

Loading / Unloading Checklist

SEC-007-FM01

Date: ____/____/____

Arrival Time (24 hr. format): _____

Product: _____ Carrier: _____ Supplier: _____

Driver (Name): _____ Delivery/ Pick-Up Location: _____

Main Gate (Security)

- | | |
|--|--|
| <input type="checkbox"/> : BOL Verified and if load deemed hazardous | <input type="checkbox"/> : BOL UN# Matches Trailer Placards |
| <input type="checkbox"/> : Driver ID Checked | <input type="checkbox"/> : PPE Verified and FRC worn by driver |
| <input type="checkbox"/> : Driver Evacuation Route Map Verified | <input type="checkbox"/> : Escort arranged |
| <input type="checkbox"/> : Driver directed to scale | |

Loading / Unloading site (Driver)

"Your Safety and Wellness are very important to BP-Husky Toledo Refinery"!

You are responsible to obey: 1) Instructions presented in the purchase order and/or commercial agreements, 2) Posted safety rules, and 3) Traffic signs. Based on your Bill of Lading, you should have all the necessary equipment, sized fittings, hoses and tools on your vehicle to perform a safe and efficient loading/unloading of the products being transported. Proper PPE should be worn at all times while in the refinery and specifically suited for the product or chemical being transported.

Driver assisted by Refinery Operator : Yes : No

IF YES, OPERATOR'S NAME: _____

Operator assists driver with loading/unloading hook ups : Yes : No

Operator assists or verifies a clean disconnect (if applicable) : Yes : No

Scale (Driver)

Driver returns to scales and weighs out : Yes : No

Main Gate (Security)

Signed Bill of Lading and Loading / Unloading Checklist returned to security : Yes

Driver's Signature: _____

Attending Security Officer's Signature: _____

Departure Time (24 hr. format): _____

Notes:

