

Hydrocarbon Aggregation – Weekly Site Checklist

Week starting:						
Frequency	Task	Mon	Tue	Wed	Thu	Fri
Daily	<b>Pre-Start:</b> Check for accumulated stormwater in bunds, pits and underground holding tanks and pumped out as required.					
	<b>Pre-Start:</b> Inspect bunds to ensure they are clean, free for debris and free of cracks or leaks.					
	<b>Pre-Start:</b> Spill kit(s) present (within 15m of filling point), fully stocked and in good condition					
	<b>End of Day:</b> Tank farm and transfer pump valves closed.					
	<b>End of Day:</b> Drain valves closed and locked.					
	<b>End of Day:</b> Inspect all tanks/trailer sets, valves, pipework, hoses & pumps for leaks and ensure they are free of oily residue. Wipe pipes with a clean, damp cloth if necessary.					
	<b>End of Day:</b> All packages appropriately labelled.					
	<b>End of Day:</b> Flash point tester off.					
Weekly	<b>Pre-Start:</b> Flexible hoses in good condition (i.e. no cracks, leaks, legible compliance/data plate) and within 6-monthly continuity test date. <b>Continuity test date(s):</b>					
	<b>Pre-Start:</b> Flash point tester within annual calibration and in working condition					
	<b>Pre-Start:</b> Emergency eye wash station tested.					
	<b>End of Day:</b> Litter and debris removed.					
	<b>End of Day:</b> Review tank foundations and supports, valves and other fitting and apertures to ensure in good condition (i.e. no loose bolts, cracks, leaks etc).					
6-monthly	Clean out blind tanks / sumps to remove waste and debris from floor and walls. Inspect to identify any cracks or leaks. <b>NOTE:</b> NTRS entry into pit NOT authorised. <b>Date for completion:</b>					
	Validation of level control system. <b>Date for completion:</b>					
<b>Site Specific Tasks:</b>						
<b>Manager sign-off:</b>						

# INTEGRATED MANAGEMENT SYSTEM

COMMENCEMENT DATE: 08/02/2024



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## REVIEW

<b>Frequency</b>	2 yearly	<b>Administrator</b>	Compliance Officer
<b>Next review date</b>	02/2026	<b>Custodian</b>	General Manager

## VERSION CONTROL

<b>Version number</b>	V1	<b>Author</b>	Jenny Orban
<b>Approval date</b>	08/02/2024	<b>Approved by</b>	John Fortescue