

Shell St Ives (444)

Application for a Permit for the Unloading of Petrol into Storage at a Petrol Station

Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

Introduction

When to use this form

Use this form if you are applying for a permit or to vary an existing permit to Huntingdonshire District Council to operate a service station where petrol is unloaded with an annual throughput of petrol over 500,000 litres (500m³).

References to the term “activity” are references to the unloading into storage of petrol and dispensing of petrol into vehicle tanks. The operator of the activity under the terms of the Regulations is most likely to be the person with management responsibility for the procedures on site.

This does not, however, absolve other people of their responsibilities (for instance of drivers in the case of following unloading procedures or of the equipment owners in the case of installation of equipment) since action can be taken directly under regulation 32(6) of the Regulations.

The appropriate fee must be received to enable your application to be processed. When complete send the form and fee and any additional information to:

Community (People)
Huntingdonshire District Council
Pathfinder House
St. Mary's Street
Huntingdon
PE29 3TN
envhealth@huntingdonshire.gov.uk
01480 388302

Before you start to fill in this form

It is recommended that you read the Defra General Guidance manual and the Secretary of State's Guidance for Unloading of Petrol into Storage at Petrol Stations. Both documents can be found at the following website:

- <http://www.defra.gov.uk/industrial-emissions/las-regulations/guidance/>.

The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at:

- <http://www.legislation.gov.uk/>.

It is also recommended that you speak to an officer before you complete and submit the application. We have made the application form as straightforward as possible, but please get in touch with us using the details given below if you need any further advice.

Other documents you may need to submit

There are number of other documents you may need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number.

Using continuation sheets

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Submission and copies

Huntingdonshire District Council's public register is kept electronically and would appreciate your application to be submitted electronically. If you are sending the application in hardcopy please ensure that the application is scanner friendly and only one copy is required.

Application Form for a Permit for the Unloading of Petrol into Storage at a Petrol Station

To be completed by the Operator

A	The basics
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A1	Name and address of the installation		
	Name	Shell St Ives	
	Address	Ramsey Road, Huntingdon, Cambridgeshire	
	Postcode	PE27 6RG	Telephone N ^o 01480 495330

A2	Please give details, below, of any existing environmental permits for the installation, include reference number(s).
	P20/98 Varied by: PPC11/05 & PPC29/11 & PPC 40/13

A3	The Operator (the person who it is proposed will have control over the installation in accordance with the permit (if granted)).		
	Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners.		
	Name	Shell UK Oil Products Limited	
	Trading name if different		
	Registered office address		
	Shell Centre, York Road, London		
	Postcode	SE1 7NA	Telephone N ^o 0207 934 1234
	Principle office address, if different		
	Postcode		Telephone N ^o 0207 934 1234
	Company registration number	3625633	

A4	Any holding company? Please indicate below if the operator is a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006.			
	Yes			
	Holding company name			
	Name	Shell Transport and Trading Company PLC		
	Trading name if different			
	Holding company registered office address			
	Shell Centre, York Road, London			
	Postcode	SE1 7NA	Telephone N ^o	0207 934 3758
	Principle office address, if different			
Postcode		Telephone N ^o		
Company registration number				

A5	Who can we contact about your application? <i>It will help to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator. This could be an agent or consultant rather than the operator.</i>			
	Name	Teresa Hill		
	Position	Licencing Assistant		
	Address	Shell Centre, York Road, London		
	Postcode	SE1 7NA	Telephone N ^o	0207 9343984
	Email	Teresa.t.hill@shell.com		

A6	Who can we contact about your permit? <i>Assuming your permit will be issued it will help to have someone who we can contact directly with any questions about your permit</i>			
	Name	Teresa Hill		
	Position	Licencing Assistant		
	Address	Shell Centre, York Road, London		
	Postcode	SE1 7NA	Telephone N ^o	0207 9343984
	Email	Teresa.t.hill@shell.com		

B	The installation
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B1	Why is the application being made? Please tick which statement is correct.	
	The installation is new.	<input type="checkbox"/>
	The installation has changed ownership	<input type="checkbox"/>
	The installation is on a previous service station and is reopening/now above the 500m ³ throughput	<input type="checkbox"/>
	The installation has undergone a major refurbishment	<input checked="" type="checkbox"/>
	It is an existing installation that a substantial change is proposed	<input type="checkbox"/>
	It is an existing installation that is required to have a "Stage II" vapour recovery system in place according to SI2006, No. 2311	<input type="checkbox"/>
	Process and Control Information	
B2	Is the service station located under permanent living quarters or working areas? See paragraph 2 of the Secretary of State's Process Guidance Note for Unloading of Petrol into Storage at Petrol Stations (PG1/14(06)).	
	<input type="checkbox"/>	No
B3	When was equipment for vapour collection during filling of underground storage tanks installed or will it be installed?	Date 3 rd Apr – 8 th Jun 2017
B4	When was equipment for vapour recovery during filling of vehicle fuel tanks installed or when will it be installed (only for installations that are required to have a "Stage II" vapour recovery system in place)?	Date 3 rd Apr – 8 th Jun 2017

B5	Volume of petrol unloaded into the service station in each of the last three calendar years (See Section 2 of PG1/14(06) for the relevant times scales); in cubic metres (i.e. litres divided 1000).			
	Circle the appropriate band.			
	Year	Volume of petrol/m³		
	2016			>1000
	2015			>1000
	2014			>1000
B6	Are deliveries "Driver Controlled"			
	No - Deliveries are assisted			
B7	At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what timescale.			
	The information supplied under item 11 should be supplemented by a site specific assessment (see Section 6 of PG1/14(06)).			
	Number of compartments:	Maximum of two		
	Document Reference:	Fuel delivery instructions		
B8	Are diesel storage tanks connected to the vapour balance system?			
			No	
B9	Please detail below measures taken or to be taken for vapour emission control, both during and in storage.			
	Stage 1B vapour recovery at tanker fill point and Stage II vapour recovery at dispensers.			
B10	Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for recovery of vapours during filling of underground storage tanks and for installations that are required to have "Stage II" vapour recovery system in place, for filling of vehicle petrol tanks.			
	Document reference:	St Ives10019182-ASB-FCT-VRP-17 St Ives10019182-ASB-FCT-VR2-17 St Ives10019182-ASB-FCT-PIPE-17		
B11	Unloading procedure and instructions			
	Document reference:	Fuel delivery instructions		

B12	Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff :	
	Document reference	Vapour Recovery Operations - May 2017
B13	Schedule of maintenance of vapour collection control (including the system for vapour recovery during of vehicle petrol tanks for installations that are required to have “Stage II” vapour recovery system in place.	
	Document reference:	Shell CBRE Vapour Recovery Maintenance Schedule
B14	Schedule of examination and testing for vapour collection controls (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have “Stage II vapour recovery systems in place).	
	Document reference:	Shell CBRE Vapour Recovery Maintenance Schedule
B15	Procedures or contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have “Stage II” vapour recovery system in place.	
	Document reference:	Vapour Recovery Operations - May 2017
B16	For petrol stations that are required to have a “Stage II” Vapour recovery system in place only, a certificate to confirm conformity with approval for use under the regulatory regimes or at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (i.e. that at least 85% of the displaced vapours are recovered, according to the relevant “type approval” test, expressed as the ration of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.	
	Document reference:	85 A-L 2 2
B17	For petrol stations that are required to have a “Stage II” vapour recovery system in place only, details of testing of the vapour containment integrity in accordance with the manufacturer’s specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment).	
	Document reference:	SHELL ST IVES VR1 cert Shell St Ives - VR1I
B18	For petrol station that are required to have “Stage II” vapour recovery system in place only, is an ‘automatic monitoring system’ installed to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?	

	Yes	
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Impact on the environment		
B19	Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area?)	
	No history of complaints from neighbours. Existing petrol station	Document Reference:
B20	Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres of the installation?	
		No
		Document Reference:
B21	Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994.	
		Document Reference:
Environmental Statements		
B22	Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England and Wales) Regulations 1999, or for any other reason with respect to the installation? If 'yes' Please supply a copy of the environmental impact	
		No
		Document Reference:
Additional information		
B23	Please supply any additional information that you would like us to take account of in considering this application.	
		Document Reference:

C	Fees and Charges, Information Handling, and Declaration
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C1	Fees and Charges	
	<p>Your application may require a fee to be valid. To determine your fee please either speak to the Environmental Protection Officer on 01480 388363 or visit the Defra website on:</p> <p>http://www.defra.gov.uk/industrial-emissions/las-regulations/charges-risk/</p>	
C2	Please state the amount enclosed as an application fee for this installation	
	<p>Please state the amount enclosed as an application fee for this installation:</p> <p>£ _____ (Cheques should be made payable to Huntingdonshire District Council)</p> <p>Electronic payments can be arranged, if you wish to pursue this option please contact the Environmental Protection Officer on 01480 388363 to discuss.</p> <p>We will confirm receipt of this fee when we write to you acknowledging your application.</p>	
Annual subsistence charges		
C3	<p>If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.</p>	
4	Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.	
	Name	Retail Licencing
	Position	
	Address	Shell UK Retail, Shell Centre, York Road, London
	Date	12/06/17
	Telephone N ^o (s)	0207 934 1234
	Email	

D	Data Protection
<p>The information you give will be used by the regulator to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and/or disclose any of the information you give us in order to:</p> <ul style="list-style-type: none"> • consult with the public, public bodies and other organisations, • carry out statistical analysis, research and development on environmental issues, • provide public register information to enquirers, • investigate possible breaches of environmental law and take any resulting action, • prevent breaches of environmental law, assess customer service satisfaction and improve our service <p>We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.</p>	
<p>Please note: it is an offence to provide false etc. information</p>	
<p>It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:</p> <ul style="list-style-type: none"> • make a false statement which you know to be false or misleading in a material particular, • recklessly make a statement which is false or misleading in a material particular • intentionally to make a false entry in any record required to be kept under any environmental permit condition • with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition. <p>If you make a false statement</p> <ul style="list-style-type: none"> • we may prosecute you and, if you are convicted, you are liable to a fine or imprisonment (or both). 	
E	Declarations A and B for signing
<p><i>These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.</i></p>	

Declaration A

I/We certify

EITHER- No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

~~OR- The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the regulations:~~

Signature: Teresa Hill

Name: Teresa Hill

Position: Licencing assistant

Date: 12/06/2017

Declaration B

I/We certify that the information in this application is correct.

I/We apply for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied.

(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)

Signature 1: Teresa Hill

Name: Teresa Hill

Position: Licencing assistant

Date: 12/06/17

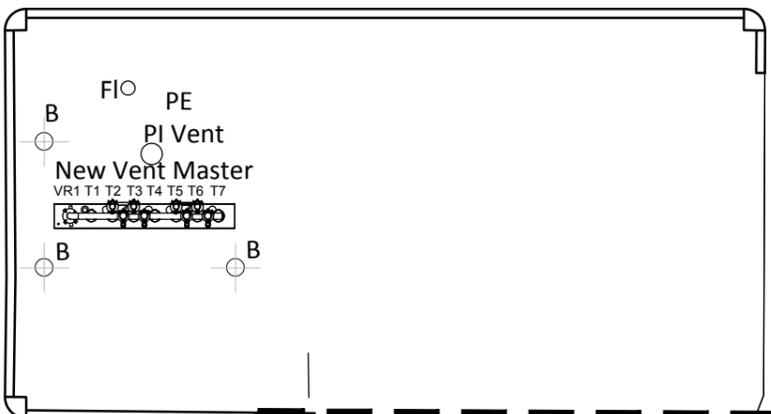
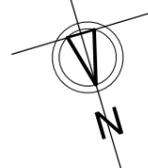
Signature 2:

Name:

Position:

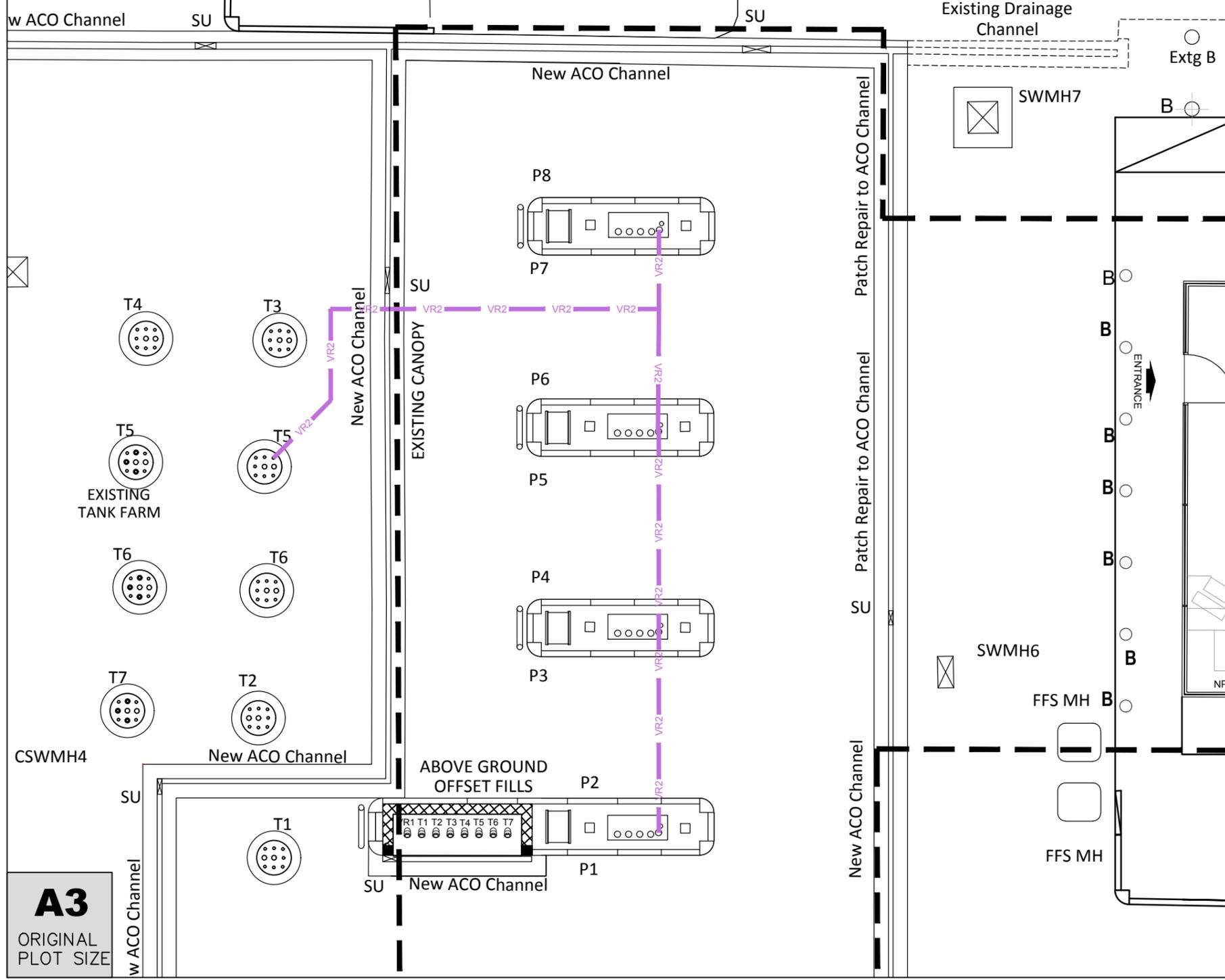
Date:

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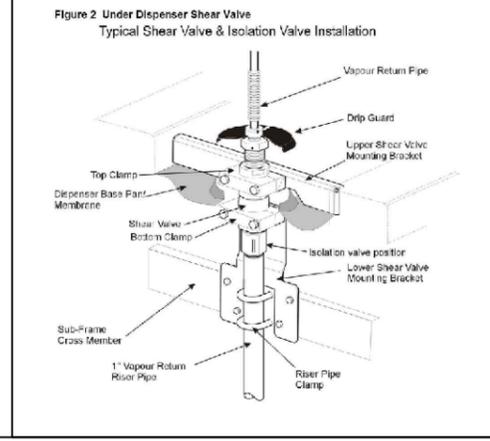
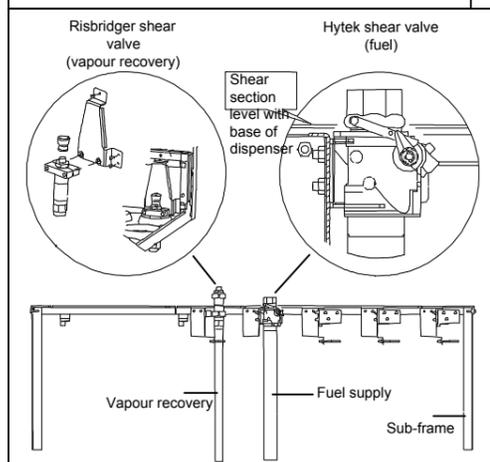
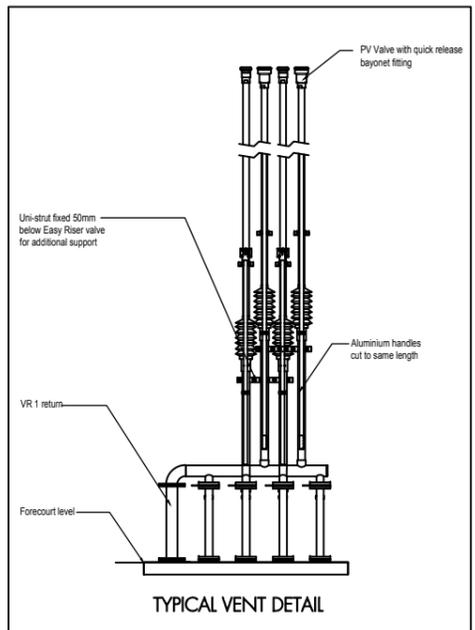


TANK TO PUMP SCHEDULE - AS BUILT							
TANK NO	GRADE	CAPACITY	SWC 97 %	PUMP NUMBERS			
				P1-2	P3-4	P5-6	P7-8
1	DIESEL	UNKNOWN	26,190	●	●	●	
2	VP - UNL	UNKNOWN	11,831	●	●	●	
3	VP - UNL	UNKNOWN	12,350				●
4	DIESEL	UNKNOWN	12,350				●
5	UNL	UNKNOWN	24,700		●	●	
6	UNL	UNKNOWN	24,700	●			●
7	VP - D	UNKNOWN	12,350	●	●	●	●

Previous Tank 7
 Previous Tank 6
 Previous Tank 1
 Previous Tank 2
 Previous Tank 3
 Previous Tank 4
 Previous Tank 5



VR2 VR2 Vapour Recovery Stage 2 Pipework



This Drawing is based on Historical survey - '30572-S1 RevA' dated 05/06/2015 by Geotechnical Engineering Ltd.

PROJECT MANAGERS:

DESIGNERS:

 MBH Design Studio Ltd.
 Rosemount House, Rosemount Avenue, West Byfleet, Surrey, KT14 6LB
 www.mbhhd.com t: 01932 352 727 f: 01932 351 545

PHASE: RECORD DRAWING

REV	DATE	BY

PROJECT: SHELL ST MES
 RAMSEY ROAD, HUNTINGDON
 CAMBRIDGESHIRE, PE27 6RG

TITLE: VAPOUR RECOVERY - STAGE 2

SHELL UK RETAIL
 SHELL CENTRE
 YORK ROAD, LONDON
 SE1 7NA
 UNITED KINGDOM

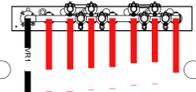
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DATE: 15.05.2017	PLOT DATE: 15.05.2017
CAD FILE: E:\ARCHIVE\12012\DRAWINGS\ST-MES\10019182-ASB-MDR17	

DWG No: 10019182	VR2	17	ASB
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A3
 ORIGINAL PLOT SIZE

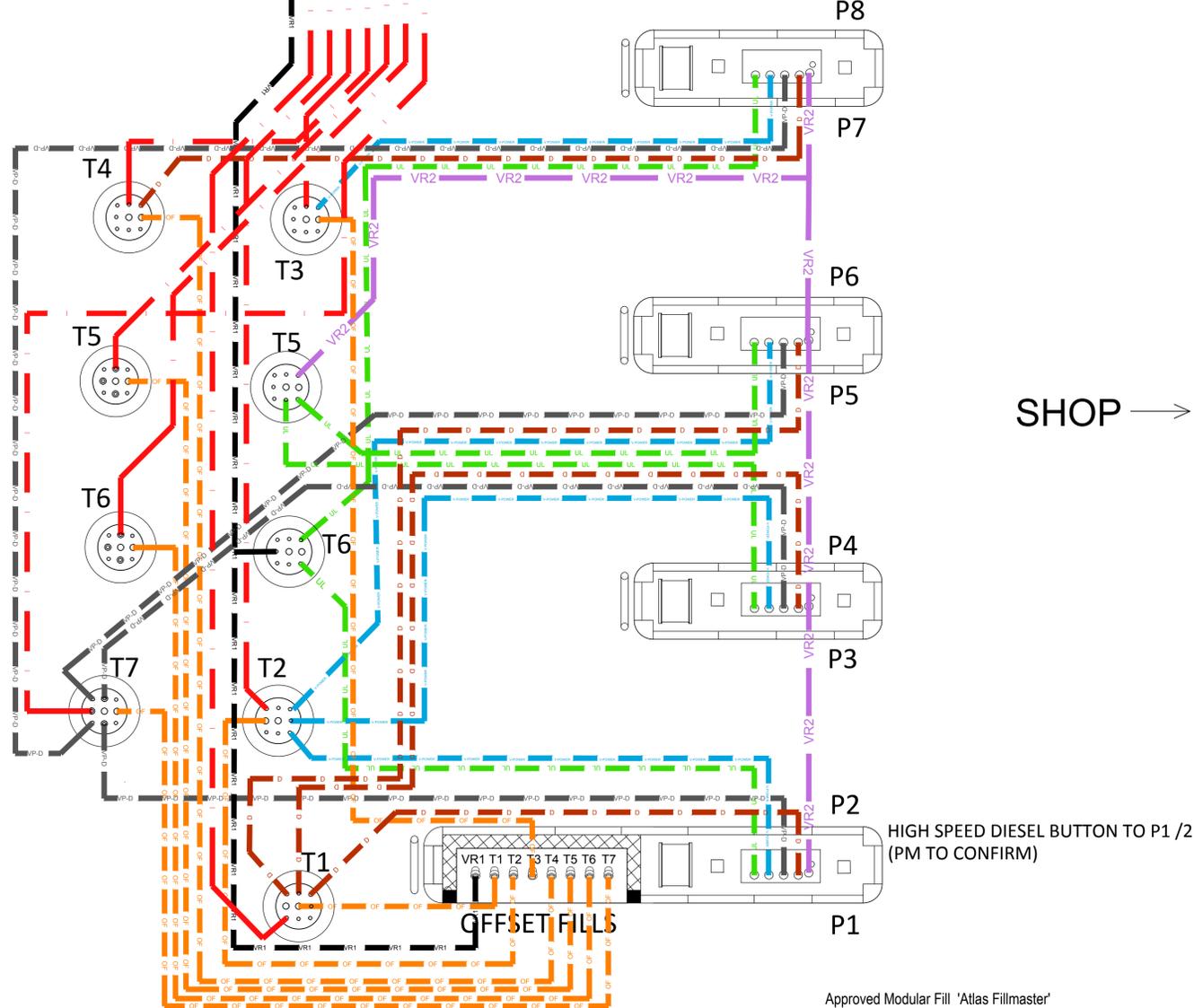


VENT STACK



LICENSING NOTES

- NEW HIGH SPEED BUTTON TO STANDARD DIESEL GRADE ONLY
- PETROL NOZZLES ON ALL PUMPS TO DISPENSE AT 40 L PER MIN
- HIGH SPEED DIESEL BUTTON TO INCREASE FLOW FROM 40L PER MIN TO 80 L PER MIN
- MAXIMUM DISPENSING LIMIT FOR ALL PETROL NOZZLES 100L
- MAXIMUM DISPENSING LIMIT FOR ALL DIESEL NOZZLES TO BE 100L
- REPUMP - MAIN ITEMS**
- ALL GRADES TO ALL ISLANDS
- 4 X EXISTING PUMPS DECOMMISSIONED & REMOVED.
- 4 X TOKHEIM 4-8 Q410 NORMAL TRAFFIC FLOW PUMPS WITH UNDER PUMP SUMPS & LIQUID SENSORS ON NEW CONCRETE ISLANDS.
- UNDER PUMP SUMP REFERENCE - DS4620, SUMP FRAME REFERENCE - DS4620-F-410, (TBC SUBJECT TO TOP OF CANOPY FOUNDATION LEVEL)
- FULL REPIPE
- NERA RATING -3M
- REPLACE ALL EXISTING 7 NOS.TANK LIDS,TANK MANHOLE CHAMBERS & COVERS.
- TANK MANHOLE CHAMBER REFERENCE = OCH-1400-S (7 NOS.)
- TANK MANHOLE CHAMBER SKIRT REF. = PC106-OCH1400-SK (7 NOS.)
- TANK MANHOLE CHAMBER COVER REF. = PCR106 (7 NOS.)
- TANK LID - RISBRIDGER 5344 (RETRO-FIT TANK LID 570mm OD) (7 NOS.)
- NEW BERRY'S VENTMASTER & BERRY'S FILLMASTER (ABOVE GROUND OFFSET FILLS)
- INSTALL ALL NEW OPV - DEFENDER TYPE (FFS)



TANK TO PUMP SCHEDULE - EXISTING							
TANK NO	GRADE	CAPACITY	SWC 97 %	PUMP NUMBERS			
				P1-2	P3-4	P5-6	P7-8
1	VP	UNKNOWN	12,350				●
2	UNL	UNKNOWN	12,350				●
3	UNL	UNKNOWN	24,700		●	●	
4	UNL	UNKNOWN	24,700	●			
5	VP - D	UNKNOWN	12,350		●		
6	VP	UNKNOWN	11,831	●	●	●	
7	DIESEL	UNKNOWN	26,190	●			●

The tank capacities for Tanks 2,3,4 & 6 has been updated to match the latest Veederroot readings. Please note the capacities for the same tanks as per historical drawings and OSF labels on site as per the PPM survey is as follows:
 TANK 2 - 12,650
 TANK 3 - 25,220
 TANK 4 - 25,220
 TANK 6 - 11,967

TANK TO PUMP SCHEDULE - AS BUILT							
TANK NO	GRADE	CAPACITY	SWC 97 %	PUMP NUMBERS			
				P1-2	P3-4	P5-6	P7-8
1	DIESEL	UNKNOWN	26,190	●	●	●	
2	VP - UNL	UNKNOWN	11,831	●	●	●	
3	VP - UNL	UNKNOWN	12,350				●
4	DIESEL	UNKNOWN	12,350				●
5	UNL	UNKNOWN	24,700		●	●	
6	UNL	UNKNOWN	24,700	●			●
7	VP - D	UNKNOWN	12,350	●	●	●	●

Previous Tank 7
 Previous Tank 6
 Previous Tank 1
 Previous Tank 2
 Previous Tank 3
 Previous Tank 4
 Previous Tank 5

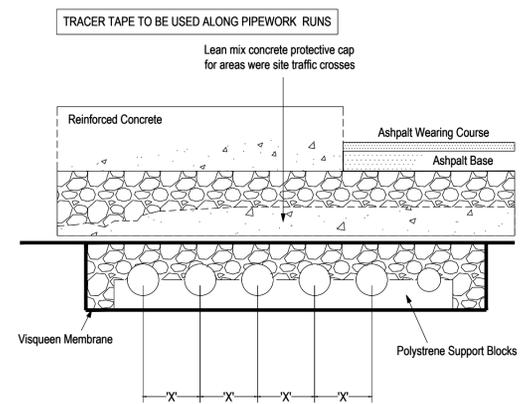
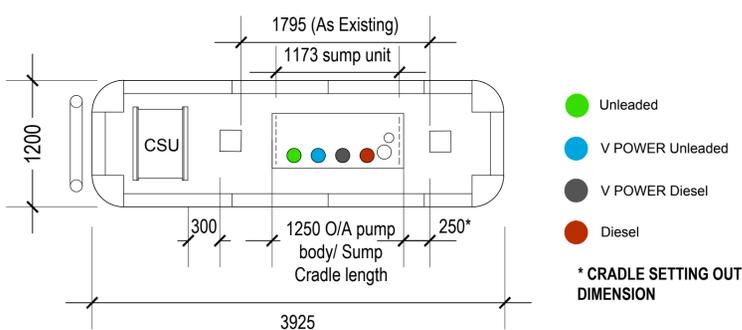
PIPEWORK LEGEND	
	DENOTES UNLEADED LINE
	DENOTES V POWER UNLEADED LINE
	DENOTES DIESEL LINE
	DENOTES V POWER DIESEL LINE
	DENOTES TANK VENT LINE
	DENOTES OFFSET FILL LINE
	DENOTES BELOW GROUND STAGE 1b VAPOUR RECOVERY LINE
	DENOTES STAGE 2 VAPOUR RECOVERY LINE
	DENOTES LPG DUCT / LINE

- MAIN PIPEWORK CONTRACTORS WORKS**
- DRAIN BACK EXISTING LINES, ISOLATE FUEL SYSTEM, MAKE SAFE & REMOVE PUMP DISPENSERS
 - INSTALL NEW PIPEWORK, & FITTINGS TO PUMPS, TANK CHAMBERS, FILLS & VENTS
 - INSTALL TANK CHAMBERS & UNDER PUMP SUMPS
 - INSTALL ALL ELECTRICAL / DATA DUCTS TO TANK CHAMBERS & DISPENSERS
 - TEST & CERTIFY NEW FUEL SYSTEM INCLUDING WEIGHTS & MEASURES THRU PUMP SUPPLIER
 - ALL NEW STATUTORY SIGNAGE TO TANK CHAMBERS, SUMPS, FILLS & VENTS
 - INSTALL UNDERGROUND DETECTOR TAPE TO ALL PIPE RUNS
 - INSTALL COLOURED VISCAPS & COLLARS TO FILLPPOINTS
 - FIX VAPOUR COLLECTOR ADAPTER, DUST CAP, FLAME ARRESTOR & PRESSURE VAC VALVES TO VENT STACK
 - ENSURE OVERFILL PREVENTION ADAPTERS FITTED TO FILLPPOINTS

SUCTION SYSTEM PIPEWORK SPECIFICATION		
TYPE	Ø	RIGID / CONTINUOUS
FILL LINES TO SPIRIT DISPENSERS	63mm Ø SINGLE SKINNED POLYETHYLENE	RIGID
FILL LINES TO HDV DISPENSERS	63mm Ø SINGLE SKINNED POLYETHYLENE	RIGID
VENT LINES	63mm Ø SINGLE SKINNED POLYETHYLENE	RIGID
OFFSET FILL LINES	125/110mm Ø DOUBLE SKINNED POLYETHYLENE	RIGID
STAGE 1 VAPOUR RECOVERY LINES	63/90mm Ø SINGLE SKINNED POLYETHYLENE	RIGID
STAGE 2 VAPOUR RECOVERY LINES	63/90mm Ø SINGLE SKINNED POLYETHYLENE	RIGID

SUCTION SYSTEM

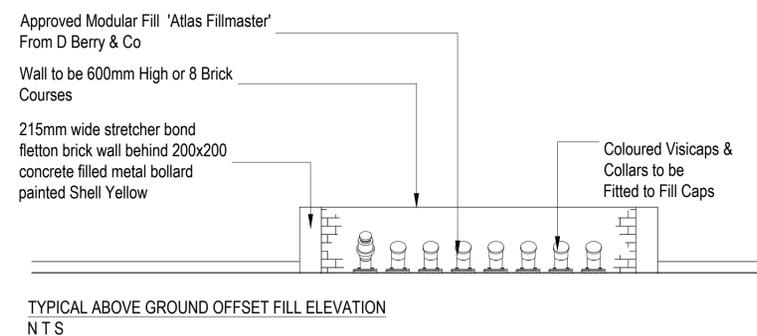
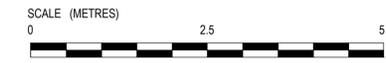
TOKHEIM 4-8 Q410 PUMP ISLAND DETAILS
 4 GRADE DISPENSER - with under pump sumps



PIPEWORK DIA	'X' SPACING	SUPPORT SPACING
63mm	150mm	2000mm *
90mm	200mm	2000mm *
110/160mm	200mm	2000mm *

* In addition adjacent to all Horizontal fittings (e.g. Elbows, Tees, etc.)

TYPICAL PIPE TRENCH COVER DETAIL
 N T S



Approved Modular Fill 'Atlas Fillmaster' From D Berry & Co
 Wall to be 600mm High or 8 Brick Courses
 215mm wide stretcher bond fletton brick wall behind 200x200 concrete filled metal bollard painted Shell Yellow

Coloured Visicaps & Collars to be Fitted to Fill Caps

TYPICAL ABOVE GROUND OFFSET FILL ELEVATION
 N T S

This Drawing is based on Historical survey - '30572-S1 RevA' dated 05/06/2015 by Geotechnical Engineering Ltd.

PROJECT MANAGERS:
ARTELIA INTERNATIONAL

DESIGNERS:
mbh
 MBH Design Studio Ltd.
 Rosemount House, Rosemount Avenue, West Byfleet, Surrey, KT14 6LB
 www.mbhtd.com t: 01932 352 727 f: 01932 351 545

PHASE: **RECORD DRAWING**

PROJECT: **SHELL ST IVES
 RAMSEY ROAD, HUNTINGDON
 CAMBRIDGESHIRE, PE27 6RG**

TITLE: **PIPE WORK LAYOUT**

**SHELL UK RETAIL
 SHELL CENTRE
 YORK ROAD, LONDON
 SE1 7NA
 UNITED KINGDOM**

DRAWN BY: SG SCALE: 1:100@A1
 DATE: 15.05.2017 PLOT DATE: 15.05.2017
 CAD FILE: E:\ARCHIVE\12912\DRAWINGS\ST-IVES\10019182-ASB-MDR17

DWG No.: **10019182** PIPE **17** ASB

ASSISTED DELIVERY

Only individuals who have been accredited as a “Competent Person” should be involved in the procedure. (The Register of Competent Persons should be displayed adjacent to this wall chart.)

Section 1 – What to do before the delivery

- Ensure Statutory Safety Notices (eg Large “No Smoking” sign for the Vent Pipes & “No Smoking” small sign for the pump islands) are displayed.
- If delivery is to be during hours of darkness, check ALL lights work over delivery area.
- Ensure all grade labels are clean and legible, showing maximum working capacity, tank number and grade. If fill points are underground, ensure manhole chambers are free of water and debris and a maximum of 600mm.
- All fill points and vapour points should be locked. Keep padlocks maintained and free moving, ensuring only the required keys are available and clearly labelled.
- For below ground fills, ensure means of opening manholes is available and safety platforms, where fitted, are in good order and secure, particularly following tank maintenance.
- Ensure tanker delivery area is clear of obstructions and does not present any slip or trip hazards.
- If snow or ice is forecast, the delivery area must be well gritted.
- Ensure fire extinguishers (in date and sealed), sand bucket and spreader are available.
- If required, assist driver to manoeuvre on the forecourt using agreed hand signals. A high-viz vest must be worn.
- Ensure you comply with restrictions arising from your site Risk Assessment, including partial or full closure of the forecourt.
- Make sure site safety equipment is available ie bollards, delivery in progress boards etc.
- Where appropriate or necessary, close off car wash, air/water machine and vacuum machine.
- On the tanker’s arrival, check the delivery paperwork for:
 - Correct site name and address
 - The tanker compartment allocation
 - Grades and quantities are as expected
 - Check tank ullages immediately prior to delivery
 - Complete the fuel delivery book in the driver’s presence. Do not sign lower part at this stage.

Section 2 – What to do during the delivery

- Check sight glasses, where fitted, are full with the ball floating at the top.
- Agree with the driver the sequence of delivery, grades and quantities, tank number and compartment number. Do not proceed until the sequence is agreed.
- Where practical, diesel should be discharged first (unless into above

UNASSISTED DELIVERY (With forecourt box)

Only individuals who have been accredited as a “Competent Person” should be involved in the procedure. The Register of Competent Persons should be displayed adjacent to this wall chart.

Section 1 – What to do before the delivery

- Ensure Statutory Notices (“No Smoking” large sign for the Vent Pipes & “No Smoking” small sign for the pump islands) are displayed.
- Ensure all grade labels are clean and legible, showing maximum working capacity, tank number and grade. If fill points are underground, ensure manhole chambers are free of water and a maximum of 600mm.
- Complete the fuel delivery book as close to the estimated delivery time as possible. You will have been advised of the load, grade, quantities and compartment allocation.
- When completing the fuel delivery book you should have the ullage available at the time of completion. Do not estimate future sales when completing the fuel delivery book.
- Ensure the forecourt equipment and lighting is in good working order. Test the audible alarm, check the visual display, printer, paper and telephone all work. Ensure the forecourt box is only locked with the standard key (no padlocks).
- Each fill point should have a unique key and padlock. Ensure that fire extinguishers are in date and sealed and that sand and tools are available.
- All fill points and vapour points should be locked. Keep padlocks maintained and free moving.
- Ensure the driver is able to comply with any special conditions as required by the Petroleum Licensing Authority or your risk assessment (Conditions to be displayed in forecourt box e.g. if it is a requirement for an area to be coned off, site should provide cones or barriers).
- If any of the DCD box functions fail, provided there is a Competent Person available, revert to Licensee Controlled Delivery.
- Your pre-delivery checks of the forecourt box may highlight one or more of the following problems. In each case inform your Territory Manager. Actions to be taken are:
 - Lighting failure – aborted delivery if ETA is within hours of darkness.
 - High Level Alarm failure – must revert to Assisted Delivery.
 - Telephone not working – must revert to Assisted Delivery.
 - Printer failure – provide ullage report from shop, if ETA is during opening hours.
 - Full DCD box failure – must revert to Assisted Delivery.
- Ensure that the tanker delivery area is kept clear and does not present any slip or trip hazards. In wintry conditions, the area must be clear of snow and ice and be well gritted.
- Place the completed fuel delivery book in the Forecourt box together with the keys required for the delivery. Only leave the keys for the relevant storage tanks expecting a delivery, plus the vapour recovery key. **DO NOT** provide any tank keys that the driver does not require.
- If you expect two unassisted deliveries on the same day you **MUST:**

UNASSISTED DELIVERIES

Only individuals who have been accredited as a “Competent Person” should be involved in the procedure. (The Register of Competent persons should be displayed adjacent to this wall chart.) Sites which are equipped with either overflow prevention valves and/or alarms, along with spillage containment to separate the delivery area from members of the public and the environment will be able to receive deliveries by a driver, without a nominated competent person in attendance during the delivery. However, a nominated person will be required on site to complete the fuel delivery book. Approval for unassisted deliveries is site specific and must be received from Shell before they may commence.

Section 1 – What to do before the delivery

- Ensure Statutory Notices (“No Smoking” Large sign for the Vent Pipes & “No Smoking” small sign for the pump islands) are displayed.
- If delivery is to be during hours of darkness, check ALL lights work over delivery area.
- Ensure all grade labels are clean and legible, showing maximum working capacity, tank number and grade. If fill points are underground, ensure manhole chambers are free of water and a maximum of 600mm.
- All fill points and vapour points should be locked. Keep padlocks maintained and free moving and ensure that only the relevant receiving storage tank keys are available and clearly labelled.
- Ensure the tanker delivery area is clear of obstructions and does not present any slip or trip hazards. In wintry conditions, the area must be clear of snow and be well gritted.
- Ensure fire extinguishers (in date and sealed), sand bucket and spreader are available.
- Make sure site safety equipment is available, ie bollards, delivery in progress boards etc
- The following details should be entered into the Fuel Delivery Book: tanks, grades, ullage, delivery, quantity and tanker compartment allocation. Refer to the definitions printed on the Fuel Delivery Book and sign the appropriate boxes.
- Check tank ullages immediately prior to delivery.

Section 2 – What to do during the delivery

- Where appropriate or necessary, isolate car wash, air/water machine and vacuum machine.
- A site representative should hand the driver a completed Fuel Delivery Book along with a fresh ullage report, vapour recovery keys and the keys to the site storage tanks into which a delivery is to be made. All keys must be clearly marked as to the storage tank to which they relate. The driver will now ask to check that the phone is working and the gauge system is operative and confirm that all emergency equipment is available.
- Sites must be periodically checked to make sure the high level alarm is audible outside on the site forecourt.
- Should there be any vapour leaks, refer to the Vapour Recovery Stage 1B Emergency procedure document which should be displayed adjacent

<p>ground diesel tanks, where it should be discharged last).</p> <ul style="list-style-type: none"> • Unlock only the fill point needed for each relevant compartment to be delivered and the vapour recovery. • Manhole covers should only be removed when necessary to avoid the risk of falling down open manholes. • IT IS A LEGAL REQUIREMENT THAT THE DRIVER AND COMPETENT PERSON STAY AT THE DELIVERY POINT THROUGHOUT THE DELIVERY • Should there be any vapour leaks, refer to the Vapour Recovery Stage 1B Emergency procedure document which should be displayed adjacent to this wall chart together with the register of competent persons. • The vapour recovery hose should be connected (tanker end first) before any delivery hose. • You must ensure that each delivery hose is connected to the storage tank end first and then to the road tanker to reduce the risk of fuel leaks. • No more than two delivery hoses shall be connected at any one time. • You MUST ensure the driver has connected the correct tanker compartment to the correct tank fillpoint. This is done by: <ul style="list-style-type: none"> ○ Checking the colour coded grade label on the outlet of the relevant tanker ○ Checking the compartment number and tank number corresponds with the delivery paperwork. • You and the driver can now sign the fuel delivery book for the specific tank. Delivery can then commence. • The above procedure should be repeated for each compartment. Remember to lock fill point caps and replace manhole lids as necessary as you progress with the delivery. • When all compartments have been delivered and with all the tanker compartment foot valves open, check the outlet sight glasses; they should be empty, with the balls at the bottom of the sight glass. • After each compartment has been discharged, the delivery hose will be disconnected at the tanker end first and then at the storage tank end second. • The vapour recovery hose will be disconnected (storage tank end first) when all the delivery hoses have been fully disconnected at both ends on completion of all the delivery compartments. • <p>SECTION 3 – What to do after delivery</p> <ul style="list-style-type: none"> • Print and check tank ullages, to ensure expected tank quantities have been received. • You should then sign the delivery note and hand the top two copies and the original top copy from the fuel delivery book to the driver. One copy from the fuel delivery book must remain on site. • Remove any barriers and cones. • Assist driver to manoeuvre off forecourt if required using appropriate hand signals and wearing correct high-viz vest. • Site copies from the fuel delivery book should be retained on site for a minimum of 12 months. 	<ul style="list-style-type: none"> i) Complete two separate entries in the fuel delivery book. ii) Keep the customer storage tank keys and the individual entries from the fuel delivery book completely separated for each load. <ul style="list-style-type: none"> • Should there be any vapour leaks; the Vapour Recovery Stage 1B Emergency procedure should be followed. This document should be displayed adjacent to the wall chart, together with the Register of competent persons. • <p>Section 2 – What to do after the delivery</p> <ul style="list-style-type: none"> • Remove the delivery note and fuel delivery book from the forecourt box. • Record and check tank ullages. • Site copies from the fuel delivery book should be retained on site for a minimum of 12 months. 	<p>to this wall chart together with the Competent Persons Register.</p> <ul style="list-style-type: none"> • On completion of the delivery the driver will return all keys including the vapour recovery key, along with the bottom copy from the Fuel Delivery Book. The competent person and the driver should then sign the delivery note and the top two copies are to be retained by the delivery driver. <p>Section 3 – What to do after discharge</p> <ul style="list-style-type: none"> • Provide the driver with a post-delivery ullage report. • Copies from the Fuel Delivery Book should be retained on site for a minimum of 12 months. <p>The above are requirements under the 2014 Approved Code of Practice. A retailer would be vulnerable under the law if an incident occurred and it was found that the guidelines had not been followed. You can be particularly vulnerable during periods of adverse weather, when some of the procedures may be prone to shortcut.</p>
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Vapour Recovery: Operations, Training, Emergency Procedure and records

Vapour Recovery is broken down in to two areas;

- Stage 1b relates to vapour being recovered at the tanker fill point and
- Stage II relates to recovery of vapour at the unleaded pumps

This Guide will take you through each of these, with regards to Operating & Maintaining these and your responsibilities towards Training, Emergency Procedures and Maintaining Records

Stage 1B – Vapour Recovery

Operation

All service stations have now been fitted with a Vapour Recovery system known as Stage 1B.

Stage 1B prevents vapours being discharged into the atmosphere during a tanker delivery by routing the vapours back to the tanker where they are collected and taken back to the terminal.

This process requires an Environmental Permit from your local authority (Similar to your Petroleum Certificate).

Emergency Action Plan

Part of the permit requirement is that you have an emergency action plan in place should a leak occur in the vapour recovery system during a delivery. A vapour recovery problem can be detected by the vapour recovery hoses “kicking”, delivery pipes rattling or noises coming from the hoses or pipes and whilst a vapour leak is unlikely to be dangerous, it may cause some nuisance to your neighbours, therefore please carry out the following actions.

1. Ensure the driver stops the delivery.
2. Contact CBRE Customer Service Centre on **0844 892 1898** to report the incident and request that a contractor attend the site to resolve the issue.
3. Cancel further deliveries until the leak has been fixed.
4. Record the incident in your incident log sheet.
5. Where there is likely to be an effect on the local community inform your local Environmental Protection Officer immediately - name and telephone number should be on the permit.

If you have any questions about this procedure, please contact your Territory Manager - don't wait until you have a problem.

Stage 1B: Training

It is a requirement of your 'Environmental Permit' that anyone whose duties include using, or supervising the use of, and maintaining the vapour recovery system must be trained in the use of the vapour recovery system and be informed of the Permit Holder's responsibilities and their individual roles and responsibilities in achieving them.

Staff should be trained on the operation of the vapour Recovery system and provided with refresher training once every 12 months.

Training should include the following items: -

- a. Basic principles of vapour balancing related to the type of VR System.
- b. The safety precautions to be followed before, during and after a delivery to ensure that the system functions correctly so there is no spillage of petrol should there be an equipment failure.
- c. Their statutory obligations not to permit the delivery to commence until the vapour balance hose has been properly connected by the driver.
- d. The reasons for and the correct sequence in which the vapour balance hose should be connected.
- e. The signs and symptoms of vapour leaks.
- f. Monitoring the delivery for vapour leaks and the reporting/recording procedure of instances of vapour lock, vapour leak, equipment failures, or unusually slow deliveries.
- g. The precautions to be taken should there be a malfunction of the equipment which over-pressurises the system.

Any member of staff whose duty includes supervising the unloading of fuel deliveries must be certified a "competent" person and have been signed off to supervise fuel deliveries. This is achieved through achieving a 100% mark in the online Competent Person training module hosted on the Retail Learning Academy (RLA) training website, supported by 3 receipts of a tanker delivery.

1st delivery – member of staff to observe delivery

2nd delivery – member of staff actions a delivery, observed by a competent person

Vapour Recovery: Operations, Training, Emergency Procedure and records

3rd delivery – member of staff actions a delivery, observed by a competent person

Anyone who is a designated 'Competent Person' for the receipt of fuel deliveries must be trained in:

1. The Environmental Permit Holder's responsibilities and their individual roles and responsibilities in achieving them.
(See site Environmental Permit Conditions)
2. The correct procedure for connection of vapour recovery hose and what to look out for to recognize there is a Vapour Recovery issue.
(See *Competent Person training module on the RLA website*).
3. Action required as a result of a leak in the vapour recovery system during a delivery.
(See previous Emergency Procedure)

Please ensure that relevant staff members have been trained in the above, been signed off as having been trained and the sign off sheet at the end of this document is filed with Competent Person Training records.

Stage II – Vapour recovery

Operation

Most service stations either have or are now being fitted with a Vapour Recovery system known as Stage II.

Stage II prevents vapours being discharged into the atmosphere during the filling of the vehicle fuel tank by routing the vapours back to the underground tank from where they are transferred to the tanker during a fuel delivery and taken back to the terminal.

This process requires a Permit (Similar to your Petroleum Certificate).

The Stage II Vapour Recovery system has the benefit of automatic monitoring and each pump has an LED display that should be checked on a daily basis.

The LED indication lights on the dispensers can differ from pumps to pump. Depending on the pumps installed at your service station, this may show green under normal working conditions; amber when the pump had seen 10 consecutive sales with VR in error; and red once the error time period (168 hours in UK) has elapsed and the unleaded grades are in error.

On newer installations, Shell made the decision to manage the 3 stage warning system via the tills and hence stopped taking the 3 stage LED light as an option on dispensers.

Thus the majority of our pumps have a simpler indicator. The functionality differs between manufactures as follows:

Tokheim – light is off while VR is working properly; light goes red once the pump identifies 10 consecutive deliveries with errors. The pump will still operate while in red status for the 168 hours but will then stop dispensing unleaded – the LED will remain red.

Gilbarco – light is green while VR is working properly; light goes red once the pump identifies 10 consecutive deliveries with errors. The pump will still operate while in red status for the 168 hours but will then stop dispensing unleaded – the LED will remain red.

Vapour Recovery delivery error at the pump is routed to show an alert on the till.

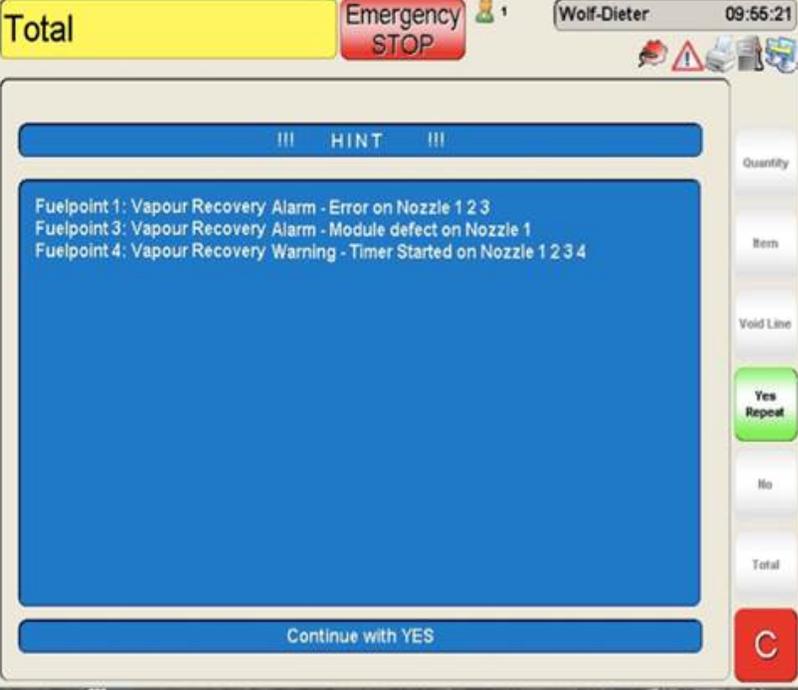
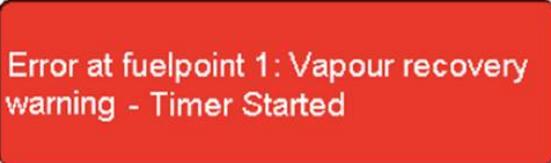
Vapour Recovery: Operations, Training, Emergency Procedure and records

Stage II Vapour Recovery Monitoring at the pumps and error warnings

1. In normal operation the LED on the pump is either GREEN or NOT ILLUMINATED depending on your system.
2. In the event that insufficient vapour is being collected by the Vapour Recovery system the indicator LED on the pump will change depending on the Pumps installed and an amber alert appear on the till screen and be printed on the end of day and end of shift reports
3. When an error alert occurs at the till, contact CBRE Customer Service Centre on 0844 892 1898 to report the incident and request that a contractor attend the site to resolve the issue.
4. If the fault is not fixed within 7 days (168 hours) the pump will automatically stop operating and will remain out of use until the fault has been rectified by an approved contractor
5. Record the incident in your incident log sheet.
6. Where there is likely to be an effect on the local community Inform your local Environmental Protection Officer immediately - name and telephone number should be on the permit.
7. If you have any questions about this procedure, please contact your Territory Manager - don't wait until you have a problem.

See next page for pictures of the till screen

Vapour Recovery: Operations, Training, Emergency Procedure and records

<p style="text-align: center;">1</p>  <p>Balance 23.10 Emergency STOP Wolf-Dieter 09:00:30</p> <p>!!! HINT !!!</p> <p>Fuelpoint 1: Vapour Recovery Alarm - Error on Nozzle 1 2 3 Fuelpoint 3: Vapour Recovery Alarm - Module defect on Nozzle 1 Fuelpoint 4: Vapour Recovery Warning - Timer Started on Nozzle 1 2 3 4</p> <p>Continue with YES</p>	<p style="text-align: center;">2</p>  <p>Total 23.10 Emergency STOP Wolf-Dieter 09:55:21</p> <p>!!! HINT !!!</p> <p>Fuelpoint 1: Vapour Recovery Alarm - Error on Nozzle 1 2 3 Fuelpoint 3: Vapour Recovery Alarm - Module defect on Nozzle 1 Fuelpoint 4: Vapour Recovery Warning - Timer Started on Nozzle 1 2 3 4</p> <p>Continue with YES</p>
<p style="text-align: center;">3</p>  <p>Error at fuelpoint 1: Vapour recovery warning - Timer Started</p>	

Vapour Recovery: Operations, Training, Emergency Procedure and records

Stage II: Training

Ensure the service station staff:

1. are familiar with the LED warning indicator on the pumps (whichever system you have)
2. are aware of what to do should the tills highlight a Vapour Recovery issue at a pump.

Stage 1b and Stage II (where installed) environmental compliance document requirements:

The Retailer should ensure that at all times the following are available for inspection: -

1. A copy of the Environmental permit
2. Staff training records
3. Plan of the site and site pipe work
4. Copy of the compliance/ testing certificates
5. Maintenance records
6. Record of vapour recovery leak or vapour recovery lock incidents

Delivery Procedures Guide:



Delivery
procedures.pdf

Vapour Recovery: Operations, Training, Emergency Procedure and records

Print Copies of this and keep records of training with your Competent Persons records

Staff Member	Permit Responsibilities	Stage IB Vapour Recovery Hose Connection If applicable	Stage IB Emergency Action Plan If applicable	Stage II Vapour Recovery (where installed) All	Trainer Signature	Trainee Signature	Date

Vapour Recovery Maintenance Schedule

VR Dispenser reactive maintenance works are undertaken solely by approved Pump Maintenance Contractors (PMC).

Shell Maintenance Policy outlines:

VR1

Annual Inspections (visual) are performed and Scheduled Testing is conducted every 3 years. The annual inspection is conducted by the CBRE Mobile Technicians (MT) and the 3 year test is conducted by an approved contractor. Both parties maintain schedules and keep copies of the respective certificates, copies of which are available upon request.

Stage I (three-year test)

- Undertake a visual inspection of fill caps & vapour recovery
- Remove VR adaptor check flame arrester & clean replace where necessary
- Blow through all diesel vents to check if in manifold or not as should not be in manifold
- Plug into VR system & take readings to check if working within correct tolerances
- (ie – 2mb on negative pressure & 35 mb on positive pressure)
- These tests run on this section with PV valves uncovered check for correct opening pressure negative pressure & when PV valves covered checks for integrity of system
- Remove PV valves and place on test rig to see if open on correct positive pressure 35 mb. Replace where necessary then refit.
- Fill points all tested to check if OPV or drop tubes are vapour tight
- All signage checked on fills/VR point/vents/manifold/chambers.
- The above tests cover the integrity of ullage space of sprit tanks, vents., return line, stage 2 line, fills connected, VR point, manifold, PV valve

VR2

The respective approved PMC complete the inspection/testing and the relevant Vapour Recovery Certificates are sent to the CBRE Property Services Co-Ordinator (PSC) and also stored within their own database. The PMC maintain an updated database of when each sites VR2 test certificate is due and ensure attendance and re-issue prior to that expiry date. All VR2 systems are on 'Constant Monitor'.

Stage II (three-year test)

- Test VR2 nozzle individually and measure vapour recover performance.
- Performance must range between 85% and 115% or be adjusted to meet this.
- For Closed Loop systems this test should be undertaken every 3 years.



Industrie Service

Certificate No. 85 A/L 2.2

The TÜV SÜD Test Body for Vapour Recovery Systems, Westendstr. 199, D- 80686 Munich, certifies having conducted tests as specified in the following code:

„Measurement and test methods for the assessment of vapour recovery systems on filling stations – VDI 4205“

on the following vapour recovery system:

Fuel –hose nozzle:	ELAFLEX ZVA 200 GRV3 / ELAFLEX ZVA SLIMLINE 2 GRV3
Hose:	ELAFLEX Conti Slimline 21/8 Coax
A / L regulator valve ¹ :	ASCO, Type EMXX with control board: "Tokheim SAS" Type ECVR – SCS – self calibrating
Vapour valve ² :	ELAFLEX GRV3 is attached to the fuel hose nozzle
Vapour recovery pump:	Dürr, MEX 0831-10 / MEX 0831-11 / MEX 0544

Test results:

A / L	99,4 % at volumetric fuel-flow rate 40l/min Proportionality in case of lower volume rates is within the allowed range as defined in the code (VDI 4205-4)
Average Efficiency ³	95,4 %

The following general conditions must be observed during installation:

Maximum volumetric fuel-flow rate:	40	I / min
Maximum counter pressure in recovery line:	50	mbar
Correction coefficient for system settings with air:	Not necessary	

Germany
Munich, 07/18/2007
Issue: 12/21/2009



The officially authorized expert

Peter Szalata
Peter Szalata

¹ Regulates air (vapour) to liquid ratio

² opens the vapour path during liquid flow

³ According to VDI 4205 in normal and 45° position using VW Polo as reference car under realistic fuelling conditions.

Vapour Recovery Inspection Test Certificate for Stage 1&2

Test Details					
Site Name	Shell St Ives				
Site Address	Ramsey Road, St Ives, Cambridgeshire				
Oil Company	Shell	Inspected By	A.Taylor		
Date of Test	08/06/2017	Certificate No	170608UKAVRA	Test kit no	200050

Test Results			
	Pass/Fail/NA		Yes/No/NA
System Integrity	PASS	Type of Manifold (High/Low, Underground)	LOW
P&V Valve Pressure test	PASS	Clean Flame Arrestor	YES
P&V Valve Vacuum test	PASS	System Drain Down	YES
P&V Valve Leak test	PASS	Petrol Tank Numbers	2,3,5,6
Number of P&V Valves	2	Diesel Tank Numbers	1,4,7
New P&V Valves fitted (Y/N)	NO	Diesel Vents in manifold (Y/N)	NO
Caps, Seals & Signage	PASS	If applicable which tank	N/A
Test Notes			
Overall Test Result Pass/Fail	PASS		
Type of Test	FULL	Date of next test	30/06/2020

We declare that on the date shown above the vapour recovery system was examined and tested in accordance with E&S's test protocol and procedures for periodic examination and testing. Subject to any conditions recorded above, certify that the vapour recovery system meet all legislation and recommendations.

Company Seal:

Note: This certificate is invalid unless correctly stamped with the E&S validation Mark and may not be reproduced without the express approval of E&S.

Signed:  Dated: 08/06/2017
 Neil Maskell Operations Manager



QA/331 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 7/6/2017.

Engineer Name: PAUL HARRIS.

Station Name / Operator: SHELL ST. IVES.

Address of station: RAMSEY ROAD, ST. IVES PE27 6RG.

Dispenser/Pump Make & Model TOKHEIM Q410.

Vapour Recovery system type fitted VFM.

Vapour Recovery monitoring system type fitted ECVR

Tick all boxes that apply:

- Work on Vapour Recovery System
- Work on Automatic Monitoring System
- New Installation
- Ordered by customer or other agency
- Annual periodic test
- 3 yearly periodic test
- Test after modification or repair

Remarks: _____

Annex A. Work and Equipment Record – Extension

- Work on Point of Sale System (complete Test Certificate part D)

Remarks: _____



QA/331 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: 40 L/min Outdoor Temperature : 18 °C

Tolerance range for V/P ratio: 85 % to 115 %

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	2	G1 ULD	99.7	38		
		G2 VP ULD	99.3			
2	1	G1 ULD	99.5	38		
		G2 VP ULD	99.5			
1	4	G1 ULD	99.6	38		
		G2 VP ULD	99.8			
2	3	G1 ULD	99.8	38		
		G2 VP ULD	99.4			
1	6	G1 ULD	99.6	38		
		G2 VP ULD	99.5			
2	5	G1 ULD	99.3	38		
		G2 VP ULD	99.1			
1	8	G1 ULD	99.7	38		
		G2 VP ULD	99.8			
2	7	G1 ULD	99.6	38		
		G2 VP ULD	99.9			

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 is this operating correctly – indication for normal operation, alarm condition and stop condition. Y or N

Date of this inspection: 7/6/2017

Date next inspection due: 7/6/2020

Signed (Engineer): 



QA/331 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 (retrofit kits) Between dispenser and tank

Pump Number : 1-8

Test step	Details - PASS/FAIL or Values
Conforms with installation instructions.	PASS
Visual inspection of Vapour Recovery system for security of fittings.	PASS
Visual inspection of Vapour Recovery monitoring device - if fitted.	PASS
Leak test to internal dispenser pipes and components. (Retrofit kits).	PASS
Leak test to pipes connecting dispenser to tanks or other external systems.	PASS
Running of Vapour Recovery pump - no loose or vibrating pipes.	PASS
Confirm operation of Vapour Recovery monitoring device and alarm test. <small>Note 1</small>	PASS
Dry measurement at each nozzle.	PASS

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

Date of this inspection: 7/6/2017

Signed (Engineer): 



Part E Final Check of Pipework Connection To Manhole Chamber

Please provide details of manhole chamber tank connections

	Y/N	
VR Return Line exists & Terminated in Tank	<u>Y</u>	If NO - DO NOT ENABLE VR!!
Tank Number Labelled (write): <u>FIVE</u>	<u> </u>	MC To take action
Tank Grade (Write): <u>UNLEADED.</u>	<u> </u>	If NO - DO NOT ENABLE VR!!
VR Line Labelled	<u>Y</u>	MC To take action
Isolator Valve Fitted	<u>Y</u>	For Info only.
Isolator Valve in OPEN position	<u>Y</u>	If NO - DO NOT ENABLE VR!!
Electrical Ducting Sealed	<u>Y</u>	MC To take action
TLS Wiring - No Damage	<u>Y</u>	MC To take action
Manhole Chamber Depth (mm)	<u>1000</u>	FT to Insert Height in mm.
Excessive Water in Manhole Chamber	<u>N</u>	MC To take action
Manhole Cover OK or damaged	<u>Y</u>	MC To take action
Manhole Frame OK - No Damage	<u>Y</u>	MC To take action
Take Photograph	<u>Y</u>	Must be attached.
Dispenser VR!! System ENABLED	<u>Y</u>	Must be compliant.

Any other H&S Issues in Manhole chamber (If VR not enabled give reason here)