

PRODUCT RECEIVING PROCEDURE FOR RETAIL STATION

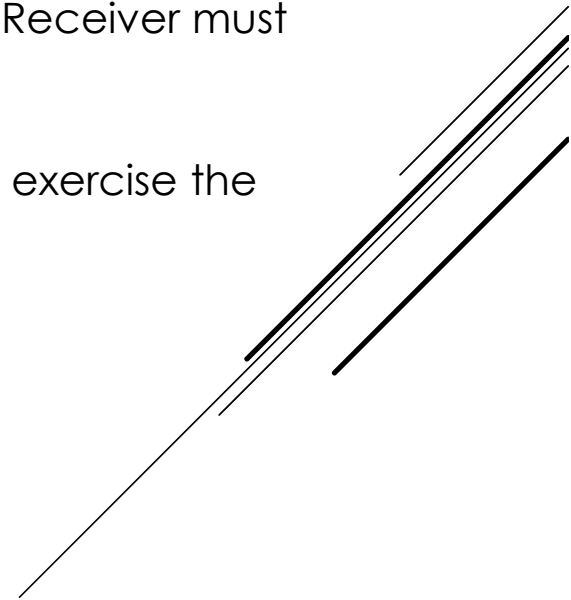


PRE-TASK ACTIVITIES BY T/T DRIVER & RETAILER/AR PRIOR TO PRODUCT RECEIPT

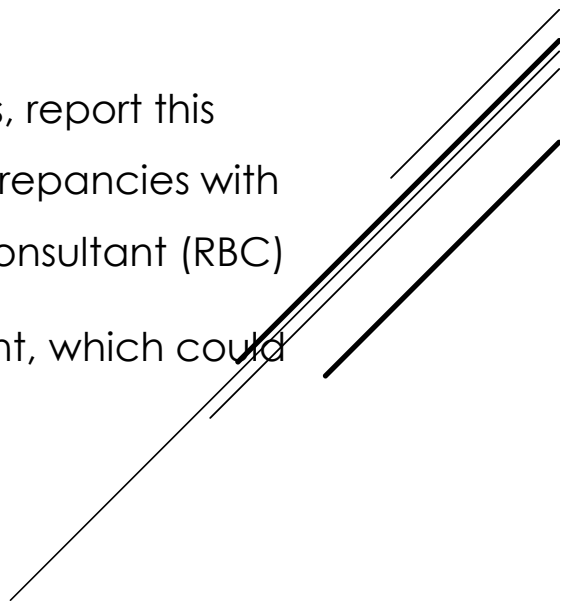
1. Authorized Receiver to conduct tank dipping. Recommended that a minimum of 2 dips and a maximum of 3 dips per tank should be carried out.
2. Driver to confirm product details with Authorized Receiver, who will record the info on the Tank Truck Delivery Checklist.
3. Driver and Authorized Receiver to jointly inspect seals on each discharge valves and dome covers prior to unloading.
4. Authorized Receiver to break the seals and driver to open the T/T dome cover.
5. Authorized Receiver to check each compartment to see if the fuels are within the gauge marker.
6. Driver to take product sample from the discharge valve to be check by Authorized Receiver prior to hose connection. (Note: Only the seal of the discharge valve to be discharged must be broken, All other seals must remain intact while waiting for its turn.)
7. Authorized Receiver to check product sample color and for presence of water if product is hazy using the water finding paste.

TASK EXECUTION (DURING PRODUCT RECEIPT)

1. Driver and Authorized Receiver to closely monitor the product receiving including checking for any leaks.
2. Authorized Receiver must not leave the area while product receiving is ongoing.
3. If condition changes (e.g. sudden heavy rains), Driver or Authorized Receiver must stop the unloading of product .
4. Observe and monitor surroundings for any abnormal conditions and exercise the Stop Work Responsibility (SWR) when needed.
5. IF Safe Operating Limits are breached, initiate appropriate actions.



POST TASK (AFTER DELIVERY)

1. After all products are unloaded, both Driver and Authorized Receiver should physically check each compartment of the truck to ensure there are no products left on board.
 2. Minimize and contain all leaks, prevent further discharge of contaminants and clear up any spills at once. Do not flush product into drains or sewers. To contain spills, follow the recovery / spill kit procedure.
 3. If liquid gasoline discharges from vents at any time, or an over-fill occurs, report this immediately through authorized / designated Receiver. Suspected discrepancies with after-hours deliveries must be reported immediately to Retail Business Consultant (RBC)
 4. Sign off documents. Obtain a signed invoice/delivery note and payment, which could be an EFT.
 5. Clear off areas (remove FE, cones)
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THANK YOU!

