

SAFE
LOADING
PASS
SCHEME

Mobile Inspection Service

Application form



About the Safe Loading Pass Scheme

First established in the late 1980s by the major oil companies operating in the UK, the Safe Loading Pass Scheme (SLPS) provides a means to control the risks associated with loading road tankers at fuel distribution terminals. As an integral part of a participating petroleum terminal's safety management system, it aims to identify vehicles and trailers that have been inspected at least every six months by qualified persons and deemed to meet specified safety standards for admittance to fuel loading terminals.

Members of the UK Petroleum Industry Association (UKPIA) and the Tank Storage Association (TSA) recognise the SLPS. The scheme applies to terminals supplying the following fuels with the following UN numbers.

- UN1202 – Gas oil or diesel fuel or heating oil, light
- UN1203 – Gasoline or petrol or motor spirit

- UN3475 – Ethanol mixture
- UN1223 – Kerosene
- UN1863 – Fuel, aviation, turbine engine
- UN1170 – Ethanol

It does not apply to vehicles which are registered outside England, Wales, Scotland and Northern Ireland or vehicles carrying liquefied petroleum gas, bitumen, black oil or lubricants.

How the scheme is run

The scheme is owned by the UKPIA with support from the TSA. The two associations with member representatives set the standards and direct the scheme by way of a Management Group. The Freight Transport

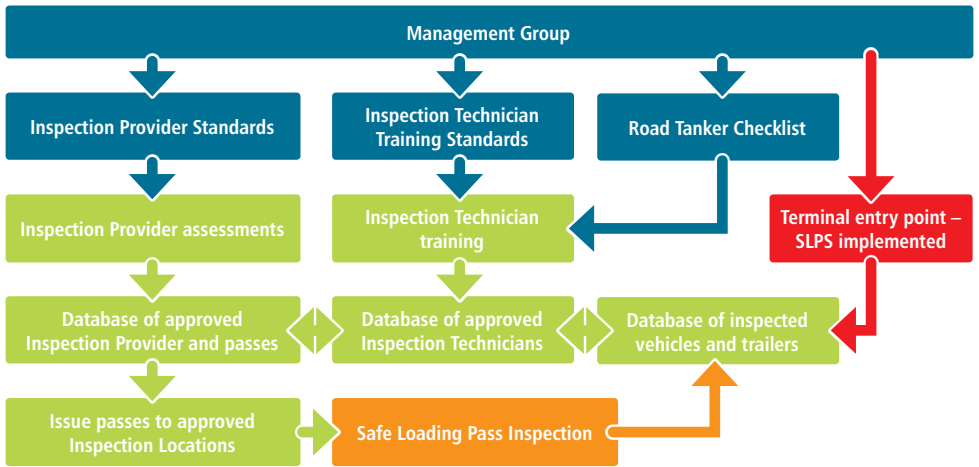
Association (FTA) manages the scheme on their behalf and is an advisory member of the Management Group, as are the Energy Institute, the Downstream Oil Distribution Forum and a User Group representative.

SLPS management

SLPS Management Group Executive	SLPS Management Group Advisory
UKPIA (scheme owners) Tank Storage Association Two UKPIA member companies Two TSA member companies	FTA (scheme manager) Energy Institute Downstream Oil Distribution Forum User Group representative

The Management Group set standards for the inspection of road tankers, inspection technician training and inspection location assessments. FTA manages a database of approved Inspection Locations, Inspection Technicians and inspected vehicles and

trailers as well as supplying SLPS discs to Inspection Locations. Fuel loading terminals can check if vehicles and trailers looking to gain entry onto their sites have been inspected by checking discs on vehicles and by accessing the SLPS database.



The Inspection Provider assessment process

Inspection Providers must demonstrate that the Mobile Inspection Service Standards set out by the Management Group are met. A copy of the Standards, which includes the assessment criteria, can be downloaded from www.safeloadingpass.co.uk

The following process applies to each Mobile Inspection Service wishing to inspect vehicles and issue passes under SLPS.

1 Application

Complete this application form, signing the Statement of Intent within it and post it to FTA. The Statement of Intent details the standards that you have agreed to maintain throughout your participation in the scheme. FTA will invoice you at the agreed rate of £550 per assessment (excluding VAT).

2 Assessment

Following payment, you will be asked to supply documentary evidence needed for some of the standards

and will arrange for an assessment to be carried out. You will receive pre-assessment guidance telling you what to expect on the day as well as the evidence that the assessor will be looking for. Should you fail to meet any of the standards you will be offered a re-assessment of the failed standard areas at a cost of £175 plus VAT, which must be carried out within 90 days of the initial assessment.

3 Approval

Once the standards have been successfully demonstrated and the revised scheme has been launched, you will be added to the SLPS database as an approved Mobile Inspection Service. You will be given access to the database to allow you to order SLPS discs and to complete details of vehicle and trailer inspections. You must continue to meet the standards and will be required to be re-assessed every two years. FTA will contact you six months before your re-assessment is due.

Statement of Intent

The undersigned declares that the Inspection Location has met and will maintain the following standards. The numbers below cross-reference those used in the Mobile Inspection Service Standards.

2 Mobile Inspection Service information collection and assessment

The Assessor will collect the following information and record it in a format to be agreed by the Management Group and Scheme Manager.

- Scheme Identification Number
- Name and address of Mobile Inspection Service
- Name of location(s) where Safe Loading Pass (SLP) inspections are to be carried out
- Owner or operator of location(s)
- Whether DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) applies and if inspection pits will be used to carry out Safe Loading Pass inspections at nominated inspection location(s)
- Date of assessment
- Name of Assessor
- Outcome of assessment
- Name(s) of Inspection Technicians
- Dates of qualification of Inspection Technicians
- Due date for recurring assessment or reassessment

Following assessment and approval, the Mobile Inspection Service will advise the Scheme Manager of any additional locations at which it intends to carry out safe loading pass inspections and provide any documentation as required in this standard.

Confirmation of receipt and acceptability of the relevant documents must be obtained by the Mobile Inspection Service from the Scheme Manager prior to carrying out inspections at the location.

The Mobile Inspection Service must identify a single location where all records associated with the Safe Loading Pass Scheme are to be kept on an on-going basis. An on-site assessment will be carried out at this location, at which all equipment and records must be made available on a single assessment day, as requested by the Scheme Manager.

3 Workshop facilities

3.1 Control of flammable vapour releases and sources of ignition

Where tank trailers or rigid tankers that have been used to carry petrol or ethanol without

having been purged or flushed (eg by a number of diesel loads), are to be inspected by the Mobile Inspection Service, then in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), a suitable documented risk assessment must have been carried out, measures to reduce and/or control the release of flammable vapour must have been considered and implemented accordingly and a Hazardous Area Drawing must have been produced by someone competent to do so. (The Energy Institute: *Design, construction and operation of workshops for petroleum road tanker maintenance* provides an example of a Hazardous Drawing Area.) Mobile Inspection Services must be able to demonstrate that electrical equipment (assets) installed in the area covered by the Hazardous Area Drawing are suitable for use within the zone(s) identified, by way of an asset list with management action (eg periodic inspection) applicable to each asset. All documents must be current.

3.2 Working at height

Safe access to the top of the tanker and fall prevention for the Inspection Technician whilst on top of the tanker is required to ensure that the inspection of tanker safety critical equipment can be carried out effectively. Critical equipment includes the overfill prevention sensors and the pressure-vacuum vents. In accordance with Working at Height Regulations 2002, the management of the Mobile Inspection Service must have completed a documented risk assessment on working at height, installed (or ensured the instalment of) the appropriate control/mitigation measures in accordance with the hierarchy of controls, have procedures in place for inspecting and maintaining the fall prevention equipment and trained users in the use of the equipment.

Where Safe Loading Pass Inspections are to be conducted outside, suitable overhead weather protection over the tank to be inspected must be provided, such that rain water is prevented from falling on the tank top. Simply relying on only conducting inspections in good weather will not be sufficient, neither will a small cover that relies on the vehicle being moved during the inspection. Preference is for a fixed solution,

but if a mobile solution is used it must be robust enough to be used in poor weather conditions. Photographic evidence must be obtained, dated, signed and renewed every two years. It must be retained in a dedicated location file which must be available for inspection during the assessment and at any time upon request. Records must be retained for 24 months or until the next renewal, whichever is the longer.

3.3 Inspection pit

An inspection pit is not a mandatory facility, but where a location has inspection pits that are used for Safe Loading Pass Inspections, they must have been assessed by the Mobile Inspection Service. They must be assessed every two years to ensure they allow an Inspection Technician to access all underside areas of the tanker without causing danger. The pit must be approximately 1 metre wide, equipped with fixed ladders, rungs or stairs at each end, provided with adequate lighting and unobstructed, clean and in good condition.

Assessments must be documented, dated, signed and retained in a dedicated location file which must be available for inspection during the assessment and at any time upon request. Records must contain a checklist of the inspection pit assessment criteria, a photograph of the pit(s) and are to be retained for 24 months or until the next assessment, whichever is the longer. Mobile Inspection Service providers must ensure assessors are competent to carry out assessments in line with assessment guidance contained in the appendix to this document.

3.4 Safe storage of residual product

The Mobile Inspection Service must carry out an assessment to ensure that each location has suitable storage arrangements for residual product drained off during tank inspections. The storage must be readily accessible, permit the emptying of the product collection container into it, be fitted with an effective cap/closure and clearly identified as to what product is being stored. Assessments must be documented, dated, signed and retained in a dedicated location file which must be available for inspection during the assessment and at any time upon request. Records must contain a checklist of the storage and disposal assessment criteria, a photograph of the storage area(s) and are to be retained for 24 months or until the

next assessment, whichever is the longer. Mobile Inspection Service providers must ensure assessors are competent to carry out assessments in line with assessment guidance contained in the appendix to this document.

4 Tools and inspection equipment

4.1 Product collection

Each Inspection Technician has a suitable metal container to collect liquid residues arising from tanker inspections and remove them to a safe storage location. The container must have an earth fly lead fitted with a clip that can be easily attached to an earthing pin.

From 1 May 2016, a container for SLPS inspections on vehicles/trailers used to carry petrol or ethanol shall also incorporate a number of additional safety features and a suitable product transfer device must be provided.

The additional safety features of the containers are:

- pouring and/or filling apertures sealed with self-closing spring loaded caps
- pouring and/or filling apertures fitted with flame arresters
- being capable of sitting upright on the floor
- carrying handles for containers with a capacity greater than approximately 25 litres

A suitable product transfer device must have:

- a four inch diameter connector to go onto the API with a locking mechanism (for example, cam locks) to hold it firmly in place
- an outlet at the bottom of the connector in the six o'clock position into a small bore hand controlled isolation valve/tap
- a flexible pipe to go from the isolation valve to inside the fill opening of the container when it is sitting on the floor. The pipe must be of suitable material for low flash petroleum products and be of a diameter which just fits inside the container fill opening

4.2 Overfill prevention system test unit

Each Inspection Technician must have ready access to at least one overfill prevention test unit that is in good condition. Where the Mobile Inspection Service has more than one

unit, each must be individually identified. Test units used for inspecting vehicles used to carry petrol or ethanol must have an 'Ex' marking. Each Inspection Technician should have documented instructions on the correct use and maintenance (including any calibration required) of the unit(s). Instructions may be in any format (including written on the equipment) and may have been produced by the Mobile Inspection Service. Where applicable, unit maintenance records must be kept by the Mobile Inspection Service. Inspection Technicians should have ready access to the equipment.

4.3 Wet test container

A container of suitable size, shape and material must be readily available to each Inspection Technician for the wet testing of overfill prevention sensors. It must have a minimum capacity of 250ml and a maximum diameter of 150mm.

4.4 Ohmmeter

Each Inspection Technician must have ready access to a low reading Ohmmeter. The device should be in good condition, capable of measuring ranges up to 10Ω and up to 1,000Ω, and have documentation confirming that it has been calibrated at least every two years. Meters used at Inspection Locations that inspect vehicles used to carry petrol or ethanol must have an 'Ex' marking. Where the Mobile Inspection Service has more than one meter, each must be individually identified.

From **1 May 2016**, the Mobile Inspection Service must have documented instructions on the correct use of the ohmmeter.

4.5 Loading adaptor wear gauge

Each Inspection Technician must have ready access to a loading adaptor wear gauge. A copy of the manufacturer's instructions should be available to each Inspection Technician. The gauge should appear in good condition while its regular use, commensurate with the number of passes issued, remains apparent. If the Mobile Inspection Service has more than one gauge, they should be individually marked so they are distinguishable from each other.

4.6 Specialist hand tools

Each Inspection Technician must have ready access to:

- a torch or inspection lamp. Those used at Inspection Locations that inspect

vehicles used to carry petrol or ethanol must have an 'Ex' marking

- fill cover keys
- a driver for fill cover 'security' bolts, if required
- a manually operated discharge coupler for the loading adaptors
- where Inspection Technicians will be carrying out work which requires the breaking of seals, sealing pliers for overfill prevention sensors capable of maintaining identification of individual technicians

All tools must be in good condition.

5 Inspection Technician Training

All Technicians carrying out inspections under the Safe Loading Pass Scheme must have attended and, where applicable, passed a course given by an Approved Training Provider. This may be either a 2014 Safe Loading Pass Transition Course, or an approved Safe Loading Pass Inspection Course.

Where Inspection Technicians attended and, where applicable, passed one of the two courses stated above, they must undertake a Safe Loading Pass Refresher Course provided by an Approved Training Provider every two years.

Records of training and certification must be kept for each Inspection Technician that has issued passes by the Mobile Inspection Service in a clearly labelled folder. The Scheme Manager must be informed when an Inspection Technician joins or leaves the employment of the Mobile Inspection Service.

6 Vehicle Inspections

Each pass issued requires the full completion of the standard Safe Loading Pass Vehicle Inspection Forms. Different versions of these forms are not permitted. These forms, or copies of them, are to be held in a dedicated file which must be available for inspection during the assessment and at any other time upon request. Records are to be retained for 24 months.

Should the Mobile Inspection Service capture SLPS inspections electronically, the following must also be demonstrated.

- The electronic form meets the latest version of the approved SLPS form
- There is a method to capture a signature from the Inspection Technician **OR** a

means of determining the identity of the Inspection Technician who undertook the inspection (such as a secure login or PIN) **together with** confirmation that the Inspection Technician declares the form was used during the inspection and whether the vehicle/trailers met the SLPS requirements

- The electronic form must be tamper proof – it must not be possible to change its contents once closed and signed-off by the Inspection Technician
- If a Personal Digital Assistant (PDA) is used to collect the information during an inspection of a vehicle used to carry petrol or ethanol (and being unpurged or unflushed), the PDA must be 'Ex' marked

7 **Communication of information to Inspection Technicians**

Each Mobile Inspection Service must have a nominated Communication Coordinator, who shall be responsible for ensuring that all approved Inspection Technicians receive within 28 days of issue all technical updates, bulletins and official communication from the Management Group or Scheme Managers. Inspection Technicians must sign a Record of Acceptance, which must contain the date, the Inspection Technician's name, the detail of the communication in question and a signature confirming that they have had access to, read and understood each communication and that they undertake to act on them as required. It must be kept indefinitely. Lost or accidentally destroyed Records of Acceptance must be notified to the Scheme Manager within 28 days.

8 **Disc administration**

8.1 **Disc receipt**

On receipt of the of Safe Loading Passes from the Scheme Manager, the Mobile Inspection Location must, within 24 business hours,

enter onto the database: the name of the receiving administrator and the date received.

8.2 **Disc issuance – book completion**

The following details are to be recorded manually in the disc book by the Inspection Technician on issuing Safe Loading Passes to vehicles or trailers.

- Vehicle Registration Number or Vehicle Identification Number
- Date assigned to vehicle or trailer
- Name of Inspection Technician

8.3 **Disc issuance – database completion**

The SLPS database must be updated within 24 business hours of issuing Safe Loading Passes to vehicles or trailers. The relevant information from the inspection form must be input by the Inspection Technician or an authorised administrator.

8.4 **Disc management**

All books of unissued Safe Loading Passes must be kept in a locked cupboard or cabinet with restricted access at all times. All passes removed from vehicles for any reason prior to expiry date and any spoil discs must be destroyed, and records kept of: serial number of disc, name and signature of Inspection Technician, reason for removal or destruction and the date. The SLPS database must also be updated accordingly. Used books and disc destruction records must be kept for at least 24 months.

9 **Liability insurance**

Each Mobile Inspection Service must hold employer and public liability insurance in respect of its activities as a Mobile Inspection Service and in respect of any claims which may be brought against it by a Scheme Participant or any third party in connection with the Scheme.

Signatories and undertakings should note that all liability and responsibility for compliance with relevant legislation (such as health and safety and dangerous substance control) remain entirely with the relevant parties. Mobile Inspection Services must also ensure all work (including assessments) is carried out by those who are competent to do so.

Mobile Inspection Service

Postal address of Mobile Inspection Location _____

_____ Postcode _____

Invoice address if different _____

_____ Postcode _____

Number of approved Inspection Technicians working for Mobile Inspection Service _____

The Mobile Inspection Service [tick appropriate box]:

- inspects vehicles/trailers used to carry petrol or ethanol
- only inspects vehicles/trailers used to carry products other than petrol or ethanol tractor units or vehicles that have been purged of petrol or ethanol

Signature

I, the undersigned, declare that the information contained in this application is correct and the Mobile Inspection Service has met and will maintain the above standards. I declare I am authorised to sign this statement on behalf of the applicant.

Signed _____

Date _____

Name _____

Position _____

Organisation name _____

Company registration number _____

Scheme fees

Inspection Location Assessment (£550 + VAT at 20%) = £660

- Please invoice me. Purchase order number (if applicable) _____
- Cheque enclosed (payable to FTA)
- Please contact _____ for credit card details. Tel: _____

Correspondence contact details

Name _____

Position _____

Email address _____

Telephone number _____

*Please send this form to the **Safe Loading Pass Scheme Applications** at the address on page 7.*