

Company: Coastal Transport

Date/Time of Incident:

Station Number:

Products Involved:

History

- How many years experience in fuel delivery?
- How long have you worked for your Coastal Transport?

Schedule

- Are you a dayshift or nightshift driver? Do you rotate?
- What time did you start your shift?
- What type of schedule are you on (5 on 2 off)?
- How many days have you worked since your last day off?
- What day of your workweek did the incident occur (1 of 5; 2 of 4)?
- Did you get adequate rest?

Truck/Equipment

- Do you have an assigned truck?
- Were you on your assigned truck at time of incident?
- Did you note any maintenance issues on the truck?

Work Load

- How many hours of work were you dispatched?
- How many loads were on your shift?
- Did any of your work get changed or revised? If so, explain.
- Which load of the shift did the mix occur (1st of 4; 3rd of 5)?
- What actions did you take immediately following the mix?
- Have you made past deliveries to this station?
- How did you reference the journey plan? Was it correct?

Procedures/Training

- Explain your steps and the sequence in which you **load** product.
- Describe how you verify compartment product tags against the BOL after loading.

Procedures/Training

- Do you use any special equipment/tools when unloading (colored cones, tags, etc.)?
- Tell us a bit about what was going on during **loading** (rack congestion, maintenance issues, delays, supply issues, etc.)
- Does your company provide written procedures for loading/ unloading? When was the last time you reviewed them?
- How do you verify the product type in each truck/trailer compartment before delivery?
- Explain your steps and sequence in which you **unload** product.
- Did you double hose? Does CTCO policy or past training mention anything about laying out hoses when delivering two products at the same time? Explain the process.

Procedures/Training

- Tell us a bit about what was going on during **unloading** (station congestion, maintenance, etc.)?
- Describe any problems or distractions that occurred during loading, while driving, or unloading.
- What were the conditions while unloading (rain, wind, heat, etc.)?
- Was there anything that caused you to get out of your normal routine? If so, what?
- What do you do when you are interrupted during a delivery? What does your company policy recommend you do?
- Have you ever had a mix? If so, when?
- What were the lessons learned?

Reconciliation

- Are you aware of Coastal Transports reconciliation requirements?
- Can you explain the steps?

Stop Work Authority

- Are you aware of Coastal Transports Stop Work Authority policy?
- Can you give an example of how you would use the policy?

General

- Is there anything you would like to share that we haven't already talked about?

Notes