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.