

Aster Jurong Island Chemicals Complex (AJICC)

Site Requirements - Seraya

1. Check the following before departing for AJICC:

- Valid AJICC issued photo pass
- Date and time slot for loading on Loading Schedule EQ number stamped on Carrier Advice

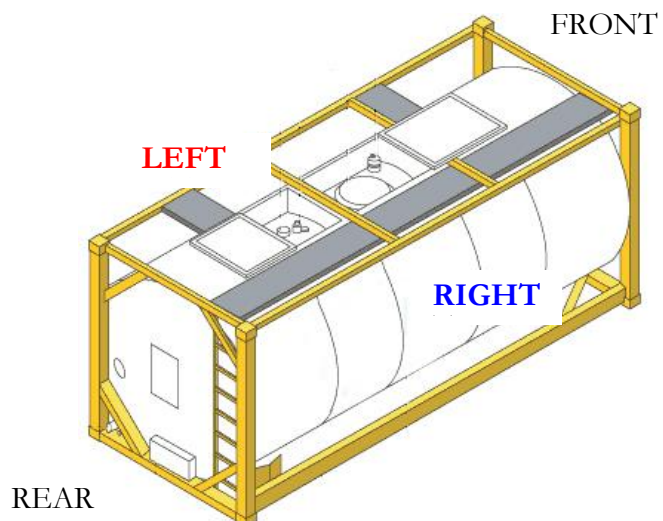
Advice

- Condition of PPE **(to be worn at AJICC loading site at all time):**
 - ✓ SAFETY HELMET with chinstrap
 - ✓ SAFETY SHOES with zipper fully zipped or lace tied with loose end properly tucked.
 - ✓ FIRE RETARDANT CLOTHING (FRC) with long sleeve buttoned
 - ✓ SAFETY SPECTACLES
 - ✓ WORKING GLOVES
- General condition of vehicle and chassis
- General condition of ISO-tank.

A full length walkway is required on at least one side of the ISO-tank depending on the product to be loaded.

- Check ISO-tank number and match capacity against order quantity.

Product	WALKWAY REQUIRED
SC 56-16S	LEFT
SM	RIGHT
SC 28-02	RIGHT
MPG	RIGHT
DPG	RIGHT
PO	RIGHT



*Safety body harness has to be worn if only one walkway is fitted on ISO-tank.

2. Arrive at AJICC Guard Post 30 minutes before the allocated time slot.
3. Insert Carrier Advice into the Time Recording Machine to stamp arrival time.
4. Upon clearing the Guard Post, proceed directly to the loading shed and report to AJICC loading technician
5. Park vehicle with engine off.
6. Observe the speed limit and traffics sign at all times
THE SPEED LIMIT ON AJICC ROADS IS 20 KM/HR. SOME SPECIAL ROAD WITH SPEED LIMIT OF 15KM/HR (TRAFFIC SIGN BOARD PROVIDED).
7. On the instruction of the technician proceed to the assigned loading bay and position the vehicle within the yellow box marking on the floor.
8. Once the vehicle is correctly positioned:
 - Switch off the engine and apply the vehicle/chassis brakes.
 - Place wheel chocks on the rear wheel of the ISO-tank
 - Check bottom discharge valve, foot valve and dust cap are closed and secured
 - Connect the grounding cable to the vehicle grounding point
9. Follow the technician to the Mercury Terminal at the loading platform to verify the following based on the Loading Advice:
 - Operation number
 - Product to be loaded
 - Loading quantity
 - Customer
 - Clean certificate (if applicable)
10. Sign on the Loading Advice if all the information in loading advice is verified and in order.
11. Opening of isotank hatch cover only use hammer that attach to the lanyard provided at each bay.
 - **Driver to open the hatch cover using ONLY a hammer that attach to the lanyard provided at each bay.**
12. During loading, stay in the loading shed.
 - **DO NOT** wash the vehicle
 - **DO NOT** smoke
 - **DO NOT** use the hand phone
13. Upon completion of loading, proceed to the loading bay together with the technician
14. After the loading arm has been retracted from the ISO-tank and stowed:
 - Close the hatch cover, fastened and tightened all the wing nuts
 - Seal the hatch cover and bottom discharge valve with the serialized AJICC seals (provided by the technician).
 - Remove the wheel chocks
 - Disconnect the grounding cable and kept at the housing

15. Start the vehicle engine and proceed to the loading shed. Park only at the designated parking area next to the loading shed and switch off engine
16. Sign on one copy of the Deliver Ticket (DT). 4 copies of the DT will be given
17. Proceed directly to the Guard Post and hand over the signed copy of the DT and the Loading Advice to the Guard.
18. Guard to compare the relevant information in the DT against the Loading Advice and will release driver if they are in order.

During An Emergency

- **Stop the vehicle at safe location and switch off the engine.**
- **Report to the road car technician or nearest Assemble Area.**
- **Wait for further instructions before moving off**

Life Saving Rules.

Our 9 Life-Saving Rules are fundamental to Aster's Zero Incident Goal (ZIG) and core iSTAR values of Safety and Accountability.

The rules include intent-based 'I statements', such as 'I understand', 'I confirm', 'I identify'. This language drives ownership of the rules at an individual level and creates greater opportunity for meaningful discussions in teams about how the rules apply. Many lives have been saved since the introduction of the Life-Saving Rules.

The Life-Saving Rules apply to all Aster employees and contractors when on business or Aster sites, and for all operations under Aster operational control or governance.

If you choose to break the rules, you choose not to work for Aster.

The 9 Life-Saving Rules are:

- Bypassing Safety Controls - Obtain authorisation before overriding or disabling safety controls
 - I understand and use safety-critical equipment and procedures which apply to my task
 - I obtain authorisation before: – disabling or overriding safety equipment – deviating from procedures – crossing a barrier
- Confined Space - Obtain authorisation before entering a confined space
 - I confirm energy sources are isolated
 - I confirm the atmosphere has been tested and is monitored
 - I check and use my breathing apparatus when required
 - I confirm there is an attendant standing by
 - I confirm a rescue plan is in place
 - I obtain authorisation to enter
- Driving - Follow safe driving rules
 - I always wear a seatbelt
 - I do not exceed the speed limit, and reduce my speed for road conditions

- I do not use phones or operate devices while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirements
- Energy Isolation - Verify isolation and zero energy before work begins
 - I have identified all energy sources
 - I confirm that hazardous energy sources have been isolated, locked, and tagged
 - I have checked there is zero energy and tested for residual or stored energy
- Hot Work - Control flammables and ignition sources
 - I identify and control ignition sources
 - Before starting any hot work:
 - I confirm flammable material has been removed or isolated
 - I obtain authorisation
 - Before starting hot work in a hazardous area I confirm: – a gas test has been completed – gas will be monitored continually
- Line of Fire - Keep yourself and others out of the line of fire
 - I position myself to avoid:
 - moving objects
 - vehicles
 - pressure releases
 - dropped objects
 - I establish and obey barriers and exclusion zones
 - I take action to secure loose objects and report potential dropped objects
- Safe Mechanical Lifting - Plan lifting operations and control the area
 - I confirm that the equipment and load have been inspected and are fit for purpose
 - I only operate equipment that I am qualified to use
 - I establish and obey barriers and exclusion zones
 - I never walk under a suspended load
- Work Authorisation - Work with a valid permit when required
 - I have confirmed if a permit is required
 - I am authorised to perform the work
 - I understand the permit
 - I have confirmed that hazards are controlled and it is safe to start
 - I stop and reassess if conditions change
- Working at Height - Protect yourself against a fall when working at height
 - I inspect my fall protection equipment before use
 - I secure tools and work materials to prevent dropped objects
 - I tie off 100% to approved anchor points while outside a protected area

Disclaimer

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