



FUEL DISTRIBUTION METHOD STATEMENT

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1 PURPOSE

This procedure provides guidance and instructions on the safety precautions that shall be taken during receipt and unloading of Bulk Fuel and the method by which the delivery shall be carried out.

This procedure also provides instructions in case of Fuel spillage.

2 SCOPE

This procedure applies to all WP Group staff making deliveries of Bulk Fuel.

3 PERSONNEL

The fuel distribution team is managed by the Operations Manager and Transport Manager and is formed by HAZCHEM (ADR) trained driver/operators authorised by WP Group.

4 CONTROL MEASURES

The fuel point is clearly identified and access is restricted to authorised personnel and vehicles only.

Only authorised personnel will operate the equipment.

Suitable PPE will be worn at all times during the fuel delivery.

The area is designated a 'NO NAKED FLAME AREA'.

5 SAFETY REQUIREMENTS

Fuel is injurious to skin and eyes, therefore personnel must wear suitable Personal Protective Equipment (PPE) at all times during the fuel delivery and in the event of a spillage.

Minimum site PPE

Chemically impervious gauntlets.

Other Safety Requirements

Eyewash.

6 PROCEDURES

6:1 Safety Precautions Before Unloading

Safety equipment, safety showers and eyewash stations must be checked prior to delivery. Any discrepancies must be reported immediately to the nominated person, who will ensure repairs or replacements are made as soon as possible.

Carry out a COSHH assessment from manufacturers' hazard data sheet.

All unauthorised personnel are evacuated from the delivery area.

Check all spill kits are available and complete.

Temporary cones are to be put in place to prevent unauthorised persons/vehicles approaching the delivery area.

Be aware of the nearest safety shower if available.

Complete any customer's drivers' induction.

6:2 Procedures prior to unloading of Bulk Fuel

Bulk Fuel should be delivered inside normal office hours and supervised by the customers authorised personnel.

The bulk delivery connection for the Fuel filling point is marked with the product name. Therefore, strict safety precautions must be taken to eliminate the possibility of putting the wrong oil into the wrong tank.

Out of hours deliveries may be required in exceptional circumstances.

Only one tanker at a time must be unloaded. In the event of a second tanker arriving on site whilst the first tanker is unloading, the second tanker must be parked away from the delivery point.

Using the delivery and order note, check the tanker contains the correct product and that there is sufficient ullage in the storage tank to receipt the goods safely.

The delivery note is used as the authority to release the appropriate Bulk Fuel delivery.

Prior to connection, the driver must demonstrate how to stop the filling and isolate the tanker should the unloading have to be stopped in an emergency.

Authorised personnel unlock the filling point and remove the filling cap, and opens any remote filling valve.

If any leaks are observed during delivery, the unloading must be stopped immediately, delivery valves shut and the area cleaned/contained.

6:3 Procedures unloading of Bulk Fuel

Check the storage tank level.

Connect the tanker delivery hose to filling connection at the loading point.

Authorised personnel to open any block valves if necessary.

Open the filling valve on the delivery line from tanker and transfer the Bulk Fuel from tanker to the Fuel tank.

When the correct amount of Fuel has been transferred to the Fuel tank, shut filling valve.

Authorised personnel to close block valves if necessary.

When the pipeline has drained, disconnect the tanker delivery hose.

If any Fuel is spilt it must be cleaned up immediately with the correct and approved equipment.

6:4 Alarms

Tank level high. Check an audible alarm will sound in the unloading area..

Tank level high-high. Check filling line shut-off valve will close automatically, an audible alarm will sound in the unloading area.

6:5 After Unloading

Authorised personnel replace the cap and lock the filling connection, and return any key to the control room.

Authorised personnel check and log the quantity of Bulk Fuel received.

Authorised personnel check and log the content of the Bulk Fuel tank.

Signed delivery note given to customer.

Check PPE for damage or need for cleaning and return to appropriate storage position.

7 EMERGENCY PROCEDURES

In case of serious spillage contact the Customers Authorised Personnel immediately.

CONTACT WP GROUP TRANSPORT DEPARTMENT 02380897841 OR CALL 24 HR EMERGENCY SPILLAGE RESPONSE NUMBER IN CAB WITH THE FOLLOWING INFORMATION.

- Estimate of number of litres and type of product spilt,
- Where the product has gone,
- Water courses which could be effected,
- Whether the product is still leaking,
- What immediate action is taken to contain spill using on board spill kits,
- Address where the incident has occurred including customers name and number.

REFER TO WP GROUP EMERGENCY RESPONSE PLAN