



## ***Specific delivery requirements: Baku plant***

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### ***Nalco Azerbaijan LLC Uzeyir Hajibayli 62AZ1010 BAKU AZERBAIJAN***

#### **1. Safety:**

All drivers will be required to comply with Nalco/Ecolab/Swire safety policy and procedures. Site rules must be obeyed at all the times.

The following standards are established and maintained at all Manufacturing Plants and apply strictly to all employees, contractors, and visitors.

Late shipments - must notify immediately if the delivery will be late.

At a minimum, the following Personal Protective Equipment must be worn:

- Long sleeved shirts
- Full leg pants
- Hard hats
- Safety glasses with side shields (norm EN 166)
- Safety chemical resistant shoes with toe protection and chemical resistance
- High visibility clothing

All visitors must comply with the below safety requirements:

- NO alcohol, NO smoking, NO passengers are allowed on site
- Vehicles must have adequate facilities to allow 'safe access' for all elements of the unloading operation. Drivers are not allowed on the back of vehicles.
- Drivers must remain in their truck or in a safe area within the Plant during loading and unloading operations Drivers must remain with the cab during discharge. Drivers MUST NOT enter production hall without staff personnel authorization
- All drivers must report to reception and sign in before locating vehicle in loading/unloading bay
- Driver must understand at least Language of the country of delivery and/or English
- Plant speed limit of 10 mph or 15 Km/H
- Electronic devices must be switched off before entering site and at all times while on site other than when in the office

#### **2. Package labeling:**

All containers (drums, porta-feeds, bulk, bags, etc.) must show:

- The raw material number, lot or batch number, weights, and must align with all paperwork
- Lot or batch numbers must be traceable to a manufacturing date. The word "lot" or "batch" must precede the number(e.g.Lot#-9999)
- Weights on all containers must have gross, net and tare weights clearly shown and must match all paperwork
- Labeling of hazardous goods must comply with current regulations
- Labels must have expiry dates

### **3. Package Standards:**

- Unless required: Porta-Feed units, Drums/IBCs must be clean, sealed and labeled properly as per general requirements (paragraph 2), have no leaks, loose bungs, dents or use reconditioned sign, and be in serviceable condition
- Product labels must adhere to containers
- Bags must be palletized and stacked straight, interlocked and shrink wrapped
- Pallet must be of adequate strength to support material. No torn bags accepted
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods

### **4. Bulk shipments:**

- Shipped quantity must be within 2% or 200kg (whichever is greater) of quantity ordered. Actual weight accuracy must still be +/- 1% of weight on shipping papers.
- Tank trucks must have proper unloading equipment, valves, fittings, adaptors, pumps, proper tank metallurgy, specified unloading (rear or belly), safety equipment including harness, instructions for driver, and clean, dry chemical hose for product on the tank truck.
- Bulk loads must have 2 handrails unless the tanker has the facility to be vented from the ground so no top access is required

### **5. MSDS:**

- At first shipment, and upon each revision, a copy of the Material Data Sheet (MSDS) must be mailed to:  
EURRawMaterialSpecifications@ecolab.com

### **6. Certificate of Analysis**

COA IS MANDATORY FOR UNLOADING THE GOODS

Each COA must include the following information:

- Company Raw Material Number (e.g. as "R-739")
- Trade name and/or chemical name
- Purchase order number
- Plant address of Q.A. Laboratory
- Lot or batch number (Preceded by the word "lot" or "batch") - ONLY ONE LOT OR BATCH PER SHIPMENT!! Prior approval is required from Purchasing if the supplier cannot meet this requirement.
- RM production date
- RM expiration date
- Analyst name and telephone number (in case of problems with the shipment)
- Supplier name and address - Distributors must provide the name of the approved manufacturer on each COA

Each COA must be attached to the shipping papers in an envelope marked "COA" and must accompany the shipment. Please also follow plant specific CoA mailing requirements below:

[imammadov1x@nalco.com](mailto:imammadov1x@nalco.com)

#### **6. Site access**

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away.

Delivery hours: 09.00-17.30 Monday -Friday

#### **7. Send goods to:**

##### **Baku plant::**

Nalco Azerbaijan LLC  
Garadagh District  
Baku Salyan Highway 28-30  
AZ 1083

#### **8. Payer (Legal entity name)**

Nalco Azerbaijan LLC  
Uzeir Hajibayli 62  
AZ1010 BAKU  
AZERBAIJAN

#### **9. Mailing address**

Nalco Azerbaijan LLC  
Uzeyir Hajibayli 62  
AZ1010 BAKU  
AZERBAIJAN

#### **10. Invoice related queries:**

Name: Vendor Management Team

Email: [Atul.Ghotage@ecolab.com](mailto:Atul.Ghotage@ecolab.com)