



Environmental Procedure

████████ Diesel Refuelling Process SOP

Contents

Overview	2
Safety Requirements.....	2
Important Indicators	2
Vendor Information	3
Employee Information	3
Expected Alarms	3
Affected Equipment	3
Required PPE, Tools, and Materials	4
Pre-Work and Mitigation Steps.....	4
Procedure.....	5
Validation Steps	6
Rollback Steps	6
Technical and Related Documentation.....	7
Comments	7
Document Information	7



Environmental Procedure ████████ Diesel Refuelling Process SOP

Employee Information

Group	Name, Title	Alias/Email & Mobile	Role	Initials
<i>Internal (blue badge)</i>				
DCEO	DCEO	N/A	DCEO Team	DCEO
<i>External (Vendor)</i>				
Controls – Fleury Engineering	████████	Email: ████████████████████	External Service Vendor	N/A
Approved Fuel Vendor – Jones Oil	████████	Email: ████████████████████	External Service Vendor	N/A
Approved Fuel Vendor – Valero Ireland	████████████████	Email: ████████████████████	External Service Vendor	N/A
<i>Escalation Contacts</i>				
EHS	████████████████	████████████████	Safety Advisor	████
EHS	████████████████	████████████████	Environmental Advisor	██
Spill Response and Cleanup	Facility Manager	████████████████	DCEO Chief Engineer	██████████
DCEO	DCEO Campus Manager	████████████████	Large Incident Controller	██████████

Expected Alarms

The following is a list of alarms expected to occur during this procedure.

- Building Management System (BMS): Storage Tank High Level Alarm
- BMS: Sump PIT Oil Contamination Alarm (potential alarm, if diesel released to bund during refueling)



Environmental Procedure

████████ Diesel Refuelling Process SOP

Affected Equipment

List of equipment that is worked on, shut off, or locked out during this procedure.

Equipment Name	Rating/Capacity
----------------	-----------------

Main Fuel Tanks	3 x 50,000L
Belly Tanks	7 x 2200L

Required PPE, Tools, and Materials

Personal Protective Equipment (PPE), tools, and materials needed to complete this procedure.








PPE/Tools/Materials	Reason needed
High-visibility Vest	To provide high visibility of personnel in roadways.
Spill Kit	To prevent or contain diesel spills.
Refueling SOP (this SOP)	To communicate all operations, safety, and environmental controls required and available.



Environmental Procedure

████████ Diesel Refuelling Process SOP

Procedure







Section 2: Refueling Sequence				Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
2.1.	At fuel reloading bay	PPE	 Wear proper personal protective equipment (PPE)—high visibility vest, safety boots, safety glasses, and safety gloves.	
2.2.	At fuel reloading bay	Diesel Refill Cabinets	 Check that a drip tray is in position beneath the fuel hose connection.	
2.3.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor unlocks the refueling enclosure. (Keys stored in DCEO office)	
2.4.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor removes the cam lock cap that covers the fuel line.	
2.5.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor connects the hose to the fuel line—keep the valve closed.	
2.6.	At fuel reloading bay	Diesel Refill Cabinets	DCEO confirms with the fuel deliver vendor: 1. Fuel Level: _____ Litres 2. Expected Fuel Delivery: _____ Litres 3. When to open the valve in the fuel enclosure	
2.7.	At fuel reloading bay	Diesel Refill Cabinets	 Unlock and open valve M002 located directly behind the diesel refill cabinet	
2.8.	At fuel reloading bay	Diesel Refill Cabinets	  Fuel delivery vendor opens the valve in the enclosure and commences refueling.	
2.9.	At fuel reloading bay	N/A	DCEO continuously visually inspects the fuel tanks and floor/base of the bunds during refuelling for diesel leaks or spills. If a leak or spill is observed, stop work immediately.	
2.10.	At fuel reloading bay	N/A	 If there is a spill or leak, DCEO assesses the leak or spill source prior to deciding whether to continue refueling or stop work completely.	
2.11.	Office	BMS	DCEO continuously monitors the BMS during refuelling to ensure tanks do not overfill (>80% of volume capacity). If overfill occurs, stop work immediately.	
2.12.	Office	BMS	 If a high level alarm is triggered, DCEO will stop work immediately and assess the reason for alarm prior to deciding to continue refueling.	
Summary: Refueling sequence is complete				



Environmental Procedure

████████ Diesel Refuelling Process SOP

Procedure

Section 3: Post Checks				Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
3.1.	At fuel reloading bay	Diesel Refill Cabinets	 DCEO confirms with the fuel delivery vendor that the onboard fuel transfer pump has stopped pumping.	
3.2.	At fuel reloading bay	Diesel Refill Cabinets	  Fuel delivery vendor closes the valve in the enclosure.	
3.3.	At fuel reloading bay	Diesel Refill Cabinets	DCEO tells the fuel delivery vendor to carefully remove the remaining fuel in the line and disconnect the hose.	
3.4.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor replaces the cam lock cap over the fuel line opening.	
3.5.	At fuel reloading bay	Diesel Refill Cabinets	Fuel delivery vendor closes and locks the enclosure door.	
3.6.	At fuel reloading bay	N/A	 DCEO to walk around the truck and refueling area, inspect the drains, the area around the tanker, and outlets of the fuel tankers prior to departure to check for fuel leakage and spills.	
3.7.	Outside	N/A	 If a spill occurs, refer to the <i>DUB Spill Prevention and Response SOP</i> .	
3.8.	Outside	N/A	Remove any deployed storm drain covers, and pink mats.	
3.9.	Outside	Diesel Refill Cabinets	 Ensure that all refueling control points are locked after refueling is complete.	
Summary: Fuel delivery and post checks are complete				



Environmental Procedure

████████ Diesel Refuelling Process SOP

Validation Steps

Section 4: Fuel Level and Fuel Spill Prevention Checks				Completed by AWS & Vendor
Step	Location	Equipment	Action/Task	Initials
4.1.	Outside	N/A	↻ Ask the fuel delivery vendor to move fuel delivery vehicle forward in order to verify no fuel leaks visible under the vehicle.	
4.2.	Outside	Surrounding areas	↻ Inspect the surrounding areas and verify no signs of any spills.	
4.3.	Outside	Diesel Refill Cabinets	Inspect the diesel Refill Cabinets. Take a note of the fuel level. Fuel Level _____ % _____ Litres	
4.4.	Outside Office	N/A	⚠ Escort the fuel delivery vendor off the premises, ensuring to keep a safe distance from all moving vehicles.	
4.5.	Office	N/A	Inform the FM or CE of the completed work.	
4.6.	Office	Documents	Ensure fuel delivery documentation (including quantities) are provided by the fuel delivery vendor. DCEO files hardcopy in folder.	
4.7.	Office	Desktop Computer	Send this completed SOP checklist to the Chief Engineer.	
4.8.	Office	Desktop Computer	🔒 Close MCM/Permit and apply regard notice for associated alarms.	
Summary: Fuel level and fuel spill prevention checks are complete				

Rollback Steps

Section 5: Diesel Spill Response				Completed by AWS
Step	Location	Equipment	Action/Task	Initials
5.1.	Outside Office	Various Locations	⚠ In the event of a fuel spill during any step of a refueling process, refer to the <u>DUB Spill Prevention and Response SOP</u> for guidance, and contact the Regional Environmental Engineer	
5.2.	Office	N/A	⚠ In the event of a fuel spill during any step of a refueling process, keep an accurate log of actions taken, and complete an Internal Spill Report through the following trouble ticket: ████████████████████	
Summary: DUB Emergency Spill Prevention and Response Plan is in action				

Technical and Related Documentation

Title	Issue/Revision
EMER.DUB.SpillPrevention and Response.SOP.DCEO	████████████████████
Environmental Spill Trouble Ticket Quick link	████████████████████



Environmental Procedure

████████ Diesel Refuelling Process SOP

Comments

Following the procedure, use this section to identify any issues or additional information for future use.

Document Information

Version	Date	Author(s)	Approved by	Approved by
1.1		██████████	Facility Manager: ██████████	Chief Engineer: ██████████



Environmental Procedure
████████ Diesel Refuelling Process SOP

ADR Checklist

The following will be checked by DCEO on fuel driver arriving to site			
Num		Yes	No
1	Level of English is adequate		
2	That the driver has a valid ADR Card		
3	The driver is familiar and trained with loading and unloading processes		
4	That the traffic management arrangements have been communicated to and understood, including pedestrian interfaces		
5	That the driver is informed verbally of the local site hazards		
6	That a DSG note is provided		
7	Transport documents to be provided		
If there are any issues, STOP & Escalate Immediately			