

Immingham  
East Terminal

General Operations Procedure	<b>GOP-IE-058</b>	<b>Version</b>
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**DOCUMENT REF:** GOP-IE-058  
**TITLE:** Loading Chemical Road Tankers  
**OWNER:** Phil Dyson  
**DATE:** 3/8/2015  
**APPROVED BY:** **Andrew Rhodes**  
**DATE APPROVED:** **3/8/2015**

**TAKE2** – Put safety at the front of your mind just when it needs to be – right at the start of the task.

### 1.0 PURPOSE AND OBJECTIVES

The Operations Department will ensure that the requirements of this procedure are effectively met. Specific responsibilities are delegated to the Operations Personnel.

### 2.0 SCOPE

To ensure that the loading procedure for "chemical" road tankers is clearly defined and documented.

### 3.0 REFERENCES

- FOR2002a** - Carriage of Dangerous Goods by Road Regulations
- GOP-IE-041** - Hose Inspection & Connection
- GP -2002** - Operational Principles
- GPO-0102** - Safe and Reliable Operations
- GOP-IE- 56** - Installation Rules for Drivers
- GOP-IE- 57** - RTW Suitability
- GOP-IE- 59a** - Drivers Request Form
- GOP-IE- 59b** - Terminal Rules and Regulations for Drivers

Code de champ modifié

### 4.0 DEFINITIONS AND ABBREVIATIONS

- P.P.E - Personal Protective Equipment
- R.P.E - Respiratory Protective Equipment
- R.T.W - Road Tanker Wagon

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## 5.0 PROCEDURE/PROCESS

### 5.1 Prior to R.T.W Arrival

The Client is responsible for notifying the Terminal of all releases, in writing.

The Stock Control Department will ensure that all release information is entered into the TASCs system in accordance with established procedures.

The Client may delegate responsibility for generating release authorities to the Terminal, under such circumstances the Terminal will ensure that releases are made via a unique release number system.

#### **Action : Stocks Department**

The release information will be entered in accordance with the requirements of the established procedures And will include any customer specific information.

#### **Action :Stocks Department**

### 5.2 R.T.W Arrival

On arrival at the Terminal the Driver will report to the weighbridge and complete a Driver's Request/Barrel Cleanliness Statement in accordance with the requirements of FOR2002a / GOP-IE-59a Carriage of Dangerous Goods by Road Regulations - Driver's Request.

#### **Action : Driver/Weighbridgeman**

Weighbridge personnel will ensure that the details recorded by the Driver correspond exactly to the release information provided by the Client and match up with all the information on the TASCs system.

#### **Action :Weighbridgeman**

If there is any discrepancy between the information provided from the Driver , the terminal will not continue with the processing of the load . The weighbridge man will inform the duty chargehand/supervisor of the issue and will await further instruction.

**Action :Weighbridgeman/Duty chargehand.** If a Driver fails to provide appropriate release information he will be asked to verify his details prior to the matter being referred to the Stock Control Department who will contact the particular Client for instruction/clarification.

#### **Action :Stocks Department**

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If the Client requires the barrel to be examined by an independent surveyor prior to loading The weighbridgeman will check that the driver has an appropriate clean out certificate.

**Action : Weighbridgeman**

The weighbridge personnel will ensure that all appropriate documentation checks are made and that the driver declaration form GOP –IE 059a has been fully completed Having satisfied themselves that the information provided is correct the duty weighbridgeman will sign the driver declaration along with the driver.

**Action : Driver/Weighbridgeman**

The duty weighbridgeman will enter all the details on to TASCs and generate a warning order with correct information for loading..

**Action ;Duty Weighbridgeman.**

Once the duty weighbridgeman is happy that all the correct paperwork is in place , he will issue the driver with his colour coded loading pack.

Red Folder	4 east loading yard
Blue Folder	700s loading yard
Green Folder	3 east loading yard

**Action :Duty Weighbridge man.**

The duty weighbridge man will then check with the driver on his site familiarity and issue a site map if required to the driver , this will show loading yard locations and directions clearly.

**Action ;Driver and Duty Weighbridgeman.**

The duty weighbridge man will radio the yard loading operator that a vehicle is on its way round for loading.

NOTE: the weighbridge man will only state what yard the vehicle is to be loaded from he will **NOT** state product or customer name.

**Action : weighbridgeman.**

The duty yard operator will confirm via radio that he has received the message and is happy for the vehicle to proceed.

**Action : Duty Yard Operator**

On confirmation from the duty yard operator he is happy for the vehicle to proceed , the weighbridge man will send the driver to the correct loading yard.

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**Action : weighbridgeman**

**NOTE:** If the vehicle has not arrived to the nominated loading yard with in 10minutes , the duty operator will call back to the weighbridge to confirm the vehicle has left the weighbridge.

**Action : Duty Operator**

If this request is confirmed and the vehicle has left , the duty operator will radio the charge hand and **all** duty yard operators for confirmation that the vehicle has **NOT** turned up at the wrong loading yard.

If the vehicle has arrived at the wrong loading yard , the driver should be directed to the correct loading yard with enhanced supervision.

**Action : Duty Operator/ Chargehand**

**5.3 Loading Procedure**

On arrival at the loading yard the driver will wait outside the main gate , and will **NOT** enter until the duty operator is ready to receive the vehicle into the correct loading yard.

**Action : Duty Operator / Driver.**

The duty operator will visually check the correct coloured loading pack prior to allowing the vehicle to enter the loading yard against the colour square on the loading gate .

If the colour sleeve is incorrect the operator is to check the paperwork prior to directing him to the correct loading yard.

**Action : Duty Operator**

Once the operator is happy the vehicle has entered the correct loading yard the operator will request the loading pack from the driver.

**Note : The duty operator will ask for the paperwork only , NOT ask the driver what he has come for to avoid any confusion.**

**Action : Duty Operator**

Once the duty operator is happy with all of the loading paperwork he will Direct the Driver to the correct loading point and ensure that the R.T.W is safely parked.

Action : Driver / Duty Operator

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The loading operator will check the documentation issued to the Driver and verify that the information recorded by the Driver is Correct and is fully compliant with the driver request form.

Action : Driver / Duty Operator

**Note: If the information is not compatible the loading operation will not proceed. Advice will be sought from the operator's immediate supervisor.**

**Action : Duty Operator/Chargehand**

Check that the R.T.W and tractor unit are suitable for the particular product to be loaded. in accordance with GOP –IE- 57.\_

**Action : Duty Operator**

At the load point the vehicle is to be safely parked, out of gear with the engine switched off. The earth lead must be connected and the Driver must don Personal Protective Equipment (PPE) appropriate to the product to be loaded. Where vehicle top access is required, the vehicle must be correctly positioned at the gantry to provide a safe means of access either by terminal or vehicle equipment or a combination of the two.

**Action: Driver**

Note: The splash loading of low flash and static accumulator products is EXTREMELY dangerous and is PROHIBITED. Top loading arms on these products must extend to AND touch the bottom of the tanker barrel.

**The Duty Operator must carefully carry out the following checks :-**

- a) Compare Warning Order against Driver request Form and LP Boards to ensure vehicle is at the correct point and capable of safely loading the nominated quantity. The duty operator will emboss the warning order with the LP paper punch.
- b) Check Warning Order for any special instructions – e.g. vehicle to report to Surveyors, sample to be retained etc.
- c) Check Driver Request Form to ensure last load compatible with product to be loaded.
- d) Confirm Driver has, and is wearing, the appropriate PPE.
- e) The earthing cable must be connected to the designated position on the vehicle, (where fitted), or vehicle / barrel chassis BEFORE opening any hatches on the vehicle or connecting any hoses to the vehicle.
- f) Visually inspect the vehicle for cleanliness and confirm vehicle dipstick is, so far as it is possible to check, in good condition and correctly marked for the vehicle.
- g) Confirm barrel capacity by checking against any markings on the barrel (particularly important for closed loading).
- h) Confirm Driver conversant with loading equipment and procedures and can safely load his vehicle.

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i) If vehicle to load on closed system a pressure gauge must be fitted to the vehicle to prevent over-pressurisation.

j) All valves, pipe lines and pump correctly set to load the vehicle.

**Action: Duty Operator**

**Note: Should the operation fail to conform to the required standard in any way the Duty Operator must inform the Duty Chargehand before proceeding further.**

**Action : Duty Operator**

The Duty Operator will now assist the driver to connect the road loading hose/position the top loading arm if required, together with any vapour return hose necessary.

If top loading the duty operator will Tag seal the bottom loading valve and cap of the vehicle to ensure all liquid routes are sealed.

Action : Driver / Duty Operator

The Duty operator will Set / confirm that loading meter, where appropriate, is correctly set for the required volume or weight to be loaded. Particular care is required to ensure correct units set as terminal meters may deliver in litres, m3 or kgs subject to product being loaded and delivery system.

**Note: The Duty Operator MUST wear the appropriate PPE for this duty.**

**Action: Driver/Duty Operator**

Once all checks have been completed and in accordance with the loading check sheet the Duty Operator is satisfied that all is in order he will stamp the Warning Order to authorise the loading to take place. He must then remain close by in the area to witness the start of the loading operation and then leave the Driver to supervise the loading of his vehicle.

Note: Under no circumstances may the loading yard be left "unmanned" whilst operations are taking place within that area.

**Action: Duty Operator/Driver**

When loading excise duty liable products (bonded) the Duty Operator must, once flow to the vehicle has been established note the loading temperature as shown on the thermometer at the loading point and write it onto the Warning Order. The temperature should be taken after 10 minutes of pumping to ensure the actual tank temperature is obtained.

**Action : Duty Operator**

In the event of a leak, loading will be STOPPED IMMEDIATELY. The loading operation will not be re-started until the source of the leak has been established and the problem rectified.

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**Action : Duty Operator / Driver**

On completion of the loading operation stop the loading pump and effectively isolate the loading system.

**Action : Driver**

If the vehicle has been bottom loaded the Driver will request the duty operator to assist with the disconnection of the flexible transfer hoses, including vapour return lines where applicable.

**Note: The flexible transfer hose must be blown clear of product prior to being disconnected. The blowing/clearing operation must be carried out in strict accordance with the requirements of the established operating procedure. Care should be taken against the possibility of trapped pressure when disconnecting the system, ensure that appropriate P.P.E / P.R.E is worn for the operation.**

The Operator must check that the Terminal's equipment has been properly disconnected, safely shut down and stowed away on completion. The Operator can then stamp / sign the warning order (Aft) to confirm all is in order.

**Action : Duty Operator**

**Note: If samples are required they can be drawn at this point from the R.T.W's barrel. Ensure that the loading arm is effectively isolated and stowed correctly.**

Ensure that all manhole lids are secured prior to directing the Driver back to the weighbridge facility.

Ensure that the information recorded on the Warning Order, is compatible with the information contained in the computer system. If there are any changes, up-date the data held in the computer immediately

**Action : Weighbridge man**

Check that the warning order is embossed with the correct tank number.

**Action : Weighbridge man**

If incorrect tank number embossed on the warning order STOP and inform management immediately. Under NO circumstances is the vehicle to leave site.

Ensure that the final weighing and documentation checks are carried out at the weighbridge prior to release from the Terminal. **If these checks reveal any discrepancy contact your immediate supervisor who will contact the client for advice.**

Ensure that the Driver is issued with, and signs, a Final Ticket prior to release from the Terminal.

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**Action : Weighbridge man**

**6.0 APPENDICES**

None.

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**VERSION HISTORY:**

VERSION NO	SUMMARY OF REVISION	BY	DATE
1.0	EGT-005 (Rev 5) Loading Chemical Road Tankers to new template. Doc migrated to new Immingham QMS within MOSS 2007.	Lyndsay Gresham	14/02/2014
2.0	Major Review of Procedure in accordance with current OTAM standards	Phil Dyson	28/07/2015

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