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Truck Unloading Procedure Eesveen

Reason for issue: **1. Upgraded unloading installation system**

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Version	**Date**	**Originator**	**Reviewer**	**Approver**

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1. OBJECTIVE.

The objective of this work instruction is to ensure the loading at Eesveen takes place in a safe and controlled manner.

2. FIELD OF APPLICATION.

This work instruction is applicable truck production water unloading at Eesveen site.

3. RESPONSIBILITIES

- The loading operations are conducted under supervision of a dedicated Vermilion Representative(CCR).
- The transport is conducted under the responsibility of the Truck Driver.

4. CHECKLIST.

Before commencing the actual loading operations, the checklists PRO-FO-026 “Truck Unloading Checklist Eesveen“ shall be used. All items in the checklists are to be checked and ticked off. After completion of the checklists, the CCR operator as well as the truck driver sign off for approval and the loading operations can be initiated.

5. UNLOADING INSTRUCTIONS

Operator VEN	Truck Driver
1. Check if storage available not exceed truck amount Liquids. Check Valves SDV-411, SDV-421, SDV-431 are in open position.	
	2. Park truck on the unloading slab with front towards the escape direction. Call CCR.
	3. Switch off engine, leave starting key in place, secure manual break (Note: some electrical devices aren't switched off to allow equipment on truck in operation during loading process).
	4. In case the top of truck tank needs to be accessed: make sure the handrail on top of tank is in the 'up' position before accessing.
	5. Connect the installations' earth cable to truck and check correctness of connection.
6. Receive ready signal from truck earthing detection. This is a requirement to make the ESD tree Healthy (= safety tript inlet loading point SDV-402 and SDV-403).	
	7.Couple loading hose to Truck and put a drip tray under the coupling. Couple vapour return hose
	8.Prepare loading truck tank(s): open pneumatic valves of the inlet and vapour outlet on the truck tank.
9. Set the right volume in the batch controller(Load input)	
10. Open the SDV-402 or SDV-403 from the control room.	

Operator VEN	Truck Driver
11. Open the SDV-402 or SDV-403 from the control room.	
12. Start pump at truck for unloading.	
13. Measure at the start and at 50% of the truckload, the vapour outlet of the active carbon filter on VOC content. Max value is 0,5 PPM. Note values in PDW under the measurement / benzene section.	
	14. Check pressure in truck tank.
	15.Note pressure readings of truck tank manometers at the start and after 5, 10 and 20 minutes after start of the loading operation (see also Chapter 7).
16. When the volume in the batch controller is reached the batch controller will close SDV-402 or SDV-403	
17.Stop unloading pump and close bottom valve and manually operated HV (next to bottom valve) on truck.	

Operator VEN	Truck Driver
	18.Drain loading hose back into the truck tank .
	19.Truck Driver opens a small HV (for aeration purposes).
20.Close valves	
	21.Remove earth cable from truck.
	22.Start truck and drive to parking place.
	23.Fill in transport documents, check if ADR data on the truck is correct (UN Number, Hazard Labelling, etc.).
	24.Start of transport off-site.

6. GAS MEASUREMENTS

6.1 Gas Detection

The personal gas detection measurement device of the VEN Operator or Truck driver checks if the alarm settings of 3 different gases are not exceeded: LEL (related to Methane), Oxygen concentration and H_2S concentration. Detection measurements shall be conducted before starting the unloading process.

7. PRECAUTIONS DURING UNLOADING

1. Truck driver or operator assigned to the loading operations must always be on the spot and positioned on a safe location during the operations: upstream wind direction and at least 5 meters from truck position.
2. Always use non-sparking tools when connecting hoses to tanks.
3. Make sure that spill kit equipment (ready-to-use, valid certificate) is present at the unloading area.
4. Check regularly the pressure readings on the truck tank manometers as well as on the piping manometers. The Truck Driver shall check the pressure readings of the truck tank manometers at the start and after 5, 10 and 20 minutes after the start of the loading operations.
5. In case deviations are observed, immediately apply the appropriate safety measures (close valves etc.).
6. During lightning or thunder, stop loading operations and safeguard (close the valves).
7. No other activities allowed during loading by persons involved in loading operations and no other activities allowed in the vicinity of the loading facilities and truck.
8. Truck to be kept on position during loading and do not drive the truck during loading.
9. In case of spill, leakage or overflow stop the operations and clean the truck tank and loading slab first. Use spill kit as soon as possible.
10. The VEN Operator and the Truck Driver must wear the prescribed PPE.
11. Report irregularities immediately to the plant technician / operator.

8. Reference documents

No.	title	Reference
	Documents	
1	Truck Unloading Checklist Eesveen	PRO-FO-026