

**SAFE
LOADING
PASS
SCHEME**

Liquid Fuels Inspection Location Standards

Technical Standards for
Inspection Location Assessment



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1 Introduction

This document provides additional information for the Safe Loading Pass Scheme Manager to assist development of the Inspection Location Assessment process. It relates to the specific scheme requirements, technical interpretation and gives assessment success criteria for those requirements.

Terminology used in this document is consistent with that used in:

- the **Agreement between UKPIA and FTA for the Management of the Safe Loading Pass Scheme**
- the **Statement of Intent** between FTA and the Inspection Location

Providing Inspection Locations meet the requirements set out in The Statement of Intent between FTA and the Inspection Location, they can operate under the Scheme for two years before a reassessment is required.

Where the Inspection Location fails to meet a requirement for **any** standard identified in this document, the Inspection Location will be required to rectify any failure to meet the requirements. A re-assessment will be carried out within 90 days of the Initial Assessment to establish that the failure items have been rectified and those standards met.

The right to carry out vehicle inspections and issue Safe Loading Passes may be withdrawn immediately where any failure to meet the standards is established during subsequent assessments or by other means. This decision would be made by the Scheme Manager on the advice of the Assessor, with the Management Group acting as an appeal body. In this case, the Inspection Location will be given the opportunity to rectify the failure and having been successfully re-assessed, will be permitted to restart the vehicle inspection service and issuing of Safe Load Passes.

Reference to 'petrol or ethanol' in this document, means fuels with the UN numbers of UN1203 and UN1170, reference to 'fuels other than petrol or ethanol' means fuels with UN numbers UN1202, UN1223 and UN1863.

2 Inspection Location information collection

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 of location
- Owner or operator of location
- 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

3 Workshop facilities

3.1 Control of flammable vapour releases and sources of ignition

Requirement

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 at the Inspection Location, 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.) Inspection Locations 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.

Assessment criteria

Where applicable, Inspections Locations must provide the Scheme Manager with current copies of:

- a documented DSEAR risk assessment

- a Hazardous Area Drawing for the relevant area
- an asset list of electrical equipment with management action applicable to each asset

3.2 Working at height

Requirement

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 Inspection Location must have completed a documented risk assessment on working at height, installed 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 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.

Assessment criteria

Inspection Locations must provide the Scheme Manager with a copy of a working at height risk assessment for SLPS inspections.

It is not for the assessor to decide whether the control measures arising from the risk assessment are suitable. However, the Assessor will satisfy themselves that:

- a risk assessment of the working at height activity has been documented
- identified control measures are demonstrated
- where equipment is provided, the equipment is maintained in accordance with manufacturer's instructions
- where applicable, suitable overhead weather protection is 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

3.3 Inspection pit

Requirement

An inspection pit is not a mandatory facility, but where an Inspection Location has inspection pits that are used for Safe Loading Pass inspections, they must 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. Any inspection pits in the SLPS inspection workshop area that are not to be used for SLPS inspections must be covered or signed accordingly.

Assessment criteria

If the Inspection Location uses pits for SLPS inspections, assessors will check all are suitable for safely carrying out inspections, under the following areas.

- Being approximately 1 metre wide. Assessors will visually check initially. Measurements will be taken and recorded in the report where they believe the narrowness of the pit would affect the ability of Inspections Technicians to carry out SLPS inspections
- Having fixed ladders, rungs or stairs at each end
- Having unobstructed access and egress
- The lighting arrangements in the pit being adequate to carry out an SLPS inspection. The lighting arrangements are not adequate if, in the opinion of the assessor, the lack of light would mean the inspection could not be carried out effectively. Lighting used in pits at Inspection Locations that inspect vehicles used to carry petrol or ethanol have an 'Ex' marking
- Being in good condition and clean. Assessors will check it is stable, there is no evidence of structural defects and there are no trip or slip hazards
- Being free of residues of flammable product or materials. Assessors will check there is no evidence of oily rags, containers of product, or unemptied sumps
- Inspection pits in the SLPS inspection workshop area not to be used for SLPS inspections being covered or signed accordingly (such as 'Not suitable for SLPS inspections')

3.4 Safe storage of residual product

Requirement

The Inspection 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.

Assessment criteria

Assessors will check that suitable storage is provided at the Inspection Location for the holding of residual product prior to disposal. The storage must:

- be readily accessible. Assessors will check that access is likely to be able to be achieved easily to ensure the product is suitably stored when required – that any difficulty in accessing would not discourage its use
- permit the emptying of the product collection container into it
- be fitted with an effective cap/closure
- be signed to clearly identify the product is being stored, such as 'liquid waste', 'oily waste', 'flammable product' etc

4 Tools and inspection equipment

4.1 Product collection

Requirement

The Inspection Location 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. 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 container 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 2.5 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.

Assessment criteria

The assessor will check that the existence of a suitable collection container can be demonstrated. The container must be metallic and have an earth fly lead and clip that can be easily attached to the earthing pin. Assessors will check that a container for SLPS inspections on vehicles/trailers used to carry petrol or ethanol incorporates a number of additional safety features and that there is a suitable product transfer device.

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 2.5 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

Requirement

The Inspection Technician must have ready access to at least one overfill prevention test unit that is in good condition. Where the Inspection Location 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. The Inspection Location should have documented instructions on the correct use and maintenance (including any calibration required) of the unit(s). Where applicable, unit maintenance records must be kept. Inspection Technicians should have ready access the equipment.

Assessment criteria

Assessors will ascertain that:

- the Inspection Location has at least one test unit. The number of test units which the Inspection Location has available will be recorded on the report. All test units must meet the conditions of this requirement
- where there is more than one test unit, each is individually identified. This can be achieved in a number of ways, for example by numbering, use of different coloured paint etc
- units used for inspecting vehicles used to carry petrol or ethanol have an 'Ex' marking
- the Inspection Location has 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 Inspection Location
- where applicable, there is evidence that the manufacturer's maintenance requirements for the unit(s) have been met and records kept of the maintenance carried out
- the unit(s) appear in good condition while its/their regular use, commensurate with the number of passes issued, remains apparent. Equipment is not in good condition if, in the opinion of the assessor, its condition could affect its use or efficacy. Assessors will, where possible, photograph any equipment not considered to be in good condition
- the Inspection Technician(s) has ready access to the test unit(s). Assessors will check that access is likely to be able to be achieved easily to ensure that a test unit is used when required – ie that any difficulty in accessing would not discourage its use

4.3 Wet test container

Requirement

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

Assessment criteria

Failure of the compartment sensor or incorrect height setting can lead to product leaving the top of a compartment in the event of overfilling during loading. Assessors will ascertain:

- there is a suitable container available at the Inspection Location – big enough to immerse the sensing element in liquid, but not too big to prevent ease of use. It must have a minimum capacity of 250ml and a maximum diameter of 150mm
- there is no evidence of the container being degraded by the product
- the container is readily available to the Inspection Technician when required. Assessors will check that access is likely to be able to be achieved easily to ensure the equipment is used when required – that any difficulty in accessing would not discourage its use

4.4 Ohmmeter

Requirement

The 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 $1,000\Omega$, 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 Inspection Location has more than one meter, each must be individually identified. The Inspection Location must have documented instructions on the correct use of the ohmmeter.

Assessment criteria

Assessors will check:

- the Inspection Location has at least one low reading ohmmeter (capable of measuring ranges up to 10Ω and up to $1,000\Omega$)
- the Inspection Technician has ready access to the equipment. Assessors will check that access is likely to be able to be achieved easily to ensure the equipment is used when required – that any difficulty in accessing would not discourage its use
- meters used at Inspection Locations that inspect vehicles used to carry petrol or ethanol have an 'Ex' marking
- the meter appears in good condition while its regular use, commensurate with the number of passes issued, remains apparent. Equipment is not in good condition if, in the opinion of the assessor, its condition could affect its use or efficacy. Assessors

will, where possible, photograph any equipment not considered to be in good condition

- the equipment has been calibrated within the last two years, evidenced by way of a calibration certificate
- where the Inspection Location has more than one meter, each is individually identified. This can be achieved in a number of ways, for example by numbering, use of different coloured paint etc
- the Inspection Location has documented instructions on the correct use of the ohmmeter. Instructions may be in any format (including written on the equipment) and may have been produced by the Inspection Location

4.5 Loading adaptor wear gauge

Requirement

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

Assessment criteria

Assessors will check:

- there is at least one loading adaptor wear gauge at the Inspection Location
- the Inspection Technician has ready access the gauge. Assessors will check that access is likely to be able to be achieved easily to ensure the gauge is used when required – that any difficulty in accessing would not discourage its use
- manufacturer's instructions are available to the Inspection Technician
- the gauge appears in good condition while its regular use, commensurate with the number of passes issued, remains apparent. Equipment is not in good condition if, in the opinion of the assessor, its condition could affect its use or efficacy. Assessors will photograph, where possible, any equipment not considered to be in good condition
- if the Inspection Location has more than one gauge, they should be individually marked so they are distinguishable from each other. This can be achieved in a number of ways, for example by numbering, use of different coloured paint etc

- the manufacturer of the gauge and record it in the report

4.6 Specialist hand tools

Requirement

The Inspection Technician must have ready access to:

- 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.

Assessment criteria

Assessors will check:

- Inspection Locations have at least one of each of the above tools
- all of the above tools are readily available to the Inspection Technician when required. Assessors will check that access is likely to be able to be achieved easily to ensure the equipment is used when required – that any difficulty in accessing would not discourage its use
- torch or inspection lamps used at Inspection Locations that inspect vehicles used to carry petrol or ethanol have an 'Ex' marking
- where applicable, sealing pliers for overfill prevention sensors are capable of maintaining identification of individual technicians. This can be achieved, for example, by each technician being allocated a unique pair of pliers, each technician having a unique identification (seal) for use with communally used pliers, or by way of a documented audit trail
- the unique identifiers or individually allocated pliers are held in a secure place by the Inspection Technician
- all tools are in good condition. The tool should appear in good condition while its regular use, commensurate with the number of passes issued, remains apparent. Equipment is not in good condition if, in the opinion of the assessor, its condition could affect its use or efficacy. Assessors will, where possible, photograph any equipment not considered to be in good condition

5 Inspection Technician training

Requirement

All technicians carrying out inspections under the Safe Loading Pass Scheme must have attained and passed a course given by an Approved Provider. This may be **either** a Liquid Fuels Safe Loading Pass Inspection Course, **or** a Liquid Fuels and LPG Safe Loading Pass Inspection Course.

Where Inspection Technicians have 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 at the Inspection Location in a clearly labelled folder. The Scheme Manager must be informed when an Inspection Technician joins or leaves the employment of the Inspection Location.

Assessment criteria

Assessors will obtain a copy from the database of the technicians listed at that Inspection Location and verify that each is still employed at that location. They will check at least 20 of the inspection forms (or all if less than 20) to ensure these have not been completed by anyone not qualified.

6 Vehicle inspections

Requirement

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 Inspection Locations wish to capture SLPS inspections electronically, the following must be noted.

- The electronic form must meet the latest version of the approved SLPS form
- There must be 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/trailer 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

Assessment criteria

The assessor needs to see at least 20 (or all if less than 20) completed forms from the previous 24 month period and verify:

- the forms, or copies, are held in a separate dedicated file
- only the standard form has been used
- on at least 80 per cent or more of the forms sampled, they have been fully and correctly completed, with no omissions. Where omissions or inaccuracies have been found, assessors will note the Inspection Technician's name, areas of omission or inaccuracy and volume in comments

Should Inspection Locations 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/trailer met the SLPS requirements
- The electronic form is 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 is 'Ex' marked

7 Communication of information to Inspection Technicians

Requirement

Each Inspection Location 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.

Assessment criteria

On the website, there will be a list of all communications (and date of communication) for assessors to use as a checklist. They will check that:

- a nominated Communications Coordinator remains in post and that contact details (email and telephone number) are still current
- the Record of Acceptance is available and contains the minimum information required. Note that lost or accidentally destroyed Record of Acceptance must have been notified to the Scheme Manager within 28 days
- the Record of Acceptance has been completed correctly in at least 90 per cent of cases
- each communication has been given to each Inspection Technician within 28 days of the communication being issued

8 Disc administration

8.1 Disc receipt

Requirement

On receipt of the Safe Loading Passes from the Scheme Manager, the Inspection Location must, within 24 business hours, enter onto the database: the name of the receiving administrator and the date received.

Assessment criteria

This requirement will be checked by the Scheme Manager and the database.

8.2 Disc issuance – book completion

Requirement

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

Assessment criteria

The assessor will inspect at least three used books (or all if less than three) and check to see the above information has been completed in 90 per cent of cases.

8.3 Disc issuance – database completion

Requirement

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.

Assessment criteria

Whilst at the Inspection Location, the assessor will inspect at least 20 (or all, if less than 20) of the Inspection Forms over the previous 24 months. For each form, they will:

- cross reference the date of the inspection and other information against the information entered into the SLPS database
- check that in at least 90 per cent of cases the information required from the forms has been entered into the database accurately and within 24 business hours

8.4 Disc management

Requirement

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 spoilt 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.

Assessment criteria

The Assessor will:

- note where discs are kept and completed to verify that unused books are kept in a secure place at all times
- verify that there is no evidence of any spoilt or removed discs that have not been destroyed

- ask to see records of spoilt or removed discs and check they contain the minimum information and that they have been kept for at least 24 months
- ensure the SLPS database has been updated accordingly

9 Liability insurance

Requirement

Each Inspection Location must hold employer and public liability insurance in respect of its activities as an Inspection Location 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.

Assessment criteria

Inspection Locations must supply current certificates of insurance to the Scheme Manager.

