

Fuel Usage Questionnaire

Aires is a new name in ground fuel storage handling and distribution. Aires aim to provide a comprehensive and specialised quality of service to ensure all clients meet stringent new regulations and industry good practice.

We have produced this questionnaire to provide you with the opportunity to review the way you currently manage your fuel operations and then discuss the findings with our fully qualified staff.

We ask you to take a few minutes to complete the questionnaire as either a web based or PDF printable version and then reply to the contact provided.

We thank you for your interest in Aires.

Content

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- Operations - Mobile / Fixed
- Environmental Safeguards
- Training and Procedures
- Health and Safety
- BAA Specific Regulations

Contact Details

Company Information:

Name:

Address:

E-mail Address:

In your company operations do you use ground fuel? YES NO

If Yes	Grade	Volume / Week	Supplier
	U.L.S.G.O		
	Gas Oil		
	Diesel		
	Petrol		
	LPG		

Do you manage your own ground fuel operations? YES NO

- If Yes What type of operations are you involved in?
- Fixed (For Fixed Operations only, proceed to page 2)
 - Mobile (For Mobile Operations only, proceed to page 4 - Mobile Bowsers)
 - Both (For Both Operations, start on page 2)

If No Who currently manages your fuel supply?.....

Fixed Operations

Containment Capacity

Do all vessels larger than 200 litres (equal to one barrel) have secondary containment (bundling)?

YES NO

Oil related pollution incidents now account for 17% of all water pollution incidents of which the majority of leaks were from unbunded tanks caused by inadequate storage and equipment. In response to this the control of pollution (oil storage) (England) Regulations 2001 set a number of objectives with the aim of reducing such incidents. The regulations affect all existing unbunded and inadequately banded tanks, and any similar new stock and those storing oil above ground, with a 200 litre (one barrel) lower limit on storage capacity on all industrial premises.

These regulations are bounded and aim to be fulfilled through a number of regulations that come into force in three stages of which the final date for compliance is 1 September 2005. Any person with control of any oil breaching the regulations will be guilty of a criminal offence. Conviction in a civil court will be liable to a fine not exceeding the statutory maximum of £5000, and an unlimited fine on conviction on indictment in a crown court.

If Yes Is this bunding open to the elements?

YES NO

For a single tank, is the containment sufficient to contain 110% of the maximum contents of the oil container?

YES NO

Regulation 3 (2) (a) of the Control of Pollution (oil storage) (England) requires that the capacity of the bund must be calculated as not less than 110% capacity of the containers total storage in fixed or mobile containers.

Is the banded area for two or more tanks of sufficient size to contain either 110% of the biggest tanks storage capacity or 25% of the total storage capacity, whichever is the greatest?

YES NO

Integrity

Is bunding in sound condition (impermeable to oil and water) with no signs of leakage?

YES NO

Environment Agency pollution prevention guidelines state that 'the principle storage containers should be of sufficient strength and integrity to ensure that in normal circumstances it is unlikely to burst or leak.

If Yes Is an annual check carried out by a trained operator in the OFTEC (Oil Firing Technical Association for the Petroleum Industry) regulatory scheme to ensure integrity?

YES NO

Are all pipes that pass through the containment system (bund) adequately sealed?

YES NO

Are all facilities railed off or protected from any potential crash impacts?

YES NO

Are all storage tanks type tested to an assurance system complying with ISO9001? YES NO

Bunding

Are all valves, filters, gauges, pipes and taps to be found within the Bund, preventing the loss of oil during transfer? YES NO

Is the fill pipe to be found within bunding or if not is there a drip tray that will provide adequate capacity to contain oil that remains in pipe work after filling? YES NO

Are contents of bund routinely emptied in accordance with the waste management licensing regulations 1994? YES NO

If Yes Do such contents when emptied include both oil and water? YES NO

By installing Best-Practice technology such as intelligent pumps, the oil and water interface with bunding can be monitored and costs reduced by only automatically removing water, leaving contaminants behind.

Do you have records of emptying for the past 3 years? YES NO

Tank ancillary equipment

Does the tank have a sight gauge in a prominent visible position with automatic close operation for when not in use? YES NO

Are all taps, valves and loading hoses, through which oil can be discharged to the open, fitted with locks and locked shut when not in use? YES NO

Is the fuel draw off pipe fitted with a valve at the delivery end which closes automatically when the draw off pipe is not in use? YES NO

Is your pump set fitted with an emergency stop mechanism and protected from unauthorised usage? YES NO

Is your pump fitted with non-return line in its feed line? YES NO

Discharges

Is your tank situated less than 10m from a watercourse and 50m from a borehole or well? YES NO

It is recommended that primary containers (including all mobile bowsers) should not be situated outside a building within 50 metres of any borehole or 10 metres of any inland freshwaters and costal waters that any leaking oil could enter.

Do all records of spillage comply with a set procedure and reporting system? YES NO

- For all actual or potential discharges does your site have an oil/water interceptor? YES NO
- Do you have operating procedures for this interceptor? YES NO
- Do you maintain records for cleaning and emptying the interceptor? YES NO

Filling: Fixed Tanks

- Is your tank clearly marked with the type and grades stored within YES NO
- Is the offloading pipe work colour coded in line with the IP (Institute of Petroleum) protocol? YES NO
- Is your tank fitted with an alarmed overfilling protection system? YES NO
- Is your tank fitted with a water monitoring detection system? YES NO
- Do you have an electronic tank gauge to ensure total stock control? YES NO

Any company, which sells or distributes dyed products to a 3rd party, must comply with Custom RDCO regulations. These regulations require that returns show grade and revenue of records of that received and supplied to and from all customers. The penalty for contravention to information returned has a fixed civil penalty of £250 for each case, and where appropriate daily penalties of £20. Complete and accurate returns are essential.

- If Yes Is this linked to your supplier via a communication link YES NO
- Is your tank fitted with an automatic leak detection system? YES NO
- If you are not involved in Mobile Operations, please proceed to page 6 - Environmental Safeguards

Mobile Bowers

Filling

- Do you load mobile bowsers from your tank? YES NO
- If Yes Are your tanks fitted with bottom loading facilities? YES NO
- If No Do you have a process of transition in place for all future bowsers to be bottom loading? YES NO
- Is your vehicle fitted with a collapsible safety handrail that interlocks to prevent driving when handrail is in raised position? YES NO

HSE guidelines recommend interlocking handrails in relation to working heights under the Workplace regulations 1992 and Tanker design regulations.

Is your tank fitted with an access platform to the bowser? YES NO

Does it have a fall arrest system or safety harness fitted? YES NO

HSE regulations for best-practice require the use of safety harnesses and training for all employees who work where there is a risk of falling more than 2 metres and a safety barrier cannot be practically provided. Falls of less than 2 metres may also need to be considered where a significant risk exists.

If Yes Is the bottom loading mechanism linked to an overfill protection system on the bowser? YES NO

ADR regulations

Are all new bowzers and equipment in compliance with ADR legislation? YES NO

ADR is the international agreement concerning the carriage of dangerous goods by road. This new regulation came into force on 1 March 2004, and requires that the following vehicles have VOSA certification in order to allow them to be used in Britain: New Vehicles to be used for the transport of liquid or gaseous dangerous goods in fixed tanks, demountable tanks or fixed batteries of pressure vessels.

If Yes: Is your vehicle fitted with an overfill protection system? YES NO

Is your vehicle fitted with a rollover spillage protection? YES NO

In emergency events (i.e. spillage), are drivers trained to comply with current and forthcoming regulations i.e. ADR? YES NO

If Yes Do you have training records for all drivers for the past 3 years? YES NO

Bowser ancillary equipment

Is your tanker fitted with a weights and measures approved meter? YES NO

Do all vehicles have unrestricted viewing of hazchem signage with contact information? YES NO

If Yes Are contact numbers routed to a routinely answered line and not linked to an answer phone system? YES NO

Are hoses free from wear and tear and corrosion, and all couplings in good condition? YES NO

If Yes: Are all hoses routinely replaced on a 10-year lifecycle? YES NO

Are tanks fitted with: a) spill kits? YES NO

b) relevant fire extinguishers? YES NO

Environmental Safeguards

- Are all your containers both constructed and situated at least 50 metres from any borehole or 10 metres from any inland freshwaters and costal waters? YES NO
- Do all records of spillage comply with a set a procedure and reporting system? YES NO
- Do you have oil separation facilities for all vehicle-parking zones? YES NO
- If yes If drained separately from airport drainage do you hold discharge consent for this? YES NO
- If yes Do you hold records for all discharge consents for the past 10 years? YES NO
- Are all metal storage drums removed from your site in a proper manner and not re-used? YES NO
- Do you also have a comprehensive site drainage and services plan, which is accessible at all times and holds descriptions for the operation of isolating valves and other pollution control equipment? YES NO
- Do you hold seperate environmental contamination insurance coverage for potential spillages? YES NO

MARSH Aviation policy insurance regulations which covers airport side operational activities, does not provide airport cover for pollution contamination

Procedures and Training

Training

- For ADR regulations, do all drivers hold a certificate issued by the competent authority stating that they have participated in a training course and passed the relevant examination on the carriage of dangerous goods? YES NO
- If yes Does a programme for the renewal of certificates exist, 5 years from initial driver testing? YES NO
- Do you run training sessions to ensure staffs are fully compliant to manage all vehicle fleet to best cost and environmental effect? YES NO
- Do you have a programme in place to explain the statutory obligations and importance of water pollution prevention? YES NO
- Do all drivers and operators have training for emergency response plans to include both procedure and alert chain? YES NO
- Do you have a contingency plan prepared to reduce the risks of a spillage to include training of staff for all stock of materials held on site to deal with spillages i.e. booms? YES NO

Procedures

Do you have Emergency/ Serious accident investigation procedures in place? YES NO

Does your company have procedures in place to deal with all spillages, to include records of events, reporting chain (including names of environmental advisors and contractors along with contact numbers) and compliant training? YES NO

Management of spillages is subject to several obligations under a range of environmental legislation, which includes:

Environmental Protection Act 1990

Environmental Protection (Duty of Care) Regulations 1991

Controlled Waste Regulations 1952

Water Resources Act 1991

Water Industries Act 1991

Does your company carry out exercises in compliance with PPG18: managing fire, water and major spillages? YES NO

Does your company produce a driver a handbook? YES NO

Health and safety

Do you have a Health and Safety Audit in place? YES NO

Do you carry out risk assessment records for all operations carried out to include, hazards, evaluation of risks and precautions and a review of assessment and revision? YES NO

Do you have a COSHH substance and action assessment in place? YES NO

Do you comply with HSE workplace regulations 1992, and Tanker Design regulations to working at height, which gives all users of ladders and walkways adequate training into the risk from falls, linked headroom and overhead cables? YES NO

If No Do you have a time plan set up for the transition of all boswers to include bottom loading facilities and/or interlocking handrails? YES NO

BAA Specific Regulations

Engine Emissions

Do you currently maintain records for vehicle data and monitoring, to include: Mileage patterns, Fuel use, and Fuel efficiency? YES NO

Are all standard vehicles for diesel and petrol fuelled equipment a maximum of 10 years old? YES NO

Are all PCV's (People Carrying Vehicles), specialist vehicles and off-road vehicles a maximum of 20 years old? YES NO

Do all diesel engine vehicles (Euro2 or better) meet EU standards? YES NO

Have you identified all current vehicles within your fleet capable of being replaced or converted to alternative fuels? YES NO

Is a vehicle's environmental impact principal when deciding upon purchase? YES NO

Sound

Is an assessment regularly carried out to quantify the level of noise generated by all work activities? YES NO

Are all diesel plants fitted with effective exhaust silencers and properly maintained? YES NO

Waste

Are all waste products from airside operations disposed of in a responsible manner? YES NO

Do you have a programme set up for recycling all capable waste products? YES NO

Are all vehicles at end of life cycle stripped and utilised for recycling? YES NO

Do you hold records for all disposal and recycling activities within the past 3 years? YES NO

End

In order for your company to gain the most from this questionnaire, we would ask that you forward this form to AIRES, at which point we will be in contact to fully communicate results and findings with you.

We thank you at this point for your interest in AIRES.

AIRES
Wessex House
Gadland Road
Hardley
Hythe
Southampton
SO45 3NY

