



**Shell Chemicals**

Pandan Terminal

Site Requirements

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

Version 6  
September 2019

## 1. Name of Terminal : Shell Pandan Singapore

## 2. Physical address of location

Shell Eastern Petroleum Pte. Ltd.

31 Pandan Road

Singapore 609278

## 3. Opening hours and loading appointments

### Opening hours:

Mon - Fri: 07:30 -18:00 hrs.

Saturday: 07:30 – 16:00 hrs.

### Loading hours:

Mon – Fri: 07:45 -18:00 hrs.

Saturday: 07:45 -16:00 hrs

## 4. Contact details

- Despatch – Sin Hiap Hoe ( 3<sup>rd</sup>.party contractor ) Tel: +65 6263 2929
- On Duty Shell Staff Tel: +65 6263 2964 / 2013
- Terminal Ops Supervisor - Transport : Sean Ng Tel : +65 6263 2073
- Singapore Pandan Terminal Manager : Ng Kim Hong Tel : +65 6263 2027



### Shell Eastern Chemicals (S)

A registered business of Shell Eastern Trading (Pte) Ltd

9 North Buona Vista Drive #09-01

The Metropolis, Tower

Singapore 138588

Telephone: +65 6384 8000

Internet <http://www.shell.com/chemicals>

### Disclaimer

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## 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.



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## 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



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## Gantry Top Loading Instruction

Drivers entering the Terminal must meet the following requirements:

1. Have the valid certifications from Accredited Training Providers, approved by the Ministry of Manpower.
  - a. **Apply Workplace Safety and Health in Process Plant** (formerly **Oil/Petrochemical Safety Orientation Course for Workers**)  
or  
**Supervise Workplace Safety and Health in Process Plant** (formerly **Oil/Petrochemical Industry Safety Course for Supervisors**).
  - b. **Work-At-Height Course for Workers**.
2. Have gone through the Shell **SIT** (Site Induction Training).
3. Ensure that his vehicle and tank height do not exceed 4.2m.

**Important Instruction** – Iso-tank used for the collection of IPA must come with its hatch cover air vent, bottom valve sealed. The seals must not be broken.  
Before loading, the metal cover for the hatch opening shall be deployed.

Arriving at the Terminal:

1. Driver shall park his vehicle in an orderly manner, outside the Terminal gate.
2. Next, he will proceed to the main guardhouse and exchange his ID card for a Terminal security pass.
3. Driver will then report to the despatch office with the following documents:
  - a. Carrier Advice Notification or Order Confirmation Notification.
  - b. Tanker Loading Slip.
4. Once the order is confirmed, dispatcher will hand over to him, two i-buttons (Personnel and Equipment) and seals. Dispatcher will also instruct him to the correct loading bay with that product. Driver will confirm and acknowledge that the product & quantity are correct, by signing on the tanker loading slip.
5. Driver will also need to fill in his Name, IC no., Vehicle no., date and time in the register book held by the security officer.



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6. Driver will drive his tanker through the gate and tap the security pass at the card reader, located outside the despatch office window. By doing so, it will lift the entrance barrier.
7. A few meters after the barrier, the driver will stop his vehicle for an inspection by the security officer.
8. The following items will be checked by the officer:
  - a. Tanker must be visually well maintained.
  - b. 2 x 9kg. & 1 x 2kg. fire extinguishers. They must be fully charged and in good working condition.
  - c. All light covers must not be broken.
  - d. Appropriate hazchem signs must be displayed on the left, right and the back of the tank. It must be in compliance to SS 586.
  - e. Tires must have treads with minimum depth of 3mm for the steering axle and 2mm for the rest.
  - f. All discharge valve(s) must be fully closed and with dust cover(s).
9. Upon successfully passing the inspection, the driver be allowed to proceed to the bay that he has been instructed.
10. At the assigned bay, driver will align his vehicle along the yellow line, apply the brakes and switch off the engine.
11. Before disembarking from his vehicle, he shall don the following PPEs:
  1. Long Sleeve Shirt with reflective strips.
  2. Safety Goggles.
  3. Safety Shoes.
  4. Hand Gloves.
  5. Safety Helmet with Chin Strap.
12. Switch off master switch and deploy the wheel chock.
13. Upon reaching the top loading platform, driver will instruct the Loading Assistant (LA) of the product that he is loading.
14. Before crossing over to the tank, the LA will connect the lanyard to his safety harness, slowly lowers the drawbridge onto the tank top before proceeding. The LA shall ensure that the tank top is free from debris, especially around the hatch cover, before opening it. This is to ensure that no contaminants are being introduced into the tank.



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15. LA will then ground the tank by hooking up the Scully wire to it.
16. Next, the LA will hook up the portable Overfill protection device with the probe in the compartment.
17. Before picking the product arm, LA will again reconfirm with driver on the product that he is loading. Once confirmed, LA will slowly insert the product arm into the tank and ensure that it is fully extended into the manhole and secured with the rope found on it.
18. Loading assistant will then inform driver that the arm is secured and can proceed with the loading .
19. Driver will then activate the loading by:
  - a) Touch the Red (Personnel) i-button at the RDI.
  - b) Next to touch the yellow (Tanker) i-Button.
  - c) Key in trip number.
  - d) Select loading arm and compartment number.
  - e) Activate loading by pressing the Start button.

Note: Driver must watch out for the light at the Deadman switch. When the light comes on, he will then depress the button till it goes off before the loading will kick in. Failure to clear the light will trip the loading.

20. When loading is completed, driver will inform the LA and the latter will then remove the arm after ensuring that it has been drained dry, into the drip bucket provided. Driver to confirm product loaded is correct, including the assigned quantity. Any discrepancies must be reported to the dispatcher immediately.
21. When everything is in order, LA will then close the manhole cover and tighten it with the rubber/wood mallet. After that, the LA will seal the covers, witnessed by the driver (both top and bottom).
22. LA will return the Overfill protection device and bonding cable to their original positions.
23. LA will then remove the drawbridge and ensure that it is fully locked in its original position by checking on the lights. Red light indicates that the drawbridge is lowered while Green indicates that it is secured.



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24. Driver must perform a final check on the truck to ensure all equipments have been returned to their positions before removing the wheel chock.
25. Driver will move his vehicle out of the bay and park at the designated Tanker Holding Area before proceeding to the dispatch office.
26. At the dispatch office, he will return the 2 i-buttons before collecting the Delivery Note. Next, he will sign and return the 4th copy of the DN.
27. Security officer will retain the 'Carrier' copy and check that the seals are correct and secured.
28. Before leaving the Terminal gate, driver will tap his gantry security pass to lift up the exit barrier.
29. The driver will park his tanker safely outside the depot and return the security pass to the main guardhouse in exchange for his ID card.
30. The driver should stop work and report to gantry supervisor/operator if any of the mentioned items are not compliant or not understood.

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