

# Chemical Delivery Process CTF

10/05/2021

Site Lead / Plan Owner: [REDACTED]

SHE Associate: [REDACTED]



Driver / Security / Maintenance Driver pulls up to one of three gates depends on type of delivery. call up to gain access (call [REDACTED])

The supervisor / TL / Manager meets the driver and then starts the access procedure:-

- a. The delivery supervisor goes to the **Isolation Valve Key box** and removes the **Isolation Valve key** this activates the warning red beacon and signage to say delivery in progress



- b. The delivery supervisor goes to the sump isolation valve and inputs the **Isolation Valve key** and turns the handle to close the valve



- c. Once closed (Full turned to the right) a **Gate key** is released

- d. This **Gate key** can open any of the 3 gates.



- e. Once the truck has come into the area the gates are closed behind him and the **Gate key** removed from the gate. Kept with user.  
f. If no chemical pump over is required the driver can carry on with the delivery. it relates to the other gate, leading to external chemical store, chemical waste compound and the paint store. **(Page 4 for pump over details)**

**Once complete the reverse of the process is followed:-**

- a. The **Pump over key** is fitted back into the **Pump over box** which releases the **Gate key**  
b. The **Gate key** can then be used to open any of the gates for the driver to leave the area.  
c. The **Gate key** is then inserted into the sump isolation valve and the valve can be reopened to allow rain water to flow to surface drain.  
d. Once the valve is open the **Isolation Valve key** is released from the valve and this is inserted back into the **Isolation Valve Key box** which in turn switches off the delivery in progress warning lights & red beacon.

# Chemical Pump Over

This section is applicable if a chemical pump over is to be made.

1. Before you start the process take the applicable key from key cabinet (2) in the management office (outside logistics office) – colour coded. ( Yellow caustic, Orange Sulphuric, Black Bisulphite)



2. Take the castell gate key (following on from page 1) and take to effluent room and place into below holder to release another castell key that unlocks the chemical delivery nozzle in the next step below. Effluent room.



3. Take the castell key (and padlock key from key safe number 2) pic 1. and unlock the housing around the input nozzle



Once delivery complete, reverse the process and place keys back in original places.

# EMERGENCY PROCEDURE

*In the event of an emergency the standard CTF.*

- 1. Emergency during deliveries – a second sump valve (Below in grey) is installed and this should be shut manually in the event of spillages*
- 2. Emergency out of hours – the same procedure should be followed for the emergency services and the sump valve needs to be shut to allow access to vehicles via the interlocked system. If for any reason the beacon key cannot be removed from the Box then an emergency Gate key is available near the main access gate. This is on a 1 time detachable plastic cord, after use the detachable cord will need to be replaced.*



Emergency sump isolation,  
Requires no key to use it

# **EMERGENCY PROCEDURE**

In the event of an emergency;-

- If the castell key location is unknown and the delivery driver needs to urgently leave for safety related reasons. Or if the fire service need to make entry.
- Only to be used in emergency situation. Not for general use
- Ensure to place key back in housing with a fresh cable tie (if used)



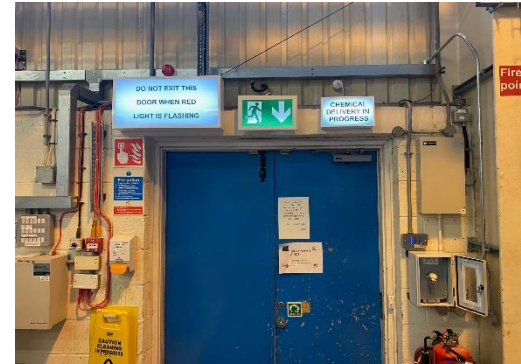
# Reference Photos



Delivery in progress sign and red beacon



Isolation Valve key box



Delivery in progress sign and red beacon - illuminated



Isolation Valve key



Isolation Valve

# Reference Photos



Isolation Valve



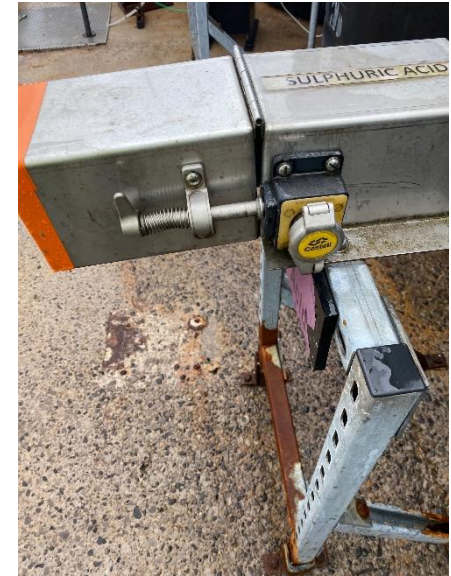
Gate key



Gate Lock



Pump over key box



Pump over Lock

# Reference Photos



Logistics office. Key safe number 2



Key safe number 2



Effluent room



Sump pump lock off



## Record of Changes

Date of Change	Description	Slide numbers	Change made by	Role
27/05/2021	Needed to include emergency castell key info	4	██████████	SHE Associate
30/06/2021	Added the effluent castell key / sump process in	3	██████████	SHE Associate