Procedure for new drivers FEYZIN :

As part of the Feyzin site safety measures, the procedure for welcoming is described below.

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 8 days before loading day with a copy of valid two-sided ID.

Please follow the below process :

1. The haulier has to send an email to the generic address : rc.lst-rfz-vexp@totalenergies.com and rc.rfz-accueil@totalenergies.com which precises the name and identity of the driver (including UN number) and a copy of thevalid two-sided ID (a driver's license is not considered as identification).
    N.B. : the subject of the email has to be : "**New driver**" + name of the driver

2. VEXP validates the request and Accueil informs the applicant (8-day processing period begins).

3. From D+7 and at least the day before the planned loading, the applicant sends a request for confirmation of access authorisation to the generic address : rc.lst-rfz-vexp@totalenergies.com and rc.rfz-accueil@totalenergies.com . Confirmation is sent by return e-mail to the applicant.

4. Before the first effective loading of the driver concerned and at least the day before the scheduled date, the applicant will send an email to the VEXP generic address: : rc.lst-rfz-vexp@totalenergies.com and rc.rfz-accueil@totalenergies.com to specify :

    • The name of the haulier
    • The name of the driver, a copy of his ADR card will be attached
    • The date of loading and the loaded product (or loading area)
    • A copy of the confirmation email will be attached
    • Optionally, if the information is known, the registrations of the combination can be specified

5. By return of mail, a confirmation will be sent to the applicant.

6. On the arrival for the first loading, the driver must report to the operator in position before passing on the weighbridge.