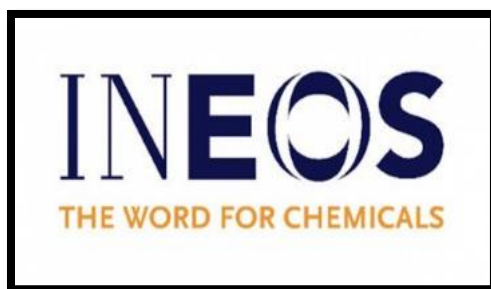




Instruction manual – New self registration process Ineos Geel



Introduction

Ineos Geel is happy to introduce to you our new administration building, and therefore also our new registration procedure. As time is of the essence in transport, we have chosen for a self-registration process. The driver will have to carry out part of the registration himself. A small part will be done by the security agent. When the registration is done, the driver can easily enter our site to drive to the correct location.

Since this is a learning process for both parties, we have prepared a short manual to introduce you and your drivers to this new self registration process. Of course, any questions or comments are still possible afterwards.

New parking spot

Now that we have a new building, the entrance has changed as well.

Follow the Amocolaan and take the entrance of Ineos which is situated 300 meter West from the BP Main Entrance and 200 meter East from the KTN Main Entrance.



The entrance is signalized with 2 totems indicating the entrance of the trucks.

The minimum PPE requirements on our site are:

- Safety spectacles with side protection
- Safety shoes
- Leather gloves
- Helmet
- HiVis jacket
- Full protective clothing (e.g. overall)
- Fall arrest Harness (bulk)



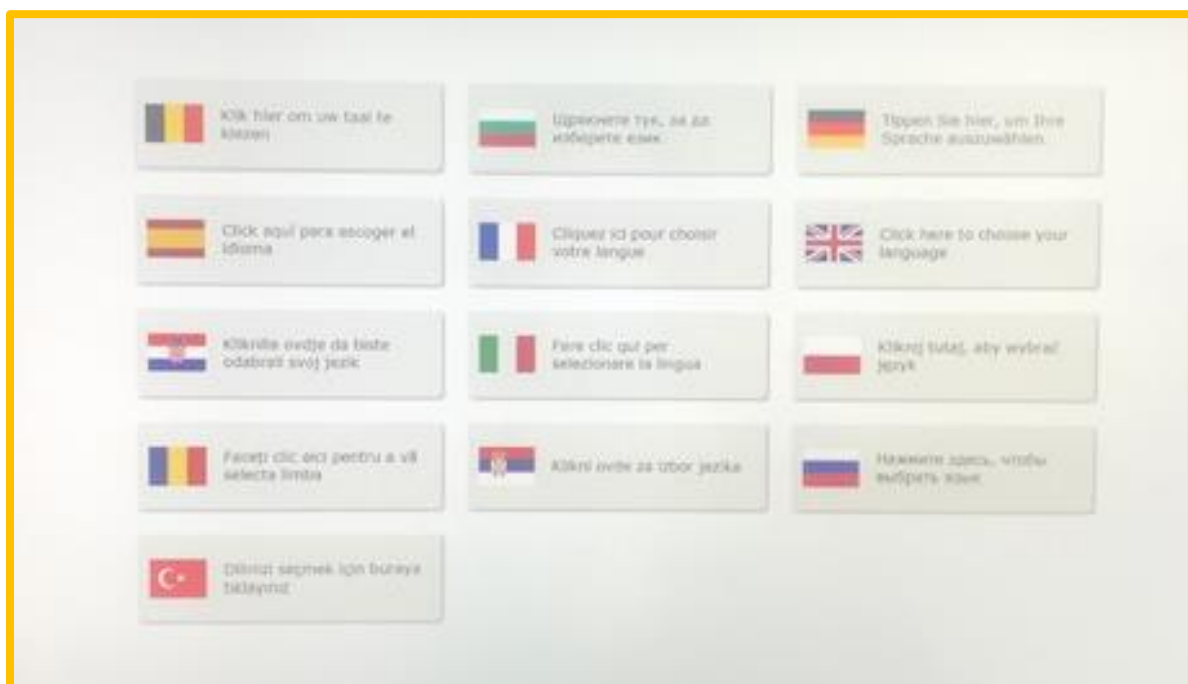
The drivers must present themselves at the gate fully equipped with the required PPE.

Self-registration

The driver can walk via the yellow path to the Ineos building. Once in the building, the driver can enter the room with 6 kiosks. The self-registration can start at one of these computers.

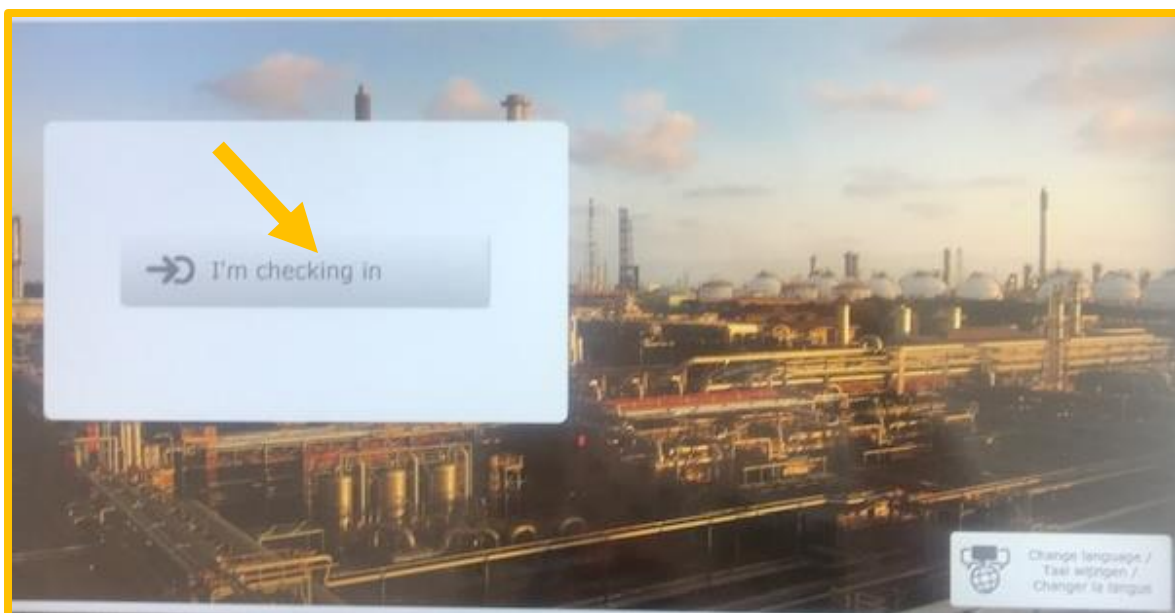


For starters, the driver can select the desired language in the right corner in the bottom of the screen (Dutch, German, Spanish, Croatian, Romanian, Turks, Bulgarian, Danish, French, Italian, Russian, Chinese, Catalan, English, Norwegian and Swedish) by selecting the right country flag.

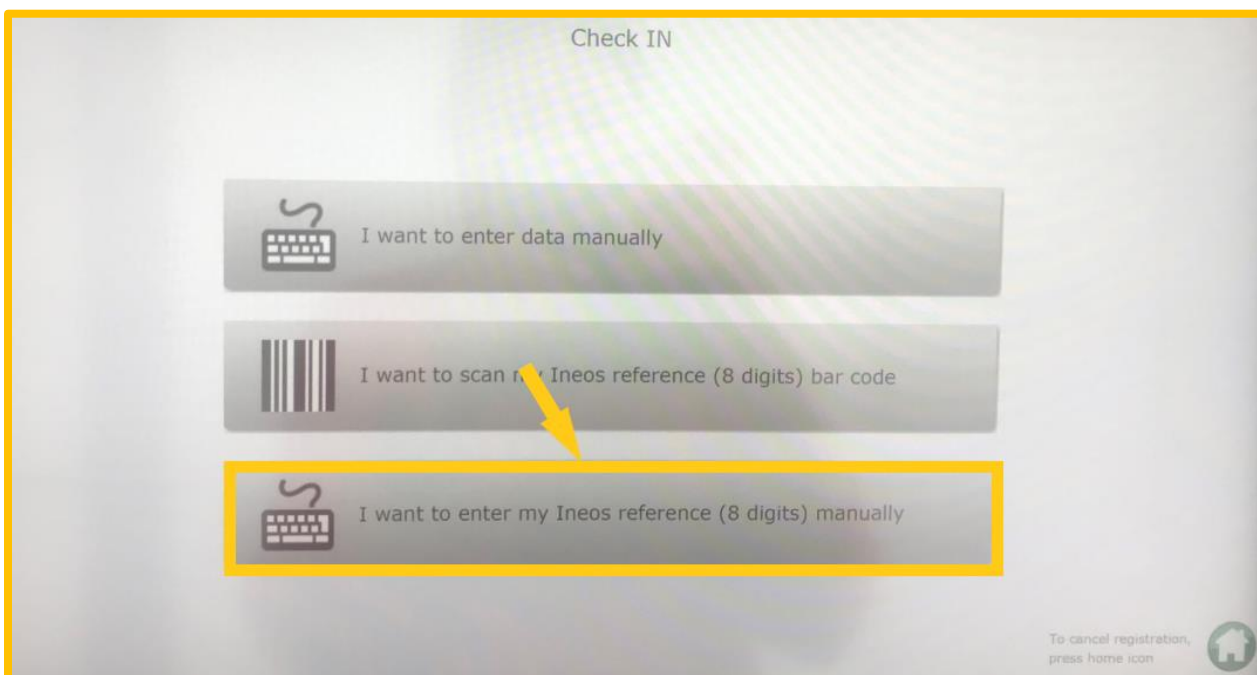


We will proceed the manual in English. When the different screens are needed in one of the other available languages, this can be requested.

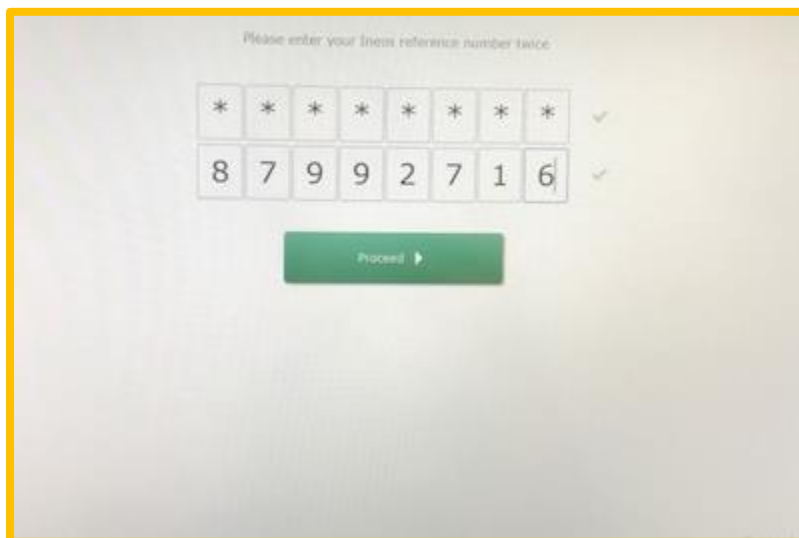
Press 'I'm checking in' to start the self-registration.



For drivers, there are two ways to check-in with their reference number. Either with barcode scanning or with entering the Ineos reference manually. At the moment only one of the two ways are possible, as we do not provide barcodes yet. For entering the Ineos reference manually, it's important that the driver selects the last option: "I want to enter my Ineos reference (8 digits) manually". When he/she selects the first option "I want to enter data manually", the driver will be registered as a visitor instead of a driver, which is not correct.



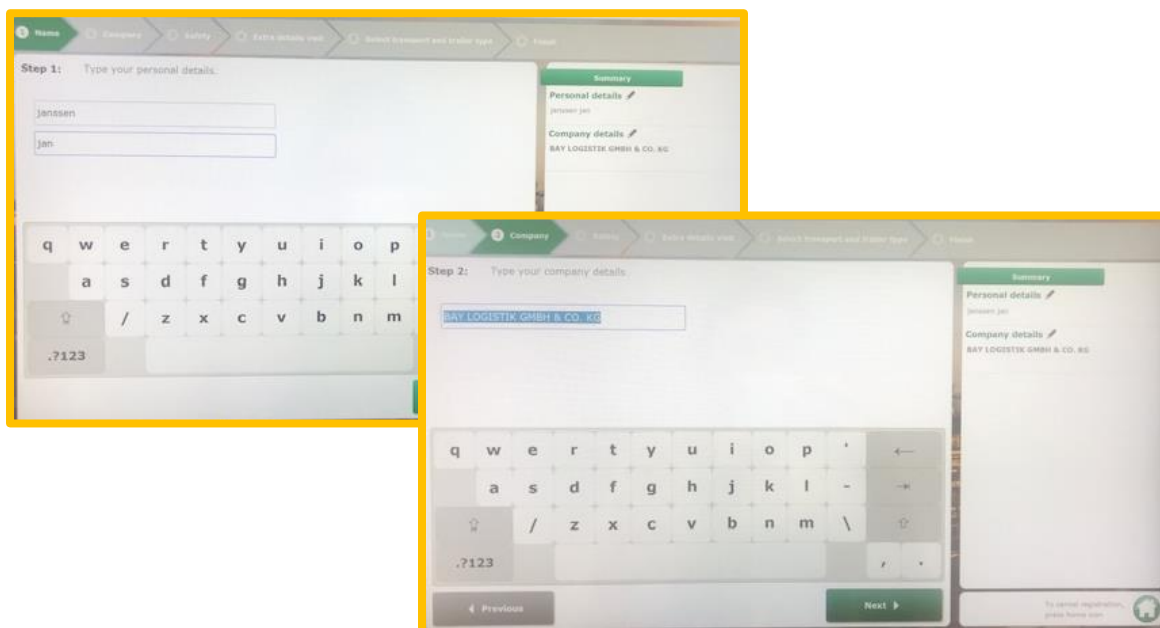
When the driver clicks on 'I want to enter my Ineos reference (8 digits) manually', he gets two rows to enter the reference. First he has to enter the reference in the first row. Afterwards, he has to enter the reference a second time to make sure no mistake has been made.



The screenshot shows a registration screen with the instruction "Please enter your Ineos reference number twice." Below this, there are two rows of numeric input fields. The first row contains asterisks (* * * * *), and the second row contains the digits 8 7 9 9 2 7 1 6. Each row has a green checkmark to its right. Below the input fields is a green "Proceed" button with a right-pointing arrow.

Once the reference is known, the driver has to type his last and first name and the company name. This is needed to identify the driver. Identification is needed for two reasons:

- Passport control later on at the security agent
- The driver is shown a short movie with site instructions + safety instructions. During the movie, he has to answer some related questions. Once the driver passes the instruction video, this is valid for 6 months. This means, registration will be faster during these 6 months.



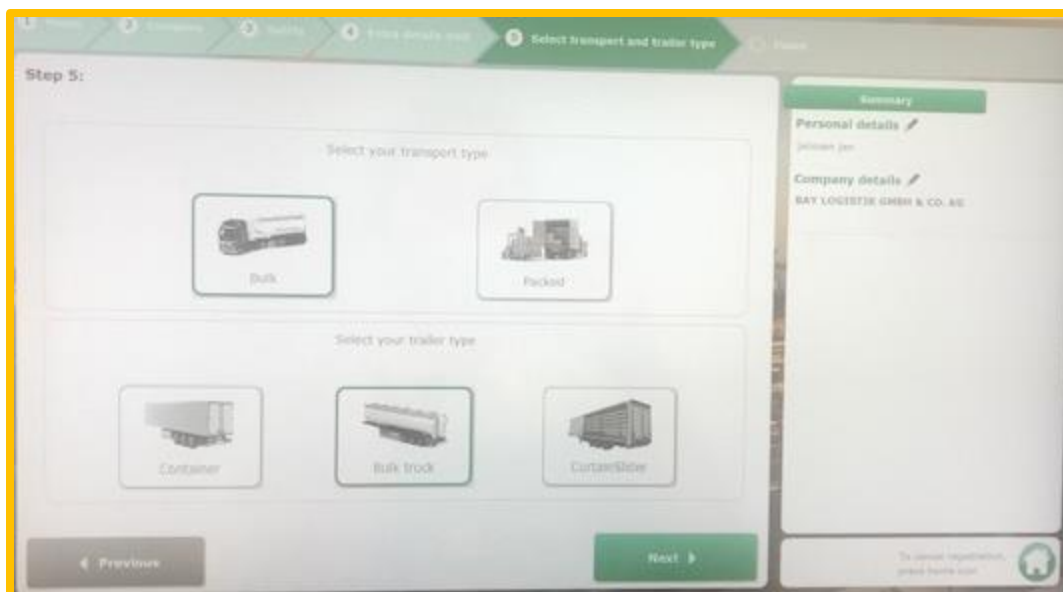
The image contains two screenshots of the Ineos registration process. The left screenshot shows "Step 1: Type your personal details." with input fields for "janssen" and "jan". The right screenshot shows "Step 2: Type your company details." with an input field containing "RAY LOGISTIEK GMBH & CO. KG". Both screenshots show a virtual keyboard and a summary panel on the right side of the screen.

Some extra details are needed to complete the registration, namely:

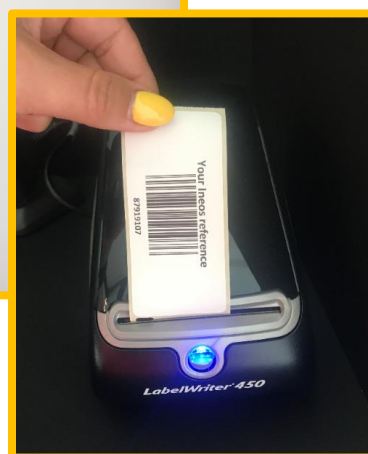
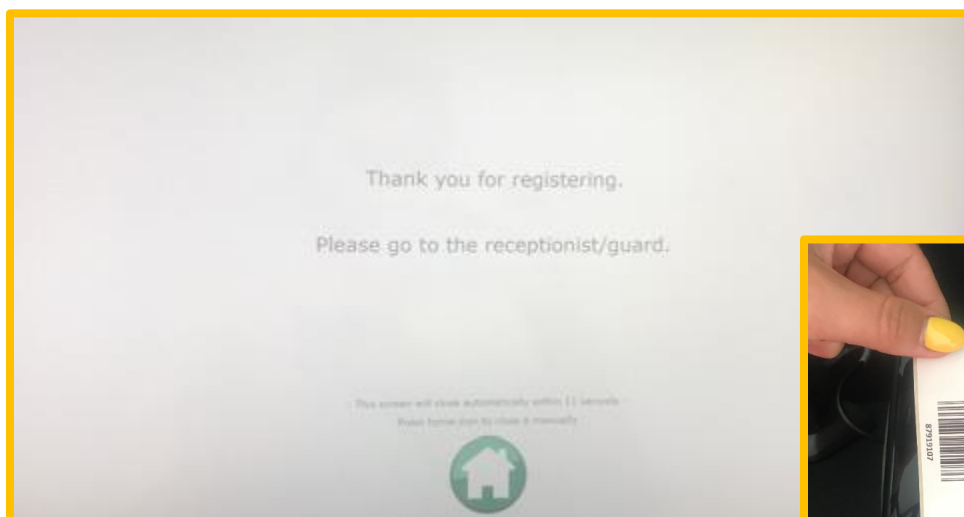
- Transport type: packed or bulk → by entering the Ineos reference, this is already filled in. If not correct, the reference typed before is wrong.
- Trailer type: curtainsider, silo truck, container
- License plate trailer
- License plate truck
- Destination city
- Destination country
- Loading location: this is known by entering the Ineos reference and thereby already filled in
- DN = Ineos reference (filled in)

The screenshot displays a web-based registration interface. At the top, a progress bar indicates the current step is '4 Extra details visit'. The main form area is titled 'Step 4: Please enter additional information.' and contains several input fields arranged in two columns. The first column includes 'Transport type' (with 'BULK' entered), 'License plate Trailer', and 'Destination City'. The second column includes 'Trailer type', 'License plate Truck', and 'Destination Country'. To the right of the form is a 'Summary' sidebar with sections for 'Personal details' (showing 'Jansen per') and 'Company details' (showing 'BAY LOGISTIEK GROEN & CO. BV'). At the bottom of the form are 'Previous' and 'Next' buttons. A small footer note at the bottom right states 'To cancel registration, press home icon' with a house icon.

In the last step in the registration, the driver has to identify the transport and trailer type, by selecting the right picture.



Once all the information has been collected, the driver will get a barcode out of a printer and will be instructed to go to the reception with this ticket.



Check-in

With the ticket the driver received at the kiosk, the security agent can access the transport and start the check-in. At the desk, the driver has to show his passport to identify himself. Once the check-in is complete, the driver receives a badge, valid for this transport. Herewith the driver also receives instructions on paper to proceed. This paper shows the route + a colored letter to follow on the signalization signs onsite.

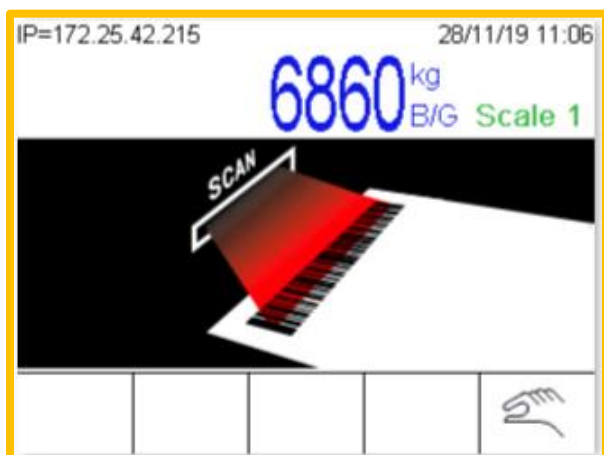
Once he receives the badge + instructions, the driver can go back to his truck at the parking lot.

Entering the site

The truck has to enter via a weighing bridge.

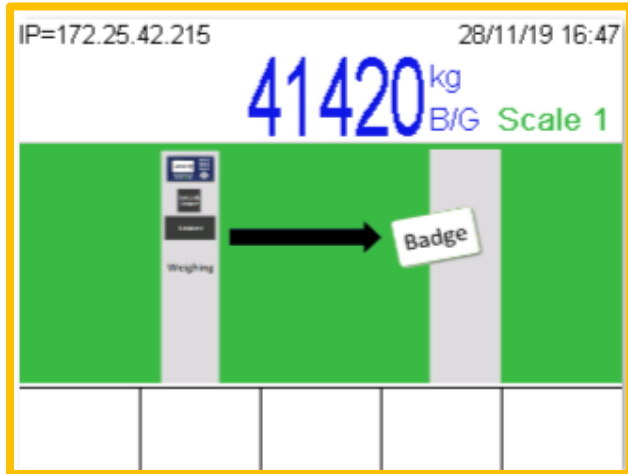


Once on the weighing bridge, the terminal shows the following screen:



The driver has to scan the ticket with the barcode he received at the kiosk. This to identify the right Ineos reference. It's also possible to type the reference manually by clicking the hand at the right bottom.

When the weighing has been done. The screen turns green and instructs the driver to scan his badge on the terminal on the right.



Once the badge has been scanned, the speedgate will open the doors and the driver can easily access the site where he has to follow his route + signalization.

New instructions will be given once the driver arrives at the final location shown on the map.

Leaving the site

When the truck is fully loaded and all papers have been handed over, the driver can easily leave the site without a check-out. Instead of scanning the badge, the badge will be swallowed by the badge pillar.

