

STANDARD OPERATION PROCEDURE									Reference No(s):		KDG LOGISTICS
PLANT: TSAM	AREA: TSAM YARDS (ACSA)			Originator / Controller:	KABLAN NAIDOO	Snr Supervisors:			Doc No	RTMS 066	
Process / Activity:	Diesel Delivery to Onsite Storage			Critical Equipment / Environmental Significant Equipment					Date	02.12.2014	
Scope:	This process includes all procedures involved for Diesel Delivery to Onsite Storage			Equipment			Reference No		Approved	KABLAN	
	Lenqubo ifaka zonke izinhlelo ezihlanganisa ukwethiwa kodizili lapho ugcinwa khona.			Personal Protective Equipment					Version	1	
No.	Actions / Steps		* Key Points	Control Criteria	KEY POINTS				AK Kamdar, KABLAN NAIDOO	Yard Managers	KABLAN NAIDOO
1	Be sure to clear the area of all non essential personnel.			Pump Attendant	Keep Fire Extinguisher close by				IN CASE OF EMERGENCY		CONTACT NUMBERS
	Qikelela ukusua konke okungadingeki endaweni osebenzela kuyo.				Gcina isicishamilo sibe seduze.				KINGSWAY HOSPITAL		Tel: 031 904 7000
2	Be sure to clear the area of any and all igniters (Any open flame or sparks)			Pump Attendant	Keep Hazchem Kit close by		ILLUSTRATION / PHOTOGRAPHS		OPERATIONS MANAGER: Rodney Govender	083 780 7775	
	Qikelela ukususa izinto ezigaganga umiliso (amalangabi noma izinhlas)				Gcina izinsiza ze Hezichem zibe seduze.		DIESEL DELIVERY TO ONSITE STORAGE STANDARD OPERATING PROCEDURE	(A) (B)	GENERAL MANAGER: AK KAMDAR	Cell: 083 786 9119	
3	Make sure that the fire extinguisher is located closeby and is fully charged and inspected up to date.								FLEET MANAGER: JUNAID MANSOOR	Cell: 083 776 4888	
	Qikelela ukuthi isicima milo sisiduze, sigcwele futhi sihlolisisiwe.			Pump Attendant	Be vigilant of spillages at all times				DEPOT FLEET MAINTENANCE MANAGER: VELI	Cell: 0878 496 0695	
4	Before the delivery commences, be sure to have the Spill Kit on hand.				Qaphela okuchithekile ngasosonke isikhathi.				PPE REQUIREMENTS		
	Ngaphambi kouqala ukuthulula, qikelela ukuthi okokubutha dizili ukuphethe esandleni.								TYPE OF PPE	YES	DESCRIPTION
5	When connecting the delivery truck hose to the storage tanks, make sure that the nozzle is held in an upright position to avoid spillage.							SAFETY Shoes	Yes	Anti-static , steel toe cap shoe	N/A
	Ngenkathi uxhuma iloli ethangweni lika dizili , qikelela ukuthi ugcine inozili ibheke phezulu ukuvimba ukuchitheka ko dizili.							HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A
6	Make sure there is a secure connection, before verifying with the delivery truck to commence dispensing the diesel.							Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A
	Qikelela uxhume ngokungenabungozi ngaphambi kokubheka iloli lapho lithulula udizili.							HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A
7	While the diesel tanker is dispensing make sure to be aware of any leaks.							Hi-VIZ Cap	YES	Hi-Viz company cap to clearly identify the Service Provider.	N/A
	Lapho usetha u dizili ethangweni qikelela futhi uqaphele ukuthi akuvazi.										
8	Make sure to watch the level of the tanks being filled so that there is no overflow and spillage.										
	Qinisekisa ukubheka ithange uma uligwalisa ukuze lingagcuali kuzekweqe lize lichitheke										
9	Once the diesel tanker has finished dispensing, make sure that the truck pump is switched off before disconnecting the hose.										
	Uma ithange likadizili selqedile ukuthulula qiniskisa ukuthi ipump yeloli icinyiwe ngaphambi kokukhipha ipayipi.										
10	Make sure to keep the diesel tanker hose upright when handing back to avoid spillage.										
	Qinisekisa ukuthi ipayipi lethangi likadizili libeheke phezulu uma uligaxa ukuvikela ukuchitheka										
11	Check the fill meter with security, verify and sign the control sheet.								CALIBRATION		
	Bheka imitha nonogada, bhekisisa usayine .								Equipment	Frequency	
12									N/A		
13									CHEMICALS		
									N/A		
14											
15											
16											
17											
18											
SAFETY & HEALTH RISKS							SPECIAL NOTES		REFERENCE / RECORDS / CHECKLISTS		
NO:	RISK:	PREVENTATIVE MEASURES:						Title		Ref No	
1	Overfilling the tanks causing spillage / Ukgcwalis kakhulu ithangi kubanga ukuchitheka ko dizili??	Make sure that the Fire Extinguisher is inspected up to date / Qiniseka ukuthi isicishamilo sikhona futhi sihlolisisiwe??			The truck engine must be switched off at any time when filling / Kumele icishwe ingini yetruck uma wetha / ugcwalisa udizili??						
2	Beware of any possible igniters (Any open flame or sparks) / Qaphela noma ngabe yini engasusa umiloso?? (Amalangabi noma izinhlas)	Make sure that the Spill Kit is readily available / Qikelela ukuthi kukhona konke okokubutha ukuchithekile ??									
3											
4											
5											
Approved by:-		OPERATIONS MANAGER: KABLAN NAIDOO					SNR SUPERVISOR: AK Kamdar, KABLAN NAIDOO		YARD SUPERVISORS: JUNAID , VELI		
KEY POINTS: TAKE NOTE : TIME = CHECK = PPE = HEALTH / SAFETY = LEGAL = ENV = PINCH IN MACHINE / CAUTION =		SOP revised and translated into Zulu						General Manager: Abdul Kamdar			
Reason for revision to Work Instruction:-								Established Date	07.08.2014	Revision No	1
										Revision Date	07.08.2014
										SHEET	1 / 1