



Bulk Tank and Bowser Refuelling Safe Operating Procedure

Document Number: CL00-446565370-354

SharePoint Ver.: 2.0

Document Type: Procedure

Author: Pieter Geldenhuys

Approver: Cornelius van der Merwe

Issuing Department: Maintenance Engineering

Revision date: 2024-07-05

Total Pages: 11

TABLE OF CONTENT

Page		
1.	PURPOSE	3
2.	PROCEDURE APPLICABILITY	3
3.	RESPONSIBILITIES.....	3
4.	GENERATOR REFUELLING PROCESS	3
4.1	Personal Protective Equipment (PPE)	3
4.2	Tools	4
5.	BULK TANK REFUELLING OPERATING PROCESS	4
5.1	Safety Precautions	4
5.2	Operating Process	4
5.3	General Information	5
5.3.1	What Can Cause a Spillage?	5
5.3.2	PPE To Wear	5
5.3.3	Steps To Remember	5
6.	REFERENCES	5
6.1	Definitions, Abbreviations and Acronyms	5
6.2	External Reference Documents	5

1. PURPOSE

The purpose of this procedure is to ensure that all personnel involved with the refuelling of Bulk Tanks and Bowsers, always follow the correct procedures, while carrying out routine tasks.

Note: This procedure must be used in conjunction with the outcomes of the Risk Assessment done before performing any tasks.

2. PROCEDURE APPLICABILITY

- a. To identify faults or possible failures so that preventative actions can be taken.
- b. To ensure the safe and effective refuelling of Bulk Tanks and Bowsers.
- c. The operating procedure is a reference for the new operator and a refresher for the experienced operator.
- d. Operating techniques outlined in this module are basic. Skills and techniques develop as the operator gains knowledge of the equipment and its capabilities.

3. RESPONSIBILITIES

The Executive and Senior Manager are responsible for this procedure and must approve any changes to this document.

At Bidvest Facilities Management, maintenance personnel are responsible for the following:

- a. Control equipment and systems within specific parameters.
- b. Always maintain maximum equipment availability.
- c. Ensure the safety of all employees and the safeguarding of equipment.

This is applicable to all employees that are involved in the refuelling of Bulk Tanks and Bowsers. It is the responsibility of all relevant employees to comply with this procedure.

It is the responsibility of the supervisor to ensure that this procedure is followed when all tasks are carried out.

4. GENERATOR REFUELLING PROCESS

4.1 Personal Protective Equipment (PPE)

- All PPE in the below table are Mandatory and must be worn / present for this specific area of operation.

	Plant Issued Overalls		Hard Hat		Safety Shoes
	Reflective Vest		Rubber Gloves		Safety Glasses
	Vehicle First Aid Kit		Fire Extinguisher		

4.2 Tools

- All Tools in the below table are Required to accomplish this task.

Water Sample Kit	Spillage Kit
Mechanical Tool Set	Clean Cloth

5. BULK TANK AND BOWSER REFUELLING OPERATING PROCESS

5.1 Safety Precautions

- DO NOT** refuel any bulk tank or bowser unless you are authorised or have been instructed to do so. The incorrect use of the refuelling equipment can cause serious injuries or death.
- When refuelling, check surroundings for any health and/or safety risks.
- Always have adequate fire extinguishing equipment immediately available where you are refuelling. If necessary, have additional personnel stand fire watch while work is being performed.
- Ensure that the ventilation is adequate.
- If the ground level is slippery or uneven, ensure a stable stance.
- Always check for any leaks while refuelling a tank. Stop if there are any leaks identified.
- Never leave the filler nozzle while refuelling.
- Never decant diesel near open flames, sparks or even surrounding veld fires.
- Do not leave the filler nozzle on the ground.
- Do not put the filler nozzle in the tank, lock trigger and leave it unattended.
- Do not fill the fuel tank beyond maximum level to avoid diesel spillage on top of the diesel tank.
- Ensuring the refuelling cap is properly closed after refuelling.
- Do not smoke while refuelling
- Do not answer or make any calls on your cellphone while refuelling

5.2 Operating Process

- Ensure the delivery vehicle is situated in a safe place and that personnel are wearing the correct Personal Protective Equipment (PPE)
- Check the delivery note with the driver to ensure the correct fuel and quantity is being delivered
- Ensuring that the diesel delivery truck or bower is earthed to the earthing point
- Check level in storage tank to ensure there is adequate capacity in the tank to accept the full delivery
- Do a water detecting putty test for the presence of water in the fuel delivery tanker, if any water present, do not fill the tank.
- Ensure that the driver has connected the delivery hose(s) to the correct inlet
- Ensure that all valves are properly set to fill the right tank (where appropriate)
- The Competent Person must, with the driver, monitor the level in the tank, and watch the overflow pipe. Stop the delivery immediately in the event of an overflow
- The Competent Person must, with the driver, monitor all hosing connections for leaks
- In the event of a leak, no matter how small, stop the delivery immediately. Any spillages should be dealt with in accordance with the Spillage cleaning procedure.

After delivery of Fuel, observe the driver complete the following:

- Close the tanks inlet valve
- Ensure that any fuel which may remain in the delivery hosing which could result in drips or spillages is caught in a tray or sump. Any contaminated waste including PPE should be bagged and clearly labelled 'Diesel Waste' for disposal.

5.3 General Information

5.3.1 What Can Cause a Spillage?

- Over top up of diesel / fuel.
- Locking of the nozzle trigger.
- Improperly tightening the diesel cap or hand valve
- Not permitting air bubble to release from system.

5.3.2 PPE To Wear

- Leather Gloves or Rubber Gloves
- Safety Goggles
- Safety Shoes
- Hard Hat
- Plant Issued Overalls
- Reflective Vest

5.3.3 Steps To Remember

- Complete the Risk Assessment Form (Equipment and Work Area Relating)
- Wear Your PPE
- Clean Your Work Area

6. REFERENCES

6.1 Definitions, Abbreviations and Acronyms

Definition, Abbreviation, Acronym	Meaning
PM	Portfolio Manager
JPM	Junior Portfolio Manager
RM	Regional Manager
ME	Maintenance Engineering
LOTO	Lock Out Tag Out
PPE	Personal Protective Equipment

6.2 External Reference Documents

Document Nr	Document Description
Mine Health And Safety Act	Mine Health & Safety Act, (Act no. 29 of 1996), and Minerals Act and Regulations, (Act no. 50 of 1991) Sections 10, 11, 22 & 23
OHSACT	Act 85 of 1993 & 1988 Section 35 of 1993 Act 6
OHSAS 18001	Everything that can influence Occupational Health and Safety