1. **NAME OF TERMINAL: PCS/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.**

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.

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.
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
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

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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.
(iv) **SDM Pass**
Issued to vehicles used during Shut Down Maintenance.

<table>
<thead>
<tr>
<th>VEHICLE-PASS</th>
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| PERMIT NO.: | SDM |
| VEHICLE NO.: |  |
| CONTRACTOR: |  |
| ISSUING AUTHORITY: PCS FIRE BRIGADE: | EXPIRY DATE: |
| 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.
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 or 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 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)

(ii) 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.**

![Shell Eastern Chemicals (Pte) Limited](http://www.shell.com/chemicals)
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 RETARDENT 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.