

STANDARD OPERATION PROCEDURE								Reference No(s):	KDG LOGISTICS																									
PLANT: TSAM		AREA: TSAM YARDS (ACSA)			Originator / Controller:	AK	Snr Supervisors:		Doc No		RTMS 065																							
Process / Activity:		Diesel Filling - Ukwetha uDiesel			Critical Equipment / Environmental Significant Equipment				Date		2018/08/21																							
Scope:		This process includes all procedures involved for Filling Diesel			Equipment				Approved		AK																							
		Imigomo nemibandela ebandalakanyekayo uma kugwaliswa u diesel			Personal Protective Equipment				Version																									
No.	Actions / Steps		* Key Points	Control Criteria	KEY POINTS				AK Kamdar,	Yard Managers	Junaid, Veli																							
1	Before filling, any and all machinery or possible igniters (Any open flame or sparks) must be cleared from the area.			Pump Attendant	Be aware of your surroundings				IN CASE OF EMERGENCY		CONTACT NUMBERS																							
	Ngaphambi kokwetha,bhekisa ukuthi ayikho yin into ewumshini nomu yin engaphazamisa uyisuse.			Oqaphe iphamph	Qaphela okuseduze kwakho.				KINGSWAY HOSPITAL		Tel: 031 904 7000																							
2	Evacuate ALL personnel not required from the area. Only the pump attendant, security and truck driver need to be present.			Pump Attendant	Be sure to avoid unnecessary diesel spillage				OPERATIONS MANAGER:		Rodney Govender Cell: 083 780 7775																							
	Susa izinto ezingadingek ikulendawo. Ngaphandle komuntu ozogcwala, unogada nomshayeli kumele bebekhona.			Oqaphe iphamph	Qiniseka akukho ukuchitheka kodiesel okungenasidindo.				GENERAL MANAGER:		AK KAMDAR Cell: 083 786 9119																							
3	Before filling, security needs to be notified and be present to monitor the fill for any possible shortfalls.			Pump Attendant	Keep the area clear of igniters when filling				MANAGER:		JUNAID MANSOOR Cell: 083 776 4888																							
	Ngaphambi kokuthi ugcwali, unogada kumele aphiswe futhi abekhona abheku ukugcwala ukuce abone uma kunobushomphompe okungase kuthathe indawo.			Oqaphe iphamph	Gcina indawo ingenakho okungavusa umlilo uma wetha.				DEPOT FLEET MAINTENANCE MANAGER:		Veli Cell: 078 496 0695																							
4	Once filling commences, the pump attendant must be present for the duration of the fill.								PPE REQUIREMENTS																									
	uma sekualil ukugcwala umgcwali isekuthi abekhona isgamu sesikhathi sokugcwala								<table border="1"> <thead> <tr> <th>TYPE OF PPE</th> <th>YES</th> <th>DESCRIPTION</th> <th>REF</th> </tr> </thead> <tbody> <tr> <td>SAFETY Shoes</td> <td>Yes</td> <td>Anti-static , steel toe cap shoe</td> <td>N/A</td> </tr> <tr> <td>HI-VIZ Vest or Shirt</td> <td>Yes</td> <td>Reflective Vest - visitors / Leadsman</td> <td>N/A</td> </tr> <tr> <td>Gloves</td> <td>Yes</td> <td>Driver's & Checkers gloves when handling vehicles</td> <td>N/A</td> </tr> <tr> <td>HI-VIZ Pants</td> <td>Yes</td> <td>Work pants with Reflective Strip.</td> <td>N/A</td> </tr> <tr> <td>Hi-VIZ Cap</td> <td>YES</td> <td>Hi-Viz company cap to clearly identify the Service Provider.</td> <td>N/A</td> </tr> </tbody> </table>			TYPE OF PPE	YES	DESCRIPTION	REF	SAFETY Shoes	Yes	Anti-static , steel toe cap shoe	N/A	HI-VIZ Vest or Shirt	Yes	Reflective Vest - visitors / Leadsman	N/A	Gloves	Yes	Driver's & Checkers gloves when handling vehicles	N/A	HI-VIZ Pants	Yes	Work pants with Reflective Strip.	N/A	Hi-VIZ Cap	YES	Hi-Viz company cap to clearly identify the Service Provider.
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5	The pump attendant must continuously monitor the area for any ignite hazards, possible leaks or spills.								CALIBRATION																									
	Umgcwali isekuthi abekhona abone ubungozi obungase bubeleka nomu ukuvuza nomu ukuchitheka kuka deisel.								<table border="1"> <thead> <tr> <th>Equipment</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> </tr> </tbody> </table>			Equipment	Frequency	N/A																				
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6	Before filling, make sure that the Spill Kit is close by. Place the drip tray below the diesel tank to prevent any spill from an overflow.								CHEMICALS																									
	ngaphambi bkokugcwala yenza isiqinisekiso sokuthi izinsiza kusembenza uma kuchitheka ziseduze. Beka i drip tray ngaphansi kuka diasel ukuvikela ikuchitheka								<table border="1"> <thead> <tr> <th colspan="2">N/A</th> </tr> </thead> </table>			N/A																						
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7	Make sure that the truck engine is switched off.								REFERENCE / RECORDS / CHECKLISTS																									
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8	Make sure that the fire extinguisher is located closeby and is fully charged and inspected up to date.								NOTE: - MSDS's are available for the above chemicals/paints																									
	Yenza isiqinisekiso sokuthi i isicisha mlilo siseduze futhi sigcweli ngokwanele sahlola ukuthi asikaphelwe yini isikhathi																																	
9	Pick up the fuel fill nozzle, hold upright so that no excess diesel spills on the floor. Place the nozzle in the tank.																																	
	Dnsa into yokugcwala u diesel ibhekise phezulu ukuze kungachitheli u diesel phansi, buyisela into yokugcwala ethankini																																	
10	Activate / Switch on the diesel bowser. Make sure that the nozzle is secure in the tank so that it does not fall out causing a spill.																																	
	Vula iswishi esehawzini. Uqikekele ukuthi inozili ngendlela efanele ukuze ingawi icithe u diesel.																																	
11	Once the first tank is FULL. Switch off the bowser, remove the nozzle, making sure that the nozzle is held in an upright position.																																	
	uma ithanki lesibili seligcweli vala i bowser,susa into yokwetha u deisel, misa okwetha u deisel ukubhekise phezulu, buyisela into yokwetha u deisel ethankini lokuqala																																	
12	Take the nozzle to the second tank, holding it in an upright position. Insert nozzle into the tank, switch on the bowser.																																	
	Hambisa inozela ethankini lesibili, uybamble ibheke phezulu. Faka inozela ethankini uvule ibhawuza.																																	
13	When the second tank is FULL, switch off the bowser, remove the nozzle, holding the nozzle upright, take the nozzle back to the first tank to top up.																																	
	uma ithanki lesibili seligcweli vala i bowser,susa into yokwetha u deisel, misa okwetha u deisel ukubhekise phezulu, buyisela into yokwetha u deisel ethankini lokuqala																																	
14	Once filling is complete, switch off the bowser, put the nozzle back into its holder by the bowser.																																	
	Uma usuqedile ukugcwala cisha ibhawza.																																	
15	Put the diesel tank caps back in place, lock them.																																	
	buyisela ikapisi lokwetha u deisel endaweni yalo bese uyikiya																																	
16	Confirm the liters filled with security and sign off the control sheet.																																	
	Usizana nonogada qiniseka ngamalitha owethile bese usayina.																																	
17																																		
18																																		
SAFETY & HEALTH RISKS							SPECIAL NOTES		REFERENCE / RECORDS / CHECKLISTS																									
NO:	RISK:		PREVENTATIVE MEASURES:							Title	Ref No																							
1	Overfilling the tanks causing spillage / Ukugcwala kakulu ithanki kwenza ukuba u diesel uchithike		Make sure that the Fire Extinguisher is inspected up to date / yenza isiqinisekiso sokuthi izinto zokucisha umlilo aziphelewe iskhathi			The truck engine must be switched off at any time when filling / Cisha injini ngaso sonke iskhathi uma ugcwala u diesel		A Check List must be filled in and signed together with the Security to verify the liters filled.																										
2	Beware of any possible igniters (Any open flame or sparks) / Qaphela ukuthi ayikho yin into eyingozi (kungaba izikhala ezivulekile kumbe ama okusamilo)		Make sure that the Spill Kit is readily available / Yenza isiqinisekiso sokuthi izinsiza kusembenza uma kuchitheka ziseduze futhi zikulungele ukusembenza					I Check list kumele igcwaliwe isayinwe futhi nonogada ukukwenza isiqinisekiso samsLitha agcwaliwiwe																										
3																																		
4																																		
5																																		
Approved by:-		OPERATIONS MANAGER: Kablan Naidoo			SNR SUPERVISOR: AK Kamdar,			YARD SUPERVISORS: VELI																										
KEY POINTS: TAKE NOTE =		TIME =		CHECK =		PPE =		HEALTH / SAFETY =		LEGAL =		ENV =	PINCH IN MACHINE / CAUTION=		General Manager: Abdul Kamdar																			
Reason for revision to Work Instruction:-				SOP revised and translated into Zulu								Established Date	07.08.2014	Revision No	1	Revision Date	07.08.2017																	
															SHEET	1	1																	