



Manitoba Operations



STANDARD PROCEDURE INSTRUCTION

Title		SPI
Delivery of Fuel Oil and Gasoline		# 28-6
Department	Supersedes SPI Dated	Effective Date
Purchasing and Warehouse	March 2001	Sept 2002

1. PURPOSE

- 1.1 To provide an effective control on all fuel oil and gasoline delivered by tank truck to all Company locations; ensure drivers meet Transportation of Dangerous Goods (TDG) regulations; and hold a current VALE Vendor personal pass .

2. SCOPE

- 2.1 Applies to all tank truck deliveries to VALE Thompson Operations. Vendor delivery trucks to be properly placarded as required by TDG regulations. Drivers are to carry a current certificate indicating they have received training in Transport of Dangerous Goods.
- 2.2 Applies to spot checking, calculating and recording.

3. PROCEDURES

3.1 Thompson T-1 Area

- 3.1.1 All tank trucks delivering fuel must report to security personnel before entering and when leaving the plant.
- 3.1.2 When the fuel transfer is completed, the driver will surrender a metered delivery ticket or tickets to Security at the scale gate, who will sign for goods received. The truck will then be allowed to depart.
- 3.1.3 The metered ticket or tickets will be forwarded to warehouse receiving as per list in SPI 28-5.
- 3.1.4 Warehouse personnel will retain all delivery tickets, which will be summarized once a month for receiving and month-end charging out purposes. Smelter large tanks are charged out weekly.

3.1.5 The Warehouse person assigned to the fuel month end inventory will arrange with the vendor a common cut off date.

3.2 Thompson T-3 Area

3.2.1 All tank trucks delivering to the T-3 area must report to the Security personnel in the area before unloading.

3.2.2 When the transfer of fuel is completed, the driver will report to the Security personnel and surrender a metered delivery ticket. The Security officer will sign for goods received and allow the truck to depart.

3.2.3 The Security personnel will forward the metered delivery ticket to warehouse receiving.

3.3 Water Treatment Plant

3.3.1 The tank truck driver will report to the Water Treatment Plant (WTP) operator on duty before transferring his load. When the transfer of fuel is complete, the driver will take the meter delivery ticket to the WTP operator for signature prior to leaving.

3.3.2 The Water Treatment Plant operator will forward the delivery ticket to Warehouse receiving.

3.4 Birchtree Mine

3.4.1 All tank trucks must report to the Security personnel in the area before transfer of load is made.

3.4.2 When transfer is completed, the Security personnel will sign for goods received and allow the truck to depart.

3.4.3 Security personnel will forward delivery tickets to warehouse receiving.

3.5 General

3.5.1 Deliveries will be made as required daily between the hours of 7:30 a.m. and 4:00 p.m. where practical and reasonable. Supplier to monitor tank levels to ensure sufficient fuel is maintained.

3.5.2 Emergency deliveries to all areas must be kept to a minimum and will be checked and signed for by Security personnel as in 3.2. Each department shall give notice to the supplier of unusual or special requirements of fuel.

APPROVED _____ General Manager – Manitoba Operations

DATE _____