Operating Guidelines for
PASS-2-LOAD
Inspections

OG7-Version 3.2
PREFACE
These guidelines were developed by the Safe Load Program™ (SLP) for use by the major refiner-marketers engaged in the distribution of petroleum products throughout Australia.

These guidelines do not replace statutory regulations which where they exist, shall govern at all times. Nor do they take the place of any special requirements by individual companies for loading at their facilities.

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Acronym’s & Abbreviations

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<th>Acronym</th>
<th>Description</th>
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<tr>
<td>ADF</td>
<td>Australian Defence Force</td>
<td>ADGC</td>
<td>Australian Dangerous Goods Code</td>
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<tr>
<td>ADR</td>
<td>Australian Design Rule</td>
<td>AIL</td>
<td>Accredited Inspection Location</td>
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<td>AIP</td>
<td>Australian Institute of Petroleum</td>
<td>AS</td>
<td>Australian Standard</td>
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<td>CD</td>
<td>Compliance Document</td>
<td>DG</td>
<td>Dangerous Goods</td>
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<td>JV</td>
<td>Joint Venture</td>
<td>NTC</td>
<td>National Transport Commission</td>
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<td>NDG</td>
<td>Non-Dangerous Goods</td>
<td>OG</td>
<td>Operating Guidelines</td>
</tr>
<tr>
<td>OPS</td>
<td>Overfill Protection System</td>
<td>OS</td>
<td>Operating Standard</td>
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<tr>
<td>P2L</td>
<td>Pass-2-Load</td>
<td>SFL</td>
<td>Safe Fill Level</td>
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<tr>
<td>SOL</td>
<td>Safe Operating Level</td>
<td>SRD</td>
<td>Standard Reference Document</td>
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1 INTRODUCTION

1.1 Purpose & Objective

The Pass-2-Load (P2L) scheme is a program designed for the assessment of a bulk fuel road tank vehicle's compliance with specific requirements deemed necessary by the Safe Load Program's participating members for the safe entry, loading and exit from loading facilities.

The purpose of these guidelines is to ensure that road tankers have safety inspections at 6 monthly intervals to ensure they meet the requirements of the relevant Australian Standards & Codes, and SLP Standard Reference Documents.

The objective of these guidelines is to provide Authorised Inspection Locations and their inspection personnel with the information and technical requirements to inspect and report on road tankers for Pass-2-Load compliance.

Throughout these guidelines the term ‘bulk fuel road vehicle’ or ‘road tank vehicle’ is used and has the same meaning as ‘tanker’.

1.2 Scope

A Pass-2-Load inspection is a mandatory requirement for road tankers that load bulk liquid petroleum products at terminals and depots operated by participating SLP Joint Venture member companies.

A Pass-2-Load label is to be issued and affixed to each separate component of the bulk road tank vehicle.

Notes:
In general, petroleum-loading facilities not associated with the SLP Joint Venture owner companies require adherence to SLP Pass-2-Load scheme as a minimum requirement for vehicles to load bulk petroleum products at their facilities.

These guidelines are intended as a reference source for vehicle Pass-2-Load inspections, which requires an inspection checklist to be completed for each individual component of a bulk liquid fuel tanker, and a Pass-2-Load attached.

Vehicles requiring inspection include prime movers, rigid tankers, tanker trailers, road train dollies and trailers, which are used to transport bulk petroleum products in demountable tanks.

Demountable tanks designed or adapted for bottom loading may also be required to have a Pass-2-Load inspection. Refer to Section 4.16 - Demountable Tanks.
1.3 Non Dangerous Goods Carrying Vehicles

SLP joint venture terminals, including diesel only terminals, will not allow tankers to load that do not meet all the requirements for compliance of a dangerous goods transport vehicle.

To be eligible for a Pass-2-Load inspection, fuel tanker barrels, including those dedicated to carrying combustible only products must be compliant to ADGC requirements for a dangerous goods tanker carrying bulk dangerous goods according to state / territory law. The only exclusion is there will be no requirement for the combustible only tanker to hold a state or territory dangerous goods licence if the tanker owner chooses not to hold a licence for that tanker.

Note: From 1st July 2015, SLP will verify all tankers ability to meet the minimum requirements of a Dangerous Goods vehicle according to the ADGC, excluding the requirement to hold a dangerous goods licence for those vehicles loading and transporting combustible only products.

Action: - Refer Section 2.3 - NON-Dangerous Goods Pass-2-Load Labels

1.4 New Designs and Innovations

The provisions of these guidelines are not intended to limit the appropriate use of alternative materials, equipment, designs or methods not specifically described therein. Alternative materials, equipment, designs or methods which do not comply with the specific requirements of these guidelines or are not mentioned but which give equivalent results to those specified may be acceptable. Any new design and or innovation will require approval in writing by the Safe Load Program Manager.

1.5 Copyright

For the purposes of the Pass-2-Load scheme these guidelines have been produced in a format that should enable the copying of the Pass-2-Load compliance checklists. Copyright is therefore not intended to prevent the reproduction of these sections of the guidelines or to the reproduction of other sections of these guidelines in order to facilitate the Pass-2-Load scheme.

1.6 Referenced Documents

The following documents are referenced in these guidelines or are applicable to them. The application of regulations, codes of practice and standards is not limited solely to those paragraphs in the guidelines where they are specifically referenced.

Australian Code for the Transport of Dangerous Goods by Road and Rail
National Transport Commission (NTC) Load Restraint Guide
ADR42 General Safety Requirements
AS1180 Methods of test for hose made from elastomeric materials
AS1678.0.0.001 Vehicle Fire
AS1841 & AS1850 Portable fire extinguishers
AS2683 Hose and hose assemblies for distribution of petroleum and petroleum products
AS2809.1 Road tank vehicles for dangerous goods: General requirements
AS2809.2 Road tank vehicles for dangerous goods: Tankers for flammable liquids
AS3790 Portable warning triangles for motor vehicles
AS5602 Vehicle bottom loading and vapour recovery AS/NZ60079.11
1.7 Definitions
Words or phrases shall have the meanings that are commonly assigned to them in the context in which they are used in these guidelines, taking into account the specialised use of terms by various trades and professions to which the terminology applies.

1.8 Conditions
The Pass-2-Load label is valid up to and including the day of expiry indicated on the label, however access to loading facilities remains at the discretion of facility management.

Initial terminal access may not be approved or access may be withdrawn at any time if the condition of the vehicle is judged to be unsatisfactory.

To ensure the validity of the Pass-2-Load scheme, when hydrostatic / hatch & vent test expiry dates fall within the Pass-2-Load period, the Pass-2-Load expiry date must be marked on the Pass-2-Load label with a date no later than the next required hydrostatic / hatch & vent test. In these situations, to maintain the 6 month Pass-2-Load period, a hydrostatic / hatch & vent test must be carried out prior to or at the time of the Pass-2-Load inspection.

1.9 Pass-2-Load scheme administration
The administration of the Pass-2-Load scheme is the responsibility of Safe Load Program ©.

1.10 Accredited Inspection Location (AIL)
A Pass-2-Load label may only be issued by an Accredited Inspection Location. AILs are registered business entities with competent personnel, appropriate knowledge and suitable facilities and equipment for carrying out the inspections of road tankers according to these guidelines.

All AILs licenced by SLP to conduct Pass-2-Load inspections are required to pay an annual Licence Fee and are subject to periodic auditing to ensure compliance to the Pass-2-Load scheme.

1.11 Vehicle Legislative Compliance
The owner and/or operator of the vehicle or vehicles, by the act of presentation for assessment under the SLP Pass-2-Load scheme, is considered to be presenting a vehicle or vehicles that to the best of their knowledge is / are maintained in a roadworthy condition, registered and licensed, and is / are compliant with all Australian Standards, Codes and legislative requirements necessary under Australian law for entry to an SLP participating member’s fuel terminal / depot for the purpose of loading the vehicle or vehicles with petroleum products.

SLP Pass-2-Load inspections are an initiative of JV partner companies to protect people, property and the environment in their loading facilities. The Pass-2-Load inspection does not cover vehicle roadworthy requirements or fulfil the vehicle owner’s responsibilities under AS2809.1.

Note:
At a date to be advised (2015), SLP will be implementing a program which will require vehicles owners to provide evidence of roadworthiness to the AIL before the Pass-2-Load inspection can be conducted.

The following extract from AS2809.1 details the minimum requirements of the vehicle owner for maintaining dangerous goods carrying vehicles as per the Australian Standard.
AS2809.1 (extract)

SECTION 3 VEHICLE INSPECTIONS

3.1 INSPECTION
The vehicle owner shall instigate an inspection scheme to determine the safety of the road tank vehicle with a frequency of distance travelled or time, but in any case, the inspection intervals shall not exceed 3 months.

3.2 ITEMS
The items subject to inspection shall include, but not be limited to:
(a) Tank, tyres, wheels and brakes
(b) Suspension
(c) Chassis
(d) Steering
(e) Fifth wheel coupling(s)
(f) Engine
(g) Lights, conduits, batteries and battery switch
(h) Rollover shutdown switch
(i) Electronics, including recorders and transmission
(j) Fire Extinguishers
(k) Signs of cargo leaks
(l) Stowed safety gear
(m) Drive away protection
(n) Sub frame
(o) Tank barrel

3.3 REPAIRS
Any necessary repairs arising from the items inspected shall be completed and checked by the competent person before entry back into service.

1.12 Australian Defence Force vehicles and equipment

All Australian Defence Force road tankers are manufactured to all relevant Australian Design Rules, Australian Standards and the Australian Dangerous Goods Code requirements. Compliance is detailed in the Australian Defence Force document “Technical Regulations of ADF Materiel Manual – Land”, issue date 01/12/2009. As such, they meet or exceed the requirements of the applicable Australian Standards and Codes for Dangerous Goods carrying vehicles and are not required to be registered to carry dangerous goods by an individual state or territory legislation.


For Australian Defence Force vehicles, it is acceptable for the Park Brake Door Alarm to be isolated when the vehicle’s lights are in “blackout mode”.
# Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Safe Load Program (SLP)</td>
<td>- To approve and licence Accredited Inspection Locations.</td>
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<td>- Provide and review Pass-2-Load compliance documentation.</td>
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<td>- Conduct assessments of Accredited Inspection Locations.</td>
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<td>- Maintain a register of AILs and audit status.</td>
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<td>- Issue Pass-2-Load labels to AILs and maintain a register.</td>
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<tr>
<td>Equipment Owner and or Operator</td>
<td>- Ensure all equipment presented for inspection is roadworthy, and can provide evidence as required.</td>
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<td>- Ensure equipment is presented for inspection in compliance with:</td>
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<tr>
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<td>o The applicable Australian Standards.</td>
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<td></td>
<td>o The Australian Dangerous Goods Code.</td>
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<td>o Australian Design Rules.</td>
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<tr>
<td>Accredited Inspection Location (AILs)</td>
<td>- Have and maintain a Workplace Health and Safety; Security and Environmental management system.</td>
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<td>- Individual/s responsible for the management and safe operation of the SLP Pass-2-Load process within the AIL.</td>
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<td>- Responsible for ensuring checklist assessors are trained and are competent to perform the Pass-2-Load assessment.</td>
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<td>- Conduct the Pass-2-Load inspection in a safe and appropriate location.</td>
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<td>- Ensure working at heights measures are in place where required.</td>
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<td>- Provide tools and equipment to safely perform inspection.</td>
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<td>- Provide ‘AIL’ compliance checklists.</td>
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<td>- Only use Pass-2-Load labels issued by SLP.</td>
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<td>- Do not provide or on-sell labels without approval from SLP.</td>
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<td>- Retain inspection records for minimum of 3 years in soft or hard copy.</td>
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<tr>
<td>SLP Pass-2-Load checklist assessor</td>
<td>- Adhere to Pass-2-Load inspection guidelines for equipment inspection.</td>
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<td>- Use checklists that meet or exceed the requirements of the SLP Pass-2-Load compliance checklists.</td>
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<td></td>
<td>- Ensure only equipment that passes inspection is issued with a Pass-2-Load label.</td>
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<tr>
<td>SLP Joint Venture Loading Facilities</td>
<td>- Only allow loading by vehicles with a valid Pass-2-Load</td>
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<td>- Spot check vehicles entering their facility for compliance with Pass-2-Load</td>
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<td>- On failure of compliance with Pass-2-Load spot check, advise vehicle operator or owner. SLP administration is to be advised.</td>
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<td></td>
<td>- For demountable tanks / Isotainers, it is the responsibility of the loading facility to confirm that the vehicle is safe to be loaded each time it enters the facility.</td>
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2. INSPECTIONS
2.1 Performing Inspections

Pass-2-Load inspections must be carried out by competent personnel who have acquired through training; a qualification or experience or a combination delivering the knowledge and skills to perform the tasks. Personnel must be trained in the precautions required for servicing and repair of road tank vehicles.

Each inspection is to be completed using the approved Pass-2-Load inspection checklists, or company specific checklists that meet or exceed the requirements of the SLP guidelines.

The Pass-2-Load inspection shall be performed when the tanker is unladen, isolated from ignition sources, and in a safe location. Working at height protection must be employed to allow safe access to the top of tanker barrels and a Lock out / Tag out system must be employed to ensure the safety of facility personnel.

Pass-2-Load inspections may be carried out at remote locations i.e. transport depots, fuel depots etc., as long as the above requirements are met, a documented risk assessment is carried out, i.e. work permit, and the inspector can fully complete the inspection to Pass-2-Load requirements.

The AIL is to maintain a register of each Pass-2-Load issued, including at a minimum; the Pass Number, Registration Number, Date of Issue and Expiry Date; and the completed inspection checklist. The Pass-2-Load inspection register may be in hard or soft copy, and records must be kept for a minimum of 3 years from the date of inspection.

A Pass-2-Load label is to be issued and affixed to each separate unit of a road tanker combination at the time of inspection.

The Pass-2-Load will expire up to six months from the date of inspection. It is important that at the date of the Pass-2-Load inspection, the vehicle will be compliant for the whole of the Pass-2-Load period. As such, fire extinguishers and hoses on the vehicle must be tested at the time of *inspection.

*The only exception to this is where the vehicle owner / operator has, for commercial and logistical purposes, a common test date when all fleet vehicles’ extinguishers and / or hoses are tested. The owner / operator must provide the AIL by email or by letter, verification of this. This must also be noted on the Pass-2-Load compliance checklist to ensure the onus is on the owner / operator should the vehicle be audited at a later date, and found with expired equipment within the Pass-2-Load period.

On the successful completion of the Pass-2-Load inspection, the inspector must sign the individual inspection checklists, which are then to be reviewed by the person responsible for the Pass-2-Load inspection process. Copies of the completed Compliance Checklists must then be provided to the vehicle owner / operator.

Notes:
It is the AIL’s responsibility to ensure that vehicles, at the completion of the Pass-2-Load inspection, leave the inspection location in a state of readiness to load, i.e. hatches and caps secured, hoses and ancillary equipment secured, and a Return to Service Checklist has been completed and signed by the inspector.

The SLP Return to Service Checklist or equivalent must be completed whenever a tanker barrel and ancillary equipment (hatches, valves, vents & pipework) have been subject to repairs, maintenance, inspection and testing, and ensures compliance with AS 2809.2 – Section 3.5.

A Return to Service Checklist is not required for routine maintenance when the tanker barrel and ancillary equipment is not opened or repaired.
Some petroleum loading facilities have individual requirements for vehicles loading at their facilities that are not required by SLP, e.g. in cabin non-essential switch (which may become a mandatory requirement for Pass-2-Load inspections in the future).

SLP recommends that all new vehicles be equipped with:

- An In-cabin non-essential switch to assist drivers entering a loading facility to isolate all non-essential electrical equipment.
- A First Aid Kit located in the vehicle cabin
- A Spill Kit on or in the vehicle, fully stocked and secure

For vehicles fitted with an in-cabin non-essential switch, the following electrical items are considered to be essential for the safety of drivers and vehicles in a terminal environment and must not be isolated by the switch:

- Headlights, taillights and clearance lights
- Cabin interior lights
- Time delayed exterior cabin entry lights
- Windscreen wipers
- Electric horn
- Electric windows
- Electric seat controls
2.2 Pass-2-Load Labels

The colour of the Pass-2-Load label indicates the year of expiry. A Yellow label indicates expiry during an even year, and a Blue label indicates expiry during an odd year. Therefore:

- For inspections conducted between 1st July 2015 and 30th June 2016, a yellow label will be applied (as the Pass-2-Load expires in an even year - 2016)
- For inspections conducted between 1st July 2016 and 30th June 2017, a blue label will be applied (as the Pass-2-Load expires in an odd year - 2017)

The following table indicates the correct colour of the Pass-2-Load label to be issued according to the month of inspection.

Note:
AILs can only purchase Pass-2-Load labels online at www.safeloadprogram.co

The Pass-2-Load labels are uniquely identified and must not be exchanged or on-sold without the approval of SLP.

Pass-2-Load labels must be affixed to the vehicle at the completion of the inspection, and prior to the vehicle leaving the inspection location.

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
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<tbody>
<tr>
<td>YELLOW</td>
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<td>BLUE</td>
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<td>December</td>
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How to use

Equipment:
- Enter the equipment ID / Rego Number

Issued By:
- Enter the AIL NUMBER

Insp Date:
- Actual date of inspection

Expiry
Month:
- Month the Pass-2-Load will expire

Day of Expiry:
- Actual date of expiry

Information written on the Pass-2-Load label must be legible for the six (6) month period of issue. Use a weatherproof indelible ink marker only, DO NOT – use a ballpoint pen, pencil or similar.
Label positioning

- **Prime Mover /Rigid Cab-chassis**
  - Should be attached in close proximity to the kerbside door, or
  - On the kerbside chassis rail, or
  - An alternative location on the left hand side of vehicle – where it is clearly legible from a standing position

- **Tanker**
  - Should be attached directly to the chassis (forward of or above the delivery outlets), or;
  - On front bulkhead (kerbside)

- **Dollies, Skel trailers, etc.**
  - Should be located on the kerbside in a position not exposed to damage from dust and gravel

*Prohibited:*

- **Not to be attached to the windscreen**
- **Not to be attached to the vehicle where details cannot be read from a standing position on the ground – e.g. cabin rear window**

Correct application of Pass-2-Load labels
2.3 **NON-Dangerous Goods Pass-2-Load Labels**

Vehicles that satisfy the requirements of the OG-7 Pass-2-Load scheme, but do not hold a current Dangerous Goods Licence must be issued with an SLP Pass-2-Load label with a “GREEN” label insert.

The SLP Pass-2-Load label green insert denotes that the vehicle is approved for loading of Non-dangerous goods (combustible products only).
3 PRIME MOVER / RIGID VEHICLE – INSPECTION GUIDE

3.1 Vehicle Registration

To be presenting the vehicle for inspection, the owner / operator of the vehicle is considered to presenting a vehicle that is registered and roadworthy. Further verification of registration by the AIL is not a requirement of the Pass-2-Load inspection.

For unregistered vehicles inspected for Pass-2-Load prior to registration, record an identifying number on the Inspection Checklist, i.e. Chassis No., V.I.N., or Fleet No. Subsequent Pass-2-Load inspections should then record the vehicle registration number.

Note:
At a date to be advised (2015), evidence of roadworthiness will be required to be provided by the owner / operator prior to a Pass-2-Load inspection being conducted

ACTION: Record the vehicle registration (or ID) number on the Prime Mover Inspection Checklist

3.2 Vehicle Dangerous Goods Registration

A vehicle dangerous goods licence is not required for prime movers.

3.3 Electrical Equipment

Battery

Ref: AS2809.1 – Section 2.1.9

ACTION: Check the vehicle batteries:
• Are in an accessible position
• Are firmly secured to prevent movement in the event of a vehicle rollover
• Are ventilated

ACTION: Check that the battery cover is:
• Substantial, secured and acid resistant
• Electrically insulated on the side adjacent to the battery terminals

Battery Isolation Switch

Ref: AS2809.1 – Section 2.1.10

ACTION: Check the Battery Isolation Switch:
• Shuts down the engine and all power sources
• Can be operated from the immediate rear of, and outside the driver side of the cabin, this can be by means of a remote switch
• The means of operating the battery isolation switch is clearly visible and easily accessible to a person outside the vehicle
• The battery isolation switch and or remote switches must be clearly labelled as: Battery Isolation Switch

3.4 Electrical Systems and Wiring

Ref: AS2809.2 – Section 2.6

ACTION: Check the wiring outside and to the rear of the cab:
• Is securely fastened and located such that it is adequately protected against vibration, impact, abrasion and any other types of mechanical and thermal stress
• Is enclosed in conduit, as detailed in AS2809.2 – Figure 2.3 or is protected by an alternate means having at least equivalent effectiveness
**ACTION:** Check the vehicle’s lights to ensure:

- Any tank mounted work light shall be at least 500mm from the nearest external valve or transfer connection
- The lens of any light used to illuminate a fill or discharge point shall be protected by a stout wire guard (or hardened plastic equivalent) unless the thickness of the lens itself constitutes the equivalent resistance to breakage
- Exposed lights shall be weather proof, having a degree of protection equivalent to the relevant code or Australian Standard
- Switches on exterior lights are rated for use in a Zone 1 Hazardous Area
- The operation of lights, integrity of lenses, seals, rubbers and mountings

**Hazardous Locations**

Ref: AS 2809.2 – Clause 2.6.4

Any electrical equipment that may be required to be active during cargo transfer and that is located within a hazardous area must be suitable for use in such an area.

**ACTION:** Check:

- Electrical / mechanical equipment located behind the vehicle cabin used for, or required to operate during the transfer of liquid petroleum products must be rated to operate in a Zone 1 hazardous location
- Electrical / mechanical equipment not required to operate during the transfer of cargo must be isolated and cannot automatically start

**Note:**

Under normal operating conditions, cabin air-conditioning units located behind the vehicle cabin must not operate in a hazardous location. They are compliant to SLP OG7 requirements if they can only be operated by the driver when inside the cabin. Best practice is for air-conditioning units to be isolated by the non-essentials switch.

**Vehicle rollover device**

Ref: AS2809.1 – Section 2.1.11; AS2809.2 - Section 2.6.3

Purpose built road tank vehicles must be fitted with a rollover-sensing device that automatically shuts down the engine and isolates all power sources in the case of a vehicle rollover, by activating the battery isolation switch.

**ACTION:** Check the rollover device is:

- Able to be readily self-tested
- Operational, and cannot be activated at less than 45 degrees to the vertical

**Notes:**

Electronic rollover protection devices replicate a rollover scenario when the test button is actuated, and are not required to be physically handled to 45 degrees to test.

Vehicle rollover protection devices are not applicable for vehicles manufactured and fitted up for petroleum fuel transport before Sep 1999.

Vehicles manufactured prior to Sep 1999, but retrofitted after that date to carry bulk petroleum products must be fitted with a rollover protection device.
3.5 Safety Equipment

Ref: AS2809.1 – Section 2.6

For the loading, cartage and delivery of class 3 liquid petroleum products, safety equipment includes, but is not limited to:

- Fire extinguishers
- Eye wash kit
- Intrinsically safe torches
- Breakdown triangles
- Safety cones
- Spill kits

**ACTION:** Check:

- Safety equipment is in a readily accessible location which is not in proximity to the discharge connections

Park Brake Door Alarm

Ref: SLP OG7-CD-3.5

Vehicles are required to have a park brake alarm or a factory fitted device that will activate a clearly audible alarm, or automatically apply the parking brake if the driver door is opened prior to the parking brake being applied.

**ACTION:** Check that a device is fitted to the vehicle that:

- Activates an alarm, or automatically applies the parking brake when the driver door is opened prior to the parking brake being actuated
- Is clearly audible at least 3m from the cabin with the engine running
- Cannot be isolated by the ignition key or the non-essentials switch

**Note:**

There is no requirement for the alarm to continue to operate once the door is closed.

For ADF vehicles, refer to section 1.12

Fire extinguishers

Ref: AS2809.1 – Section 2.3; AS1841 & AS1850; ADGC

**Note:**

To ensure fire extinguishers remain in date for the 6 month Pass-2-Load period, it is required that they are tested and tagged at the time of the inspection, unless evidence is provided (i.e. copy of the ‘Service Agreement”) by the vehicle owner / operator that they are tested on a common expiry date by a service provider.

**ACTION:** Check the fire extinguisher(s):

- Are mounted securely by means of a quick-release attachment
- Located inside the cabin are readily accessible for use
- Have been inspected, tested and tagged in accordance with AS1841 and AS1850 as appropriate

**ACTION:** Check that the vehicle carries the correct type of fire extinguishers as per the following Table:

<table>
<thead>
<tr>
<th>TYPE AND NUMBER OF FIRE EXTINGUISHERS</th>
<th>Application</th>
<th>Minimum requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>In every vehicle cabin</td>
<td>1 x 10B(E) extinguisher</td>
<td></td>
</tr>
</tbody>
</table>
Eyewash Kit  Ref: ADGC - Section 12.1.3 - Table 12.2

**ACTION:**  **Check:**
- That an eyewash kit is provided, filled and ready for use (250 ml minimum)
- The kit is located in the cabin of the vehicle, readily accessible with the preferred position being on the passenger side, and able to be reached from the ground

Torch  Ref: AS/NZ60079.11: ADGC - Section 12.1.3 - Table 12.2

**ACTION:**  **Check:**
- There is a working torch located in the vehicle that is marked as being suitable for use in hazardous areas

Safety Hazard devices  Ref: AS 3790; ADGC - Section 12.1.1

**ACTION:**  **Check:**
- There are three (3) double-sided reflector triangles in a readily accessible location on or in the vehicle
- They are clean and in good condition

Emergency Information Holder  Ref: ADGC - Section 11.2.1&2

**ACTION:**  **Check there is an Emergency Information Holder, which is:**
- Located inside, or immediately adjacent to the driver’s door (or elsewhere in the cabin with a label inside the door indicating its whereabouts)
- Marked with the words “Emergency Procedure Guides” or “Emergency Information” in red letters at least 10mm high on a white background

Emergency Procedure Guide (EPG)  Ref: AS 1678.0.0.001; ADGC - Section 11.2.1

**ACTION:**  **Check:**
- There is an EPG for Vehicle Fire approved by Standards Australia in the Emergency Information Holder

Class Diamond Holder  Ref: ADGC - Section 5

**ACTION:**  **Check:**
- There is a class diamond holder attached to the front of the vehicle
- The class 3 label within the holder is legible, and removable / reversible
- If the vehicle is exclusively used with a tanker that is not licenced for dangerous goods then the vehicle should not be fitted with or carry a class 3 diamond.

**Note:**
For prime movers dedicated to hauling non-DG tankers, a class diamond is not required. However a white Pass-2-Load label insert must be used if there is a changeable type class diamond on the front of the vehicle. Where there is no class diamond, or a permanently fixed blank diamond; enter “N/A” on the vehicle checklist, and use a green Pass-2-Load label insert.
3.6 Heat Shielding

Shielding is required where there is a possibility of a flammable liquid spillage contacting a hot engine or exhaust component, or the like.

**ACTION:**

- All hot engine or exhaust system components that are at risk of being splashed during loading or in transit are protected by metal shielding.
- All hot engine or exhaust system components within 1000 mm (1 metre) of liquid-carrying components must be shielded.
- There is a minimum 50 mm gap between hot engine or exhaust components and the metal shielding.
- There is a minimum 75 mm gap between shielding and the tanker compartment and or liquid-carrying components.
- Any holes or air-cooling perforations in the vehicle exhaust shielding must be located on the side furthestmost from the cargo tank and all secondary cargo transfer equipment.
- The top of the vertical exhaust shielding must be liquid tight.
- The vertical exhaust pipe shielding extends as far as possible to the top of the exhaust pipe outlet.
- The exhaust and shielding must be fitted securely in place.
- If the exhaust system runs under the cargo tank, it must be protected by metal shielding.

3.7 Exhaust Outlets

**ACTION:**

- Check that vertical exhaust outlets:
  - Are a minimum distance of 1000 mm (1 metre) from any tank opening
  - Are not lower than the top of the cabin
  - Do not discharge directly to the left of the vehicle

- Check that a horizontal exhaust outlet:
  - Is less than 750 mm above the ground
  - Discharges to the RH side of the vehicle
  - Is no more than 150 mm behind the rear of the front wheels (refer to important note below)
  - Does not extend beyond the perimeter of the vehicle
  - Is directed between horizontal and 45 degrees downward.

**Notes:**

- There is no requirement for rain hats to be fitted on vertical exhausts discharging directly upward.
- Exhaust outlets discharging directly to the rear, or horizontal exhaust outlets facing to the RH side do not contravene Australian Standard.
- Horizontal exhaust outlets on conventional vehicles will contravene Australian Design Rule ADR42 if the outlet is forward of the rearmost seating position. In all situations, Australian Design Rules for vehicles take precedence over Australian Standards where there are contravening requirements.
3.8 Engine - Emergency Shut-down System

Ref: AS2809.1 – Section 2.5

The vehicle engine or an auxiliary engine may be used for the propulsion of a product pump.

**ACTION:** For vehicles fitted with a product pump, check:
- The pump drive engine is fitted with an emergency shutdown system that is easily identified and accessible by the operator when operating the pump.

**Note:**
The Battery Isolation Switch is an appropriate shutdown device if the above conditions are met.

3.9 Auxiliary engines

Ref: AS 2809.2 – Section 1.7.3

**ACTION:** For a permanently mounted auxiliary engine and all attachments, check:
- It is suitable for operating in a Zone 1 hazardous area
- Its engine intake and exhaust outlet terminate at a level not lower than the top of the vehicle cabin
4 TANK BARREL – INSPECTION GUIDE

4.1 Vehicle Registration

By presenting the vehicle for inspection, the owner / operator of the vehicle is considered to presenting a vehicle that is registered and roadworthy. Further verification of registration is not a requirement of the Pass-2-Load inspection.

**Note:**
Vehicles inspected for Pass-2-Load prior to registration, record an identifying number on the inspection checklist, i.e. Chassis No., V.I.N., or Fleet No. Subsequent Pass-2-Load inspections should then record the vehicle registration number.

At a date to be advised (2015), evidence of roadworthiness will be required prior to a Pass-2-Load inspection being conducted.

**ACTION:** Record the vehicle registration (or ID) number on the Trailer Inspection Checklist

4.2 Vehicle Dangerous Goods Registration

Is there evidence, i.e. label or plate, that the vehicle DG registration is valid and current? Or is the vehicle dedicated to combustible only products; if so a DG license is not required.

**Note:**
If a vehicle has an expired DG label attached, or a newly registered vehicle is yet to be issued with a label, it must be noted on the inspection checklist, and the vehicle owner / operator must be formally advised that the vehicle must not carry dangerous goods until the label is fitted.

For vehicles registered to carry dangerous goods in states / territories that do not issue DG registration labels, the owner / operator must provide evidence that the vehicle is registered to carry dangerous goods.

For ADF vehicles refer to Section 1.12

**ACTION:** Check:
- Is the tanker registered for Dangerous Goods,
  - “If yes” confirm the validity and currency of the DG registration label, and note the expiry date on the inspection checklist
  - “If no” indicate on the checklist by writing “Non DG” on the inspection checklist in the box labelled DG Number, and entering “N/A” for question 1 section 1. Vehicle Placards and Dangerous Goods Registration.

4.3 Tank Certification

Ref: AS2809.2 & ADGC - Section 6.9

Information must be displayed on a certification plate on the tank or tank frame in a conspicuous place readily available for inspection:

**ACTION:** Check the following information is on the Tank Certification / Compliance Plate:
- The name of the tank manufacturer
- The design approval number
- The date of manufacture, test date
- The tank barrel serial number
Note:
For terminal access inspection of new equipment, the test date on the tank certification plate is the date of the initial hydrostatic test. Hydrostatic and Hatch & Vent integrity test dates subsequent to the initial test may be displayed on various other certification plates.

4.4 Hydrostatic Test

Ref: AS 2809.2 – Section 2.7 & Section 3.4
Fuel tanker barrels are hydrostatically pressure tested at the time of manufacture. Subsequent hydrostatic testing must be carried out at intervals not exceeding 5 years.

Note:
If the date of the previous Hydrostatic Test is over 4.5 years, the next test will be due prior to the expiry of the Pass-2-Load.

If so, the vehicle owner / operator must be notified to authorise the Hydrostatic Test to be carried out, or alternately, the Pass-2-Load expiry date must be aligned with the Hydrostatic expiry date.

ACTION: Steps to follow:
- Validate the date of the previous Hydrostatic Test, and note on the inspection checklist
- Note the next due date on the inspection checklist

Note:
Where repairs and modifications are carried out on tank compartments and or ancillary equipment, they must be hydrostatically tested in accordance with AS 2809.2 – Section 2.7.

The SLP Return to Service Checklist or equivalent must be completed whenever a tanker barrel and its ancillary equipment (hatches, valves, vents & pipework) have been subject to repairs, maintenance, inspection and testing.

4.5 Hatch & Vent Test

Ref: AS2809.2 – Section 3.5.1&2
At intervals not exceeding two and a half years, fuel tanker hatches, vents and valves, (including the vapour recovery system) must be pressure tested at 25 kPa, either on the tank or bench tested (as per AS 2809.2 - Appendix B).

At intervals not exceeding two and a half years, Pressure-Vacuum Vents (PVVs) shall be removed and completely dismantled and cleaned. New seals and gaskets shall be fitted, and the reassembled PPVs shall be tested. (As per AS 2809.2 – Appendix B). Alternatively they may be replaced with new or refurbished PPVs.

Note:
Hydrostatic testing of the tank and ancillary equipment every 2.5 years fulfils the requirements of the standard.

If the date of the previous Hydrostatic or Hatch & Vent Test is over 2 years, the next test will be due prior to the expiry of the Pass-2-Load.

If so, the vehicle owner / operator must be notified to authorise the Hydrostatic or Hatch & Vent test to be carried out, or alternately, the Pass-2-Load expiry date must be aligned with the Hydrostatic or Hatch & Vent expiry date.

ACTION: Steps to follow:
- Validate the date of the initial test date (if the tank is less than 2.5 years old) or the previous Hatch & Vent test, and note on the Trailer Compliance Checklist
- Note the next due date on the inspection checklist
4.6 Tank Shell (Barrel)

Drainage from Coaming

Ref: AS 2809.2 – Section 2.2.13
Tanks with a capacity greater than 2500 litres must have rollover protection (or coaming) incorporating drains to prevent liquid from collecting on top of the tank.

**ACTION:** Check:
- Drainage pipes are in a serviceable condition and not blocked
- Drainage pipes discharge clear of and below the engine and the exhaust system, and in a safe manner

Tank Shell Condition

Ref: AS 2809.2
The tank shell and connections must be free of cracks, defective welding, serious dents and corrosion.

**ACTION:** Visually check the barrel and connections. Areas requiring particular attention are:
- Over the rear suspension and the area above the skid plate
- At the outrigger to barrel attachments
- Beneath the tank in the region of the tank support outriggers
- Where front and rear bulkheads meet the sub frame
- At changes of section or shape

Tell-tale signs of cracks that may not be obvious are the presence of stains due to the weeping of liquid through cracks.

The degassing holes on the top of the tanker barrel should be plugged. The degassing holes at the bottom of the tank barrel must not be plugged. If plugs have been fitted in the bottom degassing holes between compartments, internal cracking may be suspected.

**ACTION:** Check:
- All bottom degassing holes are unplugged
- There is no evidence of product leaks

Note:
Plugs must be removed from bottom degassing holes. If there is evidence of product leakage, a Pass-2-Load inspection cannot be completed until a hydrostatic test is conducted and repairs completed.

Electrical Bonding / Earthing

Ref: AS2809.2
The electrical resistance between the tank and the tanker chassis, the trailer undercarriage and the earthing reel connection clamp shall not exceed 10Ω.

On tankers where there is provision for top loading, at least one bare metal lug shall be welded to an integral part of the tank for use as an earthing / bonding point.

**ACTION:** Check the bonding / earthing lug:
- Is free from corrosion and coatings such as paint, grease etc.

**ACTION:** On tankers fitted with an earthing reel check:
- The security and condition of the reel and fittings
- The electrical continuity of the reel hub, wire and fittings
- The verification of the 6 monthly electrical continuity test
4.7 Vehicle Drive-away Protection

Ref: AS2809.1 - Section 2.1.12

All road tank vehicles must be fitted with a means of immobilising the vehicle whenever there is any transfer of product to or from the vehicle.

Note: Wheel chocks or other external wheel locking devices are not to be used as a primary method of immobilisation.

The means of immobilisation shall be that it cannot operate while the vehicle is being driven.

All bottom loading bulk tank vehicles must be fitted with a safety gate over the inlet / outlet valves that when raised, will ensure the vehicle is immobilised.

Top loading vehicles may have an alternate device to immobilise the vehicle that meet the requirements of the standard, note that spring parking brakes meet the requirements.

ACTION: For bottom loading vehicles, check:

- The vehicle is fitted with a safety gate over the inlet/outlet valves
- The design of the safety gate is such that loading arms, and the OPS plug cannot be connected when the gate is closed
- There is an effective device in place that prevents the safety gate being closed if the OPS plug remains connected to the vehicle
- The parking brake cannot be released when the safety gate is raised
- The safety gate has a secure method of locking it in the closed position, and the bar cannot be raised while the vehicle is in motion

4.8 Valves / Fittings and delivery lines

Ref: AS2809.2 – Section 2.3

API Outlet Valve Inspection

ACTION: Check the following:

- No air leaks in the loading/unloading control system and the air gauge is visible and working
- API fittings, nose cones O-rings and seals must have no visible signs of leaks, breaks, cracks or other damage or wear which may affect the safe operation of the equipment
- All outlets must have caps connected by steel chain.
- All locking pins, bushes, camlock levers, circlips and closures must be in place, in full working order and free from damage.
- Gaskets below the tanker centreline that are subject to bottom loading pressure are a non-cork type.

Note:

It is essential that an “API Nose Cone Testing Gauge” is used to check API nose cone for signs of wear from dust cap cam levers, and loading coupling connector lugs.

All API valves in a group must be consistent across the discharge point i.e. all actuating handles must open / close the valve in the same direction.

From Jan 1, 2015; equipment presented for a Pass-2-Load inspection must be fitted with non-cork gaskets on valves and delivery lines that are exposed to product pressure when the tanker is bottom loaded.
Product Outlet Markings
All outlets must be clearly marked with the compartment (SFL) Safe Fill Level and an indicator able to identify the product in that compartment.

ACTION: Check compartment outlets to ensure:
- The Safe Fill Level is marked directly above each outlet
- There is a product tumbler / indicator and or tag that is legible and in working order

Emergency Shut-off System
The Emergency Shut-off System is designed to shut off the product flow in the event of an emergency when product is being discharged. This system is not designed for use during vehicle loading.

The Emergency Shut-off is actuated by Emergency Stop (E-Stop) switches, which are located on the tanker. As a minimum, there must be an E-Stop adjacent to the discharge outlets.

Additional E-Stops may be located on the tank top walkway, at the front and the rear LH side of the vehicle.

The Emergency Shut-off System must be clearly labelled, and tested to ensure functionality.

ACTION: Check:
- All E-Stops located on the vehicle are labelled
- All E-Stops are functional
- All compartment internal valves close without delay when the Emergency Shut-off System is actuated

Top of Tank Inspection

Caution:
Working at height protection must be available and employed when carrying out a Pass-2-Load inspection, i.e. lift-up tanker rails, harness, access to a gantry etc. Be aware that a tank compartment is a confined space and may contain flammable vapours. Exercise all necessary care while working around an open compartment. If a light source is required to check the internals of the tank, only torches or work lights rated for use in hazardous areas should be used.

ACTION: Access the top of the tanker and physically check:
- All hatches can be firmly secured
- All dust caps can be locked in the closed position with pins or dog clips
- Pressure and vacuum vents are in place, clean and free from visible damage
- The functionality of pressure and vapour vents
- The functionality of all valves, fittings, hatches
- O-rings and seals are pliable, and have no visible signs of leaks, wear, breaks, cracks or other damage
- Electrical wiring is suitably enclosed and undamaged
- Dip and fill tubes are secure
- Compartment internal valves close when E-Stop-off buttons are actuated
- Where applicable, check for the presence, condition, and operation of the internal valve cable from the top operator to the internal valve.
• Tanks carrying dangerous goods must have a roll-over coaming for the protection of valves and hatch equipment at the top of the tank

4.9 Overfill Protection Devices for Bottom Loading

Ref: AS5602; SLP OS-10
All vehicles loading at bottom loading facilities must be equipped with an Overfill Protection System (OPS). The OPS consists of a 10-point plug connected to probes in the top of each compartment. In the event of liquid product coming into contact with the OPS probe, the system will shut down the loading process.

An OPS wet probe test must be conducted to ensure the safe operation of the system and that all probes are functioning correctly. As well, OPS probes must be checked visually to ensure that they are correctly in place.

ACTION: Check:
• All compartment probes in accordance with the equipment manufacturers recommended minimum test requirements.
• And adjust probe heights if required (see note below)

Caution:
The wet test must be conducted by immersing compartment probes in a non-flammable petroleum liquid (i.e. diesel/heating oil). If petroleum vapours are present, steps must be taken to mitigate static electricity and to avoid inhaling the vapours.

Note:
It is a SLP requirement that probe heights are checked and adjusted during a Hatch & Vent inspection. Should probe heights require adjustment, the following guidelines should be applied. For more detailed instructions and measurements, refer to SLP Operating Standard SLP OS-10:

Minimum Ullage (vapour space between the maximum capacity of a tank compartment and the Safe Fill Level)
• 3% of the maximum capacity of the compartment or 230 litres, whichever is the greater

Probe Setting
• Maximum 12 mm above the compartment’s Safe Fill Level (SFL)

Removable Probes
Where removable probes are fitted an interlock system is required to ensure the overfill protection system is disabled.

ACTION: Test to ensure:
• The OPS is disabled when any one or all OPS probes have been removed from the compartment.

4.10 Vapour Vents

Ref: AS2809.2 - Section 2.3.8
Sequential vapour vent interlock systems that prevent loading should any vapour vent stay closed on a compartment when the safety gate is actuated, sequential vents must be fitted and fully operational.

Note: Some vapour vent systems are not activated by raising the safety gate alone, but also require the driver to activate a pneumatic button adjacent to the discharge outlets that opens the tanker internal valves and vapour vents in the one action. Although these systems are acceptable under SLP they are not used broadly across the industry.
ACTION:  Test to ensure:
- The operation of the vapour vent interlock system to ensure that loading is prevented until all vapour vents are open.
- The OPS will be disabled when the vapour vents close due to loss of air pressure.

4.11 Vehicle placards

Emergency Information Panels (EIPs)  Ref:  AS2809.1&2; ADGC – Section 5

ACTION:  Check:
- All panels of each EIP are legible and in good condition
- EIPs are displayed on both sides and to the rear of the vehicle
- All EIPs display emergency contact details and phone numbers
- All EIPs can be easily accessed from ground level

Note:
If the tanker is not licenced for Dangerous Goods the tanker must not be fitted with EIPs for class 3 products unless the panels are secured in a manner that does not easily allow the class 3 panels to be displayed.

4.12 Safety Equipment

Ref:  AS2809.1 – Section 2.6

For the loading, cartage and delivery of class 3 liquid petroleum products, safety equipment includes, but is not limited to:
- Fire extinguishers
- Eye wash kit
- Intrinsically safe torch
- Breakdown triangles
- Safety cones
- Spill kit

ACTION:  Check safety equipment is readily accessible and not located in close proximity to the discharge connections.

Fire extinguishers  Ref:  AS2809.1 – Section 2.3, AS1841 & AS 1850 and ADGC

Note:
To ensure fire extinguishers remain in date for the 6 month Pass-2-Load period, it is required that they be tested and tagged at the time of the inspection unless evidence is provided (i.e. copy of the ‘Service Agreement’) by the vehicle owner/operator that they are tested on or by a common expiry date by a service provider.

ACTION:  Check the fire extinguisher(s):
- Are mounted securely by means of a quick-release attachment and can be readily removed.
- Are located so as to be readily accessible for use.
- Have been inspected, tested and tagged, and.
- Are located correctly. The preferred locations are:
  - One (1) only - located on the discharge side or near the driver’s door
  - Two (2) only - located on the left side toward the rear, and on the right side towards the front

Check that the vehicle carries the correct number and type of fire extinguishers as outlined in the following Table.
TYPE AND NUMBER OF FIRE EXTINGUISHERS

<table>
<thead>
<tr>
<th>Application</th>
<th>Minimum requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A road tank vehicle up to and including 10 000 L capacity for flammable cargo, or a road tank vehicle of any size for non-flammable cargo</td>
<td>One 60B dry-powder type; or two 30B dry-powder type</td>
</tr>
<tr>
<td>A road tank vehicle exceeding 10 000 L capacity, for flammable cargo</td>
<td>Two 60B dry-powder type; or one 80B dry-powder type and one 20B foam type</td>
</tr>
<tr>
<td>In every vehicle cabin</td>
<td>1 x 10B(E) extinguisher</td>
</tr>
</tbody>
</table>

4.13 Electrical System and Wiring

Ref: AS2809.1&2 & IP53 or AS1939 & AS2053 or ASD26

**ACTION:** Check the wiring behind the cabin on the vehicle:
- Is securely fastened and located such that it is adequately protected against vibration, impact, abrasion and any other types of mechanical and thermal stress,
- Is enclosed in conduit, or is protected by another method as illustrated in AS2809.2 Fig 2.3.
- Has no exposed single insulation or conductors.

**ACTION:** Check the vehicle’s lights to ensure:
- Any tank mounted work light shall be at least 500mm from the nearest external valve or transfer connection.
- The lens of any light used to illuminate a fill or discharge point shall be protected by a stout wire guard (or hardened plastic equivalent) unless the thickness of the lens itself constitutes the equivalent resistance to breakage.
- Exposed lights shall be weather proof, having a degree of protection equivalent to the relevant code or Australian Standard.
- Switches on exterior lights are rated for use in a Zone 1 Hazardous Area.
- The operation of lights, and the integrity of lenses, seals, rubbers and mountings.

4.14 Vapour Hoses and Transfer Hoses

Ref: AS1180, AS2683 - Section 1.5.1 & 1.5.3

**Note:**
To ensure vapour and delivery hoses remain in date for the 6 month Pass-2-Load period, it is required that they be tested and tagged at the time of the inspection.

**ACTION:** Check to ensure:
- All hoses and delivery fittings are secured on the vehicle
- There is no damage to hoses and fittings, and;
- Each hose is fitted with a composite hose identification plate certifying that the hose / assembly has been tested at the date of manufacture, date of retest, or date of repair.

**Note:**
6 monthly electrical continuity testing must be performed at the time of the Pass-2-Load inspection and proof of current test period for individual hoses must be provided on the hose identification plate.

Hydrostatic (pressure) testing must be performed every twelve months and proof of current test period for individual hoses must be provided on the hose identification plate. If the expiry date of the hydrostatic test falls during the Pass-2-Load period, hoses must be retested at the time of the Pass-2-Load inspection.
The only exemption to testing hoses at the time of the Pass-2-Load inspection is when evidence is provided by the vehicle owner/operator that they are tested on or by a common date by a service provider.

4.15 Stowage of Hoses & Other Equipment

Ref: AS2809.2 – Section 1.7.4, AS5602 – Section 6.4

*All accessories and removable equipment that are fitted to the tanker shall be restrained in order to prevent their ejection from the vehicle in an accident.*

Vapour hoses should be connected to a dummy vapour adaptor when stowed on the vehicle to hold it in position, but with the poppet closed.

**ACTION:** Check to ensure

- All hoses are secured on the vehicle
- If the vapour hose is connected to a dummy adaptor, the vapour-coupling poppet must remain closed.

4.16 Demountable Tanks

Ref: AS2809.1 – Section 1.5.40; ADGC - Section 8.2.2; NTC Load Restraint Guide

**ACTION:** Check that:

- The method of fixing the tank to the vehicle is compliant to ADGC, Australian Standards and codes,
- The tank is secure,
- The tank does not exceed 7500 litres if used to carry dangerous goods unless it meets the requirements of the ADGC - 8.2.2.3
- The tank is fitted with a compliance plate, and
- Vapour recovery connection is located to the right of the product outlets.

Note:

If demountable tanks mounted on rigid vehicles and or trailing equipment are loaded or unloaded with dangerous goods while on the vehicle, the vehicles / trailers must meet the requirements of the standards and codes, and require Pass-2-Load inspections.

For a Pass-2-Load inspection of a demountable tank designed for repeated bottom loading whilst attached to a vehicle, it must meet AS5602 requirements for bottom loading and vapour recovery; and have a interlock system connected to the vehicle which meets AS2809.1 and OG7 requirements for drive-away protection.