**Safety: \_\_\_\_\_\_\_**

**Rating:\_\_\_\_\_\_\_**

**COASTAL TRANSPORT CO., INC.**

**INCIDENT PREVENTION OBSERVATION**

**LOADING**

|  |  |  |
| --- | --- | --- |
| Terminal:  | Date of IPO: **01/01/17** | Time of IPO: **00:00 am pm** |
| Employee being Observed:  | Employee #:  |
| Employee Observing:  | Employee #:  |
| Incident Background Information:  |
|  |
| Observer’s Comments:  |
|  |
|  |
|  |

**Root Cause(s) Analysis (RCA):**

1. Lack of skill or knowledge 5. Correct way takes more time and/or requires more effort

2. Lack of or inadequate operational procedures or work standards 6. Short-cutting standards procedures is positively reinforced or tolerated

3. Inadequate communication of expectations regarding procedures or work standards 7. Person thinks there is no personal benefit to always doing the job according to standards

4. Inadequate tools or equipment 8. Uncontrollable

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Questionable Item # | RCA # | Solution(s) How to prevent an undesirable behavior from reoccurring | Responsible Person | Due Date | CompletionDate | Verified and Validated |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |
|    |  |       |       |       |       |       |

**\*\*\*\*This form along with the Non-Revenue must be completed in order to process pay.\*\*\*\***

|  |  |
| --- | --- |
| Original Manifest #:  | Original Manifest Date:  |
| IPO Manifest #:  | IPO Manifest Date:  |
| DPO/Non-Revenue #:  |

|  |
| --- |
| **Reviewed by:** |
| Management Comments:  |
|  |
| IPO Performed by:  | Date:  |
| Terminal Manager:  | Date:  |
| Other Management (if applicable):  | Date:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity Description LOADING** | **Yes** | **No?** | **Comments** |
|  | **BEFORE LOADING** |  |  |  |
| 1 | Complete stop at the stop line (Follow local procedure) | [ ]  | [ ]  |       |
| 2 | Shuts off lights & electrical accessories (radio, CB, etc.) | [ ]  | [ ]  |       |
| 3 | Checks to make sure rack is clear before entering | [ ]  | [ ]  |       |
| 4 | Positions truck under rack – aligned properly for loading (no backing) | [ ]  | [ ]  |       |
| 5 | Sets parking brake by use of the yellow parking brake valve | [ ]  | [ ]  |       |
| 6 | Enters information in OBR | [ ]  | [ ]  |       |
| 7 | Turns engine off, parks in gear | [ ]  | [ ]  |       |
| 8 | Reviews SPSA | [ ]  | [ ]  |       |
| 9 | Dismounts truck using 3 point stance (shuts door) | [ ]  | [ ]  |       |
|  | **LOADING PROCEDURES** |  |  |  |
| 10 | Activates rack with card and/or keys | [ ]  | [ ]  |       |
| 11 | Connects scully overfill protection cable | [ ]  | [ ]  |       |
| 12 | Checks/sets compartment ID markers according to dispatch | [ ]  | [ ]  |       |
| 13 | Carefully removes dust covers | [ ]  | [ ]  |       |
| 14 | Checks the VR hose (condition) and valves for liquid which could block flow of return vapors | [ ]  | [ ]  |       |
| 15 | Securely connect vapor recovery hose. | [ ]  | [ ]  |       |
| 16 | Activates and checks trailer air system, at least 60 psi | [ ]  | [ ]  |       |
| 17 | Ensures compartments are empty by checking the sight glass or draining | [ ]  | [ ]  |       |
| 18 | Connect loading arms using alignment sleeves prior to locking | [ ]  | [ ]  |       |
| 19 | Uses correct body movements & positioning (lifting, pushing, pulling, & bending | [ ]  | [ ]  |       |
| 20 | Checks for leaks | [ ]  | [ ]  |       |
| 21 | Make sure internal valves open – scully green light is on | [ ]  | [ ]  |       |
| 22 | Sets meters to exact gallons according to dispatch | [ ]  | [ ]  |       |
| 23 | Double checks via walkdown-meter gallons, to product arm to ID marker to compartment size | [ ]  | [ ]  |       |
| 24 | Start product flow | [ ]  | [ ]  |       |
| 25 | Keep eyes on loading process, checks for leaks | [ ]  | [ ]  |       |
| 26 | Remains at loading controls | [ ]  | [ ]  |       |
| 27 | Knows emergency shutdown procedures | [ ]  | [ ]  |       |
| 28 | When finishing loading, deactivates rack (card/key or presses LOAD COMPLETE) | [ ]  | [ ]  |       |
| 29 | Closes internals, disconnects and secures all loading arms, checks leaks | [ ]  | [ ]  |       |
| 30 | Replaces and secures dust covers on loaded compartments | [ ]  | [ ]  |       |
| 31 | Disconnects and secures vapor recovery hoses, replaces cap on trailer | [ ]  | [ ]  |       |
| 32 | Disconnects and secures vapor scully cable | [ ]  | [ ]  |       |
| 33 | Double checks to see that all equipment is disconnected | [ ]  | [ ]  |       |
| 34 | Drives truck off load rack | [ ]  | [ ]  |       |
| 35 | Sets parking brake, puts in gear shuts engine off | [ ]  | [ ]  |       |
| 36 | Dismounts using 3-point stance, puts choke block between tandems | [ ]  | [ ]  |       |
| 37 | Obtains shipping papers & checks against dispatch | [ ]  | [ ]  |       |
| 38 | Mounts truck using 3-point stance, reviews SPSA card | [ ]  | [ ]  |       |
| 39 | Enters gross and net gallons in OBR | [ ]  | [ ]  |       |
| 40 | Fastens seat belt/checks mirrors prior to exiting the terminal | [ ]  | [ ]  |       |
| 41 | Uses CTCO loading card | [ ]  | [ ]  |       |
| 42 | Uses and completes “I CERTIFY” form | [ ]  | [ ]  |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOTAL**  | **[(Total Correct/(Total Correct + Total Questionable))\*100]** |     |     | **% SAFE** |