

## LOADING OF PLAXOLENE 50 & SCRIPTANE NW 50 AT THE REFINERY OF NORMANDIE

### Procedure for new drivers :

A new driver is a driver who has never loaded in the Refinery and who is not registered in the system.

**Any access request for a new driver must be sent at least 4 days before loading day.**

The Refinery will organize training sessions according to the schedule below :

- 4 trainings max in the morning from 7am to 10am
- 4 trainings max in the afternoon from 2pm to 5 pm

Please follow the below process :

The haulier has to send an email to [Bruno.vainqueur@total.com](mailto:Bruno.vainqueur@total.com) and [pascal.trendel@total.com](mailto:pascal.trendel@total.com) with the following information (NB : subject of the email has to be : NEW DRIVER + Name of the driver ) :

- Name of the carrier
- Name of the driver
- Date of loading
- Time slot
- LAN number
- Product to be loaded
- Name of the final customer + country of destination

A training slot will be confirmed to the haulier. If the training schedule is already full a new loading day will be suggested by Bruno and /or Pascal.

We remind you that all drivers have to speak , understand English and/or French.