
Overview

This unit is about your competence in receiving deliveries of motor fuel (note that in this context “fuel” includes diesel and liquid petroleum gas (LPG)). It covers the preparation needed for receipt of fuel, including tank/ullage checks, identifying potential hazards, placing safety guards in position, preparing the appropriate documentation, attending the delivery and maintaining vigilance, ensuring all other documentation is fully and correctly completed, and returning the site to its operating status.

The unit deals with the following:

1. Preparing to receive deliveries of motor fuel
2. Carrying out legislative and organisational requirements on delivery vehicle arrival
3. Receiving fuel deliveries
4. Returning site to normal operating status

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous version:

Unit 2 - National Occupational Standards in Forecourt Operations – August 2003

COGFO2

Receive deliveries of motor fuel

Performance criteria

- You must be able to:*
- P1 confirm expected time of delivery and load due against documentation details
 - P2 ensure that nominated tanks have sufficient ullage to receive quantities and grades of fuel ordered and confirm fill point information against site records
 - P3 identify and deal with problems relating to receiving delivery
 - P4 confirm operational nature and availability of materials and equipment required to ensure safe delivery
 - P5 identify and deal with potential hazards
 - P6 correctly prepare for receipt of delivery and ensure availability of relevant documentation
 - P7 accurately place safety guards in designated location according to site, organisational and delivery requirements
 - P8 accurately confirm that the delivery area and site are safe for ready access of delivery and emergency vehicle use
 - P9 accurately identify the need to assist the delivery vehicle onto the site and into the correct position and take the relevant action
 - P10 confirm delivery against site details, grades and quantities of fuel ordered
 - P11 accurately undertaken a physical check, where possible, of delivery vehicle contents to confirm delivery requirements
 - P12 accurately establish and confirm ullage of site tanks and fuel grades
 - P13 complete all relevant documentation accurately
 - P14 identify and clarify problems with receiving delivery with the relevant personnel and take relevant action in accordance with instructions received
 - P15 confirm delivery vehicle is in correct off-loading position and safety equipment is correctly positioned
 - P16 relay the legislative requirements relating to deliveries to relevant personnel in order that deliveries comply with relevant conditions
 - P17 confirm relevant delivery information accurately and transfer specified quantities and grades of fuel to designated location safely and securely
 - P18 attend the delivery vehicle throughout and identify and deal with potentially hazardous occurrences and problems
 - P19 undertake a physical check of the delivery vehicle contents to confirm complete delivery
 - P20 return the site to normal operating status
 - P21 follow personal hygiene requirements after delivery

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Receive deliveries of motor fuel

Knowledge and understanding

You need to know and understand:

- K1 how to confirm the operational nature and availability of materials and equipment. This includes telephone system, lighting, fire extinguishers, clean dry sand, tank keys, manhole lifters, drainage channels, fire buckets, cordoning off equipment, tank identification
- K2 the documentation requirements
- K3 how to deal with problems and potential hazards. This includes remove, make safe, record, report, stop delivery, put emergency procedures into effect
- K4 how to confirm delivery area and site safety. This includes free of unauthorised parking, clear exits, clear exit paths, designated sites.
- K5 the requirement to carry out pre-delivery and fuel inventory checks
- K6 the methods of confirming and calculating ullage
- K7 the typical delivery problems and how to deal with them. This includes adjusting delivery requirements, cancelling delivery as required
- K8 the use of materials and equipment for safe delivery of fuel
- K9 the hazardous characteristics of petroleum and what constitutes a potential hazard. This includes spillages, emergencies, crossed hose contamination, overfills, personal contamination, sources of ignition, combustible material, access chambers, neighbouring site activities
- K10 the use of safety guards, including caution boards, fire extinguishers, fire buckets
- K11 the correct location and position of delivery vehicle and safety equipment
- K12 the organisational ordering details. This includes ordering and delivery details, site tank capacities and fuel grades
- K13 how to undertake a physical check
- K14 the problems you are likely to encounter. This includes variations to the ordered delivery, inability to receive delivery as specified
- K15 the requirements for completion of relevant documentation
- K16 the importance of the driver and/or designated person attending the delivery and maintaining vigilance throughout
- K17 the equipment storage location. This includes storage of on-site vapour hose where fitted for stage 1b vapour recovery.

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Additional Information

Scope/range related to performance criteria

- 1 the site safety requirements and procedures
- 2 how to select, use and care for Personal Protective Equipment (PPE) including sight/hearing protection, gloves, footwear, hard hats, appropriate work wear
- 3 the implications of statutory and organisational requirements
- 4 emergency shutdown procedures
- 5 limits of own authority and procedures in the event of breaching those limits
- 6 how to interpret operational requirements e.g. policies, procedures, instructions, codes of practice, standards, schedules
- 7 your own responsibilities as they relate to Organisational Safety Policy, Workplace Safety Policy, Evacuation Procedures, Fire Procedures
- 8 the safety, legal and organisational requirements for fuel deliveries. This includes identifying the correct tank, the correct product, the volume required, the connection to site tank(s) with regard to relevant Petroleum and Environmental Regulations, industry guidance and codes of practice. These regulations and guidance will include hose connection details and sequence of connections where stage 1b vapour recovery is fitted, and how to complete the appropriate documentation

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Suite Forecourt Operations

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