



# SAFETY BULLETIN 20/19

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## A Guide on Minimum Safety Requirements for Customers' Self Pick Up Vehicles

### **Introduction and Purpose:**

For most of the Gas Companies, in addition to those customers that the Gas Company delivers products with its own vehicles or vehicles from hired carriers, there are also some end customers and/or distributors who prefer to pick up products from the Gas Company facility themselves in their own vehicle.

In general, the safety standards of the vehicles sent by the distributors and/or end customers to pick up the products are not always consistent to (mostly lower than) the safety standards that have been adopted by the Gas Companies for both the own fleet and hired carriers.

To ensure safety during the whole process when the customer self pick up vehicles stay in the Gas Company Facilities for filling and/or loading, it is essential to validate the customer self pick up vehicles to make sure they comply with local statutory(country regulations) requirements and the minimum safety requirements of the Gas Company.

The safety bulletin is to provide a guideline (with attached two check list for bulk vehicles and cylinder trucks respectively) to define the minimum safety requirements for the customer self pick up vehicles to meet.

### **Scope:**

The scope of this Safety Bulletin includes the products to be picked up by the customers include any products produced or distributed by the Gas Company.

The customer self pick up vehicles include tractor, trailer, rigid tanker, tube trailer, ISO container, cylinder trucks etc.

## **Procedures:**

The individual Gas Company may add up its own specific requirements on top of the checklist (ref Appendix A) to address their specific concerns and/or focuses.

The Gas Company shall nominate the necessary resources to conduct the inspection by using a checklist to ensure that the customer self pickup vehicles to meet the minimum safety requirements before each filling / loading at the Gas Company facilities.

Failing to meet the minimum safety requirement, the customer self pickup vehicle(s) should be rejected / disqualified for filling / loading until the corrective action has been implemented and validated.

## **Checklist:**

The checklists (See Appendix A and B) have been developed covering PPEs, documentation and license as well as visual checks to bulk tankers and cylinders respectively.

## **References:**

1. Internal guidance of AIGA Member Companies.
2. AIGA 066, Selection of Personnel Protective Equipment, [www.asiaiga.org](http://www.asiaiga.org)

## Appendix A:

S/No		Minimum Requirement	Check Result		
			Yes	No	N/A
<b>A Drivers &amp; Co-Workers PPE ( Personal Protective Equipment )</b>					
1		Safety helmets			
2		Safety glasses / Chemical goggles / Face shield			
3		Ear plug			
4		Overall protective clothing (long sleeves / trousers)			
5		FRC for Hydrogen			
6		Safety shoes / boots			
7		Gloves suitable for product to be transported / handled			
<b>B Documentation / Valid License / TEIP (transport emergency information panel) / Placard</b>					
1		The driver / escort shall have the valid certificate(s) required by local authorities			
2		The vehicle's registered certificate shall be valid			
3		The certificate of the vessel shall be valid			
4		Tremcard or TEIP with local language for the product to be loaded are available on board			
<b>C Vehicles Visual Check</b>					
1		Both the driver and the co-driver shall not be drunk / addicted to drugs			
2		There is no oil or water leaks from the vehicle			
3		Tyres are in good condition			
4		Fire extinguisher is in place			
5		The vehicle is equipped with a flame arrestor			
6		dangerous signs issued by related departments / lights and anti-static strap / ) are physically and in good condition on the trucks			
7		There is first aid kit on board			
8		Safety Devices (safety valve / rupture disc / outer vessel lift disc) are physically on the trailers			
9		Trycock works properly			
10		No leakage on the valves \ pipes and flanges / No ice spots on the outer vessel			
11		Consistent product information among vessel registered product,, posted product name and to be filled product			

## Appendix B:

S/No		Minimum Requirement	Check Result		
			Yes	No	N/A
<b>A Drivers &amp; Co-Workers PPE ( Personal Protective Equipment )</b>					
1		Safety helmets (Optional)			
2		Safety glasses			
3		Overall protective clothing (long sleeves & trousers)			
4		Safety shoes / boots			
5		Gloves suitable for product to be handled			
<b>B Documentation / Valid License / TEIP (transport emergency information panel) / Placard</b>					
1		The driver / escort shall have the valid certificate(s) required by local authorities			
2		The vehicle's registered certificate shall be valid			
3		Tremcard or TEIP with local language for the product to be loaded are available on board			
<b>C Driver &amp; Vehicles Visual Check</b>					
1		Both the driver and the escort shall not be drunk / addicted to drugs			
2		The vehicle shall not be overloaded according to the delivery note and payload			
3		There is no oil or water leaks from the vehicle			
4		Tyres are in good condition			
5		Fire extinguisher is in place			
6		The vehicle is equipped with a flame arrestor			
7		dangerous signs issued by related departments / lights and anti-static strap / ) are physically and in good condition on the trucks			
8		There is first aid kit on board			
9		Other Safety Devices, i.e. wheel chocks, safety cone, and etc are in place			
10		The tie used for packing / cargo securement is in place and fit for use			

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