

**Code of Practice**  
**A&A SPU Asia Logistic HSSE**



**THE INSPECTION**  
**OF**  
**CUSTOMERS/DISTRIBUTOR BULK**  
**RECEIPT FACILITIES IN ASIA**

Issued By: BP A&A SPU Logistic HSSE Unit  
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## **SECTION 1: INTRODUCTION**

- 1.0 The operation of discharging a bulk road tanker, tank container, rail tank wagon, ship or barge containing hazardous chemicals is of high potential hazard. There is the potential risk of product spillage or leakage or incorrect discharge/ product mixing. It is therefore important that offloading facilities are correctly designed and located, that operating personnel are trained to understand the product hazards and the actions to be taken in both normal and emergency situations.
- 1.1 The conditions for the discharge of bulk deliveries at a customer's premises are the customer's responsibility. Nevertheless, BP has an interest in ensuring that such operating conditions are safe. BP's commitment to Health, Safety and environment performance includes the following statement:
- “Our goals are simply stated – no accidents, no harm to people, and no damage to the environment”.
- “Wherever we have control or influence we will .....consult, listen and respond openly to our customers.....”
- 1.2 BP has a duty of care to ensure that customers fully understand the nature of BP products hazards, and the equipment and procedures necessary for safe handling. BP also has moral responsibility towards any road tanker driver or tank container driver or ship/barge crew that is delivering products at customer's premises on our behalf. We must endeavour to ensure that these contractors are not placed in situations where their health or safety may be at risk.
- 1.3 It is for these reasons that BP has adopted an accident prevention policy of inspecting customer's bulk receipt and storage facilities prior to the initial delivery of product and at periodic intervals thereafter. These inspections are undertaken by the Logistics HSSE Unit, who will confirm that the conditions for the receipt of product at customer's premises are satisfactory or, as necessary, advise customers on any actions required to eliminate potential hazards prior to product receipt.
- 1.4 This code describes the procedure to be followed to ensure effective implementation of this policy.

## **SECTION 2: SCOPE**

- 1.0 This code provides company guidelines to be followed in reviewing customer facilities by site visit to ensure the safe receipt and handling of BP Products.
- 1.1 Customers apply to
- a) Bulk deliveries only, including customer's pick-ups.
  - b) All products when:
    - a driver, ship, barge master or customer reports that an accident has occurred during product discharge or that unsafe discharge conditions exist.
    - Specifically requested by customer or BP representative.
    - In support of sales/ marketing efforts, in which case the scope of advice offered may extend beyond accident prevention at offloading.
  - c) Products with Hazard Rating of 3 and 4:
    - Before first delivery to;
    - New customer
    - Existing customer with new location
    - Existing customer with change in operations.
  - d) Routinely to a defined scheduled agreed with Marketing.
  - e) Products with Hazard Rating of 1 and 2 as resources permit, or as in (b) above.
- 1.2 Exceptionally, customer inspection visits will not be carried out if the product is to be supplied to another company, which produces the chemical or to a chemical major where, in the opinion of the Logistic HSSE Unit, the customer is likely to have a technical and engineering resource at least equivalent to that provided by BP. In all such cases where a visit is not considered necessary, a driver's report or ship's master report of the discharge facilities will be requested at the time when the initial delivery is made.

### **1.3 Chemical Distributors**

- a) BP sells to chemical distributors extensively within its Chemicals business in Asia. Product is invariably supplied by BP in bulk

railcars, trucks and barges for distributor storage and re-packing, or secondly delivery in bulk. It is normal practice that the product becomes the property of the distributor when unloaded to the distributor's tanks. Any labelling or shipping documentation for re-packaging or bulk delivery should identify the distributor as the shipper of the products.

- b) Similar to the above, BP is required to review distributors facilities on the standards.
- c) Visits to the distributors as in (b) above will be organised by the Logistics HSSE Unit with relevant sales personnel. The visit and outcome will be documented by Logistic HSSE Unit. Records will be maintained by Logistics HSSE Unit.

### **SECTION 3: DEFINITIONS**

1.0 In the context of this document,

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- a) **A new customer** specific product is defined as: - a customer to whom BP has not delivered the product before or has not delivered the product for a period greater than three years.
  
- b) **A new location** of an existing customer is defined as: - a new receipt facility at the customer's premises, re-allocating storage and associated receipt facilities at the customer's premises, a new delivery address.
  
- c) **Chemical Distributors:** - are customers that we ship bulk products to – that further distribute those products to other locations/ customers in either bulk or packaged shipments.

## **SECTION 4: RESONSIBILITIES**

- 1.0 **BP Marketing Officer/Sales Representative** is responsible for:
- a) Advising the Logistic HSSE Unit of any new customer or delivery location.
  - b) Facilitating the setting up of any visit by Logistic HSSE Unit
  - c) Ensuring that the results of any investigation are communicated to the customer.
  - d) Following up any facility improvement required by the customer, in conjunction with the Logistic HSSE Unit.
- 1.1 **The Logistics HSSE Unit** is responsible for;
- a) Reviewing the customer's facilities and providing advice to customers as necessary.
  - b) Advising the Sale office/ Marketing that the customer's facilities are considered suitable for the receipt and handling of product or otherwise.
  - c) Maintaining records of visits and information.
- 1.2 **Logistics operating centres** are responsible for;
- a) Obtaining copies of driver's reports or ship/ barge masters report when requested by Logistic HSSE Unit.
- 1.3 **Chemical Distributors**
- a) Following up and closing out any actions resulting from assessment reviews visits.

## **SECTION 5: PROCEDURE**

- 1.4 On receipt of a request for supply of bulk product to a new customer/ location, the sales/Marketing concerned will advise the Logistics HSSE Unit on the details of the request by sending an electronic mail message to the Logistic HSSE Unit.

Information must include: -

- a) Customer Name
- b) Delivery Date
- c) Product
- d) Delivery Mode
- e) Reason for review, e.g.
  - Supplier report of un-safe practice
  - New customers
  - Existing customer/ new Location/ change in operation.
  - Customer request.

- 1.5 Logistic HSSE Unit will advise/ assess what action needs to be taken in discussion with marketing, having regard to the following criteria:

- a) The Hazard of the product.
- b) The know capability of the customer to handle Chemical substances.
- c) The history of BP dealing with the customer, e.g. previously visits by a BP Technical representative to this or similar installation.
- d) Previous recorded delivery Incidents for those premises or other premises belonging to the customer.

- 1.6 Logistic HSSE Unit will decide on appropriate actions based on the Risk Assessment Ranking. Hazard ranking will be completed for the highest Risk shipments first followed by lesser hazards as allocation of resources allows. The Logistic HSSE Unit will decide on the appropriate actions as follows; -

- a) Communicate with the customer by telephone where there are minor doubts concerning the customer's capability. If this fails to remove the doubts, Logistic HSSE Unit will request a visit.
  - b) Visit and inspect the premises. The customer Facility Review questionnaire shown in Appendix 1 will be used.
- 1.7 When a visit is considered necessary by LOGISTICS HSSE UNIT, the sales/Marketing will contact the customer and make necessary arrangement to permit LOGISTICS HSSE UNIT to visit the customer at the earliest opportunity. The local sales representative will decide whether he/she wishes to accompany LOGISTICS HSSE UNIT visit to customer.
- 1.8 In all cases where an inspection is not considered necessary by LOGISTICS HSSE UNIT, a drivers report or ship/barge master report will be requested to be completed at the time when the first delivery is made. The report form will indicate whether any hazards exist. For road deliveries, a typical drivers report form is shown in Appendix 2.
- When received, the report must be forwarded to LOGISTICS HSSE UNIT by the relevant Logistics Operating centre.
- 1.9 If a visit is made to the customer, a copy of the visit report will be copied to the local sales representative and sales office. LOGISTICS HSSE UNIT will agree on the actions necessary to formally communicate the results of the inspection visit to the customer.
- 1.10 The visit may result in recommendations being made by LOGISTICS HSSE UNIT to the customer that certain facilities improvement will be necessary, either:
- a) Before initial delivery of product, or
  - b) Following product delivery but within a reasonable timescale.
- The facilities improvements and the timescale for improvement will be agreed with the customer by LOGISTICS HSSE UNIT at the time of the visit.
- 1.11 The local Sales Representative is responsible for obtaining assurance from the customer that the facility improvements have been completed within the agreed timescale, with assistance from LOGISTICS HSSE UNIT if necessary. The local Sales representative is responsible for ensuring that no product is delivered to the customer unless and until this assurance is received. A follow up visit by the LOGISTICS HSSE UNIT to confirm that improvements have been completed may be necessary.

- 1.12 Records of visits, reports and communication with customers under this code of practice must be maintained by Marketing and Logistics HSSE Unit.

On an annual basis the Logistics HSSE Unit will review this code of practice to ensure compliance.

1.13 Chemical Distributor Assessment

- a) The criteria for distributor assessment is;

Distributors are to be assessed using a BP review checklist, Appendix I

**6. Inspection of Existing Customer facilities.**

- .1 BP has an existing customer portfolio consisting of several hundreds of customers in Asia. An evitable consequence if the introduction of this code of practice to deal with new customers is that there are many existing customers who have not yet received a facility inspection visit.
- .2 It is the responsibility of Sales Representative/ Marketing officer to identify these customers and, in conjunction with Business and LOGISTICS HSSE UNIT, to develop action plans to visit these customers at the earliest opportunity. BP aim will be to ensure that all customer facilities are inspected as soon as practicable.
- .3 Existing CUSTOMERS are also visited when:
- a) a visit specifically requested by a customer, or
- b) when a driver or ship/barge master reports that an incident has occurred during product discharge or that unsafe discharge conditions exist.

Following the receipt of the driver or ship/barge master report, the logistics operating centre will classify the accident/ incident according to severity and will inform the appropriate Sales Representative and LOGISTICS HSSE UNIT. The Sales Representative will inform the customer and, in consultation with LOGISTICS HSSE UNIT, as necessary arrange for the customer to be visited.



## **APPENDIX 1: CUSTOMER FACILITY REVIEW**

### **CONTENTS**

- 1. Company Information**
- 2. Safety**
- 3. Training**
- 4. Emergency Response**
- 5. Regulations/ Environmental**
- 6. Inspections**
- 7. Operations**
- 8. Overall Assessment/ Conclusions/ Recommendations**
- 9. Reservations/ comments**

<u>Customer Attendees/ Position</u>	<u>BP Representative(s)/ Position (s)</u>

Visit Date:

Location:

#### **Disclaimer**

The information contained herein and in any related report or other communication, oral or written, including any advice, recommendations and/or conclusions relating in any way thereto (“information”), is general in scope, is based in large part on data and information supplied by authorized representatives of the facility audited and is not intended to provide, or to substitute for, specific technical or legal advice. The information is offered by BP as a service to its customers and suppliers solely for their further inquiry, verification and Investigation in connection with the Responsible Care program, is not intended and should not be constructed as a recommendation, representation or warranty of any kind, express or implied, for which BPC accepts and legal responsibility, and is furnished on the express condition and with clear understanding that BPC disclaims all liability and responsibility arising out of any use of such information.

**Customer Facility Review**

<b>1.0</b>	<b>Customer Information</b>	
1.1	Name of Company:	
1.2	Address:	
1.3	Telephone:	
1.4	How Many employees are employed at this site?	
1.5	What types of products are manufactured at this locations	
1.6	Briefly describe the manufacturing process.	
1.7	How many employees are involved in the handling of BPC products?	
1.8	Briefly describe intended use of final products containing BP Chemical products?	
1.9	Is the BP products supplied used in a National Environmental approved application?	

<b>2.0</b>	<b>Safety</b>	
2.1	Does your company have a written company safety policy?	Yes/ No
2.2	Does the facility have a safety committee?	Yes/ No
2.3	How often are meeting held?	
2.4	Have there been any incidents involving our product? What was learned?	Yes/ No
2.5	Have any allegations been made regarding health effects of the product?  Environmental effects?	Yes/ No  Yes/No
2.6	Does our product require any additional safety equipment or protective clothing?	Yes/ No
2.7	What training courses are utilised? Including Operational, HSEQ and emergency response. What Records are kept of training?	

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2.8	Is safety equipment inspected routinely? How often?	Yes/ No
2.9	Are respirators required when using our product?	Yes/ No
2.10	Is there a written respirators program?	Yes/ No
2.11	Is there a medical surveillance program?	Yes/ No
2.12	Are checks made that the safety equipment is maintained in good order, and that it is being utilised at the terminal/depot.	Yes/ No
2.13	Are monitoring/ assessments conducted to evaluate employee exposures to chemical agents?	Yes/ No
2.14	Are employees provided access to MSDS's or other information on hazardous chemicals	Yes/ No
2.15	Does the company have a policy on sub-contracting?	Yes/ No
2.16	How do you assure compliance by the sub-contractor with your own company standards?  Are audit report available/	Yes/ No

<b>3.0</b>	<b>Training</b>	
3.1	Is there a policy for terminal personnel training?	Yes/ No
3.2	What training courses are utilised? Please include operations, HSEQ and emergency response training. (Both in-house and external)	
3.3	Are records kept on training and safety performance?	Yes/ No
3.4	Is there a special surveillance program for employees exposed to hazardous substances?	Yes/ No
3.5	What chemical agents that you handle require special medical surveillance programs?	Yes/ No
3.6	Is there a program for periodic Medical examination of operating personnel?	Yes/ No
3.7	Are records kept?	Yes/ No
3.8	For Benzene – are your policies in compliance with National regulations?	Yes/ No

<b>4.0</b>	<b>Emergency Response</b>	
4.1	Does the facility have an effective response plan/ Manual for responding to explosions, fires, spills or natural disasters?	Yes/ No
4.2	Are employees trained in Emergency response procedures?	Yes/ no
4.3	Are there adequate fire protection/ suppression systems available at the facility (e.g. monitors, foam generators, sprinklers, etc.)?	Yes/ No
4.4	Is there adequate spill containment and clean-up equipment?	Yes/ No
4.5	Does Facility prescribe to spill co-ops; mutual aid organisation and local spill contractor arrangements?	Yes/ No

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4.6	Do the facility store extremely hazardous substances subject to the emergency planning provisions of SARA Title III? Has information on EHS storage been transmitted to the local emergency planning committee?	Yes/ no  Yes/ No
4.7	Is liaison maintained with police, fire departments, water authorities, local emergency planning committee, and health authority?	Yes/ No
4.8	Are there arrangements in place for medical treatment and first aid?	Yes/ No
4.9	Does the facility conduct regular scheduled emergency response drills?	Yes/ No

<b>5.0</b>	<b>Regulations/ environmental</b>	
5.1	Are all environmental air permits required at the facility) permit to install, construction, operating) in place?	Yes/ No
5.2	Are mechanisms in place to ensure materials stored in tanks and products loaded/ unloaded are allowable under permit conditions with respect to chemical type, volume, handling and emission (s) requirements?	Yes/ No
5.3	Are you in a non-attainment area for any pollutant? If yes. Which?	Yes/ No

5.4	Are all of the tank age and loading operations in compliance with applicable requirements under <ul style="list-style-type: none"> <li>- Non-attainment program</li> <li>- National emission standards</li> <li>- State and Local regulations</li> </ul>	Yes/ no Yes/ No Yes/ No
5.5	Does the facility conduct any routine substance specific or VOC monitoring?	Yes/ no
5.6	Does the facility discharge storm water, non-contact cooling water or process wastewater to a publicly owned treatment works?	Yes/ No
5.7	Are any wastewater treatment or pre-treatment activities conducted on site?	Yes/ no
5.8	Does the facility perform wastewater discharge testing?	Yes/ No
5.9	Have there been any permit exceedences in the last two years?	Yes/ No
5.10	Does the facility have any buried storage tanks, vessels, underground piping?	Yes/ No

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5.11	Are buried tanks, Vessels or piping tested for leakage? How Often?	Yes/ No
5.12	Has any ground water or soil contamination been detected at the facility?	Yes/ No
5.13	Are there adequate spill containment methods used at the terminal? Include process areas, barge area, pipeline transfer areas, etc.	Yes/ No
5.14	Does the facility generate or accumulate any wastes considered hazardous by Local authorities?	Yes/ No
5.15	Is this facility in a coastal zone management or wetlands area?	Yes/ No
5.16	Is the site within the 100-year/ 500-year flood plain or a regulatory floodway?	Yes/ No

5.17	Has the facility received any regulatory agency environmental violation notices, citations, compliance orders or other administrative actions within the last three years?	Yes/ No
5.18	Has the terminal received any air related complaint orders, visible emissions, etc or water related complaints from public in the last two years?	Yes/ No
5.19	Does the plant have formal system for handling public complaints?	Yes/ No
5.20	Is the company in compliance with Marpol annexes 1,2 and 5?	Yes/ No
5.21	Are instructions given to vessels with regards to selection of emergency tie-up locations?	Yes/ No
5.22	Are on site facilities available for Tank cleaning?	Yes/ No
5.23	Are arrangements available for effluent disposal?	Yes/ No
5.24	Do any of our products become solid waste or regulated hazardous waste? How is it disposed of?	Yes/ No
5.25	Are any of our products discharged to a wastewater treatment system? Is it included (specific or generic) in applicable permit? What is its fate?	Yes/ No
5.26	Are there air emissions from our products use or disposal?  Are these emissions routed through control devices?	Yes/ No  Yes/ No
5.27	How do the discharges/ emission affect customer permits, compliances?	Yes/ No
5.28	Has use of the product resulted in any permit exceedences in the last two years?	Yes/ No
5.29	Has the product been detected in any ground water or soil contamination at the facility?	Yes/ No
5.30	Describe how our products are used:	

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5.31	Are the customer's employees using recommended personal Protective equipment?	Yes/ No

<b>6.0</b>	<b>Inspections</b>	
6.1	Are there written procedures for initial examination and for periodic examination testing of tanks and fitting?	Yes/ No
6.2	Is a copy of written policy available to your customers?	Yes/ No
6.3	Are examination and tests carried out to ensure tank and fitting integrity? E.g. <ul style="list-style-type: none"> <li>- Visual Examination</li> <li>- Leak proof</li> <li>- Pressure setting of relief Valves</li> <li>- Lining</li> <li>- Wall Thickness</li> </ul>	Yes/ No Yes/ No Yes/ No Yes/ No Yes/ No
6.4	What is the frequency of these tests/ inspections?	
6.5	Who carries out the various examinations?	
6.6	What types of Cargo hoses are used?	
6.7	Are hoses tagged/ Marked	Yes/ No
6.8	Do Periodic Inspection and testing procedure exist?	Yes/ No
6.9	Do examination, testing checklists, and records exist?	Yes/ No

<b>7.0</b>	<b>General</b>	
7.1	What is the normal working hours of operation?	
7.2	Are there security arrangements at the facility?	Yes/ No
7.3	Number of Tanks, capacities, ages and roof or seal type/	



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	well stored?	
7.20	Propellant for Pig: <ul style="list-style-type: none"> <li>- Nitrogen</li> <li>- Air</li> <li>- Water</li> </ul>	Yes/ No Yes/ No Yes/ No
7.21	Berth Lines Blanked off when not in use?	Yes/ no
7.22	Smoking areas clearly defined?	Yes/ no
	<b>Tanks</b>	
7.23	External condition of tanks satisfactory, good visual appearance.	Yes/ No
7.24	Evidence of overfilling/ over- or under pressurisation?	Yes/ No
7.25	No evidence of flange or Valve leakage?	Yes/ No
7.26	All bolts in place on flange connections.	Yes/ No
7.27	Nitrogen blanket?	Yes/ No
7.28	Provision for sampling?	Yes/ No
7.29	Level indicator.	Yes/ No
7.30	Provision for gauging	Yes/ No
7.31	Pressure/ Vacuum valves, correct setting, adequately sized and tested annually?	Yes/ No
7.32	Flame arrestors on vents, for tanks containing flammable products.	Yes/ No
7.33	Access/ escape from tank top, two ways off the top of each tank.	Yes/ No
7.34	Ladders and walkways, in good repair?	Yes/ No
7.35	Man lids, sizes and position, at least one on top and one on side at bottom.	Yes/ No
7.36	Overflow prevention?	Yes/ No
7.37	Outlets valves, good visual condition and regularly maintained?	Yes/ No
7.38	Foam Injection.	Yes/ No
7.39	Water Drench system?	Yes/ No
7.40	Grounding facilities, good visual condition and tested annually?	Yes/ No
7.41	All tanks dike for all classified products?	Yes/ No
	<b>For pressure tanks only</b>	
7.42	Pressure tank code of construction?	Yes/ No
7.43	Specification of material and construction.	Yes/ No
7.44	Rupture Discs – Rupture pressure	Yes/ No
7.45	Safety Valves – set pressure.	Yes/ No
7.46	Working pressure.	Yes/ No



7.70	House keeping, facility well maintained and area in good order free from discarded materials?	Yes/ No
7.71	Are road tankers check weighed before leaving site?	Yes/ No
	<b>Drum Filling</b>	
7.72	Purpose built building?	Yes/ No
7.73	Indoors? Outdoors?	Yes/ No Yes/ No
7.74	Is drum-filling area well ventilated?	Yes/ No
7.75	Is filling by volume? Or weight?	Yes/ No Yes/ No
7.76	Where filling by volume, is meter used?	Yes/ No
7.77	Does meter have preset?	Yes/ No
7.78	Are drums check weighed	Yes/ No
7.79	If forklift truck is used, is it flame proof?	Yes/ No
7.80	Drums suitable labelled, in accordance with international, local and company requirements?	Yes/ No
7.81	Precautions against splash filling, for flammable products	Yes/ No
7.82	Grounding facilities, sufficient to be effective, suitably maintained and regularly tested?	Yes/ No
7.83	Emergency shutdown facility, conveniently located?	Yes/ No
7.84	Fire fighting facilities to be effective, suitably maintained and regularly tested?	Yes/ No
7.85	Alarm system, is conveniently located, clearly marked and regularly tested?	Yes/ No
7.86	Drums storage satisfactory, well ventilated area, orderly stowage of drums, good handling access?	Yes/ No
7.87	Product lines clearly identified?	Yes/ No
7.88	Drums storage area properly segregated?	Yes/ No

	<b>Operators</b>	
7.89	Is operator wearing prescribed safety clothing in accordance with site rules?	Yes/ No
7.90	Typical First aid Box	Yes/ No
7.91	Is there an accident record book?	Yes/ No
7.92	Is there evidence of first aid equipment check in accordance with prescribed frequency?	Yes/ No
	<b>Security</b>	
7.93	Is there a security person at the site entrance?	Yes/ No
7.94	Is there evidence of entry permit system?	Yes/ No
7.95	Are there sufficient “ Hazard” warning signs?	Yes/ No
7.96	Is perimeter lighting satisfactory?	Yes/ No
7.97	Is perimeter fencing satisfactory, substantial and in good	Yes/ No

	repair?	
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<b>8.0</b>	<b>Overall Assessment/ Conclusions/ Recommendations</b>	
8.1	Are the authority, knowledge, experience and organisation of the management team satisfactory?	Yes/ No
8.2	Is the company committed to a quality management policy?	Yes/ No
8.3	Does the company have ISO 9002 accreditation?	Yes/ No
8.4	Does the company have sound and effective procedures and instructions, and are these being effectively implemented?	Yes/ No
8.5	Are the company's equipment and maintenance procedures such as to ensure minimum unforeseen breakdown and adequate technical support if required?	Yes/ No
8.6	Do the standards demonstrate that the company has a safe and high quality operations meeting the requirements of responsible care?	Yes/ No
8.7	Does the company such as demonstrate the standards to ensure the safe operations and maintenance of facility?	Yes/ No
8.8	Are there non-conformances that need further review with the company?	Yes/ No

**1.0 Reservation and Comments**

**APPENDIX 2: Inspection of Customer Facilities**

<b>Supplier/ Driver Delivery Report</b>		
<b>Supplier Contact:</b>		<b>Equipment</b>
<b>No:</b>		
<b>Customer Location:</b>		
<b>Product:</b>		
<b>Date:</b>		
1.	Were earthing facilities available?	Yes/ No
2.	Was the inlet point labelled?	Yes/ No
3.	Was the inlet fitted with a shut-off valve?	Yes/ No
4.	Was the double signature procedure followed?	Yes/ No
5.	Was a check made to ensure the tank could receive	Yes/ No

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	product?	
6.	Were there any Fire hazards in the unloading area?	Yes/ No
7.	Were there any lacks of safety facilities (e.g. hazard warning signs, water hoses, fire fighting facilities)?	Yes/ No
8.	Road: Was it necessary to park on the public highway/street during discharge?	Yes/ No
9.	Were there adequate facilities provided for disposal of hose draining?	Yes/ No
10.	Were any of the customer fitting or equipment faulty?	Yes/ No
11.	Was the customer's representative present throughout discharge?	Yes/ No
12.	Were correct safety clothing worn by customer's representative? a. Driver? b. Customer's representative/	Yes/ No Yes/ No
13.	Was there any access restriction?	Yes/ No
14.	Road/ Rail: What are the means of discharge Compressor/ Pump/ Gravity/ Customer's pump.	
15.	Whose flexible hose was used – a) Supplier? b) Customer? What the length?	
16.	Comments:	

When completed, form to be returned to Manager, Logistics Technical and Safety