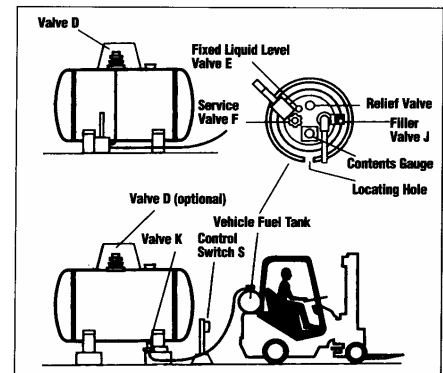


Operators must be trained to fill liquid off-take, Calor refillable cylinders. Ensure that suitable Personal Protection Equipment is used when the refuelling operation is taking place. Gloves preferably gauntlets, goggles or face shield, long sleeved cotton overalls and safety footwear are recommended.

**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.**

1. When refuelling the truck must be at least 3m (10ft) from the storage tanks.
2. Park the truck, apply the hand brake and **SWITCH OFF THE ENGINE**. Close service valve F on cylinder.
3. Check by contents gauge and fixed liquid level valve E that the cylinder is not already full.
4. Remove the filler valve dust cap. Ensure the rubber seal is in place and in good condition.
5. Check the connection on the filling nozzle to ensure that there is no dirt or debris, and then connect to the filler valve by means of the union connection.
6. For EDU (electronic pump) open valve K and if appropriate, valve D on storage tanks. For HDU (hand pump) open valve D.
7. Open filler nozzle J fully and fixed liquid level valve E sufficiently to allow an audible flow of LPG vapour. Operate and hold switch S 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 E, release switch S (electric pump) or cease to operate the hand pump and close valve E immediately, as the cylinder is now full.
8. Vent the gas trapped in the filler nozzle by releasing the trigger. If the gas continues to flow **DO NOT** attempt to break the connection. Re-depress the trigger and call: **Calor Emergency Service 0845 7 444 999**.
9. Disconnect filler nozzle from cylinder and stow correctly. Replace the filler valve dust cap on the cylinder.
10. Ensure that valve K underneath the storage tanks(s) and valve D on top of the tank(s) are closed at all times, when the installation is not in use.
11. Slowly turn on the cylinder service valve F and start fork-lift truck.



**NOTE**

- Problems arise if the service valve is opened too quickly – it will activate the cylinder excess flow valve. This is a safety feature. If this occurs, turn off valve F, wait a few minutes, then retry, opening the valve slowly.
- If the FLT cylinder is removed for refilling, this should be done with the cylinder in the horizontal position, with the arrow on the base ring pointing directly downwards.
- **Be careful when lifting cylinders. Full cylinders weigh approximately twice the nett weight shown.**
- **NEVER OVERFILL** always stop filling when a visible spray of LPG issues from the Maximum Level Valve 'E'. If for any reason, the cylinder 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.
- It is important that the filling hose must be regularly inspected; do not use the hose if damaged. Immediately contact your nearest Calor 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** tank valves D & K and filler valve J fuel dispenser isolating valves if safe to do so and isolate the electrical master switch.
- **Summon the Fire Brigade.**
- Remove or extinguish any source of ignition
- Do not attempt to start engines of vehicles, which may be in the vicinity.
- **CONTACT CALOR GAS 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:** This procedure may be supplemented by your Company's Health and Safety procedures related to the Health and Safety at work Act 1974. Be aware of them and follow the action indicated when an unsafe situation occurs.