



UGEE CHEMICALS LTD.  
Ibadan Plant Storeroom Department.

### **Plant Manager's Expectations from Authorized Storeroom Entrants**

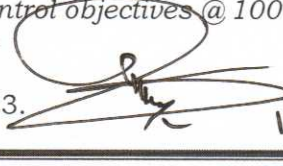
The intent of this is to share my stewardship expectations with all UGEE employees that are authorized to access the Storeroom. This is to establish strong inventory controls, ensure full compliance to internal control guidance as defined by the company.

The following are my expectations:

1. **Do not use another employee's card to enter the Storeroom** and do not give your card to another employee to use for the same purpose.
2. **Your card must be returned to the Storeroom leader whenever you are changing role or leaving the company.**
3. **Do not tail-gate or allow to be tail-gated into the Storeroom.** If you must go into the Storeroom with another person that is not authorized, ensure you and the other person(s) logs his/her details, including reason for access in the access logbook at the Storeroom reception table. Enter and exit the storeroom through the reception door.
4. **Receive or return bulky parts through the main exit door / main receiving door and inform the storeroom leader when task is completed so that this door can be effectively closed and alarms reactivated, but don't use this door as an entry point to the storeroom.**
5. You can check/inspect a spare inside the storeroom storage area at normal operations period with the guidance/permission of the Storeroom leader.
6. You can pick spares during closed window periods i.e., 5pm to 8am weekdays/weekends or Public Holidays as long as **you are eligible to access the storeroom and your name is on the current approved Storeroom access list.**
7. Also, during closed windows operation, apart from badging in, you need to manually record completely, legibly and accurately your transaction in the issuance logbook provided, taking note of the compulsory fields.
8. **The storeroom issuance room/reception door is self-closing; You are responsible to ensure it locks when you enter and exit the storeroom.** In case of any failure, please report immediately to the Storeroom leader /Security Leader on shift.
9. **Ensure you include Storeroom leader in conversations that involves spare enquiry, technical clarifications, outright purchase of spares with vendors to avoid losses that may arise from such communication gap.**
10. **Always comply with all safety requirements when you access the storeroom storage area,** including use of ladders to reach parts that are hard to reach.

*Thanks in advance to all of you for ensuring Ibadan site continue to have strong controls, getting all control objectives @ 100%*

Abass Sadik  
Site Leader  
January 2023.



11th / Jan / 2023

I have read and understood and will comply accordingly. If I fail to comply, appropriate disciplinary measure should be taken against me

Name, Sign and Date

.....