



ANNUAL REVIEW OF COMMERCIAL LOCATIONS AUTHORISED FOR ABSENTEE DELIVERY

Note: To be used for both initial assessments and routine audit/checks. Must be read in conjunction with Section 10 (Transport Operations) of the Distribution Manual. This is not to be used for assessing motor spirit deliveries. All parts must be completed.

Delivery location:	<u>Nolan Oils, Middleton Stoney, Bicester OX254TA</u>	This review date:	<u>11/03/2004</u>
Audit No.	<u>AD/04/32</u>	Last review date:	<u>Initial Audit/Assessment</u>
Supply terminal:	<u>Buncefield / Kingsbury</u>	Contact(s):	<u>Mark Nolan</u>
Max vehicle size:	<u>44t</u>		

Part A Products delivered:

Grade delivered	Discharge method (Vehicle or depot pump)	Replenishment method (e.g. Ullages reported, remotely monitored or directly ordered)
Gas Oil	Vehicle Pump or Depot Pump	Directly ordered when required
Kerosene	Vehicle Pump or Depot Pump	Directly ordered when required
Diesel	Vehicle Pump or Depot Pump	Directly ordered when required

Part B Storage tanks used for absentee delivery:

Tank no.	Grade	Working capacity (Litres)	Date of last inspection:
1	Diesel	105,011	
2	Gas Oil	157,484	
3	Kerosene	296,000*	
4	Kerosene	*Tank 4 linked to 3	

Where applicable, note combined tanks here:
Two tanks marked 1 and linked
Three tanks marked 2 and linked
Three tanks marked 3 plus one tank marked 4 and linked.

Part C Review checklist: (Where "no" is indicated provide notes and action, on page 3, where appropriate.) (✓)

Ref.	Check item description	Yes	No	n/a
1. General (administrative and operational):				
1.1	Is there a current documented procedure agreed by both parties and is it displayed?	v		
1.2	Is an approved stock replenishment method followed and effective?	v		
1.3	Can full loads be safely taken into allocated tanks or, where applicable, combined tanks?	v		
1.4	Are local stock control/monitoring procedures adequate?	v		
1.5	Is there a documented plant & equipment inspection, defect reporting and maintenance process?	v		
1.6	Is CCTV in operation?	v		
1.6.1	If the answer to 1.6 is yes, is it monitored 24 hours a day?	v		
1.7	Are there specific PPE requirements?		v	
2. Arrival at and access to site:				
2.1	Are there local vehicle access/egress route restrictions in place?	v		
2.2	Is there a safe position to park vehicles whilst opening gates?	v		
2.3	Are opening/closing arrangements clear for electronically operated gates?			v
2.4	Is there an operational barrier installed in addition to the gates?		v	
2.4.1	If the answer to 2.4 is yes, are opening/closing instructions clear?			v
2.5	Can the locks for manually operated gates be safely accessed/opened?	v		

Ref.	Check item description	Yes	No	n/a
2.6	Are the gates and gateposts sound and secure?	v		
2.6.1	Do gates freely and safely travel to and from open position?	v		
2.6.2	Are there adequate means to secure the gates when open and to prevent over-opening?	v		
2.7	Is lighting at entrance to the site adequate and working?	v		
3. Product offloading:				
3.1	Allowing for parked tankers, is there safe access to and away from all discharge points?	v		
3.2	Is lighting in discharge area adequate and operational?	v		
3.2.1	Are manually operated lighting switches clearly identified?			v
3.3	Are all tanks used for absentee delivery clearly numbered and product identified?	v		
3.4	Are discharge headers marked and numbered in accordance with tank markings?	v		
3.5	Are adequate and safe drip/splash containers available at each discharge point?		v	
3.6	Are tank ullages available at or near to the discharge points?	v		
3.6.1	Is the electronic tank monitoring display system (where installed) operational?	v		
3.6.2	Are appropriate instructions displayed for checking the electronic monitoring system?	v		
3.7	If the answer to 3.6 is no, are ullages displayed/available elsewhere?	v		
3.8	Can all storage tanks be adequately seen from the offloading points?	v		
3.9	Are tank discharge header valves locked or (if fitted) in locked drip/splash containers?	v		
3.9.1	Is access to and use of the discharge header valves safe and appropriate?	v		
3.10	Is the discharge header valve key control arrangement adequate?	v		
3.10.1	Is there a discharge header valve double-locking arrangement in place?		v	
3.11	Are non-return valves fitted to all relevant discharge lines?	v		
3.12	Is a discharge earthing facility available and their usage clearly identified?		v	
3.12.1	If the answer to 3.12 is yes, are they in good condition, tested and test records kept?			v
3.13	Where depot pumps are used for discharge are on/off switches clearly identified?	v		
3.14	Is access to storage tanks and tank bunds required for discharge purposes?		v	
3.14.1	If the answer to 3.14 is yes, is there safe and well lit access?			v
3.15	Are tank bunds adequate, in sound condition and drainage adequately controlled?	v		
3.16	Is the general discharge area/yard surface clean, tidy, sound and safe?	v		
3.17	Are adequate means to contain a spillage available at or near the discharge points?	v		
3.18	Is salted grit available and used during icy conditions?	v		
3.19	Is there a risk of falling objects (from gantries, etc.)?		v	
3.20	Are vehicle collision bollards or barriers installed, adequate and in good condition?	v		
4. Tank overflow prevention system:				
4.1	Are tank high-level alarms installed?	v		
4.2	Is the driver required to switch the power to the overflow prevention system on/off?		v	
4.2.1	If the answer to 4.2 is yes, is the requirement clearly identified?			v
4.3	Is there a visual and/or audible alarm test facility available at or near the discharge point(s)?	v		
4.3.1	Test carried out by auditor and system found to be functioning correctly.	v		
4.3.2	If answer to 4.3 or 4.3.1 is no, are alarms periodically tested by other means and recorded?			v
4.4	Are automatic shutdown valves fitted to all relevant discharge lines?		v	
4.4.1	If the answer to 4.4 is yes, is there a programme/record of testing these valves?			v
4.4.2	Where appropriate, system tested by auditor and found to be functioning correctly.			v
5. Emergency arrangements:				
5.1	Are emergency contact numbers immediately available and accurate?	v		
5.2	Is there a requirement to manually close the interceptor outlet control valve following a spill?	v		
5.2.1	Is the interceptor clearly identified, the area illuminated and safely accessed?	v		
5.2.2	The valve has been opened/shut by the auditor and found to be turning freely.		v	
5.3	Is an oil level alarm fitted to the interceptor?		v	
5.3.1	If the answer to 5.3 is yes, are instructions available to the driver in an alarm condition?			v
5.4	Is an emergency telephone available and working?		v	
5.5	Are fire extinguishers available, serviceable and in date?	v		
5.6	Is an emergency shower available?		v	

6. Facilities:

Ref.	Check item description	Yes	No	n/a
6.1	Are mess-room, toilets and washing facilities available?		v	
6.1.1	Are these facilities generally clean, tidy and with appropriate cleansers available?			v
6.2	Are electrical inspections current and defects adequately closed out?	v		
6.3	Is a water hose available to clean vehicle lights and windows if required?		v	

7. General (close-out items):

7.1	Is the site generally safe and secure for the driver whilst discharging product?	v		
7.2	Is the loading gantry power supply isolated out-of-hours?	v		
7.3	Are there local environmental restrictions in place? (Give details below.)	v		
7.4	Do the written instructions in 1.1 above now require updating?	v		

7.5	Can vehicle access, manoeuvring and positioning for off-loading be improved? * No improvement planned * Auditor to report in Part D and, unless improvement considered critical for continuing DCD, give recommendations in Part E 2 below, if appropriate.			
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Part D Auditor notes and observations: (Cross-refer to check-list item nos. above.)

1	Customer is new to absentee delivery process – Documented procedure is now in place. *
2	Drivers are not allowed to gain access to the site via Bucknell village. (noted on delivery arrangements). *
3	Currently various containers are in use as drip trays but improvements are planned by Nolan Oils.
4	Nolan Oils have agreed to leave a “safe delivery certificate” available for drivers advising of the available ullage, this is in addition to the electronic tank monitoring system which must be checked before all deliveries.
5	Product specific keys are kept in a combination locked key box on site. (codes are available from HCC). *
6	A crash barrier is in place to protect discharge headers from impact but it requires shortening and securing.
7	A new interceptor valve has been installed, and confirmed as functioning correctly by Nolan Oils.
8	Current electrical inspection documentation was not available at the time of the audit, the latest inspection is due to take place at the beginning of April and documentation will then be available.

Part E 1. Action required: (Cross-refer to check-list item nos. above.)

C/R	Detail	Action party:	Close-out date:	Risk **
1.1/7.4	Produce and distribute new delivery procedure and plan to Nolan Oils and Hoyer.	PR/NP/Shell	13.04.04	L
3.5	New purpose made drip trays are required for all headers.	MN/Nolans	13.04.04	L
3.7	Supply Safe Delivery Certificates to assist with ullage information/communication.	PR/Shell	19.03.04	L
3.20	Reduce the length of the existing crash barrier and fix permanently to the ground.	MN/Nolans	13.04.04	M
6.2	A valid certificate of inspection of critical electrical equipment is required and should be made available to view on completion of 2004 inspection.	MN/Nolans	30.04.04	M
	PR/Shell = Peter Robinson, Shell UK Oil Products NP/Shell = Nigel Porter, Shell UK Oil Products MN/Nolans = Mark Nolan, Nolan Oils			

2. Recommendations for action (not precluding approval and authorisation):

C/R	Detail	Action party:
7.5	Following recent improvements by Nolan Oils vehicles are now required to drive forward into position and reverse away from the delivery area when empty. Sufficient space for an easy reverse is available and this area should be kept clear at all times to allow for a safe manoeuvre.	MN/Nolans

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**** L=low risk; M=medium risk; H=high risk; S=serious risk**

Auditor(s):
(Print name & reference or status)

Peter Robinson
MDUI/OU

Signature: *P.Robinson*
13.04.2004

Date:

Signature:

Date:

Part F Report approval and authorisation:

1st Signature:

Location management:
(Print name & status)

Mark Nolan
(Nolan Oils)

Signature: *M.Nolan*

Date: 17.06.2004

2nd Signature:

Distribution Management:
(Print name & ref)

Signature:

Date:

Authorisation:

This location is confirmed as acceptable for absentee delivery of the product grades specified in **Part A** above for a period of one year from the date shown below. Any changes that will affect the delivery must be notified to the Shell Contract Operations Manager as soon as possible.

3rd Signature:

For Shell Distribution:

Name and position: (Print)

Signature:

Date: