

SAFE  
LOADING  
PASS  
SCHEME

Inspection Location

# 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

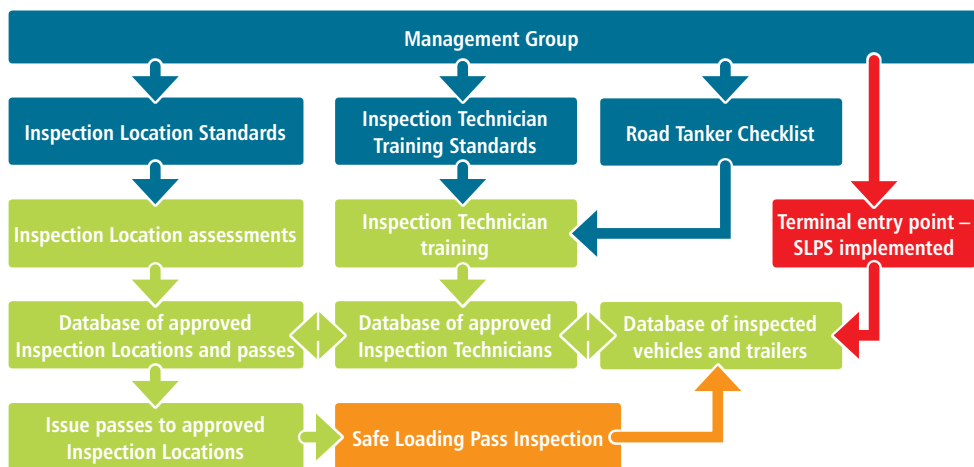
Association (FTA) manages the scheme on their behalf and is an advisory member of the Management Group, as are the Energy Institute, the Downstream Oil Distribution Forum and a User Group representative.

## 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 Location assessment process

Inspection Locations must demonstrate that the Inspection Location Standards set out by the Management Group are met. A copy of the Inspection Location Standards, which include the assessment criteria, can be downloaded from [www.safeloadingpass.co.uk](http://www.safeloadingpass.co.uk)

The scheme applies to individual Inspection Locations and so a separate application should be completed for each location, even if it is part of the same group.

The following process applies to each Inspection Location 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 Inspection Location. 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 Inspection Location Standards.

### 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 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.

#### 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 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.

#### 3.3 Inspection pit

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.

#### 3.4 Safe storage of residual product

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.

## 4 Tools and inspection equipment

### 4.1 Product collection

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.

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 products 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.

### 4.2 Overfill prevention system test unit

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). Instructions may be in any format (including written on the equipment) and may have been produced by the Inspection Location. Where applicable, unit maintenance records must be kept. 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 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.

### 4.4 Ohmmeter

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 10 $\Omega$  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. From 1 May 2016, the Inspection Location must have documented instructions on the correct use of the ohmmeter.

### 4.5 Loading adaptor wear gauge

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.

#### 4.6 Specialist hand tools

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.

#### 5 Inspection Technician Training

All Technicians carrying out inspections under the Safe Loading Pass Scheme must have attended, where applicable, and 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, where applicable, and 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.

#### 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 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

#### 7 Communication of information to Inspection Technicians

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 Manager. 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 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 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.

## 9 **Liability insurance**

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.

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.

### Inspection Location details

Postal address of Inspection Location \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Number of approved Inspection Technicians at Inspection Location \_\_\_\_\_

The Inspection Location [tick appropriate box]:

- inspects vehicles/trailers carrying petrol or ethanol
- only inspects vehicles/trailers carrying products other than petrol or ethanol or tractor units
- or vehicles that have been purged of ethanol and petrol

### Signature

*I, the undersigned, declare that the information contained in this application is correct and the Inspection Location 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 below*

**Safe Loading Pass Scheme  
Freight Transport Association  
St John's Road  
Tunbridge Wells  
Kent TN4 9UZ**

07.16/SM