

DELIVERY ARRANGEMENTS FOR NOLAN OILS, MIDDLETON STONEY
24 HOUR CCTV MONITORING IN OPERATION

All drivers must observe the following procedures. Return this document after use.
ADDITIONAL PROCEDURES ARE AVAILABLE IN THE ULLAGE MONITORING CABINET ADJACENT TO THE DISCHARGE HEADERS, WHICH MUST BE ADHERED TO AT ALL TIMES.

ARRIVAL	<p>Do NOT access or egress this site through Bucknell village.</p> <p>Park in depot access road to open the gates inwards. <u>Hazard warning lights must be operated.</u></p>
ACCESS & CCTV SECURITY	<p>An electronic control panel is fixed to the depot gate post, this operates the locking mechanism for the gate as well as the CCTV/security for the site. The control panel code must be obtained from the driver supervisor or HCC before setting off from your Depot / Terminal.</p> <p>The site is covered by CCTV movement alarm security, which MUST be disarmed. The control panel is located on the depot gate post (Front Keypad) and the orange light will flash when active. To disarm and open the gates enter the code provided and the gates will open automatically. The alarm will be disarmed but CCTV monitoring will continue during off loading. When you leave the depot to close the gates re-enter the code on the keypad on the gate post. The gate is now locked and security reactivated. Orange Light Flashing.</p>
LIGHTING	<p>The depot lights are automatic and some will be lit upon arrival at night. Other lighting will be activated in the depot area on a movement sensor only.</p>
MANOEUVRING	<p>There is a large yard area for turning and reversing as required. Take care as other vehicles may be parked in this area from time to time. <u>See important "Pump-off" procedures below.</u></p>
TANK, GRADE & ULLAGE CHECKS	<p>The tank ullages must be checked upon arrival using the electronic monitoring system available adjacent to the headers. The discharge headers are numbered and identified by grade. Do not switch this system off.</p>
OVERSPILL ALARMS	<p>An overfill alarm system (siren) is installed. Auto shutdown system is installed. When the alarm is activated cease the discharge immediately and contact the depot manager. The electric pumps remain switched off for approximately 5 minutes. To switch the discharge pumps back on go to the supply panel by the tanks and push the BLUE button marked 'EMERGENCY STOP RESET'. Then to start the pump, push the GREEN button on the offloading panel.</p>
PUMP-OFF	<p>Product can be offloaded using either the vehicle pump or depot stripper pumps for which there are separate headers and separate access keys.</p>
HEADER CONNECTIONS	<p>Discharge header valves (one per line) will be found closed and end caps locked. Unlock appropriate key box with combination provided. Drip/splash containers are available under the headers. All valves MUST be closed and end caps secured after each use <u>return key to key box.</u></p>
PAPERWORK	<p>**<u>Delivery tickets must be posted through the letterbox on the office door.</u></p>
DEPARTURE	<p>Ensure that all valves are closed and locked. <u>The CCTV alarm must be re-set with your control panel code upon departure using the code provided.</u> The gates must be firmly closed and locked upon departure.</p>
EMERGENCIES	<p>In an emergency telephone 01869 342116 (24 hours). An oil interceptor is installed and the valve should be closed in the event of a spillage.</p>
FACILITIES	<p>There are no toilet and wash facilities available when the site is unattended.</p>

ALL incidents and site defects MUST be reported to the depot management within 4 hours using the number provided.
Minor spillages are to be cleaned up/treated before departure from site. Dispose of any rubbish in the allocated bins provided.