



BULK CEMENT DELIVERIES

Recently there have been two incidents of bulk cement being delivered to the correct site but discharged into the wrong silo. The potential resulting consequences for both CEMEX and our customer are significant. Bulk cement deliveries have been made for many years using Mobile Devices to ensure, if instructions are followed correctly, that the risk of silo contamination is controlled.

Please ensure we always follow the correct procedure when accepting cement deliveries.

- Silo inlet pipes must be clearly and correctly labelled and must remain locked off with keys controlled by site personnel
- When presented with a Mobile Device (EPOD) please check the detail on screen - product, quantity & the ticket number
- Only sign the device to give the driver permission to discharge if these details are correct
- Only after signing the device is the driver issued with the keys for the relevant silo lock
- When the driver returns with the silo keys re-sign the Mobile Device (EPOD) to confirm the goods have been received successfully

More detail on receipt and storage of raw materials can be found in **ROP01**

The Plant Manager shall ensure that materials delivered out of normal hours have been discharged into the correct storage locations prior to starting production. Any suspect material shall be quarantined with line and Technical management informed.

Both the Plant Manager and the delivery driver are responsible for ensuring the product is discharged into the correct silo. To ensure the risk of silo contamination is eliminated, the delivery driver will have been issued the following instruction:

- Scan the bar-code on the customer identification plate confirming arrival at the correct site
- Show the Customer (i.e., Plant Manager) the screen detailing the product, its technical data, the quantity and the ticket number
- The customer confirms the detail is correct by obtaining a signature giving permission to discharge
- The driver accepts the relevant silo key only from the Plant Manager
- The driver must unlock the silo inlet pipe and attach the delivery hose to the silo delivery pipe. The bar code on the silo product disc is then scanned to confirm the product about to be discharged matches the product displayed on the disc
- Check the screen to ensure the message “**Product ID does not match. Please select an option**” is not displayed.
- If displayed **DO NOT CONTINUE** and immediately contact the Planning Office for instruction
- That only after the scanning of the barcode is successful commence with the delivery.
- On completion of the delivery, lock the silo pipe and return the keys to the Plant Manager
- Obtain a signature confirming that the delivery has been completed successfully

The Plant Manager shall ensure that materials delivered out of normal hours have been discharged into the correct storage locations prior to starting production. Any suspect material shall be quarantined with line and Technical management informed.

STOP & THINK

IF THERE IS ANY DOUBT OVER THE QUALITY OF THE MATERIAL DELIVERED DO NOT USE IT AND INFORM YOUR TECHNICAL MANAGER IMMEDIATELY!

