



Yara Management System

Document type:

Procedure

Valid for organisation:

Sluiskil

Valid for location/facility:

Sluiskil

(HAE-027144) AGREEMENTS REGARDING MOBILE UNITS, CONTAINERS AND (SMOKING) TENTS

Notes:

- Contact person added;
- Added licensing regulations;
- Smoking units removed;
- General added;
- Added unit request;
- Positioning units removed;
- Added new version drawing risk contours.

1. GENERAL

Requests for units on the Yara site may only be made after consultation with the Facility Services (from now on, FAC).

FAC is only responsible for the units for temporary or permanent housing.

The responsibility regarding units for storage material/process or other purposes, which does not relate to accommodation, lies with the department itself.

The coordination of these activities lies with the FAC.

The contact person for this is the asset manager "Buildings".

2. REQUEST UNIT

A unit will have to be requested via FAC.

FAC will further coordinate this with the other departments.

In connection with permits, a unit must be requested at least 4 months in advance.

The following must be stated with the application:

- o Number of units;
- o For how many people is it;
- o Division of unit, number of persons per office;
- o Furniture needed? Tables, chairs, coat racks, lockers, whiteboards, trash cans, etc.;
- o Is a coffee machine required;
- o Is network required;
- o How long should this unit be in place.

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2.1 NETWORK REQUIRED

All network requests are requested at IT. IT checks together with TSA SPTM EA FACILITARY whether it can be achieved, or whether there is a fiber optic network in the area.

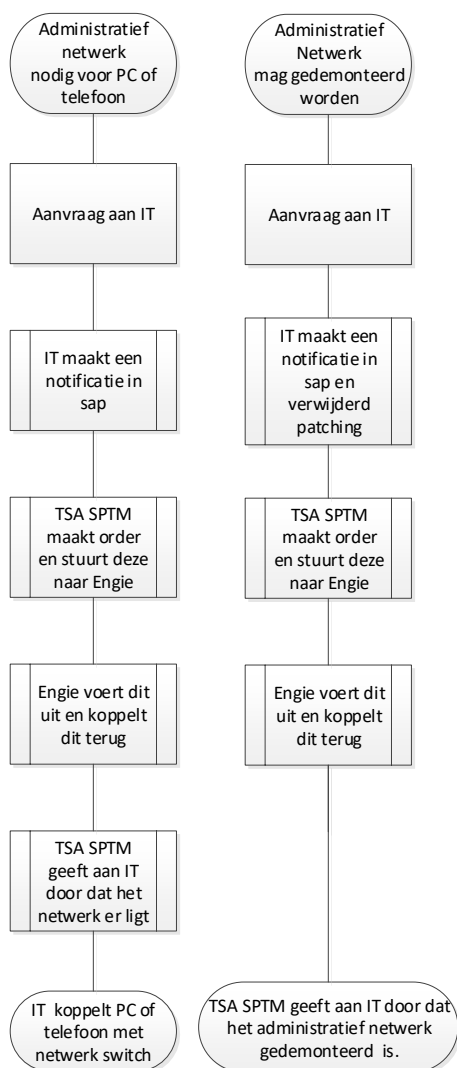
FAC sends a clear layout of the unit and the location of the unit to IT.

In addition, the following details are stated:

- o How many network connections are required per office;
- o Is a printer required and must they also be able to copy;
- o Is Wi-Fi required;

Fixed telephony is no longer installed to units.

Workflow administrative network application:



3. Siting of units/containers:

Locations for units/containers on the YARA site are only to be decided after consulting Facility Services. At the designated locations for the units/containers, the contractor himself is responsible for order and tidiness (storage of materials, clearing up waste, etc.).

3. GENERAL CONDITIONS FOR SETUP

The following general terms and conditions must be used for setting up units and containers:

- For units/shacks/containers/tents, an environmental permit must always be applied for and, if it will remain in place for longer than 1 month, also a building permit;
- Units should in the first place be placed as much as possible according to guidelines as described in document "Placing temporary units within 10-4 contour". This means that the units should be placed outside the gas contour as much as possible. If they do end up in this contour, then follow the table in document "Placing temporary units within 10-4 contour";



Plaatsen tijdelijke units binnen 10-4 con.pdf



Risico contouren.pdf



20_245-Toxische wolk.pdf

- Units/containers must satisfy the legal requirements applicable to this type of building;
- Units/containers must be inspected before delivery;
- Units/containers may not be placed under electrical lines or pipe bridges;
- Units/containers may not be placed above wells;
- Units/containers must not block access to:
 - ✓ Other buildings;
 - ✓ Evacuation routes;
 - ✓ Block valves;
 - ✓ Fire protection systems;
- Minimum distance between units/containers must be 2-3 meters;
- Distance to a hydrant must be at least 3 meters;
- Distance to a railway track must be at least 3 meters.
- Units/containers must be fitted with safety glass or sheeting;
- Smoking in units/containers of smoking tents is only permitted if indicated as such;
- ~~Smoking units/containers/smoke tents may only be placed in the indicated places according to the attached drawing;~~
- Other places in consultation with the HESQ department;
- Units/containers must be provided with (a) proper fire extinguisher(s) and flame-extinguishing trash cans.

4. ELECTRICITY

- Shacks/units/containers must be equipped with sufficient lighting. Minimum 500 lux at desk height if used as an office. Minimum 300 lux for other areas;
- The electrical installation must be capable to being switched off by means of one main switch on each floor. This main switch must be clearly marked in a clearly visible and accessible place. Preferably next to the main entrance of the shacks/units/containers;
- The entire electrical installation must comply with the latest applicable versions of the NEN1010 and NEN3140 standards;
- Shacks/units/containers must be provided with a valid inspection sticker;
- Shacks/units/containers must be connected by the electrical unit-rate house contractor;
- Shacks/units/containers must be properly earthed;
- Yara has the right to reject systems that fail to meet the requirements, without the owner / company having any claim to any compensation or recompense from Yara;
- No live cables may be brought outside through open doors;
- If cables are necessary, this should be done through the holes/cuts in the side walls.

The following additional provisions apply to steel containers, which are used as a warehouse or workspace:

- The system must be fitted with an earth leakage circuit breaker (30mA) + 1 main switch.

5. HEATING

Only electric heating is permitted. The elements must be enclosed. These elements should be attached to a wall. Clothes must not be hung to dry above the heaters.

6. AIR CONDITIONERS

The outdoor parts of air conditioners must always be on a hard surface. The outdoor parts of the air conditioner must be insured against falling over and moving, in order to prevent leakage of F-gases.

~~7. Stalen containers~~

7. DEPOSITING AND REMOVING UNITS/CONTAINERS, AND REPAIRS

- Driver must first report to the security officer;
- The driver must then report to the FAC, where he/she will be told for which department and where the units/containers are to be deposited or taken away;
- All waybills and repair slips must be signed by the FAC and must be deposited with them;
- The driver must then report to the department for which he is to deposit/take away units/containers or carry out a repair (work permit);
- Contractors on Yara site who wish to deposit/remove units/containers may only do so in consultation with the FAC.