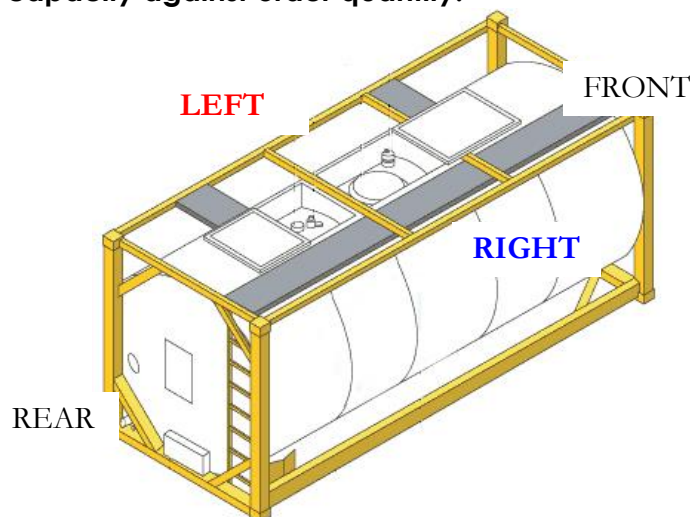


Aster Chemicals & Energy Pte Ltd

Site Requirements - Silver

1. Check the following before departing for Aster Jurong Island Chemicals Complex (AJICC) PU-4 SILVER Gantry:
 - Valid ACJICC issued photo pass, or
 - Valid AJICC Safety Induction Course (SIC) Card
 - Date and time slot for loading on Loading Schedule For isocon product loading: Sales/Order number printed on Carrier Advice
 - For isocon feedstock discharging:
 - Certificate of Analysis,
 - Delivery Order, Invoice,
 - Cargo Clearance Permit.
 - Condition of PPE **(to be worn at SILVER Gantry 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.**



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

Arrive at SILVER Gantry Office 15 minutes before the allocated time slot.

2. Park vehicle with switch 'OFF' engine.
3. Insert Carrier Advice/Delivery Order into the Time Recording Machine to stamp arrival date/time.

For Discharging ISOcons:

4. Report to Administrator with the following documents:-

Unloading

- (1) Certificate of Analysis
- (2) Delivery Order
- (3) Invoice
- (4) Cargo Clearance Permit.
- (5) Isocon Clean Certificate

5. Enquire Administrator of :-

- (1) Unloading bay slot,
- (2) Unloading instruction,
- (3) i-buttons

6. Proceed to weigh-in vehicle and switch-off engine.
Scan i-Button at RDI for GROSS Weight.

7. For discharging isocons, park at Sampling Bay for sample retrieval and analysis.
Position the vehicle within the yellow box marking on the floor.
Hang Truck Key
Switch off the engine and apply the vehicle/chassis brakes.
Place wheel chocks. To latch safety harness.

8. Open the hatch cover of the ISO-tank

- **Opening of isotank hatch cover only use hammer that attach to the lanyard provided at each bay.**

9. Operator to draw sample from isocon and conduct analysis.
Close top hatch cover, fastened all wing nuts after sampling retrieved.

10. Upon the Gantry Technician instruction, after the sample has been analyzed and approved from the ISO-tank:
 - Remove the wheel chocks
 - Ensure drawbridge has been retracted

11. Proceed to assigned discharging bay upon instructed by Technician.

12. 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
- Connect the grounding cable to the vehicle grounding point

13. Follow the technician to the RDI Terminal at the unloading platform to verify the following based on the Loading Instruction:
 - Trip number
 - Product to be unloaded
 - Unloading quantity
 - Customer
14. Sign on the Unloading Instruction if all the information in unloading advice is verified and in order.
15. Open the hatch cover of the ISO-tank
 - **Opening of isotank hatch cover only use hammer that attach to the lanyard provided at each bay.**
16. During unloading in progress, stay in the driver's waiting area on 2nd platform.
 - **DO NOT** wash the vehicle
 - **DO NOT** smoke
 - **DO NOT** use the hand phone
17. After the unloading arm has been retracted from the ISO-tank and stowed:
 - Close the hatch cover, fastened and tightened all the wing nuts
 - Ensure drawbridge has been retracted
 - Remove the wheel chocks
 - Disconnect the grounding cable and keep at the housing
18. Start the vehicle engine and proceed to the weigh-out weighbridge and switch off engine.
Scan i-Button at RDI for TARE Weight.
19. Proceed to park vehicle and switch-off engine
20. Report to Administrator
Sign and exchange relevant documents.
Return back i-buttons.

For Loading ISOcons:

21. Report to Administrator with the following documents:-
Loading
(1) Carrier Advice
22. Enquire Administrator of :-
(2) Loading bay slot,
(3) Loading instruction,
(4) i-buttons
(5) Seals. (2 or 5 seals)
23. Proceed to weigh-in vehicle and switch-off engine.
Scan i-Button at RDI for TARE Weight.
24. Proceed to park vehicle according to assigned loading bay
Position the vehicle within the yellow box marking on the floor.

25. 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

26. Open the hatch cover of the ISO-tank

- **Driver to open the hatch cover using ONLY a hammer that attach to the lanyard provided at each bay**

27. Follow the technician to the RDI Terminal at the loading platform to verify the following based on the Loading Instruction:

- Trip number
- Product to be loaded
- Loading quantity
- Customer
- Clean certificate

28. Sign on the Loading Instruction if all the information in loading advice is verified and in order.

29. During loading activity, driver to remain at – Driver's waiting area on 2nd platform

- **DO NOT** wash the vehicle
- **DO NOT** smoke
- **DO NOT** use the hand phone

30. Upon completion of loading, proceed to the loading bay together with the technician

31. 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 SJI seals (provided by the technician).
- Ensure drawbridge has been retracted
- Remove the wheel chocks
- Disconnect the grounding cable and kept at the housing

32. Start the vehicle engine and proceed to the weigh-out weighbridge and switch off engine. Scan i-Button at RDI for GROSS Weight.

33. Proceed to park vehicle and switch-off engine

34. Report to Administrator

Sign on one copy of the Deliver Ticket (DT). 4 copies of the DT & CoA will be given
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 Gantry technician or nearest Assemble Area.**

- **Wait for further instructions before moving off**

Life Saving Rules.

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

The information contained in this publication is, to the best of our knowledge, true and accurate, but any recommendations or suggestions that may be made are without guarantee, since the conditions of use are beyond our control. Furthermore, nothing contained herein shall be construed as a recommendation to use any product in conflict with existing patents covering any material or its use.