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Remarks on the current issue:

Revision: Additional requirements for commercial drivers in Para 5.2.2 added; editorially revised.

Previous issues: 02.2015

Responsible functional unit(s) for the technical content: QH, GPXL

Status	Issue	Date	Prepared	Reviewed	Approved
X	02	02.2018	Radon, QH	Cordes, GPXL Schmitt, QH	Pelz, QH
X	01	02.2015	Radon, DH	Kaiser, GPCE Alekseev, DQ	Gransee, DH

1 Scope

This Linde Standard (LS) defines the operating and HSE requirements for logistics service providers of the Linde Engineering Division (LE).

These requirements shall ensure that logistics service providers are performing their work under consideration of occupational safety, health and environmental protection. Therefore, this document applies to every contractor who operates a commercial vehicle on LE business (excluding forklifts and hired-in cranes on site) and to all sub-contracted partners of the logistics service provider. Furthermore, the logistic service provider is responsible for ensuring the compliance of his partner according to this LS.

2 References

2.1 Normative references

This LS contains undated references to incorporate provisions of other publications. The normative references are cited at the respective place in the text and the publications are listed below. Issues valid at the effective date of contract shall apply.

Code of conduct for suppliers of the Linde Group¹

2.2 Informative references

IRU I-0323 International guidelines on safe load securing for road transport ²
IRU I-0257-1 Vehicle checklist for professional truck drivers ³

3 Abbreviations and definitions

ABS	Anti-Lock Braking System
ADR	Accord européen relatif au transport international des marchandises Dangereuses par Route
DOT	Department of Transportation
HSE	(Occupational) Health, Safety and Environment
LE	Linde Engineering Division
OEM	Original Equipment Manufacturer
PPE	Personal Protective Equipment
Commercial Driver	A driver operating a vehicle for, and on behalf of, LE that is designed to carry LE products and assets or products and assets on behalf of a third party.
Commercial Vehicle	A vehicle used to transport LE products and assets for, and on behalf of, LE products and assets on behalf of a third party. <i>Note: Does not include fork lift trucks, cranes, passenger type vehicles (i.e. cars, pick-ups or small service engineer type vans), railway transportation or ships.</i>
Logistics Service Provider	Where LE has arranged and paid for LE products/assets to be moved on a vehicle.
Management	Management refers to the Management of the logistic service provider

4 General requirements

The logistics service provider shall fulfill all legal requirements that apply for his work and only nominate employees that are suitable and qualified for the intended work. When ordering, the logistics service provider shall tell the logistics-contractor-coordinator a responsible contact person. Further to this the logistics service provider shall comply with the "Code of conduct for suppliers of the Linde Group".

¹ "Code of Conduct for Suppliers of the Linde Group", latest issue for download at www.linde.com/supplier-coc or at http://resources.linde.com/wcms/coc/Linde_supplier_Code_of_Conduct.pdf

² <https://www.iru.org/resources/iru-library/international-guidelines-safe-load-securing-road-transport>

³ <https://www.iru.org/resources/iru-library/vehicle-checklist-for-professional-truck-drivers>

5 Specific operating and HSE requirements

5.1 Commercial vehicle

5.1.1 Vehicle equipment

All vehicles shall be fitted with the following safety critical equipment:

- Equipment to monitor speed, hard braking and acceleration (e.g. tachograph, on board computer, GPS);
- Appropriate seating for all occupants;
- Three-point seat belts (OEM or OEM approved) for all occupants and in good serviceable condition;
- Sleeper berth safety nets fitted to vehicles where the berth is occupied whilst the vehicle is being driven;
- Vehicles are fitted with a sufficient number and types of mirrors to ensure the risk of blind spots within one metre of the vehicle are eliminated. But at least two mirrors on drivers and passengers side are required.
- Specific safety and emergency equipment available, as required complying with local legislation (e.g. ADR, DOT) or LE requirements;
- All vehicles and trailers should be fitted with ABS;
- All tires shall have a minimum tread depth of 2.0 mm (or greater if required to meet local legislation).

Note: Only new tires to be fitted to steering axle as replacements.

5.1.2 Other requirements

All vehicles shall comply with the following:

- If required, vehicles shall be labeled appropriately to meet requirements of local legislation (e.g. ADR or DOT);
- An inspection of roadworthiness (e.g. braking, hydraulic and steering systems, lights etc.) at least on a bi-yearly basis from new, shall be carried out by a competent person or workshop;
- Manufacturers' design and specification figures for number of occupants, seats and/or available three-point seatbelts shall not be exceeded;
- Vehicles shall not exceed the manufacturers designed load specifications and local legislative requirements;
- All vehicles and specialized fitted equipment (crane, hoist, tail lift, product transfer systems) shall be maintained in accordance with:
 - Manufacturer's specifications,
 - Local legislation requirements;
- All maintenance and repairs to vehicles and specialized fitted equipment shall be carried out by an OEM approved workshop;
- Only OEM or approved replacement parts shall be used.

5.2 Commercial driver

5.2.1 Qualification

All drivers shall:

- hold an appropriate license for the class of vehicle being driven on the road and hold the appropriate certification for products being carried;
- have a minimum of three years driving experience in the class of vehicle being operated;
- have completed the correct level of training and competency to operate the vehicle/associated equipment;
- undergo a yearly safety instruction (e.g. fatigue awareness training, defensive driving) and be trained in the necessary procedures to deal with emergency situations (e.g. First aid), securing of loads etc.

5.2.2 Requirements

- All drivers and passengers in the vehicle shall fasten their seatbelts at any time when driving, stuck in traffic or queueing (e.g. border control);
- All drivers and passengers in the vehicle shall use at any time the safety nets when they are sleeping in the sleeper berth;
- All drivers and passengers shall comply with PPE requirements and "wear" these as defined;

NOTE It is the responsibility of individuals to ensure they wear PPE as required by the task and that it is in good condition.

- Unless the vehicle is legally and safely parked, drivers of all vehicles operating on LE business, shall not use any in-vehicle communication device, e.g.: mobile phone, smart phone, CB radio, two-way device, because the use of a mobile phone (or any other two-way communication device) is a major distraction, which significantly increases the risk of an incident;

NOTE In an emergency, drivers should stop and park before making their call. However, drivers shall judge each situation as it occurs and make their decision on the particular circumstances.

- All drivers shall comply with the requirements of local legislation on driving, working and rest hours. If there is local/national legislation in place in a particular geography, but that legislation is not as high as this LS as that described in Table 1, the LE requirement shall be complied with.

Table 1: Driver working hours

Activity	Duration
Daily working hours	Maximum 15 hours
Daily driving	Maximum 12 hours
Consecutive working hours	72 hours per 6 days
Break periods	Up to 6 hours worked – 30 minutes rest
Break periods – Driving	Up to 5 hours driving – 30 minutes rest
Daily rest periods	10 hours
Reduced daily rest period (max.3 x per week)	8 hours

- All drivers shall carry the appropriate documentation for the products transported to meet local legislation but at least truck way bill, and if applicable the export declaration;
- All drivers shall complete a physical vehicle pre-trip inspection (e.g. acc. to IRU I-0257-1), to ensure vehicles, loads and trailers are in a safe condition and comply with all appropriate local legislation and LE requirements. The pre-trip inspection shall be documented for all transports, where cargo is exceeding the following criteria length 1350 cm, width 240 cm height 240 cm and/or gross weight of 20 tons. Furthermore LE reserves the right to check the pre-trip inspection records at any time.
- All drivers shall report all vehicle incidents regardless of whether they occur on the road; or on company, private or public property to their supervisors.

5.3 Management requirements

Management shall ensure that:

- All drivers associated tasks are risk assessed and appropriate measures are defined and implemented;
- PPE requirements are identified and that specified PPE is available and issued;
- All managers and drivers are aware of the risks and consequences associated with operating a vehicle whilst suffering fatigue;
- All drivers follow and adhere to the requirements on driving, working and rest hours as dictated by the legislation. If there is local/national legislation in place in a particular geography, but that legislation is not as high as this LS as that described above, the LE requirement shall be complied with;
- Driving records (e.g. tachographs/on-board computers) are analyzed on a regular basis to ensure compliance with driving, working and rest hours;

- Ongoing training and assessment procedures are carried out and include as a minimum:
 - Annual checks of driving licenses,
 - Regular medical and fitness to drive assessments,
 - Consideration of appropriate re-training after any incident,
 - Safety training on a yearly basis, content might be, but not limited to, general safety instruction, defensive driving, fatigue awareness training, emergency situations, securing of loads, loading and unloading etc;
- All vehicles transporting products shall carry the appropriate documentation to meet local legislation and/or LE documents;
- All vehicle incidents shall be reported to LE and investigated, regardless of whether they occur on the road; or on company, private or public property;
NOTE In case of a major incident, LE will take the lead in the incident investigation with support and assistance of the logistics service provider.

5.4 Loading and securing

Cargoes shall remain secure on or in a transporting vehicle under all conditions that could reasonably be expected to occur during normal driving, including responding to any emergency situation. For loading and securing the requirements, as defined in the checklist in IRU I-0323, shall be followed:

- Before loading a vehicle
 - make sure that the vehicle is suitable for transport of the specified load;
 - ensure valid road permits are available as far as required (e.g. Abnormal Load Transports);
 - make sure that the load platform and the vehicle's bodywork are clean, in good condition and free from defects;
 - determine the optimal loading equipment for the intended load;
 - ensure lashing and fixing equipment is certified for the purpose and fit for use;
 - determine the best method to secure the defined load (blocking, direct lashing, top-over lashing, or combinations of method);
 - determine the number and type of lashings and/or chains to best secure the load;
 - determine the number of anti-slip mats and other securing materials (pallets, edge protectors, etc) to best secure the load.
- While loading and securing the load
 - vehicles shall not exceed the manufacturers designed load specifications and local legislative requirements;
 - load cargo shall be in accordance with the allowed vehicle axle-load distribution;
 - Tight Fit / Form Fit Loading of the goods shall be ensured wherever possible;
 - arrange load and/or its individual units optimally (lighter goods at the top, heavier on the bottom);
 - load in accordance with the planned unloading sequence;
 - avoid unnecessary space between individual load units;
 - check that the securing arrangements distribute the forces exerted by the load as evenly as possible;
 - check that all lashings are affixed to optimize angles;
 - check that the securing equipment and materials are in good condition and free from defects;
 - check that the securing equipment and materials display legible and correct markings;
 - check that securing arrangements do not damage the load and that the load does not damage the securing arrangements.
- During the journey:
 - When appropriate, check the load securing arrangements at periodic intervals during the journey;
 - If emergency braking or another abnormal condition occurs during the journey, check the load at the nearest safe place;
 - Each time a load unit is unloaded, redistributed, or loaded, adapt and recheck the load securing arrangement;
 - Drive smoothly and anticipate traffic situations to avoid any sudden change of direction or heavy braking.