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

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

**COASTAL TRANSPORT CO., INC.**

**INCIDENT PREVENTION OBSERVATION**

**PUMP UNLOADING**

|  |  |  |
| --- | --- | --- |
| 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 Tractor Pump Unloading** | **Yes** | **No?** | **Comments**  |
| 1 | Enters facility using caution, watching all clearances and gets positioned | [ ]  | [ ]  |       |
| 2 | Enters required information into OBR | [ ]  | [ ]  |       |
| 3 | Sets parking brake for tractor and trailer, turns off engine | [ ]  | [ ]  |       |
| 4 | Ensures proper delivery location, performs SPSA, Reviews PPE | [ ]  | [ ]  |       |
| 5 | Exits cab using 3 point contact | [ ]  | [ ]  |       |
| 6 | Puts out 3-5 cones to barricade unloading area at 25 feet  | [ ]  | [ ]  |       |
| 7 | Makes sure all tanks are labeled by name ( not by color code) | [ ]  | [ ]  |       |
| 8 | Closes 2 Manifold valves at the top of the storage / gauges each tank, replaces caps after gauging / follow Posted written procedure  | [ ]  | [ ]  |       |
| 9 | Records reading on drivers copy of bill of lading as well as customers copy | [ ]  | [ ]  |       |
| 10 | Checks quantities on bill of lading and compares to product label tags on transport and confirms the proper product | [ ]  | [ ]  |       |
| 11 | Checks tank charts to verify load will fit by customer posted chart | [ ]  | [ ]  |       |
| 12 | Removes suction hoses from hose tray/tube and has a metal bucket ready to catch drips where necessary, hooks hose end to transport, then attaches fitting to inlet pump adapter | [ ]  | [ ]  |       |
| 13 | Removes and connects pump pressure hose @ the pump outlet then at the storage inlet | [ ]  | [ ]  |       |
| 14 | Cross checks all lines for proper connections prior to power up phase | [ ]  | [ ]  |       |
| 15 | Compares the product tag on the storage tank to the product label on the transport / Cross-checks all valve direction and opens all valves to charge system | [ ]  | [ ]  |       |
| 16 | Double checks the product Lines at the trailer and then at the storage | [ ]  | [ ]  |       |
| 17 | Enters vehicle using 3-pt contact / SPSA / Proper PPE | [ ]  | [ ]  |       |
| 18 | Engages clutch / PTO-Pump  | [ ]  | [ ]  |       |
| 19 | Slowly lets clutch out and watches valves and hoses / checks for leaks (use metal bucket for drips) | [ ]  | [ ]  |       |
| 20 | Stays in operation area to observe the pump operation | [ ]  | [ ]  |       |
| 21 | When changing lines, hoses and compartments are all purged prior to disconnect | [ ]  | [ ]  |       |
| 22 | When changing compartments, verifies it is empty by looking through sight glass, drains hose/closed discharge valve doesn’t change while other products flow | [ ]  | [ ]  |       |
| 23 | Unlocks fitting and moves hose using correct body positioning | [ ]  | [ ]  |       |
| 24 | Follow steps 15 through 20 to restart product flow | [ ]  | [ ]  |       |
| 25 | Stays at the unloading controls and watches over entire process | [ ]  | [ ]  |       |
| 26 | Verifies compartment is empty by looking through sight glass / checks air gauges for proper air pressure / checks internal mechanism for correct positioning | [ ]  | [ ]  |       |
| 27 | Walks delivery hose empty while still connected / cross check site glass and drain a second time while still connected | [ ]  | [ ]  |       |
| 28 | Closes discharge valve, disconnects delivery hose from transport, replaces cap / plug and walks hose empty | [ ]  | [ ]  |       |
| 29 | Unlocks fitting handle, returns capped / plugged delivery hose to hose tray/tube using proper lifting techniques and proper body positioning  | [ ]  | [ ]  |       |
| 30 | Replaces storage tank cap / Plug at storage inlet | [ ]  | [ ]  |       |
| 31 | Cross checks entire path from trailer to storage inlet to insure all lines are secure and all valves are closed | [ ]  | [ ]  |       |
| 32 | When the operation is complete driver gets END READINGS on all storage tanks and compares to customer provided chart | [ ]  | [ ]  |       |
| 33 | Replaces all caps / plugs | [ ]  | [ ]  |       |
| 34 | Re-opens manifold valves for free flow of product | [ ]  | [ ]  |       |
| 35 | Inspects entire area of the operation to check for leaks / spills | [ ]  | [ ]  |       |
| 36 | Reports all flaws to system / spills  | [ ]  | [ ]  |       |
| 37 | Reports to customer for signature | [ ]  | [ ]  |       |
| 38 | Returns cones to holder on transport and checks the area / departs using caution | [ ]  | [ ]  |       |
| 39 | Uses CTCO loading card | [ ]  | [ ]  |       |
| 40 | Uses and completes “I CERTIFY” form | [ ]  | [ ]  |       |

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