

ESAD S - Questionnaire & Guidelines - English version - 2015

Item N°	Question	Guideline
1.3.1.21	If equipment using naked flames are operated, has a suitable risk assessment been undertaken and documented? Is the equipment used in a designated safe area away from storage of flammable products and combustible materials? Is suitably ventilated ?	Risk assessment regarding this equipment should be present if such devices (gas heaters, ..) are used. If such equipment is not used (or can be used) this question is N/A. (temporary) Work requiring permits are handled in chapter Di 2.2.4
1.3.1.22	Are products and combustible materials stored away from heating systems ?	No guidelines
1.3.1.23	If required as part of the Fire Plan :	No guidelines
1.3.1.23a	Are smoke vent panels available, regularly tested, maintained and are test records kept ?	Check the practice against the Fire Plan during the field inspection round. Look for certificates and compare with local legislation or permits. If the equipment is available but not included in the Fire Plan, the assessor should mark the question based on the other requested criteria
1.3.1.23b	Is a control panel/button to operate these smoke relief panels installed near to the exit doors ?	Check plans and actual situation. If the equipment is available but not included in the Fire Plan, the assessor should mark the question based on the other requested criteria
1.3.1.24	Where automated fire fighting systems are used for storage tanks, can all control valves be easily and safely accessed if an adjacent tank is on fire ?	Check plans and actual situation
1.3.2.	Emergency Plan	Emergency Plan
1.3.2.1.	Does the site emergency plan cover:	Look for the emergency plan to show 24hr phone numbers and job titles/names of respective contacts.
1.3.2.1a	- the person responsible in charge of the emergency response ?	No guidelines
1.3.2.1b	- contacts with public Fire Brigades ?	No guidelines
1.3.2.1c	- contacts with public Ambulance Services ?	No guidelines
1.3.2.1d	- contacts with Police ?	No guidelines
1.3.2.1e	- contacts with products suppliers regarding the need for special equipment ?	No guidelines
1.3.2.2	Do employees possess the necessary equipment for personal protection and accident control?	Check that personal protective equipment is readily available.
1.3.2.3	In the event of an emergency/incident, are safety data sheets or other substance-related safety information bulletins available and easily accessible ?	Check also that, if the main office is destroyed, there are alternative arrangements to supply SDS.
1.3.2.4	Do you liaise with the Emergency Services in the preparation of emergency plans?	
1.3.2.5	Are the public emergency services involved in the development of emergency plans ?	Not applicable for most, if not all "office only" companies. Check there is evidence that there is liaison with the emergency services.
1.3.2.6	Are the emergency services familiar with the local conditions inside the company ?	Look for written evidence that the Fire Brigade visits the site regularly and that they have a regularly updated inventory of hazardous goods stored at the site.
1.3.2.7	Are joint emergency exercises held ?	Look for evidence that the last exercise was held with a frequency commensurate with the level of risk, e.g. staff turnover, Seveso site classification, etc.
1.3.2.8	Do the emergency services have access to the site at all times and are entrances kept free of obstructions?	Look for evidence in reports of Fire Brigade visits.
1.3.2.9	Does the plan cover guiding professional emergency providers on site to the location of the emergency?	
1.3.2.10	Are there specific written instructions documented in a plan for each type of emergency (fire, product spill and accidents) ?	No guidelines
1.3.3.	SPILL PREVENTION AND HANDLING	SPILL PREVENTION AND HANDLING
1.3.3.1.	Is the requirement for spill clean-up equipment defined in a risk assessment and readily available. Are procedures in place for containing/collecting any spillage ?	There will be a risk assessment on potential spills and written procedure on spill control plus training records of operators. Examples of spill clean up equipment include absorbent materials, shovel, drain covers, etc.
1.3.3.2.	Is adequate PPE available for handling spillages and are appropriate personnel trained in its use?	The PPE mentioned as preventive equipment in the risk assessment and procedures should be present, maintained, certified (if needed) and personnel should be trained to use it.
1.3.3.3.	Are enhanced spill procedures and protection measures taken for toxic products or that can produce toxic fumes (e.g. sodium hypochlorite) ?	Check the risk assessment.
2	BULK HANDLING AND STORAGE	BULK HANDLING AND STORAGE
2.1.	GENERAL REQUIREMENTS	GENERAL REQUIREMENTS
2.1.1.	Is a risk assessment in place for the loading/unloading operations ?	A risk assessment for these activities has to be present. This RA must be conducted by competent people and must be kept up to date. Refer to the national authorities guidance or the "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles", Part B, Annex 7
2.1.2.	Is a procedure in place agreed between the driver and operator to monitor and control the loading/unloading operation ?	Procedures, in accordance with Cefic guidelines should be present. Check "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles" Section 2: http://www.cefic.org/Industry-support/Transport-logistics/Best-Practice-Guidelines1/General-Guidelines-/ Both drivers and operators should be aware of these procedures.
2.1.3.	Are clear, written loading / unloading procedures available, and are the operators trained to these procedures ?	Comprehensive procedures/instructions to the operators should be present for all loading/unloading activities. The link to the risk analysis should be obvious. Operators should be interviewed about these procedures and observed during their work. Also temporary operators should be involved.
2.1.4.	Do the operators have and wear required PPE ?	The PPE mentioned as preventive equipment in the risk assessment and procedures should be present, maintained, certified (if needed) and personnel should be trained to use it.
2.1.5.	Have the loading/unloading processes been ATEX assessed and are the resultant zones clearly identified on site, a site plan developed and communicated to all relevant personnel ?	If the assessment shows ATEX does not apply, mark as not applicable. If applicable a zoning plan has to be present for all areas and identified according to this ATEX assessment. Dir 99/92/EU. See Attachment 1 for more details
2.1.6.	Are procedures in place to avoid sources of ignition before and during loading/unloading e.g. flammable products?	Typical examples will include lighters, matches, mobile phones, sparking tools, unsuitably rated electrical equipment, e.g. air-conditioning units.

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4.3.2.	Are procedures in place for checking cargo securing ?	Verify that procedures are in place to verify cargo securing prior to dispatching the vehicle and assess the awareness/training of operators. Refer to ADR 2013 section 7.5.7.1 in case of dangerous goods (European Standard EN 12195-1)

