1. Check the following before departing for PU-4 SILVER Gantry:

- Valid SCSL issued photo pass, or
- Valid SJI-SIC card, Shell Jurong Island Safety Induction Course 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 RETARDENT 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.

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**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.

**Shell Chemicals**

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.
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.

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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.

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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
- 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