

Safety Instructions for Filling Calor 29 Litre Refillable Cylinders and Fixed Fuel Tanks on Fork-Lift Trucks

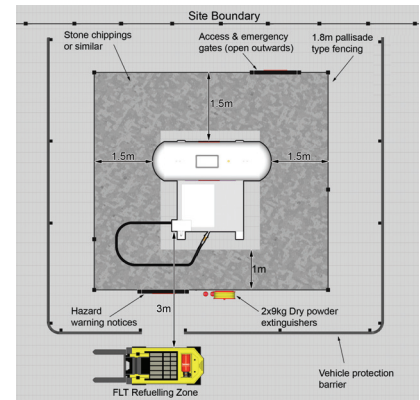
Operators must be trained to fill liquid off-take, Calor refillable 29 litre cylinders & Fixed Fuel Tanks (FFT). Ensure that suitable Personal Protection Equipment is used when the refuelling operation is taking place. Neoprene gloves, preferably gauntlets, goggles or face shield, long sleeved cotton overalls and safety footwear are recommended.

Note: Where non-Calor refillable cylinders are being used, please refer to the manufacturers instructions for additional guidance.

No smoking, no naked lights or other sources of ignition including the use of mobile phones, pagers or radio transmitters, are permitted in the vicinity of the installation.

Preparation

- When refuelling, the truck must be at least 3m (10ft) from the storage tank(s).
- Park the truck, apply the hand brake and **SWITCH OFF THE ENGINE**. Close service valve on cylinder or FFT.
- Check by contents gauge that the cylinder or FFT is not already full.
- Remove the filler valve dust cap. Ensure the rubber seal is in place and in good condition.
- Check the connection on the filling nozzle to ensure that there is no dirt or debris, and then connect to the filler valve on the cylinder by means of the union connection.
- Ensure the storage tank pump supply valve (and bypass return valve on EDU & Skid installations) is open.



For 29 Litre Cylinders

- Open the filler nozzle fully by squeezing the trigger and latching open.
- Open the fixed liquid level valve sufficiently to allow an audible flow of LPG vapour.
- Operate and hold the 'Dead Mans' switch to start the electric pump, or operate the hand pump to commence filling, observing contents gauge.
- When a visible spray of LPG issues from the fixed liquid level valve, release the 'dead-mans' switch or cease to operate the hand pump.
- Close the fixed liquid level valve immediately, as the cylinder is now full.
- Vent the gas trapped in the filler nozzle by releasing the trigger.
- When the gas has stopped venting, disconnect filler nozzle from cylinder and stow correctly.
- Replace the filler valve dust cap on the cylinder.

For Fixed Fuel Tanks

- Open the filler nozzle fully by squeezing the trigger and latching open.
- Operate and hold the 'Dead Mans' switch to start the electric pump or operate the hand pump to commence filling, observing contents gauge.
- When the FFT 'Autostop' filler valve shuts off, release the 'Dead Mans' switch or cease to operate the hand pump. The 'autostop' should close when the contents reads between 80% & 85% or Full. Should the tank continue filling after 85% or Full, stop filling and contact **Calor Emergency Service 0845 7 444 999**.
- Vent the gas trapped in the filler nozzle by releasing the trigger.
- When the gas has stopped venting, disconnect filler nozzle from cylinder and stow correctly.
- Replace the filler valve dust cap on the cylinder.

NB. DO NOT attempt to disconnect the filler nozzle if the gas continues to flow. If the gas continues to flow depress and latch the trigger to open the filler nozzle (this stops the gas venting) and call: **CALOR EMERGENCY SERVICE: 0845 7 444 999**

Safety Instructions for Filling Calor 29 Litre Refillable Cylinders and Fixed Fuel Tanks on Fork-Lift Trucks

When finished

- If site rules specify or if the storage tanks are not to be used until the next day or longer, close all valves on the top and bottom of the tank(s).
- Before starting the fork-lift truck, slowly turn on cylinder or FFT service valve.

Never Overfill 29 litre cylinders. Always stop filling when a visible spray of LPG issues from the Fixed liquid Level Valve.

If, for any reason, the cylinder or FFT has been inadvertently overfilled, it is essential that the truck engine must be run to reduce the quantity of gas in the cylinder to a safe level at the refuelling site.

Note

- Problems can arise if the cylinder or FFT service valve is opened too quickly – it will activate the cylinder excess flow valve. This is a safety feature and if this occurs turn off the service valve, wait a few minutes, then retry by slowly opening the service valve.
- If the 29 litre cylinder is removed for refilling, the filling should be done with the cylinder in the horizontal position, with the arrow on the base pointing directly downwards. Consideration must be given to the weight of the cylinder and LPG contents.
- Fixed Fuel Tanks must not be filled when removed from the fork-lift truck.
- It is important that the filling hose must be regularly inspected; do not use the hose if damaged. Immediately contact your nearest Calor Customer Operations Centre for assistance.
- Do not drop the filling Connection or drag the hose along the ground, this will result in damage to the union and subsequent leakage.
- If a leak is detected, take the cylinder to an open ignition free area and call the Calor Emergency number.

Action in the event of an emergency

In the event of a substantial spillage of LPG or fire the following steps should be taken:

- Shut off all storage tank isolating valves if possible and safe to do so.
- **Summon the Fire Brigade** and advise the presence of LPG
- Remove or extinguish any source of ignition.
- Do not attempt to start engines of vehicles which may be in the vicinity.
- **CONTACT CALOR EMERGENCY SERVICE: 0845 7 444 999.**
- Keep personnel and members of the public away from the general area in which vapour may be spreading.
- Alert neighbours if appropriate and advise of possible dangers, especially if there are cellars, basements or depressions in which vapour could collect.

For minor gas leaks or hose breakaway immediately report to your supervisor or manager, so they can contact the Calor Emergency Service **0845 7 444 999**.

NOTE: The above may be supplemented by your company's Safety Procedures relating to the Health and Safety at Work Act 1974. Be aware of them and follow the action indicated when an unsafe situation occurs.

The information in this document is intended to give guidance and believed to be accurate and represent good practice at the time of publication. It does not replace the need to consult other formal documents where further information may be required. No responsibility or liability is accepted by Calor Gas Limited for any loss or damage arising out of the information given. It is important that users of this publication adhere to all legal requirements, Regulations, CoP's and Standards, particularly, those relating to gas safety. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form, or by any means, electronic, electrostatic, magnetic tape, mechanical, photocopying, recording, or otherwise, without permission in writing from Calor Gas Ltd.