

Rules of Conduct RRP



RRP

Rotterdam-Rijn Pijpleiding

TABLE OF CONTENTS

1. Welcome to RRP.....	4
2. Contact information	4
3. Your visit to RRP	5
4. General House Rules and Code of Conduct.....	6
4.1 Policy	6
4.2 Reception and registration.....	7
4.3 Smoking and open flame.....	8
4.4 Use of alcohol, drugs and/or medication.....	8
4.5 Photography and filming.....	8
4.6 Stairways	8
4.7 Traffic and parking.....	9
4.8 Order, cleanliness and hygiene	9
4.9 Environment	10
4.10 Emergency situations	11
5. Additional code of conduct for (valve) stations	12
5.1 Demarcation of hazard area	12
5.2 Personal protective equipment	13
5.3 Work permit.....	15
5.4 Access to hazard areas.....	15
5.5 Hazardous substances.....	15
6. Additional code of conduct in the pipeline system	18
6.1 PPE for system inspections (low risk).....	18
6.2 PPE for Tie-in works (high risk)	18

1. WELCOME TO RRP

The public limited company Rotterdam Rijn Pijpleiding Maatschappij was established in 1958 for the transport of crude oil from Rotterdam to the refineries in the west of Germany. Currently, RRP owns two pipeline systems (crude oil and oil products) with a total length of 457 km. The current shareholders are Shell, ROG (Ruhr Öl GmbH) and BP.

The crude oil is transported in a 36" pipeline from Rotterdam - Europoort to Venlo, where short-term buffer storage takes place in the tank park consisting of 11 tanks with a total storage capacity of a maximum of 211,000 m³. From here, pumping takes place via the North pipeline to the BP refinery in Gelsenkirchen and via the South pipeline to the Shell refinery in Wesseling.

The 24" pipeline with oil products (naphtha, petrol, kerosene, diesel) runs from Rotterdam - Pernis all the way to Germany, for which the Dutch part (up to Venlo) is the property of RRP.

This pipeline is operated by the sister company fa. RMR (Rhein Main Rohrleitungs-transportgesellschaft m.b.H.) in Germany (Cologne).

2. CONTACT INFORMATION

RRP - PERNIS LOCATION:

Visiting address: Butaanweg 215
3196 KC Rotterdam
The Netherlands
Port number: 3045

Postal address: P.O. Box 490
3190 AK Hoogvliet
The Netherlands

Telephone: +31 (0)10 295 8444
Email: info@rrpweb.nl

RRP - VENLO LOCATION:

Visiting address: Manegeweg 9 / 20
5916 NB Venlo
The Netherlands

Telephone: +31 (0) 77 320 1555
Email: info@rrpweb.nl

3. YOUR VISIT TO RRP

Your presence or visit to RRP is directly or indirectly related to the activities of our company: pumping and storage crude oil and pumping oil products.

Naturally, the presence of such hazardous products requires rules of conduct. These 'Rules of Conduct' concern safety, health and environmental aspects and serve to protect people, the environment and systems at and around our buildings, sites, stations and pipelines.

These rules of conduct apply to **EVERYONE visiting RRP¹ and/or performs activities for RRP**, i.e. RRP employees, hired workers, contractors, visitors and other third parties.

This document distinguishes between:

1. General Rules of Conduct:

These rules apply to **ALL RRP LOCATIONS**: the offices, the station grounds (both inside and outside of the yellow lines), at valve stations and within the prohibition zone of the RRP pipeline systems.

2. Additional rules of conduct for (valve) stations

These rules apply **additionally** to everyone carrying out activities at the station locations Europoort, Rozenburg, Pernis, Oosteind, Lieshout and Venlo and all valve stations in the pipeline system in the so-called risk area ('within the yellow lines').

3. Additional rules of conduct in the pipeline system.

These rules apply **additionally** to anyone carrying out activities within the right of way zone (5 meter on either side of the pipeline) of the RRP pipeline systems. For this, we distinguish between regular works (low risk) and Tie-in works (high risk).

As executor of assignments and as a visitor RRP, you are obliged to comply with these 'Rules of Conduct'. In the event of non-compliance, RRP may hold you liable for any damage, loss, or injury resulting from these shortcomings.

Your visit to the RRP locations is at your own risk. RRP cannot be made liable for any damage or loss resulting from your stay at our company.

If you have any questions or comments regarding these house rules and code of conduct, or any other aspects regarding health, safety, security or the environment, please contact QHSSE (Quality, Health, Safety, Security & Environment) via email: qhsse@rrpweb.nl.

¹ A person is considered a 'visitor' from the moment they register and for the duration of their presence at a RRP location for a meeting, works or the provision of services. A supplier who exclusively delivers/collects goods and is only present briefly is not registered as a visitor.

4. GENERAL RULES OF CONDUCT

4.1 Policy



N.V. Rotterdam-Rijn Pijpleiding Mij.
 Postbus 490
 3170 AH Hoogvliet
 Dijkweg 210
 3176 KC Vondelingenplaat Rl.
 Havennummer 2049
 T +31 (0)10 - 295 84 44
 E info@rrp.nl
 www.rrp.nl

RRP BELEIDSVERKLARING

IT ALL STARTS WITH PEOPLE

Onze medewerkers, onze mensen maken RRP. Wij zijn er van overtuigd dat wij met gemotiveerde, goed opgeleide, juist gecoachte, integere, tevreden en goed samenwerkende medewerkers, de excellente prestaties kunnen leveren die wij ons tot doel stellen. We zorgen daarbij goed voor onszelf en de voor de mensen en de omgeving om ons heen. We vullen elkaar aan, dagen uit, corrigeren en coachen. Door geïnteresseerd te zijn en goed te communiceren met directe en indirecte collega's, zorgt iedere medewerker ervoor dat we ons continu blijven verbeteren, ontwikkelen en dat we elkaar scherp houden. Daar staat Team RRP voor!

Ons beleid is erop gericht een cultuur te creëren die het beste uit onze mensen haalt. De resultaten van "Team RRP" komen dan vanzelf.

De belangrijkste doelstelling is daarbij natuurlijk "GOAL ZERO": geen ongevallen. Ons personeel, onze aannemers, overige bedrijven en mensen die bij of met ons werken, moeten iedere dag weer veilig naar huis kunnen terugkeren. We doen het veilig of we doen het niet. Dat is een ambitieuze doelstelling; een doelstelling die past bij een verantwoordelijke onderneming als RRP. Dit vereist hoge standaarden op het gebied van integriteit van installaties, proces en werkveiligheid.

Het RRP beleid is vastgelegd en geborgd in een geïntegreerd management- en veiligheidsbeheersysteem (BOS), dat is gebaseerd op de vereisten uit de BEVB wetgeving (op basis van NEN 3655), BRZO wetgeving en TRFL wetgeving. Onderhoud en inspecties vinden plaats onder toepassing van de Probabilistic Preventive Maintenance (PPM) methodiek. Risicomanagement en voldoen aan wet- en regelgeving is onderdeel van de normale bedrijfsvoering.

Iedereen die werkt bij RRP heeft de verantwoordelijkheid zich in te spannen om de doelstellingen op het gebied van veiligheid, gezondheid, welzijn, milieu en klanttevredenheid te behalen.

SAFETY, PEOPLE, DELIVER THE PLAN

It all starts with you!

N.V. Rotterdam-Rijn Pijpleiding Mij.

Dick Hosman
 Managing Director

Management team

Patricia, Bart, Frank, Gerard & Leon

4.2 Reception and registration

RRP reserves the right to deny access to a RRP location to any person whose presence is considered undesirable without requiring any justification.

4.2.1 Registering visitor offices Pernis or Venlo

If an RRP employee expects a visitor to the offices in Pernis or Venlo, then this person will be registered in advance by their RRP contact.²

Upon arrival of the (pre-registered) visitor, the reception (Pernis) / permit desk (Venlo) will provide access and check the registration and identification of the visitor.

If these are approved, the visitor will receive:

- An individual access badge with access rights to the general rooms of the office building.
- Instructions chart containing the rules of conduct of RRP and a map of the location.

During his/her stay at RRP, the visitor is accompanied by his/her RRP contact person.

Upon departure, the access badge will be returned to the reception.

4.2.2 Registering contractor Pernis or Venlo

Contractors visiting RRP for the execution of work must register in advance and follow the RRP safety introduction.

Upon arrival of the (pre-registered) contractor, the reception (Pernis) / permit desk (Venlo) will provide access and check the registration and identification of the contractor. If these are approved, the contractor will receive:

- An individual access badge with access rights to the general rooms and access to the risk area corresponding to the access policy.
- Instructions card containing the house rules and code of conduct of RRP and a map of the location.

Subsequently, the work permit and any additional resources will be provided by the RRP contact.

The RRP contact will, if necessary, guide the contractor, supervise their work and sign out the work permit.

Upon departure, the access badge will be returned to the reception.

4.2.3 Visitor / contractor other stations

For the other RRP locations (Europoort, Rozenburg, Lieshout, Oosteind), visitors / contractors are only permitted to access under the supervision of an RRP employee.

The RRP employee will provide the following when receiving the visitor / contractor:

- Registration of presence via FOR5501b
- An access badge with the access rights for the access gate
- Instructions card containing the rules of conduct of RRP and a map of the location
- Valid work permit (for contractors - see chapter 5)

² Registering in advance, registration and subsequent safety introduction via internet portal or reception

4.2.4 Camera supervision

- Camera surveillance takes place at the RRP locations. Video footage may be used for safety or security purposes.



4.3 Smoking and open flame

- Smoking is strictly forbidden at all sites and in all buildings of RRP. Smoking is only permitted in special designated areas. This also applies to electronic cigarettes with and without nicotine and to smoking of existing and future vapor products.



- The use of 'open fire' is forbidden at all sites and in all buildings of RRP. If the use of open flames is required for the execution of work, permission must be obtained through a work permit. (also see 5.3)



4.4 Use of alcohol, drugs and/or medication

- The possession, use and/or being under the influence of alcohol and drugs is prohibited. When alcohol or drug use is detected, access to the site is permanently denied.
- If medication is used that could influence behaviour and responsiveness, then this should be reported. It is mandatory to report the use of medication and any diseases that may affect the provision of first aid.



4.5 Photography and filming

- It is forbidden for visitors/third parties to make photographs or video recordings at all RRP locations.
- Only with the permission of management may photo or video recordings be made at the office locations of RRP.



4.6 Stairways

- Falling or tripping on stairs is a real risk with a chance of (severe) injury. Therefore, always use the railings when walking on a staircase.



4.7 Traffic and parking

4.7.1 Traffic

All requirements and rules of the Road Traffic Act (the WVV) and the Traffic Rules and Traffic Signs Regulations (the RVV) apply to the RRP sites. Additional/different traffic rules are:

- The maximum speed is 15 km/hour when no further restrictions are indicated;
- One must strictly adhere to road closures;
- Car lighting is applicable on all roads from sunset to sunrise for all vehicles participating in traffic.



4.7.2 Parking

When leaving the vehicle, the engine must always be switched off:

- Park backwards in the available parking spaces;
- **Never** park on, in front of or near:
 - Fire water hydrates, fire extinguishers, etc.;
 - Fire detectors;
 - Entrances and exits and emergency exits
 - Gates and garage doors;
 - Road barriers at roadworks and/or excavation work.



4.8 Order, cleanliness and hygiene

- Order and cleanliness are of great importance at RRP's stations and locations. Special attention should be paid to keeping the roads, passages and stairs clear so that any emergency services cannot be hindered in their work.
- For hygiene purposes, it is forbidden to eat or drink on the sites and at installations.
- Always uphold basic hygiene rules (washing hands and removing dirty clothes) before consuming a meal.
- The sanitary facilities, such as toilets, showers and dressing rooms in the RRP office building are primarily intended for RRP personnel. In consultation with the RRP contact, these facilities can be used to a limited extent.
- Contractors who will perform works for more than 3 days and/or with more than 3 persons at one of the RRP locations must provide their own sanitary facilities at the worksite.



4.9 Environment

- Anyone entering an RRP location should do the maximum to protect the environment. In particular, measures are required to prevent soil, water and air pollution.
- Special measures for works during which products can be spilt or end up in the sewer or work environment are mandatory. In case of such risks, the preventive measures to be taken must be discussed together with the RRP beforehand.
- However, if there is still pollution despite all the necessary precautions, then this must be reported to RRP personnel immediately. If such pollution is not reported, then punitive actions will be taken.
- Waste and/or packaging materials must be processed and removed in accordance with the legal regulations and in consultation with RRP.



4.10 Emergency situations

4.10.1 RRP emergency organisation

RRP has an emergency organisation that is available at all times to provide first aid in case of an emergency and/or alert external emergency services. In the event of a minor incident at one of the stations (not within the risk area), any RRP employee is trained as an emergency response officer and can provide first aid.

In the event of major incidents, it is possible to escalate immediately and alert the external emergency services. In Pernis, this is organised from the reception during office hours, and in Venlo this is organised from the control room. Outside of office hours, the control room in Venlo is available 24/7.



Pernis – Reception:

Internal: **8444**

External: +31 (0)10 29 58 444

Venlo – Control room:

Internal: **1555**

External: +31 (0)77 351 57 53



4.10.2 Reporting an accident or incident

As a visitor / third party, in the event of an incident, you report this directly to your RRP contact person. He/she will initiate the first aid or emergency organization in accordance with the company emergency plan.

In urgent situations, please contact reception Pernis or Venlo control room directly by use of telephone or alarm button.



4.10.3 What to do in case of an emergency

In case of an emergency (e.g. accident, spill or fire), act as follows:

- Immediately stop all work in a safe way.
- Identify location and cause of the incident and inform RRP personnel.
- Briefly and clearly state your name and the type and location of the incident.
- Alert everyone in your immediate vicinity.
- Clear the way for the fire brigade and ambulance immediately.
- Go to the assembly point.
- Follow the instructions of the RRP emergency organization.



Act as follows as a visitor or contractor when hearing the alarm:

- Immediately stop all work in a safe way.
- When driving a vehicle: immediately park on the right side of the road, turn off the engine, put on the handbrake, leave the key in the ignition.
- Go to the assembly point.
- Follow the instructions of the RRP emergency organization.

5. ADDITIONAL RULES OF CONDUCT FOR (VALVE) STATIONS

5.1 Marking of Risk area

For the locations Europoort, Rozenburg, Pernis, Oosteind, Lieshout and Venlo and all valve stations in the pipeline systems, there is a distinction between:

Risk area:

- These are the zones within the yellow lines (see example below). Additional measures apply here with respect to PPE and the use of tools and equipment. These 'risk areas' are marked at each station by means of yellow lines and/or signs.
- High voltage spaces
- Confined spaces

Non-risk area:

All other areas and buildings.



These rules also apply to work at valve stations.

Apart from the aforementioned rules of conduct (chapter 1 to 4), the following additional rules apply to (valve) stations with respect to performing works or services.

5.2 Personal protective equipment

5.2.1 PPE at workshops

At workshops for work (also by third parties), with the exception of using sanitary facilities, kitchenettes and dressing rooms, the following is mandatory:

- Fire-retardant and anti-static workwear (completely covering arms and legs)
- Safety shoes

The specifications for this PPE are documented in *DOC1603a Specificatie PBM's*.

If additional PPEs are required to operate specific tools or equipment (e.g. drills), then this will be indicated locally by means of a pictogram.



5.2.2 Standard PPEs in Risk area

The following PPEs are mandatory in risk areas indicated with yellow lines or specific signs:








- Safety helmet
- Safety goggles (safety goggles with prescription glasses must always have protective caps)
- Safety shoes
- Fire-retardant and anti-static workwear (completely covering arms and legs)
- Personal gas detection meter for measuring Ox, Ex, and H₂S.

The specifications for this PPE are documented in *DOC1603a Specificatie PBM's*.



5.2.3 Additional PPEs in Risk area

In addition to the above-mentioned PPE, additional PPE may be required, depending on the risks. This is indicated by means of specific signs or recorded on the work permit. The specifications for this PPE are documented in *DOC1603a Specificatie PBM's*.



<p>Access to tank roofs:</p> <ul style="list-style-type: none"> ➤ Work gloves ➤ Emergency escape mask (ABEK) 	 
<p>Opening installations:</p> <p>Additionally, when opening installations (e.g. installing and removing Bi-Di's, balls and USLDs, inspection of tank levels), the following PPE are required:</p> <ul style="list-style-type: none"> ➤ Chemical-resistant gloves ➤ At least a full-face mask with ABEK or A2B2 filters <p>Note: If it appears during the preparation of the work and the preparation of the JSA (Job safety analysis) that a filter mask does not provide sufficient protection, the work must be carried out with independent respiratory protection (by third parties).</p>	  
<p>Electrotechnical work :</p> <p>When carrying out work in the vicinity of electrical installations, the following additional PPEs are mandatory:</p> <ul style="list-style-type: none"> ➤ Safety clothes for protection against flame arcs ➤ Face screen for protection against flame arcs ➤ Insulating mats/blankets 	 

5.3 Work permit

To perform works or services, you require a valid work permit. For this purpose, a digital work permit system is in place. In this system, RRP employees can create a work permit for third parties (contractors) or own personnel (indicated as permit holders). In exceptional situations, an account can be created for regular contractors after approval from QHSSE.


















Regulations with respect to work permits and any exceptions are described in *DOC1602a Voorschriften werkvergunningen* and are known to the work permit providers.

5.4 Access to risk areas

<ul style="list-style-type: none"> ➤ Persons under the age of 18 are not permitted access to the locations marked as risk areas (within the yellow lines) 	
<ul style="list-style-type: none"> ➤ It is forbidden to bring (domestic) animals to the locations marked as risk areas (within the yellow lines) 	

5.5 Hazardous substances

RRP transports hazardous substances by means of pipelines in the Netherlands and Germany. This concerns crude oil and oil products, such as gasoline, naphtha, diesel and kerosene.

Crude Oil	<table border="1"> <tr><td>33</td></tr> <tr><td>1267</td></tr> </table>	33	1267				
33							
1267							
Gasoline	<table border="1"> <tr><td>33</td></tr> <tr><td>1203</td></tr> </table>	33	1203				
33							
1203							
Naphtha	<table border="1"> <tr><td>33</td></tr> <tr><td>1268</td></tr> </table>	33	1268				
33							
1268							
Diesel	<table border="1"> <tr><td>30</td></tr> <tr><td>1202</td></tr> </table>	30	1202				
30							
1202							
Kerosene	<table border="1"> <tr><td>30</td></tr> <tr><td>1223</td></tr> </table>	30	1223				
30							
1223							

When the use of (hazardous) substances is necessary for the works to be performed, then this must be reported to RRP beforehand. For this, you must substantiate beforehand that there are no possible alternatives, and risk analysis must show that the required preventive measures have been taken and that any residual risks are under control.

Hazardous substances can only be used by the contractor after the health and safety information or Material Safety Data Sheet (MSDS) has been assessed by the QHSSE department.

The contractor must inform their personnel and provide them with the required instructions regarding the hazardous substances at RRP's locations and the (hazardous) substances to be used by them.

All (hazardous) substances must be packaged and labelled in accordance with the legal requirements. The storage of (hazardous) substances and their disposal must be carried out in accordance with the applicable legislation and in consultation with RRP, as described in *W11606a Opslag van gevaarlijke stoffen*.

5.5.1 Ignition sources

- Ignition sources, such as matches and lighters, and non-explosion-proof material, such as battery-powered cameras, calculators and other devices, shall not be used in the risk area.
- If tools or equipment are required for work, these must meet the ATEX requirements in the zone in which they are used. For third parties, this must be authorized by means of a work permit.



5.5.2 Photography and filming

- It is forbidden for visitors/third parties to make photographs or video recordings at all RRP locations.
- Only with the permission of management may photo or video recordings be made at the office locations of RRP.
- Photography is only permitted within the yellow lines at the stations (so-called risk areas) with an ATEX camera or ATEX telephone and with permission.



5.5.3 Communication

- Within the yellow lines and deployed working areas, only radios provided by RRP may be used for communication.
- It is FORBIDDEN to bring a mobile telephone within a risk area AND fenced working areas. This also applies within the housing of the valve stations.
- If the work requires a mobile telephone, then this must meet the ATEX requirements in the zone in which it is used. For third parties, this must be authorised by means of a work permit.



5.5.4 Traffic in risk area

In addition to regulations in 3.7, the following requirements apply to risk areas:

- The use of motorized vehicles should be kept to a minimum. If possible, a bicycle is used, or people walk to their destination.
- Vehicles are not allowed in the tank compartments this is required by the work (e.g., due to heavy parts or many tools). Always park a vehicle outside of the tank compartments and, if possible, only in parking spaces.
- If the use of a vehicle is required, then permission is granted for this by means of a work permit, and additional control measures are determined for the safe use of a vehicle in the risk area.



5.5.5 Entering installations

- Prior to entering installations in risk areas, it is mandatory to report to the control room³ or your RRP contact. Always report when leaving the installation. This applies to all stations.
- Access to installations, workshops and offices is prohibited for unauthorised persons.
- It is not permitted to stand on, walk on, or climb over pipelines. Materials and (work) equipment that do not have a function in the maintenance or operation of the pipelines cannot be placed on top of or leaned against the pipelines.



³ Control room Venlo for locations Europoort, Rozenburg, Venlo, Control room RMR for locations Pernis and Lieshout

6. ADDITIONAL RULES OF CONDUCT IN THE PIPELINE SYSTEM



6.1 PPE for system inspections (low risk)

The following PPEs are prescribed for the execution of pipeline system inspections and other (low risk) works.

- Company workwear
- Safety shoes
- In bad weather and in locations where visibility for others is essential (e.g. near public roads), a reflective jacket or coat with reflective stripes is worn.

The specifications for this PPE are documented in *DOC1603a Specificatie PBM's*.



6.2 PPE for Tie-in works (high risk)

The following PPEs are prescribed for the RRP locations within the demarcation or indicated with specific signs:

- Safety helmet
- Safety goggles (safety goggles with prescription glasses must always have protective caps)
- Safety shoes
- Fire-retardant and anti-static workwear (completely covering arms and legs)
- Personal gas detection meter for measuring Ox, Ex, and H₂S.

The specifications for this PPE are documented in *DOC1603a Specificatie PBM's*.



RRP - PERNIS LOCATION:

Visiting address: Butaanweg 215
3196 KC Rotterdam
The Netherlands
Port number: 3045
Postal address: P.O. Box 490
3190 AK Hoogvliet
The Netherlands
Telephone: +31 (0)10 295 8444
Email: info@rrpweb.nl

RRP - VENLO LOCATION:

Visiting address: Manegeweg 9 / 20
5916 NB Venlo
The Netherlands
Telephone: +31 (0) 77 320 1555
Email: info@rrpweb.nl

