1. Diesel filling procedure

Section 08 Detailed Procedure	Detailed Procedure	
Detailed Procedure		**Initials**
1. Initial, date, and time boxes must be completed in accordance with global standards.		
2. Conduct a thorough pre-job brief covering all details of the procedure.		
3. Ensure Section 11, *MOP Execution*, is signed and dated.		
4. Verification of type of fuel in documentation of fuel provider prior commencement of works.		
5. Discuss all energy sources associated with the equipment involved (electrical, mechanical, or other).		
6. Send appropriate Level of Risk (LOR) notification that the procedure is about to begin and what the procedure consists of.	Date (YYYY-MM-DD) / Time (24hr)	
7. Prior to commencement of this procedure Ensure:		
7.1. There are Spill Kits and absorbent materials near the fuel fill area.		
7.2. To have a copy of the Emergency Fuel Spill procedure, Reference XXXXX-EOP-06_10_02_101-FUEL-FUEL SPILL RESPONSE in hand.		
7.3. A Fire extinguisher is readily available at the area of filling		
8. Go to Generator Compound.		
For F01C0x and Reserve Generators.		
9. At VIE01-_____- GPC01-GEN01		
10. Check the Electronic Modular Control Panel (EMCP) panel (In Generator) for any active alarms, if there are any associated with the fuel system report to the CE Supervisor before filling commences.		
11. At the fuel polishing panel:		
11.1. Check Fuel level on the T5020 tank Gauge and Record the fuel level to determine the amount of fuel to be filled. OLE Panel Level Usable capacity is 15.120L (bulk tank). Tanks should be topped up to 16.000L		
12. At the Fuel delivery truck:		
12.1. Verify the Fuel meter on delivery truck is in calibration.		
12.2. Record reading from fuel delivery truck meter before fill [_____].		
12.3. Take a sample from the Fuel Truck or suitable source for analysis by a Third-party Vendor for fuel quality.		
13. The Fuel supplier will then connect up to the fuel fill point.		
14. Once the fuel supplier has connected his hose to the fill point **Open** the fill valve lever.		
15. Override solenoid valve and Open by moving the toggle switch from 1 to 0. (The solenoid valve is completely off at rest)		
16. Start filling the tank. The level indicators should indicate the level reached by the fuel inside the tank. The cutout will arrive at 95%.		
16.1. The supplier will know how much fuel to put in, fill to 16.000L (**i.e. if there is 10.000 L in the tank he will put 6000 L in to bring to 16.000 L).**		
16.2. Remain in contact will the supplier during filling. When tank is at 16.000 L on the OLE panel instruct the supplier to stop filling.		
17. **Close** supply valve at the panel.		
18. **Close** the solenoid valve by pressing the test button for 5 seconds until the alarm sound goes off. The light "fill valve open" will extinguish. Press the test button again to acknowledge and silent the alarm.		
19. Record reading from fuel delivery truck after fill is completed [_____].		
19.1. Verify the actual amount of fuel from the fuel truck meter is the same as what is recorded on the shipment document.		
20. After Filling, Check Fuel level on the T5020 tank Gauge and Record the fuel OLE Panel Level [_____].		

21. Verify amount of Fuel delivered _____ .	
22. If drip tray requires emptying, please use Drain cans located in Generator compound. Ensure correct PPE is used.	
23. Drain cans to be emptied into appropriate drum sheds located in area. Check Spill kit location map located in Sharepoint.	
24. Check the fueling area and ensure there are no diesel fuels spills; use as many spill kits as necessary to contain any spills.	
25. Contact FOC:	

25.1. Verify and record the following from the EPMS

Engine Operating Hours	Total Fuel Consumption L	Energy Active Total kWh	

	Date (YYYY-MM-DD)	Time (24 hr)	
25. Update LOR notification that the procedure has been completed.			

26. Ensure all Sign-off/Completed blocks are filled in, including the back-out section. If the back-out steps and /or other steps of this procedure were not necessary, they shall be marked "N/A" with an explanation of why in Section 13, *MOP Comments*, as/if required.	