

Customer Site Self Assessment Form - other than Jetty

1. CSSA forms to be forwarded to Shell Equipment Maintenance Group and a copy filed on-site - FAX 07 3364 5369

2. Only to be completed by a suitably qualified personnel within company or business.

Customer Name:		Customer "Ship To" No.	
Site Address (Full delivery address)		Phone Number:	
		Mobile Number:	
Site Assessed By (Print Name)		Site Contact:	
Assessment date		Assessor's Signature:	
Supplying depot		Sales Representative	

Checklist

Responsibility	Check Point	Date Completed	Comment
Equipment M'tce. Group	Customer site assessment details entered to CSA Database		
Equipment M'tce. Group	Customer site assessment details entered to Hardcat		
Equipment M'tce. Group	Customer site assessment details entered to SAP		
Equipment M'tce. Group	Salesperson advised verbally of actions and sent copy of actions sheet		
Salesperson	Customer advised of site issues and remedial action required.		
Depot Team Leader	Assessment documents original to Equip't M'tce Group, copy retained and filed at depot.		
Equipment M'tce. Group	Acknowledgement of equipment repairs received and upgrade of status in SAP		

Bottom portion for completion by Equipment Maintenance Group.

Coordination assigned to	Action Required	Status	Date Completed	Repair respon.	Est. Cost

NOTES:

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Please answer the following question as per legend below:

YES indicates - SATISFACTORY
NO indicates - UN-SATISFACTORY

Where answers are the same indicate as such

Y/N----->

S. General Site Information		Tank 1	Tank 2	Tank 3	Tank 4	Comments
S.1	Tanks owned by (SD/Shell/ Customer/Unsure) (Notate barcode for Shell equipment)					
S.2	Tank Type: (Aboveground (AG) /Overhead (OH)/Underground (UG) /Mobile (M) /Other (O))					
S.3	Product in tank (eg. diesel, Unleaded, PULP, etc)					
S.4	Tank Capacity (litres) (if not accurately known notate measurement of tank diameter and length.)					
S.5	Safe Fill Level (litres) (if not accurately known indicate refer S10)					
S.6	Is truck hose reel and pump required (Y/N)					
S.7	Maximum vehicle size for road conditions to and on site (Vehicle Listing attached)					
S.8	Length of truck delivery hose required: (Metres)					
S.9	Diameter of the fill point (mm) and type (eg. 75mm camlock)					
S.10	Tank Diameter (mm) (Refer tank calculator tab)					
S.11	Tank length (horiz. tank), height (vertical tank) (mm)					

Safe Delivery Instructions

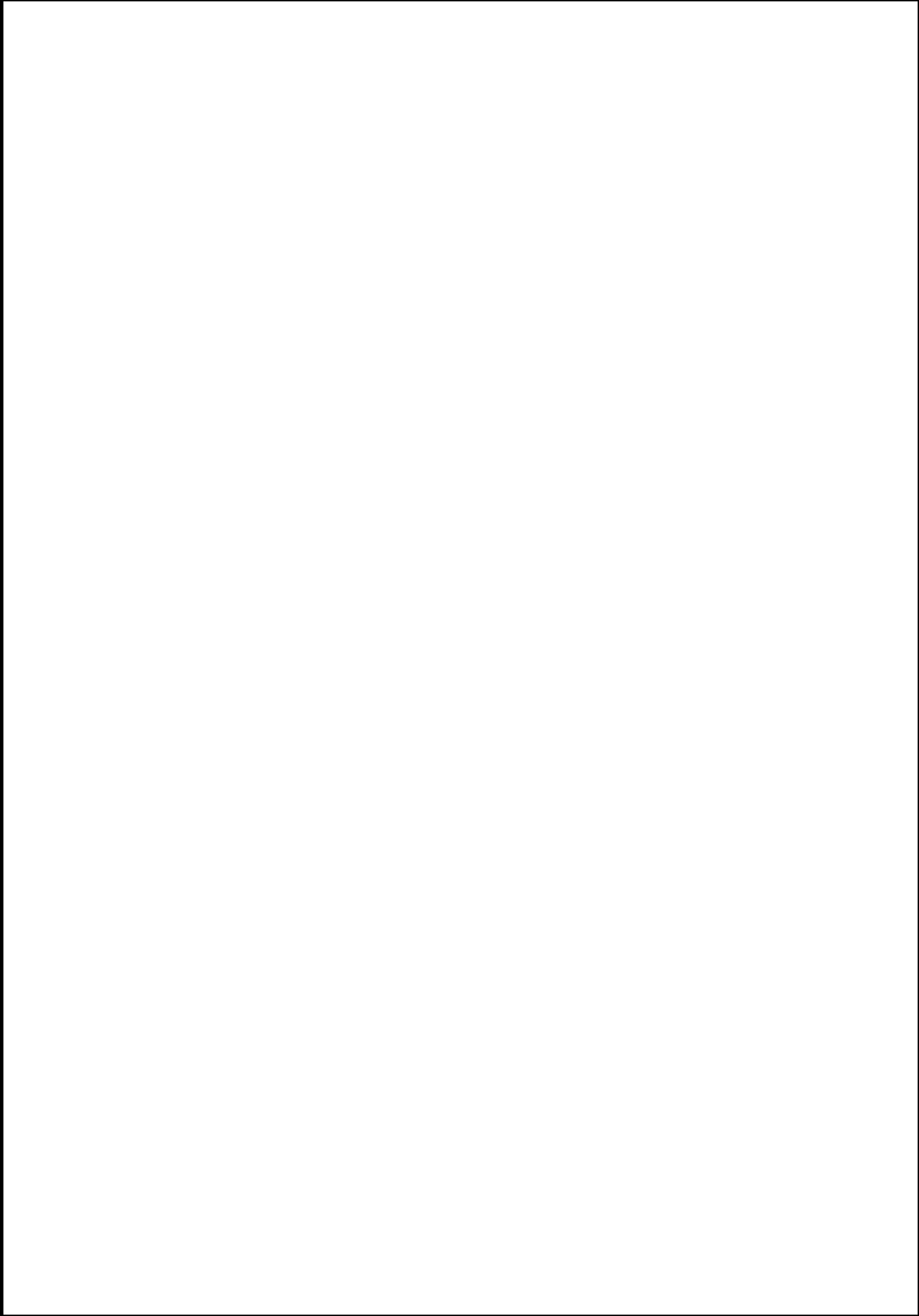
Site Map - Mark: Dip = Dip Points; F = Fill Points; Product type; Black spots - dry and wet conditions

Address:

Map Reference:	
GPS Reference:	
Distance from Depot	

A. Access and site conditions		Tank 1	Tank 2	Tank 3	Tank 4	Comments
A.1	Road condition to the site and tank in dry conditions are safe (Y/N)					
A.2	Road condition to the site and tank in wet conditions are safe (Y/N) (if no, please comment).					
A.3	Does delivery vehicle face an exit whilst delivering (Y/N)					
A.4	Can the delivery vehicle complete the delivery without reversing (Y/N)					
A.5	Is reliable supervision available for reversing where a potentially dangerous situation exists (Y/N/NA)					
A.6	Is access for truck to/from site safe and free of obstruction (Y/N) (trees, equipment, powerlines, poor visibility)					
A.7	Access height for delivery vehicles under canopies is adequate for tanker (Min height 4M) (Y/N/NA)					
A.8	Is the delivery area free of machinery, equipment, accumulated rubbish, combustible materials and slip/trip hazards (Y/N) (if no, comment)					
A.9	Are tanks located away from buildings and the boundary (refer note NA.1) (Y/N)					
A.10	Separation distance between horizontal tanks is greater than 600mm and not positioned end to end. (Y/N/NA)					
A.11	Is the tank and delivery area free from any ignition sources (Y/N) See Note NA.2					
A.12	Discharge able to be completed with tanker wholly off a public road (Y/N)					
A.13	Delivery vehicle walkway 5m clear of power lines when in delivery position (Y/N)					
A.14	Customer Tank at least 5m clear of any power lines (Y/N)					
A.15	Is driver able to see the vehicle, full length of the delivery hose during delivery process (Y/N)					
A.16	Are petrol/diesel tanks segregated from incompatible dangerous goods by at least 6M (Y/N) Includes agricultural chemicals, gas or acetylene cylinders, pesticides.					
A.17	Flammable liquid bowsers/dispensers are located at least 8 metres from ignition sources					
A.18	Does the driver require to pump petrol to an overhead tank?					
Note NA.1	Tanks are to be located away from buildings, workshops, and boundaries. The required distance is related to size of tank and product stored, or 15M for flammable liquid or 7.5M combustible liquid refer, Separation tab notes .					
Note NA.2	AS 1940: Clause 5.3.2c The fill point for any tank containing flammable liquid shall be in open air at least 2 metres from any opening into a building and at least 3 metres from any ignition source during tanker discharge. Examples of ignition sources at typical retail sites could include ice fridges, welding, hot equipment.					
Notes						

A. Access and site conditions - Traffic Flow Map inc Equipment Layout



B. Marking, Placarding and Signage		Tank 1	Tank 2	Tank 3	Tank 4	Comments
B.1	Is site/tank placarded with correct signage (Y/N)					
B.2	Is tank clearly marked with correct product name (Y/N)					
B.3	Are disused tanks or tanks containing other materials clearly identified to prevent filling with petroleum products (Y/N/NA)					
B.4	Is Safe Fill Level clearly visible (Y/N)					
B.5	Tank and dip/fill point are identified with a tank number (Y/N)					
B.6	If Retail Site, are product/tank ground markers in place at fill and dip points? (Y/N)					
B.7	Warning signs are fitted to tanks (<i>no smoking, no ignition sources</i>) (Y/N)					
C. Fill Points & Level Gauging		Tank 1	Tank 2	Tank 3	Tank 4	Comments
C.1	Gauging Method: <u>C</u> ustomer Dip Stick, <u>D</u> river Dip stick, <u>P</u> ressure Gauge, <u>S</u> ight Indicator, <u>O</u> ther, <u>N</u> one. Enter C, D, P, S, O or N.					
C.2	Is the gauging/dip system calibrated in litres (Y/N)					
C.3	Are maximum safe fill levels clearly marked on the gauge / dipstick (Y/N)					
C.4	Is the tank capacity clearly marked on the gauge / dipstick (Y/N)					
C.5	Is the tank sight indicator clear and the product level clearly legible (Y/N/NA)					
C.6	Are the graduations on the measuring device (dipstick/sight gauge) clear and legible (Y/N)					
C.7	Is there clear access to tanks for reading the gauge (Y/N)					
C.8	Are fill points in good condition to allow liquid tight connection during filling (Y/N)					
C.9	Internal Fill tube fitted (Y/N) (See Note NC.1) <i>Required for all tanks that contain flammable liquids</i>					
C.10	Is fill point below shoulder height when connecting (Y/N)					
C.11	If on-ground fill connection, are isolating valve and non return valve or dry-break coupling installed (Y/N) (<i>describe which</i>)					
C.12	Dip & fill points have well fitting cap that will prevent ingress of water or dirt (Y/N)					
C.13	Is there adequate lighting at dip/discharge/fill points (Y/N) (adequate may include vehicle spotlights)					
Note NC1.	Category 1 do not require fill tube - Category 1 tanks: <i>Definition - tanks up to 1200 L capacity, for aboveground use, intended principally for the storage of oil fuel in domestic type applications - they can not be used for the storage of flammable liquids</i>					
Notes						

D. Ventilation		Tank 1	Tank 2	Tank 3	Tank 4	Comments
D.1	Vents minimum 32mm dia (Cat1 tanks are permitted 25 mm) (Y/N)					
D.2	Tank vent visible from discharge on truck or audible high level alarm fitted (Y/N)					
D.3	Tank vents clear of obstructions and gauze in place (Y/N/ Unable to check)					
D.4	Is the tank filling area well ventilated (Y/N)					
D.5	Vents located in a safe area (Y/N) See Note ND.1					
Note ND1.	At least 4m horizontal radius of vent - flammable liquids and 2m horizontal radius of vent - combustible liquids from an opening into a building and from ignition sources, at least 4 metres above ground or 150mm above the tank for an above ground tank (AS1940 5.4.4).					
E. Ladder: Aboveground / OH tanks Only		Tank 1	Tank 2	Tank 3	Tank 4	Comments
E.1	Does tank have on-ground fill point and sight indicator installed (Y/N) If Yes skip questions in this section					
E.2	Ladder compliant and securely fitted to give safe reachable access to fill / dip points (Y/N) See Note NE.1					
E.3	Is height of first step of ladder equal or less than 300mm off the ground (Y/N)					
E.4	When standing in position to fill tank, are feet less than 1.8m from ground level (Tasmania 1.5m) (Y/N)					
E.5	Working platform with hand rails to prevent falling if over 1.8 m from ground (Y/N)					
E.6	Ladder and rungs in good condition (Y/N) (eg, welds securing rungs, no corrosion)					
E.7	Does distance from tank allow at least a half a foot hold on all the rungs/steps of ladder (Y/N)					
Note NE.1	Refer to AS1657 for detailed information on ladder design. Also refer to reference sheet on rung and step ladder specifications.					
F. Tank / Supports: Aboveground /OH tanks Only		Tank 1	Tank 2	Tank 3	Tank 4	Comments
F.1	Is tank coating (paint) in good condition and tank free from visible leaks, rust or damage (Y/N) If no, please comment					
F.2	Is tank of steel construction (Y/N)					
F.3	Bracing and tanks legs made from steel and visibly sound (Y/N) (No bolts missing, not bent/damaged)					
F.4	Does tank stand appear original with no modifications or alterations made which may affect the integrity of the stand? (Y/N)					
F.5	Is tank secure on stand (Y/N)					
G. Footings: (Aboveground/OH tanks Only)		Tank 1	Tank 2	Tank 3	Tank 4	Comments
G.1	Are footings constructed of concrete or plough discs (Y/N) If no, please comment.					
G.2	Are footings on stable, level ground and visible (Y/N)					
G.3	Are the footings free from water ponding, corrosion and ground subsidence (Y/N)					
Notes						

H. Spill Control		Tank 1	Tank 2	Tank 3	Tank 4	Comments
H.1	Are tanks, connections and dispensing equipment free from visible leaks					
H.2	Is tank installed in a bunded area (Y/N) (see note NH.1)					
H.3	Is bund in good condition and bund valve closed and secure to prevent leakage from bund (Y/N/NA)					
H.4	If No to question H.2 would a spill be contained on site (Y/N)					
H.5	Would a product spill from any point (truck, hose, tank, pack product) flow clear of waterways /stormwater drainage (Y/N)					
H.6	Would a product spill flow clear of any source of ignition, such as a workshop, electrical equipment, boiler, heater, etc (Y/N)					
H.7	Is manual shut-off valve in place on tank to stop supply of product from tank except when dispenser in use (Y/N)					
H.8	Is soil around tank free from product contamination (Y/N)					
H.9	Does site have stock management system or other leak detection system for underground tanks (Y/N/NA)					
H.10	For retail sites spill equipment is readily accessible (Y/N)					
Note NH.1	If the tank capacity is over 250L of flammable liquid or 5000L of combustible liquid inside a workshop, factory, it must be inside a bund to contain spillage. Bund required if tank capacity is over 5000 litres of flammable liquid or 10,000 litres of combustible liquid on open land in excess of 2 ha. Refer to AS1940 Section 2 and Table 2.1 for full details.					
I. Emergency and recovery		Tank 1	Tank 2	Tank 3	Tank 4	Comments
I.1	Readily accessible communication on site in the event of an emergency (Y/N) (eg. In vehicle, site personnel, etc)					
I.2	Can vehicle exit the site safely in an emergency (Y/N)					
I.3	Fire fighting equipment suitably located with at least one DCP extinguisher within 10M of fill point? (Y/N) (see Note NI.1)					
I.4	If fire fighting equipment in place is it well signed (Y/N)					
I.5	For flammable liquid storage >30KL, at least two extinguishers, one can be AFFF (foam) (Y/N)					
I.6	Test dates on all fire extinguishers are current (Y/N)					
Note NI.1	Minor storage may rely on vehicle extinguishers - Refer to Table 2.1 AS 1940 for definition of minor storage					
Notes						

M. Basement & Underbuilding Tanks		Tank 1	Tank 2	Tank 3	Tank 4	Comments
	These type of tank installations pose increased risks, therefore it is essential to ensure:					
J.1	Have tank integrity tests been carried out within last 12 months (Y/N) (<i>Ask at site</i>)					
J.2	If fill points are remote from the tank is a person available to monitor tank filling (Y/N).					
J.3	Are vent pipes within view of remote filling point (Y/N)					
J.4	Is tank bunded to contain a spill if tank overfilled (Y/N)					
L. Retail Only		Tank 1	Tank 2	Tank 3	Tank 4	Comments
K.1	Barriers available to place on forecourt to protect driver during tank dipping? (eg. wheely bin) (Y/N)					
K.2	Driver able to complete delivery without risk of injury from forecourt traffic? (Y/N)					
K.3	Is LPG decanting conducted at least 7 metres from any ignition sources (Y/N/NA)					
K.4	Does LPG decanting cease whilst tanker on site (Y/N/NA)					
COMMENTS						

Vehicle Listing

Code	Vehicle Type
1	Rigid single axle Rigid Tank single axle
1A	rigid 4 axle & quad dog
1B	4 axle Rigid
2	6 x 4 Rigid
5	6x4 standard/normal tri-axle semi
14	6x 4 semi/bogie axle semi
16	6 x4 rigid & quad dog
23	4 x 2 standard / tri-axle
32	6x 4 semi / single axle semi
17	P/mover 4X2 /Bogie 2 Axle Semi
60	B Double
78	Road Train
91	Other

Site Assessor's Kit

EQUIPMENT

Site Assessment guidelines
Site Assessment form and Appendices
Folding Shovel (for checking footings of stands on overhead tanks)
Appropriate PPE - safety boots /Shoes, Eye protection , high visibility vest
Approved Stickers - product/SFL, tank not in use
Copy of Shell Drivers Handbook
AIP GL12-2003 Guidelines for safe above ground fuel storage on farms and industrial sites
Guide/Reference sheets - bunding, ladders, etc
Tape measure
Camera (non flash) - disposable or digital with guidelines for use near flammable and combustible products