

Bill FAULKES
Env. Police

125

Coventry City Council

Environmental Protection Act 1990, Sections 12 (1)

Notice of Revocation

To: The Company Secretary
Texaco Ltd
1 Westferry Circus
Canary Wharf
London
E14 4HA

Coventry City Council ('the council'), in exercise of the powers conferred on it by section 12 of the Environmental Protection Act 1990 ('the Act'), hereby gives you notice as follows:

1. The authorisation reference 123 for the unloading into storage of petrol from mobile containers at a service station at Godiva Service Station Tile Hill lane Coventry CV4 9DS is hereby revoked from 25th May 2004.

Signed on behalf of Coventry City Council


.....
Head of Environmental Health

Date..... 27/04/04

ENVIRONMENTAL PROTECTION ACT 1990 section 11(8)

**NOTICE OF VARIATION
CONDITIONS OF AUTHORISATION**

To **The Company Secretary**

Of **Texaco Ltd, 1 Westferry Circus, Canary Wharf, London, E14 4HA**

With reference to your application for the variation of the conditions attached to the authorisation, granted to you by **Coventry City Council** on the 22 day of December 1998 under the reference number 123 in respect of the premises known as

Star Godiva, Tile Hill Lane, Coventry

The Council on the 1st Day of October 2000 decided that the conditions of the authorisation should be varied as follows*:

On the Schedule of Testing and Maintenance, delete "Star Godiva, Tile Hill Lane" and replace with "Godiva Service Station, Tile Hill Lane."

(PLEASE SEE ATTACHED)

The date on which the variation is to take effect are † with immediate effect

continued overleaf

Delete any words in square brackets which do not apply

* Specify the variation(s) to the authorisation.

† Specify the effective dates for each variation.

[YOU ARE REQUIRED, within a period of _____ from the date of service on you of this Notice, to notify the Council of the action (if any) which you propose to take to ensure that the process is carried on in accordance with the authorisation as varied by this Notice.]

Dated 17 Oct 2001



(Signed).....

Designation)..... ASSISTANT DIRECTOR, ENVIRONMENTAL SERVICES
the Officer appointed for this purpose)

Address for all communications:

Environmental Services Directorate
Broadgate House
Broadgate
COVENTRY
CV1 1NH

Delete any words in square brackets which do not apply

NOTE

You have a right of appeal against this Notice to the Planning Inspectorate. If you wish to appeal you must do so in writing within a period of [six months beginning with the date of the Council's decision]† [two months beginning with the date of this Notice]. You must set out the grounds for your appeal and send to the Planning Inspectorate a copy of this Notice, together with copies of all relevant documents and correspondence. You should also indicate whether you wish the appeal to be dealt with at a hearing or on the basis of written representations. A copy of your Notice of Appeal must also be sent to the Council.

** "Substantial change" is defined in Section 10(7) of the Environmental Protection Act 1990 as "a substantial change in the substances released from the process or in the amount or any other characteristic of any substance so released"; and the Secretary of State may give directions to enforcing authorities as to what does or does not constitute a substantial change in relation to processes generally, any description of process or any particular process.

† In the case of a refusal of an application under Section 11.

To be read with Variation Notice 3/10/00

Your Reference :
Our Reference :
Direct Dialling No. :
No. :
Date :
REPLY TO :
E-mail No. :



City of
Coventry

**INFORMATION
ONLY**

CITY DEVELOPMENT DIRECTORATE
John McGuigan
Strategic Director (City Development)
Michael J Green
Assistant Director, Environmental Services
Broadgate House
Broadgate
Coventry, CV1 1NH

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: 123
Application Received: 5th October 1998

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

Texaco Limited
1 Westferry Circus
Canary Wharf
London E14 4HA

Register in England No: 140141

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

~~Star~~ Godiva *Service Station*
Tile Hill Lane
Coventry
CV4 9DS

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 Dated day of 2000

Assistant Director, Environmental Services



INVESTOR IN PEOPLE

Assistant Director: Projects - Martin Bullock
Assistant Director: Strategy & Planning - James Russell
Assistant Director: Environmental Services - Mick Green

Your Reference :
Our Reference :
Please ask for :
Director's Calling No :
Date :

I, JANINE DREBLE being employed
as a EPO 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 SHELL GODIVA
of TILE HILL LANE Coventry,
on 22.12.19.98

Signed Jan Drel



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 : END042
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: 123

Application Received: 5th October 1998

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

Shell UK Limited
Mercury House
Hangar Green
London W5 3BA

Register in England No: 140141

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

Shell Godiva
Tile Hill Lane
Coventry
CV4 9DS

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 22nd 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 01. The service station has 5 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 Shell site 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 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 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 02.

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 TESTING AND MAINTENANCE

Shell-Godiva, Tile Hill Lane

Godiva Service Station

Annual Testing of Vapour Recovery System

1. Fill Pipe Adapters and Caps

All components of the above shall be checked for wear, damage and freedom of operation.

2. Vapour Hose Connection Points including Adapter, Valve and Cover

All components of the above shall be inspected for wear, damage and freedom of operation.

3. Vapour Recovery Signage

The vapour recovery signage will be checked to ensure that all current signage is clean, securely fixed and visible upon inspection.

4. Pressure Relief Valve and Visible Pipework associated with the Vapour Recovery System

The above components shall be inspected visually for wear and damage.

Three Yearly Testing of Pipework and Pressure Relief Valve

1. Testing of Pressure Relief Valve

As specified in the authorisation.

2. Pipework

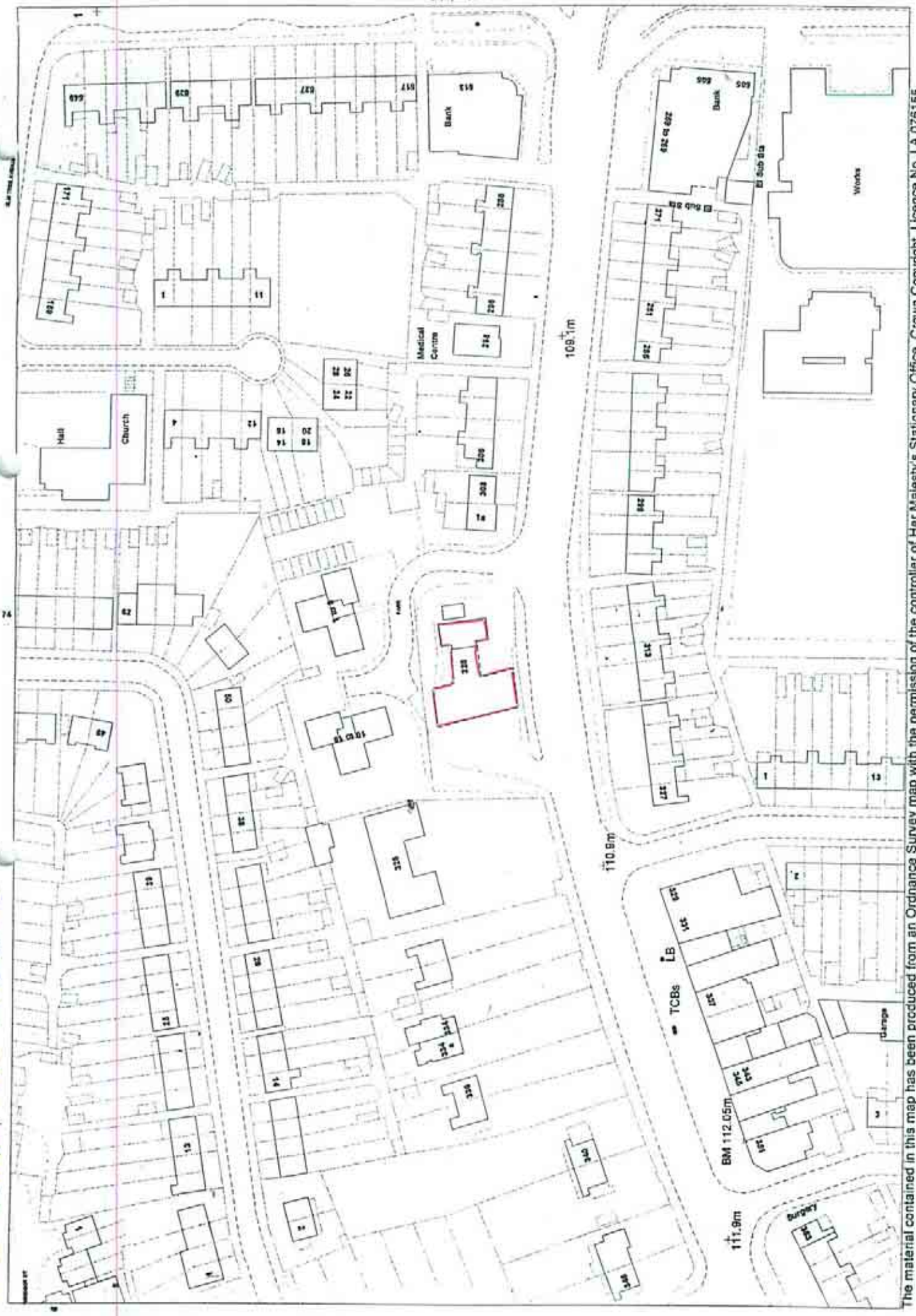
Any pipework associated with the vapour recovery system, including petrol delivery lines, vapour recovery lines and vent pipes is to be inspected for wear, damage, blockage, leakage and freedom of operation. This shall also include testing of the system for correct pressure release.

Three Yearly Health & Safety Audit

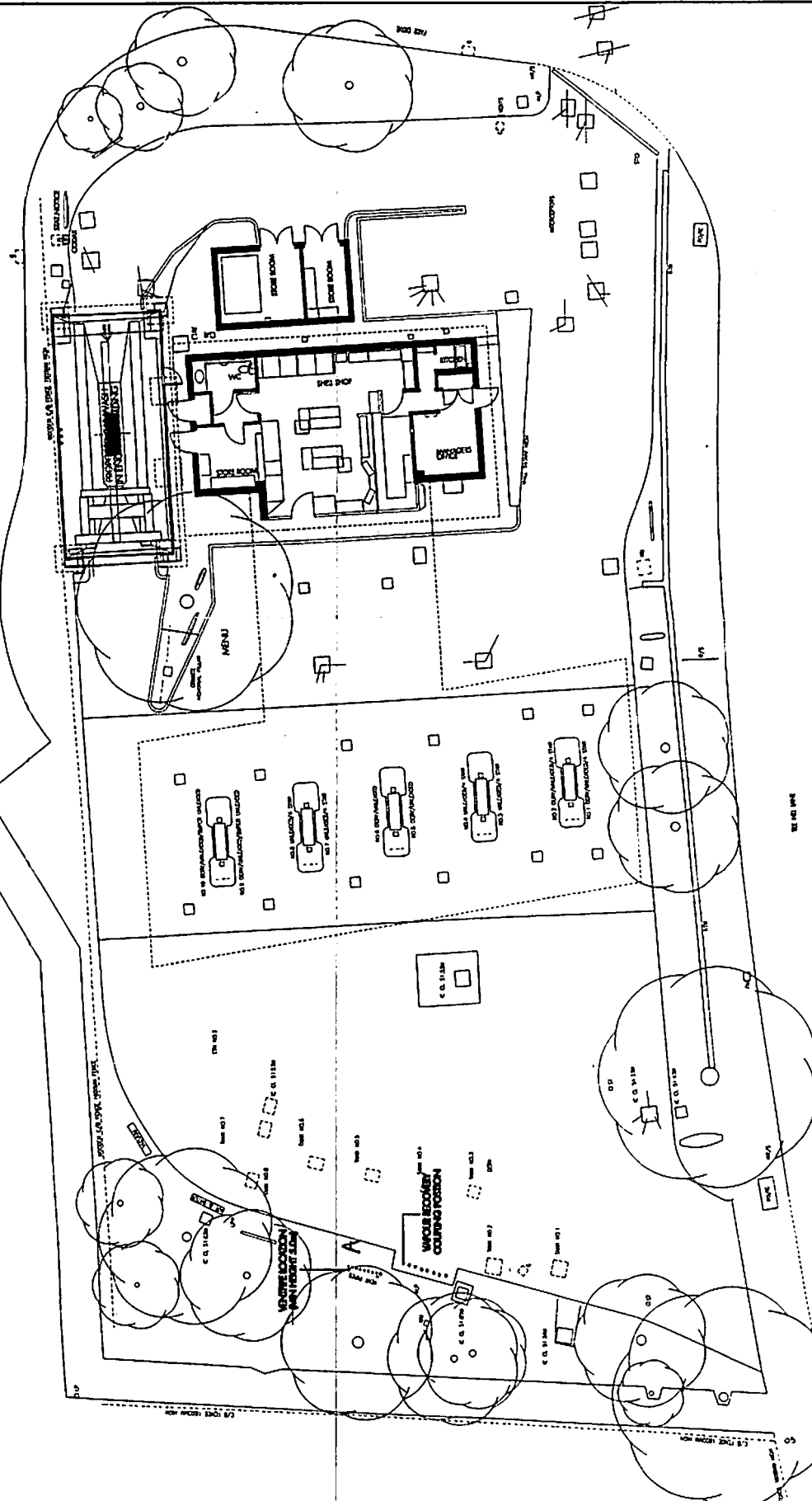
The components of the vapour recovery system that are included in the Health & Safety Audit shall be checked as stated in the Health & Safety Audit Notes appended to the application.

SHELL BOXVA, TILE MILL LANE

PLAN 1



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PLAN 2

| | |
|--|-------------|
| DATE | DATE |
| PROJECT: SHELL GOMA THE HILL JARNE COVENTRY, WEST MIDLANDS. | |
| TITLE: WAPOR RECOVERY INSTALLATION. | |
| SHELL UK LIMITED COVENTRY OIL REFINERY WOMBOURNE ROAD COVENTRY, WEST MIDS. CV4 9AH SCALE: 1:100 DRAWN BY: J. L. J. 11/78 CHECKED BY: J. L. J. 11/78 DATE: 11/78 CADD FILE: 3:WOMBOURNE\COVENTRY\WAPOR.V001 | |
| 355819. | V.R.P. 001. |

COVENTRY CITY COUNCIL

Application for Authorisation; Part 1,
Environmental Protection Act, 1990.

Section A; General Information

1. Name and address of premises where process is/will be carried out

SHELL ROAD, TILE HILL LAJE

COVENTRY

WEST MIDLANDS Post Code CV4 9AS

Telephone No. 01203 88990 Contact Name SHINJI BASSI Antelope

Position.. CURRENT SITE MANAGER

2. Name and address of applicant[s]

SUEZ UK LIMITED

MERCURY HOUSE, HANGER GREEN, LONDON, W6 3BA

Telephone No. 0181 758 7819 Contact Name JAMES FLOW

Position.. LOCAL AUTHORITY LIAISON

3. Name and address of registered office (if applicable) In the case of partnerships, names and home addresses of the partners.

SUEZ UK LIMITED, SHELL MK HOUSE

THE STRAITS, LONDON W12R 0DX

Telephone No. 0171 257 3000 Contact Name —

Position.....

4. Name of the ultimate holding company if different from (1) above

5. Address for correspondence if different from (1) above

MERCURY HOUSE, HADGEA GREEN
LONDON W5 3BA

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.

7. Is the service station located under permanent living quarters or working areas? (See clause 9 of the guidance notes.)

| | |
|-----|----|
| YES | NO |
|-----|----|

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

INSTALLED BETWEEN 1996 AND 1997

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 the guidance notes for the relevant time scales); in cubic metres (i.e. litres divided by 1000). Circle the appropriate band.

| YEAR | VOLUME OF PETROL (M ³) | | | |
|------|------------------------------------|-----------|------------|--------|
| 1997 | < 100 | 100 - 500 | 501 - 1000 | > 1000 |
| 1996 | < 100 | 100 - 500 | 501 - 1000 | > 1000 |
| 1995 | < 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 timescale? The information supplied under item 11 should be supplemented by a site specific assessment. (See clause 17 of the guidance note.)

UP TO 3

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

TANK VENTING SYSTEM HAS MANIFOLD STORAGE VAPOUR
BALANCING SYSTEM INSTALLED

13. Please attach process diagrams and plans of vapour balancing equipment (including height and location of tank vent pipes).

14. Unloading procedure and instructions (please attach).

SEE ATTACHED

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.]

SEE ATTACHED

16. Schedule of maintenance and testing for vapour balancing controls [please attach].

SITE RECEIVES ANNUAL MAINTENANCE VISIT WHEREBY PIPEWORK
AND PRESSURE VALVE ARE INSPECTED. THIS IS LOGGED IN THE
SITE REGISTER WHICH IS KEPT ON SITE

17. Schedule of examination and testing for vapour balancing controls [please attach].

SITE RECEIVES ANNUAL MAINTENANCE VISIT WHEREBY
PRESSURE VACUUM VALUE CHECKED AS OPERATIONAL. THIS

18.

IS LOGGED IN THE SITE REGISTER WHICH IS KEPT ON SITE
Procedures or contingency measures in the event of vapour containment failure [please
attach]. EQUIPMENT IS USUALLY INSPECTED BY COMPETENT PERSON

BEFORE TO DELIVERY, AND CONSTANTLY MONITORED DURING
DELIVERY, DELIVERY WOULD BE CANCELLED IF A DEFECT IS
NOTED, PROBLEMS ARE THEN TO CONTACT SITE MAINTENANCE

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

CONTINGENCY TO MAKE ANY NECESSARY REPAIRS BEFORE
FORMER DELIVERY ARE ALLOWED. IN ALL OTHER TIMES
THE SYSTEM IS READY TO AIR SO A FAILURE
WOULD NOT BECAUSE IN VAPOUR RELEASE

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): JAMES FLOW

Signature: *James Flow* Date 28.8.98

Designation: Local AUTHORITY LIAISON

Fee attached (cheques payable to Coventry City Council) £100.00

Shell

Details of unloading procedure and instructions

**Extract from delivery drivers manual on
delivery to retail premises**

6.2. DELIVERY PROCEDURE - GASOLINE - LICENSEE-CONTROLLED

PURPOSE : To ensure the safe and correct delivery of motor gasoline from road vehicles into customers storage tanks, at the same time complying with all statutory requirements.

PROCEDURE

- 6.2.1. _Prior to delivery, the customer should check that the immediate area around the delivery point is safe and clear of obstructions and sources of ignition.
- 6.2.2. _Park at the discharge point, apply the parking brake, stop engine and turn off the master switch.
- 6.2.3. _Show the customer the delivery invoice, agree the delivery sequence and vehicle compartment/storage tank allocation.
- 6.2.4. _If requested, show the customer wet dips of all compartments to be discharged.
- 6.2.5. _The competent person in charge completes part A on both copies of the Petroleum Certificate LP81 (except signature) and hands them to the driver to complete part B. After reference to the delivery tickets, the driver must enter the compartment number, the grade and the volume to be delivered in the second column and enters the receiving storage tank number/letter in the first column.
- 6.2.6. _For sites with vapour balancing see 6.2.21. _
_Check if the site is equipped with overfill devices.
If this activates during delivery, See 6.2.22
- 6.2.7. _Couple the delivery hose to customer's fill point, as instructed by the customer, and then to the correct vehicle compartment. It is essential that the connection to the customer's tank is made before connecting to the vehicle. The customer's tank must be numbered and the grade labels on the tank and the compartment must match.
- 6.2.8. _The competent person must witness the hose connection and sign Part A column 6 of the LP81 to confirm that the connection is to the correct tank fill point. The driver must sign Part B column 3 to confirm that the hoses are securely connected to the appropriate vehicle compartments and correct customer's fill points
- 6.2.9. _Wherever deliveries are made across pavements or pathways to which the public have access, a warning sign "Mind the Hose" must be deployed.

- 6.2.10. _During discharge the driver must be in constant attendance of his vehicle. The person in charge of the tank must keep a constant watch on the delivery area and the site to prevent any hazardous situations arising.
- 6.2.11. _Wherever possible, drivers should stand up-wind or at a distance from the delivery tank vent pipes during product off-loading. Before completely removing the fill pipe cap allow any vapour to disperse.
- 6.2.12. _If requested, when all appropriate compartments have been discharged, the customer must be shown the dry dips of those compartments.
- 6.2.13. _The customer will sign the invoice/delivery note handing to the driver the copies together with a copy of the petroleum certificate.
- _If for any reason discharge from a compartment is interrupted, the vehicle dips must be checked and agreed before re-commencing discharge or leaving the site.
- 6.2.14. _After all hoses, dipsticks, couplings have been safely stowed the master switch may be turned on and the vehicle moved.
- 6.2.15. _If the vehicle needs to be moved to complete the delivery, disconnect hoses stow all necessary equipment turn on master switch and move vehicle. Follow procedures 6.2.1 to 6.2.11.
- 6.2.16. _Should the discharge be made under a canopy, if requested, wet dips must be shown and dip caps replaced before pulling under the canopy. After completion of discharge, dry dips, if requested, will be shown after driving from under the canopy. Otherwise procedures 6.2.1 to 6.2.11 apply.
- 6.2.17. _If there is a spillage or crossover during delivery it must be reported to the terminal by the quickest means possible.
- 6.2.18. _If the delivery cannot be completed the driver must call the terminal for further instructions.
- 6.2.19. _Should the driver be instructed to make a delivery without a delivery note/invoice, the driver must obtain a temporary receipt on form FX682.
- 6.2.20. _Any site defect affecting delivery must be reported to the terminal on return, and a Site Defect Form must be completed.

6.2.21. _VAPOUR BALANCING DURING GASOLINE DELIVERIES

_The following variations to the above procedures are necessary at sites where vapour balancing takes place.

- 6.2.21.1._Pull the green control button to unlock the outlet protection bar.
- 6.2.21.2._Connect the vapour recovery hose to the vehicle vapour recovery adapter and then to the site connection. The green button will reset.
- 6.2.21.3._Pull the red control button to put the system into vapour balance operation.
- 6.2.21.4._Pull the black control buttons to open footvalves as required.
- 6.2.21.5._If requested, show wet dips and replace dip caps.
- 6.2.21.6._Connect hose(s) to customer tank(s), then to vehicle compartment(s) as required and discharge per correct procedure.
- 6.2.21.7._On completion of delivery, PUSH IN RED CONTROL BUTTON to close all compartment vent and discharge valves.
- 6.2.21.8._Disconnect product hoses as per correct procedure and secure on hose rack. Replace all caps.
- 6.2.21.9._Disconnect vapour balance hose from site connection (self-sealing valve on site connection closes).
- 6.2.21.10._Disconnect vapour balance hose from vehicle adapter and store hose as appropriate. Replace caps.
- 6.2.21.11._If requested, show dry dips by reopening footvalves using the green button. Replace dip caps.
- 6.2.21.12._Lower protection bar and check locking pins have reset.

_NOTE 1. Compartments must not be split on site as removal of dip cap does not permit full vapour balancing.

_NOTE 2. If the red button is not reset before disconnecting the vapour hose, there will be an excessive escape of vapour when the hose is disconnected from the truck.

6.2.22. _OVERSPILL PREVENTION DEVICES

6.2.22.1._NORMOND PNEUMATIC TYPE

_The Normond overfill prevention valve is installed above ground directly onto the offset fillpoints. It is clearly visible and its fitment is also identified by a warning label. The valves are air operated and are controlled from a panel located near the discharge area.

_This type of equipment will be fitted to a limited number of Driver Controlled Delivery sites.

6.2.22.1.1._Normal Delivery Procedure

6.2.22.1.2._Insert the key into the "Valve Control Unit" and turn clockwise 1/4 of a turn.

_This action

- opens all the fillpoint valves. This can be confirmed by checking that the "white flag" appears in the window on each individual valve.

- lights all the numbered orange tank indicator lights and the green "power on" light.

- sounds the audible alarm for 2 seconds

6.2.22.1.3._Providing all the valve warning lights come on and remain on, the delivery can be made in the normal manner.

6.2.22.1.4._Follow the Standard DCD procedures as in section 6.6.

6.2.22.1.5._At the end of the delivery, remove the key from the control unit. This automatically closes all the fillpoint valves.

6.2.22.1.6._Control Panel Light Failure

_EITHER a light bulb has blown OR the site storage tank is overfilled.

_CHECK - _the valve indicators located on each valve.

_WHITE is open ready for product receipt

_BLACK closed indicating the tank is overfilled.

- _the tank contents print out should be checked to establish the tank league.

_IF IN DOUBT CONTACT THE TERMINAL SHIFT MANAGER FOR ADVICE

6.2.22.1.7._Overfill Situation During a Delivery

6.2.22.1.8._Overfill on ONE Storage Tank

Alarm sounds

_The overfill prevention valve will automatically close on the overfilled tank.

_CHECK the control panel and identify the overfilled tank by the numbered flashing light.

_SHUT the appropriate API on the vehicle

_PRESS the RED button on the control panel to open the Normond valve and allow the hose to drain. (Remains open for 40 seconds).

_After 40 seconds the valve closes and cannot be re-opened. A 5mm bleed hole is drilled into the valve for Emergency drain only.

6.2.22.1.9._Overfill on TWO Storage Tanks Simultaneously

_Alarm sounds

_The overfill prevention valves will automatically close on the overfilled tanks.

_CHECK the control panel and identify the overfilled tanks by the numbered flashing lights.

_SHUT both the appropriate APIs on the vehicle

PRESS the RED button on the control panel, one light will stop flashing and the corresponding numbered Normond valve will open for 40 seconds to allow the hose to drain.

_Repeat for the second overfilled tank.

6.2.22.2. _OPW FLOAT TYPE

_The OPW overfill prevention valve is a mechanical float type which is installed into the site storage tank downpipe. A warning tag(s) is displayed to advise the driver that overfill protection is fitted. It is Company Policy to fit these valves at vapour balanced sites where the vapour manifold is less than 3.5m from the ground.

_In the event of an "overflow" the main valve will close at 95% of the storage tanks capacity. A second, smaller valve remains open to allow the hose to be drained. (15 litres/minute flow rate)

_Note that at 98% of the tanks capacity the valve closes completely and no additional product can be delivered until the tank product levels have been reduced.

6.2.22.2.1._Normal Delivery Situation

_Be aware from the "Warning Tags" that OPW's are installed

_No other action is required

6.2.22.2.2._Overflow Situation

_The tank audible alarm should sound and the delivery hose should be seen to "kick"

_SHUT the appropriate API

_CHECK with the "competent person" the tank ullages and contents

_ADVISE the terminal that the site overflow devices have been activated

_Disconnect the hose and drain. NOTE the hose will take longer than normal to drain.

6.6. DRIVER CONTROLLED DELIVERIES TO RETAIL SITES.

PURPOSE : To ensure that when deliveries of motor spirit and derv are made to Retail Sites which are not manned by a representative of the customer, the products are discharged into the correct tanks, safely, without loss, spillage or crossover.

PROCEDURE

6.6.1. Site Requirements

_Driver controlled deliveries may be made only to retail premises which have received appropriate approval from the local licensing authorities.

_The equipment, communications, lighting, tank marking and vehicle standing area will have been approved by the licensing authority.

_See also section 6.2.22." Overspill Prevention Devices".

6.6.2. Vehicle Requirements

_Delivery may only be made in the DCD mode from road tankers fitted with bottom operated foot valves and emergency cut-off.

6.6.3. Driver Procedures

_No driver may undertake DCD deliveries until he has received training in this duty.

_Park at the discharge point, apply parking brake, stop engine and turn off master switch.

_With the key provided by the terminal, open the site delivery control box, turn on the site lighting if necessary, check that Form LP80, Petroleum Certificate, left in box by customer agrees in total and grade with the delivery note.

_Check the alarm system and interrogate the electronic contents gauges to confirm the ullages are sufficient to accommodate the discharge. Print out ullages before delivery and retain printout.

_Remove the keys from the control box and unlock the shutters and fillpipe padlocks and place fire extinguisher and sand bucket adjacent to the delivery area.

_Open the vehicle control box, pressurise the system, lift the outlet valve guard bar and remove the outlet valve drip caps. Fit hoses and adapters for the first compartment delivery to the first storage tank. CHECK GRADE LABELS AGREE. Commence delivery in accordance with form LP80. Sign column 3 of the LP80 after each hose is connected.

_Up to three hoses may be used at one time dependant on the agreement of the Licensing Authority. This should be part of the special instructions on the Delivery Note.

_Repeat the operations until the delivery is complete and check the vehicle sight glasses to confirm. Re-stow the hoses and fittings, replace the site equipment and lock the fill pipes.

_Return fill pipe padlocks keys to site control box.

_Wait 4-5 minutes for tank contents to settle, then interrogate the electronic tank contents gauge to confirm load delivered. Print the gauge readings and retain the printout.

_Leave a copy of the Delivery Note and the LP 80 in the control box, extinguish the site lighting, lock the control box, remove the keys and return to base, taking control box keys and gauge printouts to be handed in with completed documentation.

Example of Vapour Balancing and OPW
Overspill Prevention Procedures For
delivery drivers

Vapour Balancing During Retail Site Deliveries

- 1. PULL GREEN CONTROL BUTTON TO UNLOCK OUTLET PROTECTION BAR.**
- 2. CONNECT VAPOUR RECOVERY HOSE TO VEHICLE AND THEN TO THE SITE. (THE GREEN BUTTON WILL RESET)**
- 3. PULL RED CONTROL BUTTON AND ALL BLACK CONTROL BUTTONS TO OPEN FOOT VALVES.**
- 4. SHOW WET DIPS, AND REPLACE DIP CAPS**
- 5. CONNECT PRODUCT HOSE(S) AS PER CORRECT PROCEDURE.**
- 6. ON COMPLETION OF DELIVERY, PUSH IN RED CONTROL BUTTON**
- 7. DISCONNECT PRODUCT HOSES AS PER CORRECT PROCEDURE AND SECURE ON HOSE RACK, REPLACE ALL CAPS.**
- 8. DISCONNECT VAPOUR BALANCE HOSE FROM THE SITE, THEN FROM THE VEHICLE. REPLACE CAPS.**
- 9. IF REQUIRED SHOW DRY DIPS (BY REOPENING FOOT VALVES USING GREEN BUTTON).**
- 10. LOWER PROTECTION BAR AND CHECK LOCKING PINS HAVE RESET.**

NOTE 1

COMPARTMENTS MUST NOT BE SPLIT ON SITE AS REMOVAL OF THE DIP CAP DOES NOT PERMIT FULL VAPOUR BALANCING

NOTE 2

IF THE RED BUTTON IS NOT RESET BEFORE DISCONNECTING THE VAPOUR HOSE, THERE MAY BE AN EXCESSIVE ESCAPE OF VAPOUR WHEN THE HOSE IS DISCONNECTED FROM THE TRUCK.

Vapour Balancing and OPW Overspill Prevention Procedures

- ***BE CAREFUL***

- ***BE SAFE***

- ***BE ALIVE***

OPW Overfill Prevention Valves DRIVER INSTRUCTIONS

NORMAL DELIVERY

- ***WARNING TAGS' INDICATE THAT OPW'S ARE FITTED***
- ***NO OTHER ACTION***

OVERFILL SITUATION

- ***TANK AUDIBLE ALARM SHOULD SOUND***
- ***HOSE SHOULD BE SEEN TO 'KICK'***
- ***SHUT THE APPROPRIATE API***
- ***CHECK THE TANK ULLAGES***
- ***ADVISE TERMINAL***
- ***LEAVE THE HOSE CONNECTED TO PARTIALLY DRAIN***
- ***DISCONNECT THE HOSE AND DRAIN (UP TO 3 MINS)***

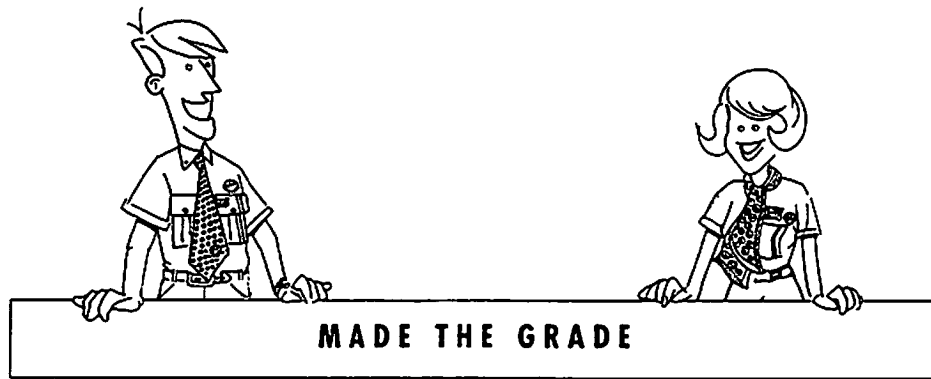
VAPOUR BALANCING DURING RETAIL SITE DELIVERIES

1. PRIME THE PNEUMATIC SYSTEM BY PULLING THE GREEN BUTTON
2. RAISE THE OUTLET PROTECTION BAR AS NORMAL
3. CONNECT THE VAPOUR RECOVERY HOSE TO THE SITE ADAPTER AND THE VEHICLE VAPOUR CONNECTION
4. RE-PRIME THE PNEUMATIC SYSTEM BY PULLING THE RED BUTTON. THIS ACTION OPENS ALL FOOTVALVES
5. SHOW ALL WET DIPS
6. REPLACE AND SECURE ALL DIP CAPS
7. DISCHARGE THE LOAD AS NORMAL
8. COMPARTMENTS SHOULD NOT BE SPLIT
9. ON COMPLETION OF DISCHARGE OF THE COMPLETE LOAD FOR THAT SITE SHOW DRY DIPS
10. REPLACE AND SECURE ALL DIP CAPS
11. DISCONNECT VAPOUR RECOVERY HOSE AND STORE AS APPROPRIATE

**Details of Supervision, Training and
Qualifications of operating staff**

**Extract from “Making the grade” Training
scheme for site staff**

GRADE 3



Each part of this assessment must be completed by the service station operator to ensure that the sales assistant is competent in all aspects of Grade Three – Made the Grade.

A 'competent' person means someone who has sufficient skills and knowledge to be able to do the job in question to the required standard. Because a high percentage of the skills needed for Grade 3 are practical, e.g. re-merchandising a display unit, the majority of the assessment needs to be done whilst the trainee is working 'on the job'.

Where a practical demonstration is not possible, e.g. an emergency-related incident, rather than check whether the trainee can remember procedures 'parrot' fashion, suggest to them a possible scenario and ask them how they would deal with it, e.g. what would you do if a car was on fire on the forecourt? Try to use scenarios which may crop up quite frequently or situations which have happened in the past where it is assumed people would know how to deal with things.

The assessment process involves the trainee demonstrating their competence in the tasks and may also involve you explaining technical and theory knowledge.

It is important that the trainee knows how to deal with specific situations even though they may not crop up during their training period. Scenarios relating to your service station where possible, should be used to ensure the trainee has the correct knowledge.

ASSESSMENT STANDARDS

Each task is made up of various areas of competence and needs to be demonstrated by the trainee during the assessment period. To determine the performance level achieved, the following grading should be used:

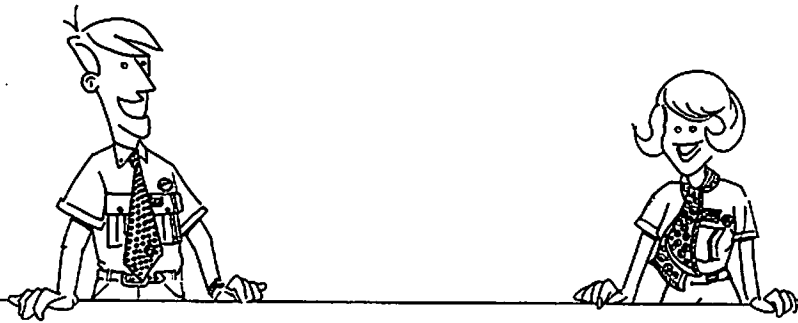
STANDARD OF PERFORMANCE

To be able to sign-off a trainee as competent, they need to be competent in all the tasks. Where a trainee is performing below a competent standard, that particular area must not be signed off and further training must be given prior to re-assessing.

Competent can do the task ✓

Not competent cannot do the task ✗

GRADE 3



MADE THE GRADE

Index of tasks/topics to be covered:

Page

Task 1:

Fuels

1. Handling a fuel delivery

122-124

Task 2:

The Forecourt

1. Litter patrol

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Task 3:

The Shell Select Shop

1. Safe-lifting and carrying/cleaning materials

126

2. Housekeeping

127-128

3. Merchandising principles

129

4. Dry stock management (ordering)

130

5. Dry stock management (deliveries)

130

6. Promotional displays

131

Task 4:

Customer Service

1. Understanding customers

132

2. Handling customers

133

3. Selling to customers

133

Task 5:

Training Others

1. On the job training

134

Competence Assessment Summary Sheet

135

COMPETENCE ASSESSMENT – FUELS

STANDARD OF COMPETENCE

| THE TASK TO BE ASSESSED | ✓ | X | DATE |
|--|---|---|------|
| <p>HANDLING A FUEL DELIVERY</p> <p>MAKES ALL THE CORRECT CHECKS BEFORE A TANKER ARRIVES:</p> <p><i>Delivery area is clear and safe for tanker including fill-pipe connections</i></p> <p><i>Correct cones/barriers/warning signs used</i></p> <p><i>Adequate lighting</i></p> <p><i>Fire-fighting equipment available</i></p> <p><i>Delivery certificate (LP81) available</i></p> <p><i>Correct clothing used</i></p> | | | |
| <p>FOLLOWS THE CORRECT PROCEDURE WHEN THE TANKER ARRIVES:</p> <p><i>Assists with positioning of tanker and making area safe whilst tanker is on the forecourt</i></p> <p><i>Compares delivery ticket with ordered product</i></p> <p><i>Confirms sufficient ullage to receive the delivery (gauges/dips)</i></p> <p><i>Confirms tanker compartment contents</i></p> <p><i>Completes columns 1 to 5 and 7 of PART A of the delivery certificate (LP81)</i></p> <p><i>Remove covers and unlock fill-pipes</i></p> | | | |

COMPETENCE ASSESSMENT

COMPETENCE ASSESSMENT – FUELS cont.

STANDARD OF COMPETENCE

| THE TASK TO BE ASSESSED | ✓ | X | DATE |
|---|---|---|------|
| <p><i>HANDLING A FUEL DELIVERY cont.</i></p> <p><i>Ensures tanker driver completes PART B of the delivery certificate (LP81)</i></p> <p><i>Checks all connections are safe and secure to fill-points before signing column 6 of PART A (signs only for connections made)</i></p> <p><i>Checks connection made to the vapour recovery pipe is safe and correct (if applicable)</i></p> | | | |
| <p><i>FOLLOWS THE CORRECT PROCEDURE DURING THE DELIVERY:</i></p> <p><i>Remains present and vigilant throughout the delivery</i></p> <p><i>Completes column 6 of PART A of the delivery certificate each time a new hose is connected</i></p> <p><i>Follows the correct procedure after the delivery has taken place:</i></p> <p><i>Checks that all the relevant tanker compartments are 'dry'</i></p> <p><i>Completes the administration/paperwork accurately</i></p> | | | |

COMPETENCE ASSESSMENT

COMPETENCE ASSESSMENT – FUELS cont.

STANDARD OF COMPETENCE

| THE TASK TO BE ASSESSED | ✓ | X | DATE |
|---|---|---|------|
| <p><i>HANDLING A FUEL DELIVERY cont.</i></p> <p><i>Supervises the tanker leaving the service station</i></p> <p><i>Ensures all fill-pipes and tanker area are safe and secure</i></p> <p><i>Removes cones/barriers/warning signs to store and repositions fire fighting equipment</i></p> | | | |

COMPETENCE ASSESSMENT

| |
|-----------------|
| Sign Off |
| _____ |
| Assessor |
| _____ |
| Trainee |
| _____ |
| Date |

WEEK 3 (2)

| Core Task | Key Measurement | Sign-off | Date | Grade |
|--------------------|---|------------------|-------|-------|
| Fuel Storage | a) What is the Petroleum License? | Trainee | | |
| | b) Explain in general terms the information contained in the license | Trainer | | |
| | c) What is the role of the Petroleum Officer? | Supervisor | | |
| Fuel Ordering | a) Demonstrate completion of Petrol Order Book | Trainee | | |
| | b) Explain how to plan and order fuel including optimum Delivery Quantity | Trainer | | |
| | c) What are the lead times for amendments and cancellations? | Supervisor | | |
| Delivery Procedure | a) Explain the procedure for receiving a delivery of fuel | Trainee | | |
| | b) What is meant by a 'competent person' and why is this important? | Trainer | | |
| | | Supervisor | | |
| Trainer Comments: | | Trainee Notes: | | |

Portfolio Material:

**Example of Notice of precautions to be taken
during fuel delivery as displayed on all Retail
sites**

DELIVERY OF PETROLEUM SPIRIT

PRECAUTIONS TO BE TAKEN

The attention of Employees is directed to the following paragraphs of Regulation 25 and Sched. 4 Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992, which provide as follows:-

Competent Person to be in charge of Storage Tank.

8-(1) The licensee shall appoint a competent person over the age of 18 years (in this Schedule referred to as "the competent person") who shall be permitted neither to be the driver of, nor to be employed to be in attendance on, any vehicle from which a delivery of petrol is to be made at the licensed premises and who shall have the function given to him by Parts II and III of this Schedule.

(2) The licensee shall ensure that-

(a) the competent person has received adequate training to enable him to understand the nature of the dangers to which the carriage of petrol may give rise, and

(b) the instructions given to him by Parts II and III of this Schedule and his duties under sections 7 and 8 of the Health and Safety at Work etc. Act 1974, and in a record of the training received pursuant to sub-paragraph (2)(a) of this paragraph is available at the licensed premises.

Steps to be taken to Prevent Overflowing.

9. The competent person shall be in charge of the storage tank for the purpose of the delivery and shall not permit delivery into that tank to commence-

(a) unless the tank has immediately before the delivery been measured with a dipstick or other suitable measuring device and the measurement has shown that the quantity of petrol proposed to be delivered can safely be received by that tank; and

(b) until-

- (i) the hose (whether a single length or segmented) through which the petrol will be delivered ("the delivery hose") is connected to the filling point of that tank, and
- (ii) (where the provisions of paragraph 7 apply to the delivery) the vapour balance hose is secured to the vapour balance pipe before the delivery hose is connected as aforesaid;
- (c) in any case where there is a separate dipping opening in the storage tank until that dipping opening has been securely closed; and
- (d) (where siphon pipes link storage tanks at the licensed premises and none of the linked tanks is fitted with a mechanical overflow prevention device) until the tank has been isolated from the other storage tanks by the closure of suitable valves.

and shall not as respects that tank sign his name on the certificate referred to in paragraph 10 until he has complied with the appropriate requirements of sub-paragraphs (a) to (d) of this paragraph.

Certificate to be Given.

10. Before delivery into any storage tank is begun, the competent person shall, in the presence of the driver of the road tanker from which the delivery is to be made, in Part A of each of two copies of a certificate in the form specified in Part IV of this Schedule, in the first column, enter the address of the licensed premises concerned, in the second column, enter the name of the licensee of the premises, in the third column, enter the number, letter or number and letter marked on the tank, in the fourth and fifth columns, enter the quantity and grade respectively of petrol which is to be delivered into the tank, in the sixth column, enter his signature and in the seventh column, enter the correct date and time.

11. The driver of a road tanker shall not commence any delivery of petrol into a storage tank until-

- (a) he has (after the competent person has completed Part A of each of two copies of a certificate in the form specified in Part IV of this Schedule in accordance with paragraph 10), in Part B of each of the said two copies, in the first column, entered the number, letter or number and letter marked on the tank, in the second column, entered the number of each compartment of any carrying tank from which the petrol is to be delivered and, in the third column, entered his signature;
- (b) he has-

(i) properly and securely connected the delivery hose (whether a single length or segmented) to-

to prevent any leakage connected to the delivery hose (whether a single length or segmented) to

- (aa) the appropriate outlet on the road tanker, and
- (bb) the filling point of the tank, and
- (m) (where the delivery hose is segmented) properly and securely connected each segment one with another,
- (c) (where the provisions of paragraph 7 apply to the delivery) he has (before properly and securely connecting the delivery hose and, where appropriate, any segments thereof as aforesaid) properly and securely connected the vapour balance hose
- (i) to the vapour balance pipe, and
- (n) to the appropriate faucet on the road tanker, and
- (d) the competent person is keeping watch as required by paragraph 12.

Constant watch to be kept during Delivery.

12. The competent person shall, during the whole time of a delivery of petrol into a storage tank, be in close proximity to the road tanker and the storage tank and shall, so far as is practicable, keep a constant watch on the licensed premises for the purpose of preventing any hazardous situation arising.

13. The driver of a road tanker shall ensure that, during the whole time of a delivery of petrol therefrom—
(a) neither its engine, nor any other engine or motor which is attached to that road tanker, is run; and
(b) the road tanker remains stationary.

14. During the whole time of a delivery of petrol from a road tanker, the driver of that tanker shall remain near it, and shall—
(a) so far as is practicable, keep a constant watch on—
(i) the delivery hose (whether a single length or segmented), the connections at both ends of the delivery hose and (in the case of a segmented hose) each connection between the segments,

(ii) (where the provisions of paragraph 7 apply to the delivery) the vapour balance hose and the connections at both ends of that hose, and
(iii) the carrying tank of the road tanker, and
(b) ensure, so far as is practicable, that no petrol escapes from any hose connection such as is specified in sub-paragraph (a)(i) of this paragraph.

15. Both the driver and the competent person shall, during the whole time of a delivery of petrol from a road tanker into a storage tank, ensure, so far as is practicable, that no petrol overflows from the storage tank concerned.

16. The driver of a road tanker shall ensure that petrol from a single compartment of the carrying tank is not delivered into more than one storage tank unless—
(a) each of the storage tanks into which the petrol is to be delivered can safely receive all of the petrol remaining in the compartment
(b) either the foot valve or the faucet valve for the compartment can be operated from the top of the carrying tank and dipping of the compartment is carried out on a continual basis; or
(c) other effective and reliable mechanical or other measures are taken to prevent overflowing of each of the storage tanks concerned.

17. When the driver of a road tanker has completed a delivery of petrol to which the provisions of paragraph 7 applied, he shall, having first disconnected the delivery hose (whether a single length or segmented), disconnect the vapour balance hose.

Certificate to be kept for Six Months.

18. The competent person shall, following the completion of a delivery of petrol from a road tanker—
(a) give one of the two copies of the certificate completed in accordance with paragraphs 10 and 11 to the driver of the road tanker from which the delivery has been made, and the driver shall give it to the supplier of the petrol, who shall keep it for a period of not less than 12 months after the delivery; and
(b) give the second of the 2 copies of the certificate completed in accordance with paragraphs 10 and 11 to the licensee of the premises where the delivery was made, who shall keep it at those premises for a period of not less than 12 months after the delivery.

Punishment for Contravention of Regulations.

19. Any person contravenes the above regulations or any requirement or prohibition imposed by such regulations, he will be liable on summary conviction to a fine not exceeding the statutory maximum, or on conviction on indictment to a fine of any amount.

**Specimen Form of certification as displayed on
each site**

FORM OF CERTIFICATION

I/WE _____ TRADING AS SHELL _____, LISTED AS AN EMPLOYER DULY ENSURE THAT ALL STAFF LISTED BELOW ARE FULLY TRAINED AND WILL ACT STRICTLY IN ACCORDANCE WITH THE MANDATORY OPERATING PROCEDURES AS DESCRIBED IN THE SHELL TANKER DELIVERY PROCEDURE DISPLAYED ON SITE.

| EMPLOYEES NAME (CAPITAL LETTERS) | DATE COMPLETED TRAINING | EMPLOYEE'S SIGNATURE | INSTRUCTOR'S SIGNATURE |
|-------------------------------------|-------------------------|----------------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

THIS RECORD MUST BE ACCURATELY MAINTAINED AT ALL TIMES BY THE SITE MANAGER

**Specimen Training record as displayed on each
site**

TRAINING RECORDS

SITE NAME: SITE NO:

| EMPLOYEE NAME | CUSTOMER CARE DATE OF TRAINING | HEALTH & SAFETY DATE OF TRAINING | SITE SECURITY DATE OF TRAINING | TANKER DELIVERY DATE OF TRAINING | FOOD HANDLING DATE OF TRAINING | SIGNATURE OF TRAINEE AND TRAINER |
|---------------|--------------------------------|----------------------------------|--------------------------------|----------------------------------|--------------------------------|----------------------------------|
| | | | | | | TRAINEE TRAINER |
| | | | | | | TRAINEE TRAINER |
| | | | | | | TRAINEE TRAINER |
| | | | | | | TRAINEE TRAINER |
| | | | | | | TRAINEE TRAINER |
| | | | | | | TRAINEE TRAINER |
| | | | | | | TRAINEE TRAINER |

FOR MANAGERS GUIDANCE THIS RECORD MUST BE DISPLAYED ON THE NOTICE BOARD

Schedule of maintenance of vapour balancing controls.

Vapour balancing system is maintained by appointed competent pipework maintenance contractor who can be called out if there is a fault within the system, Either by any member of site staff, Shell UK retail staff or delivery driver via 24 hour maintenance call centre.

All works carried out are both logged in the site register which is kept on site, and recorded on the maintenance call centre management system.

Schedule of examination and testing of vapour balancing controls.

Vapour balancing system receives a scheduled visit every three years whereby visible pipework, couplings and PV Valves are inspected and checked as operational. This is carried out by appointed competent pipework maintenance contractor and logged in the site register which is kept on site.

This work is scheduled and managed by contract management contractor and schedule is held on contract management system based within maintenance call centre.

**Example of Health and Safety audit as carried
out every three years by independent safety
auditors on all Retail sites**

Note, Sections relevant to Vapour Balancing are
marked thus *

NS MAIN AREAS NOTATED *

SHELL U.K. LIMITED

HEALTH, SAFETY & ENVIRONMENTAL AUDIT

Shell Business ID:

Location Name:

Address:

Postcode:

Telephone:

Facsimile:

Station Manager's Name:

Opening Hours:

Petroleum Licence Renewal Date:

Auditor's Name:

Date of Audit:

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| 1. PREVIOUS AUDITS | 1 |
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| 3. FORECOURT | 1 |
| 4. DISPENSERS | 2 |
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| 6. TANKS, FILLS & PIPEWORK | 6 |
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| 10. SECURITY | 12 |
| 11. DOCUMENTATION | 15 |
| 12. EQUIPMENT | 16 |

FORECOURT (Cont'd)

- | | Priority | yes | no |
|--|----------|--------------------------|--------------------------|
| 3.6 Are all canopy lights working? | 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.7 Does the forecourt PA system work? | 1 | <input type="checkbox"/> | <input type="checkbox"/> |

4. DISPENSERS

4.1 Pump Details

- a) make _____
 b) model _____
 c) type of pump controller _____

4.2 What type of dispenser is in use?

- | | | |
|------------------------------------|--------------------------|--------------------------|
| a) electric pumps with no standard | <input type="checkbox"/> | <input type="checkbox"/> |
| b) SFA 3002 standard | <input type="checkbox"/> | <input type="checkbox"/> |
| c) BS 7117 or EN equivalent | <input type="checkbox"/> | <input type="checkbox"/> |

4.3 Are vehicles totally off the highway when refuelling?

| | priority | yes | no |
|--|----------|--------------------------|--------------------------|
| | E | <input type="checkbox"/> | <input type="checkbox"/> |

4.4 Are vehicles outside buildings when refuelling?

| | | |
|---|--------------------------|--------------------------|
| E | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

4.5 Can vehicles drive directly to the dispensers?

| | | |
|---|--------------------------|--------------------------|
| E | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

4.6 Are dispensers sited in the open and not within a building or under living accommodation?

| | | |
|---|--------------------------|--------------------------|
| E | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

4.7 Are dispensers sited more than 4 metres from a public thoroughfare or site boundary?

| | | |
|---|--------------------------|--------------------------|
| E | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

4.8 Are dispensers sited more than 6 metres from adjacent buildings?

| | | |
|---|--------------------------|--------------------------|
| E | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

4.9 Are the pump keys available?

| | | |
|---|--------------------------|--------------------------|
| 2 | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

DISPENSERS (Cont'd)

COMMENTS

| | priority | yes | no |
|--|----------|--------------------------|--------------------------|
| 4.10 Are pump panels securely fixed to pumps? | 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.11 Are pump bases screeded? | 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.12 Are dispensers free of signs of leakage? | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.13 Are hoses in good order and free from cracking? | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.14 Are pumps numbered? | 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.15 Are dispenser islands free from defects? | 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.16 Are statutory warning signs displayed? (No Smoking; Switch off Engine; No Mobile Phones; Minimum Age 16; Containers.) | 1 | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS

5. DELIVERY & VENTING

5.1 Are the tank fill points outside of any buildings? Priority yes no

5.2 Are tank fill points more than 4 metres from the site perimeter?

5.3 Are tank fill points more than 6 metres from adjacent buildings?

5.4 Are the vent pipes at least 5 metres high?

Vents

5.5 Do the vent pipes have at least 3 metres horizontal clearance from the site boundary?

5.6 Do the vent pipes have warning signs clearly visible?

5.7 Are the vent pipes securely supported? *

5.8 Are the vent pipes securely protected from vehicle impact? *

5.9 Are the vent pipes free from damage? *

5.10 Are the vent pipes fitted with a flame arrestor and vent cap? *

DELIVERY & VENTING
(Cont'd)

COMMENTS

Tanker

5.11 *Is the entry or exit easy for the tanker?*

| | | |
|---|--|--|
| E | | |
|---|--|--|

5.12 *Is the tanker totally within the site when unloading?*

| | | |
|---|--|--|
| E | | |
|---|--|--|

5.13 *Can the tanker drive on and off the site without difficult manoeuvring or reversing?*

| | | |
|---|--|--|
| E | | |
|---|--|--|

5.14 *Are illuminated canopy fascias outside hazardous zone?*

| | | |
|---|--|--|
| E | | |
|---|--|--|

5.15 *Is the tanker discharge area clear of overhead cables etc?*

| | | |
|---|--|--|
| E | | |
|---|--|--|

9. ENVIRONMENTAL ISSUES

COMMENTS

9.1 Give details of leak detection systems used _____

9.2 When were tanks/pipework last leak tested? _____

Spillages

| | | | | |
|---|---|--------------------------|--------------------------|--|
| | priority | yes | no | |
| 9.3 Would the drainage system contain a major delivery spill within the site? | <input type="checkbox"/> E <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 9.4 If a spillage escaped from the site it would not endanger members of the public? | <input type="checkbox"/> E <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|---|---|--------------------------|--------------------------|--|
| 9.5 Escaped spillage from the site would not enter public drains? | <input type="checkbox"/> E <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
|---|---|--------------------------|--------------------------|--|

People

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 9.6 Has someone been designated as having special responsibility for environmental issues? | <input type="checkbox"/> 2 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|---|---|--------------------------|--------------------------|--|
| 9.7 Has this person received specific training? | <input type="checkbox"/> 3 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
|---|---|--------------------------|--------------------------|--|

9.8 If yes give details _____

| | | | | |
|---|---|--------------------------|--------------------------|---|
| 9.9 Can the site operator identify the main components on site which can have an impact on environmental performance? | <input type="checkbox"/> 2 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * |
|---|---|--------------------------|--------------------------|---|

| | | | | |
|--|---|--------------------------|--------------------------|---|
| 9.10 Does the site operator understand the "environmental operational control sheets"? | <input type="checkbox"/> 2 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * |
|--|---|--------------------------|--------------------------|---|

| | | | | |
|---|---|--------------------------|--------------------------|---|
| 9.11 Are the sales staff aware of the "environmental operational control sheets"? | <input type="checkbox"/> 2 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * |
|---|---|--------------------------|--------------------------|---|

ENVIRONMENTAL ISSUES
(Cont'd)

COMMENTS

Environmental Records

9.12 *If applicable, is a copy of the site's discharge consent available?*

| Priority | yes | no |
|----------|--------------------------|--------------------------|
| 2 | <input type="checkbox"/> | <input type="checkbox"/> |

*

9.13 *Are the results of the monthly inspections of petrol and car wash interceptors available (as required by Shell's document OC sheet 4)?*

| Priority | yes | no |
|----------|--------------------------|--------------------------|
| 2 | <input type="checkbox"/> | <input type="checkbox"/> |

9.14 *Has the site operator made a note of any non compliance reported to the Retailer Call Centre?*

| Priority | yes | no |
|----------|--------------------------|--------------------------|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> |

Wet Stock Management

9.15 *Are wet stock reconciliations carried out daily on all storage tanks?*

| Priority | yes | no |
|----------|--------------------------|--------------------------|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> |

9.16 *Are daily records maintained for at least three years?*

| Priority | yes | no |
|----------|--------------------------|--------------------------|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> |

11. DOCUMENTATION

COMMENTS

| | Priority | yes | no | |
|--|----------|--------------------------|--------------------------|---|
| 11.1 <i>Is the site register readily available?</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | * |

| | | | | |
|---|---|--------------------------|--------------------------|---|
| 11.2 <i>Is the site register being maintained by the operator?</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | * |
|---|---|--------------------------|--------------------------|---|

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 11.3 <i>Is the site register being maintained by Shell's contractors?</i> | 1 | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

Are the following documents/items available/displayed/completed?

| | | | | |
|---|---|--------------------------|--------------------------|--|
| 11.4 <i>Health and safety law poster</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
|---|---|--------------------------|--------------------------|--|

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 11.5 <i>Copy of the petroleum licence</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 11.6 <i>Copy of the safety policy</i> | 3 | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|----------------------------------|---|--------------------------|--------------------------|--|
| 11.7 <i>First aid box</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
|----------------------------------|---|--------------------------|--------------------------|--|

| | | | | |
|----------------------------------|---|--------------------------|--------------------------|--|
| 11.8 <i>Accident book</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
|----------------------------------|---|--------------------------|--------------------------|--|

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 11.9 <i>Shell's integrated health risk assessment guide for service station</i> | 3 | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 11.10 <i>HS(G)146 fire and explosion risk assessments</i> | 3 | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|--|---|--------------------------|--------------------------|--|
| 11.11 <i>Emergency procedures wall chart (or other fire/emergency procedures)</i> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | |
|--|---|--------------------------|--------------------------|--|

| | | | | |
|---|---|--------------------------|--------------------------|---|
| 11.12 <i>Is Shell document "environmental operational control sheets" (UORM.E.081) in the site register?</i> | 3 | <input type="checkbox"/> | <input type="checkbox"/> | * |
|---|---|--------------------------|--------------------------|---|

| | | | | |
|---|---|--------------------------|--------------------------|--|
| 11.13 <i>Are the training records for all staff in the register (as required by Shell document OC7 etc) sheet?</i> | 3 | <input type="checkbox"/> | <input type="checkbox"/> | |
|---|---|--------------------------|--------------------------|--|

**Extract from Shell UK Environmental
management system concerning Environmental
operational controls on retail sites**

ENVIRONMENTAL OPERATIONAL CONTROLS AND WORK INSTRUCTIONS FOR RETAIL SITES.

| ISSUE | AMD | PAGE NO | AUTHORISED BY: | CONTROLLED BY: | DATE |
|-------|-----|---------|----------------|----------------|--------|
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DISTRIBUTION:

- 1. UORM/622 (Management copy)
- 2. UORM/622 (Auditors copy)
- 3. UOTS/42 (Control copy)

- 4. ALL RETAIL SITES

ENVIRONMENTAL OPERATIONAL CONTROLS - SHEET 1

Reporting Environmental Incidents, Problems and Non-Compliances

Environmental Effect:

Any failures to meet the performance standards given in the Environmental Operational Controls Sheets are non-compliance's. These failures may be sudden and accidental incidents or may be on-going problems existing over a period of time. They may be detected by the Retail Site staff or reported by others. It is essential that all such failures are examined in order to identify possible causes and to take action to prevent the failure occurring again. This system of "corrective action" is an important method of continuously improving our environmental performance.

Performance Standard:

All environmental incidents, problems or non-compliance's occurring at our Retail Sites must be reported to the Retailer Call Centre and recorded in the Site Register.

Work Instructions:

All environmental incidents, problems or non-compliance's must be reported by the Site Operator or a designated responsible person to the Retailer Call Centre. Where the environmental effect is the result of a site emergency, the instructions in the Retailer Guide (Section 14) must be followed.

Retail Site staff must take immediate action to eliminate the cause of the problem, to restore normal operation and to clear up or contain any effects resulting from the failure.

The failure, whether minor or major, corrected or on-going, must be reported to the Retailer Call Centre and recorded in the Site Register.

Records:

A record of every failure, including time, date, location, description and action taken, must be entered in the Site Register.

ENVIRONMENTAL OPERATIONAL CONTROLS - SHEET 2

Vapour Venting from Fuel Storage Tanks


Environmental Effect:


Vapour venting from the fuel storage tanks, particularly during delivery of fuels, may cause an odour problem and a public nuisance in the immediate vicinity of the Retail Site.

Performance Standard:

Nil venting at those sites fitted with vapour balancing facilities. Venting at a safe elevation via normal vents at all other sites.

Work Instructions:

 At sites fitted with vapour balancing facilities, the Site Operator or the designated competent person must ensure that these facilities remain correctly labelled and are used for each discharge. Delivery vehicles not equipped with vapour balancing must not be allowed to deliver to sites with vapour balancing facilities.

 Sites without vapour balancing facilities will have fitted vent pipes discharging at a fixed safe height. The site Operator must ensure that these vent pipes are undamaged and venting freely.

The site Operator must report any damage to vapour venting facilities to the Retailer Call centre. Additional guidance on the operation of venting facilities is contained in the Retailer Guide (Sections 3 & 4).

Records:

 Record any incidents or failures in the Site Register (See Environmental Operational Controls Sheet 1).

**Specimen Shell Hose policy including testing
and maintenance details**

14.20 HOSE POLICY - ROAD VEHICLES

(Excluding LPG and reeling hose)

14.20.1 New Hoses

14.20.1.1 All hoses will be purchased from one of the list of suppliers approved by UOTS/351. Approved suppliers are

**Compoflex (Senior Tift Ltd)
Dan Tec Ltd
W Greenwood Sons & Co Ltd
Wilcox Hose Ltd**

14.20.1.2 Terminals may select their approved hose supplier(s) in agreement with the FE, but should normally limit the number to not more than two suppliers.

14.20.2 Vehicle Hose Requirements (White Oil Products)

14.20.2.1 Hoses supplied with each vehicle with bottom loading equipment will be

| | |
|---------------------------|--|
| 1 off 10ft x 4in) | |
| 1 off 15ft x 4in) | Fitted with 4in female camlock couplings |
| 1 off 20ft x 4in) | |
| 2 off 2oft x 3in) | Fitted with 3in female BSP couplings |
| 1 off 12ft x 4in) | Jumper hose with 4in female BSP (pump end), |
| | 4in female camlock couplings with locking levers (free end) |
| 1 off 12ft x 4in) | Vapour return hose with 4in female camlock with probe one end, 3in female camlock with probe the other. |

Other hoses may only be carried with the agreement of the FE; where additional hoses are carried the vehicle must be reweighed and the routeing system data updated accordingly.

14.20.2.2 Cargo pump suction and delivery hoses will be permanently coupled to the pump with threaded (BSP) couplings.

14.20.3 Hose Storage

Hoses will be stored as follows

- under cover, protected from direct sunlight
- in clean, dry conditions
- laid out straight and supported along their length
- issued on a first in, first out basis
- in separate, clearly marked areas for new, serviceable, unserviceable and scrap hoses.
- under the control of a nominated person(s) such that issues from the stores are recorded

14.20.4 Hose Inspections

14.20.4.1 Hoses will be inspected daily by the driver for

- Broken, worn, dislodged wires
- Excessively worn cover (by wear indicator if fitted)
- Worn/damaged hose ends (cams, threads)
- Worn/damaged seals

14.20.4.2 Hoses will be inspected on each vehicle Safety/Service inspection for more rigorous checks as per daily in-service checks.

14.20.4.3 Hoses will be tested every three months for continuity.

14.20.4.4 Hoses will be tested annually by the hose manufacturer. This will include a pressure test to normal working pressure (75 lb/sq in)

14.20.4.5 For inspections 14.20.4.1., 14.20.4.2 & 14.20.4.3, these will be for hoses as fitted to the vehicle. Inspection 14.20.4.4. will be formally recorded by hose number, date and result of inspection.

14.20.4.6 Defective hoses will be removed from the vehicles for investigation/repair by the manufacturer, or outright condemnation as appropriate. This will be recorded on the Hose Stock and Issue Record.

14.20.5 Defective Hoses

- 14.20.5.1 A hose suspected of being defective will be removed from service, clearly marked as such and stored separate from new/refurbished/serviceable hoses and returned to its original manufacturer (or his agent) for inspection and repair.
- 14.20.5.2 A condemned hose will not be used for any other duty. It will be disposed of as Industrial Waste.
- 14.20.5.6 Hose Records
- 14.20.6.1 A Hose Stock and Issue Record as per Appendix IV will be kept and maintained for all road vehicle hoses at each terminal.
- 14.20.6.2 A Hose Inspection Record as per Appendix V will be maintained to record all annual inspections.
- 14.20.6.3 Hose records will be kept for a minimum of 2 years.
- 14.20.7 **LAY FLAT HOSES (Marine Deliveries)**
- 14.20.7.1 New Hoses
All hoses will be purchased from one of the suppliers approved by UOTS/351 (see 14.20.1.1). The particular hose approved for this application is 'Chemicoil'; other hoses may be used only with the prior approval of UOTS/35(1).
- 14.20.7.2 Hose Requirements
Hose lengths should be chosen to suit typical discharge requirements and to minimise the need to couple hoses together. The number of hoses held at each terminal should be kept to a minimum and generally not exceed four.
Hoses should be fitted with 2½" or 3" BSP female couplings at both ends. Where necessary hoses may be protected adjacent to end fittings by a length (approx 0.5m) of 'Standard Irrigation Hose'.
- 14.20.7.3 Hose Storage
Hoses should be stored, clearly marked, undercover and protected from direct sunlight, in clean dry conditions, neatly coiled and laid on their side, or supported vertically.

14.20.7.4 Hose Inspection

Hoses will be inspected prior to each occasion of use for wear and damage to the hose cover, worn or damaged hose ends, worn or damaged seals. Hoses will be thoroughly inspected and tested every three months for continuity by the VSB or vehicle contract maintenance staff.

Hoses will be tested annually by the hose manufacturer. This will include a pressure test in excess of normal working pressure (75 lb/in²), to a maximum of 150 lb/in².

14.20.7.5 Hose Records

Lay flat hoses will be included in the Hose Stock and Issue Record maintained for vehicle hoses.

14.20.7.6 Use of Lay Flat Hoses

Where a discharge requires use of lay flat hoses, the driver should report back to the terminal management full details of the requirements of the discharge together with any difficulties encountered.

Hoses should be unrolled carefully to avoid damage to the hose or the couplings. Care should be taken to ensure that they are laid out clear of vehicular traffic or machinery, that they do not run over sharp objects or could be subject to chaffing. Bends in the hose should be of sufficient radius to avoid kinking of the hose. Hoses should be supported over their length as far as possible and unsupported lengths kept to a minimum.

Joining Hoses

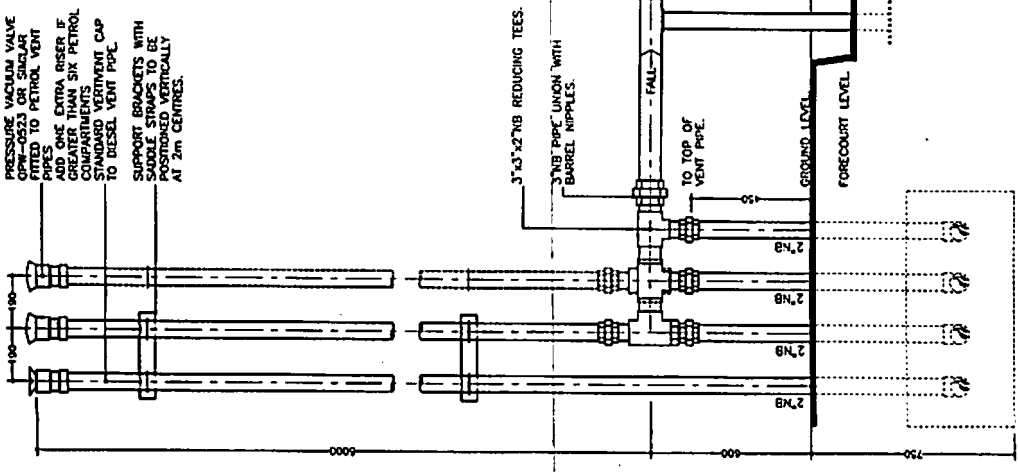
Wherever possible a single length of hose should be used to effect the delivery. Where this is not possible, care should be taken to ensure that the couplings and the joints are in good order and the couplings fully tightened with the appropriate spanners. Ideally joints in hose lengths should be made in an area in which any spillage or leakage from the coupling can be contained. Hoses must not be coupled over water.

All joints in hoses should be inspected at commencement of discharge and at regular, short intervals, during the discharge.

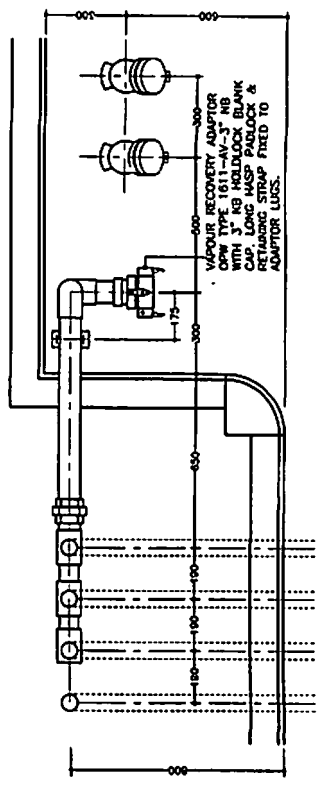
Procedures in event of vapour containment equipment failure.

Equipment is visually inspected by competent person prior to delivery, and constantly monitored during delivery. Delivery would be ceased if a defect were noted. Procedure is then to contact appointed competent pipework maintenance contractor to make any necessary repairs before further deliveries were allowed.

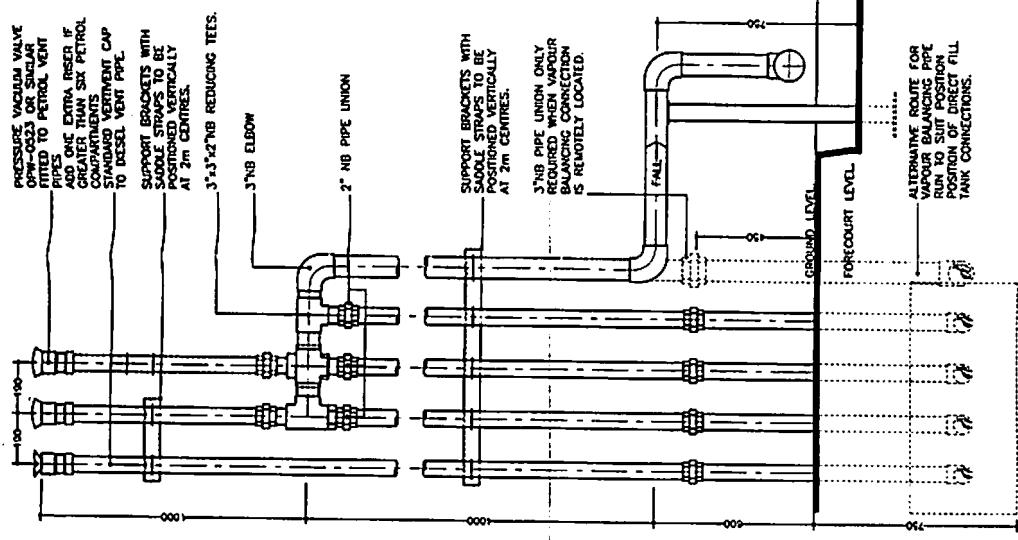
At all other times, the tank venting system is either at neutral pressure or drawing in air so a failure would not result in vapour release. Any remedial work carried out would be logged in the site register which is kept on site and also recorded on the contract management system based within maintenance call centre.



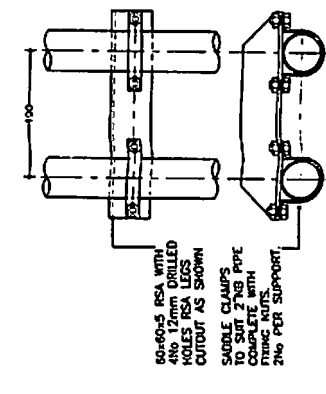
ELEVATION OF LOW LEVEL VENT PIPE APPLICATION



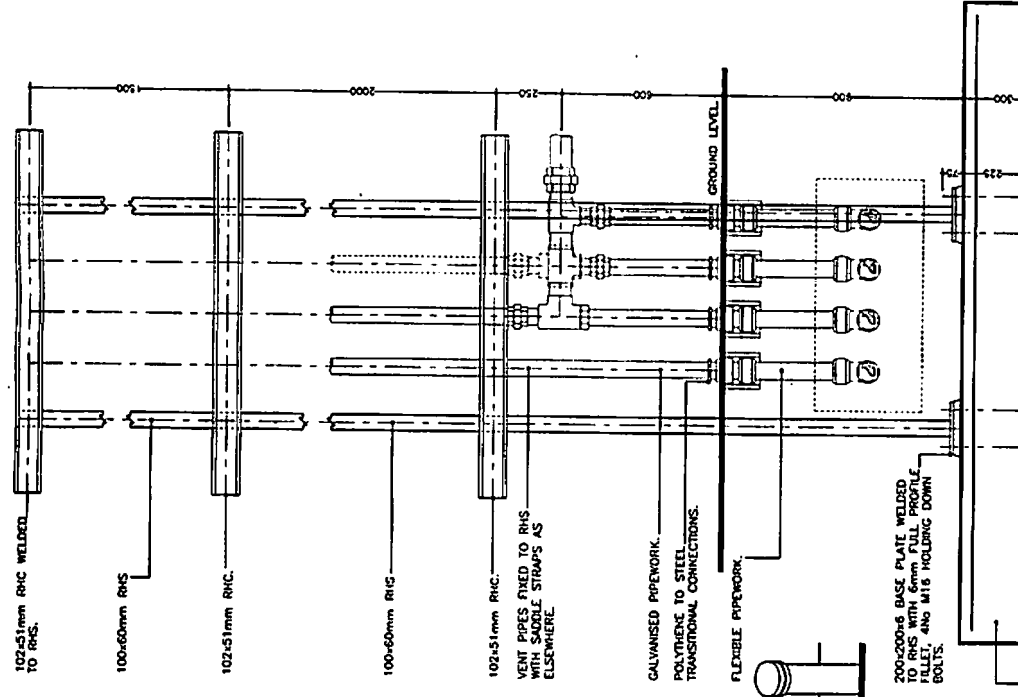
TYPICAL PLAN OF VENT PIPE APPLICATION



ELEVATION OF HIGH LEVEL VENT PIPE APPLICATION



DETAIL OF SUPPORT BRACKET



ELEVATION OF ABOVE GROUND SUPPORT FOR FLEXIBLE PIPE INSTALLATIONS

CAUTION
CONNECT VAPOUR LINE BEFORE OFF LOADING

WARNING
THIS TANK IS ISOLATE TANK VENT BEFORE COMMENCING WORK

8mm HIGH CHARACTERS IN WHITE OUT OF ORANGE TRAFFIC-LIGHT LABEL TO BE FITTED TO ALL UNDERGROUND CONTROL TANK FILL POINTS.

8mm HIGH CHARACTERS IN WHITE OUT OF ORANGE TRAFFIC-LIGHT LABEL TO BE FITTED ON ALL TANK LIDS WITH MANIFOLD VENTS.

REINFORCED CONCRETE BASE
2400x1000x300.

FILE HANDLING INSTALLATIONS.

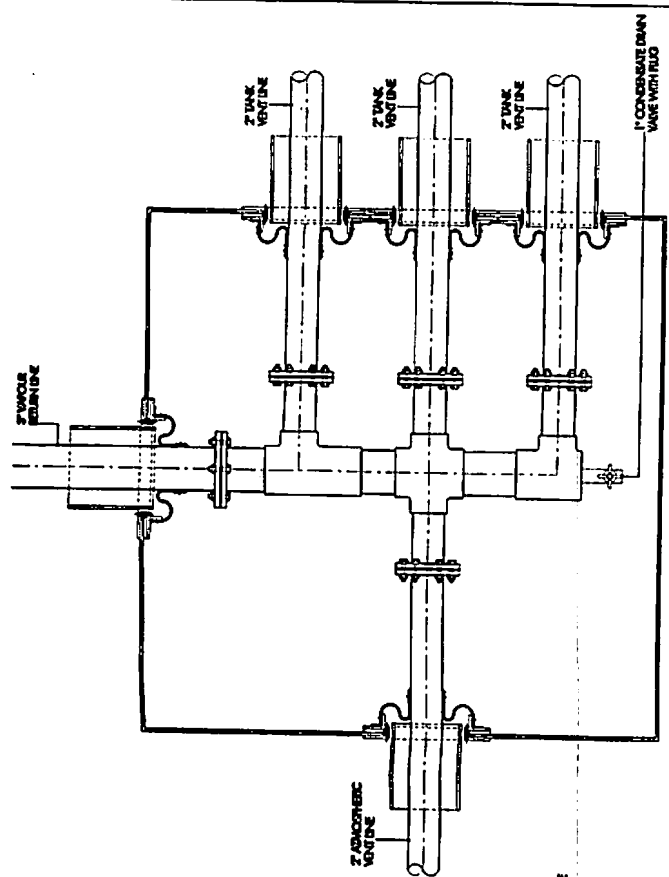
STELLA WIK LIMITED
DOWNING ROAD
SHEPPARD, MIDDLESEX
ENGLAND

STELLA WIK LIMITED
DOWNING ROAD
SHEPPARD, MIDDLESEX
ENGLAND

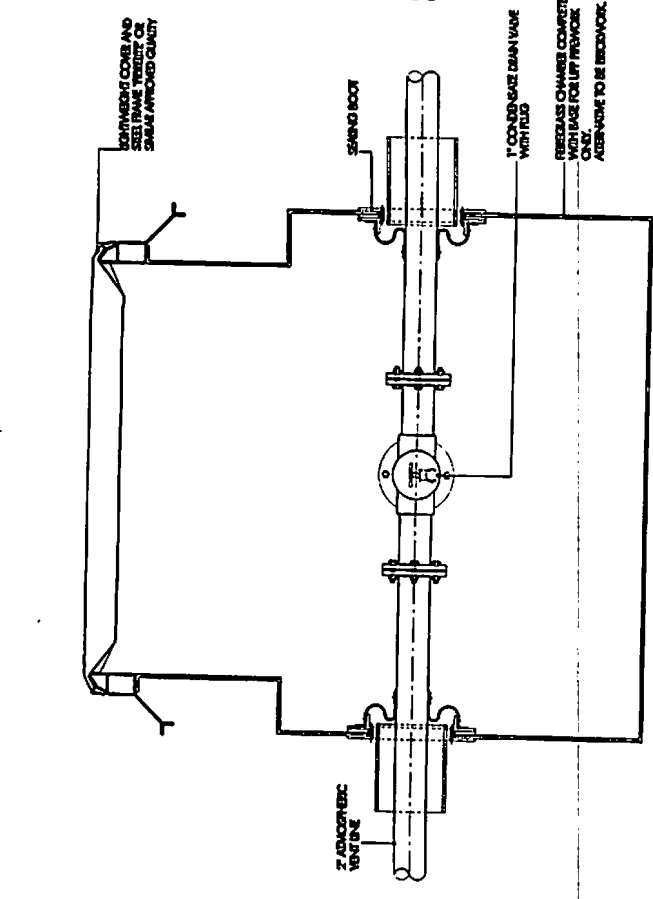
SCALE: 1:1100
DRAWN BY: J. SMITH
CHECKED BY: J. SMITH
DATE: 11/02/86
PROJECT: VENT PIPE APPLICATIONS, ABOVE GROUND.

DANDB. FHS. 004. A.

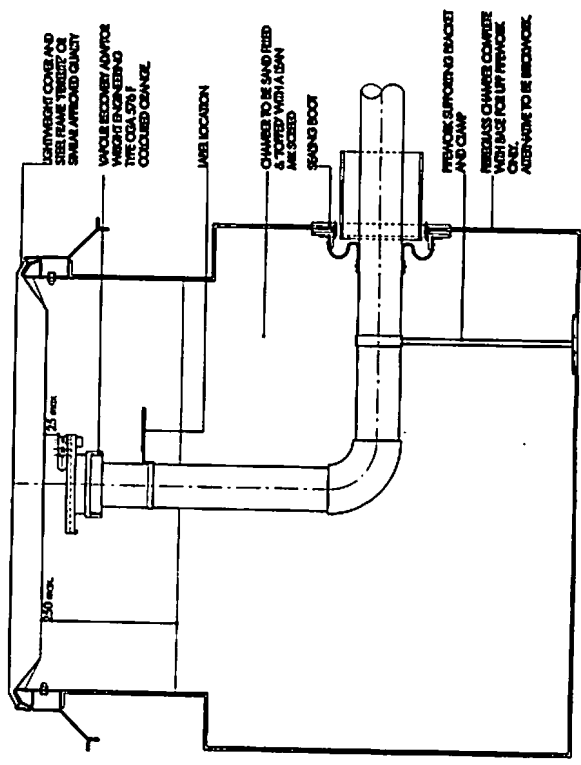
NOTATION AND SPECIFICATION.
1. VENT FIRE ARRESTER TO MATCH DESIGN.
2. ALL VENT PIPES TO HAVE A MINIMUM 1% SLOPE BACK TO DRAIN.
3. CLEARANCE BETWEEN TOP OF CAP CAN AND INSIDE OF MANIFOLD TO BE 25mm (1 inch) MINIMUM.
WHERE PROPRIETARY BRAND PRODUCTS ARE MENTIONED, EQUIVALENT QUANTITY, GRADE OF PRODUCT ACCEPTABLE.




VAPOUR BALANCING MANIFOLD CHAMBER
SECTIONAL PLAN



VAPOUR BALANCING MANIFOLD CHAMBER
SECTIONAL ELEVATION



VAPOUR CONNECTION CHAMBER
SECTIONAL ELEVATION

| | | |
|--|--|----------|
| REV. | DESCRIPTION | DATE |
| 1 | VAPOUR RECOVERY ADAPTOR SET, CHANGED. | 23/07/08 |
| 2 | ON VAPOUR CONNECTION CHAMBER, TOP OF DRAIN AND APPROVED ACCESS, SAFETY VALVE, CHANGED. | 23/04/12 |
| 3 | TO BE SANSUNG BOOT LATER SET EXTERIOR. | |
| | | DATE |
| PROJECT: BELOW GROUND VAPOUR BALANCING MANIFOLD AND VAPOUR CONNECTION CHAMBERS. | | |
| FILE: FLE HANDLING INSTALLATION. | | |
|  | | |
| SHELL UK LIMITED DOWNHILL ROAD RUSSELL ROAD, BARNSTAPLE GLoucestershire GL18 3JQ ENGLAND | | |
| DRAWN BY: LUNN/ALH. | SCALE: 1:10 | |
| DATE: 13/02/05 | PLOT DATE: 21/02/08 | |
| CAD FILE: 5:\DRUGS\GAS\GAS\10801\UN001\UN001.DWG | | |