

**Annex L:**

**Oil Delivery Procedures**

**Delivery Procedure - Using the Hose Reel**

**The delivery of Petrol by pump discharge is extremely Hazardous and strictly forbidden**

**For delivery by Hose reel using nozzle (open fill) follow procedures laid out for hose reel delivery taking into account the below precautions**

- Do not start to pump with gun in open position
- Nozzle must be placed in tank securely and held in place at all times whilst open, gun must be closed and re-opened when changing compartments

**Procedures for laying out hose reel**

- Driver must not exert themselves when laying out hose reel
- Lay out hose in sections as per conditions allow
- Be aware of personal injuries whilst performing this procedure

**Pumping into buried tanks should (OIL ONLY) be attempted using the delivery gun nozzle with extreme caution. Delivery into buried tanks is strictly forbidden via the bulk hose delivery.**

**On Arrival at Delivery Site**

- 1 Park vehicle in a safe place
- 2 Apply Handbrake, Select Neutral, Switch Off Engine, Remove Keys, Dismount from cab in a safe manner using the 3 point exit
- 3 Assess condition of site for potential hazards & Dangers (Risk Assessment) If you require to lay the hose over a pedestrian walkway, traffic cones should be utilised to make people aware of the potential trip hazard.
- 4 Ensure minimum PPE is worn at all times during delivery this to include (Gloves, Hard Hat, Goggles/Glasses, Safety Shoes/Boots) If site rules require additional protection you must adhere to this requirement.

**Meet and discuss with customer or competent person to**

- 5 Identify correct fill point for product being delivered
- 6 Ensure you are delivering correct product which has been ordered
- 7 Assess correct fill point for delivery

- 8 Once at correct fill point, check tank ullage to accept load
- 9 Driver to do visual check for potential hazards in fill point area.
- 10 If site or discharge area is unsafe, inform the customer and the office of concerns. If unable to rectify at time of delivery, delivery must not be completed and a HAZARDGRAM filled out and processed accordingly.
- 11 If conditions are satisfactory, final check to confirm load with customer
- 12 Check grade of product in hose reel
- 13 If hose reel contains same product connect to fill point
- 14 If line change is required carry out 'line change' procedure utilising product return system, fall protection or compartment accessible via the ladder on vehicle. **Do not go on top of vehicle without fall protection.** If not possible contact the depot for advice.
- 15 If line change is not required connect hose reel to customers fill point, checking condition of hose to ensure safe working conditions allow (i.e. no missing / defective gaskets, deep cuts or blisters)
- 16 Once hose is secure open customers valve (if applicable)
- 17 If hose reel is thread connection to customers inlet pipe, open hose reel valve
- 18 Start engine, Engage PTO, Set meter
- 19 Open master valve
- 20 Check grade indicator for compartment to be opened
- 21 If matching open foot valve
- 22 Engage pump
- 23 Once pump is running check all round for leaks (i.e. customers connection)
- 24 If possible check product flowing into customers tank and continue to monitor during delivery.
- 25 If changing compartments during delivery check remaining ullage within customer tank before closing foot valve of empty compartment, check grade labels for compatibility and revert to Procedure 19 & 20 of 'delivery by hose reel'. These procedures must be followed if compartment changing during delivery.
- 26 Grade labels must be changed to 'EMPTY' when all product has been delivered from each compartment.
- 27 When delivery has been completed Stop engine, Disengage PTO, Close customer valve, close hose reel valve, disconnect & stow hose.

- 28 Complete paperwork, check vehicle is secure and exit site safely (driver to adhere to site safety instructions at all times)

## **Delivery Procedure – Bulk Hose**

### **On Arrival at Delivery Site**

- 1 Park vehicle in a safe place
- 2 Apply Handbrake, Select Neutral, Switch Off Engine, Remove Keys, Dismount from cab in a safe manner using the 3 point exit.
- 3 Assess condition of site for potential hazards & Dangers (Risk Assessment) If you require to lay the hose over a pedestrian walkway, traffic cones should be utilised to make people aware of the potential trip hazard.
- 4 Ensure minimum PPE is worn at all times during delivery this to include (Gloves, Hard Hat, Goggles/Glasses, Safety Shoes/Boots) If site rules require additional protection you must adhere to this requirement.

### **Meet and discuss with customer or competent person to**

- 5 Identify correct fill point for product being delivered
- 6 Ensure you are delivering correct product which has been ordered
- 7 Assess correct fill point for delivery
- 8 Once at correct fill point, check ullage to accept load
- 9 Driver to do visual check for potential hazards in fill point area
- 10 If site or discharge area is unsafe, inform the customer and your depot of concerns. If unable to rectify at time of delivery, delivery must not be completed and a HAZARDGRAM filled out and processed accordingly.
- 11 If conditions are satisfactory final check to confirm load with customer
- 12 Check hose is capped, if safe to do so remove from vehicle completely, delivery must not proceed with hoses strapped to vehicle. Check condition of hose to ensure safe working conditions allow (i.e. no missing / defective gaskets, signs of weeping, deep cuts or blisters)
- 13 Remove Customers drip cap (If applicable)
- 14 Remove hose bung and connect bulk hose to customers fill point.
- 15 Open customers valve (if fitted)
- 16 Start engine, engage PTO
- 17 Select bulk hose delivery setting

- 18 Program meter
  - 19 Open foot valve master switch in control box
  - 20 Check grade indicator for compartment to be opened
  - 21 If matching open foot valve
  - 22 Engage pump
  - 23 Once pump is running check all round for leaks (i.e. customers connection)
  - 24 If possible check product flowing into customers tank and continue to monitor during delivery.
  - 25 If changing compartments during delivery check remaining ullage within customers tank before closing foot valve of empty compartment, check grade labels for compatibility and revert to Procedure 19 & 20 of 'delivery by bulk hose'. These procedures must be followed if compartment changing during delivery.
  - 26 Grade labels must be changed to 'EMPTY' when all product has been delivered from each compartment.
- On completion of delivery
- 27 Stop Engine
  - 28 Close foot valves
  - 29 Select Hose reel setting
  - 30 Press Blow down switch
  - 31 Close customers valve (If fitted)
  - 32 Disconnect hose carefully and re-fit bung end
  - 33 Replace customers drip cap
  - 34 Stow hose back on vehicle in safe and secure manner
  - 35 Complete paperwork, check vehicle is secure and exit site safely (driver to adhere to site safety instructions at all times)

## Delivery Procedure – Gravity Discharge (Petrol)

- Where vapour balancing is to take place, first connect the vapour hose to the vehicle, then to the vapour connection on the forecourt. This hose must remain connected until the delivery of all the product has been completed.
- All fittings to be removed from hoses after use
- All hoses must touch the ground for earthing purposes

To ensure API caps do not seize up remove and replace at least once per week, clean as required, also bottom earthing and overfill prevention system connection button to be kept clean and free from dirt at all times

### On Arrival at Delivery Site

1. Park vehicle in a safe place
2. Apply Handbrake, Select Neutral, Switch Off Engine, Remove Keys, Dismount from cab in a safe manner using 3 point exit.
3. **Assess condition of site for potential hazards & Dangers (Risk Assessment) If you require to lay the hose over a pedestrian walkway, traffic cones should be utilised to make people aware of the potential trip hazard.**
4. Ensure minimum PPE is worn at all times during delivery this to include (Gloves, Hard Hat, Goggles/Glasses, Safety Shoes/Boots) If site rules require additional protection you must adhere to this requirement.

*Meet and discuss with competent person to*

5. Identify correct fill point for product being delivered
6. Ensure you are delivering correct product which has been ordered
7. Assess correct fill point for delivery
8. Once at correct fill point, competent person to check ullage and to accept load. Driver should also check that ullage is correct.
9. Driver to do visual check for potential hazards in fill point area.
10. If site or discharge area is unsafe, inform the customer and your depot of concerns. If unable to rectify at time of delivery, delivery must not be completed and a HAZARDGRAM form filled out and processed accordingly.

11. The customer shall ensure that the person nominated as the competent person has received adequate instruction and training in all aspect of receiving the delivery. If the driver has any doubts about competency of that person he must inform his depot manager and await further instructions
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12. Turn 'Master Switch' to 'OFF' position

13. Complete Petroleum Cert as per Petroleum regulations
14. Remove hose safely from vehicle. Check condition of hose to ensure safe working conditions allow (i.e. no missing / defective gaskets, signs of weeping, deep cuts or blisters)
15. Recheck with customer before coupling hose to his receiving tank. Customer to acknowledge that hose is connected to the correct fill point.
16. Operate green foot valve master switch in order to raise guard bar
17. Check which compartment is to be discharged, when satisfied remove cap and couple hose to compartment
18. Double check verbally with competent person that the compartments agree, if so sign certificate, open bottom valve to let product flow, ensure there are no leaks
19. When each compartment is empty check visiwinks are empty, if so, lift and drain hose from vehicle to tank while still connected.
20. Disconnect hose from API and drain hose again

**If further pots are to be delivered repeat steps 17 -19 until delivery is complete**

- Disconnect hose from customers storage tanks, stow hose onto vehicle and replace drip caps
- Get customer to check dips of storage tank and agree delivered quantity
- Sign delivery ticket ensuring top copy of petroleum certificate is retained with the driver
- Check vehicle is secure and exit site safely (driver to adhere to site safety instructions at all times)

**Delivery Procedure – Gravity Discharge (Diesel)**

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- All fittings to be removed from hoses after use
  - All hoses must touch the ground for earthing purposes
  - To ensure API caps do not seize up remove and replace at least once per week, clean as required, also bottom earthing connection and overfill prevention system connection button to be kept clean and free from dirt at all times
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**On Arrival at Delivery Site**

- 1 Park vehicle in a safe place
- 2 Apply Handbrake, Select Neutral, Switch Off Engine, Remove Keys, Dismount from cab in a safe manner using the 3 point exit.
- 3 Assess condition of site for potential hazards & Dangers (Risk Assessment) If you require to lay the hose over a pedestrian walkway, traffic cones should be utilised to make people aware of the potential trip hazard.
- 4 Ensure minimum PPE is worn at all times during delivery this to include (Gloves, Hard Hat, Goggles/Glasses, Safety Shoes/Boots) If site rules require additional protection you must adhere to this requirement.

**Meet and discuss with customer or competent person to**

- 5 Identify correct fill point for product being delivered
- 6 Ensure you are delivering correct product which has been ordered
- 7 Assess correct fill point for delivery
- 8 Once at correct fill point, check tank ullage to accept load
- 9 Driver to do visual check for potential hazards in fill point area.
- 10 If site or discharge area is unsafe, inform the customer and your depot of concerns. If unable to rectify at time of delivery, delivery must not be completed and a HAZARDGRAM filled out and processed accordingly.
- 11 Final check to confirm load with customer.
- 12 Turn 'Master Switch' to 'OFF' position
- 13 Remove hose safely from vehicle. Check condition of hose to ensure safe working conditions allow (i.e. no missing / defective gaskets, signs of weeping, deep cuts or blisters)
- 14 Recheck with customer before coupling hose to his receiving tank. Customer to verify that hose is connected to the correct tank.
- 15 Operate foot valve master switch in order to raise guard bar
- 16 Check which compartment is to be discharged, when satisfied remove cap and couple hose to compartment.
- 17 Double check verbally with customer/competent person that the compartments agree, if so, open bottom valve to let product flow, ensure there are no leaks
- 18 When each compartment is empty check visiwinks are empty, if so, lift and drain hose from vehicle to tank while still connected
- 19 Disconnect hose from API and drain hose again

***If further pots are to be delivered repeat steps 17 -19 until delivery is complete***

- 20 Disconnect hose from customers storage tanks, stow hose onto vehicle and replace drip caps
- 21 Get customer to check dips of storage tank and agree delivered quantity
- 22 Complete Paperwork
- 23 Check vehicle is secure and exit site safely (driver to adhere to site safety instructions at all times)