



COMPETENT PERSON

- Bulk Fuel Delivery Practical Assessment -

COMPETENT PERSON COURSE **PART 2** - LEGAL REQUIREMENT

Trainee Name:		Site No.		Service Station Name:	
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Date Part I Theory Course Taken:

Please note: This Competent Person practical assessment training sheet should only be completed by someone that has already been trained and is a qualified Competent Person themselves. Under no circumstances should a trainee complete this document themselves as this would render the assessment invalid.

	Bulk Fuel Delivery 1	Bulk Fuel Delivery 2	Bulk Fuel Delivery 3
Delivery Date			
Delivery Driver Name			
Name of Manager or Competent Person in attendance			
Is participant competent YES or NO?			
Drivers Signature			
Manager or other Competent Person in attendance signature			

NOTE: ONCE THE THIRD DELIVERY HAS BEEN COMPLETED PLEASE COMPLETE THE PRACTICAL ASSESSMENT OVERLEAF



PRACTICAL ASSESSMENT

Name:		Site No.	
Service Station:		Date:	

Before a Theoretical test is carried out the Trainer/Manager should ensure that the trainee has fully completed and passed this Practical Assessment training. The trainee should carry out a minimum of **three** fuel deliveries. This assessment should then be carried out on the third delivery by the Trainer/Manager.

As the trainee correctly performs each stage of the delivery, the Trainer/Manager should tick the box provided

The Trainer/Manager to ask:

Why should they be wearing non-slip shoes without steel tips or studs	<input type="checkbox"/>
Why they should not be carrying matches, a lighter or anything which may cause a spark during delivery	<input type="checkbox"/>

The Trainer/Manager should ask the candidate to prepare the area for delivery:

Is emergency equipment is in a state of readiness?	<input type="checkbox"/>
Are there a correct number of fire extinguishers for pumps and are they charged?	<input type="checkbox"/>
Are warnings and information notices are not obscured?	<input type="checkbox"/>
Is there adequate lighting at point of delivery?	<input type="checkbox"/>
Are all emergency exits and access to and from the site clear?	<input type="checkbox"/>
Are Manhole covers, vents and filling points clear of combustible material?	<input type="checkbox"/>
Is the delivery area correctly coned off?	<input type="checkbox"/>

The Trainee must be able to tell the Trainer/Manager:

The requirements of the sites Petroleum Spirit Storage Licence (paying particular attention to any <i>unusual</i> conditions)	<input type="checkbox"/>
Positions of the tanks	<input type="checkbox"/>
Which grade of fuel is in each tank	<input type="checkbox"/>
The location of the vent pipes	<input type="checkbox"/>
Which pumps connect to which tanks?	<input type="checkbox"/>
Where the inlet pipe keys and manhole cover key are kept and can readily identify them	<input type="checkbox"/>



The trainee should then:

Check the fuel order book and note what has been ordered (the trainee must specify fuel grades and quantity ordered)	<input type="checkbox"/>
Take dipstick and contents gauge readings for each tank	<input type="checkbox"/>
If fitted, check that any high level alarms are operating correctly	<input type="checkbox"/>
Check grade and number tags on the inlet fill pipes are correct and clearly visible	<input type="checkbox"/>

And then correctly identify:

How much fuel is in the tank (in litres)	<input type="checkbox"/>
How much ullage there is in the tank	<input type="checkbox"/>
The capacity of the tank	<input type="checkbox"/>
Which tank/s the delivery should be placed into	<input type="checkbox"/>

THIS PROCEDURE MUST BE DOUBLE-CHECKED BY THE TRAINEE AND TRAINER/MANAGER

During Delivery

The Trainer/Manager to ensure the trainee completes the following

Trainee reports to the driver as the person who is responsible for the delivery – (The Trainer/Manager should identify themselves as the Competent Person conducting the practical training of this trainee. If the trainee is the only person on site, the premises must be closed during delivery.)	<input type="checkbox"/>
Requests the Fuel Advice Note and checks: - <i>The delivery is for your service station</i> - <i>The delivery is for the correct day</i> - <i>They are the correct products in the correct quantities</i> - <i>Any agreed changes to be amended on the delivery note by the driver</i>	<input type="checkbox"/>
From the Loading Note Record candidate to discuss and agree with the driver the most convenient order off-loading the compartments	<input type="checkbox"/>
Places at least two fire extinguishers, of the correct type and a sand filled bucket up-wind of the delivery point	<input type="checkbox"/>
Check that the warning signs are positioned around the delivery are so that they can be clearly seen by customers	<input type="checkbox"/>



The trainee should then observe the driver connecting the hoses to the correct vehicle compartments. Whilst the responsibility for carrying this task out correctly remains with the driver, by observing the candidate could highlight to the driver any errors if a hose is attached to the wrong vehicle compartment.

The Trainee should:

Ask the driver to show them the various emergency buttons on the tanker	<input type="checkbox"/>
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Receiving a Delivery

Candidate should:

Lift the manhole covers of the storage tank chambers which are to receive the delivery (Note: The driver must NOT help in any way for their actions would constitute a change to whom is responsible for accepting the delivery)	<input type="checkbox"/>
Protect the open manholes with guards	<input type="checkbox"/>
Check the tank numbers and the product labels on the filler pipes	<input type="checkbox"/>
Take the dipstick or contents gauge readings for each tank	<input type="checkbox"/>
Once again, calculate how much each tank will safely hold and check these figures against the amount of fuel being delivered	<input type="checkbox"/>

THESE FIGURES TO BE RE-CHECKED BY TRAINEE AND TRAINER/MANAGER

Check the Loading Record details with the driver	<input type="checkbox"/>
Agree the most convenient order for off-loading the tanker compartments	<input type="checkbox"/>
Correctly complete, in duplicate, the 1 st , 2 nd , 3 rd , 4 th , 5 th & 7 th columns of Part A of the Petroleum Certificate	<input type="checkbox"/>
Check the dipstick readings of the tanker carried out by the driver	<input type="checkbox"/>
Agree the dipped quantities	<input type="checkbox"/>
Sign the Advice Note (Trainer/Manager to ask trainee “What does your signature confirm?”) Answer – The signature confirms that your tank can accept the quantities and grades to be delivered	<input type="checkbox"/>
Show the driver which tank or inlet fill pipe is to receive what grade of fuel	<input type="checkbox"/>
Unlock the tank inlet fill pipe caps	<input type="checkbox"/>
Remove caps ONLY IMMEDIATELY BEFORE a hose is to be connected	<input type="checkbox"/>
The vapour balance pipe on the storage tank must be connected to the vapour balance hose on the delivery tanker BEFORE connecting delivery hose	<input type="checkbox"/>
If there is a separate dipping opening in the storage tank, make sure that it has been securely closed	<input type="checkbox"/>



If any of the tanks are linked in some way make sure the receiving tank is isolated from other tanks by closing off the appropriate vales	<input type="checkbox"/>
Check the hose has been properly connected to the storage tank fill pipe	<input type="checkbox"/>
Sign the 6 th column in Section A of the Petroleum Certificate (but only for the tank which has a hose connected)	<input type="checkbox"/>
Obtain the drivers signature in the 3 rd column in Part B of the Petroleum Certificate (but only for the road tanker compartments which have hoses connected)	<input type="checkbox"/>

This procedure is repeated for each storage tank and for each tanker compartment in the order specified above

The driver now commences the delivery – the trainee must observe the vehicle and hoses and be ready to stop a delivery and take emergency action if a leak, spillage or fire occurs.

Completion of Delivery

The trainee should:

Ensure each fill pipe cap is replaced and locked immediately after use	<input type="checkbox"/>
Check the sight glass and note that the ball is at the bottom	<input type="checkbox"/>
Secure the delivery point	<input type="checkbox"/>
Replace the manhole covers	<input type="checkbox"/>
Sign the Advice Note to confirm receipt of delivery	<input type="checkbox"/>
Give the driver his copy of the Advice Note, together with a copy of the completed Petroleum Certificate	<input type="checkbox"/>
Replace the fire extinguishers and fire buckets in the correct position	<input type="checkbox"/>
Store the Hazard Warning sign	<input type="checkbox"/>
Enter the delivery details in the service Station wet Records book	<input type="checkbox"/>

The trainee must have correctly completed all the tasks listed in this practical test to a satisfactory standard. If not the Trainer/Manager should discuss the areas of concern and advise the trainee that they will need to carry out a further test until all tasks are completed to the full satisfaction of the Trainer/Manager.

Passed/Failed *

Trainer/Manager Signed: _____ Print _____

Trainee Signed: _____ Print _____

Driver Signed: ** _____ Print _____

Date: _____

* Delete as applicable ** Drivers signature only indicates that a trainee was present throughout the delivery



Once this Practical Assessment is completed successfully by the trainee one of the following process' for handling this document should be adhered to depending on how the trainee completed their theory level competent person course.

1. **Mobile Training Unit Course** - Once completed this document should be posted to the address below in order to receive a Bulk Fuel Delivery Certificate. Please remember to take a copy of this document **before** posting as in the event of the original being lost in the post we would not be able to issue a certificate without unless a copy was produced. This would result in the trainee having to retake their practical assessment.

F.A.O

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Once the Bulk Fuel Delivery certificate is returned by BMR please display a copy on your staff notice board for possible inspection if requested. Put the original certificate on the trainees staff file along with the copy practical assessment mentioned above, this will then act as proof of training.

2. **Computer Based Training CD Course** – Once completed this document should be attached to a copy of the certificate produced on completion of the Competent Person Training CD. These documents should then be kept in the trainee's staff file as proof of training with a copy on the site notice board available for inspection if requested.