

TDG

TESCO

PETROLEUM CONTRACT

8 COMPARTMENT TRAILER

LOAD & DISCHARGE

PROCEDURES

Issue February 2009

CONTENTS

TITLE PAGE	Page 1
CONTENTS	Page 2
BIBLIOGRAPHY REFERENCES	Page 3
DOCUMENTATION	Page 4
GENERAL SAFETY, PARKING, PPE & CAB SECURITY	Page 5
GENERAL SAFETY CONTINUED.....	Page 6
GENERAL SAFETY CONTINUED & TERMINAL SAFETY	Page 7
VEHICLE CHECKING PROCEDURE	Page 8
VEHICLE CHECKING PROCEDURE & PRE MOVE CHECKS	Page 9
VEHICLE LOADING PROCEDURE	Page 10
PRE DELIVERY CHECKS	Page 13
UNASSISTED DELIVERIES	Page 14
UNASSISTED DELIVERIES, WHAT IF?	Page 18
SAFETY PRECAUTIONS	Page 20
SPILLAGE PREVENTION	Page 21
RETURNED PRODUCT	Page 22
COUPLING AND UNCOUPLING	Page 23
GUIDELINES ON LIFTING OF MANHOLE COVERS	Page 24
CAB ACCESS / EGRESS & LIFTING / DRAINING HOSES	Page 25
DELIVERY DOCUMENT	APPENDIX 1
DRIVERS DAILY TIME SHEET	APPENDIX 2
TESCO RDC DELIVERIES	APPENDIX 3

THESE PROCEDURES ARE TO BE CONDUCTED BY DRIVERS

IN FULL ACCORDANCE WITH:

- a) The UK Carriage of Dangerous Goods by road regulations, as amended.
- b) The approved code of practice for unloading petrol from road tankers,
As amended.
- c) Health & Safety at work Act, as amended.
- d) The current ADR regulations.
- e) Specific Terminal Procedures.
- f) Driver Handbook.
- g) Specific Customer Procedures.

Dangerous Goods Safety Adviser

All drivers must be aware of their D.G.S.A. – Ian FOX

DOCUMENTATION

1. **ADR REGULATION.**

It is a LEGAL requirement that all drivers of dangerous goods must carry a current ADR licence with them at all times when in charge of a dangerous goods vehicle. This Vocational training certificate must be the same class of the goods that are to be carried.

DELIVERY DOCUMENTS

The delivery documents must be checked for the order of delivery, loading location, products, special instructions and correct vehicle.

(An example of a delivery document is shown in Appendix 1 Contract specific).

SPECIAL INSTRUCTIONS BOX

This box on the delivery note would provide information for:

- a) How to load the compartments for the delivery.
- b) If keys are required.
- c) Gate access code number
- d) Any other relevant information for that delivery or site.

DAILY WORKSHEETS

All daily worksheets must have all relevant boxes filled out and be legible

(As per example at Appendix 2 Contract specific).

PETROLEUM DELIVERY DOCUMENTS.

All Drivers must ensure that all petroleum delivery forms are completed as per example shown in appendix 1.

(Petroleum delivery documents are a LEGAL requirement)

COMMERCIAL DELIVERIES.

All drivers must ensure before commencing any commercial deliveries that the customer has confirmed the grade and quantity to be delivered into the receiving tank and that there is sufficient ullage space. A signature must be obtained on the petroleum delivery form.

SITE DEFECTS / INCIDENT REPORTS

Must be filled out whenever a driver has a problem at a site, on the three page document:

- a) One copy to be given to the PFS / site staff, for the appropriate action to be taken.
- b) One copy to be given to be handed in / faxed to Regional TDG Office.
- c) One copy to remain in the book, for the driver's reference.

DANGEROUS LOAD CARDS

These have been produced by the "National counter terrorism Security Office" on behalf of the Department for Transport. Drivers are to carry these in case they need to authenticate personnel at a vehicle stop. Remember the VOSA (Vehicle & Operator Service Agency) can stop vehicles without Police being present.

GENERAL SAFETY

PERSONAL PROTECTIVE EQUIPMENT (PPE)

ALL DRIVERS MUST ENSURE THE CORRECT PPE LISTED BELOW IS WORN AT THE APPROPRIATE TIMES.

1. Company issue uniform.
2. Safety helmet (in date with no defects) with integral visor or suitable eye protection (ear defenders where issued.)
3. Gloves
4. Safety shoes/boots (with no uncovered metal showing & good tread)
5. High visibility clothing

Paper overalls have been issued and these overalls are to be used if a driver's overalls become contaminated with product. Contaminated clothing must be removed before overalls are used. Contaminated clothing must be treated as contaminated waste.

PARKING & CAB SECURITY

When you leave your vehicle always lock it and take the keys with you.
Never leave them in the cab

- Park your vehicle within sight and where you can return to it quickly.
- When returning, check all round for signs of interference.
- Avoid talking in public or on telephones about your route.

Stop your vehicle when asked to by the Police or VOSA officer in uniform.

If you are suspicious about the validity of the officer:

Keep doors and windows closed and locked and stay in the cab.

Apply the parking brake & carry out any conversation through a closed window.

Display your Dangerous Goods load card.

Ask the Officer for identification, talk through a closed window.

Contact your depot and advise them of the stop.

Dial 999 and inform the Police control room that you are carrying dangerous goods, your location and ask them to verify the identity of the Officer.

If it is a legitimate stop comply with all instructions of the stopping Officer.

General Safety Continued.....

Smoking or any sources of ignition and flammable substances

It is forbidden to carry matches, lighters, or any source of ignition by any personnel in the vehicle. This includes clothing, baggage or in any internal or external stowage places. No other dangerous substances should be carried on the vehicle in any type of packaging or container, either internally or externally.

Health and Safety At Work Act 1974 – (Section 7)

Under this section of the Act it is the duty of the driver while at work to take reasonable care for the health and safety of himself / herself and of other persons who may be affected by his / her acts or omissions at work. The driver has a further duty to co-operate fully with his / her employer to comply with the relevant statutory provisions.

Authorised Persons In Vehicles & use of seat belts

DRIVERS.

Only persons authorised by TDG Management are permitted to start up or drive any Company vehicles. The seat belt should be worn at all times, when the vehicle is in motion.

PASSENGERS.

Only persons authorised by the TDG management are permitted as passengers in any Company vehicles. These persons must be certificated as being ADR aware.

AT NO TIME SHOULD A VEHICLE BE LEFT WITH THE ENGINE RUNNING UNATTENDED.

STORAGE TANK CAPS

With regards to the Risk Of Fire section below, All Drivers must follow the following procedure when delivering to a forecourt or for any spirit deliveries. Drivers must only remove the cap from the storage tank they are filling at the time and refit cap immediately after disconnection of the delivery hose.

(NO CAPS SHOULD BE OFF UNLESS HOSE CONNECTED)

RISK OF FIRE!

Drivers must be aware of Thermite Reaction.

If a hose or fitting is dropped there is a possible risk of a spark being generated, a spark can be caused by Aluminium striking a rusty item (manlid) or a rusty steel item striking Aluminium. (This chain of events was the cause of a flash fire on a forecourt in April 1999).

General Safety Continued.....

TYRE FIRE PROCEDURES

If a tyre fire occurs (on any road) a driver should stop the vehicle as soon as possible however, care should be taken not increase the potential hazard due to location I.E.

- Close to built up areas
- Close to forecourts
- Close to school
- Close to shopping centres

Call the emergency services giving location and the nature of the emergency.

Disconnect the trailer from the unit **IF POSSIBLE**. Try to fight the fire with the fire extinguisher **ONLY** where possible **NOT** putting yourself in any dangerous situation.

DRIVERS ARE ADVISED NOT TO RUN TYRES OFF THE RIM.

Company drug and alcohol policy

The company policy on drugs and alcohol can be found in the driver handbook. The Company has strict rules on this and testing, which drivers must be aware of.

MOBILE PHONES

The carriage of **Personal** mobile phones is permitted. Mobile Phone legislation **MUST** followed in regards to its operation i.e. Hands Free.

Local Terminal procedures with regard to Mobiles Phones **MUST** be followed.

TERMINAL SAFETY PROCEDURES

Refer to your local Plant/Terminal Operations Procedures and Safety Rules.

If in doubt seek assistance.

Driver General Responsibilities

All drivers carry responsibility to ensure that all Laws and Regulations are followed at all times.

- a) The Health and Safety At Work Act, as amended.
- b) The Manual Handling Regulations, as amended.
- c) Current ADR Regulations.
- d) Relevant Terminal Road Safety Regulations.

VEHICLE CHECKING PROCEDURE

This check must be carried out in full at the start of duty.

Before beginning the check the driver should put on the appropriate PPE:

Hi Viz, Gloves etc

Use approach to vehicle as part of overall visual appraisal:

- Vehicle sits straight and level.
- Note any excessive steering lock applied.
- No fluid leaks beneath unit.
- No signs of damage.
- O licence, road tax, safe loading pass, Lorry ban discs are displayed & valid.
- Hazchem boards in place, correct for class being carried, clean and legible.

During the hours of darkness, switch on the sidelights and emergency flashers as this will indicate to others parked by that there is movement around the vehicle.

- Check engine oil level, top up as required.
- Check engine coolant in radiator, top up as required.
- Check windscreen washer fluid, top up as required.
- Check level of diesel fuel, top up as required.
- Check vehicle/trailer number plates are visible and correct.
- Turn on the battery master switch (if not already done for sidelights in darkness).

Note: it is advisable to conclude all external checks before starting the engine

- Carry out visual inspection to ensure the vehicle/trailer is in a safe road worthy condition which includes the load security.
- Check all ancillary equipment is in place and functional, as far as can be ascertained: Delivery hoses, vapour recovery hoses, adaptors, fittings, locking spanners etc.
- Check combined vehicle & trailer height and adjust (in cab) height indicator if required.
- Check mud wings and spray suppression condition and security.
- Windows and mirrors clean, mirrors undamaged and correctly adjusted.
- Check all wheels and wheel nuts appear sound and secure. Ensure all checkpoint wheel nut indicators are fitted and correctly aligned. If out of alignment or only two fitted then ensure a retorquing is undertaken. (Refer to TDG Driver Handbook).
- All tyres are suitably inflated (make a further check after loading) and free from defects and have at least 3mm tread.
- All air and electrical connections, ISO 7638 cable, ABS lead and any other connections appropriate for the vehicle are correctly connected and secure.
- 5th wheel locked and safety clip in place (if fitted).
- All lights working, lenses and reflectors intact and clean.
- Visual check of exhaust system for blowing.
- Fire extinguishers fitted, in date and tamper seal intact.

Vehicle checking procedure continued.....

- Check wheel chocks fitted, as per ADR regulations.
- Spill kit stowed in spill kit container.
- Visual check to ensure that there are two self-standing warning signs (triangles or cones), Located on the vehicle, as per ADR regulations.
- Visual check, to ensure trailer legs are in the up position and winding handle stowed.
- Visual check of all sight glasses to ensure that all nominally empty compartments are empty. (Ensure to open the foot valves of the relevant compartments).
- If product left on board, ensure the PGI's match the BOL & Petroleum delivery form. Inform Regional TDG Office if in any doubt.
- Ensure the transport document matches any product left on board

Pre Move Checks

- Enter and leave that cab as instructed, using the steps and grab rails provided.
- Ensure tachograph is set at correct time.
- Ensure that calibration and speed limiter plaque displayed.
- Enter appropriate details on Tachograph disc, secure disc in Tachograph.
- Check the operation of the windscreen wipers, washers, horn & hazard flashers.
- Check fire extinguishers, eye wash bottle, torch, hi vis vest & Information in Writing.
- Adjust seat and steering wheel for ease of operating controls and maximum comfort and support. Also check steering wheel for excess free play.
- Check and adjust if necessary position of rear view mirrors.
- Check driving controls and that diff locks are out (if fitted).
- Check earth leakage. Press to test and ensure correct indication is obtained.
- Check that doors will lock.
- Visually check seat belts for defects.
- Undertake a static brake test for indications of obvious air leaks. Drive forwards a short distance at approximately 10mph and apply footbrake. Also check the ABS warning lights are working on both the vehicle and trailer if fitted. Any defect or abnormality should be reported immediately as any brake defect could lead to an issue of a PG9 and risk your / others safety.
ABS/EBS checking methods differ. If unsure seek assistance from your manager.
- Ensure speedometer/speed limiter is operating correctly once you are moving.
- Ensure you are aware of your overall height and the in cab height indicator is set correctly.
- All defects and/or damage to be reported and attended to if applicable.
- Check for excessive smoke when vehicle engine warmed up.

**Any defects found must be reported through the 3-part TDG defect book.
Do not use any vehicle with a PG9 or Safety defect.**

This procedure is complimentary to the driver's handbook and does not replace it.

VEHICLE LOADING PROCEDURE

At all times Drivers must follow ADR Regulations, Health and Safety Regulations and Specific Terminal and customer procedures.

1. Report to your Transport Office if you are unable to load as per Delivery Document.
2. Report to Terminal Office where necessary. If you have any queries over specific Terminal procedure, contact an operator.
3. Drive vehicle on to relevant loading bay, before switching off the vehicle engine, raise the vehicle air suspension in order that once loaded the vehicle does not sit on the wheel arches, switch off engine and turn off master switch.
4. Put on safety equipment as per tremcard or terminal procedure before loading
5. Operate the green button and raise the faucet guard bar.
6. Connect scully, then vapour recovery hose. **ALWAYS CONNECT SCULLY FIRST**
7. Open all black footvalves and check all footvalves are open with visiwinks indicators.
8. Carefully check all sight glasses to ensure all compartments are **EMPTY**.
9. Check that all compartments will hold the quantity to be loaded against the Delivery Document and then remove all the drip caps of the compartments to be loaded.
10. Check that the correct product arm is connected to the correct compartment as per the Petroleum Delivery Form and double check that the compartment will hold the quantity desired to be loaded.
11. Only start the loading meter once you have made these checks, and then set the compartment product grade indicator to the loading product arm.
12. Once a compartment has been loaded, close that compartment footvalve, ensure API valve is closed, remove the loading arm and replace drip cap **immediately**.
13. Continue to load the rest of the vehicle as per instruction 9 -12.
14. Once vehicle is loaded, operate the red button.
15. Remove vapour recovery hose and remove scully. **Always remove scully last.**
16. Gently lower the faucet bar and lock it in position.
17. Before leaving the loading bay, check there are no product leaks from the tank and all tyres appear to be suitably inflated.

Vehicle loading procedures continued.....

18. Turn on master switch, before attempting to move vehicle reset vehicle suspension to normal ride height and wait for dash lights to show ready (Where applicable).
19. Ensure you have all the relevant documentation, including bills of lading, before you leave the terminal. Check bill of lading against delivery document and product grade indicators before leaving the terminal.

VEHICLE LOADING – WHAT IF?

1. What if there is not an **INSTRUCTION IN WRITING** in the vehicle?
Report it to your Manager. Never leave the depot without it.
2. What if a sight glass shows product before loading?
Do not attempt to load. Report to Traffic Office who will implement site procedures.
3. WHAT IF YOU CANNOT GET PERMISSIVE TO LOAD?
 - a) Check green button has been operated and visiwink shows open
 - b) Check and clean scully connections.
 - c) Check vapour recovery connections.
 - d) Check vehicle air pressure.
 - e) Check Emergency stop valve is stuck in down position.
 - f) Check with Terminal Operator for any rack faults.

IF STILL NO PERMISSIVE, contact your Manager and / or workshop.

4. What if the footvalve isn't closed before removing the loading arm?
Should the API valve stick open after loading you would get the full force of the loaded compartment spilling over you and the floor. By closing the footvalve first only the product in the pipe between the footvalve and the API will spill.
5. What if the drip cap isn't replaced immediately after the compartment has been loaded?
You could cause product contamination or overfill in that compartment.
6. What if a compartment is overloaded?
The probe will be activated, all loading will stop and a red non-permissive light for that compartment will show. In this event the Terminal Supervisor and your Office Manager must be informed. **Do not attempt to rectify this problem yourself.**
7. What if the vehicle develops a leaking during loading?
 - a) Immediately stop the loading operation.
 - b) Shut down vehicle with nearest emergency stop button.
 - c) Report spillage to terminal office.
 - d) If conditions are safe, try to contain the spillage, **without risk to yourself or others.**

ALWAYS REMEMBER.....

1. If you have any query regarding the loading of your vehicle, **contact your Manager.**
2. Fit Scully first, as the priority is to earth the vehicle.
3. Do not attempt to load a compartment if the sight glass shows product.
4. If a leak /spillage occurs during loading:
 - a) Immediately stop meter from loading (emergency stop if necessary).
 - b) Prevent any further spillage is possible, **taking into account your safety and that of all others in the area.**
 - c) Inform the Terminal Supervisor.
 - d) **ALL SPILLAGES MUST BE REPORTED AS SOON AS POSSIBLE**, to both your Manager and the Terminal Supervisor.

PRE DELIVERY CHECKS

All drivers must follow pre-delivery checks before starting any delivery. If there are any problems or queries the driver must contact the Regional TDG Office for further instruction, followed by completion of a site defect report.

TRUCK ACCESS / EXITS

Check out tight turns and turning points. Be careful of limited turning circles or manoeuvring areas and projections that may damage your vehicle. Also check for heights limits and overhead projections. **Walk the route if you are unsure or will be reversing into an area.**

(Note: the front or rear overhang of the vehicle, which may protrude from the vehicle).

GROUND CLEARANCE

A full assessment of the ground conditions must be made when deciding to leave hard ground. **DO NOT**, proceed if it is apparent that any part of the vehicle will ground or be damaged.

TANK VENTS

Always note the position of the tank vent pipes and check whether it will vent inside or outside of the bund wall in the event of an overflow.

UNDERGROUND TANKS

All Drivers must be aware that it is **mandatory, under no circumstances**, to pump fuel in to Underground storage tanks.

TRAFFIC CONES

Traffic Cones are to be used in order to enhance reversing techniques, reduce errors of judgement and improve safety. They are not intended to replace the assistance that may be available from the customer / competent person or the generally accepted high safety standards. They are provided to assist in making the delivery operation safer and any manoeuvring free from incident.

UNASSISTED DELIVERIES

- **As part of a mixed load DERV MUST ALWAYS BE DELIVERED FIRST. Only when all the derv has been delivered and the derv filler caps are replaced and secured and the 4 to 3 inch adaptors are stowed, should the driver start to make the spirit connections.**
- **On no occasion should the vapour recovery hose be used to deliver diesel through. Please note: New vapour recovery hoses will be fitted with a one-way valve.**
- **As per the ACOP only a maximum of two compartments can be discharged at the same time**

A driver of a road tanker who makes an unassisted delivery of petrol shall:

A. Immediately before commencing the delivery:

1. Verify the availability of the keys to the padlocks, which lock the caps of each required storage tank and vapour recovery cap, as per the delivery document.
2. Verify the quantity to be delivered may safely be received in the customer's storage tanks, by visually checking that the ullage indicated from the printer ticket exceed the quantity that is to be delivered into the customers receiving tank.
3. Verify that there is a dialling tone on the telephone provided in the DCD cabinet.
4. Place the fire extinguisher provided and the sand or suitable absorbent material, in a position conveniently close to the delivery point (avoid being a trip hazard).
5. Test the high level alarm to verify that the audible signal functions correctly.

B. During the whole time of the delivery:

1. Ensure that the parking brake is applied and the engine of the road tanker and the master switch are both off. Cab locked and keys with driver.
2. Ensure as far as is reasonably and practicably possible that no product:
 - Overflows from the storage tank concerned
 - Escapes from any hose connection and keep constant watch on the filling point to ensure that there are no sources of ignition present.
3. Ensure that the hose connections are made in compliance with the ACOP.

C. After the delivery is complete, but before departing from the site:

Ensure that all the fill point caps are secure and manhole covers have been replaced correctly. The driver is to keep the copy of the Petroleum Delivery Form and the pre & post delivery ullage reports. If possible leave copies of the pre & post delivery ullage printouts for the PFS.

If any discrepancies arise during the completion of the Petroleum Delivery Form, you must contact the TDG Traffic Office.

If a representative of the authorities, who enforce the regulations for off-loading petrol (e.g. Petroleum Office or Trading Standard), attend the delivery, please inform the TDG Traffic Office as soon as possible.

UNASSISTED DELIVERIES

Check the area for any situation that could be hazardous to the offloading operation. If a hazard is present do not proceed with the delivery until the hazard has been removed. (Note the position of the vent pipes).

1. Position vehicle at the discharge point. If unsure of discharge point double check site map inside DCD box. Make yourself aware of any relevant site restrictions.
2. Turn off master switch and ensure it is switched off throughout the delivery.
3. Unlock control box on DCD box with key provided.
4. Carry out relevant checks as per DCD screen:
 - a) **Dialling tone present on telephone.**
 - b) **Test high level alarms.**
 - c) **Check fire extinguisher and spillage material and place close to delivery point.**
 - d) **Obtain tank ullage print out and retain.**

Should you have any problems with the above contact regional TDG Office.
5. Locate padlock keys. (Inlet caps are only to be unlocked individually, when required).
6. Verify that the quantities to be delivered can safely be received by the storage tank by visually checking the ullage print out and on screen ullages **for all receiving tanks.**
It is imperative that this check is carried out as this could affect the whole delivery.
7. Complete the driver section of the Delivery Document, leaving the driver's signature column empty. Signatures to be made only after hose connection checked but before discharge for each compartment. (i.e. Not all at same time). Make sure each compartment is on a separate line to ensure each compartment is individually signed for.
8. Put on safety equipment and cone off area if necessary.
9. Position safety equipment within discharge area (avoid placing in a trip hazard position).
10. Operate green button and raise faucet bar.
11. Operate red button to close Smart Valve (to prevent loss of vapour).
12. Connect vapour recovery hose (always vehicle end first).
13. Operate green button to open Smart Valve.
14. Remove drip cap for the compartment to be discharged.
15. Connect delivery hose, **always customer end first and vehicle end second.**

Issue February 2009

Unassisted deliveries continued.....

16. Check the connection is correct as per the Delivery Document and sign only for that compartment that is going to be discharged.
17. Open foot valve for that compartment only and confirm Visiwink shows open.
18. Double check that the connection is correct.
19. Open the API valve for that compartment and check for leaks.
20. When the compartment has discharged, (site glass showing empty), drain the hose whilst still connected (**as per instructed safe manual handling**), **then shut the API valve.**
21. Change the product grade indicator to EMPTY for that compartment.
22. If customer's tank is to receive more than one compartment, connect hose to the next API To be discharged, **then repeat procedures 16 to 21.**
23. If discharging to a new tank, disconnect the hose from the **vehicle end first**, then drain the hose **as per safe manual handling techniques instructed.**
24. Then disconnect the hose from the customer's inlet and replace the filler cap and lock.
25. Check the Delivery Document and continue with the delivery.

Repeat procedures 14 – 24 for each compartment to be discharged.

26. When the delivery is complete, check Visiwinks show footvalves all open and ensure that the sight glasses show empty.
27. Operate the red button to close all footvalves. Operate the green button and open all footvalves. Check all Visiwinks are open and all compartments are fully drained.
It is imperative that this double check is carried out.
(Beware of low air-pressure on vehicle. You may need to build up air-pressure).
28. Operate red button to close Smart Valve (thus preventing the loss of vapour). Disconnect the vapour recovery hose, customer end first.
29. On completion of delivery, print ullage ticket and check that the tanks stated on the Delivery Document, have received the correct quantities.
(Bearing in mind sites may have sold some product).
30. Replace all drip caps and lock the faucet bar in position.
31. Secure all hoses on vehicle and check exterior stowage, including the toolbox.

CONTINUED.....

32. Ensure you and the site have all the necessary documentation required before departing.
33. Ensure all caps have been replaced and locked to customer inlets.
34. Ensure manhole covers are replaced correctly.
35. Return all padlock keys to DCD box and replace all emergency equipment.
(If any keys are missing raise a site defect report).
36. Leave copies of the pre & post delivery ullage reports (if more than one copy available).

REMEMBER:

- 1. Maintain constant vigil at all times. Never leave the delivery unattended.**
- 2. If the Driver observes infringements of the site requirements as identified by the Regulations, he should seek a competent person at the site to get the infringement rectified. If no competent person on site Regional TDG office should be contacted for further advice.**

These infringements include:

- a) **Clear access and exits on sites**
 - b) **Tanks and fill points not clearly labelled and numbered, marked with grade and safe working capacities.**
 - c) **Insufficient lighting of the delivery point (darkness hours only)**
 - d) **Obstructions to make a safe delivery.**
 - e) **Inoperative high level alarms.**
 - f) **Inoperative telephone** (telephone in kiosk / forecourt can be used as an alternative).
 - g) **Failure to provide fire extinguisher and spillage material.**
- Any of the above, must be reported through a site defect report.**

- 3. Discharge from only 2 faucets at any one time.**
- 4. Discharge only diesel first, petrol last, AS PER CONTRACT PROCEDURES.**
- 5. When disconnecting the delivery hoses after delivering the derv but prior to delivering the spirit, be careful of the trip hazard whilst working with them:**
 - (a) Stow them temporarily back on the hose rack**
 - (b) Leave them in a safe position, on the floor slightly away from the immediate area that you are working in.**
- 6. Never run hoses under the vehicle**

TESCO R.D.C. DELIVERIES

ARE TO BE TREATED AS A NORMAL PFS DELIVERY

PROCEDURE FOR PUMP OFF ON SITE

1. If the RDC have their own hose's couple the hose to the compartment to be off-loaded.
2. **(Important)** Open the foot valve of the compartment and open outlet valve and set faucet valve to half flow position.
3. Let the delivery hose flood with diesel/gas-oil, open the storage tank valves, (important)do not start the pump until the hose is completely filled with product)) start the pump.
4. The pump should pick the fuel up in line once pumping commences, open the outlet faucet valve to the fully open position.
5. When the compartment is completely empty stop the pump close the faucet valve, change the hose to next compartment, open the foot valve, and open the faucet outlet valve to half position when the line is full of product start the pump (the pump must be stopped between each compartment change).
6. Change the compartment and repeat the above procedure 4-8.
7. When the last compartment has been unloaded drain the hose to the pump close the tanker valve (use the correct manual handling technique), disconnect the hose and use the hose rolling technique to drain the hose, close the pump inlet valve and the storage tank valves, stop the pump and fit blank cap to the hose.
8. Store the hoses safely, disconnect the vapour hose off the vehicle and stow safely on the tanker.
9. Final check of tanker and print out delivery ticket, close printer cabinet door.

For Tesco Distribution Centres a copy of the Delivery Document must be left with the Transport Office. Drivers must ensure they have two copies of the Delivery Document before the delivery is made. If no copy is available then a Blank Delivery Note must be completed.

VEHICLE DISCHARGE PROCEDURE – UNASSISTED DELIVERIES - WHAT IF ?

1. What if there is an infringement to the unassisted operation that cannot be rectified by the Competent Person?

The Competent Person can revert to an assisted delivery. It is then the responsibility of licensee to inform the local Licensing Authority as soon as possible after the delivery. Licensee will have a fully documented procedure to ensure that the relevant Licensing Authority is contacted.

2. What if there is a problem with the unassisted delivery, but there is not a Competent Person available on site?

Contact regional TDG office for further instructions.

3. What if there is insufficient ullage for customers tank to receive the desired quantity? The driver MUST NOT, make any unauthorised adjustments on the delivery document.

If the site is open they must confirm any adjustments with the site staff, prior to attempting to fill in the delivery document. The driver must then inform the Regional TDG Office, **prior to starting the delivery**. The office staff must inform Fuel Logistics of any changes.

If the site is closed, the driver must inform the local TDG Office to authorise any changes, then the TDG Office staff must inform Fuel Logistics.

4. What if the foot valve visiwink shows foot valve not open on a compartment?

- a) Close the black button and reopen, then attempt to deliver.
- b) Check sight glass and hose for product movement (visiwink may be defective).
- c) Confirm with a post delivery printout that the compartment has been discharged.
- d) If in doubt inform your manager immediately.
- e) Report the defect at the earliest possible opportunity.

5. What if a sight glass shows product present in the check after delivery?

- a) Drain that compartment into the correct previous receiving tank.

6. What if there is a spillage at the customer's premises?

- a) The driver will stop the delivery and prevent any further spillage if possible, **TAKING INTO ACCOUNT HIS / HER OWN SAFETY AND THAT OF ALL OTHERS IN THE AREA AND REFER TO TREM CARD.**
- c) If an obvious fire hazard develops, the driver must ensure that the local Fire Brigade is alerted by the customer and warn people of the danger.
- d) The Emergency Services are to be alerted if there is any possibility that the spillage has entered any drains or watercourse, or contaminated the surrounding area.
- e) The driver must co-operate with the Emergency Services and the customer in preventing the spillage from entering any drains, to prevent the spillage from spreading and to assist in the clean up of the spillage to make the area safe.
- f) **ALL SPILLAGES MUST BE REPORTED AS SOON AS POSSIBLE TO YOUR SUPERVISOR.** The supervisor can then action any TDG Emergency Response Procedure, where appropriate.

Continued.....

7. What if an airlock should occur during a delivery?

The driver must wear eye protection and proceed with extreme caution when following these Instructions:

- A) Close footvalve and outlet valve and double check they are closed.
- B) Lift hose and try to drain some product.
- C) Loosen 1 camlock holding other Closed tightly at customer end.
- D) Air should start to release.
- E) When the air has stopped being released, close camlock and ensure seal is secure.
- F) Open footvalve and outlet valve and check product is flowing.

If airlocks again repeat above instructions.

Be aware there may be aware some product sprayed or very slight leak when air is being released.

8. What if the high level alarm sounds or the overfill prevention device cuts in?

- a) **STOP delivering into that tank**
- b) When it is safe to do so, drain the hose carefully into the customer's tank.
- c) Make safe the fill point and contact TDG office for advice.

9. What if a problem occurs in the customer's tank causing a part loaded compartment to be left on board? You must inform the Regional TDG Office. If they then authorise you to deliver this into a tank of the same grade, they must ensure that there is sufficient ullage space to receive the full amount that was originally loaded into that compartment.

SAFETY PRECAUTIONS TO BE OBSERVED AT ALL TIMES

- Always put on personal protective equipment before starting any delivery or connecting up process; this to include any specific P.P.E. as specified on the Information in Writing or TDG specified procedures or the customers site safety requirements.
- Ensure there are no overhead power cables or low level cabling adjacent to or directly above the tanker at the point of delivery.
- Ensure there are no activities such as “Hot Work” or electric arc welding being performed in the product delivery area or in any area that could “earth” via the tanker delivery hose.
- Always obey site safety instructions at the delivery point.
- If in doubt seek advice from the Competent Person on site or your base depot Supervisor/Manager. Never deliver any product into a customer’s tank until the relevant paperwork has been completed satisfactorily.
- Ensure all manual handling operations are conducted in strict accordance with manual handling techniques instructions and training provided to drivers by the Company’s Job Trainers.
- In the event of a minor spillage use the truck onboard spill kit as directed in the instructions.
- In the event of a major spillage, follow the site Emergency Procedures and emergency instructions listed on the Information in Writing
- .
TDG contact numbers:
Tesco South West 01179 382228 only manned during office hours.
Tesco North 01928 562424 manned 24 / 7.
Tesco South 01708 252229 manned 24/7
- In the event of a crossover (product contamination on site):
 1. Stop the delivery of all product immediately.
 2. Inform the customer stressing that no sales are to be made from the affected pumps.
 3. Obtain a current ullage report.
 4. Contact your regional TDG office for further instructions.
 - 5. All crossovers must be reported immediately.**

SPILLAGE PREVENTION

1. Ensure the ullage capacity of the receiving tank is sufficient to receive the total of the quantity being delivered.
2. Make sure there is enough hose to complete your delivery.
3. Make sure all hoses are in test.
4. No Camlock connects on delivery side of pump unless locking pins are fitted. (Contract specific)
5. Check the conditions of the hose visually. Be safe and aware when delivering and check for leaks. Any sign of leaks, then stop delivery and change the hose or fitting.
6. Don't drop hose ends on the floor as this could cause damage.
7. Avoid dragging trailing ends across the ground as this can prevent damage.
8. Make sure all connections are tight before commencing delivery.
9. Check hose ends for wear and safety locks on Camlock couplings. Check couplings and washers.
10. Check Derv fittings for serviceability couplings and washers.
11. Make sure all appropriate valves have been opened before delivery.
12. If possible, slow down the discharge toward the end of the delivery.
13. Remember that interconnected tanks take time to balance (commercial deliveries only.)
14. Remember, if in doubt, seek advice.

RETURNED PRODUCT PROCEDURES

In the event of Product being returned to a Depot a Driver must ensure the following procedures are followed.

1. Contact regional TDG office to inform them of reason for returning product, how much product if possible, which grade of product and which compartment product is in.
2. All frustrated deliveries, must be addressed by your regional TDG office.
3. If loading around returned product, the driver must ensure that he/ she is aware of the compartment or compartments and be extra careful when loading around it.
4. All returned products must be declared on arrival at the terminal to the authorised site staff as per the terminal procedures and any local procedures adhered to.
5. If at the end of shift product left on board vehicle to be left marked as per contract specific
6. Leave Product left on board notice in the vehicle.
7. If product returned either full or part filled compartments, this should be treated as a full tank on the next delivery. (Your Shift Manager must be informed).
8. The transport document must be completed to show the product left on board, before the driver departs from the customer's site.

VEHICLE UNCOUPLING/COUPLING PROCEDURES

UNCOUPLING

1. Ensure good solid ground surface that will hold trailer with no slope or incline.
2. Ensure that the brakes are applied on both Unit and Trailer.
3. Lower landing legs or position Trestle in correct position.
4. Uncouple all Airlines and electric lines (suzies). (Include hydraulics where applicable)
5. Remove dog clip from 5th wheel coupling and release locking bar.
6. Drive tractor unit out from under trailer approx. 1ft (30 cms) and lower air suspension.
7. Drive tractor unit from trailer slowly checking the trailer sits correctly on trestle or legs.

(Do not forget Vehicle number plate on trailer)

COUPLING

1. Ensure that the trailer brake has been applied.
2. Check that the height of the trailer is correct to receive the unit safely.
3. Drop unit air suspension.
4. Reverse slowly under trailer.
5. When 5th wheel under trailer stop and raise air suspension on unit.
6. Reverse under trailer until you hear the kingpin mechanism locking into place.
7. Select a low gear and try to move forward in order to test that the locking mechanism is secure. Do this twice to make sure.
8. Ensure the Unit park brake is applied.
9. Connect any dog clip to secure the king pin release handle.
10. Connect air lines and electric lines (suzies)
11. Raise landing legs or remove Trestle
12. Release the trailer parking brakes.
13. Start engine to build up air if required.
14. Check all lights, tyres on trailer.

(Do not forget vehicle number plate for trailer)

Petroleum Contract Guidelines on the Lifting of Manhole Covers

General Guidelines - DCD's

Any DCD's sites that do not have offsets should be fitted with manhole covers that can be lifted easily. There should be no DCD sites without lightweight covers but if a driver feels that a site does have heavy covers or that the lightweight covers cannot be lifted (for example due to damage) the delivery should not be attempted and regional TDG office should be informed. An Action Needed Report/site defect should immediately be raised and faxed to regional TDG office

Manhole covers should only be lifted by using the appropriate equipment supplied by the delivery point. Where the appropriate equipment is not available the delivery should not be attempted and regional TDG office should be contacted.

Inappropriate equipment not designed specifically for the purpose of lifting manhole covers should not be used as it may result in personal injury or damage to the cover.

General Guidelines - LCD's

The key variables for LCD's are the weight of the manhole covers and the role of the customer. *[Where a LCD is fitted with an undamaged lightweight manhole cover and the appropriate lifting equipment is available the driver has the option to lift the cover to assist the customer in the delivery process.] -??*

Where a LCD is fitted with a manhole cover, which is anything other than a recognised lightweight cover the driver should not attempt to lift the cover. The lifting of manhole covers is not a two-person job. Even if the customer has two pieces of lifting equipment and asks the driver to also lift the manhole cover this should be politely declined.

Weight of Manhole Covers

The definition of lightweight and heavy manlids is generic and ultimately relies upon the common sense of the driver. This is problematic particularly where a driver has historically lifted manhole covers, which are now considered to be unacceptably heavy. Where it is unclear if a manhole cover is lightweight a site defect / incident report must be raised and the delivery should not be attempted unless a customer lifts the cover. The appropriate line manager should also be informed so that a risk assessment of the site can be undertaken.

CAB ACCESS AND EGRESS

Most modern tankers are very well designed and provide AMPLE hand and footholds for easy access to cabs. All drivers should always look for the proper handrails and footholds for access and egress from the cab. Always check the ground surface before exiting the cab to ensure you have a firm landing place. All drivers with baggage should always put baggage into passenger footwell and retrieve it once inside the cab.

Always use 3 points of contact when climbing in or out of the cab:

1 FOOT AND 2 HANDS

2 FEET AND 1 HAND

Your legs are without doubt stronger than your arms, and it is nearly always easier to push rather than pull. So take advantage of this and reduce the risk of straining your back or shoulders by pushing up with your legs when climbing. Pulling your body up with your arms is a very strenuous practice, and also a very risky one.

DRAINING OF HOSES

All drivers should follow the manual handling procedure when draining hoses. When a compartment has emptied the API should be left open to allow air to flow and product to drain. Never lift the hose above shoulder height and walk the hose as many times as the driver feels necessary to ensure product has drained. Shut the API on the vehicle and disconnect the hose from the vehicle end and roll the hose to drain any remaining residue. Disconnect from customer fill point.

REMOVING AND REPLACING HOSES

When removing a hose from vehicle place one end on the ground feeding hose off vehicle ensuring the hose is not dropped. (a dropped hose not only causes damage to the hose but could land on your foot causing injury). When replacing hoses on the vehicle, lift one end on to the vehicle securing with hose strap then feed hose onto vehicle, make sure you do not over stretch and watch where you are walking (open manholes, hoses, manhole covers).

**REMEMBER PREVENTING A BACK INJURY IS
A LOT EASIER THAN CORRECTING ONE.**

Cab and Mobile Phones

The fitting of a Cab Phone is NOT a requirement of the ADR Regulations.

Security guidelines issued by the Government in connection with High Significance Dangerous Goods i.e. Petroleum advise that cabs where possible should be fitted with a phone. This is a “good to have” but not a legal requirement.

Use of a Handheld Mobile Phone is not only a criminal offence but classed as Gross Misconduct by the Company.

Drivers should also be aware that most Terminals operate a No Mobile Phone policy on site.

Drivers must follow the instructions issued by the Terminals they visit.