



**Shell Chemicals**

Shell Chemical Seraya  
Limited

[www.shell.com/chemicals/transport](http://www.shell.com/chemicals/transport)

Version 2

Jan 2016

1. Check the following before departing for SCSL:

- Valid SCSL issued photo pass
- Date and time slot for loading on Loading Schedule EQ number stamped on Carrier Advice
- Condition of PPE (**to be worn at SCSL 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.



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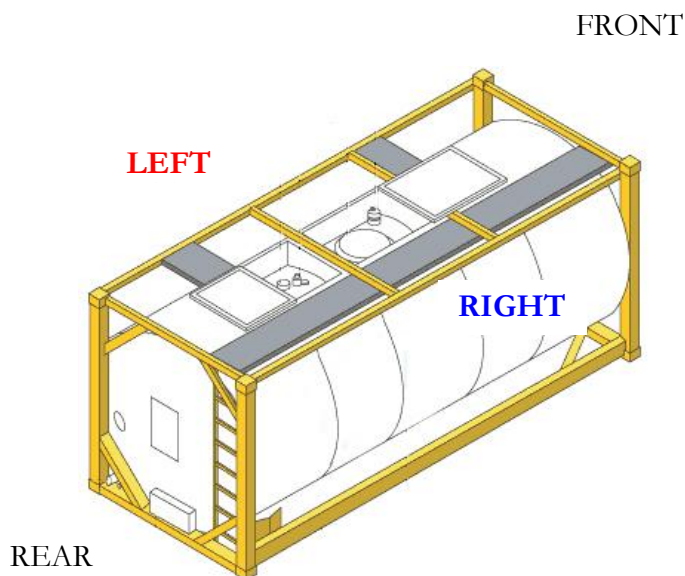
#### Disclaimer

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The expression "Shell Chemicals" refers to the companies of the Shell Group of companies that are engaged in the chemical businesses. Each of the companies that make up the Shell Group of companies is an independent entity and has its own separate identity.

Product	WALKWAY REQUIRED
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.



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2. Arrive at SCSL 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 SCSL loading technician
5. Park vehicle with engine off.
6. Observe the speed limit and traffics sign at all times  
**THE SPEED LIMIT ON SCSL ROADS IS 30 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. Open the hatch cover of the ISO-tank
  - Use only a hammer/mallet with brass or non-metallic head
  - Place the hammer/mallet at safe location after use



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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 SCSL 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



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## Life Saving Rules.

From July 1, 2009 Shell's Life-Saving Rules have been fully enforced.

Shell's Life-Saving Rules set out clear and simple "do's and don'ts" covering activities with the highest potential safety risk. They are not new. Most people comply with them every day – but there are still breaches taking place. The Life-Saving Rules help to make sure that rules are followed and people are protected.

Compliance with the Life Saving Rules is mandatory, and the Life Saving Rules are applicable to all operations under Shell's operational and / or governance control. Each reported non-compliance will be investigated. And failure to comply will result in disciplinary action, up to and including termination of employment for Shell employees, or for employees of contractors or sub-contractors, removal from the site and disqualification from future Shell work. Supervisors are held accountable to communicate and ensure compliance.

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

The 12 Life-Saving Rules are:

- Work with a valid work permit when required
- Conduct gas tests when required
- Verify isolation before work begins and use the specified life protecting equipment
- Obtain authorisation before entering a confined space
- Obtain authorisation before overriding or disabling safety critical equipment
- Protect yourself against a fall when working at height
- Do not walk under a suspended load



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- Do not smoke outside designated smoking areas
- No alcohol or drugs while working or driving
- While driving, do not use your phone and do not exceed speed limits
- Wear your seat belt
- Follow prescribed Journey Management Plan



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