

(141)

The Secretary
Total UK Ltd
40 Clarendon Road
WATFORD
Herts
WD17 1TQ

FAO Sheila Disspain
Engineering Administration Assistant

City Services Directorate
Public Protection

Environmental Health
Environmental Protection
Broadgate House
Broadgate
Coventry
CV1 1NH

Telephone 024 7683 1832/4
Fax 024 7683 1831

Our reference ES/EP/JCR
7th August 2003

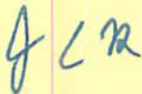
Please contact Mr Roy
Direct line 024 7683 1857
Fax 024 7683 1840
e-mail john.roy@coventry.gov.uk

Dear Ms Disspain

Environmental Protection Act 1990, Part 1:
Eagle Service Station, 130 Foleshill Road: Authorization no. 141

Thankyou for your letter of 8th July. I enclose the notice of revocation accordingly, and I would be grateful if you would acknowledge receipt.

Yours sincerely



J C Roy
Environmental Protection Officer



Director
Stephen Pickering

Head of Public Protection
Michael J Green



TOTAL
TOTAL UK

*please pass to Darren to add to
cloud records when revoked.*

*Kochel
1517.*

Environmental Protection Department
Coventry City Council
Broadgate House
Broadgate
Coventry
CV1 1NH

8 July 2003

Dear Sir/Madam,

**Re: Environmental Protection Act 1990, Part 1:
Eagle Service Station, 130 Foleshill Road, Foleshill, Coventry,
CV1 4JJ (Authorisation Ref: 141)**

I am writing to advise you that the above service station closed on 13th May 2003 and that the storage tanks have been fully decommissioned and filled with hard foam. Therefore can you please make the necessary arrangements for the Authorisation document to be revoked.

I trust this will be acceptable to you, but please do not hesitate to contact me if you require any further information.

Yours faithfully,

S. Disspain

**Sheila Disspain
Engineering Administration Assistant**

TC 1517 JCR



INVESTOR IN PEOPLE





TANKSAFE® LIMITED
 4e Sherwood Road
 Aston Fields Industrial Estate
 Bromsgrove
 Worcs B60 3DR
 Tel: 01527 875100
 Fax: 01527 876100
 Email: info@tanksafe.co.uk

CERTIFICATE OF TANK FILLING

Certificate No. 03/5777

Customer: TotalFinaElf UK Limited
 40 Clarendon Road,
 Watford,
 Hertfordshire.
 WD1 1TQ.

Site Name: Eagle Service Station

Address: 13-14 Foleshill Road, Coventry, CV1 4JJ

Date Filled: 13/5/03

Tank No.	Product	Tank Capacity (litres)
1	Petrol	27,707
2	Petrol	27,707
3	Diesel	27,707
4	Petrol	27,707

We declare that the above tanks have been filled to capacity with RG22 hard foam in accordance with the procedures agreed with the local petroleum licensing authority.

 Signed..... Dated..... **20 MAY 2003**

For and on behalf of TankSafe Limited

TotalFinaElf UK Limited – Patrick Howley

MSSR Forecourt Developments Limited
 (client to forward copy to local authority)



Registered No. 2794139.
 Registered Office: The Glassmill, 1 Battersea Bridge, London SW11 3BZ
 A member of the Galic Shipping Group



Reference :
Our Reference :
Please ask for :
Direct Dialling No :
Date :

CERTIFICATE OF SERVICE BY HAND
I, Zoe Davis being employed
as a EHO in the Housing and
Environmental Services Directorate of
Coventry City Council hereby certify that the
Notice of which this is a copy was
served/delivered by me to Eagle Service Station
of 130 Foleshill Rd , Coventry,
on 23/12/1998
Signed [Signature]



City of **Coventry**
HOUSING AND ENVIRONMENTAL
SERVICES DIRECTORATE

Director Howard T. Farrand
Providing Housing, Environmental and
Client Agency Services

Michael J. Green
City Environment Officer
Broadgate House
Broadgate
Coventry, CV1 1NH

Telephone : 01203 83 1832/34
Telecom Gold Mailbox : 76 : ENDO42
Fax : 01203 83 1831

THE ENVIRONMENTAL PROTECTION ACT 1990, Part I

The Environmental Protection (Prescribed Processes and Substances) Regulations 1991, SI 472 (as amended).

The Environmental Protection (Application, Appeals and Registers) Regulations 1991, SI 507 (as amended).

Authorisation No: 141
Application Received: 7th December 1998

Notice is hereby given that under the Environmental Protection Act 1990 Coventry City Council (hereafter called the Authority) gives authorisation to:

Mr & Mrs P Dyde
28 Dickens Close
Nuneaton
Warwickshire

For the unloading into storage of petrol from mobile containers at a service station as described on Page 2 at:

Eagle Service Station
130 Foleshill Road
Coventry
CV1 4JJ

Subject to the conditions specified on the attached pages, Nos 1 to 4, and within the process boundary as indicated on Plan No. 1.

Signed [Signature] Dated 23 day of DECEMBER 1998.....
City Environment Officer



1. **DESCRIPTION OF PROCESS**

- 1.1 This authorisation is for the operation of a process for the unloading into storage of petrol from mobile containers at a service station as defined in Part B of Section 1.4 of Schedule 1 to the Environmental Protection (Prescribed Processes and Substances) Regulations 1991, SI 472 as amended and as described below in accordance with the following conditions.
- 1.2 The unloading of petrol into stationary storage tanks at a service station within the process boundary outlined in red on the attached plan reference 1. The service station has 3 petrol storage tanks and 1 diesel storage tank.

2. **CONDITIONS**

- 2.1 Vapours displaced by the delivery of petrol into storage installations at service stations shall be returned through a vapour tight connection line to the mobile container delivering the petrol. Unloading operations may not take place unless the arrangements are in place and properly functioning, subject to conditions 2.3, 2.4 and 2.5.
- 2.2 The operator shall implement the schedule of preventative maintenance as appended to this authorisation.
- 2.3 All reasonably practicable steps shall be taken to prevent uncontrolled leaks of vapour from vents, pipes and connectors from occurring. The Authority shall be advised without delay of the circumstances of such a vapour leak if there is likely to be an effect on the local community, and in all cases such a vapour leak shall be recorded in the log book required under condition 2.24.
- In this condition and in condition 2.4 a vapour leak means any leak of vapour excepting those which occur through the vent mentioned in condition 2.11 during potentially hazardous pressurisation.
- 2.4 The operator shall advise the Authority of the corrective measures to be taken and the timescales over which they will be implemented in the event of a vapour leak described in condition 2.3.
- 2.5 Instances of vapour lock shall be recorded in the log book and under the circumstances detailed in condition 2.3 be reported to the Authority.
- 2.6 The procedures in conditions 2.2 to 2.5 inclusive shall be reviewed in light of any modifications which occur to the facilities. The Authority shall be advised of any proposed alteration in operating procedures.
- 2.7 The vapour balancing systems shall be of a size and design, as approved by the Authority, to minimise vapour emission during the maximum petrol and vapour flow in accordance with conditions 2.1 and 2.8 (ie, when most tank compartments are being simultaneously discharged).
- 2.8 The number of tanker compartments being discharged simultaneously shall not exceed 2, excluding the diesel compartment.

- 2.9 The connection points on the tank filling pipes and vapour return pipe shall be fitted with secure seals to reduce vapour leaks when not in active use. If apertures are provided on storage tanks for the use of a dipstick, these shall be securely sealed when not in active use.
- 2.10 The fittings for delivery and vapour return pipes shall be different to prevent mis-connection.
- 2.11 The petrol storage tank vent pipes shall be fitted with a pressure vacuum relief valve to minimise vapour loss during unloading and storage of petrol. The pressure vacuum relief valve shall be sized and weighted to prevent vapour loss, except when the storage tanks are subject to potentially hazardous pressurisation.
- 2.12 When connecting hoses prior to delivery, the vapour return hose shall be connected before any delivery hose. The vapour return hose shall be connected by the road tanker end first, and then at the storage tank end.
- 2.13 Adjacent to each vapour return connection point for the storage tank, there shall be a clearly legible and durable notice instructing "Connect vapour return line before off-loading" or similar wording. The sign shall also refer to the maximum number of tanker compartments which may be unloaded simultaneously in accordance with condition 2.8.
- 2.14 If dip testing of storage tanks or road tanker compartments is performed before delivery, the dip openings shall be securely sealed prior to the delivery taking place.
- 2.15 Road tanker compartment dip testing shall not be performed whilst the vapour hose is connected.
- 2.16 A competent person shall remain near the tanker and keep a constant watch on hoses and connections during unloading. A competent person is one who has received training in accordance with Clauses 13 and 35 of the Secretary of State's Process Guidance Note PG1/14(96).
- 2.17 All road tanker compartment vent and discharge valves shall be closed on completion of the delivery.
- 2.18 On completion of unloading the vapour hose shall not be disconnected until the delivery hose has been discharged and disconnected. The delivery hose shall be disconnected at the road tanker end first. The vapour return hose shall be disconnected at the storage tank end first.
- 2.19 All connection points shall be securely sealed after delivery.
- 2.20 If the storage tanks or road tanker compartments are dipped after delivery, the dip openings shall be securely sealed after dip testing.
- 2.21 Manhole entry points to storage tanks shall be kept securely sealed except when maintenance and testing are being carried out which require entry to the tank.
- 2.22 Petrol delivery and vapour return lines shall be tested in accordance with the schedule provided as appended to this authorisation.

2.23 Pressure vacuum relief valves on petrol storage tank vents shall be checked for correct functioning, including extraneous matter, seating and corrosion at least once every three years.

2.24 The operator shall maintain a log book at the authorised premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out, along with details of training given to operating staff at the service station.

The log book shall also detail any suspected vapour leak together with action taken to deal with any leak, in accordance with Clauses 2.3, 2.4 and 2.5.

2.25 Venting of the petrol vapour shall be through the vent pipes marked A on the attached plan reference 2.

This is not part of the Authorisation

SUPPLEMENTARY NOTES

1. Your attention is drawn to your obligation under Section 7(2)(a) of the Environmental Protection Act 1990 to ensure that in the carrying out of the prescribed process the best available techniques not entailing excessive cost (BATNEEC) will be used:
 - (i) For preventing the release of substances prescribed for any environmental medium into that medium or, where that is not practicable by such means, for reducing the release of such substances to a minimum and for rendering harmless any such substances which are so released.

and

 - (ii) For rendering harmless any other substances which might cause harm if released into any environmental medium.

2. The Authority for contact purposes shall be taken to mean the Head of the Pollution Control Section, telephone 831832 during office hours, 832222 outside office hours.

SCHEDULE OF MAINTENANCE.

(Eagle Service Station, Foleshill Road Coventry.)

Records of these inspections will be retained in the site register.

The following detail the visual inspection which will take place as and when required. This will be carried out by contractors when on site and will also include regular visual inspections by site staff during deliveries. These need not be recorded in the maintenance log book.

GENERAL INSPECTION OF EQUIPMENT.

1. Visual inspection of pressure relief valve for correct functioning
 2. Visual inspection of vapour adapters cap, arm, padlock and seal
 3. Visual inspection of the vapour return lines and fill pipes for condensate.
 4. Visual inspection of fill pipe adapters and caps.
 5. Visual inspection of information signs and tags.
-

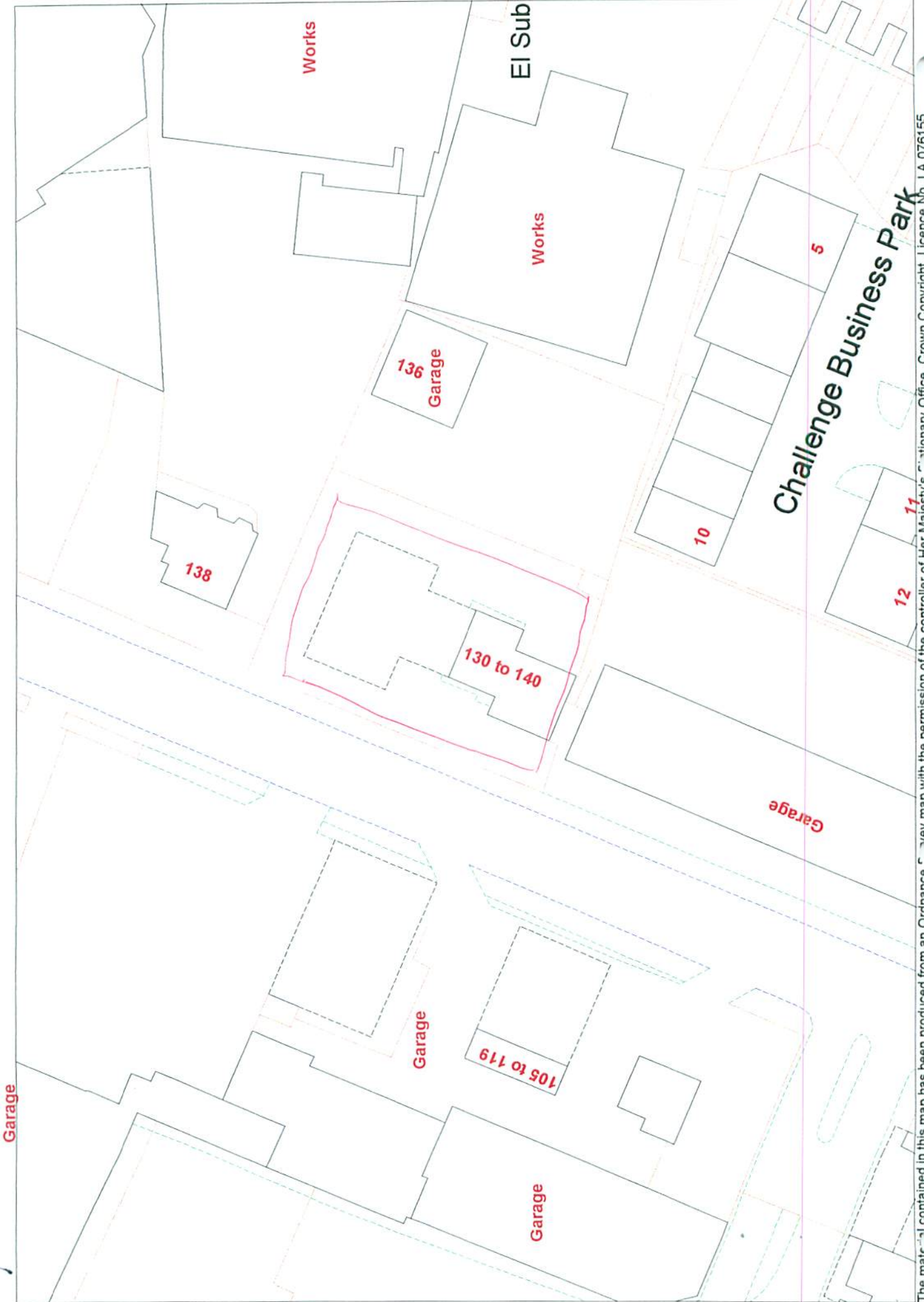
The following schedule of maintenance involves the physical examination of the equipment and shall be implemented on a *three yearly* basis.

EVERY THREE YEARS.

1. Vapour recovery manifold to be disconnected form vent stack and the vapour recovery lines t6o be capped off
 2. Valve to be disconnected form vapour recovery line and test valve connected to pipework.
 3. Line to be pressure tested at 10lb psi for a duration of half an hour.
 4. Pressure to be monitored during duration of the test and once test completed, the pressure released and system reconnected.
 5. Pressure release valve to be checked for correct operation
 6. Certificate for testing to be issued
 7. Examination of vapour adapter for correct operation.
 8. Examination of vapour adapters cap, arm, padlock and seal.
 9. Examination of information signs and tags.
-

EVERY FIVE YEARS

1. Pipework tested every five years in accordance with petroleum regulations.



Works

EI Sub

Works

136
Garage

138

130 to 140

10

5

12

11

Garage

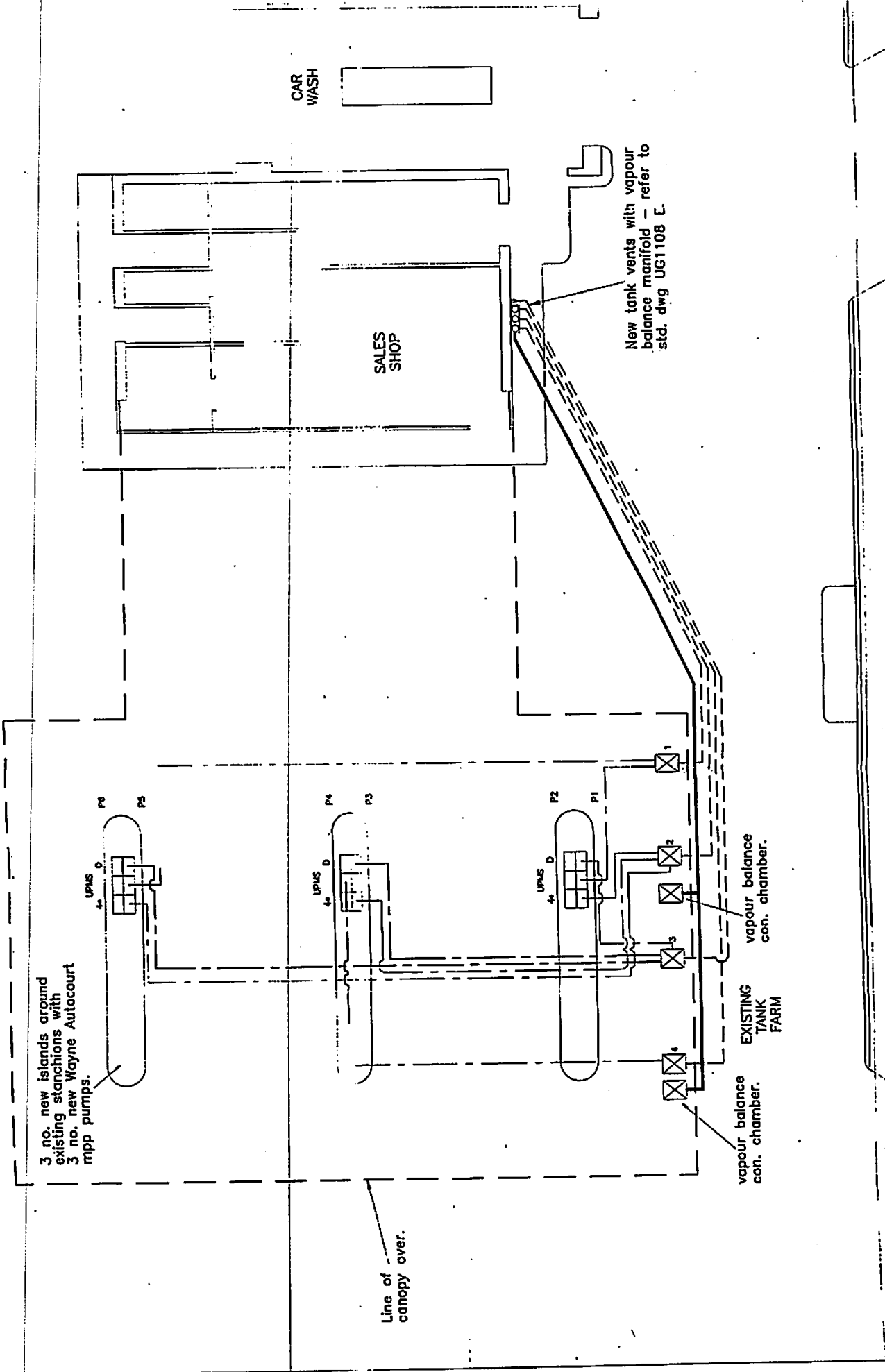
Garage

105 to 119

Garage

Garage

Challenge Business Park



3 no. new islands around existing stanchions with 3 no. new Wayne Autocourt mpp pumps.

Line of canopy over.

New tank vents with vapour balance manifold - refer to std. dwg UG1108 E.

vapour balance con. chamber.

EXISTING TANK FARM

vapour balance con. chamber.

SALES SHOP

CAR WASH

LPMIS D
4

LPMIS D
4

LPMIS D
4

P6

P5

P4

P3

P2

P1

1

2

3

4

5

6. Enclose a map/plan with the application showing the location where the process is/will be carried out, where the process is/will be carried out on only part of the premises please indicate the exact location on the plan enclosed.

PLEASE SEE ATTACHED PLAN

7. Is the service station located under permanent living quarters or working areas? See Clause 9

YES

NO

8. When was vapour balancing equipment installed or when will it be installed?

1998

Section B. Process and Control Information

9. Volume of petrol unloaded into the service station in each of the last three calendar years (see Clause 9 of this Note for the relevant time scales); in cubic metres (i.e. litres divided by 1000). Circle the appropriate band

YEAR	VOLUME OF PETROL/m ³		
<100	100---500	501---1000	>1000
<100	100---500	501---1000	>1000
<100	100---500	501---1000	>1000

10. Are deliveries "Driver Controlled"

YES

NO

11. At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour balancing system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what time scale. The information supplied under item 11 should be supplemented by a site specific assessment. (See Clause 17). TWO

12. Measures taken or to be taken for vapour emission control, both during unloading and in storage.

VAPOUR RECOVERY SYSTEM TO HSG A1 REQUIREMENTS

13. Please attach process diagrams and plans of vapour balancing equipment (including height vent pipes) SEE ATTACHED DRAWING

14. Unloading procedure and instructions (please attach)

PLEASE SEE WORK INSTRUCTION WOI-SE-004-06

SHEET

A

- 15. Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff and include general statements concerning delivery drivers] (D) on TOTAL
- 16. Schedule of maintenance of vapour balancing controls [please attach]
PLEASE SEE NOTES + DRIVER TRAINING LETTER FROM TOTAL
- 17. Schedule of examination and testing for vapour balancing controls [please attach]
BI ANNUAL INSPECTION + SHEET (B) + NOTES
- 18. Procedures or contingency measures in the event of vapour containment equipment failure. [please attach]
BI ANNUAL INSPECTION SHEET (B) + NOTES
SHEET (C) + NOTES

SEE ATTACHED UNSAFE CONDITION PROCEDURE

You may also supply any other information you wish the Local Authority to take into account when considering your application.

I hereby certify that I am authorised to sign this application and all the information contained in this application is correct to the best of my knowledge and belief.

Name (BLOCK CAPITALS): PETER DASE
 Signature: [Signature] Date: 30/11/98
 Designation: Partner
 Fee attached (cheques payable to £ 100).....

NOTES TO ACCOMPANY AUTHORISATION

In accordance with the Environmental Protection (Prescribed Processes & Substances Etc.) (Amendment) (Petrol Vapour Recovery) Regulations 1995, SI 2678, applications may not be made more than 15 months before the date on which authorisation is required. (See Clause 9). Operators are strongly advised to submit their applications no later than 9 months before the relevant date in order to allow local authorities sufficient time to determine the application. Operation without an authorisation after the relevant date would be an offence.

References to the term "process" are references to the unloading into storage of petrol. The operator of the process under the terms of the Act is most likely to be the person with management responsibility for the procedures on site. This does not, however, resolve other people of their procedures of the equipment owners in the case of installation of equipment) since action can be taken directly under section 158 of the Act.

Further advice on transfer of authorisations and on process changes may be found in General Guidance Note GG1 "Introduction to Part I of the Act"; ISBN 011 752423 9, published by HMSO, £5 net.

TOTAL Oil (GB) Ltd
The Paddock
Lutterworth Road
North Kilworth
Lutterworth
Leicestershire
LE17 6HN

25 November 1998

Mr P Dyde
Eagle Service Station
130 – 140 Foleshill Road
Coventry
Warks
CV1 4JJ

Dear Peter,

To help you apply for the Application for Authorisation, I have listed some extra notes to support your application.

The numbers refer to the questions on the application form.

Question 13

- The vent stack is 5 meters high with a manifold at 4 meters.
- The Vapour recovery hook up position is in a manhole located next to the tank fill manholes. It is identified by an Orange manhole lid.. The warning sign relating to vapour recovery is in the manhole.
- Risbridger pressure vacuum vent valves 50 mm code 2798 are fitted which have a pressure setting of 8oz/sq inch (35mb) with a vacuum setting of 0.5 oz/sq inch (2 mb).
- A Risbridger valve 75mm code 2795 is fitted and has a flame arrestor inside.

Question 15.

- You will need to confirm that all site staff receiving deliveries have been trained to comply with the "Carriage of Dangerous Substances in Road Tankers and tank Containers Regulations 1992", and they follow the procedure laid down in the Work instruction from TOTAL titled SE-WI-004-06 Bulletin 4A and the Customer guide to deliveries. A copy of the Work Instruction is attached (Sheet A) with the application form.
- The TOTAL drivers are trained as detailed in the attached letter from TOTAL Oil.

Question 16

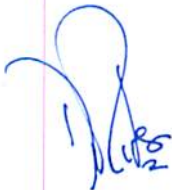
- The equipment is maintained by CP. Installations under a national contract with TOTAL Oil. They under take to remove the pressure vacuum valve to check and ensure that no components are damaged.
- The 3" vapour valve is removed to check for any defects and the check for any debris in the flame arrestor which would interfere with the working of the valve.
- The plug is removed from the drain valve and the valve opened to check there is no vapour residue within the system, as this is the lowest point.
- These inspections are carried out twice a year. A note of the visit will be recorded in the Service Station register.

Question 18.

- The Site Licensee confirms that the Petroleum Officer would be informed in the event of vapour containment equipment failure. This would be noted in the Service Station Register.

These notes should answer all the questions the Authority may raise. If further information is required, please advise. I suggest you attach a copy of this letter with your application.

Yours sincerely,



David Ritson
Area Sales Manager
TOTAL Oil GB Ltd.

TOTAL OIL GREAT BRITAIN LIMITED
HEALTH AND SAFETY BULLETIN

No. 4(A) (Issue 6)

Road Tanker Deliveries of Petrol

INTRODUCTION

The purpose of this Bulletin is to give information and advice on the safe delivery of petrol (petroleum spirit) by road tanker into customers' storage tanks. With the advent of vapour balanced deliveries and the introduction of driver countersignature of the Petroleum Certificate, it is more important than ever that all parties involved are aware of the correct procedures to ensure safe delivery. Serious accidents have occurred because the correct procedures were not understood or followed. Government Regulations cover all stages of a petrol delivery, (filling the road tanker, the road journey, and delivery into the customer's tanks). Under the Regulations, both the petrol supplier and the customer have specific safety duties during the delivery. It is vitally important that both the driver and the customer understand and carry out these duties. This is only possible if they have been instructed and trained. It is ESSENTIAL that personal copies of this Bulletin are issued to the driver and to the person in charge of the customer's tanks, as part of the instruction and training they receive. It should also be stressed during training that the driver and customer must liaise together and work as a team during the delivery, since failure to do so may lead to misunderstandings and accidents.

The procedures detailed in this Bulletin will also apply to diesel fuel being delivered with petrol to the same Retail Service Station.

The following parts of this Bulletin deal with:-

- further information and advice from "Total"
- the law's requirements for safe petrol delivery
- the detailed step-by-step delivery procedure
- emergencies during petrol deliveries
- a check-list of the driver's responsibilities (Appendix 1)
- a check-list of the customer's responsibilities (Appendix 2)
- safety rules for road tanker dipping by customers (Appendix 3)

GENERAL NOTES

- (1) This Bulletin replaces No. 4(A) (Issue 5) All copies of Bulletin 4(A) (Issue 5) should be destroyed.
- (2) Bulk deliveries of other petroleum products are covered by Bulletins Nos. 4(B), 4(C) and 4(D).
- (3) This Bulletin is one of a series giving health and safety advice and information. They are available free from your Total Area Sales Manager or Regional Office.

All information is believed to be correct at the time of writing. Consistent with our Policy when giving advice on a non-specific basis, Total Oil Great Britain Limited cannot assume legal responsibility for the accuracy of any particular statement. In the case of a specific problem, it is recommended that professional advice is sought.

- (4) References in this Bulletin to the "Regulations" means "The Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992" and "HSWA" means "The Health & Safety at Work Act 1974." Copies are available from HMSO direct or via booksellers. "DRIVER" means the road tanker driver, and "CUSTOMER" means the competent person appointed by the licensee to be in charge of the storage tanks during delivery. When printed in capital letters, these words show which of the two is personally responsible for the particular step in the delivery procedure.
- (5) When a vapour balanced delivery is made, the SPLITTING OF ROAD TANKER COMPARTMENTS IS FORBIDDEN. Any attempt to do so will result in pressurised petroleum vapour being released into the atmosphere.
- (6) If allowed by the Petroleum Licence, more than one hose may be used at any one time for delivery. This is limited to a maximum of two hoses for all petrol deliveries made by Total.
- (7) Product descriptions shown on the Fuels Advice Note are the only acceptable product descriptions to be used on Part "A" of the Petroleum Certificate. The driver will use the abbreviations shown on the loading record.
- (8) The Regulations list the precautions and procedures required BY LAW when a bulk delivery of petrol is being received. Delivery premises (other than petrol filling stations) which are licensed to store more than 100,000 litres of petrol are exempt from part of the Regulations. However, we recommend that the procedures described in this Bulletin are followed during ALL petrol deliveries, in order to ensure the "safe system of work" required by HSWA.
- (9) Although the Regulations do not refer to diesel fuel deliveries, the inadvertent delivery of petrol into a diesel tank, or diesel into a petrol tank will be a contravention of the Regulations. Therefore, when diesel fuel forms part of the load to be delivered, it must be treated as if it were petrol with regards to the Petroleum Certificate procedure and supervision of the delivery.
- (10) HSWA requires that the necessary training, information and supervision is given to the person who will be in charge of the storage tanks during the delivery and that the delivery area and storage tank installation is in a safe condition for the delivery to take place.
- (11) The "Petroleum Spirit Storage Licence" issued by the Local Authority may require other precautions to be taken during the delivery. For example, the Licence may forbid the use of more than one delivery hose at a time. It is the "CUSTOMER'S" responsibility to comply with the requirements of the Licence and to instruct the driver accordingly.

PROCEDURES FOR DELIVERY

The customer must be a trained and competent person over the age of 18. He or she should be wearing non-slip shoes without steel tips or studs, must not smoke or carry matches, a lighter or anything which may cause a spark during the delivery and, must stop anyone else from smoking in or near the delivery area.

(1) BEFORE THE ROAD TANKER ARRIVES

- (A) **CUSTOMER:** Check the fuel order book and make careful note of what has been ordered, including the fuel grades and the quantities ordered in litres. Take dipstick or contents gauge readings for each tank. Work out how much each tank will safely hold (its ullage). Check these figures against the amounts of fuel you have ordered and work out into which tanks the delivery should take place. Double check that you have calculated the delivery correctly.
- (B) **CUSTOMER:** Check that parked cars, signs etc, are removed from the area in which the driver will have to manoeuvre and park the road tanker. Check that serviceable fire extinguishers and sand buckets are available in the delivery area. Check that no welding, rubbish burning or other fire hazard is going on anywhere near the delivery point or the storage tank vent pipes. Have available warning notices and any keys you will require.

(2) WHEN THE ROAD TANKER ARRIVES

If the driver helps the customer (for example, by lifting the storage tank manhole covers), it must be clearly understood that "Total" will consider that the driver is acting as the customer's agent, and that the customer is responsible for the driver's safety and for the job being carried out correctly. The driver must not, by law, take on the customer's responsibilities for a petrol delivery.

- (A) **DRIVER:** Drive the road tanker to the delivery point, park adjacent to the storage tank fill pipe, apply the handbrake, ensure that air pressure is at maximum, stop the engine and isolate the master switch. Whenever possible, the road tanker should be parked facing an exit to ensure that the tanker can be removed quickly from the premises in an emergency. Whenever possible, the storage tank fill pipe should be on the same side of the tanker as the outlet faucets, to avoid doubling the delivery hose back under the vehicle. Report to the customer with the Fuels Advice Note and your copy of the Loading Record. Let the customer see the Loading Record so that the most convenient order of offloading the compartments can be discussed and agreed. **BUT REMEMBER THAT THE DRIVER IS STILL RESPONSIBLE FOR CONNECTING HOSES TO THE CORRECT VEHICLE COMPARTMENTS.**
- (B) **DRIVER & CUSTOMER:** The law says that a trained competent person over the age of 18 (not the tanker driver) must be in charge of the storage tanks and stay at the tank delivery point throughout the delivery. If only the competent person is on site, the premises must be closed during the delivery.
- (C) **CUSTOMER:** Check the quantities and grades on the Fuels Advice Note against the Order Book details and make sure they agree. If they do not agree, the driver will contact his Terminal. Check the Loading Record details with the driver who will advise the most convenient order of offloading the road tanker compartments. **MANY MISTAKES ARE MADE AT THIS STAGE.** You must now complete the 1st, 2nd, 3rd, 4th, 5th and 7th columns in Part 'A' of the Petroleum Certificate in duplicate. **DO NOT** sign the 6th column at this stage.
- (D) **DRIVER:** You must now complete the 1st and 2nd columns of part "B" of the Petroleum Certificate. Copy the details shown on your loading record into the second column and the numbers of the customers tanks to receive the products into the first column. **DO NOT** sign the 3rd column at this stage.

- (E) **CUSTOMER:** Place at least one fire extinguisher and sand filled bucket up-wind of the delivery point and position warning notices so that they are clearly visible to the general public. Lift the manhole covers from the storage tank chambers for the petrol grades being received. Check the tank numbers and the product labels on the fill pipes to make certain the right tanks are being chosen. **MANY MISTAKES ARE MADE AT THIS STAGE.** Take the dipstick or contents gauge readings for each tank. Work out **again** how much each tank will safely hold, and check these figures against the amounts of petrol to be delivered. Recheck your figures and make sure they are all correct. **MANY MISTAKES ARE MADE AT THIS STAGE.** Sign the box on the Fuels Advice Note to confirm that the storage tanks will hold the quantities to be delivered.
- (F) **CUSTOMER:** If an overspill prevention device is installed on the tanks, this must be operational before any delivery is attempted.
- (G) **DRIVER:** If your vehicle is arranged for bottom loading, open the foot valves to release the diptube interlocks. **DO NOT OPEN FOOT VALVES AT THIS STAGE ON ANY OTHER TYPE OF ROAD TANKER.**
- (H) **DRIVER:** Vent the road tanker compartments. Remove dircaps and dip the compartments. Show the customer the dipstick readings and agree the dipped quantities. Securely replace dircaps and stow the dipsticks. **NOTE: DRIVER AND CUSTOMER:** If the customer wishes to climb onto the tanker and take the dips, refer to the additional safety rules in Appendix 3 of this Bulletin.
- (I) **CUSTOMER:** Where vapour balancing equipment is installed, first unlock and remove the cap from the tank vapour return connection.
- (J) **DRIVER:** To safely collect the vapour: **FIRST**, check that the tanker vapour return sight glass is empty. **SECOND**, connect your vapour return hose to the road tanker connection. This action will cause the tanker compartment vapour return valves to open when the foot valves are opened: **THIRD**, connect the vapour return hose to the customer's tank vapour connection. This will automatically open the dry-break connection between the hose and tank. **FAILURE TO WORK TO THE CORRECT SEQUENCE WILL RESULT IN VAPOUR RELEASE TO ATMOSPHERE AT GROUND LEVEL.**
- (K) **CUSTOMER:** Unlock the tank inlet fill pipe caps. Do not remove a cap until immediately before a hose is to be connected.
- (L) **DRIVER:** If allowed under the site Petroleum License, a maximum of two hoses may be connected to the storage tanks as instructed by the customer. Always ensure that one hose is coupled at both ends before connecting a second hose.
- (M) **CUSTOMER:** Check that the hose has been properly connected to the storage tank fill pipe. Now sign the 6th column in section (A) of the Petroleum Certificate but **ONLY FOR THE TANK WHICH HAS A HOSE CONNECTED.** The driver is not allowed, by law, to begin delivery until this has been done. It must not be signed and handed to the driver until after you have checked the hose connection to the correct storage tank fill pipe. You must sign the 6th column of the Petroleum Certificate for each storage tank which is to receive petrol or derv during the delivery when the hose is connected.
- (N) **DRIVER:** Connect the other end of the hose to the correct outlet on the road tanker as shown on the Petroleum Certificate and double check against your copy of the Loading Record and grade indicators, where fitted. **MANY MISTAKES ARE MADE AT THIS STAGE.** Check that you have connected the correct hose. **NEVER MOVE YOUR VEHICLE WITH HOSES CONNECTED.**
- (O) **DRIVER:** Sign the 3rd column in part "B" of the Petroleum Certificate, but **ONLY FOR THE ROAD TANKER COMPARTMENTS WHICH HAVE HOSES CONNECTED.** Hand it back to the customer. You must repeat this for each storage tank and for each tanker compartment as they are connected. You must not, by law, begin delivery until the relevant sections of the certificate have been completed and signed by both you and the customer. After delivering the final compartment, retain one copy of the completed Petroleum Certificate.
- (P) **DRIVER:** If your vehicle is a top loader, open the foot valves of the compartments which have hoses attached to the outlets. Do not open any others.

(3) DURING THE DELIVERY

- (A) **DRIVER:** Open the correct outlets to start the delivery and check at once that no petrol leaks or drips appear. Do not attempt to tighten or adjust couplings whilst the outlet valve is open. Watch the vehicle and hoses and be ready to stop the delivery and take emergency action if a leak, spillage or fire occurs. Remain close to the tanker throughout the delivery.
- (B) **CUSTOMER:** Remain close to the delivery point and watch the tank fill pipe connections, the vent pipes, people and traffic in the delivery area, and be ready to take action if a hazard or emergency occurs.
- (C) **DRIVER:** As the tanker compartments empty, show the customer the empty sight glasses where these are fitted, before closing the outlet valves or foot valves. Close the outlet valves and disconnect the hoses from the outlets. Carefully drain them into the storage tanks. Replace the outlet caps.
- (D) **DRIVER & CUSTOMER:** After a vapour balanced delivery, the road tanker compartments will contain petrol vapour under pressure. This means dry dips cannot be taken. Evidence of an empty road tanker compartment may be obtained by observing that the ball in the outlet sight glass is not floating when the tanker foot valve indicator shows open.

(4) AFTER THE DELIVERY

- (A) **DRIVER & CUSTOMER:** For a non vapour balanced delivery, dry dips may be taken at this stage. With tankers arranged for bottom loading, tanker foot valves must remain open whenever a dipstick is in the diptube, as closing a foot valve will damage the dipstick. If the customer wishes to climb onto the tanker and take the dry dips, refer to the additional safety rules in Appendix 3 to this Bulletin.
- (B) **DRIVER:** Disconnect the other end of the delivery hoses from the customers tanks and stow them securely on the hose racks.
- (C) **CUSTOMER:** Replace the tank inlet caps and lock them immediately after the hoses have been removed.
- (D) **DRIVER:** Where a vapour balanced delivery is being made, close the tanker foot valves. This will also close the vapour return valves on the road tanker. Disconnect the vapour hose from the customer's tank vapour connection **FIRST** so that the dry-break coupling closes. **NEXT**, remove the hose from the road tanker vapour return connection. **FAILURE TO WORK TO THE CORRECT SEQUENCE WILL RESULT IN VAPOUR RELEASE TO ATMOSPHERE AT GROUND LEVEL.**
- (E) **CUSTOMER:** Where vapour recovery equipment is installed, replace and lock the vapour connection cap.
- (F) **CUSTOMER:** If fitted, disconnect or deactivate any overfill protection device.
- (G) **CUSTOMER:** When you are satisfied that you have received the quantity shown on the fuels advice note, sign the box on the note to confirm this. Retain one copy for your records. Return the sand buckets and fire extinguishers to their normal storage points. Remove and store warning signs.
- (H) **DRIVER:** Assemble your copy of the signed Fuels Advice Note, the Petroleum Certificate, and the Loading Record. Keep them together in a safe place until you can hand them to the Terminal Office. Keep them separate from other delivery paperwork to avoid confusion.

EMERGENCIES

All customers' employees should have received instruction and regular training in the correct action to take in an emergency. If an emergency occurs during a delivery, the Driver's responsibility is for the safety of himself, the public, the tanker and its cargo. He will normally stop the delivery and drive the tanker clear if possible. The customer should ensure that there is a clear route for the road tanker to leave the site in an emergency.

In the event of a petrol spillage: Stop the delivery and operate the site emergency electricity shut off. Tell customers to stop engines. If necessary, evacuate the site. Attempt to contain the spillage and direct it into site drainage interceptor using sand, spare hoses etc. Absorb minor spillages with sand. Call the fire brigade to all major spillages or when there is a risk of a fire.

If a tank is overfilled: Close the tanker outlet valves. The delivery hose and connecting pipes must be emptied by dispensing fuel through the forecourt pumps into vehicle tanks or approved containers so that the hose can be safely drained into the site tank. The quantity to be dispensed will depend on the site layout. This will include the volume trapped in the tank vent pipes, and the vapour recovery hose. The delivery hose connection at the road tanker end must be very carefully released to allow air to enter the hose before it will drain. Be prepared to hold the weight of the full hose, and to rapidly reseal the connection if any product leaks out. Check that the vapour hose has drained and is empty before disconnecting it.

If an over fill preventer operates: Close the tanker outlet valve. (Note that this happens automatically with some systems). The delivery hose will have to be drained into the tank, but there should be enough ullage to contain the amount of fuel in the hose. Follow the overfill preventer instructions to ensure that it will not prevent the hose from draining. It may be necessary to dispense a small quantity of fuel through the forecourt pumps into vehicle tanks or approved containers in order to relieve any back pressure in the hose (failure to do so could result in fuel spraying out from the hose when it is released from the road tanker). Carefully release the delivery hose at the tanker end to allow air to enter the hose as it drains. Be prepared to hold the weight of the full hose, and to rapidly reseal the connection if any product leaks out. Some designs of overfill preventer will restrict the speed at which the hose drains.

Note: When a vapour balancing delivery is being carried out, the road tanker dips cannot be taken during the delivery. If the product remaining in the road tanker compartment cannot be safely delivered into another tank on the site, it must be returned to the Terminal. The amount being returned must not be checked by dipping the relevant compartment until all the other compartments have been delivered, the valves closed and the hoses disconnected. Open the footvalve for that compartment ONLY before dipping. Failure to work to this procedure will allow vapour to escape from all of the road tanker compartments and storage tanks.

Contact with petroleum products: If people are contaminated with petroleum products, they must be offered washing and changing facilities and use of the site emergency paper overalls. They must be warned not to expose contaminated clothing to sources of ignition or to let the vapours collect in their vehicles.

Further advice on emergency action for the customer is given in Total Product Safety Data Sheets. Remember that all spillages must be reported to the petroleum licensing authority, and that all accidents, and near misses, including all overfill preventer actuations, must be reported to Total.

DRIVER AND CUSTOMER RESPONSIBILITIES CHECKLIST

See Appendix 1 and Appendix 2.

ADDITIONAL SAFETY RULES FOR WHEN A CUSTOMER WISHES TO TAKE THE COMPARTMENT DIPSTICK READING FOR HIMSELF.

See Appendix 3.

DRIVER	YOU ARE RESPONSIBLE FOR
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- CARRYING YOUR VOCATIONAL TRAINING CERTIFICATE (ADR CARD).
- MAKING SURE THAT YOU ARE CARRYING THE CORRECT TREMCARD IN THE CAB (AND NO OTHERS).
- MAKING SURE THE TRAILER DISPLAYS THREE CLEAN CORRECT HAZARD WARNING PANELS.
- MAKING SURE YOUR TANKER CARRIES TWO FIRE EXTINGUISHERS IN GOOD CONDITION.
- LOADING EACH OF YOUR TANKER COMPARTMENTS EXACTLY AS DETAILED IN THE LOADING RECORD, OR CHECKING EACH COMPARTMENT AGAINST THE LOADING RECORD, WHEN YOUR TANKER HAS BEEN PRE-LOADED.
- MAKING SURE ANY GRADE INDICATORS ON YOUR TANKER ARE CORRECTLY SET.
- KEEPING SEPARATE ANY LOADING RECORDS AND FUELS ADVICE NOTES FOR THE PREVIOUS OR SUBSEQUENT DELIVERIES.
- MAKING SURE ALL PRECAUTIONS NECESSARY FOR PREVENTING FIRE OR EXPLOSION ARE TAKEN AT ALL TIMES WHILST YOU ARE IN CHARGE OF YOUR TANKER.
- PARKING IN A SAFE PLACE WHENEVER YOU STOP WHILST CARRYING PETROL, OR OTHERWISE KEEPING YOUR TANKER UNDER YOUR SUPERVISION.
- MANOEUVRING YOUR TANKER ON AND OFF THE CUSTOMER'S PREMISES SAFELY, WHETHER OR NOT YOU ARE GUIDED.
- PARKING YOUR TANKER CORRECTLY AND SAFELY AT THE DELIVERY POINT.
- OPERATING THE TANKER MASTER SWITCH.
- REPORTING TO THE CUSTOMER IMMEDIATELY AFTER PARKING.
- REPORTING BY TELEPHONE TO THE TERMINAL IMMEDIATELY IF THERE IS NO COMPETENT PERSON AVAILABLE TO SUPERVISE THE DELIVERY OR IF ANY OTHER ILLEGAL OR UNSAFE SITUATION OR ACCIDENT OCCURS BEFORE OR DURING THE DELIVERY.
- AGREEING WITH THE CUSTOMER THE TOTAL QUANTITIES AND TYPES OF PRODUCT TO BE DELIVERED.
- OBTAINING THE CUSTOMER'S SIGNATURE ON THE FUELS ADVICE NOTE BEFORE THE DELIVERY TO CONFIRM THE TANKS WILL ACCEPT THE DELIVERY WITHOUT OVER-FILLING.
- COMPLETING 1ST AND 2ND COLUMNS IN PART "B" OF THE PETROLEUM CERTIFICATE.
- RELEASING COMPARTMENT PRESSURE BY PRESSING DOWN DIPCAPS. PUTTING CORRECT DIPSTICKS IN CORRECT DIPTUBES.
- OBTAINING THE CUSTOMER'S AGREEMENT TO THE WET DIPS.
- CHECKING, IN THE CASE OF A VAPOUR RETURN DELIVERY, THAT THE TANKER VAPOUR RETURN SIGHT GLASS IS EMPTY.
- LAYING OUT HOSES AND CONNECTING THEM TO THE TANK VAPOUR CONNECTIONS AND FILL PIPES AS INSTRUCTED BY THE CUSTOMER.
- MAKING SURE YOU USE ONLY A MAXIMUM OF TWO DELIVERY HOSES AT ANY ONE TIME, IF THIS IS ALLOWED UNDER THE SITE PETROLEUM LICENCE CONDITIONS.
- MAKING SURE YOU RECEIVE (AT THIS STAGE AND NOT BEFORE) THE CORRECTLY COMPLETED AND SIGNED CERTIFICATE FOR EACH TANK.
- CHECKING THAT THE PRODUCT AND QUANTITY ON THE PETROLEUM CERTIFICATE AGREES WITH THE COMPARTMENT YOU INTEND TO SELECT.
- SELECTING THE CORRECT TANKER COMPARTMENT AND CONNECTING THE OTHER END OF THE HOSE TO THE CORRECT OUTLET FOR THAT COMPARTMENT.
- SIGNING THE 3RD COLUMN IN PART "B" OF THE PETROLEUM CERTIFICATE FOR THE CONNECTED COMPARTMENT ONLY.
- OPENING THE CORRECT COMPARTMENT FOOT VALVE.
- OPENING THE OUTLET TO WHICH THE HOSE IS CONNECTED.

APPENDIX 1 (continued)

CHECKING OUTLET/HOSE CONNECTION AND TANKER IMMEDIATELY FOR LEAKS.

REMAINING AT THE OUTLET/HOSE CONNECTION AT ALL TIMES WHILST PRODUCT IS FLOWING

TAKING IMMEDIATE ACTION TO STOP DELIVERY AND DEAL WITH SPILLAGE, FIRE OR OTHER EMERGENCY.

CHECKING FOOT VALVES AND OUTLET VALVES ARE STILL OPEN BEFORE OBTAINING THE CUSTOMER'S AGREEMENT TO EMPTY SIGHT GLASSES OR DRY DIPS.

REPLACING DIP CAPS AND STOWING DIPSTICKS.

CLOSING OUTLET VALVE, DISCONNECTING HOSE AND DRAINING IT INTO THE TANK.

REPLACING OUTLET DRIP CAPS.

SETTING ANY GRADE INDICATORS ON YOUR TANKER TO "EMPTY" FOR FULLY DISCHARGED COMPARTMENTS.

DISCONNECTING HOSE AT TANK END AND STOWING HOSE SECURELY ON TANKER.

CLOSING COMPARTMENT FOOT VALVES.

DISCONNECTING THE VAPOUR HOSE FIRST FROM THE CUSTOMER'S TANK CONNECTION AND SECOND FROM THE ROAD TANKER ITSELF.

OBTAINING THE CUSTOMER'S SIGNATURE ON THE FUELS ADVICE NOTE TO CONFIRM THE PRODUCT GRADES AND QUANTITIES DELIVERED.

RETURNING SIGNED COPIES OF THE CERTIFICATE AND FUELS ADVICE NOTE WITH THE LOADING RECORD TO THE TERMINAL CONTROLLER.

REPORTING TO THE TERMINAL CONTROLLER ON YOUR RETURN, DETAILS OF ANY PRODUCT LEFT ON BOARD THE TANKER.

CUSTOMER	YOU ARE RESPONSIBLE FOR
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MAKING SURE THAT ANY SPECIAL DELIVERY INSTRUCTIONS LISTED IN YOUR "PETROLEUM SPIRIT STORAGE LICENCE" ARE OBEYED.

ORDERING THE CORRECT PETROL GRADES AND QUANTITIES.

ARRANGING A CLEAR ROUTE FOR THE TANKER BETWEEN YOUR ENTRANCE, TANK DELIVERY POINT AND EXIT, BEFORE IT ARRIVES.

HAVING A TRAINED AND COMPETENT PERSON OVER 18 YEARS OLD TO CONTINUOUSLY SUPERVISE THE DELIVERY INTO YOUR TANKS, AS REQUIRED BY LAW.

HAVING SUITABLE FIRE EXTINGUISHERS IN WORKING ORDER UPWIND OF THE DELIVERY POINT TOGETHER WITH AT LEAST ONE SAND FILLED FIRE BUCKET, WARNING SIGNS AND ANY KEYS YOU REQUIRE.

MAKING SURE THERE WILL BE NO SMOKING, NAKED FLAME, SPARKING, ETC., NEAR THE TANK DELIVERY POINT OR VENT PIPE OPENINGS DURING THE DELIVERY.

CHECKING YOUR TANK DIPSTICK OR GAUGE READINGS IMMEDIATELY BEFORE THE DELIVERY AND MAKING SURE THERE IS ENOUGH SPACE (ULLAGE) IN THE TANKS FOR THE AMOUNT YOU HAVE ORDERED.

PLACING PORTABLE SIGNS WARNING THE PUBLIC, BETWEEN THE TANKER PARKING AREA AND THE REST OF YOUR FORECOURT.

CHECKING AND AGREEING WITH THE TANKER DRIVER THE GRADES AND QUANTITIES ABOARD THE TANKER, INCLUDING CHECKING THE TANKER COMPARTMENT DIPSTICKS WITH THE FIGURES ON BOTH THE LOADING RECORD AND FUELS ADVICE NOTE.

SIGNING THE FUELS ADVICE NOTE TO CONFIRM YOUR TANKS WILL SAFELY HOLD THE QUANTITIES TO BE DELIVERED.

DECIDING WHICH TANK IS TO RECEIVE WHICH GRADE AND HOW MUCH. THEN COMPLETING 1ST TO 5TH & 7TH COLUMNS IN PART "A" OF THE PETROLEUM CERTIFICATE IN THE DRIVER'S PRESENCE (REMEMBER ONLY TO USE THE GRADE NAMES SHOWN ON THE FUELS ADVICE NOTE) ENSURING THAT THE DRIVER COMPLETES 1ST & 2ND COLUMNS IN PART "B" OF THE PETROLEUM CERTIFICATE.

LIFTING THE MANHOLE COVER OF EACH TANK AS REQUIRED (IF THE DRIVER AGREES TO DO THIS FOR YOU, HE WILL BE ACTING AS YOUR AGENT AND NOT AS A "TOTAL" EMPLOYEE).

SHOWING THE DRIVER THE TANK FILL PIPE AND VAPOUR RETURN CONNECTIONS AND CHECKING THAT THE DELIVERY HOSE IS PROPERLY CONNECTED TO EACH FILL PIPE CONNECTION.

CONNECTING ANY OVERSPILL PREVENTION DEVICE.

SIGNING THE 6TH COLUMN IN PART "A" OF THE PETROLEUM CERTIFICATE IN THE DRIVER'S PRESENCE TO CONFIRM:-

- (1) YOU HAVE JUST CHECKED THAT THE TANK WILL SAFELY HOLD THE DELIVERY.
- (2) THE DELIVERY HOSE IS PROPERLY CONNECTED TO THE FILL PIPE.
- (3) THE GRADE AND QUANTITY TO BE DELIVERED INTO THE TANK.

HANDING THE DRIVER THE SIGNED CERTIFICATE (BY LAW YOU MUST NOT DO THIS BEFORE YOU HAVE CHECKED THE HOSE CONNECTION TO YOUR TANK).

ENSURING THE DRIVER COUPLES HIS HOSE TO THE TANKER COMPARTMENT INDICATED, THEN SIGNS THE 3RD COLUMN IN PART "B" IN THE PETROLEUM CERTIFICATE.

WATCHING THE DELIVERY INTO YOUR TANK FROM START TO FINISH.

CHECKING THE TANKER SIGHT GLASSES TO ENSURE THAT THE COMPARTMENT IS EMPTY.

REPLACING THE VAPOUR AND FILL-PIPE CAPS PLUS LOCKS, TOGETHER WITH ANY MANHOLE COVERS, WHEN THE DELIVERY HAS FINISHED.

DISCONNECTING ANY OVERSPILL PREVENTION DEVICE.

SIGNING THE DRIVER'S COPY OF THE FUELS ADVICE NOTE WHEN ALL DELIVERIES INTO YOUR TANKS HAVE BEEN FINISHED, TO CONFIRM YOU HAVE RECEIVED THE QUANTITIES SHOWN.

REPORTING IMMEDIATELY TO THE PETROLEUM LICENSING AUTHORITY WHO ISSUED YOUR STORAGE LICENCE, AND TOTAL, ANY PETROL SPILLAGE, FIRE OR OTHER ACCIDENT DURING THE DELIVERY.

KEEPING A COPY OF THE PETROLEUM CERTIFICATE FOR NOT LESS THAN 12 MONTHS AFTER THE DELIVERY DATE

**ADDITIONAL SAFETY RULES FOR WHEN A CUSTOMER WISHES TO
TAKE THE COMPARTMENT DIPSTICK READINGS**

(A) VAPOUR BALANCED DELIVERIES

At no time are the DRIVER and CUSTOMER to be on the top of a road tanker at the same time.

CUSTOMER: Inform the driver of your intention to take dipstick readings yourself.

DRIVER: Check that there will be no hazard to your vehicle, no exposed metal studs etc. on shoes, no smoking, lighters, matches etc. If you are convinced that there is an accident risk, you are to stop and telephone your terminal for instructions.

Open foot valves on bottom loading vehicles to release dip tube interlocks.

Carefully vent the relevant compartment pressures and remove the dipcaps. Select the correct dipsticks and place them into the diptubes. Return to ground level.

CUSTOMER: Carefully climb the tank ladder. Remove the dipsticks from the diptubes and note the readings, replace them in the diptubes. Do not leave the dipsticks laying loose or partially inserted in the diptubes.

YOU MUST NOT OPERATE ANY OF THE EQUIPMENT ON THE VEHICLE, IN PARTICULAR YOU MUST NOT OPEN ANY VALVES OR REMOVE DIPCAPS.

Once you are satisfied with the readings, you must return to ground level to supervise the delivery.

CUSTOMER: On completion of the delivery, with foot valves in the open position, check the sight glasses to ensure that no product remains in the relevant compartments.

YOU CANNOT DRY DIP THE EMPTY TANKER COMPARTMENTS OR DIP PARTIALLY DELIVERED COMPARTMENTS.

DRIVER: Stow and secure the dipsticks in their holders, replace dipcaps, close foot valves.

(B) DELIVERY WITHOUT USE OF VAPOUR BALANCING EQUIPMENT

At no time are the DRIVER and CUSTOMER to be on the top of a road tanker at the same time.

CUSTOMER: Inform the driver of your intention to take dipstick readings yourself.

DRIVER: Check that there will be no hazard to your vehicle, no exposed metal studs etc. on shoes, no smoking, lighters, matches etc. If you are convinced that there is an accident risk, you are to stop and telephone your terminal for instructions.

Open foot valves on bottom loading vehicles to release dip tube interlocks.

Carefully vent the relevant compartment pressures and remove the dipcaps. Select the correct dipsticks and place them into the diptubes. Return to ground level.

CUSTOMER: Carefully climb the tank ladder. Remove the dipsticks from the diptubes and note the readings, replace them in the diptubes. Do not leave the dipsticks laying loose or partially inserted in the diptubes.

YOU MUST NOT OPERATE ANY OF THE EQUIPMENT ON THE VEHICLE, IN PARTICULAR YOU MUST NOT OPEN ANY VALVES OR REMOVE DIPCAPS.

Once you are satisfied with the readings, return to ground level to supervise the delivery.

APPENDIX 3 (continued)

CUSTOMER: On completion of the delivery, with foot valves in the open position, check the sight glasses to ensure that no product remains in the relevant compartments. You may dry dip the tanker compartments if you wish leaving any dipsticks fully inserted in the relevant dip tube.

DRIVER: Remove the dipsticks from the diptubes. Stow and secure dipsticks in their holders, replace dipcaps, close foot valves.

CUSTOMER: If you require only part on the compartment load to be delivered into a particular tank, the product flow can only be stopped by the driver at ground level if the vehicle is a bottom loading type. Check this with the driver. **THIS MEANS THAT YOU MUST USE THE DIPSTICK TO MONITOR COMPARTMENT CONTENTS. YOU MUST COMPLETELY REMOVE THE DIPSTICK FROM THE DIPTUBE BEFORE THE DRIVER CLOSES THE FOOT VALVE. OTHERWISE THE DIPTUBE INTERLOCK WILL DAMAGE THE DIPSTICK.**

If you leave the dipstick in the diptube you will be responsible for all damage that may occur to the tanker or dipstick.

CUSTOMER: On completion of the delivery, check the dipsticks or sight glasses to ensure no product remains in the relevant compartment.

DRIVER: Go on top of the vehicle, secure the dipsticks in their holders, replace dipcaps and close foot valves.

TANK EQUIP/WATER CHECK PROGRAMME & A/G TANK MAINTENANCE.

Rates agreed with CP Installations/ Northern Pump Distributors 19/5/97.

Sites with direct or offset fills only £ 00.00(net) each visit.

Sites with direct or offset fills &/or O/P , V/R etc £ 00.00(net) each visit.

Maintenance of A/G tanks on sites with OSF's etc.(Once annually).

Non bunded (first tank) £ 00.00(net)second & subsequent tanks £ 00.00(net) .

Bunded (first tank) £ 00.00(net)second & subsequent tanks £ 00.00(net)

Maintenance of A/G tanks-special journey (Once annually).

Non bunded (first tank) £ 00.00(net)second & subsequent tanks £ 00.00(net)

Bunded (first tank) £ 00.00(net) second & subsequent tanks £ 00.00(net)

Works to include:-

- Gain access to all tanks & dip for water content/remove water as req'd.
- Check all tank capacity/grade/number labels,vent labels & overflow prevention/vapour recovery labels for condition/security & replace/clean as req'd
- Check safety platforms in tank fill manholes (where applicable) for security/condition & take remedial action when/if required.
- Check O/P & V/R installations for operation/condition including associated PV valves.
- Check leak detection header tanks in tank manholes for security & correct levels/top up as required.
- Remove water/debris from A/G tank bunds & ensure drain valve/plug is clear/operational.
- Check all other valves to both A/G & below ground tank installations are operational & free from leaks.
- Treat & paint any rust affected areas on A/G tanks(Black Hammerite).
- Provide site by site report as in previous years.
- visits per year(first & third quarters)

- Detailed A/C to be submitted c/w site by site breakdown attached.

Yellow
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RETAIL MARKETING (HO + REGIONS)

UNSAFE CONDITION, SPILLAGE, INJURIES & DANGEROUS OCCURRENCES
AT DELIVERY POINT

Objective: To ensure that notification received from the delivery terminal of a potentially hazardous condition, any dangerous occurrences, spillage's and injuries are reported on using the standard company forms and circulated to the necessary parties.

Action By: R/RM, R/ASM, R/RE, R/RME, R/NAM, R/NAA, TM

Work Instruction:

1. On receipt from TM or nominated deputy of an 'Unsafe Condition at Delivery Point Report' TM-FM-003 from the delivery Terminal controlled in accordance with TM-PR-003, R/RM or nominated deputy will copy the report to R/ASM, R/RE or R/RME with instructions to investigate, in the case of Head Office operated sites this will be R/NAM.
- 1.1 Where the alleged unsafe condition at delivery point needs to be investigated the R/ASM, R/RE or R/RME, or nominated sub-contractor will visit the location and respond to the actual conditions found. R/ASM, R/RE or R/RME will complete Section 'C' of TM-FM-003 and return it to R/RM or nominated deputy who copies it to the site file in accordance with RT-PR-009 and returns the completed original to the delivery Terminal TM or nominated deputy.
2. In the case of any of the following happening:
 1. Spillage
 2. Contamination
 3. Injury to any person whilst on site
 4. Any other incident thought to be of danger both SE-FM-002/1374 Report of an injury or dangerous occurrence & SE-FM-003/1375 Accident investigation & recommendation Report is used.
- 2.1 These reports are to be completed by R/ASM or R/NAA in the case of Head Office operated sites, and forwarded to the R/RM or R/NAM in the case of Head Office operated sites. Action is taken in accordance with SE-WI-005 & the forms circulated to the appropriate personnel as indicated on the respective form.

3. Where maintenance work is required to rectify any of the above this will be actioned in accordance with RT-PR-006 and RT-WI-006 in the case of Head Office operated sites.

PREPARED BY:  JOB TITLE: R/NAC DATE: 17/1/96
(Signature)

AUTHORISED BY:  JOB TITLE: R/NM DATE: 17/1/96
(Signature)

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TOTAL Oil (GB) Ltd
The Paddock
Lutterworth Road
North Kilworth
Lutterworth
Leicestershire
LE17 6HN

25 November 1998

Mr P Dyde
Eagle Service Station
130 – 140 Foleshill Road
Coventry
Warks
CV1 4JJ

Dear Peter,

Subject: Vapour Recovery Training Of Total Oil Tanker Drivers

All existing Total Oil tanker drivers have had training in delivering to retail sites equipped with vapour balancing. Training is given so that deliveries can be made in accordance with Total Oil Safety Bulletin No 4A Road Tanker Deliveries Of Petrol which includes references to vapour recovery procedures. A copy of this document can be supplied on request. All new drivers are allocated a driver trainer, part of whose brief is to give training in delivering to retail sites with vapour balancing equipment. New drivers have to be passed out by a Total Oil Fleet Engineer who will observe the driver delivering to a vapour balancing site. In addition, every five years drivers attend a refresher course which includes vapour balancing deliveries.

Regards,



David Ritson
Area Sales Manager.
TOTAL Oil GB Ltd.