







Welcome to UK News 4th November 2021 your weekly update from around CEMEX UK

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HEALTH & SAFETY

Don't Overload the NHS - Get the Flu Jab



As we approach the colder weather, we want to ensure as many employees as possible are offered the opportunity to have a flu vaccine.

Remember that CEMEX will reimburse employees for the cost of this jab (up to £15). This will truly help to protect yourself, your families and your colleagues, but also ensure we are all playing our part to support the NHS and prevent it becoming overwhelmed during the winter months.

We are seeing more and more employees becoming ill with either colds or the flu but testing negative for Coronavirus. We would therefore like to encourage everyone to take precautions where they can to prevent the transmission of infections.

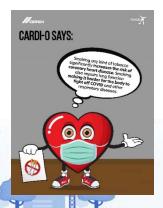
Northfleet Wharf a Sizzling 16 years LTI free



Congratulations to the team at Northfleet Wharf who have looked after each other for a whopping 16 years with no LTIs.

Keep up the amazing work and high standards.

Smoking is Disastrous for your Heart



Sometimes we need a reminder about what is best for our heart and our health. We all know that smoking is really bad for us – it significantly increases the risk of coronary heart disears, impairs lung function, causes cancer and makes it harder to fight off COVID and other respiratory diseases. That applies to any kind of tobacco intake....



If you or a loved one need help and support to kick the tobacco habit then find out more from your GP or NHS website:

https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/

or call the free Smokefree National Helpline on 0300 123 1044. There is a cardi-o poster at the end of this document and in the download section of the UK News website: www.cemexuknews.co.uk/downloads

There is no time like the present – so what are you waiting for? We are all rooting for you....

New Ways November



A new month, a new Action for Happiness Calendar!

This month is New Ways November – with a calendar focused on helping you find news ways of moving forwards and encouraging you to try something new!

Learning something new or getting involved in an activity that really absorbs and interests us is great for our wellbeing. Keeping our brains active is not only good for us physically but it can help you feel you are flourishing as you see yourself

make progress with a new skill, or just make you smile as you make a mess and decide to start again. Being playful and trying new things is important, as is remembering that it's OK not to get it right first time – change "I can't do it", into "I can't do it...yet!" This month's calendar is full of ideas to help you decide what to try next.

The Calendar is at the end of this document and in the download section of the UK News website: www.cemexuknews.co.uk/downloads

To find out more visit: www.actionforhappiness.org

Firework Safety



Fireworks are fun and a great spectacle but please be firework safe aware before you set any off this bonfire night. Injury figures support the advice that the safest place to enjoy fireworks is at a large public display – far fewer people are injured here than at smaller family or private parties.

But, if you'll be having a firework party at home, you can make the occasion fun and safe for everyone by following the Firework Code, as well as some sparkler and bonfire safety tips.

Firework code

Only adults should deal with setting up firework displays, the lighting of fireworks and the safe disposal of fireworks once they have been used (and remember, alcohol and fireworks don't mix). Children and young people should be supervised and watch and enjoy fireworks at a safe distance.





Follow these top 10 tips for a safer fireworks party:

- 1. Plan your firework display to make it safe and enjoyable, and check the time you can legally set off fireworks
- 2. Only buy fireworks which carry the CE or UKCA marks, keep them in a closed box, and use them one at a time
- 3. Read and follow the instructions on each firework using a torch if necessary
- 4. Light the firework at arm's length with a taper and stand well back
- 5. Keep naked flames, including cigarettes, away from fireworks
- 6. Never return to a firework once it has been lit
- 7. Don't put fireworks in pockets and never throw them
- 8. Direct any rocket fireworks well away from spectators
- 9. Never use paraffin or petrol on a bonfire
- 10. Make sure that the fire is out, and surroundings are made safe before leaving.

Also think about safety around any bonfires or sparklers to make sure you and your friends and family have a safe and fun night:

Sparkler safety

Sparklers are often viewed as being harmless but they burn at fierce temperatures, equivalent to a welding torch. Follow these top tips for sparkler safety:

- It is recommended that sparklers are not given to under 5s
- Make sure everyone handling sparklers wears gloves
- Hold sparklers at arm's length while being lit and light them one at a time
- Don't wave sparklers about close to other people
- Never hold a baby in your arms while you are holding a sparkler
- When the sparkler has finished put it in a bucket of cold water.

Bonfire safety

- One person should be responsible for the bonfire and children should be supervised
- Choose a site away from wooden fences, sheds and where children will be playing
- Never pour petrol, paraffin or meths on to a fire it's safer to use fire lighters to prevent flare-ups
- Keep a bucket of water handy in case of an accident
- Avoid loose clothing and tie back long hair
- After the party, pour water on the fire, rather than leaving it to burn out.

Save the Date - Regional Diabetes Talk





As part of the global Cardi-O campaign to improve our heart health, our CEMEX Doctor in Egypt, Dr Hossam Zanaty, will be delivering a virtual talk on diabetes on Tuesday 9th November at 11am CET.



If you'd like to join, add the below Teams link to your diary:

https://teams.microsoft.com/l/meetup-

join/19%3ameeting_MjJiNTQ2MmMtZWNiZi00ZTFiLTk4MWEtMDQ2YzUxN2I5Mzk1%40thread.v2/0?context=%7b%22Tid%22%3a%226ee19001-d0c4-45f8-af8b-ff00f16d07e1%22%2c%22Oid%22%3a%222b48823d-e182-4e9d-acf4-4a23a82366c7%22%7d





The talk will also be recorded and shared after the event, for those who cannot make it on the day.



CUSTOMER CENTRICITY

Right Site, Wrong Silo - Quality has far reaching consequences



The National Technical team have released an important Quality Matters update. It has been produced following two recent events where bulk cement was delivered to the correct site but discharged into the wrong silo.

The significance of this action is far reaching, including serious consequences for the end user if the wrong cement is used in Readymix resulting in a wrong mix being produced and delivered to a customer. The cost of

correcting a placed wrong mix in Readymix can be as much as £1,000/m³ as well as impacting customer satisfaction.

The premise of QuM-1008 translates across all operations, evidencing the importance of following established procedures and processes to ensure product and service quality continues to set us apart in the market.

The Quality Matters document is at the end of this document and in the download section of the UK News website: www.cemexuknews.co.uk/downloads Please review, discuss, display and present to teams as appropriate.

New Stadium for The Toffees



Our CEMEX Materials team in Liverpool have started deliveries to Everton Football Club's new stadium at Bramley-Moore Dock and continue to make good progress. We are supplying 17,000m3 of concrete to our customer, Expanded Piling, who are a specialist geotechnical contractor.

Charlie Wilcock, Materials Technical Manager, worked closely with Expanded to ensure the concrete supplied met the specification, including a requirement for four hours consistence retention.

We have now started the piling process for the foundations of Everton's new stadium, which will have a capacity of 52,888 people. The piling work is expected to continue until the summer of 2022, including commencement of foundation works to the iconic western stepped terrace that will overlook the River Mersey.

Building Awards Ceremony



For those who are night owls, CEMEX is holding the Building Awards 2021 on Thursday 11th November at midnight UK time.



Feel free to sign up via: www.premioobrascemex.com to find out who has won. Alternatively read the emails the morning after, who knows however, it could be a good cure for any insomniacs out there!!



PROFITABILITY

Small Heath, Big Trains



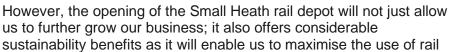
We officially opened our new rail depot in Small Heath, Birmingham, last week, which will allow the business to increase its use of trains to transport its products and reduce truck movements. This aligns with CEMEX's efforts to enhance the sustainability of its operation as part of its 'Future in Action – Committed to Net Zero CO₂' strategy.

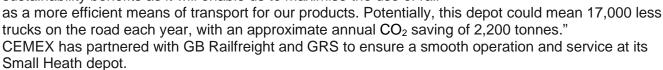


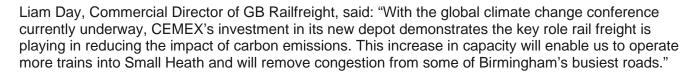
Following a significant investment and the completion of major infrastructure works the new depot, which is located in Small

Heath, has welcomed its first train and moving forward will receive aggregates from CEMEX's Dove Holes quarry. From there, the material will be transported out to construction projects in the Birmingham market.

Dave Hart, Supply Chain Director for the UK and France, commented: "As the UK's second largest city, Birmingham plays an important role in our strategy to focus on metro markets and the opening of this depot will allow us to increase volume and service provision – we are anticipating four trains per week will pass through this depot.







CEMEX's use of trains to move its building materials is growing year on year, with considerable efforts being made by the business to switch from road freight to rail and sea. In 2020, the increased use of rail transport saved 150,000 road movements & 17.5kt of CO_2 from being released into the air.

For more information, visit: www.cemex.co.uk





CEMEX Ventures and Taronga Ventures Invest in UK Digital Logistics Startup



CEMEX Ventures, and Taronga Ventures have announced their investment in Voyage Control, a UK-based startup that offers a digital platform to facilitate construction logistics and on-site coordination.



Supply chain disruptions are forecasted to have a significant impact on profitability over the next decade. Voyage Control's end-to-end solution can reduce delays, waste, and cost overruns caused by inefficiencies in the construction materials delivery process through optimised scheduling of deliveries and an overview of all transactions in real-time.

The platform also supports industry-wide CO_2 reduction efforts by measuring the logistics-induced carbon emissions, from the materials' origins to its final transportation. This valuable data will allow for more environmentally conscious decision making.

CEMEX Reports Strong Top-Line Growth Driven by Volumes and Pricing



CEMEX announced recently that its consolidated net sales increased 8% during the third quarter of 2021 to \$3.8 billion versus the comparable period in 2020. Despite the strong top-line growth, operating EBITDA decreased 1% to \$740 million, due to supply chain disruptions as well as a sudden rise in energy and transportation costs. The company continued making progress in de-leveraging, reaching 2.74 times leverage at the end of the quarter.

CEMEX's Consolidated Third Quarter 2021 Financial and Operational Highlights

- Net Sales increased 8%, to \$3,769 million.
- Consolidated cement and aggregates volumes grew 1%, while ready-mix grew 3%. Urbanisation Solutions sales grew 16%.
- Prices in local currency terms were up 6% for cement, and 3% for ready-mix and aggregates.
- Operating EBITDA decreased 1%, to \$740 million.
- Operating EBITDA margin decreased by 1.6pp from 21.2% in the third quarter of 2020 to 19.6% this quarter.
- Free Cash Flow after Maintenance Capital Expenditures reached \$368 million.
- Controlling interest net income (loss) resulted in a loss of \$376 million in the third quarter of 2021 versus a loss of \$1,535 million in the same quarter of 2020. The improvement in net income primarily reflects a smaller non-cash impairment charge in comparison with 2020, higher operating earnings before other expenses net and lower financial expenses.
- Net debt and leverage were reduced during the third quarter. Net debt decreased \$248 million versus the second quarter of 2021.
- Leverage ratio was 2.74 times, a reduction of 0.11 times compared to end of second quarter 2021, and 1.53 times lower versus third quarter of 2021.

Geographical Markets: Third Quarter 2021 Highlights

Net Sales in **Mexico** increased 10%, to \$868 million. Operating EBITDA rose 7% to \$289 million.





In the **United States**, Net Sales reached \$1.1 billion, an increase of 10%. Operating EBITDA fell 10% to \$179 million.

In our **Europe, Middle East, Africa and Asia** region, Net Sales rose by 1%, reaching \$1.3 billion. Operating EBITDA was \$200 million for the quarter, or 9% lower.

South, Central America and the Caribbean region had Net Sales of \$429 million, an increase of 10%. Operating EBITDA improved 3% to \$112 million.

All CEMEX Press Releases: https://www.cemex.com/media/press-releases

CEMEX Invests in Pioneer Solar Technology



CEMEX and CEMEX Ventures (CEMEX's venture capital unit) have announced their investment in Synhelion, a pioneer in solar fuels that are a climate-friendly substitute to fossil fuels, enabling a carbon-free cement manufacturing process.



This effort, which aims to decarbonise the cement manufacturing process based on solar energy, is part of CEMEX's roadmap for its ambitious climate action goals, including delivering globally net-zero CO₂ concrete by 2050. This is one of several initiatives under the company's Future in Action program, which focuses on investing today in the

promising technologies that the company will need to achieve its ultimate goal of net-zero concrete by 2050.

Based in Switzerland, Synhelion offers a radically new approach to replace fossil fuels in cement plants with high-temperature solar heat and capture 100 percent of carbon emissions. The captured emissions are then utilised as feedstock for fuel production, enabling cement manufacturing to achieve net-zero emissions. This is made possible by Synhelion's proprietary technology, which allows it to achieve an extremely high temperature by solar heat and its pioneering process to turn CO₂ into synthetic solar fuels that several transportation industries can use.

Find out more: https://www.cemex.com/media/press-releases



FUTURE IN ACTION

Nominate your Urban Site



Does your site have a biodiversity plan in place?

It's not only the large quarries in the countryside which need to think about how to help nature, all of our urban sites – Readymix, Building Products and Asphalt – can also do their bit for nature, whether you have a tiny strip of land by your entrance or a spare space which is currently a bit of a mess, it can all potentially be used to support





wildlife and plants. It's not just the right thing to do, now it is a legal requirement.

Net gain for nature is a new initiative from the government which encourages sites in more urban areas to adopt biodiversity plans so there is an overall biodiversity net gain. To comply with this new law local authorities are compiling Local Nature Recovery Strategies. These will highlight the types of habitats that should be encouraged within their areas. In urban locations this is likely to include features such as wildflower strips, ponds, meadow, scrub, or even wooded areas.



The legislation works by giving credits for areas that improve biodiversity outcomes. Work to create wildlife friendly areas in Urban locations score particularly well. This potentially allows CEMEX UK to offset impacts at other locations where we might have to compensate for a Biodiversity Loss.

If you would like your urban site to do its bit and help reduce the impact our business has on nature please contact Sean Cassidy: sean.cassidy@cemex.com and nominate your site for a biodiversity plan.

Biodiversity Net Gain at Raynes Quarry



Who knew how much wildlife there is living at Raynes quarry?

You will if you watch this short video featuring Sean Cassidy which shows just how much nature creation is going on there.



The large variety of different habitats – scrub, lakes, rockfaces, woodland, grass lands – created on this working site so close together

means plants and animals can thrive. This biodiversity provides a net gain for nature which is what we are aiming for. There are 132 species of wildflower in Raynes alone.

This is just one example among many across our sites and those of the industry.

Find out more and be a nature creator at your site: https://www.youtube.com/watch?v=9nQRwltdphs

You don't have to have a site as impressive as Raynes to think about how to improve what you have got for nature. Even a small strip of land you can put bee friendly wildflowers on, or a small area you can make into a pond, somewhere you can plant a tree on site.

Set your team a nature challenge and send in any of your nature actions to UK News to help spread the word.





On the Road to Beyond Net Zero



A year ago the UK Concrete and Cement Industry Roadmap to Beyond Net Zero was launched, clearly demonstrating how the concrete and cement industry has already reduced CO₂ by 53% since 1990 and showing how it will go beyond net zero by 2050; removing more CO₂ from the atmosphere than it creates.



With COP26 taking place currently and climate issues more prominent, both globally and in the UK, the sustainability credentials of concrete and cement continue to face ever closer scrutiny, particularly in comparison with less resilient construction materials such as timber.

MPA UK Concrete has now produced a short guide to the Roadmap, entitled *On the road to beyond net zero concrete* which is specifically aimed at industry employees, but also for presentation to customers and suppliers.

There are two different downloadable formats:

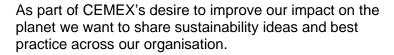
- Presentation format
- Printable booklet format

It is important that all of us in the industry are fully briefed about the decarbonisation work which has already been achieved and how, by acting responsibly, the concrete and cement industry will continue to decarbonise, going beyond net zero by 2050. Please do download the guide and share with your colleagues.

Have you got a Sustainability Suggestion?



The Sustainability Best Practice awards are now open for entries.





Does your site or office do something you think would be good for others to do? Tell us about it by 26th November by registering your project in the innovation portal.

If you don't shout about it we can't all do it!

Go to: https://innovation.cemex.com/subdomain/sustainability-best-practices-2021

CEMEX and Carbon Clean Work on Carbon Capture Project in Germany



CEMEX has appointed Carbon Clean to work on a FEED study for a ground-breaking carbon capture project at its Rüdersdorf plant in





Germany, as part of its Carbon Neutral Alliance at the site.

The initial stage of this project aims to capture 100 tonnes per day of CO₂ at the plant and combine this with hydrogen from renewable sources to produce greener synthetic hydrocarbons that can be used in other industries.

Then, the aim will be to increase the CO_2 capture by an additional 300 tonnes per day, and use hydrogen supplied by a dedicated pipeline. Both project stages have already been submitted for national and European funding and will be operating by 2026. The receiving of funding is crucial for the implementation of the innovation projects.

Finally, a study will be completed to investigate how to scale up to 2,000 tonnes per day of CO₂.

CEMEX and Carbon Clean are working together with the objective of demonstrating the potential of significantly reducing CO₂ capture costs and establishing technology to support this.

Last year, CEMEX already carried out a feasibility study with Carbon Clean to demonstrate the reduction in CO₂ capture cost from the cement plant flue gas with an initial capacity of 100 tonnes per day.

Globally, CEMEX has committed to reduce its CO_2 emissions by 35% by 2025 and 40% by 2030, with its European operations being the first to align to the EU's aspiration to reduce CO_2 emissions by 55% by 2030 as part of its 'Future In Action' strategy – committed to net zero CO_2 .

For more information, visit: https://www.cemex.com/sustainability/climate-action



EMPLOYEES

REMINDER: Participate Now: Q3 2021 eNPS Pulse Survey



Listening to what you have to say about our company's culture and taking action based on your feedback is important for CEMEX.

Our EMEA Q3'21 eNPS Pulse Survey opened on Monday 18th October, so if you haven't already done so please share your feedback in this short survey.

Managers – please ensure your teams take the opportunity to complete the survey and display the poster at your sites.

Look out for your direct email from our survey partner Perceptyx (CEMEX Global 2021 WE'X Pulse <customers@perceptyx.com).

Alternatively, the URL address & QR code below are also available for you to participate in this Q3´21 eNPS Pulse. Simply use your employee number to access it via these routes.



https://ondemand.perceptyx.com/odcemwexpulse2021/dc/?ask_pin=1





Note:

Employees are encouraged to complete the survey via their PC or individual mobile device due to the ongoing COVID-19 pandemic and the need for caution when passing items between each other. Where it is necessary to use shared workstations, tablet devices or mobile phones, it is important that physical distancing (2 metres), personal hygiene and other protective measures are followed.

In particular wash / sanitise hands before and after use, avoid skin to skin contact, disinfect the workstation area / equipment after each use, follow maximum room occupancy requirements and wear a face covering as necessary... "Mask & Move".

Long Service Congratulations



Well done and thank you to the following people for reaching a long service milestone. We appreciate all your contributions and hard work over the years:

- Edwards Hobbs Asphalt Optimisation Manager, Stockton who reached 25 years at the end of October.
- Jeffrey Jones Assistant Quarry Manager, Halkyn guarry 15 years.
- Stephen Hodgson Plant and Field Technician, Leeds concrete plant
 15 years.
- Heather Collins Commercial Administration Team Member, Stockton who reached 15 years on 6th November.

New HR One Stop Shop



There is a new SharePoint information centre and spark! space with all the HR information you need at your fingertips.

https://cemex.sharepoint.com/sites/HumanResourcesInformationCentre

Employees can access information about benefits, HR policies, the UK Communications Forum, Planning and Development, the Employee Assist Programme and our Code of Ethics.

For Managers there is a dedicated area with information such as:

- Manager guides
- Forms and letter templates
- HR contacts (who does what)
- Peninsula Advisory Service details

The HR team also have their own secure area on the site. The site will evolve over time but any questions, feedback or ideas contact: Lucy Forster, HR Business Partner: lucy.forster@cemex.com

VPN Improvements for Home Working



To improve VPN connectivity for those working from home, a new link to access to the VPN service will be enabled to



globalvpn.cemex.com The link will be automatically added by default in the Cisco AnyConnect Client so users do not have to do anything.

By using this new link the user will benefit with:

- A single name to keep in mind
- Automatic redirection to the nearest VPN node based on geolocation
- Automatic failover redirection to the backup node

This change will be automatic and be on 6th November for EMEA region.

The links vpn.cemex.com and vpnemea.cemex.com will remain available, so if you are a user trying to connect the service will keep working with both links.

Any issues please contact the GSC.

Firework Frenzy Week – Explosive Savings for One Week Only



It's the moment we've all been waiting for, our annual Firework Frenzy Week is here!

From 1st – 7th November you can make explosive additional savings at 16 fab retailers via **www.cemexlifestyle.co.uk**

Now's the perfect time to stock up on eVouchers to boost your savings this Black Friday (26th November) and in the run up to the festive period!

- Sainsbury's eVoucher WAS 5% NOW 6%
- Argos eVoucher WAS 6% NOW 8%
- Hotpoint Privilege Purchase Club pre-discounted site WAS UP TO 30% NOW A FURTHER 28%
- Costa eVoucher WAS 10% NOW 13%
- Dining Out Card eVoucher WAS 10% NOW 12%
- New Look eVoucher WAS 10% NOW 12%
- Go Ape promo code WAS 10% NOW 15%
- Foot Locker eVoucher WAS 10% NOW 15%
- Laithwaite's eVoucher WAS 12% NOW 15%
- BuyAGift promo code WAS 15% NOW 23%
- Clarks eVoucher WAS 10% NOW 13%
- Boohoo eVoucher WAS 6% NOW 8%
- The Entertainer eVoucher WAS 5% NOW 7%
- Not on the High Street eVoucher WAS 10% NOW 13%
- Appleyard promo code WAS 25% NOW 27%
- Pooch & Mutt promo code WAS 30% NOW 35%*
- *Pooch and Mutt additional promo code only available on their 'Calming range'





Be the first to hear

Sign up to our marketing emails to be prompted of regular flash offers, prize draws and more. Simply log in to: **www.cemexlifestyle.co.uk**, click 'My Account', 'Your Preferences' and select 'Yes' to receive marketing.

Internal Vacancies

IVC Ref	Position	Company	Location	Closing date
310-11-2021	Customer Service Representative x 2	Cement Logistics	Rugby	08/11/2021
311-11-2021	Transport Planner x 2	Cement	Rugby	08/11/2021

We would love to hear from you for the next edition

To send us a story: either click on 'submit a story' on the UK News website or email gb-communicationsandpublicaffairs@cemex.com

If you can, please include a photo too (taken in super fine landscape setting and saved as a jpeg.) Thank you.

Employee Assistance Programme

Free, confidential support and counselling available for all employees

If you're worried about a work, family or personal issue then the Employee Assistance Programme can help, 24/7.

Support with everything from consumer rights to bereavement, depression & anxiety to childcare.



Visit www.lifestyle-support.co.uk (username: cemex / password: cemex) or call 0808 1682143



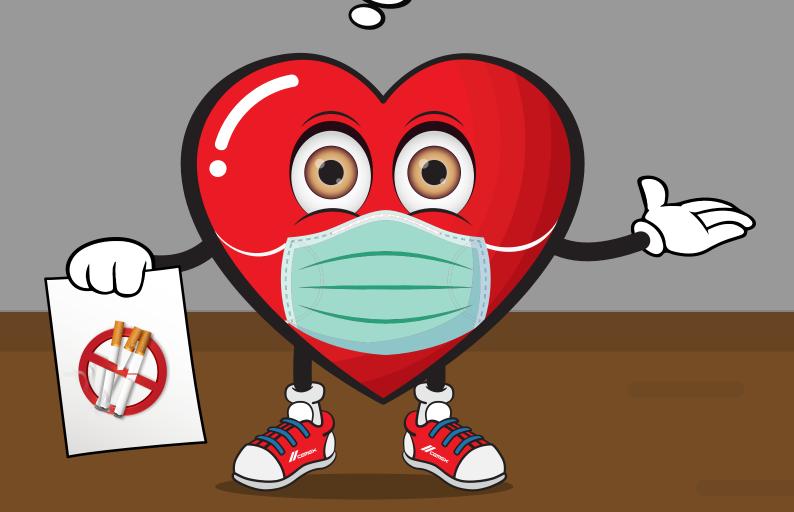






CARDI-O SAYS:

Smoking any kind of tobacco significantly increases the risk of coronary heart disease. Smoking also impairs lung function making it harder for the body to fight off COVID and other respiratory diseases.

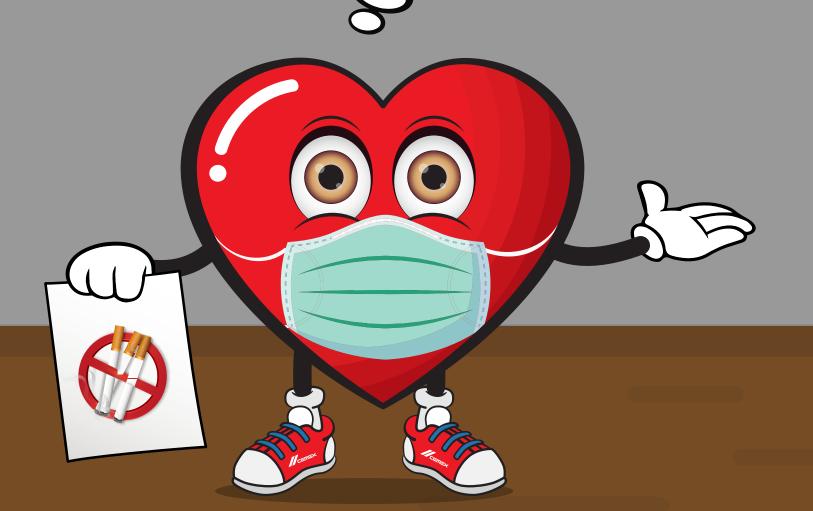






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MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDA

Make a list of new things vou want to do this month

Respond to a difficult situation in a different way

Get outside and observe the changes in nature around you

Sign up to join a new course. activity or online community

Change your normal routine today and notice how you feel

Try out a new way of being physically active

Be creative. Cook, draw. write, paint, make or inspire

Plan a new activity or idea you want to try out this week

When you feel you can't do something, add the word "yet"

Be curious. Learn about a new topic or an inspiring idea

Choose a different route and see what you notice on the way

Find out something new about someone you care about 13

Do something playful outdoors - walk, run. explore, relax

Find a new support a cause way to help or

15

Build on new ideas by and what if..."

Look at life through someone else's eyes and see their perspective

Try a new way to practice selfcare and be kind to yourself

Connect with someone from a different generation

Broaden your perspective: read a different paper, magazine or site

Make a meal using a recipe or ingredient you've not tried before

Learn a new skill from a friend or share one of yours with them

Find a new way to tell someone you appreciate them 23 Set aside a regular time to pursue an activity you love

Share with a friend something helpful you learned recently 25 Use one of your strengths in a new or creative way

Try out a different radio station or new TV show

Join a friend doing their hobby and they love it

Discover your artistic side. Design a friendly greeting card

29

Enjoy new music today. Play, sing, dance or listen

Look for new reasons to be hopeful, even in tough times







Happier · Kinder · Together



READYMIX & CEMENT



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!

