

COGFO9

Prepare to receive and confirm driver-controlled deliveries of motor fuel



Overview

This unit is about your competence in dealing with driver-controlled motor fuel deliveries (note that in this context `fuel' includes petroleum spirit, diesel and liquid petroleum gas (LPG)). It covers you making pre-delivery and tank/ullage (space in the storage tanks) checks. It also includes providing the documentation and equipment needed by the driver for delivery purposes; confirming the delivery has taken place properly; that any other documentation has been correctly completed; and that equipment used by the driver is returned to its proper location.

This unit deals with the following:

1. Carrying out pre-delivery and tank inventory checks
2. Carrying out post driver-controlled delivery checks

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

Previous version:

Unit 9 - National Occupational Standards in Forecourt Operations – August 2003

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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 prepare for receipt of delivery correctly and ensure availability of relevant documentation
 - P7 accurately confirm that the delivery area and site are safe for ready access of delivery and emergency vehicle use
 - P8 accurately confirm fuel received against delivery documentation details
 - P9 effectively confirm fuel storage is safe and secure
 - P10 identify and deal with potential hazards
 - P11 complete and deal with all relevant documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to confirm the operational nature and availability of materials and equipment. This includes driver-controlled delivery point, telephone system, lighting, fire extinguishers, clean dry sand, tank keys, manhole lifters, drainage channels, fire buckets, cordoning off equipment, tank identification required to ensure safe delivery
- K2 the documentation requirements
- K3 how to deal with problems and potential hazards. This includes remove, make safe, record, report
- K4 how to identify and deal with potential hazards. This includes sources of ignition, combustible material, access chambers, neighbouring site activities
- 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 sources of ignition; combustible material; access chambers; neighbouring site activities
- K10 the use of safety guards. This includes caution boards, fire extinguishers, fire buckets

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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 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 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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