ZERO EMISSION SERVICES

Version 2026-10-29-v1

# What are you coming to do?

ZES Onsite is where you arrange work and visits at ZES swap locations. Choose your route and follow the steps.

ROUTE 1 · WORKERS

## Work on site

You're coming to carry out work.

### 1 Announce your work

Use **Announce work** before **17:00 on the working day before** (Monday work: by Friday 17:00). Include the risks and who's coming along.

Too late? It becomes a **rush request**: give a reason.

### 2 Wait for approval

ZES Operations reviews on working days, 09:00–17:00. Approved? You get your WO number and the safety instruction (PDF): read it before you go.

`WO 26031` **No approval, no start.**

### 3 Check in with the QR code

From the planned date: scan the QR code at the location, choose your work order, confirm the safety instruction, then do the LMRA:

`LMRA` **Last Minute Risk Assessment: all four Yes?**

- Is the work order clear?
- Do I have the right equipment to work safely?
- Am I wearing the correct personal protective equipment?
- Is the workplace safe?

⚠ **Any No? Don't start: choose No in ZES Onsite and contact ZES Operations.**

### 4 Do the work

Carry out the work as announced. Brought colleagues? You check the whole team in and out.

### 5 Check out with a work report

Scan the same QR code, record what you did and pick a status. You get the work report as a PDF.

Finished · Ongoing · **Safety hold** · Other

⚠ **Safety hold?** Stop work and wait for ZES Operations.

ROUTE 2 · VISITORS

## Visit only

A tour or guests. No work allowed.

### 1 Register the visit

One **lead visitor** registers the whole group with **Register a visit**: date, times (CET/CEST), purpose and each guest's name and company. Guests need no account.

### 2 Wait for approval

ZES Operations approves or rejects. The approval email has your visit number and the location's safety instruction (PDF).

`Visit 1001` **Check in only after approval.**

### 3 Brief your group

Share the safety instruction with your guests before the visit: PPE, walking routes, emergency procedure and assembly point.

### 4 Check the group in

On arrival, scan the QR code and check the whole group in within an hour. It's not automatic.

**As lead visitor you confirm:**

- I have read the location instructions and briefed the whole group.
- Everyone is wearing the personal protective equipment required for this location.
- I will stay with the group, use only permitted walking routes and ensure nobody operates or touches equipment.
- I know the emergency procedure, assembly point and how to reach ZES Operations, and have shared this with the group.
- If conditions are unsafe, I will stop the visit and contact ZES Operations.

### 5 Check the group out

When everyone has left the location, check the whole group out. Forgot? Contact ZES Operations.

**WEAR YOUR PPE**



Each location's safety instruction lists the PPE that's mandatory there.

**IN AN EMERGENCY**

**112**

Injury? Call 112 first. For anything else, follow the emergency procedure in the safety instruction.

**ZES OPERATIONS**

Your contact for questions, urgent matters and safety.

operations@zeroemissionservices.nl

Also at the bottom of every page in ZES Onsite.