Our Ref: KN/PFS/St Ives

27 October 2017

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Dear Sirs,

New Environmental Permit

Please find enclosed a new Application for our premises that is due to open in the summer 2018:

Morrisons Daily Petrol Filling Station
Land West of Five Acres Farm
Harrison Way
St Ives
PE27 4NB

Please can you contact Joanne King 0845 611 4861 regarding any further information that you may require including payment of fees etc....

We would request that the Permit is to be issued to the address below for the attention of Kelly Nichols (Licensing Manager):

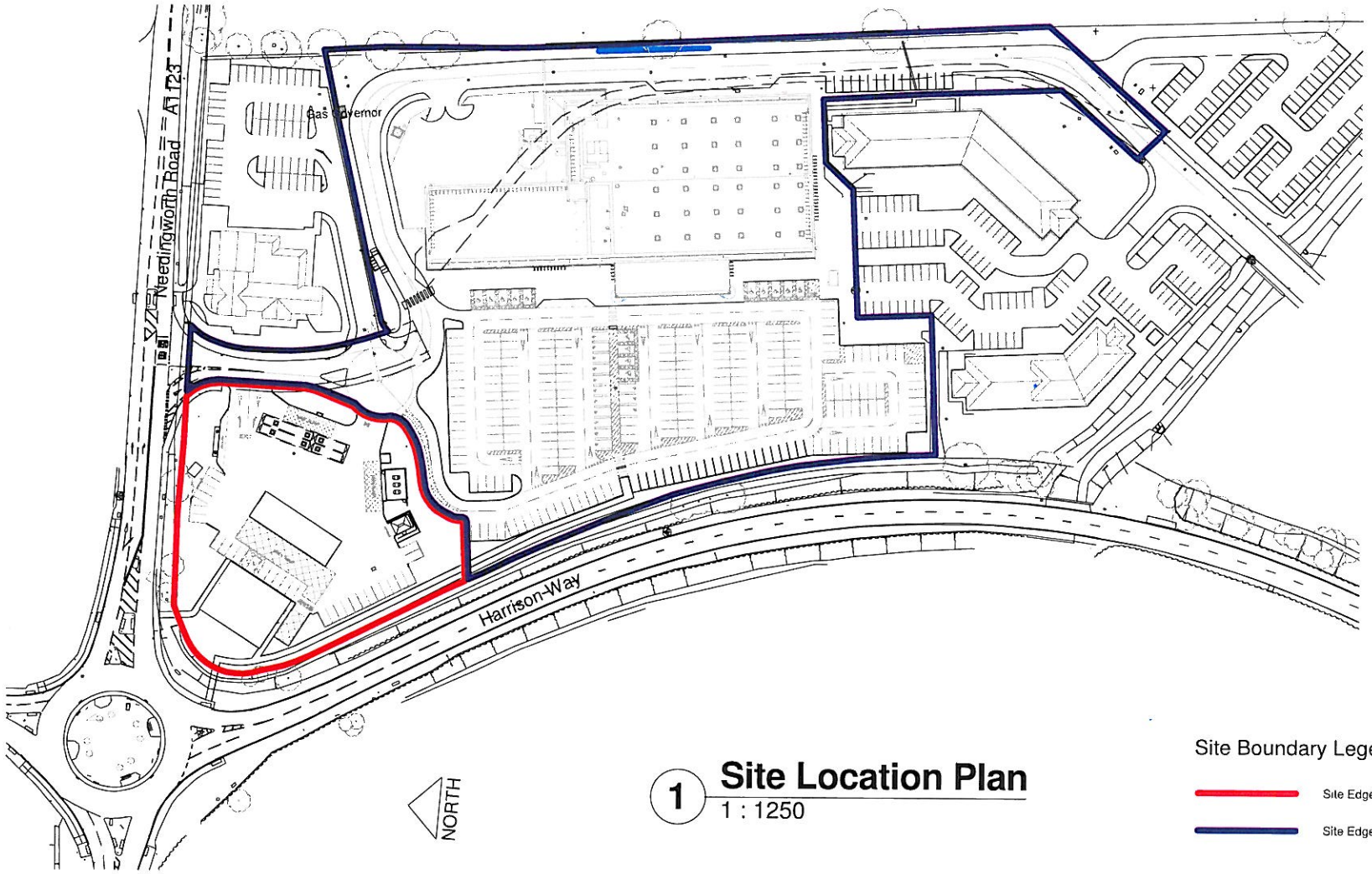
Kelly Nichols (Licensing and Compliance Manager)
Licensing Department
Hilmore House
Gain Lane
Bradford
BD3 7DL

Yours faithfully,

Kelly Nichols
Licensing and Compliance Manager
0845 6115626

001

REVISION	DATE	DESCRIPTION	DRAWN	CHECKED
1	21.08.17	Drawing revised for planning		
2	25.09.17	Proposed site layout revised following client comments		



1 Site Location Plan
1 : 1250

Site Boundary Legend

- Site Edged Red - Proposed site
- Site Edged Blue - Adjoining land owned by WmM

STATUS:
PLANNING APPLICATION

NJSR
ARCHITECTS
PROJECT MANAGERS
INTERIOR DESIGNERS
CDM COORDINATORS
HEALTH & SAFETY MANAGERS
HISTORIC BUILDING CONSULTANTS

SOUTHPORT | t: 01704 531 252 | f: 01704 532 833 | e: southport@njsr.co.uk
MANCHESTER | t: 0161 873 8770 | f: 0161 873 8771 | e: manchester@njsr.co.uk
WWW.NJSR.CO.UK WWW.NJSRPROJECTSERVICES.CO.UK

ORIGINAL DRAWING SIZE:A3

Client: Morrisons

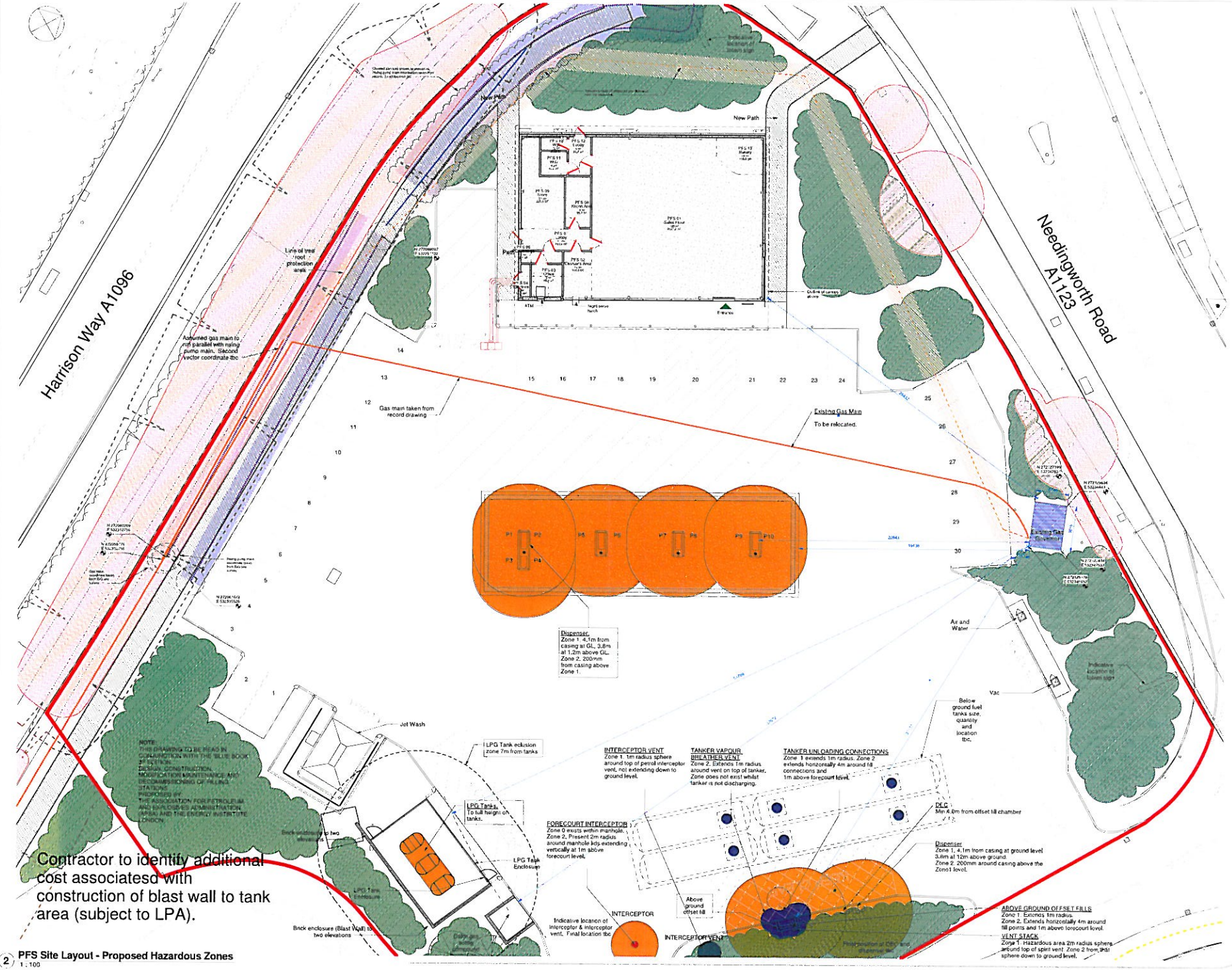
Project: Needingworth Road St Ives

Title: Site Location Plan

Scale	Date	Drawn	Checked
1 : 1250	18.08.17	--	--

Contract	Dwg. No.	Rev
1464-005	P800	2

002



Contractor to identify additional cost associatesd with construction of blast wall to tank area (subject to LPA).

2 **PFS Site Layout - Proposed Hazardous Zones**
1 : 100

Zone 0
Hazardous area in which a flammable atmosphere is continuously present or present for long periods.

Zone 1
Hazardous area in which flammable atmosphere likely to occur in normal operation.

Zone 2
Hazardous area in which a flammable atmosphere is not likely to occur in normal operation and, if it occurs, will exist only for a short period.

Note
Location of petrol interceptor tanks and other contractor / subcontractor designed elements not indicated at present.

Services Legend

- Rising pump main with 1m wide easement
- Existing gas main with 1m wide easement
- Indicative location of gas main diversion with 1m wide easement
- Gas Governor

TENDER

NJSP

Morrisons

Needingworth Road St Ives

Proposed PFS Hazardous Zone Layout

1 : 100	12/09/16	–	
1464-005	L822	1	

003

1 Proposed PFS Site Layout
1 : 100

PLANNING APPLICATION

NJSP

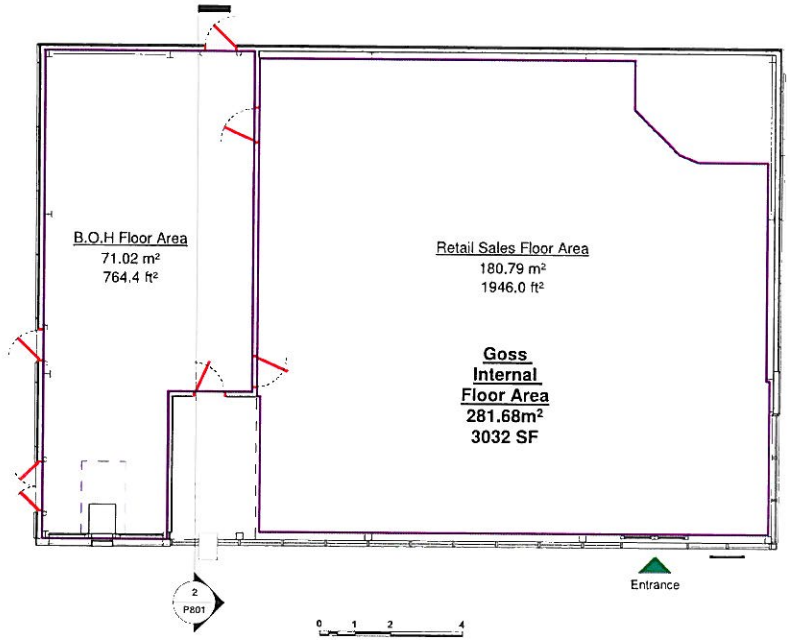
Morrisons

Needingworth Road St Ives

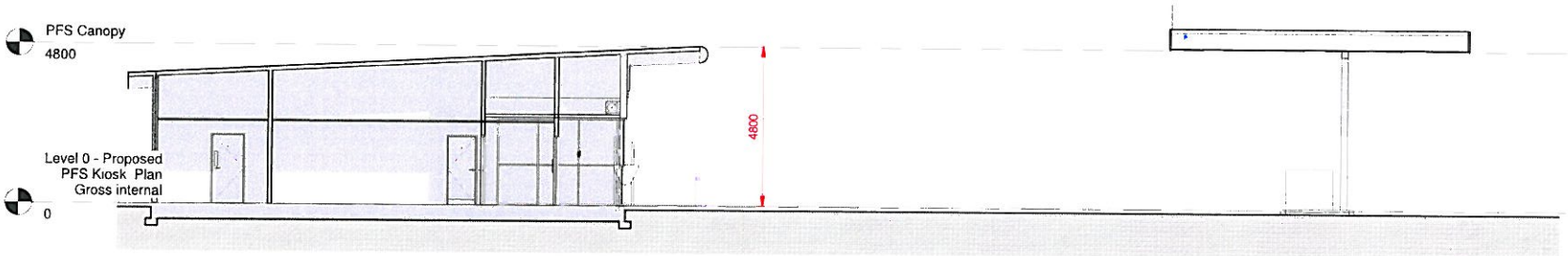
Proposed PFS Site Layout

1 : 100	18.08.17	–	–
1464-005	P820		2

004



1 Proposed PFS Kiosk Plan
1 : 100



2 Proposed Kiosk Section
1 : 100
0 1 2 4

REVISION	DATE	DESCRIPTION	DRAWN	CHECKED
1	21.08.17	Drawing revised for planning		
2	25.09.17	Proposed site layout revised following client comments		

STATUS:
PLANNING APPLICATION

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WWW.NJSR.CO.UK WWW.NJSRPROJECTSERVICES.CO.UK

Client
Morrisons
Since 1899

Project
Needingworth Road St Ives

Title
Proposed PFS Kiosk Plan

Scale	Date	Drawn	Checked
1 : 100	18.08.17	–	–

Contract	Dwg No.	Rev
1464-005	P801	2

DRESSER Wayne

DRESSER Wayne

Guidance Manual for Site Operators

61/140626

Issue 1A

January, 2009

Stage II Vapour Recovery

Table of Contents

CONFIDENTIALITY STATEMENT

HAZARDS & SAFETY PRECAUTIONS
ELECTRIC SHOCK WARNINGS
AND SAFETY PRECAUTIONS

1. INTRODUCTION

This preamble gives details of the precautions which must be observed during the operation of the test facility.

2. WARNINGS

PETROLEUM FUEL / VAPOUR CAN DAMAGE YOUR HEALTH. CARE MUST BE TAKEN TO PREVENT SPILLAGE OF FUEL.

Forecourt equipment is only approved for operation when all enclosures and seals are in place and intact. There is a serious risk of fire or explosion when servicing electrical equipment in hazardous areas. Any electrical test gear must be approved for use in the areas concerned.

Refer to the installation manual for hazardous areas around pump/dispenser.

No electrical equipment should be used near storage tanks or in any other area where a high concentration of petroleum vapour is likely to occur.

LETHAL VOLTAGES ARE PRESENT IN THE EQUIPMENT. SWITCH OFF POWER SUPPLIES WHENEVER POSSIBLE BEFORE SERVICING. WHEN POWER IS APPLIED TAKE CARE TO AVOID CONTACT WITH HIGH VOLTAGE POINTS.

EARTH BONDING MUST BE MAINTAINED AT ALL TIMES WHEN POWER IS APPLIED TO THE UNIT.

When using or servicing the equipment, ensure that all equipment is correctly earthed.

3. CAUTIONS

3.1 LETHAL VOLTAGES

3.1.1 In this equipment, all points carrying high voltages are normally enclosed by covers.

3.1.2 A lethal voltage is 50Vdc or 30Vac (r.m.s.) or greater, where the source is capable of delivering more than 50 millicoulombs through a non-reactive resistance of 500 ohms. A potentially lethal current is 9mA or greater, flowing through the human body.

3.1.3 The equipment is safe ONLY if your approach is correct. Learn and follow these safety rules:-

a. Always regard all electrical equipment as dangerous.

b. Learn how to deal with cases of severe electric shock.

c. Keep all equipment covers closed whenever possible.

d. When using or servicing the equipment, take great care to avoid touching high-voltage points. Work with one hand whenever possible and avoid touching metal with any other part of the body.

e. Switch off the power supplies and ensure that all capacitors are discharged before changing components.

3.1.4 EMERGENCY SWITCHING OFF

In an emergency, all power can be switched off at the **FIREMAN'S SWITCH** or the **EMERGENCY STOP** push button.
Personnel must be aware of the locations of these switches.

4. FIRE EXTINGUISHERS

Personnel must be familiar with the location, type and use of fire extinguishers in the forecourt area.

5. First Aid Actions (L.P.G. Cold Burn Treatment)

In severe cases summon medical attention to site immediately.
Immerse affected area in tepid or cold (tap) water for at least 10 minutes, and preferably 20 minutes. Do not use hot water or apply any direct heat.
If the area cannot be immersed then flush gently with cold water for the same period.
Loosen any clothing that may restrict blood circulation to the affected area.
Thaw out frozen clothing and, providing not stuck to the skin, remove.
Cover affected area with clean, dry dressing and bulky protective covering. Dressings should not be applied tightly.

Guidance Manual for Site Operators

Note:

1. This Operators Guide should be read in conjunction with the 'Stage II Vapour Recovery Test Certificate' supplied with the pump / dispenser. The Test Certificate indicates the 'Vapour Recovery System Type Fitted' & 'Vapour Recovery Monitoring Type Fitted' (see page 1 of Test Certificate).

2. Refer to the 'Stage II Vapour Recovery Test Certificate' to identify the relevant 'System Conformity Certificate'. Certificates are located in the Appendix Section of this manual.

1. The Dresser Wayne System.

Dresser Wayne supply 'Open Active with Return of Vapours to Underground Storage Tank Systems'. The frequency of monitoring for different vapour recovery systems is shown in table 1

Table 1

Type of System	Tests Required (post-commissioning)
Active System without automatic monitoring	Vapour containment integrity = 3 years Vapour recovery effectiveness (V/P ratio) = 1 year
Active System with automatic monitoring	Vapour containment integrity = 3 years Vapour recovery effectiveness (V/P ratio) = 3 year

2. Active System without Automatic Monitoring.

2.1 Weekly Functionality Check

Where an automatic monitoring system is not employed, operators should undertake a weekly check to verify functionality of the vapour recovery system.

Such checks should include:

- A test of functionality using appropriate equipment
- A visual inspection for damage to VR hoses and nozzles etc.
- An entry of the checks and findings in the station log book.

2.2 Dresser Wayne LED Indicator.

The LED System is an **Active System Without Automatic Monitoring,** this system requires a weekly functionality check as indicated at **2.1.**

Pumps/Dispensers fitted with display LEDs can be functionally tested by:

- Observing the display LED while customers are filling.
- Dispensing fuel into an approved container and observing display LED.
- Lifting and replacing a vapour recovery (VR), nozzle.

The indicating LED will blink RED or GREEN depending on status of previous filling.

After a sale with no faults on a VR nozzle the green LED will blink when the nozzle is replaced.

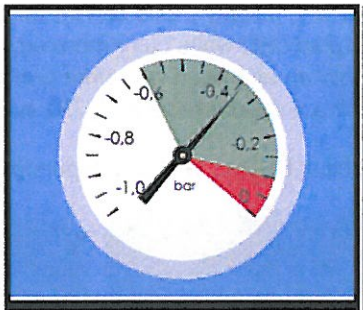
After a sale with a fault on a VR nozzle the red LED will blink when the nozzle is replaced.

The RED LED will stay on if there have been 10 consecutive faulty VR sales.
Once the RED LED is on continuously a service visit must be requested and the system will be reset by an engineer.

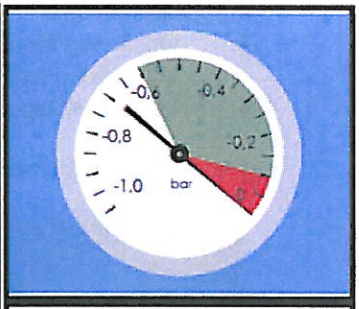
If required, a further functionality test can be carried out as indicated at **2.5**.

2.3 Dresser Wayne Vapour Gauge.

The Vapour Gauge System is an **Active System Without Automatic Monitoring,** this system requires a weekly functionality check as indicated at **2.1**.



Good VR Filling will have the pointer in the Green area.



Faulty VR Filling will have the pointer in the Red or White area.

Pumps/Dispensers fitted with vacuum gauges can be functionally tested by:

- Observing the vacuum gauge while customers are filling.
- Dispensing fuel into an approved container and observing the vacuum gauge.

If required, a further functionality test can be carried out as indicated at **2.5**.

2.4 Dresser Wayne Vapour Flow Switch.

The Flow Switch System is an **Active System Without Automatic Monitoring,** this system requires a weekly functionality check as indicated at **2.1**.

The Flow Switch monitors the flow of the vapour through the system and the pump electronics will log if the switch is open during the fuel delivery and closes when the delivery is finished.

Pumps/Dispensers fitted with flow switch can be functionally tested by:

- Checking the information at the kiosk point of sale. See the manufacturers POS manual for information on error codes.

If required, a further functionality test can be carried out as indicated at **2.5**.

2.5 Dresser Wayne Vapour Flow Switch with LED Indicator

The Flow Switch & LED Indicator System is an **Active System Without Automatic Monitoring,** this system requires a weekly functionality check as indicated at **2.1**.

The Flow Switch monitors the flow of the vapour through the system and the pump electronics this will be indicated by the LED's indicators on the pump display see Para. **2.2.**

Pumps/Dispensers fitted with display LEDs can be functionally tested by:

- Observing the display LED while customers are filling.
- Dispensing fuel into an approved container and observing display LED.
- Lifting and replacing a vapour recovery (VR), nozzle.
- Checking the information at the kiosk point of sale. See the manufacturers POS manual for information on error codes.

If required, a further functionality test can be carried out as indicated at **2.5**.

2.5 Functionality Testing

Pumps/Dispensers with / without vacuum gauges or display LEDs can be checked by using an Elaflex 'Quick Tester' (Dresser Wayne Pt. No. 81098=00620)

Site operator should fit 'quick tester' onto spirit spout as shown. When the nozzle is dispensing fuel into a customer's vehicle or a suitable fuel container a 'Whistle' should be heard.

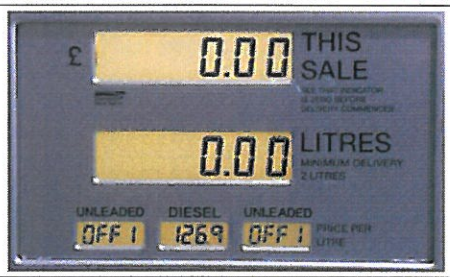
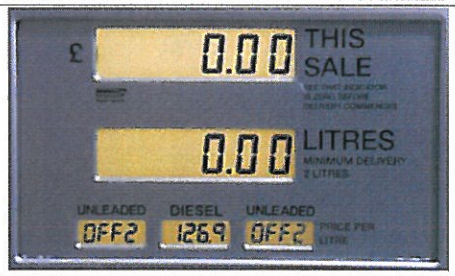
Whistle tests that fail should be logged as a fault and a service visit requested.

Note: Rotation of the brass tester may be required to improve operation.

3. Active System With Automatic Monitoring.

3.1 Dresser Wayne Vapour Gate (TUV cert. U-12.14 - Appendix B)

If Vapour Gate detects a fault with the Vapour Recovery system it will cause the **unit price display of the spirit grades only** to indicate an error code.
If the following error codes are displayed, contact Dresser Wayne Service to arrange for a engineer to visit the site.

-	**Vapour Gate has detected an error and a 7 day timer has been started.** **(Spirit grades are still useable.)**	
	5 days have elapsed since timer started. **(Spirit grades are still useable.)**	
	6 days have elapsed since timer started. **(Spirit grades are still useable.)**	
OFF 1	**7 days have elapsed since timer started. Spirit grades are now shut down.** **(Diesel is still useable.)**	
OFF2	**Vapour Gate has detected a hardware fault. Spirit grades are now shut down.** **(Diesel is still useable.)**	

4. Vapour Recovery Log Book

Operators should record in a log book, details of all installations, maintenance, examination, repairs etc. Operators should maintain the log book at the permitted installation.

4.1 Suggested Log Book Entry

The log book entry should look similar to the specimen shown below.

A blank sheet is provided at the rear of this manual which can be used as a photocopy master.

Pump Number	Fault	Log date	Action Taken
4	Damaged Hose	01/11/08	Nozzle locked off and fault reported to Wayne.
Further Information		Completion Date	Reported By
Site Inspection		10/11/08	A.N. Other

Appendix A. TUV Cert.85-2.127-1

ZERTIFIKAT ◆ CERTIFICATE ◆ 認証書 ◆ СЕРТИФИКАТ ◆ CERTIFICADO ◆ CERTIFICAT

TÜV SÜD Industrie Service

Zertifikat Nr. 85-2.127-1

Certificate No. 85-2.127-1

Die Prüfstelle für Gasrückführungssysteme des
TÜV SÜD, Westendstr. 199, D-80686 München,
bescheinigt die Prüfung gemäß dem Merkblatt:
„Systemprüfung für aktive Gasrückführungssysteme und deren Überwachungssysteme in Deutschland (Merkblatt I)" vom 17.6.2002
für folgendes Gasrückführungssystem:

The TÜV SÜD Test Body for Vapor Recovery Systems,
Westendstr. 199, D-80686 Munich, certifies having conducted tests as per the following code:
"Testing of active vapor recovery systems and their monitoring devices in Germany (Code I)"
of June 17, 2002 on the following vapor recovery system:

- Zapfventil: Fuel-hose nozzle: **ELAFLEX ZVA 200 GR**
- Schlauch: Hose: **ELAFLEX Conti Slimline 21/8 Coax**
- Steuerventil: Control valve: **Bürkert, 6022 / 2832,** mit Ansteuerung Bürkert/ with Bürkert control
- Gasrückführungspumpe: Vapor recovery pump: **Gardner Denver Thomas GmbH** (ehemals previously ASF Thomas), **Typ 8014-5.0, 8014-6.0**

Folgende Randbedingungen sind bei der Installation einzuhalten:
The following general conditions must be observed during installation:

- maximaler Kraftstoffvolumenstrom: Maximum volumetric fuel-flow rate: **38 l/min**
- maximaler Gegendruck in der Rückführleitung: Maximum counter pressure in recovery line: **150 mbar**
- Korrekturfaktor für die Systemeinstellung mit Luft: Correction coefficient for system settings with air: **1,09**

Der geforderte Wirkungsgrad von mindestens 85 % wurde nachgewiesen.
The required minimum efficiency ratio of 85% was proved.
Das Gasrückführungssystem entspricht dem Stand der Technik im Sinne der 21. BImSchV (Verordnung zur Begrenzung der Kohlenwasserstoffemissionen bei der Betankung von Kraftfahrzeugen) vom 07.10.1992 zuletzt geändert am 6.5.2002.
The vapor recovery system corresponds to the state of the art as defined in the 21st BImSchV (Air-pollution Control Regulation on the restriction of hydrocarbon emissions during vehicle refueling) of October 7, 1992, last amended on May 6, 2002.

München, 12.02.2007
Munich, February 12, 2007

TÜV SÜD Industrie Service GmbH

Der Sachverständige
The officially authorized expert

Peter Szalata

Appendix B. TUV Cert. U-12.14

ZERTIFIKAT ◆ CERTIFICATE ◆ 認証書 ◆ СЕРТИФИКАТ ◆ CERTIFICADO ◆ CERTIFICAT

Zertifikat Nr. Ü-12.14

Certificate no. Ü-12.14

TÜV SÜD Industrie Service

Für eine automatische Überwachungseinrichtung
Issued for an automatic monitoring system

Die Prüfstelle für Gasrückführungssysteme der
TÜV SÜD Industrie Service GmbH, Westendstr. 199, D-80686 München,
bescheinigt die Prüfung einer automatischen Überwachungseinrichtung für aktive Gasrückführungssysteme gemäß § 3 Abs. 5 der 21. BImSchV.

The TÜV SÜD Industrie Service GmbH Test Body for Vapour Recovery Systems, Westendstr. 199, D-80686 Munich, hereby certifies testing of an automatic monitoring device for active vapour recovery systems as per Article 3 (5) of the 21st Regulation on Air-Pollution Control (Bundesimmissionsschutzverordnung, BImSchV).

- Typ Bezeichnung: / Type designation: **VapourGate**
  Automatische Überwachungseinrichtung für Gasrückführungssysteme in Dresser Wayne Zapfsäulen
  Automatic monitoring system for vapour recovery systems in Dresser Wayne dispensers
- Hersteller: / Manufacturer: **Dresser Wayne AB**
  Malmö, Sweden
- Systemkomponenten: / System components:

  Gasdurchflusssensor: / Gas flow sensor: **DWP VR Meter**
  Montage vor der Gasrückführungspumpe und dem Proportionalventil in der Gasrückführungsleitung
  Flow sensor installed in the vapour recovery pipe in front of the vapour recovery pump and the proportional valve

  Betriebselektronik: / Operating electronics: **Dresser Wayne**
  Integriert im IGEM-Zapfsäulenrechner
  Integrated in the IGEM dispenser processor

Die Prüfungen gemäß VDI 4205 Blatt 5, Ausgabe Sept. 2006 ergaben, dass die Anforderungen nach 21. BImSchV § 3 Abs. 5 und dem Merkblatt 1 Teil II (Prüfung von automatischen Überwachungseinrichtungen an aktiven Gasrückführungssystemen) erfüllt werden.
Tests according VDI 4205, sheet 5, edition sept. 2006 showed that the requirements outlined in the 21st BImSchV, Article 3 (5), and Code of Practice 1, Part II (Testing of automatic monitoring devices in active vapour recovery systems) have been satisfied

Diese automatische Überwachungseinrichtung ist für aktive Gasrückführungssysteme in Dresser Wayne Zapfsäulen mit IGEM-Rechner geeignet.
This automatic monitoring device for active vapour recovery systems is suitable for fitting in Dresser Wayne dispensers with iGEM processor.

München, den 10.04.2007
Munich, 04/10/2007

TÜV SÜD Industrie Service GmbH

Der Sachverständige
The officially authorized expert
Peter Szalata

TÜV®

Appendix C. Cert.85-2.xxx

Applicable for all valid vapour recovery systems with ELAFLEX ZVA 200 GR nozzle. The general conditions of this certificate are still valid.

ZERTIFIKAT ◆ CERTIFICATE ◆ ◆ CERTIFICADO ◆ CERTIFICAT

TÜV SÜD Industrie Service

Ergänzungs - Zertifikat
für fortlaufende Nummern: 85-2.xxx

Amendmend certificate
For no. 85-2.xxx

Die Prüfstelle für Gasrückführungssysteme des
TÜV Süddeutschland, Westendstr. 199, D-80686 München,
bescheinigt die Prüfung gemäß dem Merkblatt:
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Westendstr. 199, D-80686 Munich, certifies having conducted tests as per the following code:
"Testing of active vapor recovery systems and their monitoring devices in Germany (Code I)" of June 17, 2002 on the following vapor recovery system:

- Zapfventil: Fuel-hose nozzle: **ELAFLEX ZVA SLIMLINE 2 GR**
- Gasrückführungssysteme: Vapor recovery systems: **Geeignet für alle Gasrückführungssysteme für die ein gültiges Zertifikat mit dem ELAFLEX ZVA 200 GR Zapfventil vorliegt. Die in diesem Zertifikat genannten Randbedingungen gelten unverändert.**
  Applicable for all valid certified vapour recovery systems with ELAFLEX ZVA 200 GR nozzle. The general conditions of this certificate are still valid.

Der geforderte Wirkungsgrad von mindestens 85 % wurde nachgewiesen.
The required minimum efficiency ratio of 85% was proved.
Das Gasrückführungssystem entspricht dem Stand der Technik im Sinne der 21. BImSchV (Verordnung zur Begrenzung der Kohlenwasserstoffemissionen bei der Betankung von Kraftfahrzeugen) vom 07.10.1992 zuletzt geändert am 6.5.2002.
The vapor recovery system corresponds to the state of the art as defined in the 21st BImSchV (Air-pollution Control Regulation on the restriction of hydrocarbon emissions during vehicle refueling) of October 7, 1992, last amended on May 6, 2002.

München, 26/11/2007

TÜV SÜD Industrie Service GmbH

Der Sachverständige
The officially authorized expert

Peter Szalata

Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number		Log Date	Action Taken
Further Information		Completion Date	Reported By
Pump Number	Fault	Log Date	Action Taken
Further Information		Completion Date	Reported By

Dresser Wayne, DI U.K. Ltd.

Butlerfield Industrial Estate,
Bonnyrigg, Midlothian,
Scotland. EH19 3JQ

Tel. : 01875 402140
Fax : 01875 400010
E-mail : Sales@bonx-wayne.com

DRESSER Wayne

www.dresserwayne.com

DRESSER Wayne

Stage II Vapour Recovery Test Certificate

Completed certificate to be kept on site with site records and a copy retained by the contractor.

Part A. Work and Equipment Record

Date:	
Engineer:	
Site Name & Operator:	
Address of Site:	
Dispenser/Pump Make & Model:	
Vapour Recovery System Type Fitted:	
Vapour Recovery Monitoring System Type Fitted:	

Indicate all options that apply (X):

- ☐ New Installation
  - ☐ New Pumps with Stage II
  - ☐ Stage II Retrofit
  - ☐ Automatic Monitoring RetroFit
- ☐ Work on Vapour Recovery System
- ☐ Work on Automatic Monitoring System
- ☐ Ordered by Customer or Other Agency
- ☐ Annual Periodic Test
- ☐ 3 Yearly Periodic Test
- ☐ Test After Modification or Repair

Remarks: _____

Dresser Wayne
DI UK Ltd
Butterfield Industrial Estate,
Bonnyrigg, Midlothian, Scotland EH19 3JQ
Office: +44 1875 822500 Fax: +44 1875 400010
DI UK Ltd Registered in England No 4153802
Registered Office: 6 St. Andrew Street, London, EC4A 3LX
www.dresserwayne.com

Stage II Vapour Recovery Test Certificate

Part B. VR Efficiency Test Record

The Manufacturer's documentation, including approval certificate, contains data required for efficiency tests.

Correction Factor for Air (in manufacturer's documentation): _

Maximum Fuel Flow Rate: _ Outdoor Temperature: _____°C

Tolerance Range for V/P ratio: _% to _%

Pulsing Rate (factor) located on Gas Meter:

Pump Side	Pump Number	Grade Name		V/P ratio and fuel flow rate			
				Before adjustment		After adjustment (if applicable)	
				[%]	[l/min]	[%]	[l/min]
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					

If more than 6 pumps see additional sheet (Sheet 4).

Note: If the Vapour Recovery monitoring device is equipped with a regulation or correction function then this has to be disabled during the measurements.

If an Automatic Monitoring System is fitted (see Sheet 1) is this operating correctly – indication for normal operation, alarm condition and stop condition. Yes ☐ No ☐.

Date of this inspection: _____ Date next inspection due: _____

Certifying Engineer: _____

Dresser Wayne
DI UK Ltd
Butlerfield Industrial Estate.
Bonnyrigg. Midlothian, Scotland EH19 3JQ
Office: +44 1875 822500 Fax: +44 1875 400010
DI UK Ltd Registered in England No 4153802
Registered Office: 6 St Andrew Street, London, EC4A 3LX
www.dresserwayne.com

Stage II Vapour Recovery Test Certificate

Part C. Initial Installation Inspection and Test

Leak test executed and passed on Vapour Recovery pipes & components:

☐ Inside of dispenser (retro kits) ☐ Between dispenser and tank

	Test steps	Details – Pass/Fail or Values					
		P1/2	P3/4	P5/6	P7/8	P9/10	P11/12
1	Conforms with installation instructions.						
2	Visual inspection of Vapour Recovery system for security of fittings.						
3	Visual inspection of Vapour Recovery monitoring device – if fitted.						
4	Leak tests to internal dispenser pipes and components. (Retro kits).						
5	Leak tests to pipes connecting dispenser to tanks or other external systems.						
6	Running of Vapour Recovery pump – no loose or vibrating pipes.						
7	Confirm operation of Vapour Recovery monitoring device and alarm test. (See Note 1)						
8	Dry measurement at each nozzle.						

	Test steps	Details – Pass/Fail or Values					
		P13/14	P15/16	P17/18	P19/20	P21/22	P23/24
1	Conforms with installation instructions.						
2	Visual inspection of Vapour Recovery system for security of fittings.						
3	Visual inspection of Vapour Recovery monitoring device – if fitted.						
4	Leak tests to internal dispenser pipes and components. (Retro kits).						
5	Leak tests to pipes connecting dispenser to tanks or other external systems.						
6	Running of Vapour Recovery pump – no loose or vibrating pipes.						
7	Confirm operation of Vapour Recovery monitoring device and alarm test. (See Note 1)						
8	Dry measurement at each nozzle.						

Note 1: The alarm signal and the switch-off function have to be tested for every nozzle if the switch-off function is nozzle specific.

Date of this inspection: _____

Certifying Engineer: _____

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Stage II Vapour Recovery Test Certificate

ADDITIONAL PUMPS

Pump Side	Pump Number	Grade Name		V/P ratio and fuel flow rate			
				Before adjustment		After adjustment (if applicable)	
				[%]	[l/min]	[%]	[l/min]
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					
1		G1					
		G2					
		G3					
2		G1					
		G2					
		G3					

Note: If the Vapour Recovery monitoring device is equipped with a regulation or correction function then this has to be disabled during the measurements.
If an Automatic Monitoring System is fitted (see Sheet 1) is this operating correctly – indication for normal operation, alarm condition and stop condition. Yes ☐ No ☐.

Date of this inspection: _____ Date next inspection due: _____

Certifying Engineer: _____

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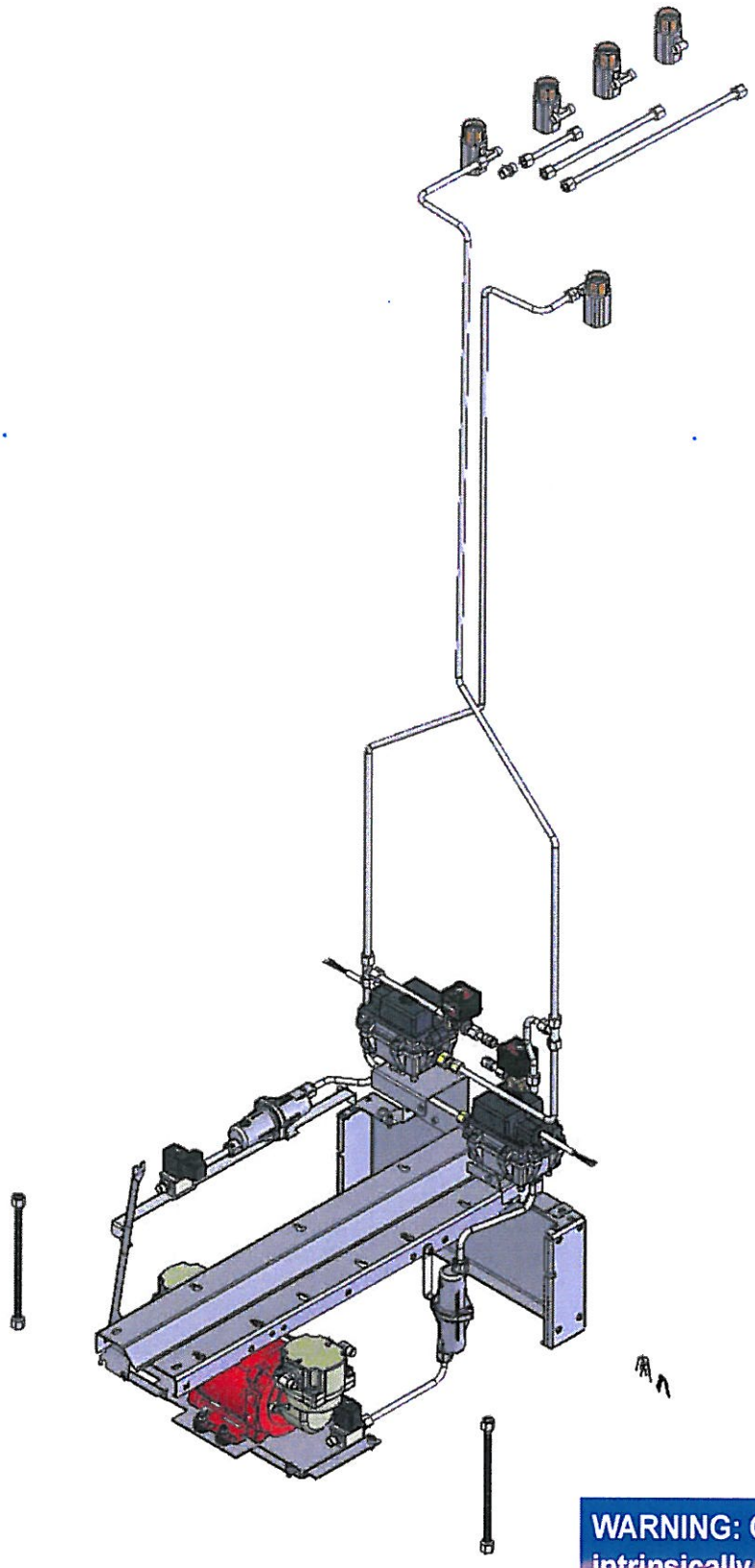
DRESSER Wayne

Vapour Gate
Retrofit Manual



WARNING: Contains intrinsically safe equipment

WM023706
2008-03-11 Rev.01 TI

Product Liability

For the supplier's product liability to be valid, no alterations, additions or the like may be made to the equipment without the supplier's express permission.
Use only genuine parts

Produktansvar

För att en leverantörs produktansvar skall gälla får ändringar, kompletteringar och liknande ej göras i utrustningen utan leverantörens godkännande.
Originalreservdelar skall alltid användas.

Produkthaftung

Damit die Produkthaftung des Lieferanten ihre Gültigkeit behält, dürfen ohne ausdrückliche Genehmigung des Lieferanten keine Änderungen, Ergänzungen o. Ä. an der Ausrüstung vorgenommen werden.
Verwenden Sie nur Originalteile.

Ответственность поставщика

Для сохранения ответственности нельзя вводить в оборудование изменения, дополнения и т.п. без разрешения поставщика.
Пользуйтесь только оригинальными запасными частями, выпущенным изготовителем бензоколонки.

Caution

To prevent damage that might result in electric shock or fire, disconnect the main power prior to any work.

Varning

Gör pumpen/enheten strömlös innan Du gör ingrepp i den. I annat fall föreligger risk för skada.

Vorsicht

Um Beschädigungen zu vermeiden, die zu einem elektrischen Schlag oder Feuer führen können, unterbrechen Sie vor jeder Arbeit die Stromzufuhr.

Осторожно

Во избежание поражения электрическим током или пожара отключайте напряжение питания перед началом любых работ.

Warning

Never run a leaking pump! Be careful with the environment and mind the skidding risk; take care of leaking fuel immediately.

Varning

Använd aldrig en läckande pump.
Tänk på miljön och halkrisken, sanera utläckt drivmedel snarast.

Warnung

Lassen Sie nie eine undichte Zapfsäule laufen! Seien Sie umweltbewusst und denken Sie an die Rutschgefahr; beseitigen Sie austretenden Kraftstoff umgehend.

Предупреждение

Не пользуйтесь колонкой при наличии утечки топлива! Охраняйте окружающую среду, помните об опасности скольжения: в случае утечки топлива на дорожное покрытие возле колонки, примите меры немедленно.

1 To the owner

This instruction manual is your reference book for retrofit installation and maintenance for Vapour Gate system. Dresser Wayne AB recommends you to study this manual and the User's Manual for the pump carefully and make sure that the manuals are available for people who are using, maintaining and installing the system.

It is important that you:

- Keep this instruction manual and other applicable document as long as the equipment is in operation.
- Send it on to other owners or users of the equipment.

Dresser Wayne AB is not responsible for any machine damage caused by the owner's failure to follow the instructions of this document.

This instruction manual describes the authorised methods/ways to use the equipment. Dresser Wayne AB is not responsible for bodily injury and material damage if the instructions are not followed.

1.1 First of all, read through the manual

Before you start to unpack, install or use the unit, please read applicable parts of the manual. Consider all dangers, warnings, cautions and notes mentioned in the manual. Serious bodily injury and material damage may occur if you neglect this information.

WARNING!
Only authorised personnel may do installation.

WARNING!
To prevent damage, which may result in electric shock or fire, disconnect the main power prior to any work.

WARNING: Contains intrinsically safe equipment

2 Contents

3 Figure register

4 Definitions and Abbreviations

VR – Vapour Recovery

VRM – Vapour Recovery Monitoring

DWP – Dresser Wayne Pignone

iGEM – Global Electronic Module, current generation of Wayne pump electronics.

ISB – Intrinsic Safe Barrier

BHT – Bürkert hand terminal

5 Instructions specific to hazardous area installations

(reference European ATEX Directive 94/9/EC, Annex II, 1.0.6.)

The following instructions apply to the Dresser Wayne AB DWP VR Meter covered by certificate number Sira 06ATEX2266X.

1. The equipment may be used with gases and vapours associated with Group IIB and IIA with temperature classes T1, T2 and T3, in category 1, 2 and 3 locations.
2. The equipment is only certified for use in ambient temperatures in the range -40°C to +70°C and should not be used outside this range.
3. Installation shall be carried out in accordance with the applicable code of practice by suitably-trained personnel in accordance with the System Manual provided.
4. Repair of this equipment shall be carried out in accordance with the applicable code of practice.
5. The certificate number has an 'X' suffix which indicates that special conditions of installation and use apply. See certificate on next page.
6. If the equipment is likely to come into contact with aggressive substances, then it is the responsibility of the user to take suitable precautions that prevent it from being adversely affected, thus ensuring that the type of protection is not compromised.

   Aggressive substances - e.g. acidic liquids or gases that may attack metals, or solvents that may affect polymeric materials.

   Suitable precautions - e.g. regular checks as part of routine inspections or establishing from the material's data sheet that it is resistant to specific chemicals.
7. There are no special checking or maintenance conditions other than a periodic check.

5.1 Approvals

The VR meter fulfils:

- European ATEX directive 94/9/EC
- EMC directive 89/336/EEC
- Tüv regulation 21.BImSchV

6 General Description

6.1 System overview with self check

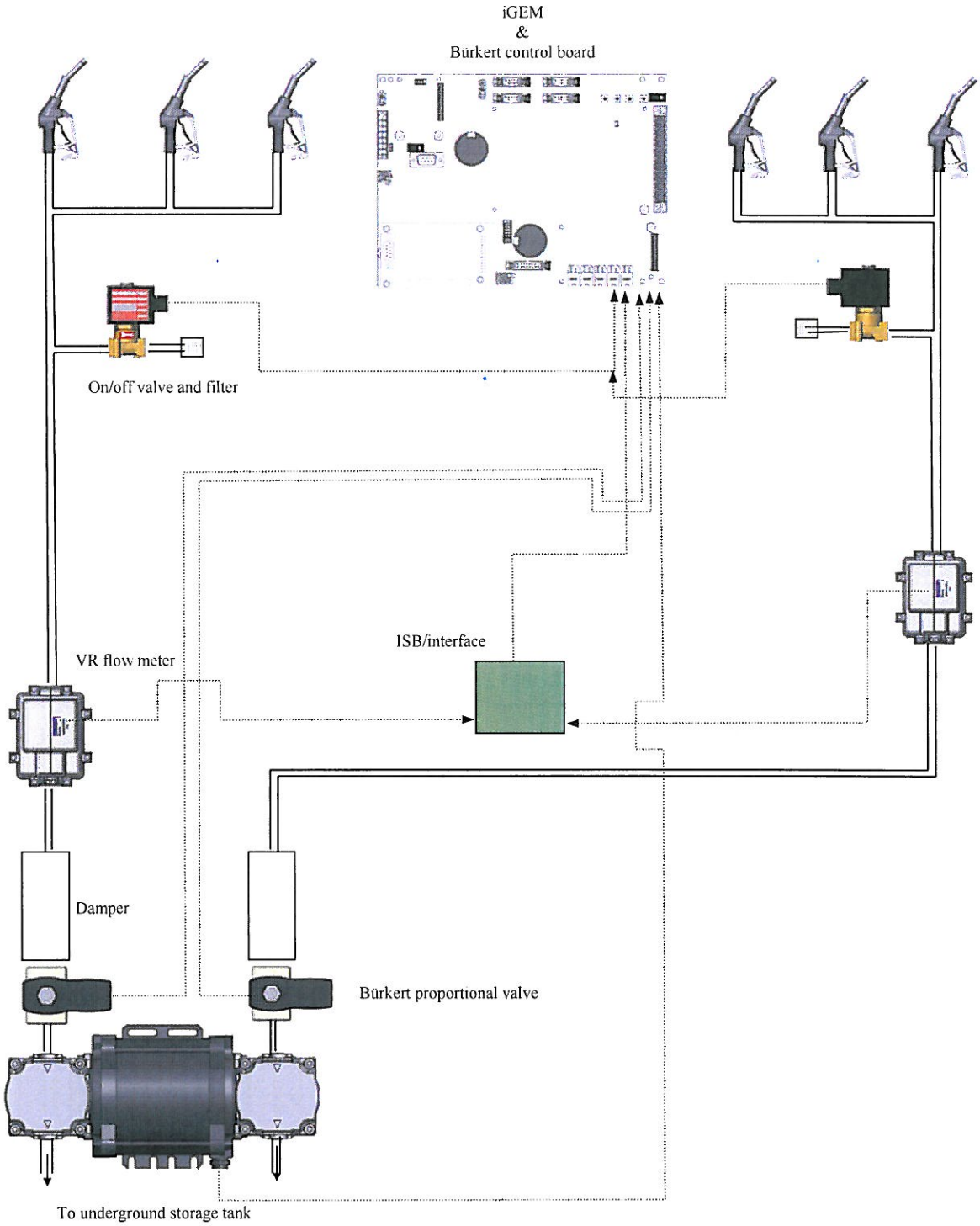


Figure 1 System overview with self check

6.2 System overview without self check

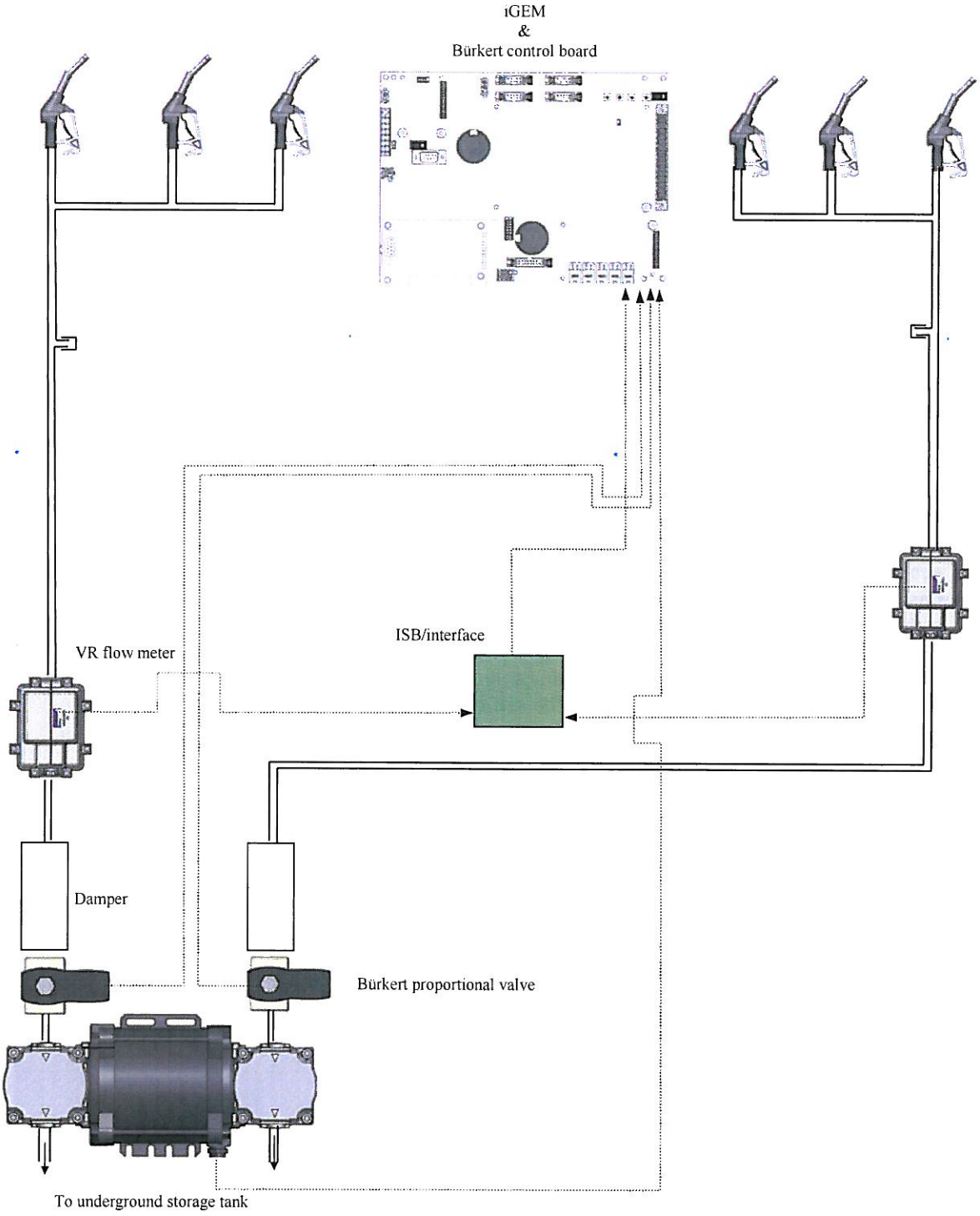


Figure 2 System overview without self check

6.3 System Description

Due to stricter environmental regulations a system for monitoring the vapour recovery stage II is needed in fuel dispensers in some countries.

The DWP VR meter measures the gas volume that passes the vapour recovery system. The meter is an oscillating type of gas meter. A small amount of gas that passes the meter starts to oscillate inside the meter and passes a thin heated platinum wire. This creates a frequency that is proportional to the gas flow. The ISB/ interface transform this frequency to pulses to iGEM. During fillings iGEM calculates the volume from the liquid meter and from the VR meter. A quote, referred later to as A/L, is calculated by dividing the amount of gas volume recovered with the amount of liquid dispensed. This quote is allowed to be $0.85 \geq A/L \geq 1.15$, according to Tüv regulation 21.BImSchV, otherwise will the filling be considered as erroneous.

A second path could be installed between the nozzle/nozzles and the VR meter that is controlled by an on/off valve. During normal circumstances this valve will be closed. Every filling is evaluated by iGEM and if fillings start to be out of the normal characteristics, according to certain parameters, the system will perform a self check just after the filling has ended. IGEM simulates a short filling during the self check and the on/off valve is opened to obtain a known and controlled pressure. If the A/L value from the self check is a certain amount higher than the A/L value from the filling, iGEM will consider the filling erroneous even if the measured A/L value is within range. This test is used to detect if any of the nozzles has a jammed suction path in the vapour channels. This is a feature that is mandatory for Germany and Switzerland but optional for all other countries.

If the system has ten fillings on the same side out of range, ten unapproved self checks on the same nozzle or a combine of out of range fillings and unapproved self checks it will start a timer (country dependent, Germany and Switzerland 72 h, UK 168 h and for other is it eligible between 0-250 h). When the timer has elapsed it will close down the side until the error is reset.

7 Parts and equipment

This chapter describes the parts that are required to retrofit the system, e.g. meter, damper, and etc. Screws, couplings and other standard parts are not listed.

7.1 VR Meter with cable

The DWP VR meter measures the volume of gasoline vapours recovered by the vapour recovery system.

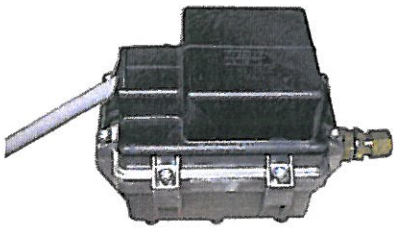


Figure 3 DWP VR meter with mounted cable

7.2 Damper WM018634

A damper is connected via tubes between the vapour recovery pump and the DWP VR meter to reduce fluctuations in flow from the pump.

Figure 4 Damper

7.3 On/off valve WM021576-0001 (WM021576-0002)

The valve that is used for the self check of the system.

WM021576-0001 has a cable length of 3 m and is used for Global Star and Global Century.

WM021576-0002 has a cable length of 5 m and is used for Global Ovation.

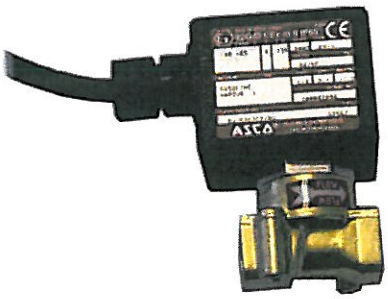


Figure 5 On/off valve

7.4 Strainer WM012100

The strainer that protects the second path from dirt and particles.

Figure 6 Strainer

7.5 ISB & Signal converter WM018523

The VR meter will be connected to the pump computer via a certified ISB (Intrinsic safe barrier) with a built in signal converter. This interface converts the signals from the DWP VR meter to TTL signals that iGEM is able to process.

Figure 7 ISB

7.6 iGEM WM001908-0005

The system is controlled by an iGEM board WM001908-0005.

NOTE!

Software version 10.01 or higher has to be used!

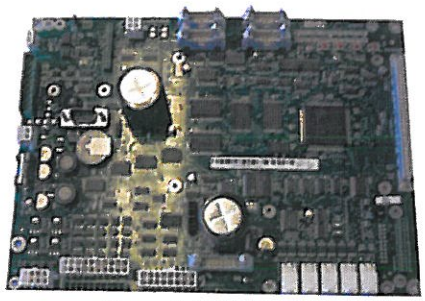


Figure 8 IGEM board

7.7 Support for meter

WM018665

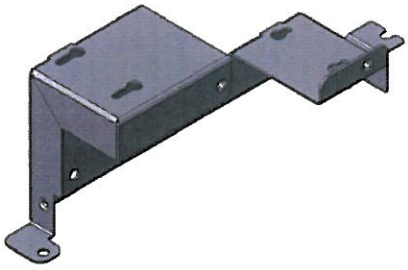


Figure 9 Support

7.8 Support for dumper

Suction
WM021720
WM020967

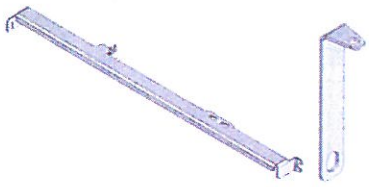


Figure 10 Support for suction

Remote/Dispenser
WM022045
WM022047

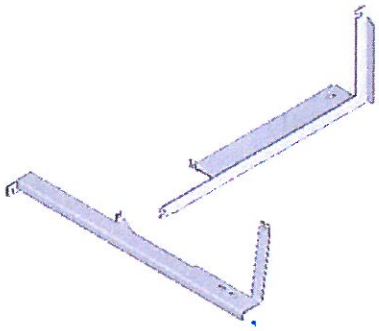


Figure 11 Support for remote/dispenser

7.9 Tubes LHR

Suction	Suction
WM022272	WM022272
WM022274	WM022274
WM022276	WM022276
WM021796	WM021796
WM021792	WM021792
WM021798	WM021798
WM021809	WM021809
WM021787	WM021787
WM021801	WM021801
WM021813	WM022038
WM021815	WM019369 (2 pcs.)
WM022102	WM022102
WM019373	WM019373
WM019369	

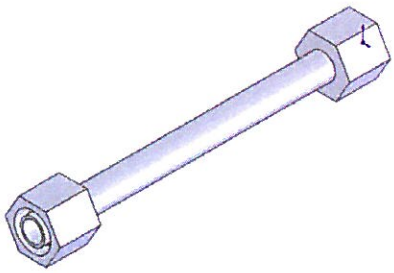


Figure 12 Tube WM022272

7.10 Tubes HH

Suction	Suction
WM022272	WM022272
WM022274	WM022274
WM022276	WM022276
WM021796	WM021796
WM021792	WM021792
WM021798	WM021798
WM021809	WM021809
WM021787	WM021787
WM021801	WM021801
WM021813	WM022038
WM021815	WM019369 (2 pcs.)
WM022102	WM022102
WM019373	WM019373
WM019369	

Figure 13 Tube WM021804

7.11 Bürkert kit

The kit consists of hand terminal, extension cable for serial port, meter and a hose with adapter to nozzle.

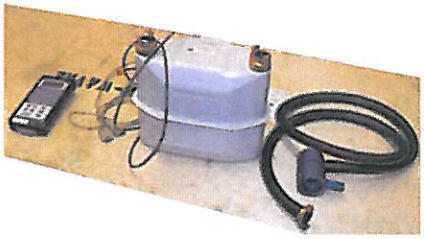


Figure 14 Bürkert kit

7.12 Calibration kit

To calibrate the DWP VR meter a calibration kit is required.

Figure 15 Calibration kit

8 Installation

8.1 Mechanical installation

8.1.1 Global Star suction phase IV - Suction

Disassemble the "Front panel side A and B", "Top panel hydraulic" and "Side panel barrier" to gain full access to the hydraulic side. Disassemble the "Nozzle column 1A", "Nozzle column 1B", and the "Cover plate tubes" to gain access to the blind column. Disassemble the "Top panel", if a LHR model to gain access to the roof. For disassemble instructions see "User manual" (Eng WM002295, DE WM002299). Disassemble all vapour tubes between the pump and the hose on both sides. Disassemble the Bürkert valves from their support and mark the valves which side they belong to. The Bürkert valve closest to the physical side A also belongs to side A.

WARNING!
To prevent damage which may result in electric shock or fire, disconnect the main power prior to any work.

LHR
Assemble tubes WM021796 and WM021798 with T-connection WM020460 for side A. Assemble tubes WM021792 and WM021798 with T-connection WM020460 for side B.

Figure 16 T-connection WM020460

HH
Assemble tubes WM021806 and WM021798 with T-connection WM020460 for side A. Assemble tubes WM021804 and WM021798 with T-connection WM020460 for side B.

NOTE!
If the first gasoline nozzle is not on the first position, use coupling WM022280 and connect tube WM022272, WM022274 or WM022276.

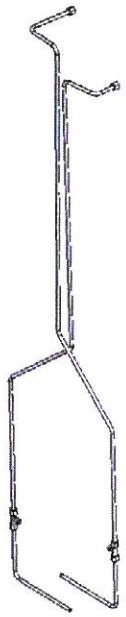


Figure 17

Assemble the respective package of tubes to its respective adapter. See drawing WM021849-0001 (LHR) and WM021849-0002 HH) in Appendix A and B, chapter 12 and 13.

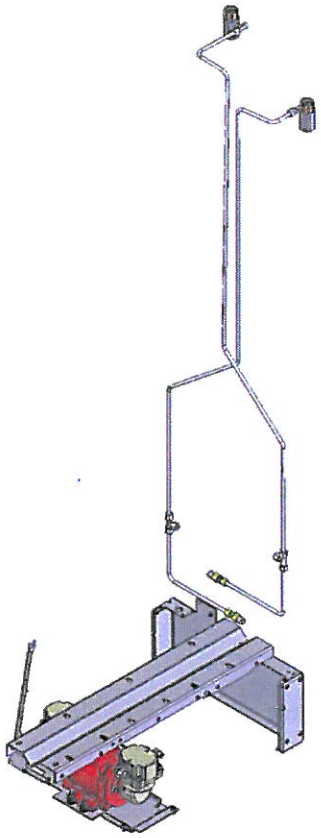


Figure 18

Mount both VR meters on the support WM018664 as shown in Figure 19. Mount tube WM019373 on VR meter side A and tube WM021813 on VR meter side B. The lowest shelf of the support is for the meter to side B. Fasten the tubes in the meters with sprint WM012100.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the meter.

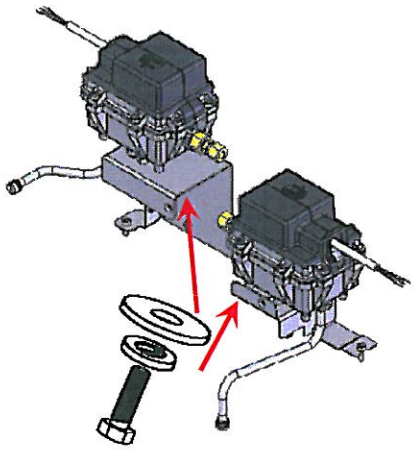


Figure 19 VR meters with tubes mounted onto support.

Mount the support with the VR meters as shown in Figure 20. Make sure tubes WM019365 (side A) and WM021813 (side B) points towards the gas pump. Fasten the support with two screws. Connect the tubes from the T-coupling (WM021798) to the VR-meters.

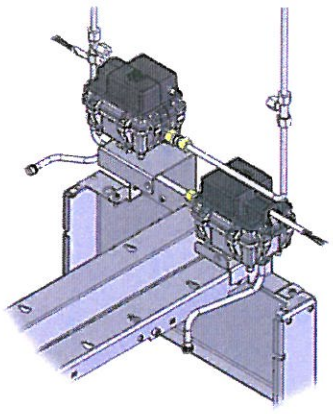


Figure 20 Support in place

With self check (option)

Assemble tube WM021801 in the T-coupling that is physically on side B on the pump (belongs to the meter for side A). Connect the solenoid valve WM021576-0001 and tube WM021787. Mount strainer WM021571 over the bump and press on it so it does not fall of.

NOTE!
Mark the cable from the solenoid valve with an "A".

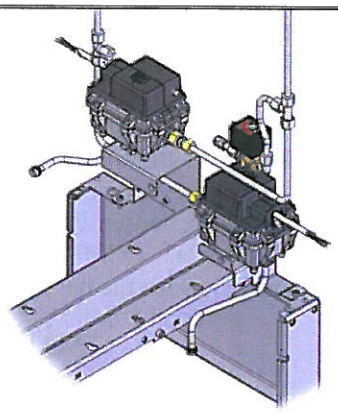


Figure 21

Assemble tube WM021809 in the T-coupling that is physically on side A on the pump (belongs to the meter for side B). Connect the solenoid valve WM021576-0001 and tube WM021787. Mount strainer WM021571 over the bump and press on it so it does not fall of.

NOTE!
Mark the cable from the solenoid valve with a "B".

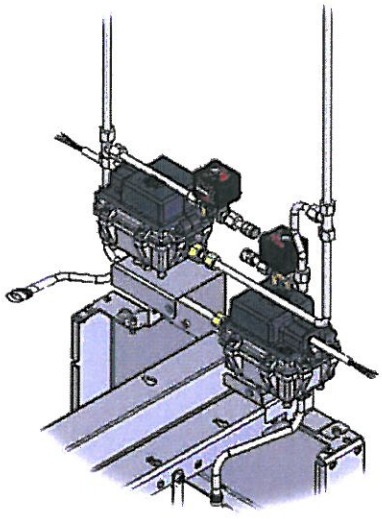


Figure 22

Without self check

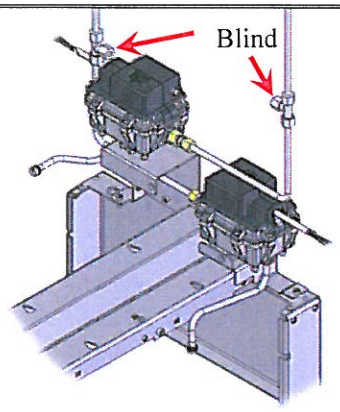
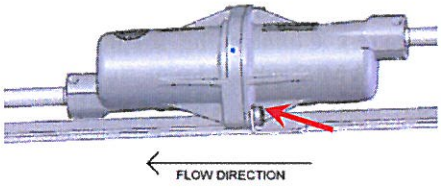


Figure 23 Blind the T-connectors

Mount the Bürkert valve with two M4 x 8 screws (marked with A during disassemble), tube WM019369 and the damper WM018634 on the shelf WM021720. Fasten the tubes in the damper with sprint WM012100. The damper is fastened by losing one of the screws on it and placing it in the position on the shelf and fastened it again. To be able to turn the head on the Bürkert valve, loosen the 17 mm nut on the top but DO NOT REMOVE IT COMPLETELY! When the head is in correct position fasten the nut again.



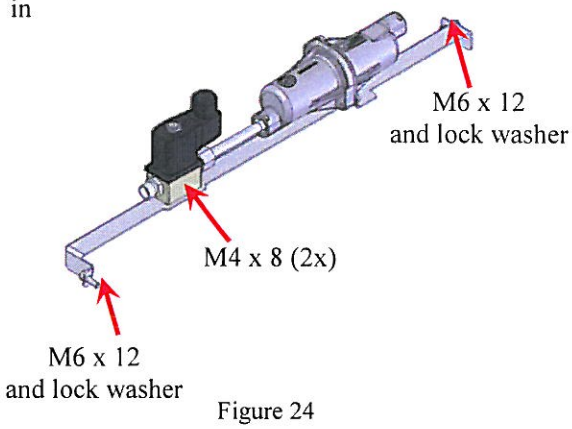


Figure 24

NOTE!
An arrow on Bürkert valve showing direction of vapour flow!

NOTE!
The lower end of the damper shall be pointed towards the Bürkert valve.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the damper.

Mount the tube in to the damper that is assembled on the meter. Fasten the shelf with assembled components in the blind column and in the vertical shelf, WM020593, to the junction box shelf with two M6 x 12 screws and lock washers.

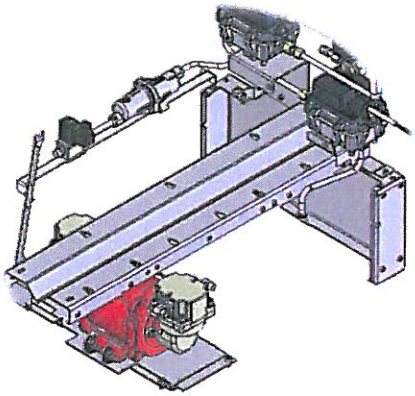


Figure 25

Assemble the flexible tube WM022102 between the Bürkert valve and the VR pump.

NOTE!
Observe the flow direction of the pump.

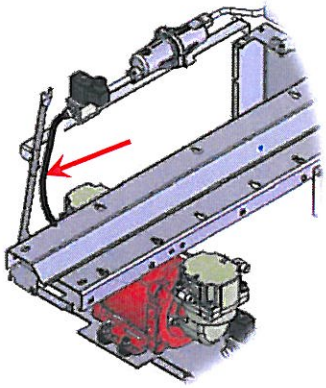


Figure 26

Mount the Bürkert valve with two M4 x 8 screws (marked with B during disassemble) on the shelf WM012778 (the shelf to the vapour pump).

NOTE!
An arrow on Bürkert valve showing direction of vapour flow!

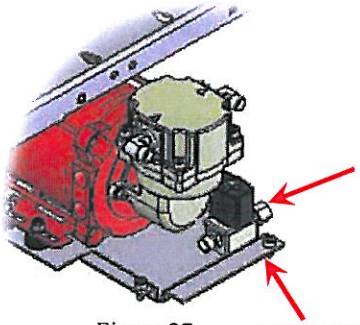


Figure 27 M4 x 8 (2x)

Fasten the damper WM018634 on the shelf WM020967 and the shelf to the frame work with one M8 x 14 screws. The damper is fastened by losing one of the screws on it and placing it in the position on the shelf and fastened it again.

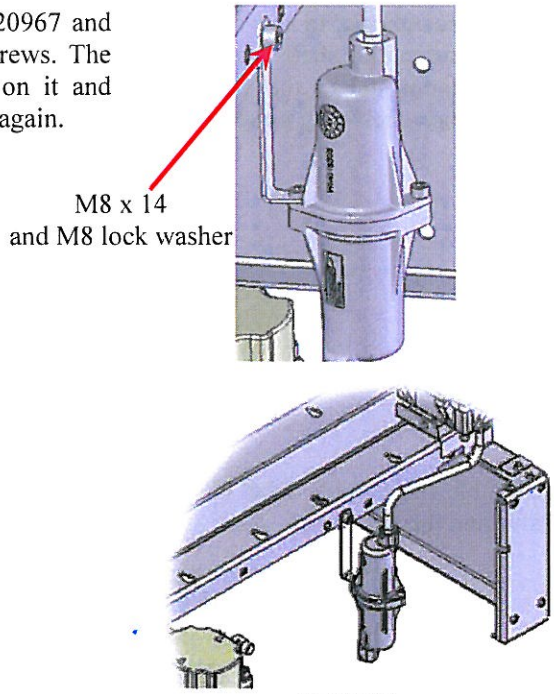


Figure 28

Connect the tube WM021813 between the meter that belongs to side B and the damper. Fasten the tube in the damper with sprint WM012100.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the damper.

Connect the tube WM021815 between the damper and the Bürkert valve. Fasten the tube in the damper with sprint WM012100.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the damper.

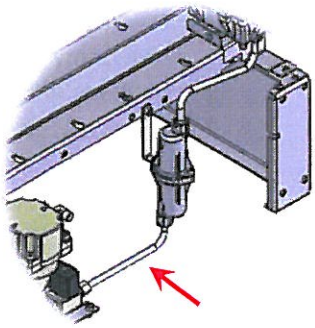


Figure 29

Assemble the flexible tube WM022102 between the Bürkert valve and the VR pump.

NOTE!
Observe the flow direction of the pump.

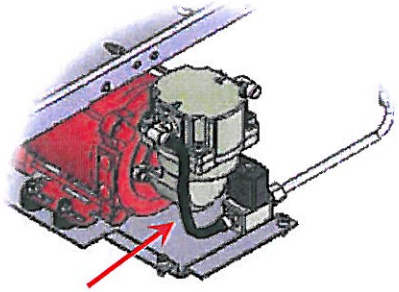


Figure 30

Mark the cables to which meter they belong and wire the cable up to electric head through the vapour barrier. Also wire the cables from the solenoid valves up to the electronic head through the vapour barrier. For instructions regarding vapour barrier see "User manual" (Eng WM002295, DE WM002299).

NOTE!
Always replace used vapour barriers.

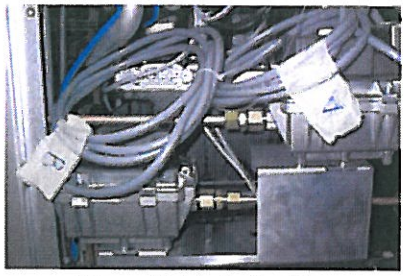


Figure 31 Marked cables

The cables shall be marked with sticker WE000886 on each end of the cable to the meter.

Figure 32 Label WE000886

Make sure that the cables to the Bürkert valves are fastened in a safe manner with stripes. Check so no cables can get caught in any moving parts.

WARNING!
Check so no cables can get caught in any moving parts.

8.1.2 Global Star suction phase IV - Remote/Dispenser

Disassemble the "Front panel side A and B", "Top panel hydraulic" and "Side panel barrier" to gain full access to the hydraulic side. Disassemble the "Nozzle column 1A", "Nozzle column 1B", and the "Cover plate tubes" to gain access to the blind column. Disassemble the "Top panel", if a LHR model to gain access to the roof. For disassemble instructions see "User manual" (Eng WM002295, DE WM002299). Disassemble all vapour tubes between the pump and the hose on both sides. Disassemble the Bürkert valves from their support and mark the valves which side they belong to. The Bürkert valve closest to the physical side A also belongs to side A.

WARNING!
To prevent damage which may result in electric shock or fire, disconnect the main power prior to any work.

LHR
Assemble tubes WM021796 and WM021798 with T-connection WM020460 for side A. Assemble tubes WM021792 and WM021798 with T-connection WM020460 for side B.

Figure 33 T-connection WM020460

HH
Assemble tubes WM021806 and WM021798 with T-connection WM020460 for side A. Assemble tubes WM021804 and WM021798 with T-connection WM020460 for side B.

NOTE!
If the first gasoline nozzle is not on the first position, use coupling WM022280 and connect tube WM022272, WM022274 or WM022276.

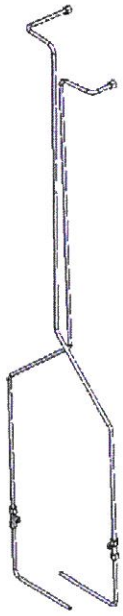


Figure 34

Assemble the respective package of tubes to its respective adapter. See drawing WM021849-0001 (LHR) and WM021849-0002 HH) in Appendix A and B, chapter 12 and 13.

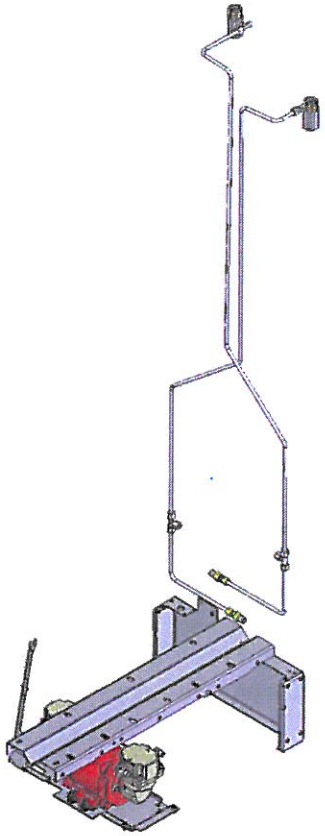


Figure 35

Mount both VR meters on the support WM018664 as shown in Figure 19. Mount tube WM019373 on VR meter side A and tube WM022038 on VR meter side B. The lowest shelf of the support is for the meter to side B. Fasten the tubes in the meters with sprint WM012100.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the meter.

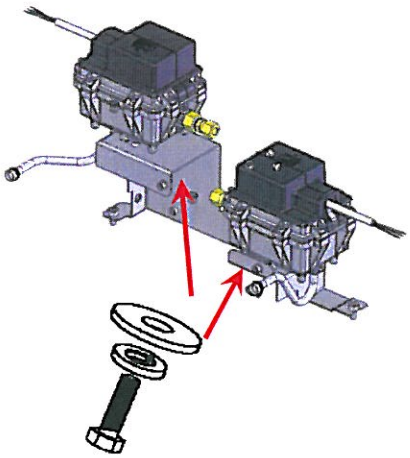


Figure 36 VR meters with tubes mounted onto support.

Mount the support with the VR meters as shown in Figure 20. Make sure tubes WM019365 (side A) and WM021813 (side B) points towards the gas pump. Fasten the support with two screws. Connect the tubes from the T-coupling (WM021798) to the VR-meters.

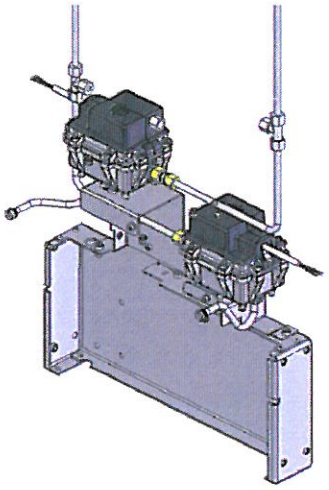


Figure 37 Support in place

With self check (option)

Assemble tube WM021801 in the T-coupling that is physically on side B on the pump (belongs to the meter for side A). Connect the solenoid valve WM021576-0001 and tube WM021787. Mount strainer WM021571 over the bump and press on it so it does not fall of.

NOTE!
Mark the cable from the solenoid valve with an "A".

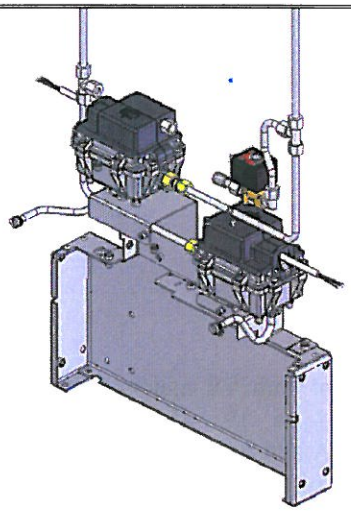


Figure 38

Assemble tube WM021809 in the T-coupling that is physically on side A on the pump (belongs to the meter for side B). Connect the solenoid valve WM021576-0001 and tube WM021787. Mount strainer WM021571 over the bump and press on it so it does not fall of.

NOTE!
Mark the cable from the solenoid valve with a "B".

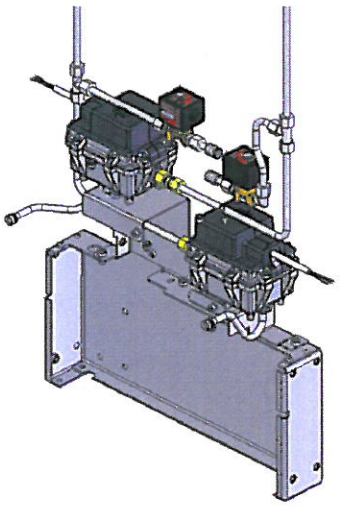


Figure 39

Without self check

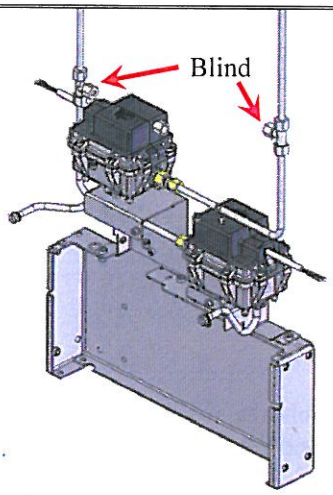
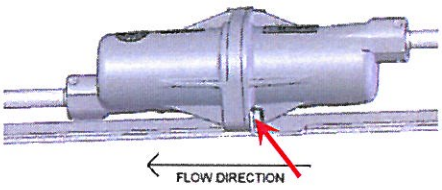


Figure 40 Blind the T-connectors

Mount the Bürkert valve with two M4 x 8 screws (marked with A during disassemble), tube WM019369 and the damper WM018634 on the shelf WM021720. Fasten the tubes in the damper with sprint WM012100. The damper is fastened by losing one of the screws on it and placing it in the position on the shelf and fastened it again. To be able to turn the head on the Bürkert valve, loosen the 17 mm nut on the top but DO NOT REMOVE IT COMPLETELY! When the head is in correct position fasten the nut again.



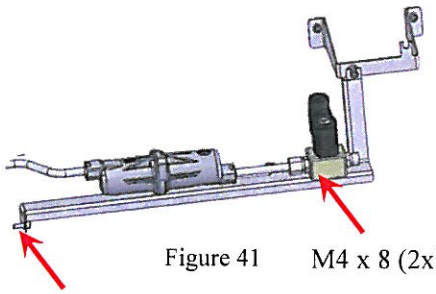


Figure 41 M4 x 8 (2x)

M6 x 12 (2x)
and lock washer (2x)

NOTE!
An arrow on Bürkert valve showing direction of vapour flow!

NOTE!
The lower end of the damper shall be pointed towards the Bürkert valve.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the damper.

Mount the tube in to the damper that is assembled on the meter. Fasten the shelf with assembled components in the blind column and in the vertical shelf, WM020593, to the junction box shelf with two M6 x 12 screws.

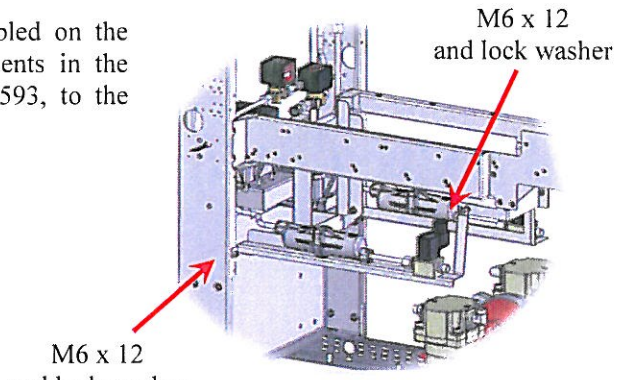


Figure 42

Assemble the flexible tube WM022102 between the Bürkert valve and the VR pump.

NOTE!
Observe the flow direction of the pump.

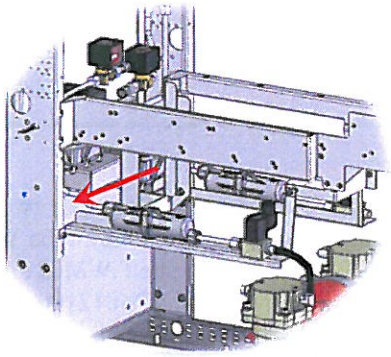


Figure 43

Mount the Bürkert valve with two M4 x 8 screws, and tube WM019369.

NOTE!
An arrow on Bürkert valve showing direction of vapour flow!

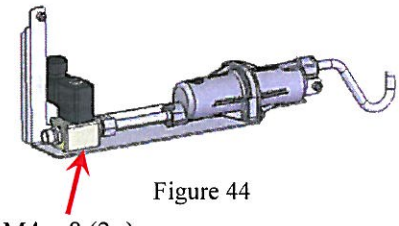


Figure 44

Connect the tube WM019369 between the damper and the Bürkert valve. Fasten the tube in the damper with sprint WM012100.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the damper.

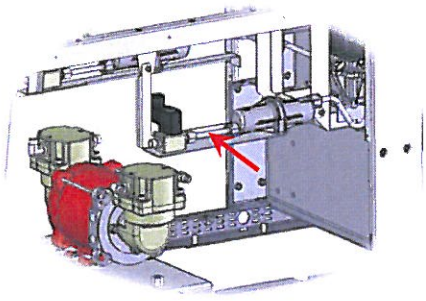


Figure 45

Fasten the damper WM018634 on the shelf WM020967 and the shelf to the frame work with one M6 x 12 screws. The damper is fastened by losing one of the screws on it and placing it in the position on the shelf and fastened it again.

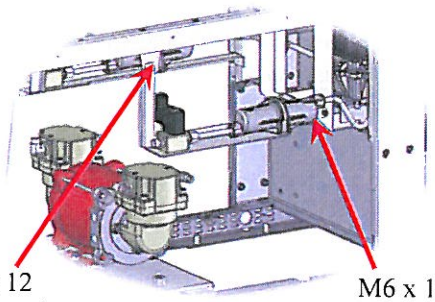
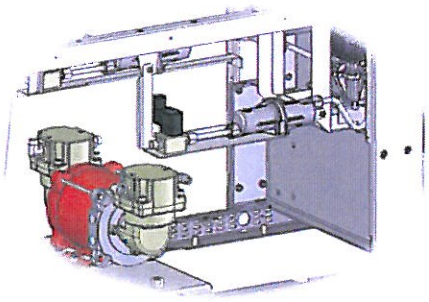


Figure 46

Connect the tube WM022038 between the meter that belongs to side B and the damper. Fasten the tube in the damper with sprint WM012100.

NOTE!
Use a small amount of grease on the O-ring when mounting the tube with bump connection in the damper.



Assemble the flexible tube WM022102 between the Bürkert valve and the VR pump.

NOTE!
Observe the flow direction of the pump.

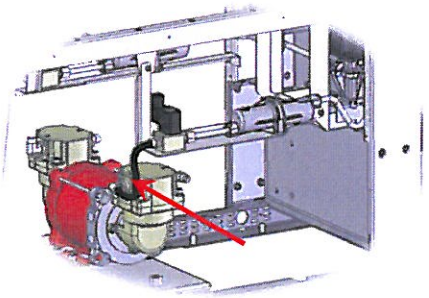


Figure 47

Mark the cables to which meter they belong and wire the cable up to electric head through the vapour barrier. Also wire the cables from the solenoid valves up to the electronic head through the vapour barrier. For instructions regarding vapour barrier see "User manual" (Eng WM002295, DE WM002299).

NOTE!
Always replace used vapour barriers.

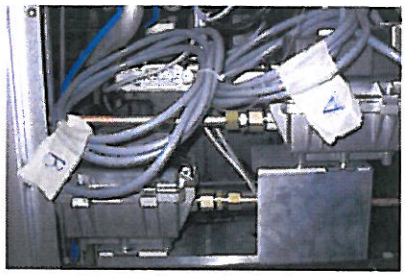
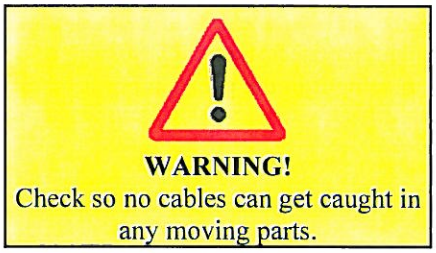


Figure 48 Marked cables

The cables shall be marked with sticker WE000886 on each end of the cable to the meter

Figure 49 Label WE000886

Make sure that the cables to the Bürkert valves are fastened in a safe manner with stripes. Check so no cables can get caught in any moving parts.



8.2 Electrical installation

Remove the sheet metals that cover the cables.
Mount the cables from the meters in the clips marked with red arrows in Figure 50. Let the meter cables follow the other cables up to the electronic head.

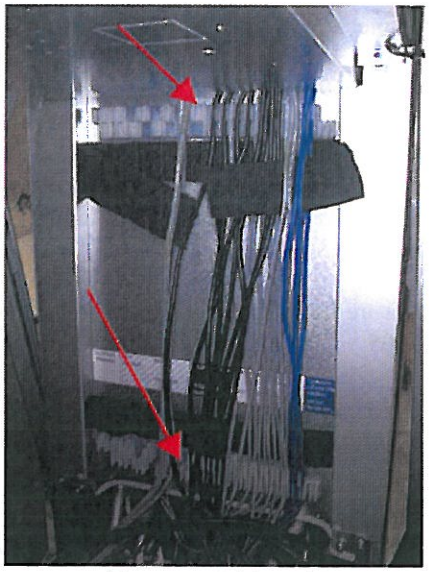


Figure 50 Cable path

Place the ISB-interface (WM018523) as showed in the Figure 51. The ISB interface is pointed out with yellow arrow. Fix it with 2 M4 lock nuts and two locking washers.

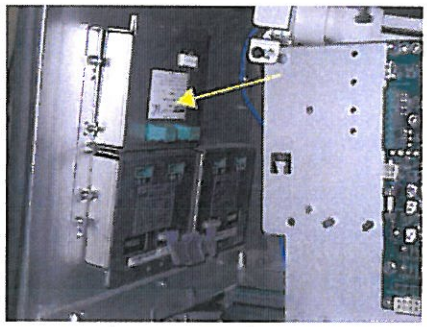


Figure 51 ISB-interface

Strip the outer cable jacket so the shield will be free for a space of 25 mm. Mount the cable clip as described in Figure 52. Fix it with a M4 lock nut.

Figure 52 Cable clip

Mount the connector WM002592 on each cable from the meters as described in Figure 53. Connect the cable from the A-side meter to the ISB-connector marked 1 and the cable from the B-side meter to the connector marked 2 on the ISB-interface.

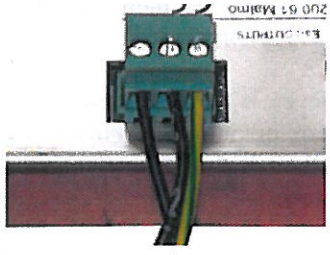


Figure 53. Connection of Meter cable

Mount the multi cable WM018584-0001 between the CPU board and the ISB-interface. Connect the 10-pol mini-MNL connector to the ISB-interface as described in Figure 54. Connect the 4-pol mini-MNL connector to connector J12 on the CPU-board as showed in Figure 55. Connect the Red and Black single wires to the power connector J1 on the CPU-Board. See Figure 56. Place black wire there the blue arrow is pointing and red wire there the red arrow is pointing. Tie the multi cable to some anchor in the bottom of the electronic head.

Figure 54 Connector pos.

Ensure that the iGEM board is has item number WM001908-0005.

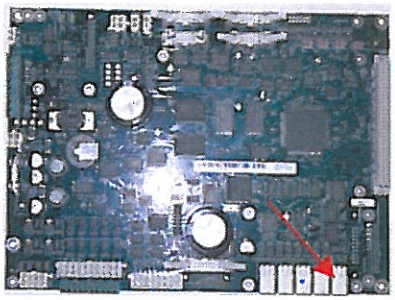


Figure 55 CPU-Board

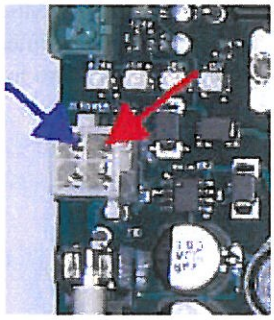


Figure 56 Power connector

If self check (option):

Connect the cables from the solenoid valves in a 4-pol mini-MNL connector, as described in picture X.

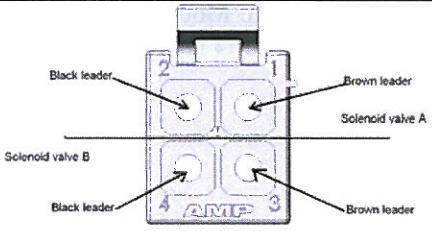


Figure 57

Connect the 4-pol mini-MNL connector in "Spare output 3&4" (J10) on the iGEM board.

However, if the pump also has other options requiring the use of spare outputs 3 & 4 such as e g nozzle out indication signal, then the VRM SC valve(s) are connected to spare outputs 1 & 2 instead.

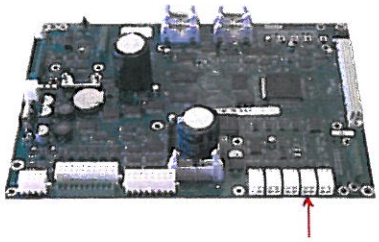


Figure 58 Connect VRM SC valve(s) to the spare output 3 & 4

9 Operator Instructions

9.1 Activation of Vapour Gate VRM

The iGEM board needs to be WM001908-0005 that has a real time clock and have software version 10.01 or higher.

1. Make sure that correct country code is selected — **F38**
2. Set real Time Clock to current Time and Date — **F02**
3. Enable Vapour Gate VRM — **F26.04 = 3**
4. **With self check**

Enable Vapour Gate SC valve by setting spare outputs 3 (side A) and 4 (side B). — **F41.07 = 9** **F41.08 = 9**

Normally the VRM SC valve(s) are controlled from iGEM spare outputs 3 & 4 (default HW configuration). However, if the pump also has other options requiring the use of spare outputs 3 & 4 such as e g nozzle out indication signal, then the VRM SC valve(s) are connected to spare outputs 1 & 2 instead. — *F41.05 = 9* *F41.06 = 9*

NOTE!

From iGEM SW version 10.02 the Vapour Gate SC valve will be configured automatically to spare outputs 3 & 4.

Without selft check

Disable self check — **F47.04 = 0** **F48.04 = 0**

9.2 Calibration of Vapour Gate VRM

9.2.1 General

- For optimum performance, each Vapour Gate VR meter operates with 10 individual calibration factors. Each of the flow rates 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 LPM has their own calibration factors.
- The calibration factors are store din F49 and are not cleared on cold start.
- If the iGEM CPU board is replaced, one of the following has to be done:
  - A. Perform calibration again.
    or
  - B. Read out the calibration factors from old board then re-enter them in F49 of the new board manually.

9.2.2 The Calibration Factor, F49

The calibration factors can be set between 100 and 700 representing the volume per pulse in tenths (1/10) of millilitres from the VR meter at the specific flow rate.
The calibration factors are stored according to below…

F49.00 =	**Side A** VR Meter calibration factor	@ 5 LPM
F49.01 =	"	@ 10 LPM
F49.02 =	"	@ 15 LPM
…		…
F49.09 =	"	@ 50 LPM

F49.10 =	Side B VR Meter calibration factor	@ 5 LPM
F49.11 =	"	@ 10 LPM
F49.12 =	"	@ 15 LPM
…		…
F49.19 =	"	@ 50 LPM

Each factor can be entered and adjusted manually but the quickest way to perform calibration is to perform the calibration automatically via function F49.09.

Below is example of typical calibration values.

5 LPM	*400*
10 LPM	*300*
15 LPM	*250*
20 LPM	*205*
25 LPM	*200*
30 LPM	*205*
35 LPM	*200*
40 LPM	*195*
45 LPM	*210*

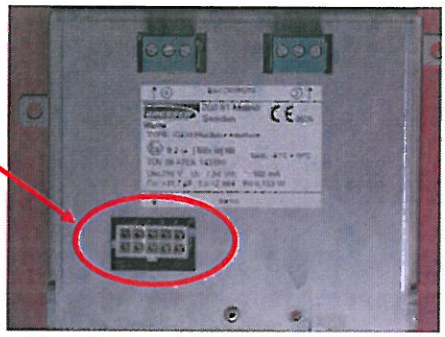
9.2.3 Performing Calibration

The calibration is performed by iGEM itself using the diaphragm meter from the Bürkert VR calibration kit.
The calibration shall be performed according to the steps below…

1. Connect the calibration kit ground cable. See figure.

Figure 59 Connect the calibration kit ground cable.

2. Disconnect 10-pin connector of cable between Vapour Gate ISB and iGEM and instead connect it to the calibration kit cable marked "iGEM".



3. Connect the calibration kit cable marked "ISB" to the 10-pin connector of the Vapour Gate ISB.
4. Connect the diaphragm meter to Vapour Gate Calibration kit connector marked "REF".
5. Set the switch of the calibration kit box to the position of the side to be calibrated (A or B).

   NOTE! When switch is in position "BYPASS", the calibration equipment is bypassed and both meters are logically connected as in normal operating mode.

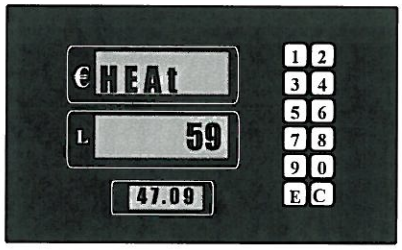
The calibration kit only suitable for use in unclassified (non-haxardous) location. (see the classification scheme for the pump)

6. Enter maintenance mode then remove a VR nozzle and connect the diaphragm meter via the nozzle adapter (same as used when calibrating Bürkert VR). Direct the nozzle pointing down forcing the VR valve of the Elaflex nozzle to open ("click" sound).

Figure 60 Position of the nozzle

7. Start the calibration by entering value "8" in F47.09 (side A meter) or F48.09 (side B meter).
8. The calibration will now start with a heating sequence of the motor during 1 minute.

   To skip heating (in case the VR components are already warm) press ENTER or NEXT on remote control.



The calibration sequence can be interrupted at any time by pressing CLEAR on the remote control or by returning the nozzle

9. When heating is finished, calibration will start at target flow rate 45 LPM.

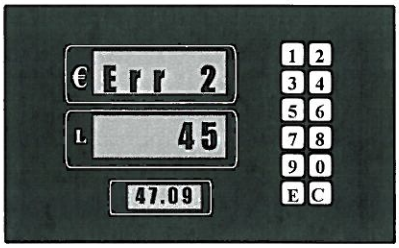
   The target flow rate is displayed in Volume display.

10. The procedure will then automatically continue with the next lower target flow rate (starting with 45 LPM then stepping down in 5 liter decrements down to 20 LPM.

If the system have problem calibrating the meter, Money display will indicate "Err" along with an error code…

- *1 = no flow pulses detected from Vapour Gate meter (…disconnected?)*
- *2 = no flow pulses detected from reference meter (…disconnected?)*
- *5 = illegal Vapour Gate meter signal (…bad meter, bad connection or bad grounding of shield?)*
- *6 = illegal Reference meter signal (…bad connection?)*
- *7 = Could not reach target flow rate (…need to re-calibrate Burkert?)*

The Volume display will indicate "END" along with the current target flow rate for duration of 2 seconds.



11. If calibration was completed successfully, exit and save via F00=3 to store the calibration values in F49.

    If calibration was not completed, take proper actions and retry again.

9.3 Check of VR fillings, statistics

9.3.1 General

The pump distinguishes between **regular fuelling transaction** and **VR Monitoring (VRM) transaction**.

- A **fuelling transaction** starts on nozzle lift and stop on nozzle return (or filling termination).
- A **VRM transaction** starts when fuel flow has lasted 20 seconds @ ≥ 25 LPM. The VRM transaction does not end until there has been 60 seconds of zero flow (0 LPM).

The statistic logs of the Vapour Gate VRM transactions log a number of transactions (S31/32 log 20 latest and S33/34 log the 30 transactions around the time of timer starting).

For each VRM transaction there will be a log event. This means that a **VRM transaction** in the log can be based on 1 or more **fuelling transaction(s)**.

The data in the statistics are the following:

Data	Description	Page #
Status	*See next page*	1
Consecutive order #	In what consecutive order of erroneous fillings the concerned filling was.	1
A/L	Volume ratio between recovered vapour and delivered fuel	1
Nozzle #	Physical nozzle	1
Vapour volume, VRM	Vapour Volume of VRM transaction part	2
Fuel Volume, VRM	Fuel Volume of VRM transaction part	2
Vapour volume, compl.	Vapour Volume of the complete fuelling transaction	3
Fuel Volume, compl.	Fuel Volume of the complete fuelling transaction	3
Date	Date that the logged transaction ended	4
Time	Time that the logged transaction ended	4
Ref. A/L	A/L that possible self check compare against	5
A/L of self check	A/L result of the self check (0 if no self check was performed)	5

Status value:

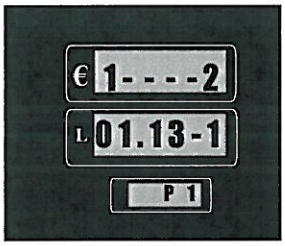
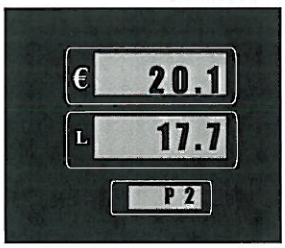
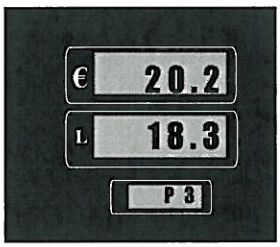
Description	VRM Log Status Value *(bit #)*	iGEM UPD indication
VRM OK.	0	Un-changed
A/L for a filling is out of limits, less then 85% or greater then 115%. Counts as an erroneous filling.	1 *(0)*	Can lead to "- " (Timer starting) in case of tenth consecutive filling.
Frequency error 1. Possibly bad sensor or incorrectly mounted sensor/wiring. System recovers automatically 20 seconds after error/symptom disappear.	1 *(0)* *(Possibly)*	Same as above
Frequency error 2. Possibly VR is blocked after vacuum pump (pressure side). Can also be bad sensor or incorrectly mounted sensor. Counts as an erroneous filling.	2 *(1)*	Same as above

Frequency error 3. Possibly bad sensor or incorrectly mounted sensor/wiring. System recovers automatically 20 seconds after error/symptom disappear.	No effect on status bit in vrm log.	UPD indicates "OFF2" immediately on occurrence.
Not used at the moment.	*4 (2)*	*Not used*
There have been **10 consecutive erroneous fillings** in row and the **timer** is **started.**	8 *(3)*	UPD indicates "- "
Frequency error 4. Has deactivated meter signal input to iGEM and is not counting pulses at the moment. System recovers automatically 5 minutes after error disappear after 1:st occurrence and 30 minutes after subsequent occurrences. Also reset after power cycle.	16 *(4)*	UPD indicates "OFF2" after filling ended.
Failure of self check. Counts as an erroneous filling. It also has a separate error counter per nozzle.	32 *(5)*	Can lead to "- " (Timer starting) in case of tenth consecutive filling.

Example: Status value = 0 OK VRM filling
Status value = 1 A/L out of limit (< 85% or >115%)
Status value = 9 A/L out of limit **and** timer is started.
Status value = 8 Timer started but current filling OK.

9.3.2 Layout of the Logs

Below is the format in which the data is displayed in logs S31- S34.

Layout of VRM history log	
	Page 1 Amount display: **Status**[1] (1) and consecutive error filling (2). Volume display: A/L (1.13) and nozzle (1) Unit price display: "P 1" altered with statistic and sub statistic ("30.xx").
	Page 2 Amount display: Vapor volume of monitoring part. Volume display: Fuel volume of monitoring part. Unit price display: "P 2" altered with statistic and sub statistic ("30.xx").
	Page 3 Amount display: Vapor volume of complete transaction. Volume display: Fuel volume of complete transaction. Unit price display: "P 3" altered with statistic and sub statistic ("30.xx").

	Page 4 Amount display: Date of filling (2007-04-06) Volume display: Time of filling (10:36) Unit price display: "P 4" altered with statistic and sub statistic ("30.xx").
	Page 5 Amount display: Reference A/L (102%) Volume display: A/L for self check (if done) (106%) Unit price display: "P 5" altered with statistic and sub statistic ("30.xx").

[1] *See description on previous side.*

9.3.3 20 latest VRM transactions, S31 & S32

S31 (side A) and S32 (side B) store the 20 latest VRM transactions in a circular buffer where the latest transaction is logged in position S31/32.00 and for each new VRM transaction the oldest one will be "pushed out" of the log.

Data is displayed according to previous section of this document.

9.3.4 30 VRM transactions around the time of timer started, S33 & S34

S33 (side A) and S34 (side B) store 30 VRM transactions. Data is presented in same format as for S31 (se previous page).

When timer has not started, the log is empty or contains old data (from previous time timer was started).

When the VRM timer has triggered to start, the 10 consecutive erroneous fillings that triggered the timer as well as the 10 preceding fillings are available in (xx.00 - xx.19). The log will keep updating with the 10 subsequent fillings then **freeze**.

.00 - .09 Fillings that did not trigger the timer (not 10 consecutive erroneous fillings).

.10 - .19 The 10 consecutive fillings where .20 was the 10:th that triggered the VRM timer to start.

.20 - .29 The 10 subsequent fillings following after the timer started (will be added as they occur).

NOTE! When the timer is triggered and xx.01 – xx.20 are updated, xx.21 – xx.30 may contain old data. Make sure to look at the date and time of each filling.

The log is frozen until timer is cleared and timer is triggered to start by 10 new consecutive erroneous fillings.

This log is useful to determine the characteristics of the system at the time period around which the 72 hour countdown was started.

Example: If the preceding fillings where close to the lower limit (some fillings out of limit but not 10 consecutive) and the fillings triggering the timer where close to the old values but slightly lower, this indicate a gradual decrease in performance that could be caused by e g a clogged nozzle or reduced performance of the vacuum pump.

9.3.5 iGEM Error Codes

These error codes are logged in S21 and S22 of iGEM. The error counters in S03 and S04 are incremented on occurrence of the specific error code.

Error codes:

37 Ten consecutive fillings out of limit. Timer started (UPD indicates "- ").

38 72 hour timer have elapsed. Pump is shut down (UPD indicates "OFF1").

39 Internal VRM system error (UPD indicates "OFF2").

40 Error cleared (F47.01 and/or 48.01). Also logged on each power-on.

For more information see the iGEM Maintenance Mode Manual

9.4 Functional check

After the system has been activated and/or calibrated a check of the system on both sides is necessary to determine the status.

9.4.1 Simulating flow

1. Connect the Bürkert meter to a vapor recovery nozzle on the first side.

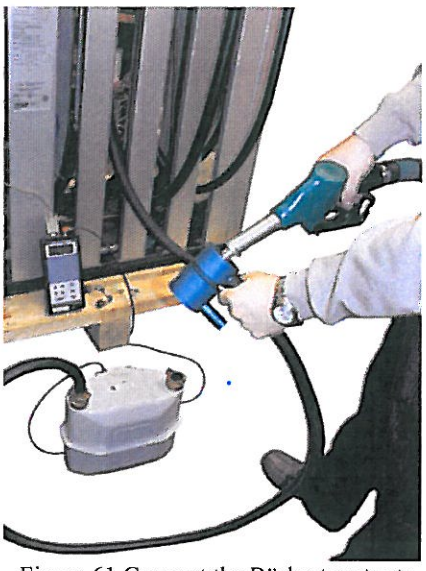


Figure 61 Connect the Bürkert meter to nozzle

2. Enter maintenance mode ensure that the pump is configured as described in chapter 10 and set F26.08=2.

   Save and exit!

3. Enter function F34.03 (F34.04 for the B-side) and simulate the set point flow rates according to Table 1. Direct the nozzle pointing down forcing the VR valve of the Elaflex nozzle to open ("click" sound").

   Read the flow rate from the Bürkert hand terminal and the Vapour Gate flow rate from the money display and compare the results with Table 1. If any of the results does not comply with Table 1 one or both calibrations has to be redone.

   If other errors, please consult the troubleshooting chapter 11.

Figure 62 Position of the nozzle

Set point (lpm)	Allowable Bürkert flow (lpm)	Allowable Vapour gate flow (lpm)
25	25,9-28,6	Bürkert flow ± Bürkert flow*1,05 (e.g. Bürkert flow= 27,2 lpm => allowable Vapour gate flow between 25,8-28,6 lpm)
32	33-36,4	Bürkert flow ± Bürkert flow*1,05 (e.g. Bürkert flow= 35 lpm => allowable Vapour gate flow between 33,2-36,8 lpm)
38	39,3-43,5	Bürkert flow ± Bürkert flow*1,05 (e.g. Bürkert flow= 41,4 lpm => allowable Vapour gate flow between 39,4-43,4 lpm)

Table 1 Allowable flow rates for Bürkert meter and Vapour Gate

4. Repeat steps 1-3 for the other side.

5. Enter maintenance mode and set F26.08=0.

   Save and exit!

9.4.2 Filling

1. Perform a real filling in a verification vessel.

NOTE!
During the filling a flow rate of 25 lpm for at least 20 seconds must be obtained, otherwise it will not be considered as a VRM filling.

2. Wait at least 60 seconds after the filling has ended and the nozzle is returned.

3. Enter maintenance mode and check that A/L value in S31.00 (S32.00 for Side B), see chapter 9.3, is within range ($0{,}85 \geq A/L \geq 1{,}15$) and no error code, see chapter 9.3.

4. Repeat steps 1-3 for the other side.

9.5 TÜV Test

9.5.1 General

To verify that the Vapour Gate functionality is activated correct a special mode has been added that can be entered without having to enter regular maintenance mode with its passwords functions and sub-functions.

1. Press the CRC-button. This will make the pump susceptible to the remote control for 30 seconds
2. When the display has returned to normal indication, press button "4" on the remote control to enter the VRM simulation mode.

9.5.2 Simulation of 72h Timer running (ten consecutive fillings out of limit)

1. Press buttons "Up" or "Down" on the remote control to get to choose 72 hour timer activated. The amount display shows "72h" and the volume display "StArt", then press "Enter" to start the simulation. The Unit Price display shall indicate a dash "- ".

2. After 30 seconds, the simulation is ended and the display will return to its previous state.

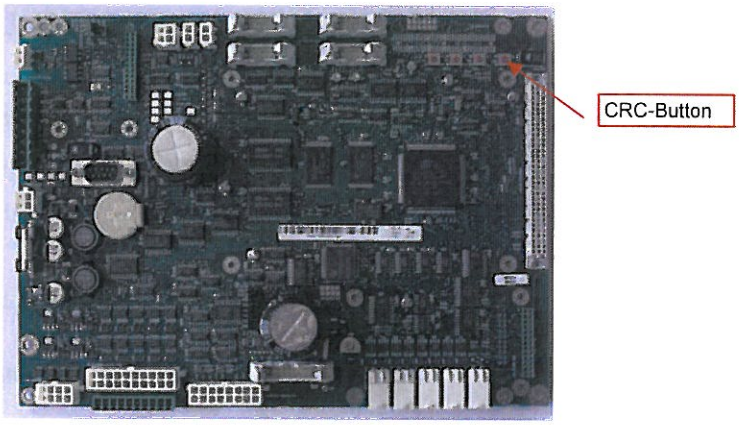


Figure 63. iGEM CPU board with CRC-button

10 Parameters in iGEM

10.1 VR and VRM Related Parameters

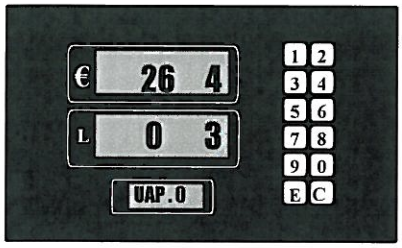
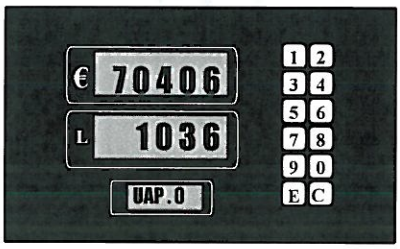
Bold indicates directly related to Vapour Gate VRM.

Parameter #	Value	Description
F26.00	1	Enable Bürkert VR without nozzle information
F26.01	0	Manual calibration disabled
F26.02	100	A/L K-factor 1 for manual calibration (not used since F26.01=0).
F26.03	100	A/L K-factor 2 for manual calibration (not used since F26.01=0).
F26.04	**3**	**Vapour recovery monitoring configuration** **0 = Disabled, 3 = Vapour Gate enabled**
F26.05	0	Dry test time (0 = disabled)
F26.06	**5**	**Vapour Gate meter flow rate calculation averaging time (1-5 seconds)**
F26.07	**72**	**Vapour Gate VRM time from 10 consecutive errors to shut down (hours)**
F26.08	**0**	**Vapour Gate Vapour, vapour data indication on sales display** **0 = Disabled** **1 = Recovered Vapour Gate vapour volume displayed in Money amount display** **2 = Momentary Vapour Gate vapour flow rate displayed in Volume amount display**
F41.07 & F41.08 *(alt. F41.05 & F41.06)*	**7**	**To activate the Vapour Gate self check, set to 7.** ***NOTE. Only required to be set manually in rev 10.01.***
F47.01 (A) **F48.01 (B)**	**0**	**VRM status for side.** **1 = Timer started** **3 = Timer elapsed**
F47.02 (A) **F48.02 (B)**	**100**	**Vapour Gate self check reference level.** ***(Adjusted automatically depending on wear of system)***
F47.04 (A) **F48.04 (B)**	**2**	**Mapping of which pair of spare outputs (1&2 or 3&4) to be used for Vapour Gate self check valve.** **Default = 2 Spare outputs 3 & 4 used for self check valves.** **= 1 Spare outputs 1 & 2 used for self check valves.** **= 0 Self check deactivated.** ***NOTE. Available from rev 10.02.***
F47.09 (A) **F48.09 (B)**	**0**	**Set to 8 to start auto-calibration of the Vapour Gate meter for side A.** **" side B**
F49.00-19	**-**	**Calibration factors for DWP VR meter, see chapter 9 in this document.**

10.2 Parameter Change Event Log (Audit Trail)

The iGEM will monitor the 10 last changes to VRM related parameters in an event log. The event log is accessed by:

1. Pressing CRC-button to enable remote control
2. Pressing CLEAR-button on remote control
3. Stepping to VRM related changes by pressing NEXT until UPD display "VAP"
4. Press ENTER-button.
5. UPD indicate VAP.0 and the latest change event is now displayed toggling between 2 pages according got below.
6. To step to next previous change, press NEXT-button.

Audit trail layout	
	Amount display: function and sub function Volume display: old value and new value Unit price display: "VAP." and log number
	Amount display: Date of change Volume display: Time of change Unit price display: "VAP." and log number

The information is presented in two pages that alternate with 1 second's interval.

The event log will be exit automatically if no buttons are pressed within 30 seconds.

11 Troubleshooting

For explanation of different status codes and guidance for reading the data, consult chapter 9.3 or iGEM operation manual.

Status		Error	Possible source		Check		Action if source of error
--- /OFF1 in UPD	**Status 1, 2, 3, 8, 9, 10, 11 (S31-34)**	Unrealistic high A/L in consecutive order	A-1	System	A-1-1	Simulate flow in F34.0X and check the system calibration with a Bürkert meter.	Recalibrate the system.
			A-2	Meter	A-2-1	Measure the resistance between black leader 1 and 2 on the cable from the meter to the ISB/interface in the electrical head. If the value is below 25 Ω the meter is probably broken.	1) Check A-2-2 2) Replace the meter
					A-2-2	Another possible source to ∞ Ω is bad connection between the sensor and the connector beneath the black plastic cover. Measure the resistance between the conductors beneath the plastic cover. If a value over 25 Ω between the conductors while it was zero between the black leaders in the electrical compartment the cause is bad connection or a broken cable.	Order a complete meter (WM019233) with cable
					A-2-3	A meter with resistance can generate high A/L values caused by a bad wired sensor together with vibrations. Simulate flow with F34.0X and display the "Vapour Gate" flow with F26.08=2. If correct flow at high set point flow rates and unrealistic high flow at low set point flow rates then the problem is probably caused by bad sensor in the meter.	Replace the meter
			A-3	Cable & Electronics	A-3	For correct functionality the system is dependant on correct grounding.	Check that all cables are connected properly.
			A-4	ISB/interface	A-4-1	Unlikely cause. If above possible errors has been excluded, this could be the cause.	Change the ISB/interface
			A-5	iGEM	A-5-1	Very unlikely cause. If all other possible errors have been excluded, this could be the cause.	Change the iGEM board

Table 2 Possible source of error when fillings with unrealistic high A/L values

Status		Error	Possible source		Check		Action if source of error
--- /OFF1 in UPD	**Status 1, 2, 3, 8, 9, 10, 11 (S31-34)**	A/L = 0	B-1	System	B-1-1	Check the flow rate with a Bürkert meter. If zero flow, check the following components by simulating flow rate in F34.0X: 1) Ensure pump flow by disassemble the tube before the pump. 2) Ensure flow before the Bürkert valve by disassemble the tube before the valve 3) Ensure flow rate before the nozzle/nozzles by disassemble the cutting ring connection at the nozzle adaptor	Change the dysfunctional component
			B-2	Meter	B-2-1	Measure the resistance between black leader 1 and 2 on the cable from the meter to the ISB/interface in the electrical head. If the value is below 25 Ω the meter is probably broken.	1) Check B-2-2 2) Replace the meter
					B-2-2	Another possible source to ∞Ω is bad connection between the sensor and the connector beneath the black plastic cover. Measure the resistance between the conductors beneath the plastic cover. If a value over 25 Ω between the conductors while it was zero between the black leaders in the electrical compartment the cause is bad connection or a broken cable.	Order a complete meter (WM019233) with cable
			B-3	Cable & Electronics	B-3-1	For correct functionality the system is dependant on correct grounding.	Check that all cables are connected properly.
			B-4	ISB/interface	B-4-1	Unlikely cause. If above possible errors has been excluded, this could be the cause.	Change the ISB/interface
			B-5	iGEM	B-5-1	Very unlikely cause. If all other possible errors have been excluded, this could be the cause.	Change the iGEM board.
	Status 32, 34, 40, 42 (S31-34)	Nozzle jammed/obstacle in suction path.	C-1	System	C-1-1	The error is nozzle dependent, check if it is only on one nozzle or on all. If on only on one vapour recovery nozzle (if multiple vapour recovery nozzles) it is likely caused by C-1-2. If on all nozzles (including if only one vapour recovery nozzle) it could be caused by low average A/L.	Recalibrate the system.
					C-1-2	Jammed nozzle or other obstacle in suction path. NOTE! This error is nozzle depend.	Change the nozzle or find the obstacle.

Table 3 Possible source of error when fillings whit A/L=0 or fillings with error code 32, 34, 40, and 42

Status		Error	Possible source		Check		Action if source of error
OFF2 in UPD (Self terminating error)	**Error 39.01.00 in S21-22**	High frequency detected	D-1	Meter	D-1-1	Measure the resistance between black leader 1 and 2 on the cable from the meter to the ISB/interface in the electrical head. If the value is below 25 Ω the meter is probably broken.	1) Check B-2-2 2) Replace the meter
					D-1-2	Another possible source to ∞ Ω is bad connection between the sensor and the connector beneath the black plastic cover. Measure the resistance between the conductors beneath the plastic cover, if a value over 25 Ω then it is a broken meter. See D-2-1, action	Replace the meter
			D-2	Cable & Electronics	D-2-1	For correct functionality the system is dependant on correct grounding.	Check that all cables are connected properly.
			D-3	ISB/interface	D-3-1	Unlikely cause. If above possible errors has been excluded, this could be the cause.	Change the ISB/interface
			D-4	iGEM	D-4-1	Very unlikely cause. If all other possible errors have been excluded, this could be the cause.	Change the iGEM board
	Error 39.02.00 in S21-22	Ghost pulses (Flow during no filling)	E-1	Meter	E-1-1	Measure the resistance between black leader 1 and 2 on the cable from the meter to the ISB/interface in the electrical head. If the value is below 25 Ω the meter is probably broken.	1) Check B-2-2 2) Replace the meter
					E-1-2	Another possible source to ∞ Ω is bad connection between the sensor and the connector beneath the black plastic cover. Measure the resistance between the conductors beneath the plastic cover. If a value over 25 Ω between the conductors while it was zero between the black leaders in the electrical compartment the cause is bad connection or a broken cable.	Order a complete meter (WM019233) with cable
			E-3	Cable & Electronics	E-3-1	For correct functionality the system is dependant on correct grounding.	Check that all cables are connected properly.
			E-4	ISB/interface	E-4-1	Unlikely cause. If above possible errors has been excluded, this could be the cause.	Change the ISB/interface
			E-4	iGEM	E-4-1	Very unlikely cause. If all other possible errors have been excluded, this could be the cause.	Change the iGEM board

Table 4 Possible source of errors when OFF2 is shown in UPD.

12 Appendix A

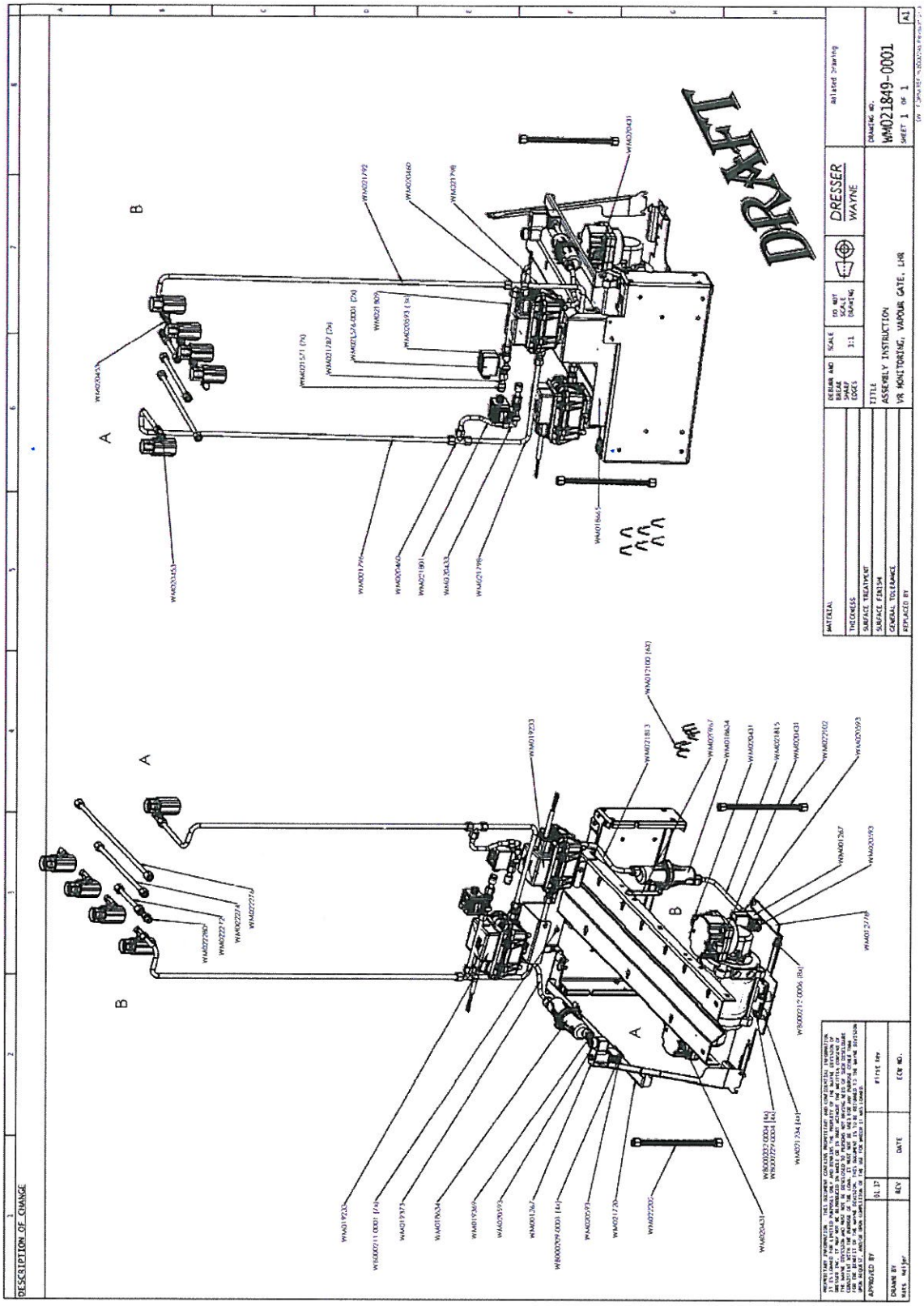


Figure 64 WM021849-0001

13 Appendix B

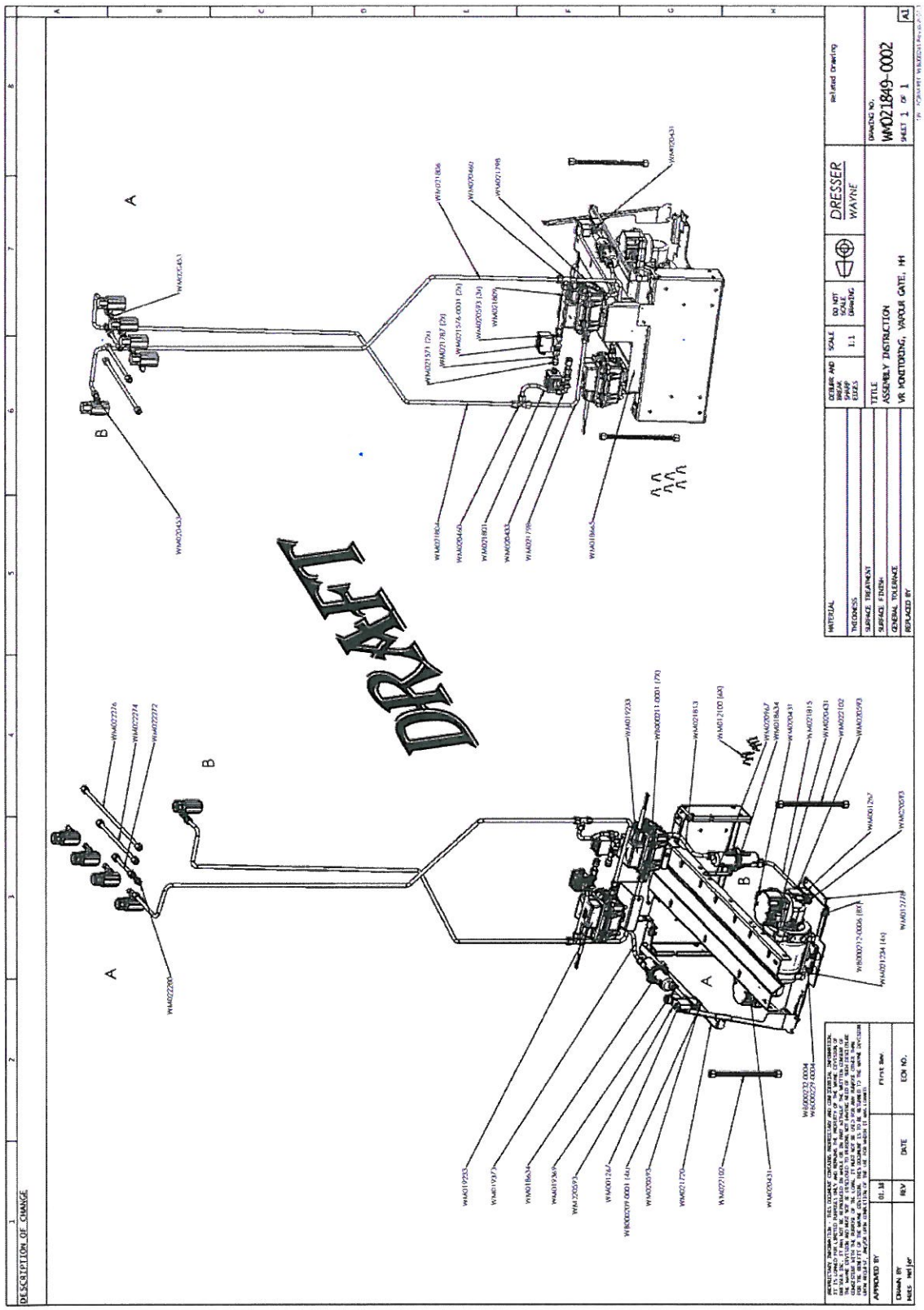


Figure 65 WM021849-0002

14 Appendix C

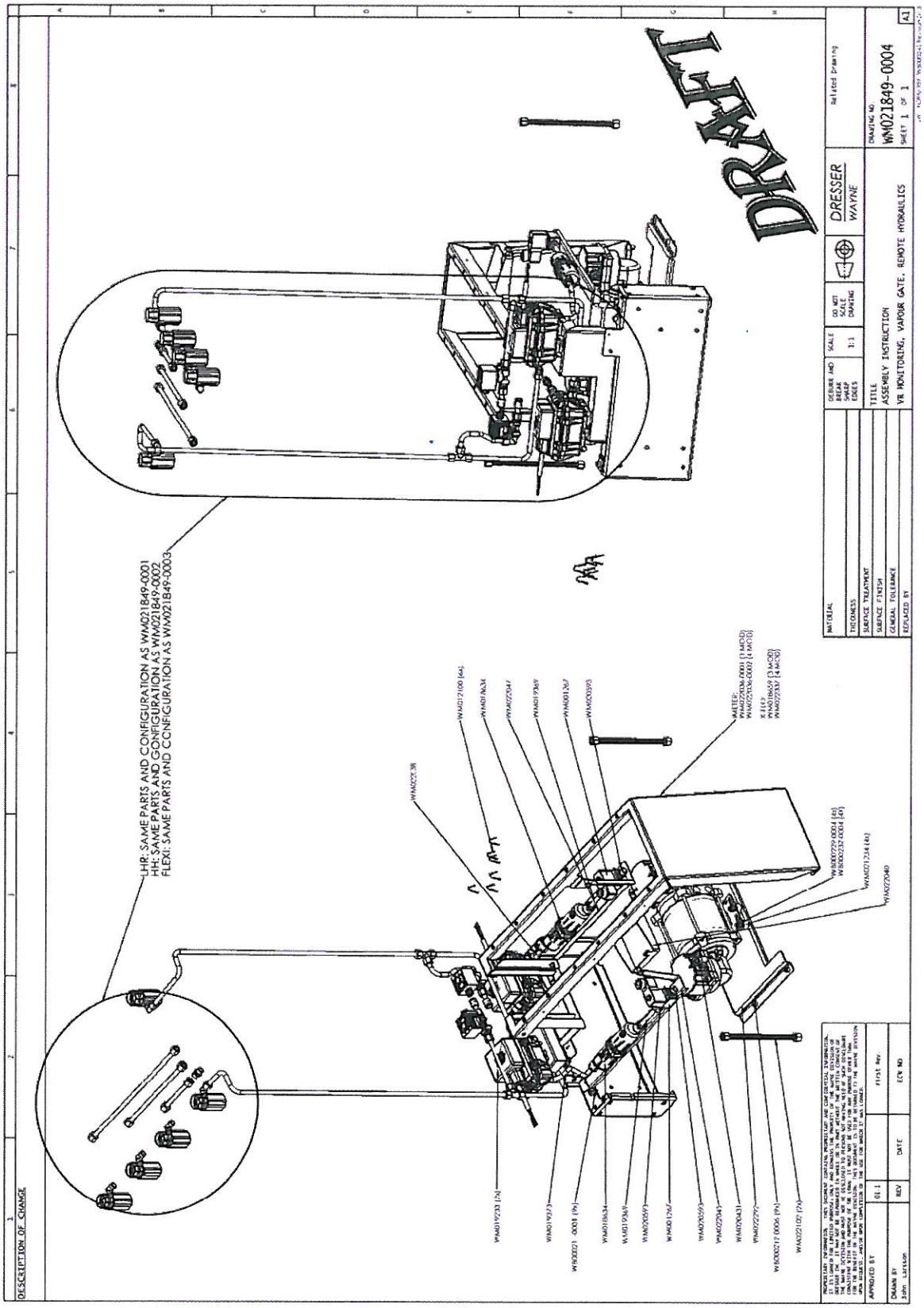


Figure 66 WM021849-0004

15 Notes

16 Market & Service

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More than a century of experience
Über 100 Jahre Erfahrung
Mer än 100 års erfarenhet
Более, чем столетний опыт работы

Wayne Dresser develops, manufactures and markets complete operative systems for fuel handling at service stations. Everything from development and design to efficient production and assembly of components is pursued under one roof.

Wayne Dresser entwickelt, produziert und vermarktet komplette funktionierende Systeme für die Abgabe von Kraftstoffen an Tankstellen.. Von der Entwicklung über das Design bis zur Herstellung und Installation liefern wir alles aus einer Hand.

Wayne Dresser utvecklar, tillverkar och marknadsför kompletta operativa system för drivmedelshantering på servicestationer. Under ett och samma tak ryms allt från utveckling och konstruktion till rationell tillverkning och sammansättning av komponenter.

Wayne Dresser разрабатывает, производит и продает совершенные оперативные системы для торговли топлива на станциях обслуживания. Все начиная от разработок и конструкции до эффективного производства и сборки компонентов происходит в пределах одного предприятия.

The operations of Wayne Dresser comprise four interacting parts:

- Equipment such as petrol pumps, payment terminals, point-of-sale terminals and service station operative systems.
- Software for recording and for internal communication at the station, as well as between the station and the oil company, banks and credit institutes.
- Project design with overall responsibility to the customer.
- Field service, technical support and supply of spare parts.

Die Niederlassungen von Wayne Dresser umfassen vier ineinander greifende Bereiche:

- Ausrüstungen wie Zapfsäulen, Zahlterminals, Kassenterminals und Tankstellensysteme
- Software für Registrierung und Kommunikation auf der Tankstelle u. zwischen Station und Mineralölfirma sowie Banken und Kreditinstituten.
- Projektgestaltung mit umfassender Verantwortlichkeit dem Kunden gegenüber.
- Service, technische Unterstützung und Lieferung von Ersatzteilen.

Verksamheten omfattar fyra samverkande delar:

- Utrustning som bensinpumpar, betalterminaler, butiksterminaler och stationsdatorer.
- Programvara för registrering och kommunikation internt på stationen samt mellan stationen och oljebolaget, banker och kreditinstitut.
- Projektering med totalansvar gentemot uppdragsgivaren.
- Service på fältet, teknisk support och reservdelsförsörjning.

Действия Wayne Dresser включают четыре взаимосвязанных направления:

- Оборудование, например, топливораздаточные колонки, платежные терминалы, терминалы точек продажи и системы управления АЗС.
- Программное обеспечение для регистрации и для внутренней связи на АЗС, а также между АЗС и нефтяной компанией, банками и институциями кредитов.
- Проектирование с полной ответственностью к клиенту.
- Обслуживание на местах, техническая поддержка и поставка запасных частей.

Wayne Dresser makes it easier for the motorist to fill up and make his motoring purchases, while effectively meeting the needs of the service station owner for operating supervision and for conforming to the demands of the authorities on measuring accuracy, minimising pollution and ensuring safety.

Wayne Dresser erleichtert dem Fahrer die Betankung und damit verbundene Einkäufe, unterstützt gleichzeitig den Stationär bei der übersichtlichen Führung seines Betriebes unter Berücksichtigung der behördlichen Vorschriften hinsichtlich Messgenauigkeit, Umwelt- und Sicherheitsauflagen.

Wayne Dresser gör det lättare för bilisten att tanka och handla. Samtidigt tillgodoses stationsägarens krav på en effektiv driftskontroll och myndighetskraven på mätnoggrannhet, miljövänlighet och driftssäkerhet.

Wayne Dresser упрощает процесс заправки и приобретения покупок при эффективном согласовании потребностей владельца АЗС для оперативного управления и для соблюдения требований государственных и метрологических служб, а также уменьшения загрязнения окружающей среды и обеспечения безопасности.

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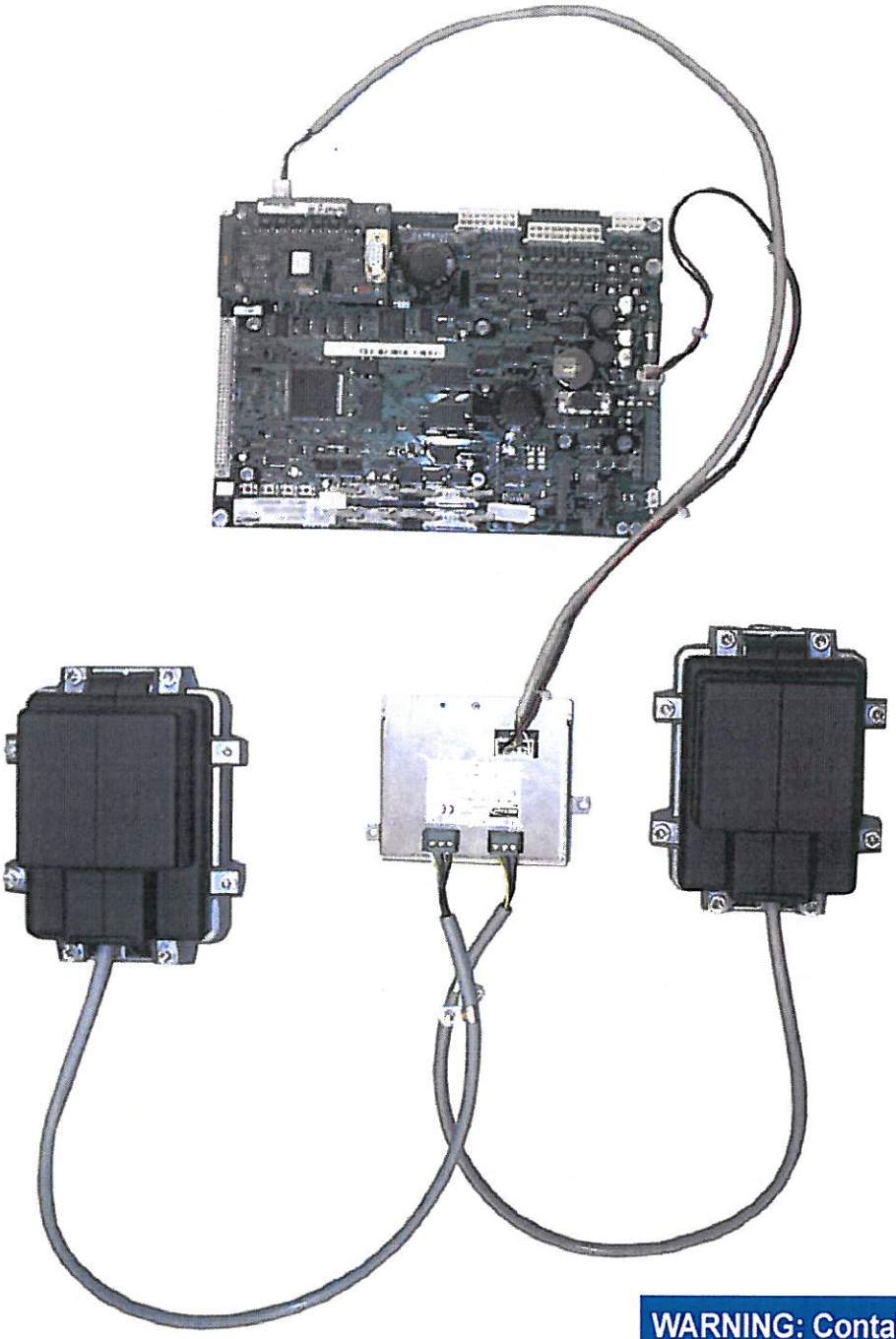
010

DRESSER Wayne

Wayne VR monitoring
operation and installation



WARNING: Contains intrinsically safe equipment

461459
2008-10-13 V1.1 TT

DRESSER Wayne

Product Liability

The supplier's product liability is only valid if no alterations, additions etc. have been made to the equipment without the supplier's express permission.
Use only genuine parts.

Produkthaftung

Damit die Produkthaftung des Lieferanten ihre Gültigkeit behält, dürfen ohne ausdrückliche Genehmigung des Lieferanten keine Änderungen, Ergänzungen o. Ä. an der Ausrüstung vorgenommen werden.
Verwenden Sie nur Originalteile.

Produktansvar

För att en leverantörs produktansvar skall gälla får ändringar, kompletteringar och liknande ej göras i utrustningen utan leverantörens godkännande.
Originalreservdelar skall alltid användas.

Ответственность поставщика

Для сохранения ответственности нельзя вводить в оборудование изменения, дополнения и т.п. без разрешения поставщика.
Пользуйтесь только оригинальными запасными частями, выпущенным изготовителем бензоколонки.

Caution

To prevent damage that might result in electric shock or fire, disconnect the main power prior to any work.

Vorsicht

Um Beschädigungen zu vermeiden, die zu einem elektrischen Schlag oder Feuer führen können, unterbrechen Sie vor jeder Arbeit die Stromzufuhr.

Varning

Gör pumpen/enheten strömlös innan Du gör ingrepp i den. I annat fall föreligger risk för skada.

Осторожно

Во избежание поражения электрическим током или пожара отключайте напряжение питания перед началом любых работ.

Warning

Never run a leaking pump! Be careful with the environment and mind the skidding risk; take care of leaking fuel immediately.

Warnung

Lassen Sie nie eine undichte Zapfsäule laufen! Seien Sie umweltbewusst und denken Sie an die Rutschgefahr; beseitigen Sie austretenden Kraftstoff umgehend.

Varning

Använd aldrig en läckande pump.
Tänk på miljön och halkrisken, sanera utläckt drivmedel snarast.

Предупреждение

Не пользуйтесь колонкой при наличии утечки топлива! Охраняйте окружающую среду, помните об опасности скольжения: в случае утечки топлива на дорожное покрытие возле колонки, примите меры немедленно.

1 To the owner

This instruction manual is your reference book for assembling and maintenance the Wayne VR-meter. Dresser Wayne AB recommends you to study this manual and the User's Manual for the pump carefully and make sure that the manuals is available for people who are using, maintaining and installing the system.

It is important that you:

- Keep this instruction manual and other applicable documents as long as the equipment is in operation.
- Send it on to other owners or users of the equipment.

Dresser Wayne AB is not responsible for any machine damage caused by the owner's failure to follow the instructions of this document.

This instruction manual describes the authorised methods/ways to use the equipment. Dresser Wayne AB is not responsible for bodily injury and material damage if the instructions are not followed.

1.1 First of all, read through the manual

Before you start to unpack, install or use the unit, please read applicable parts of the manual. Consider all dangers, warnings, cautions and notes mentioned in the manual. Serious bodily injury and material damage may occur if you neglect this information.

WARNING!
Only authorised personnel may do installation.

WARNING!
To prevent damage, which may result in electric shock or fire, disconnect the main power prior to any work.

WARNING: Contains intrinsically safe equipment

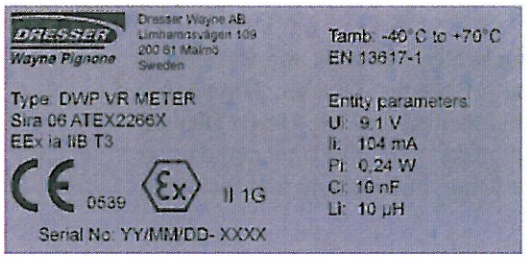


Figure 1 VR meter

2 Contents

3 Figure

4 Definitions and Abbreviations

VR – Vapour Recovery

VRM – Vapour Recovery Monitoring

iGEM – Global Electronic Module, current generation of Wayne pump electronics.

ISB – Intrinsic Safe Barrier

5 General Description

5.1 Background

Due to stricter environmental regulations a system for monitoring the vapour recovery stage II is needed in fuel dispensers in some countries. A part of this system is a meter that can measure gasoline vapours.

5.2 Product Function

The technical principle of the VR meter is fluidic oscillation. The meter measures the volume of vapours that is sucked by the vapour recovery system. The meter is a part of a VR monitoring system to detect if the VR system efficiency rate is outside the regulatory limits.

5.3 VRM system overview

The VR meter is part of a VR monitoring system where the meter is connected mechanically on the suction side of a vapour recovery pump and electrically to iGEM via an ISB.

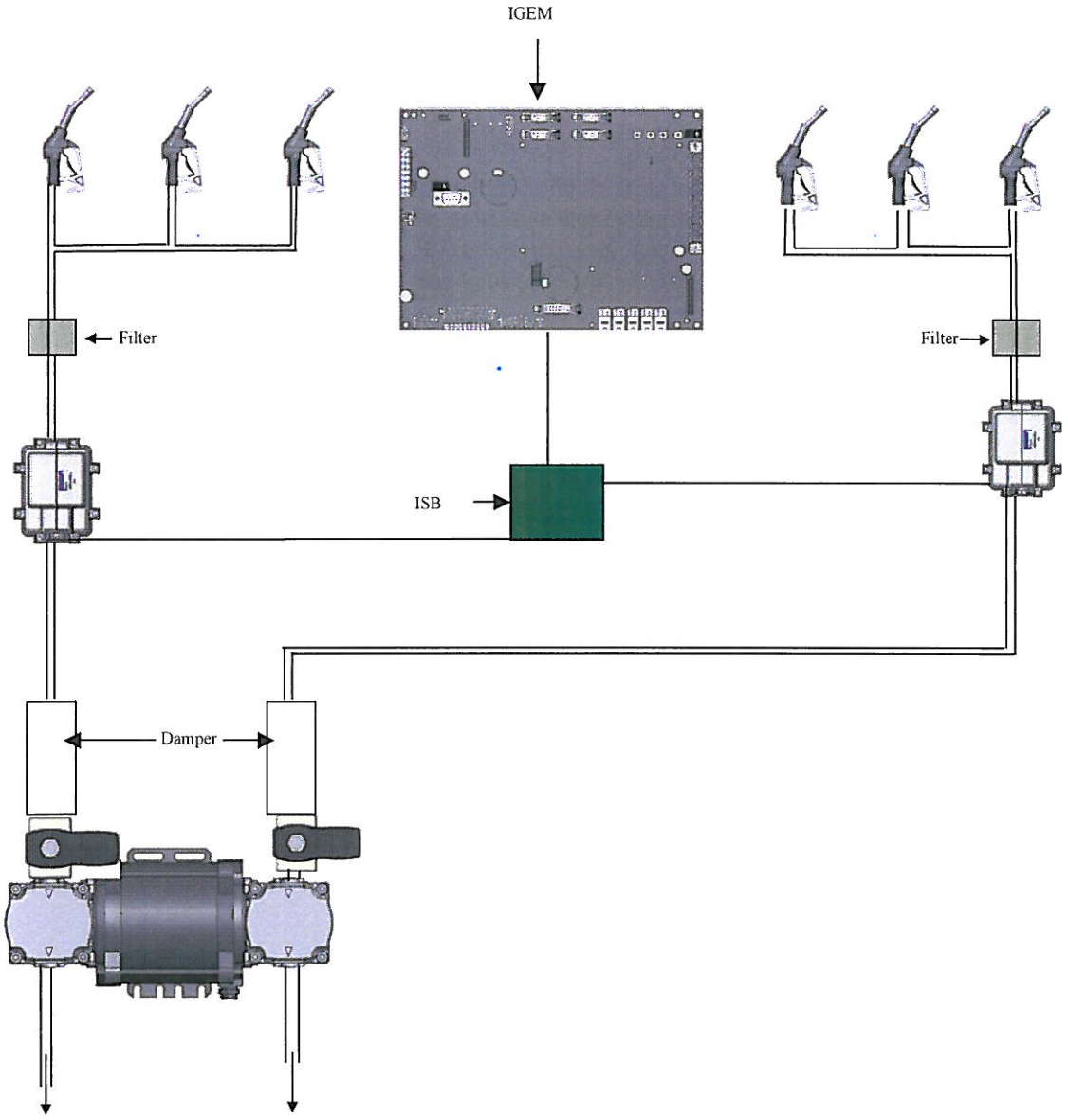


Figure 2 VRM system overview

6 Instructions specific to hazardous area installations

(reference European ATEX Directive 94/9/EC, Annex II, 1.0.6.)

The following instructions apply to the Dresser Wayne AB DWP VR Meter covered by certificate number Sira 06ATEX2266X.

1. The equipment may be used with gases and vapours associated with Group IIB and IIA with temperature classes T1, T2 and T3, in category 1, 2 and 3 locations.
2. The equipment is only certified for use in ambient temperatures in the range -40°C to +70°C and should not be used outside this range.
3. Installation shall be carried out in accordance with the applicable code of practice by suitably-trained personnel in accordance with the System Manual provided.
4. Repair of this equipment shall be carried out in accordance with the applicable code of practice.
5. The certificate number has an 'X' suffix which indicates that special conditions of installation and use apply. See certificate on next page.
6. If the equipment is likely to come into contact with aggressive substances, then it is the responsibility of the user to take suitable precautions that prevent it from being adversely affected, thus ensuring that the type of protection is not compromised.
   Aggressive substances - e.g. acidic liquids or gases that may attack metals, or solvents that may affect polymeric materials.
   Suitable precautions - e.g. regular checks as part of routine inspections or establishing from the material's data sheet that it is resistant to specific chemicals.
7. There are no special checking or maintenance conditions other than a periodic check
8. Translations into other languages are available on request.

6.1 Approvals

The VR meter fulfils:

- European ATEX directive 94/9/EC
- EMC directive 89/336/EEC

DRESSER Wayne

sira CERTIFICATION

1 **EC TYPE-EXAMINATION CERTIFICATE**

2 Equipment intended for use in Potentially Explosive Atmospheres Directive 94/9/EC

3 Certificate Number: Sira 06ATEX2266X

4 Equipment: DWP VR Meter

5 Applicant: Dresser Wayne AB

6 Address: Limhamnsvägen 109
200 61 Malmö
Sweden

7 This equipment and any acceptable variation thereto is specified in the schedule to this certificate and the documents therein referred to.

8 Sira Certification Service, notified body number 0518 in accordance with Article 9 of Directive 94/9/EC of 23 March 1994, certifies that this equipment has been found to comply with the Essential Health and Safety Requirements relating to the design and construction of equipment intended for use in potentially explosive atmospheres given in Annex II to the Directive.

The examination and test results are recorded in confidential report number R52A15320A.

9 Compliance with the Essential Health and Safety Requirements, with the exception of those listed in the schedule to this certificate, has been assured by compliance with the following documents:

EN 50014: 1997
EN 50020: 2002
EN 50284: 1999
EN 13617-1:2004

10 If the sign 'X' is placed after the certificate number, it indicates that the equipment is subject to special conditions for safe use specified in the schedule to this certificate.

11 This EC type-examination certificate relates only to the design and construction of the specified equipment. If applicable, further requirements of this Directive apply to the manufacture and supply of this equipment.

12 The marking of the equipment shall include the following:

Ex II 1 G
EEx ia IIB T3 (Ta = -40°C to + 70°C)
EN 13617-1

Project Number 52A15320
Date 6 November 2006
C. Index 09

This certificate and its schedules may only be reproduced in its entirety and without change.

C Ellaby
Certification Officer

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DRESSER Wayne

sira CERTIFICATION

SCHEDULE

EC TYPE-EXAMINATION CERTIFICATE Sira 06ATEX2266X

13 **DESCRIPTION OF EQUIPMENT**

The DWP VR Meter is intended to monitor the flow of recovered petrol/air vapour and comprises an aluminium alloy enclosure with inlet and outlet pipes. The vapour is ducted within the enclosure such as to be indirectly monitored by a sensor mounted in the enclosure cover. This sensor consists of a cylindrical case through which passes two conductors that are potted into place; the sensing element is formed by a platinum wire soldered across the conductors. Connection to the sensor is made by a special, push-on, connector block, which also has screw terminals. The equipment is fitted with an integral lead connected to the terminal connector. A push-on plastic lid protects the terminals.

The DWP VR Meter has the following entity parameters:

Ui = 9.1 V
Ii = 104 mA
Pi = 0.24 W
Ci = 10 nF
Li = 10 µH

14 **DESCRIPTIVE DOCUMENTS**

14.1

Drawing No.	Sheet	Rev.	Date (Sira stamp)	Description
WM010817	1 of 1	01	13 Oct 06	Sensor
WM010839	1 to 3	01	13 Oct 06	Housing, Raw Casting, Lower Part
WM010942	1 of 1	01	13 Oct 06	Washer, Waved ID=17 OD=22,5 T=0, 7 H=3,9
WM010952	1 of 1	01	13 Oct 06	Vapour Meter
WM012763	1 of 1	01	13 Oct 06	Identification Label DWP VR Meter
WM017161	1 of 1	01	13 Oct 06	Approval Drawing VR Meter Electrical Connection
WM009077	1 of 1	01	13 Oct 06	Housing Machined, Upper Part
WM009079	1 of 1	01	13 Oct 06	Housing, Machined, Lower Part
WM010479	1 of 1	01	13 Oct 06	Sensor, Sensor Body
WM010757	1 of 1	01	13 Oct 06	Cover, Moulded, Lower Part
WM010759	1 of 1	01	13 Oct 06	Cover, Moulded, Upper Part
WM010765	1 to 3	01	13 Oct 06	Housing, Meter Housing
WM010811	1 of 1	01	13 Oct 06	Cover, Moulded
WM010835	1 to 3	01	13 Oct 06	Housing, Raw Casting, Upper Part

14.2 Report number R52A15320A

Date 6 November 2006

Sira Certification Service
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sira CERTIFICATION

SCHEDULE

EC TYPE-EXAMINATION CERTIFICATE Sira 06ATEX2266X

15 **SPECIAL CONDITIONS FOR SAFE USE** (denoted by X after the certificate number)

15.1 Parts of the outer enclosure are non-conducting and may generate an ignition-capable level of electrostatic charge under certain extreme conditions. The user should ensure that the equipment is not installed or used in a location where it may be subjected to external conditions (such as high-pressure steam), which might cause a build-up of electrostatic charge on non-conducting surfaces. Additionally, cleaning of the equipment should be done only with a damp cloth.

15.2 As aluminium is used at the accessible surface of this equipment, in the event of rare incidents, ignition sources due to impact and friction sparks could occur. This shall be considered when the DWP VR Meter is being installed in locations that specifically require group II, category 1G equipment.

15.3 The equipment shall only be used when fitted into a vapour recovery system complying with clause 5.3.5 of EN 13617-1: 2004.

16 **ESSENTIAL HEALTH AND SAFETY REQUIREMENTS OF ANNEX II** (EHSRs)

The relevant EHSRs that are not addressed by the standards listed in this certificate have been identified and individually assessed in report number R52A15320A.

17 **CONDITIONS OF CERTIFICATION**

17.1 The use of this certificate is subject to the Regulations Applicable to Holders of Sira Certificates.

17.2 Holders of EC type-examination certificates are required to comply with the production control requirements defined in Article 8 of directive 94/9/EC.

Date 6 November 2006

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7 Parts

7.1 VR Meter

The VR meter measures the volume of gasoline vapours sucked by the vapour recovery system.

7.2 Tubes

All mechanical components are connected by 10 mm tubes with cutting ring connections or with Wayne double bump connections.

7.3 Damper

A damper is connected via tubes between the vapour recovery pump and the VR meter to reduce fluctuations in flow from the pump.

7.4 ISB

The VR meter will be connected to the pump computer via an certified ISB (Instrinsic safe barrier) with suitable entity parameters corresponding to the VR meter entity parameters. (see pictures in section 8.2).

7.5 Cable

The VR meter is delivered with a 2,5 meter cable (HD 21.13 S1) connected.

8 Installation

8.1 Mechanical

Place the meter on its location. Tighten, with a torque of approximately 5 Nm, the two MC6S screws with a 6 mm hexagonal key. Make sure that the meter sits tight on its shelf.

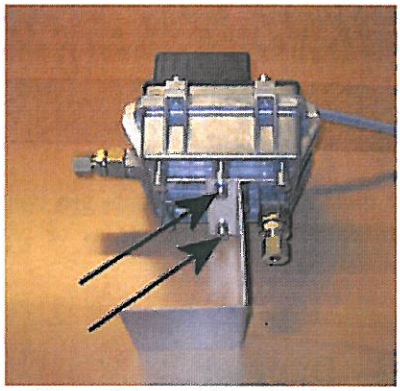

Figure 3 Assembling of meter to support metal.

8.1.1 Cutting ring connections

The meter is delivered as shown in Figure 4 with assembled cable and Ø10 mm cutting ring connections.

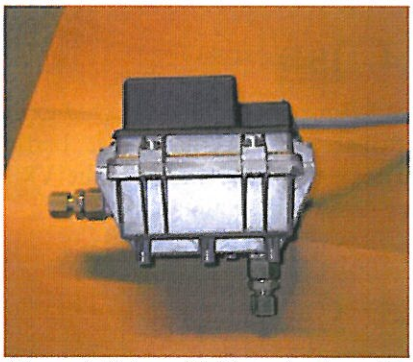

Figure 4 Status of delivered meter with cutting ring connections

Mount the pipes in the couplings. Tighten the nuts on the couplings with a torque of approximately 23 Nm, with a 19 mm wrench key. Hold the couplings with a 17 mm wrench key while the nuts are tightened.

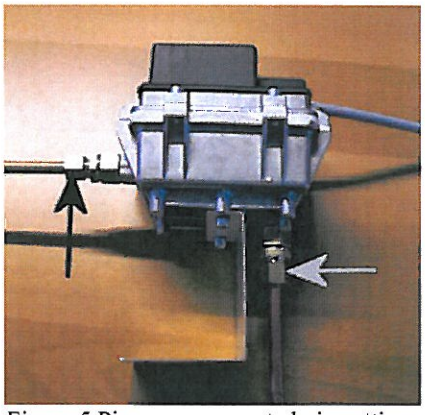

Figure 5 Pipes are connected via cutting ring connections to the meter.

8.1.2 Wayne doubel bump connection

The VR meter is connected to 10 mm tubes via Wayne double bump connections. Before connecting the meter to the tubes check that the o-ring of the double bump connection is intact. The meter is delivered as shown in Figure 6 with assembled cable.

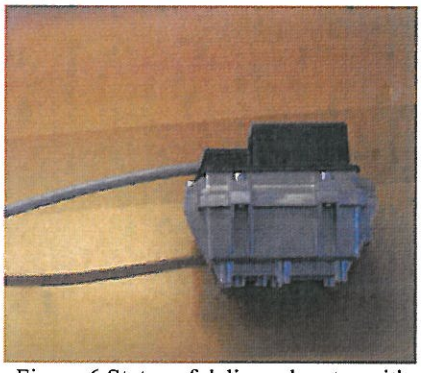

Figure 6 Status of delivered meter with Wayne double bump connection

Check the o-ring on the pipes. If there is any kind of damage they must be exchanged.

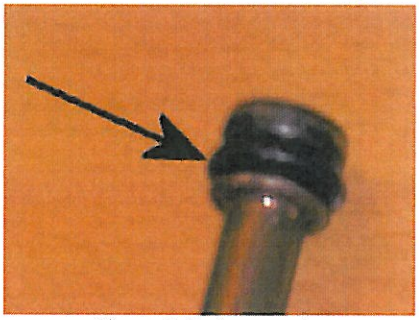

Figure 7 O-ring on pipe

Mount the pipes into the bump connections. Make sure that the o-rings are not damaged during this operation.

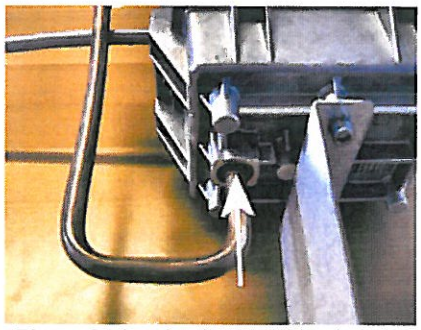

Figure 8 The pipe is assembled into the outlet of the meter

Mount the pins into the bump connections. Make sure that the pins are new and that the pins are pressed all the way through the bump connection.

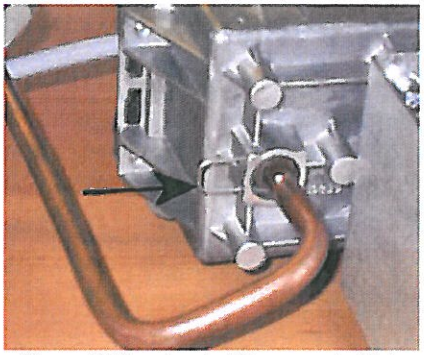

Figure 9 The pin shall be mounted into the bump connection on the outlet of the meter

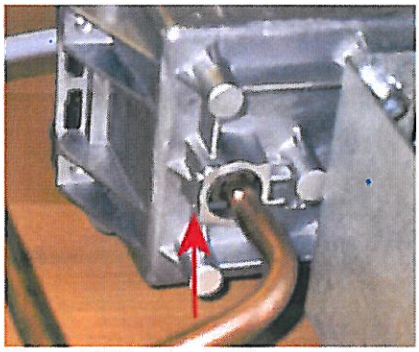

Figure 10 The pin shall be pressed all the way through the bump connection

8.2 Electrical connections

Cable connection at the VR meter

Before installing the VR meter, remove the plastic cover on the VR meter and verify that the cable is connected as in picture to the right.

Make sure that the Protective Earth (yellow/green) is connected to the meter chassis firmly ***(a)***. Also make sure that the strain relief of the cable is tightly clamped over the shield of the cable ***(b)*** so that the cable doesn't follow when pulled with mild force.

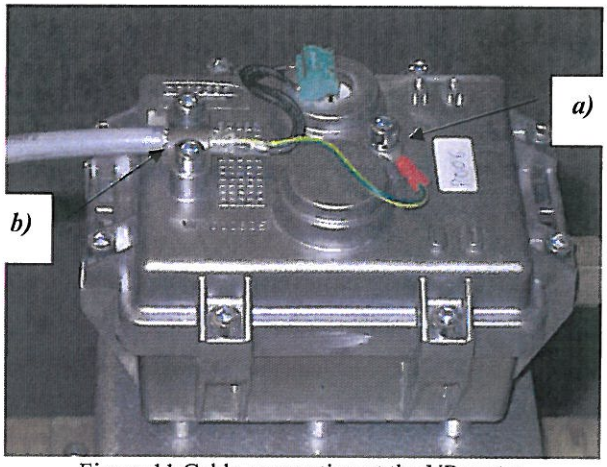

Figure 11 Cable connection at the VR meter

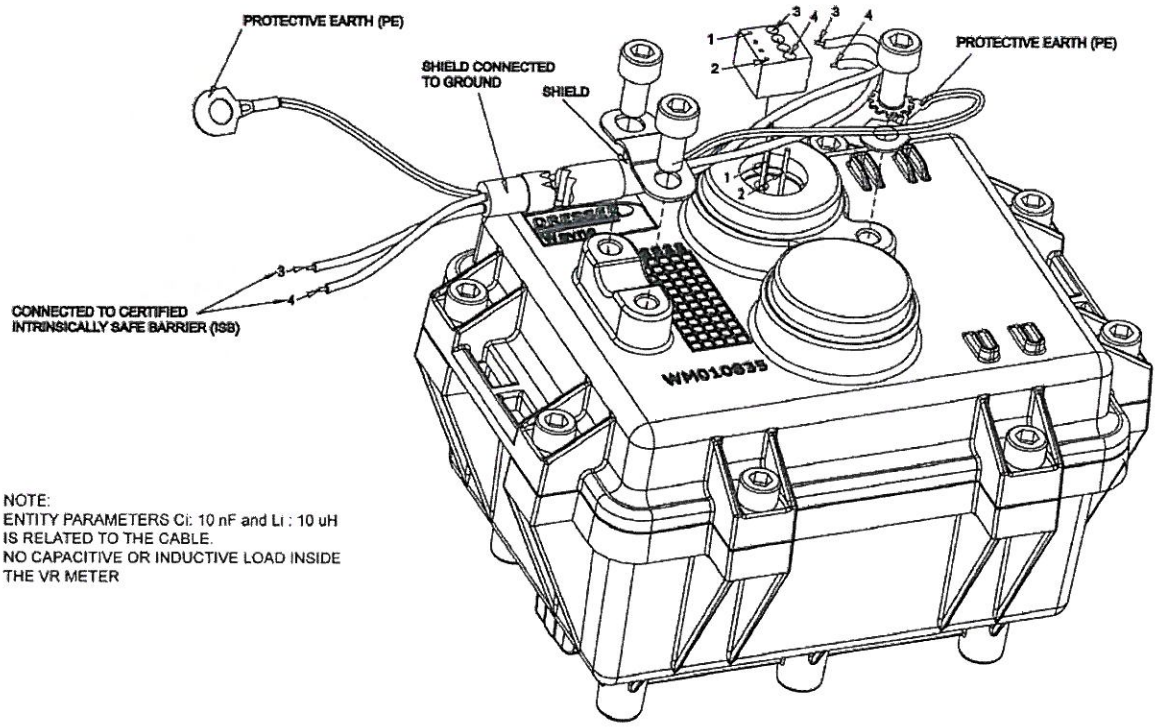

Figure 12 VR meter electrical connection

Cable connection at the ISB

Make sure that the VR meter cable is firmly fastened by clamp **(c)** to chassis of the electronic compartment for strain relief but also to gain as good protection against EMC disturbance as possible.

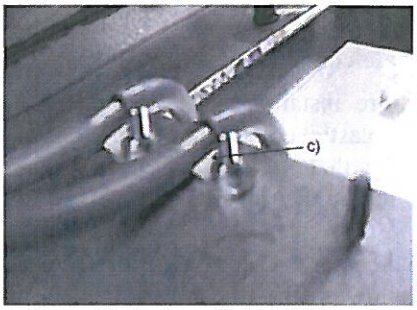

Figure 13 Strain relief of VR meter cable

Check that the safety critical parameters on the ISB used are as shown on figure 14.

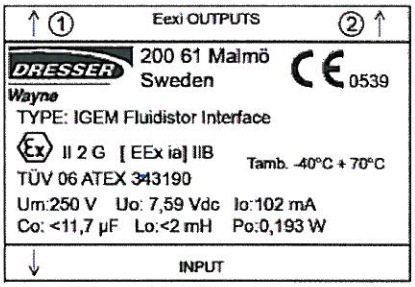

Figure 14 ISB parameters

Make sure that the housing containing the ISB is mounted with nylon lock nuts **(d)** and that the nuts are firmly tightened to obtain earth connection between the housing and the electronic compartment.

The VR meter cable is connected with a connector **(e)** to the ISB.

Figure 15 Installed ISB with its housing.

9 Spare Parts

	Part number	Description
		Vapour meter
	WM019233-0002	Without cable
	WM019233-0001	With cable, 5m
	WM019233	With cable, 2.5m
	WM018634	Damper
		Solenoid valve
	WM021576-0001	On/off, single, female r 1/4, cable = 3m
	WM021576-0002	On/off, single, female r 1/4, cable = 5m
	WM021571	Strainer 200 microns
	WM018523	Intrinsically safe barrier and interface for DWP VR meter
	WM018584-0001	Cable multi, 4x0.34 L=800, 1x0.75 RD L=600, 1x0.75 BK L=600

10 Appendix A, Exploded view of VR meter

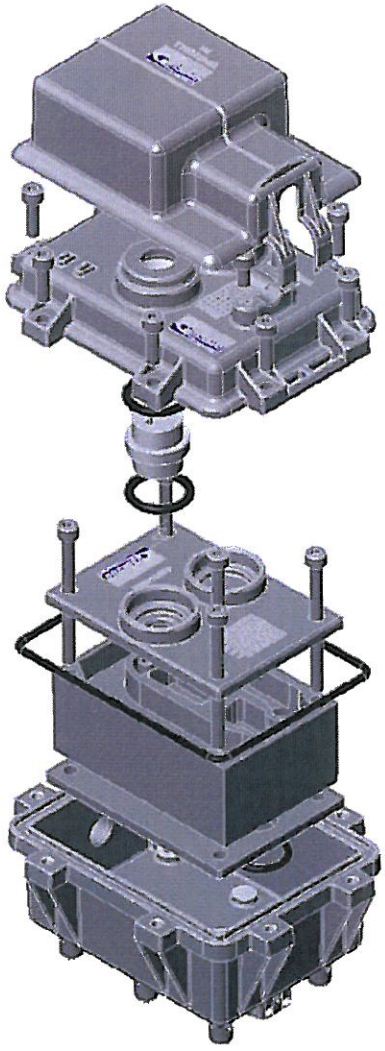

Figure 14 Exploded view of VR meter

11 Notes

12 Market & Service

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More than a century of experience
Über 100 Jahre Erfahrung
Mer än 100 års erfarenhet
Более, чем столетний опыт работы

Wayne Dresser develops, manufactures and markets complete operative systems for fuel handling at service stations. Everything from development and design to efficient production and assembly of components is pursued under one roof.

Wayne Dresser entwickelt, produziert und vermarktet komplette funktionierende Systeme für die Abgabe von Kraftstoffen an Tankstellen. Von der Entwicklung über das Design bis zur Herstellung und Installation liefern wir alles aus einer Hand.

Wayne Dresser utvecklar, tillverkar och marknadsför kompletta operativa system för drivmedelshantering på servicestationer. Under ett och samma tak ryms allt från utveckling och konstruktion till rationell tillverkning och sammansättning av komponenter.

Wayne Dresser разрабатывает, производит и продает совершенные оперативные системы для торговли топлива на станциях обслуживания. Все начиная от разработок и конструкции до эффективного производства и сборки компонентов происходит в пределах одного предприятия.

Wayne Dresser's operations comprise four interdependent functions:

- Equipment such as petrol pumps, payment terminals, point-of-sale terminals and service station operative systems.
- Software for recording and for internal communication at the station, as well as between the station and the oil company, banks and credit institutes.
- Project design with overall responsibility to the customer.
- Field service, technical support and supply of spare parts.

Die Niederlassungen von Wayne Dresser umfassen vier ineinander greifende Bereiche:

- Ausrüstungen wie Zapfsäulen, Zahlterminals, Kassenterminals und Tankstellensysteme
- Software für Registrierung und Kommunikation auf der Tankstelle u. zwischen Station und Mineralölfirma sowie Banken und Kreditinstituten.
- Projektgestaltung mit umfassender Verantwortlichkeit dem Kunden gegenüber.
- Service, technische Unterstützung und Lieferung von Ersatzteilen.

Verksamheten omfattar fyra samverkande delar:

- Utrustning som bensinpumpar, betalterminaler, butiksterminaler och stationsdatorer.
- Programvara för registrering och kommunikation internt på stationen samt mellan stationen och oljebolaget, banker och kreditinstitut.
- Projektering med totalansvar gentemot uppdragsgivaren.
- Service på fältet, teknisk support och reservdelsförsörjning.

Действия Wayne Dresser включают четыре взаимосвязанных направления:

- Оборудование, например, топливораздаточные колонки, платежные терминалы, терминалы точек продажи и системы управления АЗС.
- Программное обеспечение для регистрации и для внутренней связи на АЗС, а также между АЗС и нефтяной компанией, банками и институциями кредитов.
- Проектирование с полной ответственностью к клиенту.
- Обслуживание на местах, техническая поддержка и поставка запасных частей.

Wayne Dresser makes it easier for the motorist to fill up and make his motoring purchases, while effectively meeting the needs of the service station owner for operating supervision and for conforming to the demands of the authorities for measurement accuracy, minimising pollution and ensuring safety.

Wayne Dresser erleichtert dem Fahrer die Betankung und damit verbundene Einkäufe, unterstützt gleichzeitig den Stationär bei der übersichtlichen Führung seines Betriebes unter Berücksichtigung der behördlichen Vorschriften hinsichtlich Messgenauigkeit, Umwelt- und Sicherheitsauflagen.

Wayne Dresser gör det lättare för bilisten att tanka och handla. Samtidigt tillgodoses stationsägarens krav på en effektiv driftskontroll och myndighetskraven på mätnoggrannhet, miljövänlighet och driftssäkerhet.

Wayne Dresser упрощает процесс заправки и приобретения покупок при эффективном согласовании потребностей владельца АЗС для оперативного управления и для соблюдения требований государственных и метрологических служб, а также уменьшения загрязнения окружающей среды и обеспечения безопасности.

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Appendix 1

VAPOUR RECOVERY- MAINTENANCE SCHEDULE

STAGE I VAPOUR RECOVERY – EVERY YEAR

- Pressure vacuum vent caps removed and valve action tested.
- Vapour adaptor poppet seat and spring to be inspected for action and damage.
- Vapour adaptor hose connection point undamaged and seal in good condition.
- All tank fill point connected points undamaged and cap seals in good condition.
- All above ground pipework (manifolds and raises visually checked for corrosion)

STAGE I VAPOUR RECOVERY – EVERY FIVE YEARS

- Annual maintenance visit, plus all vapour return pipework underground to be pressure tested.

STAGE II VAPOUR RECOVERY – EVERY THREE YEARS

- VR VP ratio test and containment integrity check.
- Leak test executed and passed on Vapour Recovery pipes and components.
- Check conformity with installation instructions.
- Visual inspection of Vapour Recovery system for security of fittings.
- Visual inspection of Vapour Recovery monitoring device.
- Leak test to internal dispenser pipes and components (retrofit kits)
- Leak test to pipes connecting dispenser to tanks or other external systems.
- Running of Vapour Recovery pump – no loose or vibrating pipes.
- Confirm operation of Vapour Recovery monitoring device and alarm test.
- Dry measurement at each nozzle.

Note- The alarm signal and the switch-off function has to be tested for every nozzle if the switch-off function is nozzle specific.

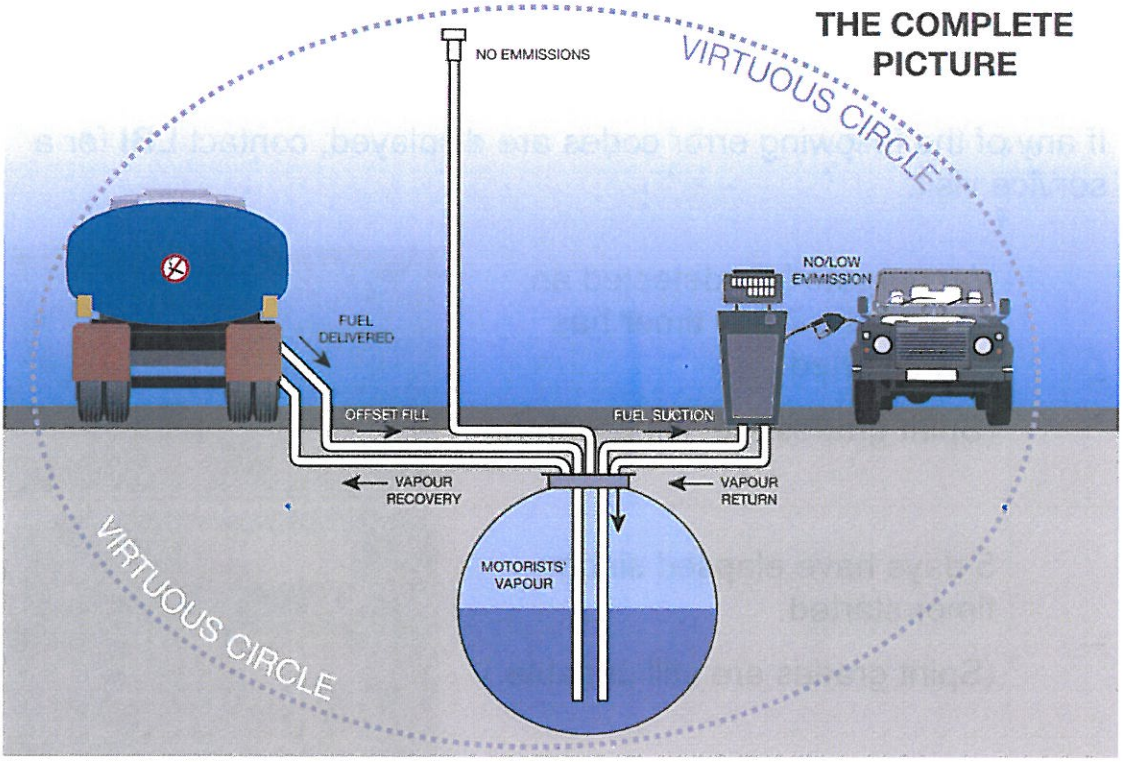
19th July 2010

New Books.

012

MORRISONS

STAGE 2 VAPOUR RECOVERY TRAINING DOCUMENT



Stage 2 Vapour recovery is a process which 'sucks' vapour emitted from the spirit nozzle spouts during a customer filling and returns it back to the underground petrol storage tank. This recovered vapour can subsequently be removed by the fuel tanker and returned to the refinery for processing.

Daily Checks

Ensure that all VR nozzles and hoses are in good condition and free from cuts, leaks etc.

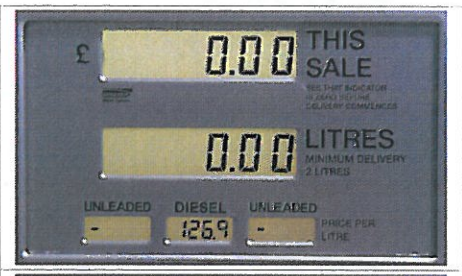
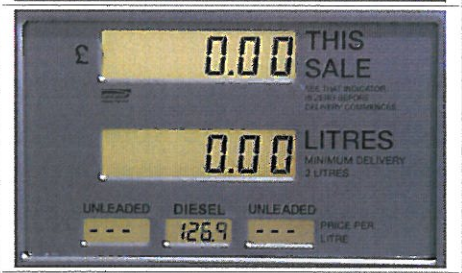
Vapourgate Vapour Recovery Monitoring

See over.

VAPOURGATE VAPOUR RECOVERY MONITORING is a system which monitors the efficiency of each Vapour Recovery Transaction (spirit grades only).

If Vapourgate detects a fault with the Vapour Recovery system it will cause the **unit price display of the spirit grades only** to indicate an error code.

If any of the following error codes are displayed, contact **LBI** for a service visit.

-	Vapourgate has detected an error and a 7 day timer has been started. (Spirit grades are still useable.)	
--	5 days have elapsed since timer started. (Spirit grades are still useable.)	
---	6 days have elapsed since timer started. (Spirit grades are still useable.)	
0FF1	7 days have elapsed since timer started. Spirit grades are now shut down. (Diesel is still useable.)	
0FF2	Vapourgate has detected a hardware fault. Spirit grades are now shut down. (Diesel is still useable.)	

013 A

Morrisons

Since 1899

Petrol Filling Station

Legal Log Book

- **This Legal Logbook could be used in a Court of Law and will form part of our due diligence defence. The records must therefore be authentic and genuine. Falsification of paperwork would compromise this defence and will be treated as gross mis-conduct.**
- **The Department Manager is accountable for the completion and accuracy of this legal log book.**
- **The checks within this Legal Logbook form the processes and checks required to ensure our stores remain legally compliant for Food Safety, Health & Safety and Trading Standards.**
- **The checks within this Legal Logbook form the processes and checks required to ensure our stores remain legally compliant for Food Safety, Health & Safety and Trading Standards.**

Quarter 3 Version 1

Week Commencing 31st July 2017 – Week Ending 22nd October 2017

Storage: File in Petrol Filling Station cabinets for 12 months after completion

Access24 Code: PFSQ3V1

Index

Daily Checklists and Floor Inspection Logs
Week Commencing 31st July 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required				**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**			
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 31st July 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He/ she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 7th August 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
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Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 7th August 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
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Team Manager Signature:

Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 14th August

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
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Put pumps into the relevant sale mode							
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Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
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Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
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Signature:							
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Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 14th August 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 21st August 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOCs found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 21st August 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 28th August 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required				**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**			
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 21st August 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:

Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 4th September 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 4th September 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 11th September 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required				**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**			
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 11th September 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 18th September 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 18th September 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 25th September 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required				**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**			
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 25th September 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 2nd October 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 2nd October 2017																		
Floor Inspection Log – Hourly Checks																		
	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		
Team Manager Signature:				Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.														

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 9th October 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 9th October 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 16th October 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOCs found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required			**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**				
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 16th October 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000		1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		
Team Manager Signature:																		

Corrective Actions

Daily Checklists and Floor Inspection Logs
Week Commencing 23rd October 2017

Week Commencing:							
Daily Activities: Prior to Open							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Locate keys from Night Manager and open kiosk under dual control.							
Open Main shutter							
Unset Alarm							
Put out all display stands in front of the kiosk							
Open bunkers							
Open water tap box							
Open cigarette shutters							
Turn on power to pumps							
Log on to tills ready for serving							
Put pumps into the relevant sale mode							
Take locks off pump nozzles							
Sweep and mop floor							
Using the rascal, book in all newspapers and merchandise							
Check and fill the window washer bucket and water can							
Open car wash shutters							
Check for deliveries overnight in DCD box and file in Tanker note box							
Check OPT rolls are full							
Ensure no tampering with OPT credit card slot overnight							
Clean the inside of the coffee machine, replace milk if required							
Check Temperature of the fridge and coffee machine milk, record on temperature check sheet							
Date check all short life stock. Remove and record any out of code date items							
Checked by prior to opening							
Second Check by 1pm							
Senior Manager Check (weekly)							
Details of any OOC's found - Product descriptions/date/quantity found. Also record corrective action section.							Date found

Week Commencing:							
Daily Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Complete Banking, put ICH into G4S bag and complete banking paperwork ready for collection							
Complete till checks as and when required							
5pm onwards- date check all short life stock, return anything to store that is dated today.							
Produce a list of shopping required from the store and complete transfer sheets. Collect from store.							
Take all vouchers back to the cash office from the previous day							
Complete SEL, signage check							
Check pumps and bases throughout the day							
Complete compliance checklist in legal log.							
Complete floor inspection log hourly							
Check gloves and tissues throughout the day							
Ensure bins are emptied, check throughout the day. Take rubbish to the warehouse when required							
Complete daily checks on car wash jet wash and vacuum							
Clean jet wash bays							
Ensure forecourt is clean and tidy throughout the day, sweep edges							
Fill and face up throughout the day							
Daily cleaning tasks							
Bins cleaned and emptied- replenish towels, gloves and wipes							
External displays and stands							
Milk chillers shelves and glass fittings							
All kiosk fixtures, fittings and surfaces wiped							

Week Commencing:							
Closedown Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
Ensure Pumps are cleaned							
Empty Bins							
Check and fill gloves and tissues							
Sweep kiosk floor, mats and mop all floors							
Fill and face up display stands ready for the morning							
Using cash counters count all money in tills and complete cash office paperwork. Remove vouchers and slips.							
Count postage stamps/saver stamps and record on cash office paperwork							
Record lottery scratch cards onto cash office paperwork							
Empty ICH pouch and put into safe							
Print off tank gauge reading and put into the DCD box							
Lock pump nozzles							
Turn all pumps onto closed mode on till menu							
Turn power off to pumps							
Log off all tills							
Lock the shutter on the cigarettes							
Shut the car wash shutters							
Lock the bunker							
Lock the water tap box							
Bring in all display stands from outside							
Using the rascal, process all news paper return, complete paperwork, bundle up and leave out for collection							
Turn off the coffee machine							
Under dual control lock all doors and set alarm							
Bring down main shutter, leave keys with the Night Manager							

Week Commencing:							
Weekly Activities							
Activity	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
LPG compound /plant room							
Other chillers shelves and glass fittings							
Motoring/oil section							
Confectionary							
Gondolas 1&2							
News and Magazines section							
All displays behind counter							
All other bays or fixtures							
Automatic door check							
Clean tanker and jet wash barriers are locked and in good order, record onto legal log book							
May to Sept temp check							
Ensure price alterations are processed							
Check all shelf plans are still current							
Order confectionary and home and leisure stock							
Count Jet wash chemical and order if required from FM company							
Check expenses stock and order if required							
At close - check promotions are still valid, change for new ones if not							
Car wash Reclaim Temperature Monitoring	Between 1st May - 30th September once per week the temperature of reclaim water should be taken once per week using the probe thermometer (sites where applicable)						
If the temperature is below 20 C no action required				**If the temperature is at or above 20 c contact the service provider immediately and record action below and on the corrective action page**			
Date the temperature is taken:		Time:			Temperature of water:		
Signature:							
If the temperature is over 20 C complete action taken:							
Action Taken:							
Weekly Sign off:							
Service Manager:							
Customer Service Manager/Senior Manager:							

W/C 23rd October 2017

Floor Inspection Log – Hourly Checks

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
MONDAY																		
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

Team Manager Signature:	Important - the member of staff given the responsibility to inspect the department must take whatever action is necessary to maintain the high standards demanded by management. He / she is required to initial the appropriate section above to signify that an inspection has been carried out and that the department is in a satisfactory state of cleanliness.

Corrective Actions

PFS Compliance Checks: Guidance Notes	
Tank Gauge – **Daily**	Print tank dip level report from both tills to ensure the gauge is working correctly. Report any issues to our FM company immediately as per the PFS Forecourt Operation Key Contacts.
Tanker Delivery Checks - **Daily**	**DCD/DEC and Fire Box** Up to date pump to tank map displayed Test the alarm Dry powder extinguisher charged and dated Dry sand and plastic spreader available WD 40 in situ Check for site defect notifications left by the driver **Report any issues including site defect notifications immediately to our FM company as per the PFS Forecourt Operations Key Contacts.** Lift telephone and check for dialling tone **Any issues with the telephone should be logged with IT in the first instance.** Visual check to ensure any high and low level (if applicable) lighting at fill point is working Check of vent pipes for damage and numbered correctly Check signage and tank grade labels at offset/underground fill points are clean and correct Test all fill caps are tight, secure and padlocked including Vapour Recovery cap **Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.** Visual check of interceptor channels around fill point for damage/blockages Check fill point area for overgrown shrubbery **Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae** Ensure traffic cones are available, additional cones can be ordered via oracle.
Pole Sign - **Daily**	Visual check to ensure the LED's on both sides of the pole sign (S) are working and displaying the correct price – Report any issues to the IT Petrol Helpdesk. Todays Petrol Price poster available with full set of numbers (Oracle)
All Forecourt Lights - **Daily**	Visual check on forecourt lights to include Canopy, Jetwash, Carwash, Vacuum and Airline (If applicable) - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae.
Forecourt Bins - **Daily**	All bins must be emptied at least once a day or as required – Full bins are a fire risk. Damaged bins should be replaced; these can be ordered on oracle.
Fire Buckets - **Daily**	Ensure all fire buckets have lids, are ¾ full with dry sand and have a plastic spreader available. Additional buckets and lids can be ordered through Maintenance helpdesk via Verisae
E – Site Register Sign On - **Daily**	Staff to sign on to the E site Register to check the progress of any calls logged, escalate by contacting our FM company immediately as per the PFS Forecourt Operations Key Contacts. Check Wetstock, any issues found staff should contact Wayne Fuelling Systems as per the PFS Forecourt Operations Key Contacts.
Tannoy System - **Daily**	Check that the Tannoy can be heard on the forecourt – The Tannoy must be switched on at all times during trading hours – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.
All Emergency Stops – **Daily**	Check **all** emergency stops are accessible with no obstructions – no visual damage – labelled correctly. There is no requirement for staff to test the emergency stops, these will be tested as part of the annual electrical test.
Vapour Recovery Stage 2 Wayne Pumps - **Daily**	Check all unleaded grades for any fault codes. Refer to the Wayne fault reporting guide – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.
Carwash – **Daily**	Refer to the Daily Care Guide and check as required. – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts. Correct Carwash price poster displayed

PFS compliance checks: Guidance notes

Jet Wash - **Daily**	Refer to the Daily Care Guide and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts. Correct A4 price displayed on counter (RCPOSREQ)
Vacuum - **Daily**	Refer to the Daily Care Guide and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.
Airline - **Daily**	Refer to the Daily Care Guide and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts. Free Air notice displayed.
24 Hour Unmanned – **Daily - Applicable Sites**	Refer to the Unmanned Procedures document and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts
Vapour Recovery Stage 2 Gilbarco Pumps – **Four times a month within allocated days**	Whistle test on SK700 pumps to be carried out as per procedure - the test must be carried out four times a month within the three day periods allocated on the checklist - receipts to be attached to the Checklist – staff to complete – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.
Manholes - **Four times a month on applicable day**	Remove manhole covers and check for excess water – staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae (Where manholes are less than 1.5 metres deep a Patay Pump should be ordered from Maintenance). Check signage is clean and in good condition to include Tank details and Vapour recovery warning sign (Unleaded tanks only).
All Statutory Notices Displayed – **Monthly on applicable day**	Check if notice board is to plan (Copy of plan can be found on MYSIS) – Fire action notice displayed and completed with assembly point, this can be orcered from Personnel expenses – Fireman's Switch – Stanchion signage – staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
PPE – **Monthly on applicable day**	Check availability of High Visibility Vests – Goggles – Gloves – Face Masks – Wellington Boots – Waterproof Jacket and Trousers – Apron - Disposable Overalls Contact Personnel Manager for replacements. Sentry A Frames (2) and signage.
PFS Forecourt Operation Key Contacts– **Monthly on applicable day**	The latest version must be available for kiosk staff and a spare copy displayed on the notice board. Additional copies can be printed from MYSIS, a copy is also available on the e-Site register.
Fire Extinguishers – **Monthly on applicable day**	Visual check on ALL extinguishers to ensure they are charged and dated - staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae.
Forecourt free from oil and damage – **Monthly on applicable day**	Visual check of forecourt – For cleaning of spillages please refer to the Forecourt Emergency Procedures document. Pay particular attention to potholes or sunken bricks where fuel spillages can accumulate - staff to contact Admin Dept to log a call with Maintenance helpdesk via Verisae
Emergency Box - **Monthly on applicable day**	Emergency Box set up correctly as per procedure to include correct manual change over document
Signs/ Pumps secure and no damage – **Monthly on applicable day**	Visual check to ensure all Pumps are secure and undamaged Visual checks of hoses for cracks, bulges and wear and tear from forecourt contact etc. Locking bars available for all pumps including individual bars. **Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.** **Check all signage is in place and undamaged to include** Operating Instructions (Expenses) T4 media nozzle advertising holders, inserts and signage (Refer to PFS Forecourt Operations Key Contacts)
Initials of Checker	Member of Staff completing the checks should initial the box for the appropriate day
Senior Manager Confirmation **Comments Section**	Senior manager to accompany colleague conducting checks on the 15th of every month and counter sign the documents. Any issues found should be recorded in this section with the date, call reference number and what action has been taken to resolve. This form should be taken to the Store for the SGM/Duty Manager at the end of each month to check, date and sign before filing in the PFS filing Cabinet for 12Months

LPG compliance checks: LPG stores only

LPG Compliance Checks; LPG Stores Only Guidance Notes

Please Note:

Appropriate PPE MUST be worn,

These checks must be completed prior to opening for business

Both gates must be unlocked and fully open before entering compound to complete these checks

Compound Daily Checks	
Check for leaks	For any smell of gas or evidence of leaks – icing around the pipe work valves and delivery point indicates a leak – **Immediately call the Emergency number which can be found on the compound fencing.** Invoke the emergency procedures and log a call to our FM company immediately as per the PFS Forecourt Operations key Contacts.
Fire extinguishers	Ensure 2 x 9kg dry powder extinguishers are available serviced and in working order, enclosed in a cabinet – staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
Check compound lighting (if Applicable)	Ensure compound lighting is working (Where Applicable) - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
Check gates and padlocks	Ensure both gates can be opened for access during a delivery – Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae. Ensure all locks and padlocks are in good working order – (Please note only padlocks supplied by Calor should be used) Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts.
Inspect fencing	Ensure the fencing around the compound is damage free - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
Check inside the Compound	Ensure the compound is clean and free from litter and moss– Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae – Any weeds and litter to be cleared by staff.
Check All Warning Signage	Emergency contact details and emergency stop signage- any missing or damaged signage - Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts
Dispenser Checks	
Check Pull away valves	Visual checks on pull away valve – staff to log a call to our FM company immediately as per the PFS Forecourt Operations key Contacts
Inspect Hoses	Visual check for damage- is the guard in place (if not dispenser must be put out of use until the issue is resolved) Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts
Check all dispenser signage	Visual check on dispenser for any sign of damage, to include safety sign, operating instructions Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts
Check dispenser for damage, and signs of leaks	Visual check on dispenser for any sign of damage. Dispenser panel to be removed to allow a visual check – Distinct smell or icing around the pipe work indicates a leak - – **Immediately call the Emergency number which can be found on the compound fencing.** Invoke the emergency procedures and log a call to our FM company immediately as per the PFS Forecourt Operations key Contacts.
Locking bar and padlock	Ensure correct individual locking bar and padlock is available – Staff to log a call to our FM company as per the PFS Forecourt Operations key Contacts
Inspect barriers	Visual check on pump protector/ barriers for damage - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae, LPG Poster on display order via RCPOSREQ
Initials of Checker	Member of Staff completing the checks should initial the box for the appropriate day.

PFS compliance checks: Daily checks

August 2017

PFS Compliance Checks; (Refer to guidance notes prior to completion)																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Tank Gauge Report																															
Tanker Delivery Checks																															
Pole Sign																															
All Forecourt Lights																															
Forecourt Bins																															
Fire Buckets																															
E Site Register																															
Tannoy System																															
Emergency Stops																															
Vapour Recovery Stage 2 – Pumps																															
Carwash																															
Jet wash																															
Vacuum																															
Airline																															
24 Hour Unmanned checks																															
Gilbarco Vapour Recovery Stage 2 – Whistle test (SK700 pumps only)																															
Manholes																															
All statutory notices displayed																															
PPE																															
PFS Forecourt Operations Key contacts displayed																															
Fire extinguishers																															
Forecourt free from oil and damage																															
Emergency Box																															
Signs/Pumps secure and no damage																															
INTIALS OF CHECKER:																															
Senior Manager Confirmation																															
Store/Service Manager	*Signature:*													*Printname:*																		
																												Date:			

LPG compliance checks: LPG stores only

August 2017

LPG Compliance Checks; LPG stores only

(Refer to guidance notes prior to completion)

Please Note:

Appropriate PPE MUST be worn,

These checks must be completed prior to opening for business

Both gates must be unlocked and fully open before entering compound to complete these check

Compound Daily Checks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Check for leaks																															
Check Pipe work																															
Check Fire Extinguishers																															
Compound lighting (If applicable)																															
Check gates and padlocks																															
Inspect fencing																															
Check inside compound																															
Check all warning signage																															
Dispenser Checks																															
Check pull away valves																															
Inspect hoses																															
Check dispenser signage																															
Check dispenser for damage, signs of leaks																															
Locking bar and padlock																															
Inspect barriers																															
INITIALS OF CHECKER:																															

Date	Comments
Store/Service Manager	*Signature:* *Print name:* *Date:*

August 2017

LPG checks: Corrective Actions (completed by Petrol Manager)

Senior Manager Review

Activity No.	**What problem has been found?** Eg. Checks completed incorrectly, limits were exceeded, out of codes were found?	**What corrective action is being taken?** Action taken to ensure the activity is completed correctly in future	**When & Who?** When will the corrective action be completed and by who?	**Signature** Petrol Manager	**Review** Has the corrective action been completed? Did the corrective action succeed? Does anything else need to be done?	**Signature** Relevant Senior Manager

Senior Manager Review	Signature	Comments

PFS compliance checks: Daily checks

September 2017

PFS Compliance Checks; (Refer to guidance notes prior to completion)																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Signs/Pumps secure and no damage																															
INTIALS OF CHECKER:																															
Senior Manager Confirmation																															
Store/Service Manager	*Signature:*													*Printname:*														*Date:*				

LPG compliance checks: LPG stores only

September 2017

LPG Compliance Checks; LPG stores only

(Refer to guidance notes prior to completion)

Please Note:

Appropriate PPE MUST be worn,

These checks must be completed prior to opening for business

Both gates must be unlocked and fully open before entering compound to complete these check

Compound Daily Checks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Check Fire Extinguishers																															
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Check dispenser for damage, signs of leaks																															
Locking bar and padlock																															
Inspect barriers																															
INTIALS OF CHECKER:																															

Date	Comments
Store/Service Manager	*Signature:* *Print name:* *Date:*

September 2017

LPG checks: Corrective Actions (completed by Petrol Manager)

Senior Manager Review

Activity No.	**What problem has been found?** Eg. Checks completed incorrectly, limits were exceeded, out of codes were found?	**What corrective action is being taken?** Action taken to ensure the activity is completed correctly in future	**When & Who?** When will the corrective action be completed and by who?	**Signature** Petrol Manager	**Review** Has the corrective action been completed? Did the corrective action succeed? Does anything else need to be done?	**Signature** Relevant Senior Manager

Senior Manager Review	Signature	Comments

PFS compliance checks: Daily checks

October 2017

PFS Compliance Checks; (Refer to guidance notes prior to completion)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Gilbarco Vapour Recovery Stage 2 – Whistle test (SK700 pumps only)																															
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PFS Forecourt Operations Key contacts displayed																															
Fire extinguishers																															
Forecourt free from oil and damage																															
Emergency Box																															
Signs/Pumps secure and no damage																															
INITIALS OF CHECKER:																															
Senior Manager Confirmation																															
Store/Service Manager	*Signature:*																	*Printname:*										*Date:*				

LPG compliance checks: LPG stores only

October 2017

LPG Compliance Checks; LPG stores only

(Refer to guidance notes prior to completion)

Please Note:

Appropriate PPE MUST be worn,

These checks must be completed prior to opening for business

Both gates must be unlocked and fully open before entering compound to complete these check

Compound Daily Checks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Check for leaks																															
Check Pipe work																															
Check Fire Extinguishers																															
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Check dispenser for damage, signs of leaks																															
Locking bar and padlock																															
Inspect barriers																															
INITIALS OF CHECKER:																															

Date	Comments
Store/Service Manager	*Signature:* *Print name:* *Date:*

October 2017 **LPG checks: Corrective Actions (completed by Petrol Manager)** **Senior Manager Review**

Activity No.	**What problem has been found?** Eg. Checks completed incorrectly, limits were exceeded, out of codes were found?	**What corrective action is being taken?** Action taken to ensure the activity is completed correctly in future	**When & Who?** When will the corrective action be completed and by who?	**Signature** Petrol Manager	**Review** Has the corrective action been completed? Did the corrective action succeed? Does anything else need to be done?	**Signature** Relevant Senior Manager

Senior Manager Review	Signature	Comments

Weekly Automatic Sliding Doors Safety Checklist

Full check to be completed on a Monday.	Tuesday – Sunday Visual check to be completed and any errors reported.	Week Commencing: 31st July 2017	Week Commencing: 7th August 2017	Week Commencing: 14th August 2017	Week Commencing: 21st August 2017	Week Commencing: 28th August 2017
1	Step onto 'opening mat' – Does door open smoothly and stop without impact?					
2	Step through door –Door should remain open without interruption					
3	Check mat moulding and threshold – Is it complete and secure?					
4	Step off mat – After 1 –5 seconds, door should close smoothly without impact					
5	If sensors are fitted – Door should open when you are approx 5ft away.					
6	Step out of sensor zone – Door should close after 1 -5 seconds					
7	Active door 'hold open' device-door should fully open and remain open					
8	Check door has NO tripping or slipping hazards					
9	Check door panels for broken or cracked glass					
10	Has door got signs displayed at normal viewing heights					
11	Do NOT allow faulty or defective doors to be used Isolate for repair					
Signature of person completing the check						

Comments/Action:- State DATE – Aspect Number – brief description of problem – action taken

Weekly Automatic Sliding Doors Safety Checklist

Full check to be completed on a Monday.	Tuesday – Sunday Visual check to be completed and any errors reported.	Week Commencing: 4th September 2017	Week Commencing: 11th September 2017	Week Commencing: 18th September 2017	Week Commencing: 25th September 2017	Week Commencing:
1	Step onto 'opening mat' – Does door open smoothly and stop without impact?					
2	Step through door –Door should remain open without interruption					
3	Check mat moulding and threshold – Is it complete and secure?					
4	Step off mat – After 1 – 5 seconds, door should close smoothly without impact					
5	If sensors are fitted – Door should open when you are approx 5ft away.					
6	Step out of sensor zone – Door should close after 1 - 5 seconds					
7	Active door 'hold open' device-door should fully open and remain open					
8	Check door has NO tripping or slipping hazards					
9	Check door panels for broken or cracked glass					
10	Has door got signs displayed at normal viewing heights					
11	Do NOT allow faulty or defective doors to be used Isolate for repair					
Signature of person completing the check						

Comments/Action:- State DATE – Aspect Number – brief description of problem – action taken

Weekly Automatic Sliding Doors Safety Checklist

Full check to be completed on a Monday.	Tuesday – Sunday Visual check to be completed and any errors reported.	Week Commencing: 2nd October 2017	Week Commencing: 9th October 2017	Week Commencing: 16th October 2017	Week Commencing: 23rd October 2017	Week Commencing:
1	Step onto 'opening mat' – Does door open smoothly and stop without impact?					
2	Step through door – Door should remain open without interruption					
3	Check mat moulding and threshold – Is it complete and secure?					
4	Step off mat – After 1 – 5 seconds, door should close smoothly without impact					
5	If sensors are fitted – Door should open when you are approx 5ft away.					
6	Step out of sensor zone – Door should close after 1-5 seconds					
7	Active door 'hold open' device-door should fully open and remain open					
8	Check door has NO tripping or slipping hazards					
9	Check door panels for broken or cracked glass					
10	Has door got signs displayed at normal viewing heights					
11	Do NOT allow faulty or defective doors to be used Isolate for repair					
Signature of person completing the check						

Comments/Action:- State DATE – Aspect Number – brief description of problem – action taken

Weekly Car Park and Barrier Checks
Safety Check List

Detail Locations of all barriers/gates to be checked :-	
1.	2.
3.	4.
5.	6.
7.	

Week Commencing Date	Day/Time	All Gates/Barriers Checked Yes/No	All Gates/Barriers securely locked Yes/No	All Gates/Barriers free from apparent damage Yes/No	Check Completed By- Name/Position	Any Further action taken – detail and repairs necessary to gates/barriers or locks
31st July 2017						
7th August 2017						
14th August 2017						
21st August 2017						
28th August 2017						
4th September 2017						
11th September2017						
18th September 2017						
25th September2017						
2nd October 2017						
9th October 2017						
16 October 2017						
23rd October 2017						

All documents and procedures are available on My-Sis in the Petrol Department Menu.

Located

MYSIS – Department – Petrol Menu - Daily Documents

Policy:

In our continued effort to ensure compliance on our Petrol Filling Stations is relevant to today's petrol industry needs and following feedback from our Stores, Primary Authority and fuel delivery contractor we have updated the Compliance Checklist.

Related Procedure Key Points:

- All checks must be completed on the specified days by a fully trained competent person and initialled on completion each day. **Senior Manager to accompany colleague conducting the checks on the 15th and counter sign the form.**
- Where remedial work is identified and if safe to do so, this work can be carried out by a competent person on site (eg. Water in underground fill point manholes can be emptied using the Patay Pump supplied by Morrisons Maintenance Department.
- Where remedial work is identified and a contractor is required to rectify, a call should be logged with the appropriate Facilities Management Company, details are available on the guidance notes.
- The completed document must be checked and signed by the Store/Senior Manager each month.

Associated Documentation & Equipment:

Areas to be checked (Refer to guidance notes before completing the checks):

- Tank Gauge report.
- Tanker Delivery Checks
- Pole Sign
- All Forecourt Lights
- Forecourt Bins
- Fire buckets
- E-Site Register sign on
- Tannoy
- Emergency Stops
- Vapour Recovery Stage 2 (Wayne and Gilbarco Pumps)
- Carwash
- Jet Wash
- Vacuum
- Airline
- Manholes
- All Statutory Notices Displayed
- All PPE equipment
- PFS Contact List
- Fire Extinguishers
- Forecourt Free From Oil And Damaged pumps

Morrisons

Since 1899


Morrisons
Since 1899

PFS Compliance Checks: Guidance Notes	
Tank Gauge – **Daily**	Print tank dip level report from both tills to ensure the gauge is working correctly. Report any issues to our FM company immediately as per the PFS Forecourt Operation Key Contacts.
Tanker Delivery Checks - **Daily**	**DCD/DEC and Fire Box** Up to date pump to tank map displayed Test the alarm Dry powder extinguisher charged and dated Dry sand and plastic spreader available WD 40 in situ Check for site defect notifications left by the driver **Report any issues including site defect notifications immediately to our FM company as per the PFS Forecourt Operations Key Contacts.** Lift telephone and check for dialling tone **Any issues with the telephone should be logged with IT in the first instance.** Visual check to ensure any high and low level (if applicable) lighting at fill point is working Check of vent pipes for damage and numbered correctly Check signage and tank grade labels at offset/underground fill points are clean and correct Test all fill caps are tight, secure and padlocked including Vapour Recovery cap **Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.** Visual check of interceptor channels around fill point for damage/blockages Check fill point area for overgrown shrubbery **Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae** Ensure traffic cones are available, additional cones can be ordered via orade.
Pole Sign - **Daily**	Visual check to ensure the LED's on both sides of the pole sign (S) are working and displaying the correct price – Report any issues to the IT Petrol Helpdesk. Todays Petrol Price poster available with full set of numbers (Orade)
All Forecourt Lights - **Daily**	Visual check on forecourt lights to include Canopy, Jetwash, Carwash, Vacuum and Airline (if applicable) - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae.
Forecourt Bins - **Daily**	All bins must be emptied at least once a day or as required – Full bins are a fire risk. Damaged bins should be replaced; these can be ordered on orade.
Fire Buckets - **Daily**	Ensure all fire buckets have lids, are ¾ full with dry sand and have a plastic spreader available. Additional buckets and lids can be ordered through Maintenance helpdesk via Verisae
E – Site Register Sign On - **Daily**	Staff to sign on to the E site Register to check the progress of any calls logged, escalate by contacting our FM company immediately as per the PFS Forecourt Operations Key Contacts. Check Wetstock, any issues found staff should contact Wayne Fuelling Systems as per the PFS Forecourt Operations Key Contacts.
Tannoy System - **Daily**	Check that the Tannoy can be heard on the forecourt – The Tannoy must be switched on at all times during trading hours – Report any Issues to our FM company Immediately as per the PFS Forecourt Operations Key Contacts.
All Emergency Stops – **Daily**	Check **all** emergency stops are accessible with no obstructions – no visual damage – labelled correctly. There is no requirement for staff to test the emergency stops, these will be tested as part of the annual electrical test.
Vapour Recovery Stage 2 Wayne Pumps - **Daily**	Check all unleaded grades for any fault codes. Refer to the Wayne fault reporting guide – Report any issues to our FM company Immediately as per the PFS Forecourt Operations Key Contacts.
Carwash – **Daily**	Refer to the Daily Care Guide and check as required. – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts. Correct Carwash price poster displayed

Jet Wash - **Daily**	Refer to the Daily Care Guide and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts. Correct A4 price displayed on counter (RCPOSREQ)
Vacuum - **Daily**	Refer to the Daily Care Guide and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.
Airline - **Daily**	Refer to the Daily Care Guide and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts Free Air notice displayed.
24 Hour Unmanned – **Daily - Applicable Sites**	Refer to the Unmanned Procedures document and check as required – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts
Vapour Recovery Stage 2 Gilbarco Pumps – **Four times a month within allocated days**	Whistle test on SK700 pumps to be carried out as per procedure - the test must be carried out four times a month within the three day periods allocated on the checklist - receipts to be attached to the Checklist – staff to complete – Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.
Manholes - **Four times a month on applicable day**	Remove manhole covers and check for excess water – staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae (Where manholes are less than 1.5 metres deep a Patsy Pump should be ordered from Maintenance). Check signage is clean and in good condition to include Tank details and Vapour recovery warning sign (Unleaded tanks only).
All Statutory Notices Displayed – **Monthly on applicable day**	Check if notice board is to plan (Copy of plan can be found on MYSIS) – Fire action notice displayed and completed with assembly point, this can be orcered from Personne expenses – Fireman's Switch – Stanchion signage – staff to contact Admin Deparment to log a call with Mairtenance helpdesk via Verisae
PPE – **Monthly on applicable day**	Check availability of High Visibility Vests – Goggles – Gloves – Face Masks – Wellington Boots – Waterproof Jacket and Trousers – Apron - Disposable Overalls – Contact Personnel Manager for replacements. Sentry A Frames (2) and signage
PFS Forecourt Operation Key Contacts– **Monthly on applicable day**	The latest version must be available for kiosk staff and a spare copy displayed on the notice board. Additional copies can be printed from MYSIS, a copy is also available on the e-Site register.
Fire Extinguishers – **Monthly on applicable day**	Visual check on ALL extinguishers to ensure they are charged and dated - staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae.
Forecourt free from oil and damage – **Monthly on applicable day**	Visual check of forecourt – For cleaning of spillages please refer to the Forecourt Emergency Procedures document. Pay particular attention to potholes or sunken bricks where fuel spillages can accumulate - staff to contact Admin Dept to log a call with Maintenance helpdesk via Verisae
Emergency Box - **Monthly on applicable day**	Emergency Box set up correctly as per procedure to include correct manual change over document
Signs/ Pumps secure and no damage – **Monthly on applicable day**	Visual check to ensure all Pumps are secure and undamaged Visual checks of hoses for cracks, bulges and wear and tear from forecourt contact etc Locking bars available for all pumps including individual bars. **Report any issues to our FM company immediately as per the PFS Forecourt Operations Key Contacts.** **Check all signage is in place and undamaged to include** Operating Instructions (Expenses) T4 media nozzle advertising holders, inserts and signage (Refer to PFS Forecourt Operations Key Contacts)
Initials of Checker	Member of Staff completing the checks should initial the box for the appropriate day
Senior Manager Confirmation **Comments Section**	Senior manager to accompany colleague conducting checks on the 15th of every month and counter sign the documents. Any issues found should be recorded in this section with the date, call reference number and what action has been taken to resolve. This form should be taken to the Store for the SGM/Duty Manager at the end of each month to check, date and sign before filing in the PFS filing Cabinet for 12 Months

LPG Compliance Checks; LPG Stores Only Guidance Notes

Please Note:

Appropriate PPE MUST be worn,

These checks must be completed prior to opening for busiress

Both gates must be unlocked and fully open before entering compound to complete these checks

Compound Daily Checks	
Check for leaks	For any smell of gas or evidence of leaks – icing around the pipe work valves and delivery point indicates a leak – **Immediately call the Emergency number which can be found on the compound fencing,** invoke the emergency procedures and log a call to our FM company immediately as per the PFS Forecourt Operations key Contacts.
Fire extinguishers	Ensure 2 x 9kg dry powder extinguishers are available serviced and in working order, enclosed in a cabinet – staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
Check compound lighting (if Applicable)	Ensure compound lighting is working (Where Applicable) - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
Check gates and padlocks	Ensure both gates can be opened for access during a delivery – Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae. Ensure all locks and padlocks are in good working order – (Please note only padlocks supplied by Calor should be used) Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts.
Inspect fencing	Ensure the fencing around the compound is damage free - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae
Check inside the Compound	Ensure the compound is clean and free from litter and moss – Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae – Any weeds and litter to be cleared by staff.
Check All Warning Signage	Emergency contact details and emergency stop signage- any missing or damaged signage - Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts
Dispenser Checks	
Check Pull away valves	Visual checks on pull away valve – staff to log a call to our FM company immediately as per the PFS Forecourt Operations key Contacts
Inspect Hoses	Visual check for damage – is the guard in place (if not dispenser must be put out of use until the issue is resolved) Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts
Check all dispenser signage	Visual check on dispenser for any sign of damage, to include safety sign, operating instructions Report any issues to our FM company immediately as per the PFS Forecourt Operations key Contacts
Check dispenser for damage, and signs of leaks	Visual check on dispenser for any sign of damage. Dispenser panel to be removed to allow a visual check – Distinct smell or icing around the pipe work indicates a leak - – **Immediately call the Emergency number which can be found on the compound fencing** Invoke the emergency procedures and log a call to our FM company immediately as per the PFS Forecourt Operations key Contacts.
Locking bar and padlock	Ensure correct individual locking bar and padlock is available – Staff to log a call to our FM company as per the PFS Forecourt Operations key Contacts
Inspect barriers	Visual check on pump protector/ barriers for damage - Staff to contact Admin Department to log a call with Maintenance helpdesk via Verisae, LPG Poster on display order via RCPOSREQ
Initials of Checker	Member of Staff completing the checks should initial the box for the appropriate day.

August 2017

PFS Compliance Checks; (Refer to guidance notes prior to completion)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Senior Manager Confirmation																															
Store/Service Manager	*Signature:*															*Printname:*												*Date:*			

August 2017

LPG Compliance Checks; LPG stores only

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Inspect barriers																															
INTIALS OF CHECKER:																															

Date	Comments
Store/Service Manager	*Signature:* *Print name:* *Date:*

August 2017

LPG checks: Corrective Actions (completed by Petrol Manager)

Senior Manager Review

Activity No.	**What problem has been found?** Eg. Checks completed incorrectly, limits were exceeded, out of codes were found?	**What corrective action is being taken?** Action taken to ensure the activity is completed correctly in future	**When & Who?** When will the corrective action be completed and by who?	**Signature** Petrol Manager	**Review** Has the corrective action been completed? Did the corrective action succeed? Does anything else need to be done?	**Signature** Relevant Senior Manager

Senior Manager Review	Signature	Comments

September 2017

PFS Compliance Checks; (Refer to guidance notes prior to completion)

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Store/Service Manager	*Signature:*																														

Printname: *Date:*

September 2017

LPG Compliance Checks; LPG stores only

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Date	Comments
Store/Service Manager	***Signature:*** ***Print name:*** ***Date:***

September 2017 **LPG checks: Corrective Actions (completed by Petrol Manager)** **Senior Manager Review**

Activity No.	**What problem has been found?** Eg. Checks completed incorrectly, limits were exceeded, out of codes were found?	**What corrective action is being taken?** Action taken to ensure the activity is completed correctly in future	**When & Who?** When will the corrective action be completed and by who?	**Signature** Petrol Manager	**Review** Has the corrective action been completed? Did the corrective action succeed? Does anything else need to be done?	**Signature** Relevant Senior Manager

Senior Manager Review	Signature	Comments

October 2017

PFS Compliance Checks; (Refer to guidance notes prior to completion)

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October 2017

LPG Compliance Checks; LPG stores only

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Date	Comments
Store/Service Manager	*Signature:* *Print name:* *Date:*

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No. 358949

Certificate of Incorporation

I HEREBY CERTIFY that WM. MORRISON (PROVISIONS) LIMITED is this day Incorporated under The Companies Act, 1929, and that the Company is Limited.

Given under my hand at London this 22nd day of January, One thousand nine hundred and forty.

P. MARTIN,
Registrar of Companies.

48027

CERTIFICATE OF INCORPORATION

ON RE-REGISTRATION AS A PUBLIC COMPANY

No. 358949

I hereby certify that

WM. MORRISON SUPERMARKETS P.L.C.

has this day been re-registered under the Companies Acts 1948 to 1980 as a public company, and that the company is limited.

Dated at Cardiff the 12TH NOVEMBER 1981

Assistant Registrar of Companies

No. 358949

Certificate of Incorporation on Change of Name

Whereas

WM. MORRISON (PROVISIONS) LIMITED

was incorporated as a limited company under the

COMPANIES ACT, 1929,

on the 22ND JANUARY, 1940

And Whereas by special resolution of the Company and with the approval of the Board of Trade it has changed its name.

Now therefore I hereby certify that the Company is a limited company incorporated under the name of

WM. MORRISON SUPERMARKETS LIMITED

Given under my hand at London, this 27TH OCTOBER, 1967.

B. J. D. STYLES.

Assistant Registrar of Companies.

MORRISONS

EXEL SUPPLY CHAIN

Petrol And Middle Distillate Fuels

~~**Petroleum Spirit Vehicles**~~

Introduction

Petroleum spirit is a liquid mixture of refined hydrocarbons and additives.
Petroleum products are flammable, can be extremely volatile and are potentially dangerous if handled carelessly or incorrectly. Careful and proper handling reduces the danger to a minimum.
Deliveries should not be made when another Dangerous Substance such as LPG is being unloaded from another Tanker at the same time.

Petroleum Discharge Procedures

The following notes must be read in conjunction with the section relevant to the type of vehicle.

Basics before leaving a Terminal

Check you have the correct vehicle and trailer
Check the vehicle and trailer are legal, safe and free from damage
Check that the vehicle carries the equipment required to make the delivery.
Check that product grade label is set to correct grade.
Check that the vehicle delivery pipework and valves are not leaking.
Check that the compartment loading, quantity of product on board the vehicle agrees with the quantities loaded according to the load ticket (or bill of lading).

When a delivery of petroleum spirit is being made, both the customer (if assisting) and the driver must fully comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002, particular attention to Regulation 6:
Elimination or Reduction of Risks from Dangerous Substances, (also covered in Tanker ADR Training).

Note
If your clothes ever become impregnated with petroleum, where possible use an emergency shower and then change contaminated clothing as soon as possible, (be aware that static build up can naturally occur in clothing).
Keep away from all sources of ignition until you have done so.

Have a thorough practical knowledge of the fire equipment on your vehicle and understand how to use it.

Follow loading and discharge procedures and instructions at all times.

The principal hazard of static electricity is that a spark discharge can ignite a flammable mixture. Flammable liquids become charged with static electricity from pumping, flow through pipes, filters and **splash loading**. Splash loading occurs when product is allowed to Free-Fall into a compartment. This practice causes excessive turbulence and increases the static charge build up. Refined products in the higher flash point range, i.e. Diesel, Gas Oil and Kerosene are poor conductors of electricity and are capable of accumulating a greater charge.

The greatest hazard exists when loading Diesel, Gas Oil or Kerosene into a compartment which has previously contained Petroleum Spirit, as the atmosphere in the compartment is likely to be a flammable mixture of petroleum vapour and air. During the loading process if a static spark occurs there is a risk of fire or explosion.

The vehicle must be connected to a suitable earth before loading commences. The earth connection must be maintained throughout the loading process.

Bottom Loaded Vehicles

The loading equipment on semi and fully automated bottom loading bays is designed to incorporate the preventative measures necessary to minimise the risk associated with switch loading. However, no dipping or sampling of the compartment should be done until 1 minute after completion of filling.

Vapour Balanced Deliveries (Vapour Recovery)

Vapour balance deliveries should have a notice adjacent to the vapour recovery connection stating:

Connect the vapour recovery hose return line before off loading (Tanker end first)

The vapour return hose should be connected at the road tanker first and then at the customer vapour recovery point.

The vapour recovery hose must be the first hose connected and the last hose disconnected.
Vapour balance deliveries should have a notice adjacent to the fill point indicating the maximum number of tanker compartments that can be off loaded at one time.

Any site safety related equipment defect should be recorded on the relevant site improvement report, and one copy handed to Line Management as soon as practical and a second copy left with the site representative.

No deliveries should be made to the site until confirmation is received that the site defect has been actioned under the Site Improvement Procedure.

All road tanker compartment vent and discharge valves should be closed on completion of the delivery.
On completion of unloading, the vapour hose should not be disconnected until the delivery hoses have been discharged and disconnected.

The delivery hoses should be disconnected road tanker end first.

The vapour return hose should be disconnected at the storage tank end first.

Additional Requirement For Retail Forecourt (Motor Spirit Deliveries)

Locate the vehicle adjacent to the fill point(s), apply the vehicle parking brake and switch off the vehicle electrical master switch.

Check that the customer's tanks and fill-pipes are clearly numbered and correctly labelled with the grade names.

Make secure delivery hose connections to the fill-pipes **(maximum of 2 delivery hoses permitted at any time).**

Commence delivery from the vehicle compartments containing the correct grade(s) for delivery into the tank(s) identified.
Note: Retail deliveries of Diesel should be discharged first wherever possible.
Refer to page 2 for those sites where **Vapour Balancing** applies.

After Delivery

Where required obtain the proof of delivery document and retain with loading note (BOL) for return to the terminal.

Close the footvalve and the API, wait a few seconds, open and close the footvalve. Check the site glass, where fitted, is showing empty. Show the Customer the empty sight-glass with the delivery hose connected and the footvalve / API open, to satisfy them that the full quantity has been delivered. If requested to do so, the customer may view dry-dips if there is a suitable gantry that provides a safe working area on to of the road tank.

Obtain customer signature as receipt for volume delivered. Print customer copy via Cab-printer where fitted.

If product is left on the vehicle, correct the delivery document and returns note prior to obtaining a signature. On return to the terminal the driver must declare any returned product to the terminal staff.

Leaving the Site

On completion of delivery the driver should ensure by visual inspection where required:

That there is no product spillage.
That the vehicle is safe for the road, all hoses and couplings are securely stowed.
That all tank valves and openings are closed and secured.
That the area is clear of obstructions to allow the safe exit of the vehicle.
A signed receipt for the product has been obtained.
All the required documents are present on the vehicle.
Grade markers are correctly set.
That the customer is satisfied with the delivery.

Note: Local procedures may require the driver to telephone this information prior to commencing the return journey.

Petroleum *Bottom* Loading
Vapour Recovery Vehicles

Loading Procedures

It is the responsibility of the driver to observe the following procedures when loading bulk petroleum products.

Check and make sure you understand the loading bay operating procedures and the emergency procedures for Fire, Spill and Emergency Shutdown

Checks Before Loading
Before the vehicle is loaded with product, drivers must ensure that they have:

the correct documents for the load
The correct vehicle to load and discharge the product
Checked that the vehicle and trailer are legal, safe and free from damage.
Checked that the vehicle and trailer display a current safe loading pass for the products to be loaded
checked that the trailer outlet valves are securely closed and capped and checked that the compartments to be loaded have sufficient ullage or are nominally empty using dipsticks and site glass to check as appropriate. A suitable gantry that provides a safe working area must be used when carrying out dipping operations
Before proceeding onto the loading bay check that the vehicle air pressure gauges show full working pressure, i.e. the air tanks are full.
Ensure all unnecessary electrical devices are switched off.

Enter the correct loading bay. Drive in a straight line at low speed. Stop in the correct position. Set the parking brake. Put the gear lever in neutral and stop the engine. Turn off the master switch.

Open the foot valve control box door. Open the main control valve - the on/off indicator will change colour. Air pressure gauge will register system pressure. Minimum operating pressure required 80 PSI. Open the required footvalves.

Lift the guard bar clear of the API adapters and secure in the raised position. Check that the site glass where fitted is showing empty. Remove the dust cap from the overfill sensor socket and connect gantry plug. This will provide overfill protection and static earth.

Loading

Remove cap from vapour recovery adaptor and fit vapour recovery hose. Check that the vapour recovery site glass is showing empty. Check all gantry red lights are out and green light is illuminated. If red light shows, contact loading bay supervisor using the gantry intercom.

Check that the compartment dip/load indicators have changed colour, indicating that the foot valves and vapour vents are open (check that the site glass is empty) .

If a grade marker is showing product make sure that there is enough ullage in the compartment to accept the quantity of product that is to be loaded. Check that the product you are loading is the same as the product contained in the compartment.

Remove dust cap from the API adaptor on the compartments to be loaded and connect loading arms. **Never attempt to cross loading arms when connecting to the API.** Push the sleeve of coupler on to the API. Operating the lever on the loading arm coupler will open the API adapter.

Check the product being loaded corresponds to the delivery instructions. Set product quantity on the loading arm metering unit. Set grade marker to correct product.

The vehicle is now ready to load.

In an emergency, pressing any of the emergency buttons located on the vehicle or on the loading gantry will shut down the loading system.

Once a compartment has been loaded, the compartment switch should be turned to the closed position. The compartment indicators will change colour indicating that all air has been exhausted from the foot valves and that they are closed.

Vehicle Grade Markers

Set the vehicle compartment grade markers to show correct product in each compartment.

Use the delivery note as an aid. The driver must not rely on memory for this task.

Disconnecting from the Loading Rack

Return to control box and close appropriate footvalves before disconnecting any loading arms.

Disconnect the loading arm(s).
When no other compartments are to be loaded remove the vapour recovery hose and overfill protection plug in that order.
Check the API adapters for leaks.
Replace all dust caps on API adapters, vapour recovery socket and overfill sensor socket.
Stow all equipment carefully.
Close and secure the guard bar.
Return to the control box. Close the on/off control valve. This will exhaust all air from the system and close it down. Close and secure the control box door.

Drive the vehicle forwards away from loading area. To avoid loading bays becoming congested any product security dip check required by management or AQD sampling procedures will be carried out at a pre-determined place within the terminal. No post loading dip will be required other than those security checks required by management.
Where applicable the driver should collect a "Bill of Laden" before exiting terminal.

Pre-loaded vehicles

Where personnel other than the driver making the delivery load vehicles, it is the delivering driver's responsibility:

To ensure that dips are checked and the manlids are closed and locked before leaving the depot. Dipping operations must be carried out using a gantry that provides a safe working area on the road tank top.
Ensure that the API sealing caps are in position.
Ensure that the grades and quantities loaded agree with the documentation for the load.
The driver must also ensure that the vehicle grade labels agree with the meter loading note and delivery ticket.
If they differ, check with management prior to leaving the depot. The loading meter ticket must be countersigned to this effect.
All locations should have a local procedure to identify pre-loaded vehicles and parking areas.

Discharging/Delivering to Driver Assisted and Unassisted Sites Using Bottom Loaded Tanks with and/or without Vapour Recovery/Balance

Introduction

Discharge operations present significant hazards and experience has shown that the worst incidents often occur during off loading operations at customers' sites. Significant hazards are present primarily due to misunderstanding, human error and/or failure to observe procedures specifically designed to prevent incidents, **spillages and crossovers**.

To minimise the risk of incident, spillage, crossover and/or contamination of products, the driver must, at all times, remain in **active attendance** during product discharge operations and **fully comply with the relevant product discharge procedures.**

The driver and the customer are fully accountable for the safe discharge of product; it is essential that both parties are competent (unless driver is unassisted then the driver alone must be fully competent), clearly understand their respective responsibilities during discharge operations, avoid misunderstanding and minimise incident risk.
To further minimise the risk of incident, many companies operate a specific Policy of not splitting the contents of vehicle compartments into different tanks at the delivery site.

Driver Assisted Deliveries

On arrival at the Customer premises

The driver must identify himself to the customer and carry out a risk assessment of the delivery
Contact the Competent Person responsible for accepting delivery, check the delivery address is correct and state the precise quantities and grades of product to be delivered.
Hand the delivery note to the Competent Person for confirmation that the product grades and quantities being delivered are correct. Where in-cab PC are used to produce the delivery note, upon completion of the delivery the driver must print a second delivery note and leave it with the Competent Person along with a copy of the Delivery Plan.
Position the vehicle at the product discharge point and ensure that the vehicle discharge area is safe and free from any hazard.
Confirm with the Competent Person that the whole quantity of product being delivered can be safely received into the customer's storage tanks.

Show the vehicle compartment dips to the Competent Person where required. A suitable gantry that provides a safe working area on top of the road tank or road tank handrails must be used.

If after dipping the vehicle the customer disagrees with the advised quantities, the driver must telephone his line manager at the Depot for further instructions. If this is not possible then the driver should inform the customer that he cannot continue with the delivery and will have to return the load to the depot.
Ask the Competent Person to clearly identify the correct fill point(s).
Check that the fill point(s) is clearly labelled and agrees with the grade(s) and quantities to be delivered.

Safe Delivery of Petroleum Products; Delivery Site Conditions

Where a driver is concerned that a delivery site is not complying with correct procedures and/or statutory requirements, or there are deficiencies in the facilities for receiving petroleum products, they are required to report this to their Supervisor and complete a "Site Deficiency" or "Action Needed" report.

Should the driver consider the site deficiency presents risk and/or illegal operation, they must not deliver and immediately telephone their Depot Supervisor for guidance.

Only Vehicles fitted with bottom-operated foot valves and an emergency shutdown system must be used for all driver-controlled deliveries.

No compartment of petrol is to be split between two storage tanks.

The driver must have a written copy of any special conditions that apply to the delivery.

On arrival at the site, the driver will unlock and raise the door of the control unit. This will illuminate the delivery point automatically. The driver should check the position of the vehicle with the illuminated site plan and adjust the vehicle position if required.

Check Delivery Address

Check delivery note quantities

Obtain ullage print-out from ticket printer.

Check that the ullage obtained from the ticket printer exceeds the quantity of petrol to be delivered into that tank.

Check the dialling tone on each telephone. If no tone is heard, delivery must be aborted and the site left secure.

Check the high-level alarm system is functioning correctly and the audible signal can be heard. If there is any malfunction or no audible signal, the delivery must be aborted and site left secure.

Check the availability of the correct keys.

Open pedestal, check the fire extinguisher and sand or other absorbent material. Place in a convenient position close to the unloading point. If no safety equipment available, the delivery must be aborted and the site left secure.

Complete the drivers section of the delivery document:

If required enter the number, letter or number, and the letter marked on the storage tank into which the delivery is to be made.

If required enter the compartment number or numbers of the carrying tank from which petrol is to be delivered.

Connect vapour balance hose to the vehicle and then to the site vapour connection.

The driver shall take all reasonable steps to ensure that the delivery hose - whether a single length or segmented, is properly and securely connected to the appropriate outlet on the road tanker and to the filling point of the storage tank (including vapour balance hoses).

Where the delivery hose is segmented, each segment is properly and securely connected, one with another (including vapour balance hoses).

During the whole time of the delivery, the driver shall ensure the engine of the road tanker and any other engine or motor which is attached to it is not running.

The road tanker remains stationary.

No petrol overflows from the storage tank or tanks or escapes from any connection.

A constant watch is kept on the filling point of the storage tank, the road tanker, the delivery hose and the vapour balance hose (if used) and the connections at both ends of the hose.

After delivery is complete and before leaving the site, the driver shall ensure all caps on the filling points into which deliveries have been made are securely closed and locked.

The delivery hose must be disconnected, drained and stowed on the vehicle, before the vapour balance hose is disconnected. All manhole covers that have been opened during the delivery have been securely replaced.

On completion of the delivery, the driver will return one copy of the delivery document (Delivery Note) and a copy of the delivery plan to the control unit. Obtain second ullage print and leave a copy on site.

The second copy will be returned to the supplier of petrol.

Before leaving the site:

Check the storage tank ullage reports to ensure the correct quantity and grade has been delivered into the correct storage tank.
check vehicle valves and caps are closed and secure.
check vehicle hoses are stowed and secure.
emergency equipment is returned to control unit.
close and securely lock control unit.

Leaving the Site

On completion of delivery the driver should ensure by visual inspection:

That there is no product spillage.
That the vehicle is safe for the road, all hoses and couplings are securely stowed.
That all tank valves and openings are closed and secured.
That the area is clear of obstructions to allow the safe exit of the vehicle.
All the required documents are present on the vehicle.
Grade markers are correctly set.

Discharging Bottom Loading Vehicles
Driver Assisted
(Non Vapour Recovery)

NOTE: The Driver MUST read the following procedure in conjunction with the General Procedures section.

Position the vehicle adjacent to the fill point(s), apply the parking brake and stop the engine.

Switch off all unnecessary electrical equipment and turn off the vehicle electrical master switch.

Check the delivery address is correct. Report to the customer, identify the Competent Person and confirm that the product on board is the expected load

Unlock and open the vehicle control box door. Open the control valve. The on/off indicator will change colour. The air pressure gauge will register the system pressure; minimum operating pressure is 80 Psi. Unlock and open guard bar.

In case of emergency, pressing any of the emergency buttons placed around the vehicle can shut down the system.

Open compartment control switch/switches to permit wet dips to be shown. Compartment indicators will change colour, indicating foot valves, vapour vents and dip stick interlocks are open.

Where a suitable gantry is provided and where required, carry out the wet dip procedure with the Competent Person.

Move compartment switch or switches to OFF.

Connect delivery hose to the storage tank fill-pipe first, then to vehicle API adapter.

CHECK STORAGE TANK PRODUCT LABEL AND VEHICLE COMPARTMENT PRODUCT MARKER SHOW THE SAME PRODUCT GRADE.

MOVE COMPARTMENT SWITCH TO DISCHARGE/
DROP

Monitor the vehicle delivery hoses and the API sight glass, which will indicate when the compartment is empty.

When the sight glass shows empty, close the API. Wait a few seconds then open and close the API. Check that the site glass is empty. Remove the delivery hose from the tanker compartment and drain into the storage tank.

Remove the delivery hose from the vehicle compartment first. Drain the delivery hose into the storage tank. Finally disconnect the delivery hose from the storage tank. Replace the blank cap on the storage tank fill-pipe.

Never disconnect the delivery hose from the storage tank first.

On a multi-compartment delivery proceed to next compartment. If no further compartments are to be discharged, replace the blank cap on the storage tank fill-pipe, stow the delivery hose, fit the API and delivery hose dust caps, close and secure the guard bar.

Show the Competent Person the dry dips where required if there is a suitable gantry that provides a safe working area on top of the road tank.

At the vehicle control box turn the compartment control switches to the closed position; the indicators will change colour indicating that the foot valves, vent valves and dipstick interlocks are closed.

Close the control valve, close and secure the control box door. Re-set the vehicle compartment product grade markers to show the compartment is empty where applicable.

When a delivery of petroleum spirit is being made, both the customer and the driver must comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Discharging
Driver Assisted
Bottom Loaders with Vapour Recovery

NOTE: The Driver MUST read the following procedure in conjunction with the General Procedures section.

Position the vehicle adjacent to the fill point(s), apply the parking brake and stop the engine.

Switch off all unnecessary electrical equipment and turn off the vehicle electrical master switch.

Check the delivery address is correct. Report to the customer, identify the Competent Person and confirm that the product on board is the expected load

Unlock and open the vehicle control box door. Open the control valve. The on/off indicator will change colour. The air pressure gauge will register the system pressure; minimum-operating pressure is 80 Psi. Unlock and open the guard bar.

In case of emergency, pressing any of the emergency buttons placed around the vehicle can shut down the system.

Open compartment control switch/switches to permit wet dips to be shown. Compartment indicators will change colour, indicating foot valves, vapour vents and dip stick interlocks are open.

Where required, carry out the wet dip procedure with the Competent Person.

Move compartment switch or switches to OFF.

Connect the vapour recovery hose to the vehicle first then to the storage tank

Connect delivery hose to the storage tank fill-pipe first, then to vehicle API adapter.

CHECK THE STORAGE TANK PRODUCT LABEL AND VEHICLE COMPARTMENT PRODUCT MARKER SHOW THE SAME PRODUCT GRADE. MOVE COMPARTMENT SWITCH TO DISCHARGE/DROP

Monitor the vehicle delivery hoses and the API sight glass, which will indicate when the compartment is empty.

When the sight glass shows empty, close the API. Remove the delivery hose from the tanker compartment and drain into the storage tank.

Remove the delivery hose from the vehicle compartment first. Drain the delivery hose into the storage tank. Finally disconnect the delivery hose from the storage tank. Replace the blank cap on the storage tank fill-pipe.

Never disconnect the delivery hose from the storage tank first.

On a multi-compartment delivery proceed to next compartment. If no further compartments are to be discharged, replace the blank cap on the storage tank fill-pipe, stow the delivery hose. Fit the API and delivery hose dust caps.

Remove the vapour recovery hose from the storage tank and refit the dust cap to the storage tank vapour recovery connection. Remove the vapour recovery hose from the vehicle and stow. Refit the vehicle vapour recovery dust cap. Close and secure the guard bar.

Show the Competent Person the dry dips, where required, if a suitable gantry that provides a safe working area on top of the road tank is present.

At the vehicle control box turn the compartment control switches to the closed position; the indicators will change colour indicating that the foot valves, vent valves and dipstick interlocks are closed.

Close the control valve, close and secure the control box door. Re-set the vehicle compartment product grade markers to show the compartment is empty where applicable.

Emergency Action

In all emergency situations the drivers first concern must be not to endanger themselves, to preserve life and prevent further injury to persons.

Loading and Delivery Point Emergency Procedures

At all loading and delivery locations emergency plans are prominently displayed, all drivers have a duty to be familiar with these plans and the action to be taken in an emergency including: -

The location and operation of Fire Alarms

Emergency Shutdown Controls.
Product Spill procedures
Location of Fire Extinguishers.
Location of Evacuation Assembly Point
Action required by YOU.

Loading terminal specific requirements for emergency response will be given during the site induction

In the event of an incident or accident resulting in a tanker fire on the public highway:
Where possible park the vehicle in a safe place
Stop the engine and Switch off the vehicle master switch where fitted.
Remove the Tremcard from its holder
Enlist help to summon Fire Brigade.
Do not attempt to deal with any fire involving the load.
Enlist help to keep the public and other motor vehicles away from the area.
When Emergency services arrive advise them of the product on board - show them your TREMCARD.
DO NOT leave the scene without seeking permission from the relevant Senior Emergency Service Officer.
Notify or arrange for your Line Manager to be notified by telephone as soon as possible.

Fire On Customers' Premises

In the event of a fire occurring at customer's premises when you are on site.

Stop delivery immediately.
Make the vehicle safe.
Check that Fire Brigade has been summoned. For a Driver Controlled Delivery the Driver must use the Emergency Telephone to summon Fire Brigade.
Do not attempt to deal with any fire involving the load
If safe to do so - disconnect and stow hose.
Consider moving the vehicle to a safer place.
Notify your Line Manager at the earliest opportunity.

Motor Vehicle Accidents

All accidents or incidents involving a Customer or Exel Special Products vehicle must be reported to your Line Manager. You may be interviewed and required to complete an accident report form. Note the following particulars immediately after an accident:

Do not admit liability at the scene of an accident.
Date and time of the accident.
The name of the road and the neighbourhood in which the accident occurred.
A sketch plan with road measurements showing the position of the parties concerned, the direction taken by them leading up to the accident and any road signs/markings.
Weather and road conditions.
Speed of the Company vehicle and the estimated speed of the other party or parties.
Names and addresses of witnesses. **It is most important that these are obtained.**
Full particulars of any damage or injuries that may have been suffered by another party or parties and the names and addresses of those concerned.
Registration numbers of the other vehicles involved.
Where possible, the name and address of the other party's insurance company.

Complete an Accident/Incident Report and hand it in the same day as the accident occurs, directly to your Depot Manager or his nominated deputy. Ensure that full information is provided. All vehicle accidents and operational incidents will be fully investigated by Management.

Communication Regarding Accidents

If you receive any communication in connection with an accident, you must pass it to your Depot Manager or his nominated deputy without answering it or making a statement other than acknowledgement of receipt.

Serious or Fatal Injuries to Persons

If you are involved in any accident from which serious or fatal injury results to any person, inform your Depot Manager or his nominated deputy immediately by telephone or via a third party.

Serious Damage to Vehicles

If a vehicle is damaged to such an extent that it cannot be moved under its own power, or is unsafe to move, advise your Depot Manager or his nominated deputy as soon as possible and give particulars of the damage.

General Precautions to be followed in the Event of Damage to a Cargo Tank

Ensure that all sources of ignition are extinguished.
Keep the general public away from the vehicle and any product spill that has occurred.
Set out the vehicle fire extinguishers in readiness.
Assist the Emergency Services.
Keep the Depot fully informed of events as soon as possible.
Where possible prevent any spilled product from entering drains, sewers and watercourses.

In all such cases the driver must get in touch as quickly as possible with the necessary emergency services and alert the Exel Special Products Central Response Point using the number on the sticker inside the vehicle to activate the Exel Special Products Emergency Response Network.

N.B. The Central Response Point can alert the emergency services for the driver when they are requested to do so.

Where spillage of product occurs, drivers should assess the situation and where it is safe to do so, take action to prevent product entering drains, sewers and watercourses. This can be done by using minor spill kits available at many customer sites or fitted to vehicles.

The delivery hose can be used as an effective temporary boom when packed with earth or other suitable non-flammable material

Damage to Cargo Tanks

Any puncture or rupture of a vehicle cargo tank, whether laden or empty, is considered to be serious and requires varying degrees of caution and action.

Vehicles that contain or have contained dangerous goods are considered as potentially the most hazardous in the event of a damaged cargo tank.

If these products are leaking from a damaged cargo tank:

Attempt to plug the leak if it is safe to do so and call the Fire Brigade and Police.
If it is not safe to plug the leak, **immediately** summon the Fire Brigade and Police.
Inform the depot at the earliest possible moment.

If there is no leakage of the product because the tank is empty or because the damage is in the ullage area of the tank, plug the hole if it is safe and practical to do so and inform your line manager immediately.

Note
The driver at the scene should assess the immediate dangers. If the vehicle is at greater risk of collision or fire in its current location, move the vehicle to a safer location.

However as a general rule "Do not move the vehicle with a damaged cargo tank until you are authorised to do so by Depot Manager."

Spillage on the Road

If product is spilled

Turn off vehicle master switch (where fitted).
If possible, stop the flow of product.
Enlist help to call Fire Brigade.
When the emergency services arrive, advise the Officer In Charge of the product UN number and the estimated quantity spilled.
If possible contain spill away from drains, sewers and watercourses using the delivery hose packed with earth or sand as a temporary boom. Where fitted the vehicle on-board spill kit should be used.
Stand by, up-wind, with fire extinguishers ready for use.
Enlist help to keep public and motor vehicles away from area.
Prevent smoking and isolate potential ignition sources.
Do not leave the scene without permission of Police or Fire Brigade.
If product enters drains, sewers, watercourses, or has encroached on adjacent property, ask Police or Fire Brigade to notify the Environment Agency.
Arrange to notify Depot Management.
Do not leave the scene without contacting your Line Manager.

Spillage on Customers' Premises

Customer Assisted Delivery

Stop delivery and advise customer immediately.
Assist customer in containment and clean up procedures.
If product enters drains, sewers or watercourses, advise customer to notify Environment Agency.
Notify your Line Manager as soon as possible.

Unassisted Driver Delivery

Stop delivery.
Use emergency phone to contact Fire Brigade and notify your Line Manager.
Try to contain spill using on-board vehicle spill kit and sand or earth.
Prevent smoking and extinguish potential ignition sources, including the forecourt power supply on petroleum deliveries (isolated either using the switches inside the DCD cabinet or the fireman's switches located outside the sales building).

Vehicle Spill Kits

Road tankers may be fitted with spill kits (15-litre capacity). These should be used to prevent spilled product from entering drains or watercourses. The soiled absorbent material should be returned to the terminal and disposed of as controlled waste. This contaminated material must not be carried in the vehicle cab.

Other Incidents (Crossovers and Contaminations)

All crossovers and/or contaminations however small must be reported to your Line Manager whenever or wherever they occur inside the Depot, on the road, or at customers' premises.

Crossover is when two different products have become mixed accidentally, e.g. petrol into a diesel tank or lead replacement petrol into unleaded petrol tank.

Contamination is the presence of other substances such as water, dirt and other contaminants in the product that may affect its quality or use.

If you suspect a crossover or contamination has occurred immediately stop delivery. Report to customer if crossover/contamination is confirmed or suspected. Advise them to stop using or selling the crossover or contaminated product.

You must advise your Line Manager of the details and action you have taken as soon as possible and report the incident on the relevant incident report form.

Media Relations

When an incident occurs, representatives of the press may approach you. You should politely decline to make any comment and must avoid using the words "No Comment ". Simply say, "I am sorry that I cannot answer that question, please contact my Line Manager; the telephone number is " and provide your Line Manager's telephone number.

Bomb Alert

If a Bomb Warning is received at the Terminal or at Customers' premises you must follow the instructions of the Line Manager, the person in charge or Police.

As a general rule:
Stop work immediately.
DO NOT MOVE YOUR VEHICLE - unless instructed to do so by the Police or the person in charge.
If requested, assist with a search of your vehicle.
Report anything suspicious immediately.

If vehicle is cleared seek permission to move vehicle away from danger area.

First Aid

Site First Aider's will be listed on depot notice boards in a prominent position. Loading and delivery points should have the name and location of the First Aider displayed in a prominent position. Drivers should make themselves aware of the arrangements on each site they load from or deliver to.

Product Contact with Skin

Prolonged or repeated contact with any product may result in the removal of the natural fats from the skin. This could lead to dryness, irritation and possibly dermatitis. All symptoms should be reported to your Line Manager and medical advice obtained.

Any product contact with the skin should be washed off immediately and any contaminated clothing removed.

When using chemical cleaning additives during vehicle washing, appropriate eye and skin protection must be used.

Product Contact with other Materials

Products can affect other materials, for example: -

Petroleum products act as a solvent for certain organic materials. Leather, certain rubber and plastic materials will become hard and brittle. Spillages onto Bitumen/tar driveways, roads etc will lead to the destruction of the surface.

Product Ingestion (Entry by Mouth)

If a product is swallowed DO NOT INDUCE VOMITING. Seek medical advice immediately- give the medical staff the tremcard for reference.

Product Inhalation (Breathing In)

Avoid breathing in product vapours. Breathing in concentrations of petroleum product vapours can cause effects similar to an excess of alcohol. Very high concentrations such as those found inside an empty compartment will increase the symptoms that can lead to a coma and possible death. Seek medical advice immediately

Product contact with the Eyes

If product enters the eyes they should be washed out with water for at least 5 minutes. Hold the head under a running tap, allowing water to wash across the eyes. If only one eye is affected, always wash away from the unaffected eye. If no running water is available then use an eye wash bottle to flush the eyes. The eyewash bottle must be in date and have an unbroken seal. If the driver uses his personal eye wash bottle, it is his responsibility to ensure this is replaced as soon as practical. Seek medical advice immediately

Summarised Extracts From The "Carriage of Dangerous Goods By Road Regulations 2004 and "The Carriage of Dangerous Goods By Road (Amendment) Regulations 1999".

Wm Morrison Petroleum Delivery Procedures