



OCS Manual for Drivers

This manual has been elaborated within the OCS Programme (Operation Clean Sweep®) by ORLEN Unipetrol RPA s.r.o.

- 1) Present the required transport means (units) for loading being clean, with intact load surfaces without any residual material such as granulate or powder.
- 2) Upon loading the vehicle, check if there is any residual material such as plastic granulate or powder on the mean (unit) of transport surfaces or in the place of loading and unloadings. If the loading areas or the surfaces of transport mean (unit) are contaminated (polluted) with the residual material of plastic granulate or powder, you are required to contact the warehouse workers immediately. In compliance to instructions by the warehouse worker responsible for the loading and with technical means provided by the warehouse worker, you shall participate in the process of possible removal of plastic granulate´s or powder´s residual material.
- 3) The internal (in-house) transport or restorage are possible only with the completely closed covers of vehicle filling openings, curtain-sided semitrailer or closed containers not to contaminate the loading area and routes on ORLEN Unipetrol RPA, s.r.o. premises, the company´s external warehouses and external road infrastructure. In case of the transport (transit), you are required to record any leakage of residual material of plastic granulate or powder in Pass Permit document. In case of restorage, you are required to record any leakage of residual material of plastic granulate or powder in Issue Slip document.
- 4) You carry out the transport only with the completely closed covers of vehicle filling openings, curtain-sided semitrailer or completely closed container not to contaminate (pollute) road infrastructure with any residual material of plastic granulate or powder.
- 5) If the unloadings area or transport mean (unit) surfaces´ are contaminated with the residual material of plastic granulate or powder is contaminated during unloadings, contact the worker responsible for unloadings. In compliance to advice by the warehouse worker responsible for the unloading and with technical means provided by the consignee, you shall participate in the process of possible removal of plastic granulate´ s or powder´s residual material. In case of possible disagreement between you and the worker responsible for unloadings, inform the carrier´s transport controller about it. The controller shall inform the ORLEN Unipetrol RPA, s.r.o. Transport department specialist about it in writing. If the possible contamination with the residual material of plastic granulate or powder occurs in the place of unloadings, allow the consignee to record the contamination in the Delivery Note document.
- 6) Follow the instructions of warehouse operators (handlers) during loading and the instructions of workers responsible for unloadings. Monitor and follow the guidelines displayed on information boards. In case of contamination with the residual material of plastic granulate or powder, follow the instructions displayed on them.

Terms, definitions and abbreviations

Carrier	- operator of transport means (units) in transport mode of road, rail, air or maritime or inland shipping. For ORLEN Unipetrol RPA s.r.o., the carrier is an operator of freight (goods) transport. The carrier carries out own activity regarding the relocation of goods (object, cargo, shipment) in in space and time.
OCS	- Operation Clean Sweep® - Programme of zero polymer resin loss.
Internal transport (transit)	- transport within ORLEN Unipetrol RPA s.r.o. premises (in-house transport).
Restorage	- relocation of material from ORLEN Unipetrol RPA s.r.o. premises to external warehouses.
Contamination (Pollution)	- any unintentional loss of plastic granulate or powder residuals