

Aster Chemicals & Energy Pte Ltd

PCS/Aster Jurong Island Chemicals Complex PU-4 Site Requirements

1. NAME OF TERMINAL: PCS/Aster Jurong Island Chemicals Complex PU-4 Singapore

See also General Requirements

2. Physical address of location:-

200, Ayer Merbau Road
Singapore 628279

3. Operating Hour – Mon – Fri 0800 to 1700 hrs

4. Contact :-

Office hour (Mon-Fri) 0800-1700 hr
+65 97195724 – PU-4 Duty Technician
+65 97195714 – PU-4 Duty Production Team Lead

After Office Hour –EOG-1 Central Control Room (CCR)
62675333
68676004

5. Life Saving Rules.

Our 9 Life-Saving Rules are fundamental to Aster's 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

6. COMPLEX TRAFFIC REGULATION

Purpose

A summary of the Complex Traffic Regulation for revision by staff / contractors prior to taking the Complex Driving Test conducted by PCS Fire & Security.

General

- i) These regulations shall be applicable to all persons working in or visiting the Complex.
- ii) All parties concern shall obey instructions given by AETOS, Security Guards or PCS Fire &Security to uphold Traffic Safety in the Complex.
- iii) In the event of any conflict between Complex Regulations and the laws of the Republic of Singapore, laws of the Republic shall prevail.

7. DRIVING LICENCE

- No person shall drive motor vehicle in the Complex unless they possess valid LTA driving license, knows the Complex Traffic Rules and passed the Complex driving test.
- The respective Companies shall recommend application for Complex Driving Licence. PCS Fire & Security will endorse such applications.
- The driving license will be indicated in the gate pass.

8. VEHICLE PASSES

- Vehicles without valid Vehicle Pass shall not be driven in the Complex.
- Types of Vehicle Passes used in the Complex:
 - (i) **Vehicle Pass I**
Issued to a vehicle belonging to PCS or Down Stream Company
 - (ii) **Vehicle Pass II**
Issued to a vehicle belonging to Contractor and which is required to operate in the Complex.
 - (iii) **One Day Vehicle Pass**
Issued by AETOS / Security Guards on a daily ad hoc basis
 - (iv) **SDM Pass**
Issued to vehicles used during Shut Down Maintenance.

VEHICLE-PASS		
PCS	CPSC	I
TPC	DSPL	
EGS	EMPL	II
RHCS		

PERMIT NO.:	SDM
VEHICLE NO.:	
SECTION:	
CONTRACTOR:	
ISSUING AUTHORITY: PCS FIRE	EXPIRY DATE:
BRIGADE:	ISSUED DATE:

- The validity period of the Vehicle Pass:
 - (i) **Pass I:** three (3) years from the date of issue
 - (ii) **Pass II:** one (1) year from the date of issue
 - (iii) **One Day Vehicle Pass:** One (1) day only
- (iv) **SDM Pass:** The pass is valid until completion of Shutdown Maintenance Work.
- A Vehicle Pass shall be displayed clearly on the left-hand corner of the windscreen of a vehicle (driver side) while the vehicle is in the Complex, except for motorcycle, bicycle & tricycle.

Apart from a valid Vehicle Pass, vehicles must also possess valid Insurance Certificate, carry a fire extinguisher, and display “**Speed Limit**” and “**No Smoking**” signs on the vehicle.

9. ROADS WITHIN THE COMPLEX

- Roads within the Complex are classified as:
 - (i) **Common roads** - traffic on Common Road is open to all vehicles. Common roads are under the responsibility of PCS Fire & Security.
 - (ii) **Restricted roads** - roads within the Battery Limit. Battery Limit Manager shall issue permits for any vehicle movement within the Battery Limit.

10. COMPLEX TRAFFIC SYMBOLS

- A driver shall comply with all traffic signs, traffic signals and road markings in the complex.

11. ENGINE STOP TRAFFIC LIGHT

- When an “**ENGINE STOP**” traffic light signal is activated, the driver must park the vehicle by the side of the road, stop the engine immediately and await instruction from PCS Fire & Security or AETOS.

12. SPEED LIMIT

- The maximum speed limit for all vehicles in the Complex is :
 - (i) **35** kilometers per hour on Common roads, and
 - (ii) **20** kilometers per hour on Restricted roads

(Except for fire engines or ambulance responding to an Emergency)

13. HEIGHT CLEARANCE

- The maximum height clearance for all vehicles, including the load inside is
 - (i) Common roads - **4.3** meters
 - (ii) Restricted roads - **3.5** meters

14. LENGTH LIMIT

- The maximum length limit on Common Roads for all vehicles, including the load is **12 metres**.

For vehicle entering a **Restricted** road, the Company concerned shall take care to ensure that the length of the vehicle, including the load carried shall not pose any danger to plant facilities or cause an accident.

- The maximum weight limit of a vehicle, including the load therein, is **20 tons**.

15. TRAFFIC EXCEEDING HEIGHT, LENGTH AND WEIGHT LIMIT

- When vehicles, including the load, exceed any of the above limitation, **application must be made to PCS Fire & Security in advance for approval and escort where applicable**.

16. SAFETY

- **No Smoking**

Smoking is not allowed inside Complex area & Vehicle. Smoking is only authorised in approved smoke rooms.

- **No Alcohol**

Driving under the influence of alcohol is strictly prohibited.

- **Seat Belt**

A driver and attendant in the front seats of a vehicle **must use their seat belts**, if provided.

- **Priority at Road Junction**

When turning left or right, a driver of a vehicle shall always give way to a vehicle going straight on.

At road junction, driver shall comply with the halt sign on the road

- **Seating Capacity**

The number of persons, including a driver, allowed to sit in the front seat of a vehicle shall be limited to the permitted seating capacity. Likewise number of passengers carried at the back of the vehicle must tally the LTA specification.

- **No boarding and alighting of moving vehicle**

Do not get on or off a vehicle when it is moving. Stop the vehicle completely before loading or unloading goods or boarding personnel.

- **Slow Down at Blind Corners**

A driver must slow down his vehicle at blind corners and make sure the safety of other traffic and pedestrians before proceeding.

- **No Overtaking**

Overtaking is not permitted except under the following situations:

- (i) when there is a parked or break-down vehicle.
- (ii) when instructed to do so by Security staff, AETOS or PCS Fire & Security.
- (iii) when signal is given by the driver of a slow moving vehicle.

Under such circumstances, the driver who wishes to overtake another vehicle, must be careful and make sure there is no accident.

- **Loading**

The load on a vehicle must be secured with proper straps or other appropriate materials to prevent them from dropping. Materials dropped on the road must be removed immediately and the road cleaned thereafter.

Overloading of a vehicle is prohibited.

Overhanging load, such as angles, steel bars, etc, shall be indicated at respective overhanging ends, with a red flag during daytime and with a reflector and / or red light at night.

- **Parking**

All vehicles shall only park at designated areas or ad-hoc drivers waiting point. No vehicle shall be parked: -

- (i) Within five (5) metres of a fire hydrant, fire equipment (including access covers to fire hydrant)
- (iii) Within five (5) metres from all road junctions, road corners and buildings and
- (iii) In the vicinity of road work or operating crane

Do not leave the vehicle engine running when the vehicle is parked.

No vehicle shall be parked along the road shoulder.

A person in charge of a breakdown vehicle shall inform **PCS Fire & Security at 68672102** as soon as possible of the location and nature of the breakdown.

The Company responsible shall remove or shall ask the owner to remove such breakdown vehicle as soon as possible.

- **Give Way to Emergency Vehicle**

Drivers must give way **to Emergency Vehicles** responding to an incident.

17. TRAFFIC ON ROAD

- Permits must be obtained from PCS Fire & Security if your vehicle / crane is carrying out any of the following works on common roads:

- (i) Repair, excavation or cutting of road
- (ii) Closure of road
- (iii) Installation of structures under, on or above road
- (iv) Erection of traffic signal or sign or painting or road marking
- (v) Dismantling of height restrictors, sign plates or related accessories.

- **Accident Reports**

When your vehicle is involved in an accident in the common road, the matter must be reported to **PCS Fire & Security or AETOS**.

- **Violation of Traffic Regulations**

An employee or contractor who disobeys these rules shall be issued with a Traffic Violation Report and given demerit points by the PCS Fire & Security.

driver who gets **10 or more demerit points within 1 year** for the first offence shall be banned from driving all motor vehicles in the Complex for **1 year**.

If the offender gets another **10 or more demerit points within the next 2 years**, after the ban mentioned above, he shall be banned from driving all motor vehicles in the complex for **2 years**.

18. OTHERS

- 30. A vehicle must leave the Complex by the same entrance from which it entered the complex.
- 31. Employees / Contractors must not drive any type of personal vehicles into the complex - eg: motorcars, station wagon, motorcycles, bicycles.
- 32. Generally, Avenue E is out of bound to all cyclists at all times.
- 33. Bicycles / Tricycle **cannot be fitted with dynamo or other unapproved electrical equipment** when travelling on common roads or inside battery limit area.
- 34. Use of **Hands-held mobile phone** while driving is not permitted.

INSTRUCTIONS FOR ISO-TANK DRIVERS FOR ENTRY INTO EGS

1. Arrive at the complex security checkpoint **according to scheduled time**.
2. Upon clearing the security checkpoint, **proceed directly to PU-4 Tankyard office. Travel only on common designated roads as shown on the map on the reverse side of this document.**
3. Observe the speed limit at all times
THE SPEED LIMIT ON PULAU AYER MERBAU ROADS IS 35 KM/HR.
4. **DO NOT** leave engine running when the vehicle is unattended.
5. **Wear proper Personal Protective Equipment (PPE):**
 - **SAFETY HELMET** with chinstrap
 - **SAFETY SHOES**
 - **SAFETY SPECTACLES** when in Plant area.
 - **FIRE RETARDANT CLOTHING (FRC)** with long sleeve buttoned
 - **WORKING GLOVES**
6. After weighing the empty ISO-tank, proceed to the loading bay
 - Switch of the engine and apply the brakes when the vehicle is properly parked.
 - Hand over the ignition key to PU-4 personnel (the key will be returned upon completion of loading).
 - Opening/Closing of isotank hatch cover only use hammer that attach to the lanyard provided at each bay.
 - Follow instructions given by PU-4 personnel
7. During loading, stay in the vicinity of the loading bay.
 - **DO NOT** attempt to operate any valves or equipment
 - **DO NOT** use utilities (water, air steam, etc)
 - **DO NOT** wash the vehicle
 - **DO NOT** smoke. Smoking is allowed only in designated smoking room
 - **DO NOT** use the hand phone outside the office
8. Upon completion of loading, PU-4 personnel will return the ignition key. Before starting the vehicle check the following: -
 - Loading arm or hose has been removed/disconnected
 - Wheel chocks have been removed
 - Earth wire has been disconnected
 - Top manhole is covered and seals are in place
 - ISO-tank shell and trailer are dry (no product are dripping from it)
9. If there is an emergency on the Complex:
 - Stop vehicle and switch off engine if the **ENGINE STOP** blinker and alarm is turned on.
 - Report to PU-4 personnel and follow instructions accordingly.
10. Report to PU-4 if involved in an accident while in the Complex.

Disclaimer

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