
Overview

This unit is about your competence, within the dispensing area only, in providing and monitoring safe dispensing of fuel and transferring the transaction to point-of-sale. Note that in this context “fuel” includes petroleum spirit, diesel and liquid petroleum gas (LPG). It covers those employees who control fuel dispensing and authorisation equipment e.g. the pump controller.

This unit deals with the following:

1. Authorising safe and legal dispensing of fuel
2. Monitoring the safe dispensing of fuel
3. Transferring transaction to point-of-sale

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

Previous version:

Unit 7 - National Occupational Standards in Forecourt Operations – August 2003

COGFO7

Control fuel dispensing and authorisation equipment

Performance criteria

- You must be able to:*
- P1 effectively confirm that the dispensing area is appropriate for dispensing operations to be carried out
 - P2 accurately identify risk situations and take relevant action
 - P3 correctly activate fuel dispensing equipment
 - P4 maintain vigilance of dispensing area operations and confirm dispensing area safety
 - P5 accurately identify risk situations and take relevant action
 - P6 accurately identify malfunctioning dispensing equipment and take relevant action
 - P7 confirm customer fuel dispensing as complete
 - P8 confirm correct fuel transaction with authorisation equipment and customer
 - P9 correctly transfer transaction to point-of-sale
 - P10 promptly identify problems with transferring the transaction and take the relevant action

COGFO7

Control fuel dispensing and authorisation equipment

Knowledge and understanding

You need to know and understand:

- K1 how to confirm appropriate dispensing conditions. This includes safe, legal, dispensing equipment, non dispensing equipment, customers, personnel, visitors, age limit, container and vehicle type, engine switched off
- K2 how to identify risk situations. This includes on-site, off-site, sources of ignition, spillage, other hazards
- K3 the range of dispensing area operations. This includes dispensing equipment, customers, visitors, personnel
- K4 the relevant actions to take in the event of malfunctioning equipment. This includes report, shutdown, rectify, secure fuel nozzle, put emergency procedures into effect, record
- K5 how to use authorisation equipment
- K6 organisational requirements regarding fuel transaction confirmation
- K7 the potential problems. This includes with customer, with authorisation equipment which may occur and the action to take. This includes rectify, report

COGFO7

Control fuel dispensing and authorisation equipment

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 workwear
- 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 specific organisational risk assessment details
- 9 hazardous characteristics of petroleum and what constitutes a risk situation during fuel dispensing. This includes sources of ignition
- 10 legal and organisational requirements for dealing with risk situations with regard to relevant petroleum regulations and manufacturers' instructions
- 11 legal and organisational requirements for dealing with dispensing equipment not functioning correctly and safely, with regard to relevant petroleum regulations, industry guidance and codes of practice and manufacturers' instructions
- 12 how to deal with visitors and site contractors with reference to specific petroleum regulations
- 13 how to identify risk situations. This includes on-site, off-site, sources of ignition, spillage, other hazards
- 14 how to recognise and deal with incorrect dispensing

COGFO7

Control fuel dispensing and authorisation equipment

Developed by Cogent

Version number 1

Date approved July 2010

Indicative review date July 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN FO7

Relevant occupations Retail and commercial enterprise; Service enterprises; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers

Suite Forecourt Operations

Key words control, fuel, dispensing, monitor, safety, point of sale