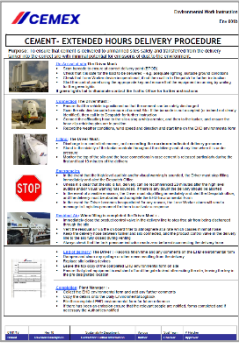


ENVIRONMENTAL BRIEFING

Out of Hours cement silo delivery environmental checks

Our Environmental Permits to operate require that an environmental record is retained for all silo deliveries to confirm start and finish times of the delivery, weather and wind conditions, dust emission levels and if there have been any issues during the delivery. These records are a legal obligation. The trend towards increased out of hours or extended hours deliveries (EHDs) for cement has led to a number of silo delivery checks not being correctly recorded. This is highlighted in a monthly report circulated by the Operational Excellence Team. The EMS Manual 4 Environmental Work Instruction ENV001b outlines the EHD responsibilities for delivery tanker drivers and site plant managers in carrying out the checks and ensuring that these checks are correctly recorded in the Environmental Logbook which is now retained in CheckProof.



CEMENT- EXTENDED HOURS DELIVERY PROCEDURE

DUST EMISSIONS LOG FOR EHD's

Plant: _____
 Driver: _____
 Date: _____
 Site ID: _____

START TIME	FINISH TIME
Weather	Wind Direction
Wind Strength	Dust Level

Comments - (Delivery Driver):



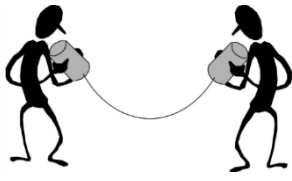
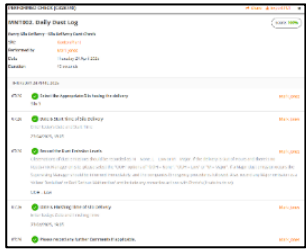
Comments - (Operations Supervisor / Plant Manager):

- End of delivery:** The Driver : -Records finish time and any comments on the EHD environmental form
- Dampen and clean any spillage or other mess resulting from the delivery
- Replace silo locking devices
- Leave the top copy of the completed EHD environmental form on site
- Ensure that plant equipment is switched off and the gate locked after exiting the site, leaving the key in the pre designated location

Completion: Plant Manager : -

- Collect the EHD environmental form and add any further comments
- Copy the details onto the Daily Environmental Logbook
- File the completed EHD environmental form for future reference
- If there has been an emission ensure that the relevant people are notified, forms completed and if necessary the Authorities notified

It is essential that:

1) EHD Collection box is available	2) EHD form being completed and collected promptly	3) Communication made if EHD forms not being completed or collected	4) EHD form information being transferred to Environmental logsheet in CheckProof
<p>A suitable box must be made available and clearly signposted at all sites accepting out of hours deliveries so that EHD forms left by the delivery drivers.</p> <p>Please alert your manager if a new EHD collection box is required.</p> 	<p>EHD forms must be completed by the delivery driver after each delivery whilst still on site.</p> <p>EHD forms must be collected by Plant Managers from the collection facility ASAP following a delivery to avoid buildups and loss of legally required records.</p> 	<p>If a driver has failed to complete and leave an EHD form in the collection box this must be flagged with the Logistics Team ASAP</p> <p>If EHD forms are not being collected and are building up this must be flagged with the Operations Manager for the site.</p> 	<p>Information from the EHD form must be used to record the silo delivery in CheckProof in the same way it would be completed when a delivery is made in normal hours.</p> <p>MNT002. Daily Dust Log</p> <p>Every Silo Delivery - Silo Delivery Dust Check</p> 

The Logistics Team are progressing plans to streamline the process and eliminate the need for the EHD forms by adding the legally required information to the electronic delivery docket. In the meantime please ensure that EHD forms are completed and left for each out of hours delivery, the forms are collected promptly and the information transferred to the Environmental Log on CheckProof. This ensures that we can react promptly if there have been any environmental issues as well as demonstrate legal compliance to our environmental regulators and auditors.

Thank you for your assistance in ensuring compliance with our legal obligations.

For further details or information, please contact a member of the Sustainability Department.