

ESAD S - Questionnaire & Guidelines - English version - 2015

Score

Item N°	Question	Guideline	
		<p>Complementary to the guidelines below, please find three attachments which further describe and illustrate the requirements and the associated good practices (inserted at the end of this questionnaire).</p> <p>Attachment 1 : ATEX Assessment.</p> <p>Attachment 2 : Good Practice for Discharge of Flammable Liquids.</p> <p>Attachment 3 : Examples of Fire Fighting Equipment / Capability.</p>	
1	THE SITE IN GENERAL	THE SITE IN GENERAL	
1.1.	SITE INFRASTRUCTURE	SITE INFRASTRUCTURE	
1.1.1.	Has the site implemented security measures to control access of unauthorized persons ?	<p>It is essential to establish the level of risk associated with unauthorized access. Points to bear in mind are:</p> <p>(i) COMAH, ADR SECURITY PLANS, HCDG, ISPS.</p> <p>(ii) For distributors of High Consequence Dangerous Goods (HCDG), it is mandatory to have a Security Plan as set out in ADR Chapter 1.10 or to local requirements.</p> <p>(iii) Are walls and fences in good condition and of a standard to make access difficult to unauthorised persons?</p> <p>(iv) Are all gates/entrances to the site manned or monitored during operational hours? Are they locked during non-operational hours?</p> <p>(v) Is the site manned/patrolled or monitored by security outside normal hours?</p> <p>(vi) Is there a system for the positive identification of drivers and their delivery documents?</p> <p>In view of these points, checks need to be made on the effectiveness of actual procedures and how the management monitors them.</p>	
1.1.2.	Does the site have adequate security lighting as defined in the security risk assessment?	<p>Site lighting levels</p> <p>There are two aspects to this question.</p> <p>Firstly, is the site well lit from a security point of view? This is a recommendation for dangerous goods to allow adequate safeguarding and secondly, is the lighting maintained. No risk assessment equals score zero.</p>	
1.1.3.	Are safety and warning pictograms (e.g. PPE and 'No-smoking' signs) displayed and clearly visible ?	Are "No smoking" and other safety and warning pictograms clearly displayed at the entrance and throughout the site in accordance with the risk assessment?	
1.1.4.	Are traffic flow directions clearly marked?	<p>Are these site requirements clear to visiting drivers? Ideally the requirements should be documented in the site risk assessment. For examples of good practices for site access, refer to national authorities guidance or the "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles", Part C, Annex 2</p> <p>Whilst establishing whether traffic flow directions /notices are clearly marked, checks should be made to establish that the traffic flow is free from obstructions.</p>	
1.1.5.	Are yards, roads, paths and steps, properly surfaced, in good condition, clean and free from obstructions ?	<p>Are yard and road surfaces suitable for the operations being carried out?</p> <p>Are paths well surfaced?</p> <p>Are all steps in good condition and free from obstruction?</p> <p>Are there adequate guardrails for walkways and handrails for steps?</p>	
1.1.6.	Is vegetation controlled in fire risk areas ?	Excessive vegetation must be controlled within risk areas such as those surrounding the storage areas.	
1.1.7.	Is waste disposed in a safe and practical way?	In this context, waste refers to general site waste such as cartons, paper and broken pallets or other industrial waste that needs to be disposed of separately. Are waste bins available and emptied regularly?	
1.1.8.	Is the overall appearance of the site neat and tidy?		
1.1.9.	Are emergency showers where required by the risk assessment located close to all appropriate work areas, and are emergency showers and eyewash equipment easily accessible, in good working order and, if necessary, protected from frost ?	The location of these facilities is particularly important where corrosive, irritant and toxic products are handled. Safety Data Sheets (SDSs) can be consulted. Where required by the risk assessment emergency showers and eyewashes should be provided in accordance with EN 15154	
1.1.10.	Are unauthorised discharges into controlled waters prevented ?	There should be a map showing the storm water drains and any other effluent pipes such as the foul sewer (usually flows to municipal sewerage plant). It is important that the storm water drains have adequate and maintained controls to prevent unauthorised discharges into rivers or public drains. 'Controlled waters' are usually defined by legislation and are rivers, streams, lakes and the coastal waters. Check procedures for opening/closing storm water drains and valves. Are any site interceptors regularly cleaned out?	
1.1.11.	Where emergency containment is in place, are there systems and procedures to ensure that containment is kept empty ?	To be effective, containment systems must be liquid-tight and outlet valves closed. However, there must be an adequate system that disposes of any rain water that can potentially collect in the containment.	
1.1.12.	Is there a procedure which describes the way to keep the effluent water treatment units in good condition ?	Mark N/A if there are no effluent water treatment plants on site.	
1.2.	ELECTRICAL EQUIPMENT	ELECTRICAL EQUIPMENT	
1.2.1.	Is the installed electrical system suitably rated ?	The electrical circuit must be fit for purpose and signed off by a qualified electrician/surveyor.	
1.2.2.	Is the electrical system inspected annually by an independent surveyor, relevant records kept, and corrective actions taken ?	Similarly, look for records that show the electrical system is inspected annually by a qualified electrician/surveyor.	
1.2.3.	Is electrical equipment zoned correctly, regularly inspected and maintained ?	<p>All electrical equipment must be regularly inspected, maintained, and classified according to the appropriate ATEX zones in which they are situated. ATEX Dir 99/92/EU.</p> <p>The assessor should ask for the Explosion protection document (Article 8 Dir 99/92 EU). ATEX assessment are applicable when handling flammable products and with certain solid products of which its dust can form explosive atmospheres</p> <p>See Attachment 1 for more details</p>	
1.2.4.	Is portable electrical equipment powered from the site electrical supply regularly inspected?	Check local requirements for the frequency of the inspection and that the records are kept - this includes e.g. Portable radios, i-pods, phones etc.	
1.3.	FIRE PROTECTION MANAGEMENT	FIRE PROTECTION MANAGEMENT	
1.3.1.	General	General	
		In most countries in Europe, local Fire Authorities will inspect and / or authorise industrial premises, their fire protection systems and escape routes. There will be written evidence and this needs to be carefully inspected. The attitude, requirements and legislation vary widely from country to country.	

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		In some countries, chemical sites are expected to fight their own fires, have adequate resources and use Breathing Apparatus (BA). In others countries, if a fire cannot be quickly and safely extinguished by the employees, then all employees must retire to the assembly points for a roll call. The fighting of the fire is then done by the Fire Brigade with their own resources and / or those they have specified shall be on site. In some countries, the Fire Brigade will even maintain fire fighting equipment that is on the site. The Assessor needs to be familiar with what is expected from a chemical site by the Fire Authorities and delete appropriately those questions that are 'not applicable'.
1.3.1.1.	Has a fire risk assessment been performed and has a fire protection management system (Fire Plan) been implemented ?	A risk assessment and fire plan are key documents that will specify the hazards and the risks. The fire plan will specify the equipment required e.g. fire extinguishers and hydrants (number and siting), foam (type and quantity), fire fighting team capabilities and equipment, response time of fire authority. Check that the company reviews it periodically. See Attachment 3 for more details
1.3.1.2.	Is the fire protection management system in compliance with the requirements of the operating permit?	All activities, which are intended to be carried out, should have been specified in detail in the operating permit, which is issued by the local and/or national authorities. The assessor must use a sitemap and the permit to acquaint himself with all details of these requirements. This orientation will serve as a useful first step for assessing all SHE elements.
1.3.1.3.	Has the Fire Plan been handed over to the local authorities/ local Fire Brigade or can they get access to the Fire Plan at any time on-site ?	The government agency issuing the operating permit will have specified the requirements with regard to the fire protection management system. Verify if such requirements are detailed in the permit or in an expert's report prepared and signed by the official fire service.
1.3.1.4.	Is the Fire Plan updated to reflect significant changes related to the products stored, the quantity stored and the construction, technical and administrative fire features and if there are no changes is it reviewed periodically?	Look for a management of change process and validate that it is executed by assessing a recent change-notification.
1.3.1.5.	Are operators sufficiently trained on fire response and do they have adequate fire equipment ?	Check training records
1.3.1.6.	Is there a fire team on site and have they received specific fire fighting training ?	Verify if existence of such team is documented and whether the involved personnel have received training. Look for records. Take spot checks of equipment. Monthly fire drills are good practice.
1.3.1.7.	Are measures taken to adequately contain contaminated fire water ?	Check that a calculation has been made to define the volume of fire water contained by the site and whether this has been discussed with the fire authorities.
1.3.1.8.	If stated in the Fire Plan, is Self-Contained Breathing Apparatus (SCBA) available, operable and regularly tested and are a sufficient number of employees trained ?	Verify the training and equipment maintenance/testing records. If the equipment is available but not included in the Fire Plan, the assessor should mark the question based on the other requested criteria
1.3.1.9.	Does the technical fire protection of the site (e.g. smoke detection, fixed extinguishing system, smoke and heat vents, fire extinguishers, sprinklers) comply with the local regulations and standards and is it documented in certificates ?	Check technical information, building plans and local legislation and /or permits
1.3.1.10.	Is fire protection equipment maintained, tested or checked on a regular basis ?	Verify that test information is displayed on the fire protection equipment as required. The mark that it has not been used must be available.
1.3.1.11	If fire pumps are required :	
1.3.1.11a	Are there written procedures for operating the fire pump and are these clearly displayed and easy to understand ?	Verify that procedures are displayed. This question is non-applicable in auto-start pump systems that are switched on automatically as soon as the pressure in the piping network is decreased
1.3.1.11b	Is a standby pump available ?	Self explanatory.
1.3.1.11c	Is the standby pump either diesel driven or powered by emergency back up electricity supply?	A secondary electrical pump is acceptable when powered by emergency back-up electricity supply.
1.3.1.11d	Are fire pumps regularly tested and results recorded ?	Look for evidence e.g. the registration forms of tests and inspections. Verify the frequency of the tests and/or whether frequency is legally required.
1.3.1.11e	Are fire fighting systems such as sprinkler installations certified?	Certification may be on the equipment, the installation when first commissioned, or for an annual inspection, to recognised standards.
1.3.1.12	Are all "on-site" hydrants and hoses :	
1.3.1.12a	- clearly visible, easily accessible, in good condition and easily operated ?	Verify the company's fire plan against presence on the site.
1.3.1.12b	- regularly tested and results recorded ?	Look for the registration of the testing.
1.3.1.12c	- if necessary, protected from frost ?	Self explanatory.
1.3.1.13.	Is the fire alarm system regularly tested and are results recorded ?	Self explanatory.
1.3.1.14.	Are alarms in good condition and easily audible throughout the site ?	If operationally possible, test the alarm.
1.3.1.15.	Are on-site foam stocks :	
1.3.1.15a	- adequate and appropriate for the fire risk involved and are they not past their shelf life ?	Verify the company's fire plan against presence on the site.
1.3.1.15b	- protected and located such that they are immediately usable in an emergency ?	Protect foam from frost.
1.3.1.16.	Has a lightning strike survey been performed for the site and if appropriate have lightning conductor(s) been installed?	Self explanatory.
1.3.1.17	Is the lightning conductor(s) regularly tested / inspected, including immediately after a lightning strike hit ?	
1.3.1.18.	Is there a connection of the alarm system with the local fire brigade and is this tested annually ?	Self explanatory.
1.3.1.19.	Is at any time a list of stored products available at the site showing all relevant information (quantities, locations, hazards) ?	Verify if list is available as agreed with Fire Authority and spot-check if the listed products/quantities are consistent with actual storage.
1.3.1.20	Are fork lift trucks charged in designated safe areas which are suitably ventilated and away from combustible materials ?	Check the recharge area. Comments are compulsory

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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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2.1.7.	Are vehicle earthing points in good condition, is conductivity checked annually and are respective records kept ? (for flammable products)	Is an earth point / lead provided for connection to the vehicle? Is a suitable vehicle connection clip provided and is it in good order? The integrity of the earthing / grounding system and its resistance to earth, which must not exceed 10 ohms, should be checked annually and records kept. A sign indicating the requirement to earth / ground vehicles / iso-tankers should be provided. The vehicle earthing mechanism may also be interlocked with the discharge pump, so that the pump will not operate unless the vehicle is properly earthed / grounded. See Attachment 2 for more details	
2.1.8	Are procedures in place covering the proper use of vehicle earthing points ? (for flammable products)	Verify that appropriate instructions/signs are available or posted at the unloading location.	
2.1.8a	Are indicator light systems in place to demonstrate the earthing system is working during loading/unloading (for flammable products) ?	Verify that those systems are present, worked with and operational.	
2.1.8b	Are automatic loading/unloading cut off systems in place which activate when earthing connectivity is lost ? (for flammable products)	Verify that those systems are present, worked with and operational if flammable products are handled.	
2.1.9	Are procedures in place to ensure that the right product goes into the right tank/tank compartment and there is sufficient space available?	Look for work instructions e.g. check that all tanks and inlet pipe connections are capped, closed unless in use and clearly marked to ensure that product is delivered to the correct tank. Instructions should also be available and used to control the free space in the receiving tank or tank compartment.	
2.1.10	Are all other site activities conducted at a safe distance, as defined within local regulations, away from loading/unloading tank vehicles ?	Check that distance from vehicles discharging flammable or corrosive products is consistent with local regulations.	
2.1.11	Are hoses uniquely identified, in good condition and electrically conductive (for flammable products) ? Are they regularly pressure tested ? Are testing records maintained?	The important point here, irrespective of whether the hose is distributor or haulier owned, is that the hose is properly selected for the service required, in visibly good condition and visually inspected at regular intervals with formal records kept. Hoses should be properly stored after use, ideally on racks to keep hoses straight. For flammable products also a conductivity test should be performed. The assessor should check the electrical continuity requirements as mentioned by the assessed company either in procedure or on the certificates in use and be able to trace this requirement to a company decision, e.g. based on industry publications. A good indication is that the hoses should not have a resistance higher than 0.75 ohms/metre measured between nipples (end flange to end flange). For pressurised discharge only, hoses should be tested annually at 1.5 times (max) operating pressure with water or periodically replaced.	
2.1.12	Are dedicated hoses capped immediately after use?		
2.1.13	Is loading/unloading pressure adequately controlled to protect the system including the receiving vessel?	No guidelines	
2.1.14	Is the vehicle loading/unloading area liquid tight and well maintained ?	Self explanatory.	
2.1.15	Is there an adequate containment system in place in the loading / unloading area to ensure spill control ?	The containment system in this area should ensure that all potential amounts of product can be controlled.	
2.1.16	Are emergency stop buttons present, easily accessible and clearly marked ?	Verify that the emergency buttons are tested regularly and are in visible good condition.	
2.1.17	Can vehicle(s) easily leave the loading/unloading area in event of emergency and is the escape route unobstructed?	Check site plan. Access roadways should be in good condition such that vehicles can safely access and depart the discharge area. Roadways should be of sufficient width, unobstructed, clearly marked and sign posted if necessary.	
2.1.18	Has a risk assessment for 'working at height' been performed and are controls implemented ?	A risk assessment for 'working at height' should be present and should include the hierarchy of working at height. Hierarchy is : not working at height preferred, provision of fall prevention and lastly a fall restraint system. Look for a detailed risk assessment plus controls and procedures that reflect the hierarchy in the question. DIR 2001/45/EC Refer to the national authorities guidance or the "Best practice guidelines for safe working at height in the logistics supply chain" http://www.cefic.org/Industry-support/Transport--logistics/Best-Practice-Guidelines1/General-Guidelines/	
2.2.	TANKS AND FITTINGS	TANKS AND FITTINGS	
2.2.1.	Are all inlet and outlet connections clearly identified, and in good condition ?	Self explanatory.	
2.2.2.	Are pipe apertures capped, flanged or plugged ?	All pipe apertures, when not in use, should be closed properly.	
2.2.3.	Are inlet and outlet connections controlled by lock off equipment where this is specified by the site ?	Self explanatory.	
2.2.4.	Are all tanks and fittings in a good condition, with no visible signs of product leakage ?	Self explanatory.	
2.2.5.	Are the tanks approved for the goods stored and identified/labelled accordingly ?	Storage of goods in non approved tanks can lead to serious accidents. Look for certificates showing the approval of the tanks used. Check labels on tanks and tubes, high level alarms, cathodic protection, bund capacity 110%.	
2.2.6.	For flammable products :		
2.2.6.1.	Is the tank earth conductivity annually checked and is the resistance less than 10 Ohm and are respective records kept ?	Look for records.	
2.2.6.2.	Do fill pipes enter the tank at low level ?	Self explanatory.	
2.2.6.3.	If top filling is employed, does the fill pipe include a drop tube to a suitable low level inside the tank with anti-siphon ?	Self explanatory.	
2.2.6.4.	Are all tanks fitted with vent pipes with flame arrestors which are regularly checked for blockage and are records kept ?	Vent pipes avoid under and over pressuring of tanks. Flame arrestors must be used when containing flammable liquids. Blockages of this vent pipe and/or flame arrestor should be prevented at all times. Check inspection records.	

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2.2.6.5.	Is the tank vapour vent to atmosphere via pressure/vacuum valve regularly checked and are these checks recorded ?	Verify records. Are tanks protected against over and under pressurisation conditions? Tanks containing volatile products should <u>ideally</u> be fitted with a pressure/vacuum valve. If an open vent is fitted, this should be designed to ensure rain, etc. cannot enter tank. If product stored is flammable, the vent should be fitted with a flame arrestor. Flame arrestors should not be installed on P/V valves or pressure relief valves. Minimum P/V valve maintenance / inspection frequency should be annual. Attention should be paid to ensure that any protective dust caps are removed before reinstalling a P/V valve.	
2.2.6.6.	Has the vapour vent outlet(s) been included in the site ATEX assessment?	Self explanatory. See Attachment 1 for more details	
2.2.7.	Where required for the product, is the vapour vent outlet connected to a vapour treatment unit ?	For information on scrubber units for these products, consult the SDS.	
2.2.8.	Are overfill protection devices installed, periodically inspected and maintained ?	The high level alarm should be audible locally. Overfill protection devices should automatically stop the flow of the product.	
2.2.9.	Are connections between tanks and dedicated pumps constructed in fixed piping work ?	Give specific attention to flexible connections where not justified.	
2.2.10.	Are tanks periodically inspected and maintained according to legal requirements?	Check maintenance logs and inspection certificates. Check if repairs are carried out in a timely manner.	
2.3.	PIPELINES	PIPELINES	
2.3.1.	Are all pipelines clearly labelled ?	Self explanatory.	
2.3.2.	Is all pipe work electrically continuous (for flammable liquids only) ?	Electrical continuity is normally assured if all pipe work is metallic. Bonding strips may be fitted and is good practice.	
2.3.3.	Is there no sign of visible product leakage ?	Self explanatory.	
2.3.4.	Are pipelines regularly inspected, maintained and actions recorded ?	Pipe work should be constructed from material compatible with the product stored. If stainless steel is not used, the pipes need to be protected by painting.	
2.3.5.	Are pipe work joints flanged or welded with no threaded joints ?	Threaded joints are not recommended on lines >50 mm (2") diameter as they are potentially more prone to failure / leaks.	
2.3.6.	Are all pipelines adequately supported ?	Overhead pipelines at a height where they could be prone to damage by moving vehicles are particularly vulnerable. Overhead filled pipelines must have special protection to avoid leakage on people passing underneath.	
2.3.7.	Are they protected from mechanical damage by moving vehicles ?	Look for adequate warning signs or structures for passing vehicles under overhead pipelines.	
2.3.8.	Is the bund free of any pipe holes ?	Self explanatory.	
2.3.9.	Where pipelines pass through a bund-wall, is the hole around the pipe completely sealed with the material compatible with the products stored within the bund and where necessary is it fire resistant material ?	The integrity of bunds around storage tanks should not be impaired by pipe work which has been routed through the bund wall without completely sealing the resultant hole.	
2.3.10.	Are all pipelines periodically inspected and maintained as required by law (if applicable)	According to pressure equipment directive requirements.	
2.4.	ABOVE GROUND TANKS	ABOVE GROUND TANKS	
2.4.1.	Is secondary containment available and in compliance with local regulations ?	Are the tanks located in a banded area? The banded area should be liquid tight and in compliance with local regulations.	
2.4.2.	Is secondary containment in good condition ?	Check for rabbit holes in earth dykes.	
2.4.3.	Is tank area free of excessive vegetation?	Check during inspection round and check if there is a written procedure relating to frequency of checks and responsibility.	
2.4.4.	Are tank valves closed if not in use and are strict procedures in place for opening them ?	Check procedures and the valves.	
2.4.5.	Is the tank spacing and positioning in compliance with local regulations ?	Check site plan.	
2.4.6.	Are tanks clearly marked with number or name of the product stored, and visible from outside the containment ?	Tank markings should be clearly visible from outside the bund to facilitate tank identification for product integrity and in case of fire.	
2.5.	UNDERGROUND TANKS	UNDERGROUND TANKS	
2.5.1.	Are tanks double wall design or fitted with secondary containment and continuous leak monitoring ?	Check specifications and drawings. Double wall (or double skin) design has become the standard for new tanks. Continuous leak monitoring may be carried out by slightly pressurising an intermediate fluid (e.g. nitrogen) in the space between the internal and the external wall and by monitoring the pressure of the fluid over time.	
2.5.2.	For single wall tanks, is there an approved leak detection system installed and maintained, and are records kept ?	Check installation and records.	
2.5.3.	Has cathodic protection been applied to tanks ?	As minimum requirement for single wall tanks, cathodic protection is a method used to protect metal structures from corrosion using a sacrificial galvanic anode or by means of an impressed current.	
2.5.4.	Has an external coating been applied to tanks ?	External coating also protects the tanks. Check specification of external coating.	
2.5.5.	Is the integrity of underground storage monitored, tested or periodically inspected in accordance with local legislation?	Check records and/or inspection reports	
2.6.	UNLOADING OPERATIONS	UNLOADING OPERATIONS	
2.6.1.a	Has a risk assessment been performed and has a procedure been written to control the sampling of tanker contents prior to unloading ?	A risk assessment should be available to cover sampling, especially if working at height is required. Refer to the national authorities guidance or the "Best practice guidelines for safe working at height in the logistics supply chain". Therefore an adequate sampling tool and sampling bottle should be used when sampling tankers from the top. For flammable liquids, the sampling equipment should be connected to the truck before sampling to ensure equipotentiality. If bottom sampling is done, it is good practice for the distributor to provide a spool piece fitted with a sampling valve. Appropriate PPE as recommended in the SDS should be used during sampling operations.	
2.6.1.b	If samples have to be taken is the work undertaken in accordance with the procedures by a trained and competent site operator or appointed surveyor with adequate safety precautions? (not the driver)	Check procedures, competence of employees and presence of applicable PPE and other applicable equipment.	
2.6.2.	For flammable liquids, is unloading by compressors prohibited ?	Discharge by air pressurisation is not permitted for flammable products. Discharge by nitrogen pressurisation of a vehicle / iso-tank is acceptable but has the disadvantage that product hoses are under pressure (rather than suction when a pump is used), with more severe consequences in the event of a hose failure. Special attention needs to be given to labelling the empty truck/containment to warn for entry. Emergency shut down when discharging by nitrogen pressurisation is also more problematic.	

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2.6.3.	When using a site supplied pump, are clearly indicated emergency stop buttons available in the vicinity of the Unloading area ?	Self explanatory.	
2.6.4.	When the vehicle unloading pump is not used, is there a procedure in place to control "truck battery isolation" during unloading of flammable products ?	Check procedure and practice.	
2.6.5.	Are the reception tank and the vehicle visible to the operator ?	Check on site.	
2.7.	SUBSTANCES OF HIGH VISCOSITY OR SOLIDS AT AMBIENT TEMPERATURES	SUBSTANCES OF HIGH VISCOSITY OR SOLIDS AT AMBIENT TEMPERATURES	
2.7.1.	Are receiving tank and pipelines heated / insulated to ensure that product temperature is maintained above solidification point ?	If the ambient temperature is below the product solidification point, the storage temperature must be adequately controlled. The storage tank(s) should be insulated and/or fitted with a heating system, or be located in a temperature controlled enclosure.	
2.7.2.	Are temperature gauges / indicators fitted to storage tank(s) ?	Temperature gauges should preferably be internally fitted or adequately protected against damage.	
2.7.3.	Are checks in place to ensure that the product temperature is appropriate for the method of Unloading?	The road tanker / iso-tanker product temperature should be checked before discharge to ensure that product can be safely unloaded.	
2.7.4.	Are lines cleared with air or nitrogen after Unloading ?	Transfer lines should be properly cleared / drained after discharge in order to avoid product residues remaining.	
2.7.5.	Are elevated temperature warning signs in place ?	If product is to be handled at high temperature, capable of giving thermal burns on skin contact, adequate warning signs and/or insulation on pipelines should be in place.	
2.8.	TOP LOADING	TOP LOADING	
2.8.1.	Are loading procedures/instructions in place?		
2.8.2.	Is there an adequate loading gantry present ?	DIRECTIVE 2001/45/EC	
2.8.3.	Is product quality protected from the weather by provision of suitable covers or roofs above manlids ?	No guidelines	
2.8.4.	Can the loading gantry be reached via a double stairway ?	No guidelines	
2.8.5.	Are the gantry and stairway steps constructed to prevent slipping ?	No guidelines	
2.8.6.	Are drop platforms or walkways present providing safe access to the top of vehicles ?	No guidelines	
2.8.7.	Is a fall protection system in place?	e.g. cage, harnesses.	
2.8.8.	Are stairs/ladders clean and free from obstruction ?	No guidelines	
2.8.9.	Does the installation include a loading arm cone to seal the manlid and pressure control system e.g. vapour return preventing weather / air ingress and vapour egress ? (for flammable and certain other products)	This to avoid huge evaporation of gases.	
2.8.10.	Are gantries protected against collision ?	No guidelines	
2.8.11.	Can loading pipes on the gantry reach the bottom of the truck compartments ? (for flammable products)	A drop tube should extend to a low level inside the tank to avoid generation of electrostatic hazard from "splash" loading. This is very important for low conductivity flammable liquids. Low conductivity liquids have electrical conductivity of less than 50 pS/m (typically aromatics and hydrocarbon solvents). High conductivity liquids have electrical conductivity greater than 1000 pS/m (typically chemical [oxygenated] solvents). See also question 2.2.6.3.	
2.9.	BOTTOM LOADING	BOTTOM LOADING	
2.9.1.	Are systems in place to ensure that tanker loading is performed in a safe manner ?	This operation must be covered by a risk assessment and written procedures. The pump controls should ideally be located within sight of both the vehicle and the storage tank. At least one emergency stop button should be provided. If the loading area is remote from other operations on the site is there a telephone or alarm system to communicate with a control room or emergency centre in case of emergency?	
2.9.2.	Are these systems 'Failsafe' to prevent overfilling?	The system should incorporate a failsafe device to switch off the pump when the tanker is full.	
3.	IBC, DRUM, SMALL PACK FILLING AND BLENDING OPERATIONS	IBC, DRUM, SMALL PACK FILLING AND BLENDING OPERATIONS	
3.1.	If filling is directly done from the tank vehicle, is it done via a fixed filling installation ?	To unload into drums or IBCs safely, a fixed drumming or IBC filling installation must be available. 'Fixed' means that an installation is equipped with a fixed discharge connection, is sited in an area with the required explosion/safety zoning and is in line with the appropriate technical requirements.	
3.2.	Is the filling/blending area protected against adverse weather ?	Self explanatory.	
3.3.	Is the filling/blending installation well maintained ?	Self explanatory.	
3.4.	Is the floor area clean, dry and free from obstacles ?	Self explanatory.	
3.5.	Is there a liquid tight floor in the filling/blending area ?	The filling/blending area should be concreted.	
3.6.	Does the filling area have a system of safe spill containment ?	Uncontrolled drains in the filling/blending area are unacceptable.	
3.7.	Is any spilled material disposed of safely ?	Spill procedures and equipment should be present. Employees should be aware of the correct methods.	
3.8.	Is there adequate lighting ?	Lighting levels should be adequate for filling operations to be carried out safely.	
3.9.	Is there adequate general ventilation ?	If the drum filling/blending area is open on at least one of its 4 sides (as is often the case) then ventilation is usually adequate. In enclosed buildings exhaust systems should be in place to ensure workers are not exposed to high concentrations of vapours. Two air changes per hour are good practice.	
3.10.	Is local exhaust ventilation (LEV) installed to control exposure to product vapours below OEL's ?	Are workers exposed to vapours ? If yes, do they wear respiratory protection ? If the area is enclosed there should be checks and controls in place to ensure that Occupational Exposure Limits (OEL's) and Lower Explosive Limits (LEL's) are not exceeded in the work area. If detectors are used, verify that they are regularly maintained and tested and in line with ATEX requirements. See Attachment 1 for more details	
3.11.	Where required for the product, is the vapour vent outlet connected to a vapour treatment unit ?	Check that the vapour vent outlet is connected to a vapour treatment unit. Check that SDS requirements are included in the procedures.	

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3.12	Is there no sign of visible product leakage ?	Self explanatory.	
3.13.	Is there a procedure in place to ensure that filled IBC's and packages have a clean exterior and that any product is cleaned from the outside of the IBC or package(s) ?	Check procedures or instructions and the practical implementation.	
3.14	Is heat sealing or induction kept sealing prohibited for flammable products ?	Check that this process is not used for flammable products because this process requires temperatures of 85°C-175°C.	
3.15	Has the filling/blending process been ATEX assessed and are the resultant zones clearly identified on site, a site plan developed and communicated to all relevant personnel ?	ATEX is the process used to classify the flammability hazard within an area or 'Zone'. This requirement is Mandatory when filling/blending flammable liquids. ATEX Dir 99/92/EU. See Attachment 1 for more details	
3.16	Is the filling pump in good condition and well maintained ?	The filling pump should have no leaks from seals, glands etc.	
3.17	Are filling lances and/or hoses suitable for the product(s) and in good visible condition ?	All flexible hoses on the filling system should be in good condition and regularly inspected with proper record maintained, or periodically replaced.	
3.18	Are dedicated hoses in use, capped immediately after use and stored in dedicated containments ?	It is recommended to have dedicated hoses. But at least it is acceptable to have a hose per family of product in terms of risk of reaction and in terms of product quality.	
3.19	Where lances and /or hoses are used for more than one product, does a procedure exist and is suitable equipment present to control the change from one product to another ?	Procedures and suitable equipment should be present to guarantee that product changes will not result in any risk or contamination.	
3.20	Are fully enclosed filling machines available for packing toxic products e.g. chlorinated solvents, hydrofluoric acid ?	No guidelines	
3.21	Are hoses used annually tested, maintained or replaced and respective records kept ?	The hoses for flammable liquids must be tested annually for electrical continuity and pressure (if applicable).	
3.22	Are emergency exits from the filling/blending area clearly marked ?	Do spot check of exits.	
3.23	Are emergency exits from the filling/blending area immediately accessible and free from obstacles ?	Do spot check of exits.	
3.24	Is the packaging and filling machinery conductivity to earth in accordance with the appropriate CENELEC standard. Is there suitable monitoring equipment to ensure the resistance is within acceptable limits at all times and is the monitoring equipment tested at regular intervals and the record kept ? (for flammable products)	The ideal earthing/bonding connection consists of a bonding wire with a robust clip that can pierce rust or paint layers and that will not pull off or break during operations. The bonding wire must ensure good electrical contact (< 10 W) between the container being filled and the source of the product (another container, a pump or pipe work).	
3.25	Does the filling system incorporate an earthing safety interlock system ?	Verify records and also check in practice.	
3.26	Has a risk assessment been conducted when non-conductive plastic drums are used for filling/blending flammable liquids ?	Verify the risk assessment when flammable liquids are handled in plastic containment.	
3.27	Are there clear written filling/blending procedures ?	Self explanatory.	
3.28	Are filling procedures known and followed by all operators ? (consider consistency with similar questions)	Interview the operators.	
3.29	Do blending and/or filling procedures contain measures to prevent dangerous reactions caused by product mix ?	Check the completeness of the procedure including the risk for unwanted reactions caused by product mix.	
3.30	For drums and/or IBC's, is there a procedure in place to inspect for correct specification, cleanliness and integrity prior to filling ?	Drums and/or IBC's should be visually inspected for defects. Verify if UN certified packaging has to be used for involved products. Normally drums will be purchased either by contracted party or by the warehouse operator (outsourced) and directly delivered to the warehouse. It is the responsibility of the operator to ensure that correct drums are checked prior to use. Assess practices/responsibilities and verify correct implementation.	
3.31	Is the package flushed with inert gas prior to filling, if required ?	Check risk assessment, procedures and practice. Flushing with inert gas could be required for quality or safety reasons	
3.32	Is initial velocity of liquid entering the package limited until the inlet nozzle is well covered ?	The aim of this question is to obtain a sound assessment of the operations which take place in real practice. Specifically, the initial filling velocity of hazardous products is essential to avoid potential risk of accumulating static discharges.	
3.33	Are sub-surface filling lances used to avoid static electricity accumulation and foaming of the liquids ?	See also question 2.8.11.	
3.34	Is the maximum filling ratio/degree defined and controlled ?	No guidelines	
3.35	Are individual closures from each package put back into the same package after filling and / or replaced with new closures ?	It is also essential that correct closures are put back to the original packaging to avoid potential leakages.	
3.36	Are closures applied in accordance with the UN test certificate (torque) ?	No guidelines	
3.37	For products not classified as hazardous for transport are closures applied in accordance with packaging manufacturers recommendations (torque) ?	No guidelines	
3.38	For products classified as hazardous for transport are the packages/IBCs labelled in accordance with applicable transport regulations?	Check a sample of packed products in storage against the ADR regulation .	
3.39	For substances classified under the CLP supply and use regulations are the packages/IBCs labelled in accordance with the relevant requirements?	Product safety labels are NOT transportation labels. The labels targeted in these questions are the use and supply labels. Globally Harmonized System of Classification and Labelling of Chemicals is applicable. Refer to CLP legislation: CLP http://echa.europa.eu/web/guest/regulations/clp/legislation	
3.40	For substances not classified for carriage, supply or use is there sufficient information on the packages that makes this clear?	No guidelines	
3.41	Is there a labelling procedure ?	No guidelines	
3.42	Do operators have and wear the appropriate PPE ?	Check with risk assessment, procedures and practice.	
3.43	Are products classified for transport packed in the correct UN compliant packaging ?	Check the quality and the general condition of drums (signs of rust, dents, etc...). They should be marked with the UN symbol.	

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3.44	Are packages for classified products acquired from approved suppliers/reconditioners ?	No guidelines	
3.45	Is there a procedure in place for the legal disposal of packages ?	Check that a procedure exists containing selection criteria for returnable packages returned from customers.	
3.46	Are filled packages stored in a safe and proper way ?	Self explanatory.	
3.47	Are empty packages stored in a safe and proper way ?	Self explanatory.	
3.48	Are portable blending vessels stable and supported ?	Self explanatory.	
3.49	Are all parts (e.g. piping/hoses/seals) resistant to or compatible with the products to be handled ?	Check technical documentation	
3.50	Are conveyors equipped with appropriate gangways to allow safe crossing for the operator ?	No guidelines	
3.51	Does the filling system incorporate an automatic shut-off driven by the measurement of the product dispensed ?	No guidelines	
3.52	Is the measuring system calibrated regularly ?	Check calibration documentation.	
3.53	When filling is automated :		
3.53a	- are filling line valves closed and the machine stopped automatically in an emergency?	Check technical information and practice.	
3.53b	- is there an overflow protection device to detect a high liquid level in the receptacle, independent from the weigh scale / volume dispenser ?	Check technical information and practice.	
3.54	Are the loading lines and valves identified with clear, easy to read markings indicating contents or line number ?	No guidelines	
3.55	Are there facilities for lifting larger packages to the blending vessels without risk of injury ?	Risk assessment and certified lifting gear should be present.	
3.56	In case of an emergency, can the filling/blending operation be shut down immediately by pushing a red (emergency stop) button ?	No guidelines	
3.57	In case of an emergency, can the filling / blending operation be shut down from a safe location ?	No guidelines	
3.58	Is an alarm system available in the area, so that an operator can call for help if needed ?	Check practice	
4	PACKED PRODUCT HANDLING AND STORAGE	PACKED PRODUCT HANDLING AND STORAGE	
4.1.	GENERAL	GENERAL	
4.1.1.	Is segregation applied between the different product classes as per permit and/or local regulations ?	Preferably storage of flammable products should be in a separate building of approved construction and within the boundaries of the maximum defined square meters fire area. If storage is not in separate buildings, separation from other products is required. Protection should consist of walls and fire doors in accordance with local requirements. Check fire resistance rates. Verify storage of the various products involved. Seveso directive 2012/18/EU - GHS directive 1272/2008 - Directive 98/24/EU	
4.1.2.	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 ? Are people trained to follow the procedures and for the use of the equipment ?	There will be a risk assessment and a written procedure on spill control plus training records of operators. Examples of spill clean up equipment include absorbent materials, shovel, drain covers, etc.	
4.1.3.	Is all waste (including hazardous waste) labelled as required by local regulations ?	Spot check waste receptacle and look for a procedure.	
4.1.4.	Has the storage area been ATEX assessed and are the resultant zones, if applicable, clearly identified on site, a site plan developed and communicated to all relevant personnel ?	ATEX is the process used to classify the flammability hazard within an area or 'Zone'. This requirement is Mandatory when storing flammable liquids. ATEX Dir 99/92/EU. See Attachment 1 for more details	
4.1.5.	Are filled IBC's and packaged goods labelled as required by local regulations and at least in the local language(s) ?	Product safety labels are NOT transportation labels. The labels targeted in these questions are the use and supply labels. Globally Harmonized System of Classification and Labelling of Chemicals is applicable as from 01/12/2010. Refer to CLP legislation: CLP http://echa.europa.eu/web/guest/regulations/clp/legislation	
4.1.6.	Is there a management system in place to ensure stock rotation of products ?	This procedure should be in accordance with customer requirements and/or product properties such as plastic decomposition, polymerisation, corrosion of drums, ...	
4.1.7.	Does a well defined storage plan exist for warehouse and outside storage ?	Check plan with existing situation	
4.1.8.	Are all products stored/stacked in a well ordered, stable manner?	Self explanatory.	
4.1.9.	Is storage racking operated within maximum loading limits?	Maximum loading limits should be calculated (constructor/user) and can be dependent on the products (packages) stored on the racks. Check several stacks.	
4.1.10.	Is the maximum weight indicated on the racks ?	Check if max weight is indicated on the racks.	
4.1.11.	Are the racking systems in good condition and protected from vehicle collision and weathering ?	No guidelines	
4.1.12.	Are procedures in place to monitor and maintain the racking conditions ?	A monitoring and maintenance procedure should be present and implemented. Check reports of monitoring and maintenance/repair reports.	
4.1.13.	Are stacking heights in agreement with applicable regulations ?	Product should not be stacked to heights which appear to be exceeding the structural strength of the packaging. Assess if there are significant indications, such as crushed boxes, leaning over of drums, pallets, etc. that stack heights are too high. Verify if local/national regulations and guidelines are available and followed (i.e. with regard to prescribed maximum allowable weight of racks). Check also if there are supplier's guidelines (Safety Data sheets or other separate storage instructions).	
4.1.14.	Are stacking heights in agreement with accepted industry practices and/or specific customer requirements ?	Compare with customer guidelines/stacking guidelines.	
4.1.15.	Is there a procedure for the handling, storage, retention and disposal of samples ?	Samples should be stored in accordance with local legislation and in conditions that their quality can be guaranteed during the retention period. Disposal of samples according to customer requirements and waste regulation.	
4.1.16.	Is there a procedure for forwarding of samples ?	Check procedures, competence of employees and presence of applicable PPE and other applicable equipment.	

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Item N°	Question	Guideline	
4.1.17.	Is packaging material properly stored before use and identified according to the customers specification ?	No guidelines	
4.1.18.	Are empty pallets stored inside the warehouse at dedicated places and is the quantity limited to maximum half-a-day use in production ?	No guidelines	
4.1.19.	Are empty pallets stored outside the warehouse at a safe location ?	No guidelines	
4.1.20.	Are stack heights of empty pallets inside and outside the warehouse limited to the transport stack height (approximately 3 meters), if not supported ?	Check storage area of the empty pallets.	
4.1.21.	Are there floor markings in the warehouse indicating storage spaces and staging areas ?	Floor markings are essential in the warehouse(s) indicating storage spaces, staging area, routes, etc. Assess whether this is adequately available as well as sufficient aisle space taking into account the minimum required distance between stored packaging and warehouse wall. Verify existence of national and/or additional individual company guidelines and check whether these are all followed.	
4.1.22.	Are there markings in the warehouse indicating walkways ?	No guidelines	
4.1.23.	Is adequate aisle space taken into account ?	Check during inspection round.	
4.1.24.	Are products stored with regard to temperature and ventilation requirements, if any ?	Temperature and ventilation requirements should be in compliance with national regulations. In addition specific individual supplier's requirements might exist as documented in their Safety Data Sheet or otherwise provided information. Where needed, indirect heating such as steam, warm air is recommended. Such systems should be safe and permanent. Airflow should not be directly on stored goods, and stored goods should be at a safe distance from the heat source. Temperature regulation/control devices should be visible and accessible.	
4.1.25.	Are procedures in place for daily inspection of fork lift trucks by operators prior to use ?	No guidelines	
4.2.	WAREHOUSE	WAREHOUSE	
4.2.1.	Is the warehouse well constructed, in visibly good condition and in compliance with local regulations?	In most countries in Europe, the Local and Fire Authorities will have been consulted and given permission for the construction of the warehouse and authorised its use. Documentation varies widely across Europe but it should be consulted as it could list materials of construction, design and layout of the building.	
4.2.2.	Is the roof weatherproof ?	No guidelines	
4.2.3.	Is the floor liquid tight ?	No guidelines	
4.2.4.	Are measures taken in the storage areas to adequately contain spilled product ?	Check by field inspection that the valves to the sewer system are normally closed. Check if the surface is made of crack-free asphalt or concrete. Check if the drainage system is blockable by manual or fixed installed systems.	
4.2.5.	Is there adequate lighting ?	Lighting should allow good visibility on all locations in the warehouse where vehicle movements or storage activities take place.	
4.2.6.	Are emergency exits clearly signed and are the emergency exits illuminated with emergency lights?	Do spot check of exits.	
4.2.7.	Are emergency exits immediately accessible and free from obstacles ?	Do spot check of exits.	
4.2.8.	Does the warehouse have good general ventilation ?	Check the ventilation system. "Two air changes per hour" is recommended.	
4.2.9.	For storage of highly flammable products, is adequate ventilation provided through e.g. upper and lower louvres unobstructed in at least 2 facing walls or through forced ventilation ?	In accordance with local requirements	
4.2.10.	Are products stored according to local segregation regulations and are the rules clearly displayed in the storage areas ?		
4.2.11.	If a heating system is installed is it compatible with the stored product ?	In cold climates, it may be necessary to provide heating within the warehouse. Heating systems should ideally be based on steam or hot water with the heat source located outside so that direct heating of stored product cannot occur. Electrical heating equipment or portable gas or oil fired hot air units should not be used, unless risk assessed and special precautions implemented.	
4.2.12.	Can the forklifts operate easily and safely inside and outside the warehouse ?	Pedestrian and vehicle traffic must be separated by demarcation barriers or painted lines. Look for evidence. Has allowance been made for fork truck widths, turning circles and overnight battery charging?	
4.2.13.	Is housekeeping in the warehouse at a good standard (eg. clean, tidy, paintwork, no spills, etc.) ?	A warehouse should carry out housekeeping on a regular and routine basis. Assess how the general standard is. Is it done daily, weekly or when necessary.	
4.2.14.	Is there a sanitation procedure in place to control pests such as rodents, bugs and birds ?	Pests such as rodents, bugs and birds can be a burden in the warehouse(s). Assess whether this is controlled and in existence, and whether this is removed. Assess whether there is a complete and documented sanitation programme in place.	
4.2.15.	Are exhaust emitting vehicles excluded in the warehouse other than fork lift trucks ?	Normally only Forklift Trucks are used in the warehouse for handling material purposes. In principle, other exhaust emitting vehicles should not be allowed to protect operators and their working conditions. In some cases curtainsided or tilt trailers could enter for loading/unloading. In that case the truck engine should be shut off as soon as the vehicle is in place.	
4.2.16.	Are diesel powered fork lift trucks excluded in the warehouse ?	The standard is LPG or electrical. Diesel is not desirable, as all other types are cleaner.	
4.2.17.	Are the loading/unloading areas including docks safely accessible for vehicles (clearly signed, suitable road width, no difficult turns) ?	Loading/unloading docks should be clearly marked with signs.	
4.2.18.	Are loading/unloading docks protected against collisions ?	Check some loading/unloading docks. If docks are damaged check also the non conformance documentation.	
4.2.19.	Is the outside storage area constructed with suitable materials for the products to be stored?	Check state of surfacing of yards and roads. If needed (for the products to be stored) concrete flooring should be present.	
4.3.	LOADING PACKAGED PRODUCTS	LOADING PACKAGED PRODUCTS	
4.3.1.	Are procedures in place to check that vehicles are fit for purpose before loading?	Check the acceptance procedure for trucks and verify the current practice. Take local regulations into account.	

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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)

