

**DELIVERY ARRANGEMENTS FOR NOLAN OILS, MIDDLETON STONEY**  
**24 HOUR CCTV MONITORING IN OPERATION**

All drivers must observe the following procedures.  
THE PROCEDURES ARE AVAILABLE IN THE ULLAGE MONITORING CABINET ADJACENT TO THE DISCHARGE HEADERS, WHICH MUST BE ADHERED TO AT ALL TIMES.

ARRIVAL	<b>Do NOT access this site through Bucknell village.</b> Park in depot access road to open the gates inwards. Do not park on the road. <b>Hazard warning lights must be operated.</b>
ACCESS & CCTV SECURITY	<b>An electronic control panel is fixed to the depot gates, this operates the locking mechanism for the gate as well as the CCTV/security for the site. The control panel code and the header key box combination must be obtained from the driver supervisor or HCC before setting off.</b> The site is covered by CCTV movement alarm security, which <b>MUST</b> be disarmed. The control panel is located on the depot gates. To disarm and unlock the gates enter the code provided and the flashing orange light will stop flashing. The alarm will be disarmed but CCTV monitoring will continue during offloading. Both gates must be held and walked to their locking position and secured. <b>Do not let the gates swing freely at any time.</b> When you leave the depot, close the gates and re-enter the code. The flashing orange light start flashing. The gate is now locked and security reactivated.
LIGHTING	The depot lights are automatic and some will be on upon arrival at night. Other lighting will be activated in the discharge area on a movement sensor only.
MANOEUVRING	There is a large yard area for turning and reversing as required. <b>Take care as Nolan Fuels vehicles may be parked in this area from time to time.</b> It will be necessary to reverse to the headers if discharging with the vehicle pump. <b>See important "Pump-off" procedures below.</b>
TANK, GRADE & ULLAGE CHECKS	The tank ullages <b>must</b> be checked upon arrival using the electronic monitoring system available adjacent to the headers. The discharge headers are numbered and identified by grade. <b>Do not switch this system off.</b>
OVERSPILL ALARMS	An overfill alarm system (siren) is installed. Auto shutdown valves are <b>NOT</b> installed. When the alarm is activated <b>cease the discharge immediately</b> and contact the depot manager. To test the alarm system press 5 then test. When the alarm sounds press ALARM CANCEL immediately.
PUMP-OFF	Product can be offloaded using either the vehicle pump or depot stripper pumps for which there are separate headers and separate access keys. It will be necessary to reverse up to the headers to use your vehicle pump. Drive in to use the stripper pumps. <b>Stripper pumps must be used between 1800 hrs to 0700 hrs.</b> Connect your hose to the inlet point and your tanker then open lever valve, then start pump (Green to Start, Red to Stop). Do Not Stop The Pump With The Emergency Stop Button Unless In An EMERGENCY. (Reset button located on main panel, Blue Button)
HEADER CONNECTIONS	Discharge header valves (one per line) will be found closed and end caps locked. <b>Unlock appropriate key box with combination provided.</b> Drip/splash containers are available under the headers. <b>All valves MUST be closed and end caps secured after each use return key to key box.</b>
PAPERWORK	<b>**Delivery tickets must be posted through the letterbox in the office door.</b>
DEPARTURE	Ensure that all valves are closed and locked. <b>The CCTV alarm must be re-set with your control panel code upon departure using the code provided.</b> The gates must be firmly closed and be locked upon departure.
EMERGENCIES	In an emergency telephone 01869 342116 or 07860 427893 (24 hours). An oil interceptor is installed and the shut off valve should be closed in the event of a spillage. (Located down the steps, in the Manhole by the offloading area).
FACILITIES	There are no toilet or wash facilities available when the site is unattended.

**ALL incidents and site defects MUST be reported to the depot management within 24 hours using the depot telephone number or paperwork provided. Minor spillages are to be cleaned up/treated before departure from site. Dispose of any rubbish in the allocated bins provided.**