in a road-worthy condition, clean and odor-free internally, fit for purpose, compliant with all relevant legislation and well maintained.

To ensure that Kemira products transported as packaged goods (e.g. IBC, drums, bags) can be secured according to national/international regulations, the truck must be at least equipped with the following:

- A minimum of 14 lashings for a Full Truck Load (FTL) **or** at least one securing belt per loading meter or lashing point. Lashings should have a standard Tension Force (STF) of at least 400 daN, a Lashing Capacity (LC) of at least 2500 daN, and a minimum length of 8 m. Lashings and ratchets shall be in accordance with EN 12195 and in good condition.
- Available lashing points shall meet the requirements of DIN EN 12640 and must have a minimum strength of 2000 daN. The number of lashing points shall be sufficient to allow appropriate cargo securing.
- Minimum of four Anti-Slip mats per pallet place.
- A sufficient number of corner/edge protections shall be available, at least two per loading meter or lashing point.
- For box trailers a minimum of 4-6 barrier rods (450 – 700 daN) and 6-8 clamping beams with rubber (100 – 140 daN) required for a Full Truck Load. Box trailers must be equipped with anchor rails on both side walls and/or at the bottom/roof.

Partial loaded trucks are only accepted for loading with Kemira products if the pre-loading is secured according to national/international regulations. Kemira site/plant or Kemira's third-party service provider is allowed to reject loading when the safety and integrity of Kemira products are not guaranteed. Kemira, in general, will not load any type of product on top of other products.

Partial loaded trucks with foodstuff, other articles of consumption and animal feeds are not accepted for loading Kemira products.

Transport documents

The Kemira customer or their logistics/transport service provider shall ensure that the necessary transport document (CMR waybill) is available at the time of loading (as Kemira in general is not involved in the transport contracting process in the case of self-collection by the Kemira customer or their logistics/transport service provider). Kemira is only considered as the "Place of Loading" of the products but not as the shipper according to CMR convention. The necessary transport document (CMR waybill) shall be provided either by the Kemira customer or their logistics/transport service provider identifying one of these two parties involved in the transport contracting process as the "Shipper".

Whenever sea transport is involved during transportation, a Dangerous Goods Declaration/IMO Declaration according to IMDG Code is provided by Kemira.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer

Driver Training and communication

The Kemira customer or their logistics/transport service provider shall ensure that any driver hired to transport Kemira products has received adequate and suitable training for their functions and that refresher training is carried out in line with legislation and best practice. Drivers must have proper identification available at all times.

The Kemira customer or their logistics/transport service provider shall ensure that all drivers possess sufficient language skills needed for providing the services, with additional focus on languages in origin and destination countries. Lack of language skills is considered a high safety risk during loading and may result in a rejection of loading Kemira products.

Safety-related E-Learnings for Drivers

In our efforts to increase safety on site, the Kemira customer or their logistics/transport service provider visiting our manufacturing sites to dispatch Kemira products, must complete the applicable mandatory safety-related E-Learning available at our Training Portal for external visitors.

The Training Portal is a web-based application containing safety-related e-learning material. Internet access is necessary to complete the training. Kemira provides two courses for drivers, with one being about general Kemira Safety Requirements and the other about site-specific Training for Driver Safety.

Training is mandatory for drivers entering all our sites and is available in several languages.

At the end of both training modules, each driver will be required to complete a test to measure the effectiveness of the training and to verify competency of the driver. For drivers that are performing self-loading/unloading at our installations, additional practical training is necessary, and it has to be individually agreed with Kemira site personnel.

Check **Annex 1** of this document for the Quick Registration Guide to get access to the Training Portal, available in most common European languages.

kemira	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer

ANNEX 1

QUICK REGISTRATION GUIDE for the Kemira Training Portal for Drivers and Visitors



English

Quick registration guide - how to register and to complete the training:

1. Go to Kemira Training Portal under <https://kemira.portal.gimletlms.com/en/login>
2. Register yourself and create your individual training account (save your username and password to re-enter the training portal).
3. Choose your role "Driver" and the Kemira site(s) you are going to load.
4. Complete the e-learning(s) given by Training Portal and then complete the training with the final test(s).
5. Print your diploma from the diploma section or forward it via e-mail function.



Français

Guide rapide d'inscription pour savoir comment s'inscrire et compléter la formation :

1. Accédez au Portail de Formation Kemira sous <https://kemira.portal.gimletlms.com/fr/login>
2. Inscrivez-vous et créez votre compte de formation individuel (enregistrez votre nom d'utilisateur et votre mot de passe pour accéder de nouveau au portail de formation).
3. Choisissez votre rôle "Chauffeur" et le(s) site(s) Kemira où vous allez charger.
4. Suivez les cours en ligne donnés par Portail de Formation, puis terminez la formation avec le ou les tests finaux.
5. Imprimez votre diplôme à partir de la section des diplômes ou transmettez-le par courrier électronique.



Deutsch

Schnellanleitung zur Registrierung und Durchführung der Schulungen:

1. Gehen Sie zum Kemira Schulungsportal unter <https://kemira.portal.gimletlms.com/de/login>
2. Registrieren und erstellen Sie sich ein individuelles Benutzerkonto (speichern Sie Benutzernamen und Passwort, um sich erneut anzumelden).
3. Wählen Sie ihre Rolle "Fahrer" und die Kemira Standorte, an denen Sie laden.
4. Führen Sie die Schulungen durch, welche Ihnen das Schulungsportal vorgibt und beenden Sie das jeweilige Training mit einem Abschlusstest.
5. Über die Menüfunktion „Zertifikat“ können Sie ihr Zertifikat ausdrucken oder per E-Mail an Dritte weiterleiten.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer



Suomi

Pikaohje, kuinka rekisteröityä ja suorittaa koulutukset:

1. Mene Kemiran koulutusportaaliin <https://kemira.portal.gimletlms.com/fi/login>
2. Rekisteröi itsesi ja luo henkilökohtainen käyttäjätunnuksesi (säilytä käyttäjätunnuksesi ja salasanasi myöhempää käyttöä varten).
3. Valitse rooliksesi "Kuljettaja" ja sijainniksi ne Kemiran toimipaikat, joissa tulet lastaamaan tai purkamaan kuormaa.
4. Suorita ne koulutukset, joita koulutusportaali Sinulle tarjoaa. Koulutusten lopussa on testi, joka Sinun tulee läpäistä.
5. Tulosta todistus suoritetuista koulutuksista Diplomi-valikon kautta tai lähetä todistuksesi haluamaasi sähköpostiosoitteeseen sähköpostitoiminnolla.



Polski

Krótki przewodnik, jak zarejestrować się i ukończyć szkolenie:


1. Przejdź do Portalu Szkoleniowego Kemira pod adresem <https://kemira.portal.gimletlms.com/pl/login>
2. Zarejestruj się i stwórz swoje indywidualne konto (zapisz swoją nazwę użytkownika i hasło, aby ponownie wejść na portal).
3. Wybierz swoją rolę "Kierowca" oraz lokalizacje Kemira, gdzie planowany jest załadunek.
4. Przejdź szkolenie na Portalu Szkoleniowym Kemira, a następnie ukończ testy końcowe.
5. Wydrukuj dyplom z zakładki dyplomów lub prześlij go za pomocą poczty e-mail.



Norsk

Hurtig veileder til hvordan du registrerer deg og for å fullføre opplæringen:

1. Gå til Kemira Training Portal under <https://kemira.portal.gimletlms.com/no/login>
2. Registrer deg selv og opprett din individuelle konto (lagre brukernavn og passord for å gå inn på treningsportalen).
3. Velg din rolle "Sjåfør" og Kemira nettstedet (ene) du skal laste.
4. Fullfør e-læring (ene) gitt av Opplæringsportalen og fullfør opplæringen med den endelige testen / testene.
5. Skriv ut ditt diplom fra diplomavsnittet eller send det via e-postfunksjon.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024 Valid as of: 10/31/2024
	Document type: Instruction	Function: Logistics
	Version: 2.0	Location: EMEA
	Document Number: KGDMS-1565177833-261	Author: Guido Höfer
	Document ID: KGDMS-1565177833-261	



Český

Stručný průvodce registrací:

1. Navštivte Training Portal společnosti Kemira na <https://kemira.portal.gimletlms.com/cs/login>
2. Zaregistrujte se a vytvořte si individuální účet pro školení
3. (uložte své uživatelské jméno a heslo, abyste mohli znovu vstoupit do školicího portálu).
4. Zvolte svou funkci „Řidič“ a pracoviště, kde hodláte nakládat.
5. Dokončete e-learningy poskytované školicím portálem, a to buď v jazyce českém nebo jiném světovém jazyce, a poté dokončete školení závěrečnými testy.
6. Vytiskněte si diplom ze sekce diplomy nebo jej přepošlete prostřednictvím funkce e-mailu.



Русский

Краткая инструкция по регистрации и ознакомлению с материалом


1. Следуйте в портал Kemira <https://kemira.portal.gimletlms.com/ru/login>
2. Зарегистрируйтесь и сделайте себе индивидуальный счет для ознакомления с материалом **(сохраните ваше имя пользователя и пароль для возврата в портал).**
3. Выберите вариант «Водитель» и объект Kemira, где вы будете получать или доставлять товар.
4. Ознакомьтесь с электронным материалом в портале и сдайте экзамен.
5. Распечатайте ваш диплом в дипломной части и перешлите его с помощью функции электронной почты.



Svenska

Snabbguide för hur man registrerar sig och slutför utbildningen:

1. Gå till Kemiras portal för chaufförer, entreprenörer och besökare på <https://kemira.portal.gimletlms.com/sv/login>
2. Registrera dig och skapa ditt eget konto (spara ditt användarnamn och lösenord så att du kan logga in vid senare tillfällen).
3. Välj din roll, alltså "chaufför" och Kemirasiten du ska lasta på.
4. Slutför delutbildningarna och avsluta sedan utbildningen med det sista testet.
5. Skriv ut ditt diplom eller skicka det via mail.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer



Español

Guía rápida de registro para cómo registrarse y completar la formación:

1. Accede al Portal de Formación de Kemira en <https://kemira.portal.gimletlms.com/es/login>
2. Regístrate y crea tu cuenta de formación individual (guarda tu nombre de usuario y contraseña para volver a acceder al portal de formación).
3. Elige el rol de "Chófer" y el/los sitio(s) de Kemira que vas a cargar.
4. Completa el e-learning(s) del Portal de Formación y posteriormente completa la formación con la(s) prueba(s) final(es).
5. Imprime el diploma desde la sección de diplomas o reenvíalo a través de la función de correo electrónico.



Português

Guia de registo rápido de como se registar e completar a formação:


1. Vá para o Portal de Formação da Kemira em <https://kemira.portal.gimletlms.com/pt/login>
2. Registe-se e crie a sua conta de formação individual (guarde seu nome de usuário e senha para entrar novamente no portal de formação).
3. Escolha a sua função "Driver" e o site(s) da Kemira que você irá carregar.
4. Complete o *e-learning*(s) dado pelo Portal de Formação e depois complete a formação com o(s) teste(s) final(is).
5. Imprima seu diploma na seção de diploma ou encaminhe-o via função de e-mail.



Magyar

Útmutató a tanfolyamhoz való regisztrációhoz és annak elvégzéséhez:

1. Lépjen be a sofőröknek, vállalkozóknak és látogatóknak létrehozott "Kemira portálba" a következő címen <https://kemira.portal.gimletlms.com/hu/login>
2. Regisztráljon és hozzon létre egy saját fiókot (felhasználó nevét és jelszavát őrizze meg a későbbi belépéshez).
3. Válassza ki a munkakörét (sofőr - chaufför) és a munkahelyét (Kemira rakodási helyszíne).
4. Végezze el a tanfolyam különböző részeit, majd végül a befejező vizsgát.
5. Nyomtassa ki az oklevelét vagy küldje el elektronikus üzenetben.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer



Eesti

Juhised kuidas registreeruda ja läbida koolitus:

1. Suundu Kemira Koolitusportaali lingil <https://kemira.portal.gimletlms.com/et/login>
2. Registreeri end leheküljel ning loo oma individuaalne konto.
(salvesta oma kasutajanimi ning parool kui soovid hiljem taas portaali siseneda).
3. Vali valikuvariant „Autojuht“ ning järgmisest rippmenüüst teenindatavad Kemira laod.
4. Tööta läbi kõik Koolitusportaalis olevad moodulid ning koolituse edukaks lõpetuseks tuleb läbida ka test(id).
5. Koolituse lõppedes saad printida omale diplomi või edastada selle enda e-mailile.



Slovenski

Hitro navodilo za registracijo za izvedbo usposabljanja:


1. Pojdite na Kemirin portal za usposabljanje <https://kemira.portal.gimletlms.com/sl/login>
2. Registrirajte se in ustvarite svoj individualni račun za usposabljanje
(shranite uporabniško ime in geslo za ponovni vstop v portal za usposabljanje).
3. Izberite svojo vlogo »Voznik« in opredelite Kemirino tovarno, kjer boste nakladali ali razkladali blago.
4. Izvedite elektronsko usposabljanje na portalu, ki ga dokončate s končnim testom.
5. Natisnite si potrdilo o opravljenem usposabljanju ali pa ga pošljite po elektronski pošti.



Italiano

Guida rapida su come registrarsi ed effettuare la formazione:

1. Accedi al sito di formazione Kemira <https://kemira.portal.gimletlms.com/it/login>
2. Registrati e crea il tuo account personale per la formazione
(salva nome utente e password per poter accedere nuovamente).
3. Scegli la voce “Autista” e lo stabilimento Kemira dove andrai a caricare.
4. Effettua la formazione proposta nel sito e completala con il test finale.
5. Stampa l’attestato dalla relativa sezione o inviatelo via e-mail.

	Title: Safety Requirements for Self-Collectors in EMEA	Approved: 9/29/2024
	Document type: Instruction	Valid as of: 10/31/2024
	Version: 2.0	Function: Logistics
	Document Number: KGDMS-1565177833-261	Location: EMEA
	Document ID: KGDMS-1565177833-261	Author: Guido Höfer



Nederlands

Snelhandleiding voor registratie en voltooiing van de training:

1. Ga naar het Kemira Trainingsportaal onder <https://kemira.portal.gimletlms.com/nl/login>
2. Registreer uzelf met een individueel training account
(bewaar uw gebruikersnaam en paswoord om later opnieuw in het trainingsportaal in te loggen).
3. Kies als rol "Driver" (chauffeur) en de Kemira locatie(s) waar u moet gaan laden.
4. Volg de e-learning(s) die u in het Trainingsportaal worden aangeboden, en maak de afsluitende toets(en).
5. Druk onder de "diploma" menu-knop uw diploma af of stuur deze door met behulp van de e-mail functie.



Română

Ghid rapid de înregistrare, cum să vă înregistrați și să completați instruirea:

1. Accesați portalul de formare Kemira accesând <https://kemira.portal.gimletlms.com/ro/login>
2. Înregistrează-te și creează-ți contul individual de pregătire
(salvați numele de utilizator și parola pentru a reintra în portalul de instruire).
3. Alegeți rolul „Șofer” și site-urile Kemira pe care le veți încărca.
4. Finalizați e-learning-urile oferite de Portalul de Instruire și apoi completați pregătirea cu testul / testele finale.

Imprimați-vă diploma din secțiunea de diplomă sau trimiteți-o prin funcția de e-mail.