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Issue 1

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ORLEN Unipetrol Doprava s.r.o.
ORLEN Unipetrol RPA s.r.o. (including BENZINA and POLYMER INSTITUTE BRNO branches) PARAMO, a.s.
SPOLANA s.r.o.
PETROTRANS, s.r.o.

# EQUIPMENT OF TRANSPORT UNITS USED FOR THE TRANSPORT OF DANGEROUS GOODS BY ROAD

Approved by: General Director / Company executives

Valid from: May 9, 2023

Document administrator: ORLEN Unipetrol RPA s.r.o. – Management Systems

ORLEN Unipetrol RPA s.r.o. – Safety Department – Ing. Quido Kratochvíl

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Department Prepared by:

Issue 1
Amendm
ent 1

# List of changes

Chan	Page r	number			Approved by	
ge numbe r	removed	inserted	Subject of change	Effective from	Approved by (position, signature)	
1	6	6	Amendment to the standard for required protective footwear.	June 25, 2025		
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Valid from: June 25, 2025

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# **Contents**

1	Pur	pose		4			
2	Sco	ре		4			
3	Terms, definitions, and abbreviations						
4	Red	quire	ments for transport unit equipment	4			
	4.1	Fire	protection equipment	4			
	4.1	.1	Piece transport	4			
	4.1	.2	Other transport	5			
	4.1	.3	Portable fire extinguishers	5			
	4.2	Oth	er equipment and personal protective equipment	5			
	4.2	.1	Piece transport	5			
	4.2	.2	Other transport	5			
	4.2	.3	Personal protective equipment	6			
	4.3	Red	quirements for accompanying documents	6			
	4.3	.1	Transport document	6			
	4.3	.2	Written instructions	7			
	4.3	.3	Identity cards	7			
	4.3	.4	Driver's license	7			
	4.3	.5	Certificate of approval of vehicles for the transport of certain dangerous goods	7			
	4.3	.6	ADR driver training certificate	7			
	4.4	Oth	er training courses	7			
	4.5	Min	imum requirements for the marking of transport units	7			
5	Ins	pection	ons and consequences of non-compliance with requirements for prescribed equipment	7			
;	5.1	Aut	horized persons	7			
;	5.2	Insp	pections and consequences of non-compliance with the specified requirements	8			
6	Res	spons	sibility	8			
7	List	of re	elated documents	8			
Δr	nenc	liv A	Checklist	9			

ORLEN Unipetrol Group Page4 /9

Directive 433/7 Issue 1

Equipment for transport units carrying dangerous goods by road

Amendm
ent 0

# 1 Purpose

This directive ensures the implementation of technical standard ST M3 T1 "Equipment of transport units ensuring the transport of dangerous goods by road for PKN ORLEN S.A. and ORLEN Group companies" of the parent company PKN ORLEN S.A. into the regulatory framework of the ORLEN Unipetrol Group. The directive ensures the application of the requirements of the PKN ORLEN S.A. standard to the appropriate extent in the companies of the ORLEN Group and ORLEN Unipetrol, respectively, and ensures their transfer to their contractual suppliers by including them in the Binding Standards and Information on the websites of individual companies or in binding documents provided to suppliers.

# 2 Scope of validity

The document is valid for the following designated companies/branches:

☐ ORLEN Unipetrol a.s. ☑ ORLEN Unipetrol RPA s.r.o. ☑ BENZINA, branch

☑ POLYMER INSTITUTE BRNO, branch

☑ ORLEN Unipetrol Doprava s.r.o.

☑ PARAMO a.s. 
☑ SPOLANA s.r.o.

The document is also valid for PETROTRANS, s.r.o., subject to approval by that company.

The document is also valid for external suppliers with whom a contract has been concluded for the transport of dangerous goods on behalf of the above-mentioned companies. The directive is primarily focused on the carrier's compliance with ADR requirements; however, compliance with the requirements of the directive does not exempt the carrier from the obligation to comply with other legal regulations relating to transport (such as the Road Transport Act).

For external suppliers, the document is available on the websites of individual companies or in binding documents provided to suppliers.

# 3 Terms, definitions, and abbreviations

ADR - Agreement concer

- Agreement concerning the International Carriage of Dangerous Goods by Road.

- motor vehicle without a trailer or a vehicle combination consisting of a

motor vehicle and a trailer

- final packaging product consisting of packaging or large packaging or IBC and its contents, ready for transport. The term includes gas containers (cylinders, tube bundles, pressure drums, closed cryogenic vessels, metal hydride storage systems, cylinder bundles, and emergency pressure vessels), as well as articles which, due to their dimensions, weight or shape can be transported without packaging or in beds, crates or handling devices. With the exception of the transport of radioactive substances, this term does not apply to items transported in bulk or substances

transported in tanks.

# 4 Requirements for transport unit equipment

Every transport unit carrying dangerous goods by road must be equipped with fire-fighting equipment, personal protective equipment, and must be marked in accordance with the relevant provisions of the ADR.

# 4.1 Firefighting equipment

## 4.1.1 Piece transport

Transport unit

Piece

- 4.1.1.1 When transporting dangerous goods in packages in limited or excepted quantities, fire protection equipment is not required in the transport unit.
- 4.1.1.2 When transporting dangerous goods in packages in quantities not exceeding the maximum total quantity per transport unit (transport in so-called sub-limit quantities) according to ADR sub-section 1.1.3.6, the transport

Issue 1
Amendm

unit must be equipped with one portable fire extinguisher for flammability classes A, B, C with a minimum content of 2 kg of dry powder (or with an equivalent content of another suitable extinguishing agent).

4.1.1.3 When transporting dangerous goods in pieces in quantities exceeding the maximum total quantity per transport unit (transport in so-called above-limit quantities) according to subsection 1.1.3.6 of the ADR, the transport unit must be equipped with portable fire extinguishers as specified in Article 4.1.2.

# 4.1.2 Other transport

When transporting dangerous goods other than in pieces, the transport unit must be equipped with portable fire extinguishers for flammability classes A, B, and C, as specified in the table below.

Table 1 - Required portable fire extinguisher equipment

Maximum permissible weight of the transport unit	Minimum number of portable fire extinguishers	Minimum total capacity per transport unit	Portable fire extinguisher suitable for engine or cabin fires. At least one with the minimum capacity:	Additional requirement for portable fire extinguisher(s). At least one fire extinguisher must have a capacity of:	
≤ 3.5 tons	2	4 kg	2 kg	2 kg	
> 3.5 tons ≤ 7.5 tons	2	8 kg	2 kg	6 kg	
> 7.5 tons	2	12 kg	2 kg	6 kg	

# 4.1.3 Portable fire extinguishers

- 4.1.3.1 Portable fire extinguishers must be fitted with a seal that allows verification that they have not been used.
- 4.1.3.2 Portable fire extinguishers must bear a mark certifying that they comply with a standard recognized by the competent authority, as well as an inscription indicating the date (month, year) of the next periodic inspection or, where applicable, the maximum permitted period of use. The date of the next periodic inspection must not expire during transport.
- 4.1.3.3 Portable fire extinguishers must be installed on the transport unit in such a way that they are easily accessible to the vehicle crew.

# 4.2 Other equipment and personal protective equipment

## 4.2.1 Transportation of individual items

- 4.2.1.1 Additional equipment and personal protective equipment is not required for the transport of dangerous goods in packages in limited or excepted quantities, or in quantities not exceeding the maximum total quantity per transport unit (transport in so-called sub-limit quantities) in accordance with ADR sub-section 1.1.3.6.
- 4.2.1.2 When transporting dangerous goods in packages in quantities exceeding the maximum total quantity per transport unit (transport in excess of the limit) in accordance with subsection 1.1.3.6 of the ADR, the transport unit must be equipped with additional prescribed equipment and personal protective equipment as specified in Article 4.2.2.

# 4.2.2 Other transport

Each transport unit carrying dangerous goods must be equipped with general and personal protective equipment. The equipment must be selected according to the safety mark number of the loaded goods. Safety mark numbers can be identified from the transport document.

- 4.2.2.1 The following equipment must be present in the transport unit during transport:
  - a wheel chock for each vehicle, the size of which corresponds to the maximum weight of the vehicle;
  - two standing warning devices;

Issue 1

Amendm ent 1

eye wash solution1;

and for each member of the vehicle crew

- fluorescent safety vest (e.g., as described in EN ISO 20471);
- portable flashlight<sup>2</sup>, which must not have a metal surface that could cause sparks (mobile phones are not permitted as flashlights);
- a pair of protective gloves; and
- eye protection (e.g., safety glasses).

#### 4.2.2.2 Additional equipment required for certain classes:

- emergency escape mask<sup>3</sup> for each member of the vehicle crew must be provided when transporting in a transport unit for safety mark numbers 2.3 or 6.1:
- shovel4:
- sewer drain plug4 and
- collection container 4.

# 4.2.3 Personal protective equipment

In cases where the driver performs unloading, loading, or filling independently or in cooperation with an employee/employees of the ORLEN Unipetrol Group, the driver must also be equipped with:

- a protective helmet with a chin strap (more than 2-point fastening);
- non-flammable/antistatic work clothing (the material must be non-flammable in terms of its physical and chemical properties - impregnation treatments, etc. are not permitted). If rainwear is used, it must be nonflammable/antistatic.
- Sturdy, closed safety footwear of at least category S1 according to ČSN EN ISO 20345.5
- Glasses against mechanical risks with side eye protection or a protective face shield where required.
- Protective gloves (against mechanical risks or resistant to chemicals/mixtures handled).
- Escape mask protecting against the effects of hydrogen sulfide (sulfane), ammonia only in designated areas.

The above requirements for personal protective equipment do not apply to the transport of limited and exempt quantities.

## 4.3 Requirements for accompanying documents

## 4.3.1 Transport document

Each transport unit carrying dangerous goods must be equipped with a transport document covering all dangerous goods being transported and, where appropriate, a container/vehicle loading certificate.

According to ADR, a transport document is not required for the transport of dangerous goods in packages in limited or excepted quantities.

The transport document must be legible and contain all the information required by ADR. The information in the transport document must be in the official language of the country of dispatch and, in the case of international transport, if that language is not English, French or German, in English, French or German, unless otherwise specified in any tariffs for international road transport or agreements concluded between the countries involved in the transport.

Valid from: June 25, 2025

Not required for safety mark numbers 1, 1.4, 1.5, 1.6, 2.1, 2.2, and 2.3.

It is prohibited to enter the cargo compartment of a closed vehicle transporting liquids with a flash point not exceeding 60 °C or flammable substances or objects of Class 2, with portable lamps other than those designed and manufactured so as not to ignite flammable vapors or gases that may have spread inside the vehicle.

<sup>&</sup>lt;sup>3</sup> For example, an emergency escape mask with a combined gas/dust filter of type A1B1E1K1-P1 or A2B2E2K2 P2, which is similar to the mask described in standard EN 14387:2004 + A1:2008.

<sup>4</sup> Required only for solids and liquids with safety label numbers 3, 4.1, 4.3, 8, or 9.

<sup>&</sup>lt;sup>5</sup> At SPOLANA s.r.o., according to local operating conditions and the NCHLs being transported.

Directive 433/7

Equipment for transport units carrying dangerous goods by road

Issue 1 Amendm

ent 0

#### 4.3.2 Written instructions

Each transport unit carrying dangerous goods must be equipped with written instructions as an aid during an accident or emergency situation that may occur or arise during transport in the form specified by ADR.

Written instructions must be stored in the driver's cab and must be easily accessible.

The written instructions must be in a language that every member of the vehicle crew can read and understand.

Written instructions are not required for the transport of dangerous goods in packages in limited or excepted quantities, or in quantities not exceeding the maximum total quantity per transport unit (transport in so-called sub-limit quantities) in accordance with ADR sub-section 1.1.3.6.

## 4.3.3 Identity cards

Each transport unit must be equipped with photo ID cards for each member of the vehicle crew.

## 4.3.4 Driver's license

Every driver of a transport unit must carry a valid driver's license.

# 4.3.5 Certificate of approval for vehicles for the transport of certain dangerous goods

Each transport unit must be equipped with a certificate of approval for the transport unit/each vehicle for the transport of certain dangerous goods (applies only to tankers, battery trucks, and their tractors).

# 4.3.6 ADR driver training certificate

Each transport unit must be equipped with an ADR driver training certificate.

An ADR driver training certificate is not required for the transport of dangerous goods in packaged items. in limited or exempted quantities, or in quantities not exceeding the maximum total quantity per transport unit (transport in so-called sub-limit quantities) according to subsection 1.1.3.6 of the ADR. However, these drivers must have valid training like other persons involved in the transport of dangerous goods.

## 4.4 Other training

In cases where the driver performs unloading, loading, or filling independently or in cooperation with an employee(s) of the ORLEN Unipetrol Group, he must have valid training from the service recipient (ORLEN Unipetrol Group company) in the operation of the equipment used for loading/unloading/filling.

# 4.5 Minimum requirements for the marking of transport units

Each transport unit carrying dangerous goods must be marked with the appropriate orange plates and, if required by the transport regime, large safety signs and other prescribed markings. Orange plates, large safety signs and other prescribed markings must comply with the relevant transport regime and the requirements set out in the ADR.

The above minimum marking is not required for the transport of dangerous goods in packages limited in quantity (note: above 8 tons, marking with an enlarged limited quantity label is required (minimum dimensions 250x250 mm)) or exempted quantities, or in quantities not exceeding the maximum total quantity per transport unit (transport in so-called sub-limit quantities) according to subsection 1.1.3.6 of the ADR.

# 5 Inspections and consequences of non-compliance with the requirements for prescribed equipment

# 5.1 Authorized persons

- **5.1.1** The persons authorized to carry out checks on transport units in the case of the transport of dangerous goods by road in ORLEN Unipetrol Group companies are:
  - in-house or contracted safety advisors for the transport of dangerous goods by road;
  - employees of security agencies providing security for the premises of ORLEN Unipetrol Group companies;

Issue 1 Amendm

ent 0

employees of the ORLEN Unipetrol Group performing loading, unloading, filling, or employees ensuring the dispatch or receipt of dangerous goods, or employees authorized by them.

# 5.2 Inspections and consequences of non-compliance with the specified requirements

- **5.2.1** Inspections of transport units carrying dangerous goods are carried out using the checklist attached to this directive, unless otherwise specified by local regulations and locally applied checklists.
- **5.2.2** If non-compliance with ADR requirements is found during the inspection, the transport unit must not be loaded/filled/unloaded until the non-compliance has been rectified.
- **5.2.3** If the inspection is carried out during loading or after loading/filling/unloading and non-compliance with ADR requirements is found during this inspection, the transport unit may not be put back into service until the non-compliance has been rectified.
- **5.2.4** Transport units found to have non-compliance that cannot be remedied on site are prohibited from entering any ORLEN Unipetrol Group premises until the non-compliance is remedied.
- **5.2.5** Further penalties for non-compliance with mandatory equipment requirements or safety violations identified during the inspection are governed by the relevant contractual agreements, locally applicable penalty regulations, and the nature and severity of the identified non-compliance/violations of binding rules.
- **5.2.6** Records of inspections carried out must be kept by persons authorized to carry out inspections in accordance with locally applicable regulations, but for at least 1 year from the date of the inspection.
- **5.2.7** The person performing the inspection of the transport of dangerous goods by road is authorized to request all necessary information for the purposes of completing the checklist, and the inspected person is obliged to provide all requested information.
- 5.2.8 Inspections of the transport of dangerous goods by road are carried out to ensure full compliance with the requirements of the ADR and to ensure the safety of our own employees, the contractor's employees, and the public.

# 6 Responsibility

Responsibility arises from and is set out in the above articles.

# 7 List of related documents

#### ΑII

Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), as amended Directive 433/3 Extraction of contents from apparatus using vacuum equipment Directive 433/4 Safe operation of sludge tanks when pumping hydrocarbon sludge

# ORLEN Unipetrol RPA s.r.o.

Directive 402 Safety rules for employees of other organizations

Directive 402/1 Sanctions in the area of HSE – Occupational health and safety and fire protection – tariff

Directive 433 Transport of dangerous goods Sanction

<u>rules</u>

# ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, branch

Directive 433/6 Transport of dangerous goods in packages subject to the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR Agreement)

ORLEN Unipetrol Doprava s.r.o.

PARAMO, a.s.

Directive 15-07 Application of ADR/RID at PARAMO, a.s.

SPOLANA s.r.o.

Process 3-7 Implementation of shipments

PETROTRANS, s.r.o.

Verified by: Marek Ondračka, Director of Security

Issue 1
Amendm

# **Appendix A Checklist**

Checklist No.:  Transport of dangerous goods by road in accordance with ADR										
-				ace of inspection:				Inspection performed by:		
Driver's first and last name:				First and last names of other vehicle occupants:						
Registration number:				Vehicle type (only tankers/battery vehicles)						
	r vehicle er/semi-				AT $\square$ FL $\square$ EX II $\square$ EX III $\square$					
	::/3CIIII- :-		ı		AT □ FL □ EX II □ EX III □ Tank code:					
Meth	od of transport:	S			□ in	tanks	□ in bulk			
Trans	sport subject to exemption under	ADR:			□ YES □			□N	0	
	s (according to	Hazard identification num			nber:UN		UN numbe	UN number:		
	er:									
			-		-	equirements				
		<b>✓</b>	= OK,	Χ	= error	, malfunction				
1	Transport document				11	Eye protection (e.g., safety glasses)				
2	Written instructions (in case of accident)				12	Pair of protectiv	e glove	es		
3	Vehicle approval certificate (tractor unit – only tankers / battery-powered vehicles)				13	Emergency esc (required only for safet				
4	Vehicle approval certificate (semi-trailer/trailer – only tankers/battery vehicles)				14	Shovel (required only for safet	y labels 3,	, 4.1, 4.3, 8 or 9)		
5	ADR Driver training certificate				15	Sewer drain plu (required only for safet		4.1, 4.3, 8, or 9)		
6	Wheel chock (for each vehicle)				16	Collection conta	ainer (re 3, 8, or 9)	equired only for		
7	2 pcs standing warning devices				17	Portable fire ext	inguish	ners		
8	8 Eye wash liquid (not required for safety signs types 2.1, 2.2, and 2.3)				18	Labeling of pack	kaging			
9	Fluorescent safety vest				19	Vehicle/vehicles	labelir	ng		
10	Portable flashlight (not mobile)									
Inspection result/comment:										
Delivered a statement and the large of the growth.										
Driver's statement on the inspection result:										
Inspector's signature:				Drive	er's signature:					