

Safe operation of remotely operated storage and distribution facilities for petroleum products

SAFE OPERATION OF REMOTELY OPERATED STORAGE AND DISTRIBUTION
FACILITIES FOR PETROLEUM PRODUCTS

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FOREWORD

The purpose of this publication is to provide a general guide to safe practices in the management of operations of remotely operated distribution terminals.

The guide provides recommendations for safe practices rather than a set of rigid rules. It is stressed that the specific circumstances of each terminal should be taken into account when considering this document. It is not intended that the recommendations of the general guide should be applied rigidly where for a variety of reasons it may not be practicable to comply with them.

Attention is drawn to the fact that in many countries statutory requirements exist, both local and national, pertaining to the petroleum industry, and this guide should be regarded as being complementary to such requirements.

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1 INTRODUCTION

1.1 REMOTELY OPERATED TERMINALS

Remotely operated terminals can be defined as terminals which remain operational during periods of time when they are not being manned with terminal-based operational personnel. This may mean that the terminal has no personnel manning the site at certain times, but it is more common for there to be some personnel, such as security officers, present at these times.

The times when the site does not have terminal-based operational personnel present can vary. Therefore remotely operated terminals can include terminals which never have permanent operational personnel based at the terminal. They can also include terminals which have operational personnel during certain periods but not 24 hours a day, seven days a week. For example a typical scenario could be a terminal where the operational personnel may not be present at night or parts of the weekend.

1.2 ROLES WITHIN REMOTELY OPERATED TERMINALS

Remotely operated terminals often have operation personnel based at the terminal for certain periods of time. These personnel can carry out a number of roles and tasks depending on how the terminal is organised. However, this can often include activities such as routine planned preventative maintenance.

During periods when the remotely operated terminal is not being manned by terminal personnel its operations are controlled via a remote central operations group. This group can remotely monitor key operational parameters for the terminal and can control certain equipment such as remotely operated valves. It should also be noted that the remote central operations group may be responsible for operating multiple terminals from a single remote location.

In many cases when the terminal-based operational personnel are not present there are security personnel based at the terminal. These security personnel can be either terminal employees or provided by an external security contractor. The role that these individuals undertake can vary, but typically includes carrying out certain pre-defined operational tasks and monitoring the site both to prevent unauthorised personnel entering, and also to check that unplanned events, such as a loss of containment, have not occurred.

However, a range of different support personnel may provide the cover required when the terminal-based operational personnel are not present. This can include drivers, administration staff, and 3rd party organisations. As such within this document the term support personnel will be used to include the full range of personnel providing security and other cover.

1.3 LINKS TO OTHER GUIDANCE

This document aims to provide guidance on the safe operation of these remotely operated terminals and it should be noted that a significant amount of the guidance provided within the Energy Institute document *Guidance for the management of distribution terminal operations* will be relevant and as such that document should be read in conjunction with this document.

1.4 SCOPE

The object of this guide is to recommend good practices for the safe management of the operation of remotely operated petroleum distribution terminals, including the receipt, storage, handling and loading of petroleum products. However, the principles within this guide can also be applied to other remotely operated facilities such as distribution depots.

It is not intended to preclude the use of alternative methods where these provide equivalent standards of safe operation.