



# PROTOCOL: VISITS TO WOLMERTON SITE



## PREAMBLE

The Gibela management is mindful that the activities of Gibela are starting to become very visible and are enjoying growing, valuable stakeholder interest – the testing programme for the new X'Trapolis Mega trains at Wolmerton and the construction of the new manufacturing facility at Dunnottar.

However, the management is simultaneously concerned that stakeholder visits to these sites are scheduled appropriately so as to avoid a detrimental effect on critical deadlines and to manage risk.

Consequently, the following simple protocol for all visits by all stakeholders has been instituted with immediate effect.

## PROCEDURE

Anyone wishing to visit any of the sites at which Gibela is currently active is required to:

- complete a Visit Request Form and submit it at least **two weeks** prior to the preferred date for the visit.
- undergo mandatory site and EHS induction prior to or on the day of the site visit
- be prepared to subject themselves to alcohol tests which form part of Gibela's EHS policy
- wear appropriate PPE

In the case of groups wishing to visit a site, a visit request form must be completed for each group member.

The completed request form/s should be emailed to: Vernon Colbert, [vernon.colbert@gibela-rail.com](mailto:vernon.colbert@gibela-rail.com)

While every effort will be made to accommodate requests, visits – particularly for a specific dates with no provision of an alternative date – cannot be guaranteed.

Applicants will be advised within one week or receipt of their request, whether or not their request has been successful.

The decision of the management will be informed by current workloads at particular sites and will be final.

## PLEASE NOTE

Security personnel at access points to all sites at which Gibela is active are briefed by the management not to admit visitors who do not have prior authorisation.



# SITE VISIT REQUEST FORM

---

**Name of applicant:**

---

**Company and designation:**

---

**Email:**

---

**Landline number:**

---

**Mobile number:**

---

**Site/s to be visited:**

---

**Preferred date:**

---

**Alternative date:**

---

**Purpose of visit/s:**

---

**Required for issue of personal protective equipment (PPE):**

---

**Shoe size:**

---

**Vest size:**

---

The completed request form/s should be emailed to:

[vernon.colbert@gibela-rail.com](mailto:vernon.colbert@gibela-rail.com)