

HOW DRIVERS (FILLERS) MUST PROCEED WHILE PERFORMING BOTTOM FILLING OF THE TANK TRUCK (AC)

The driver (ADR filler) proceeds as follows:

- 1. When entering the warehouse and arriving at the dispensing footbridge**
 - 1.1. Logs in at the ETR entrance terminal, confirms the entry declaration of the empty vehicle and accepts the ADR filler obligations, and makes selections concerning dispensing of goods (in the warehouses Hněvice, Šlapanov, Cerekvice, Klobouky and Hájek there is ETR inside the warehouse, here the driver performs these operations only after passing through the gate to the warehouse)
 - 1.2. The AC chambers, including fittings, must be empty. It is not allowed to import fuel into the tax warehouse without the express consent of ČEPRO. Sludge dripping valves on the AC must be closed!
 - 1.3. The driver drives the AC to the warehouse gate. The driver (and any passenger) must be dressed in the prescribed PPE, open the vehicle and undergo a CBS check. After the check the driver closes the technological boxes (cabinets) and drives to the waiting point according to the transport rules of the warehouse. At the waiting area, the driver must always be present at AC and be ready to drive at any time.
 - 1.4. The driver switches off the heating well in advance. The driver (filler) inserts paper into the printer (for printing the report after loading at electrical measuring bars) and closes the printer cabinet. It is forbidden to handle the printer in the VL area during filling and to open the printer cabinet on the VL while the printer is running.
 - 1.5. The driver closes all doors and windows, including the roof windows of the vehicle cab, before entering the filling bridge (VL). All cab windows must be closed in the VL area.
- 2. On the filling footbridges**
 - 2.1. If the filling point is free (e.g. the previous AC has left), then the driver drives from the waiting area to the dispensing point (track) according to the availability of the filled products.
 - 2.2. The driver turns off the engine and all appliances and equipment not required for loading and makes sure the AC cannot accidentally move. As soon as the driver gets out of the vehicle he or she closes the vehicle cabin doors.
 - 2.3. The driver performs visual inspection of AC and filler technology, including safety and fire fighting equipment. In the event of an obvious failure of AC or technology, it is forbidden to continue filling and the driver immediately informs the warehouse operator, who will determine the next procedure.
 - 2.4. Initiation and course of bottom filling
 - 2.4.1. The driver shall ground (bond) the tank being filled using his/her own grounding cable, which should be fixed to both grounding (bonding) points on AC and filling footbridge. The cable must not be damaged, clamped or adjusted and must be properly insulated. It is forbidden to use adjusted cables and terminals (e.g. cable interconnection with jumpers) and/or cables unfit for this purpose. Grounding cable must always be connected to appropriate grounding points (and not anywhere else).
 - 2.4.2. The driver checks the earthing function of the grounding device (green is OK). The driver opens the technological box on the side of AC filling. In cases where there is not enough space at the filling point to open the box, the box may be opened just before entering the dispensing point. If the AC design requires access to tank equipment from the other (right) side when filling (for example, to specify product types filled into individual chambers), this

must be done before or after the filling. During the filling process, the driver is strictly forbidden to leave the filling point at the filling footbridge and the bridge controls.

- 2.4.3. The driver connects the plug of the CIVACON VL system to an AC outlet.
- 2.4.4. The driver attaches the regenerative (recuperation) arm to the AC vapor trap connection point and locks the coupling on both sides with bolts. If, due to local design, this connection hinders the attachment of the product filling arms to the AC head API, the driver shall first attach product filling arms to AC. Filling must not be started without the regenerative (recuperation) arm connected.
- 2.4.5. The driver connects the product filling arms on API head of the chamber or appropriate AC fitting and secures by locking lever. The same goes for all other filling arms connected.
- 2.4.6. The driver opens the filling valves for filling the AC chamber. It is strictly forbidden to fill multiple chambers with one head at the same time (if the AC design permits).
- 2.4.7. The driver checks the technical condition of the AC and VL filling technology again before starting filling.
- 2.4.8. The driver attaches the identification card to the AccuLoad card reader and selects the selected fillings. The selected quantity being filled is started by pressing the "START" button.
- 2.4.9. During filling the driver checks the tightness of the connection and the delivered quantity.
- 2.4.10. If the fuel leak is detected due to any leakage or leakage of the regenerative arm, the filling is stopped by pressing the "STOP" button on the AccuLoad. After the leak has been resolved (e.g. tightening the wrongly locked coupling), press the "START" button again to continue filling.
- 2.4.11. In the event of an emergency condition detected on the dispenser technology or on the AC during filling, the filling is immediately interrupted by pressing the "STOP" button on the AccuLoad or possibly by the "CENTRAL STOP" or "TOTAL STOP" button. The CENTRAL / TOTAL STOP option is also used if an apparent accident is detected on other dispensing tracks. Immediately thereafter, the driver informs the operator of the VL, who determines what to do next.

2.5. End of bottom filling

- 2.5.1. Press the "PRINT" button after filling the appropriate AC chamber (full volume dispensed).
This procedure is performed when filling of all AC chambers is finished.
- 2.5.2. The driver closes the AC valves, disconnects the filling arm from API head of the AC .
- 2.5.3. Upon completion of the filling of the products, the filling arms are moved to the parking position where they are mechanically secured by a pull rod if the filling footbridge (VL) is equipped to do so.
- 2.5.4. The driver disconnects the regenerative (recuperation) arm and locks it in the parking position.
- 2.5.5. The driver places the protective caps on the individual API filling heads of the AC chamber/fitting.
- 2.5.6. The driver disconnects the CIVACON from AC, places the connection plug in the appropriate "storage" location on the VL and removes the connection cable from the walkway profile.
- 2.5.7. The driver disconnects the grounding cable from the grounding point and winds the cable (e.g. reels it) to AC.
- 2.5.8. For AC with measuring bars, the driver confirms printout of the report. For this purpose, he or she may open the AC emptying cabinet. The driver may not open the printer cabinet until the printing is completed.
- 2.5.9. The driver checks that all AC valves, including all dripping valves, are closed properly and that there is no leak of filled products.

- 2.6. Before leaving, the driver checks the AC and the filling point technology for damage and/or leaks. In particular, the driver checks the disconnection and securing of the arms, disconnection of the grounding and CIVACON equipment and whether there is no leak of fuel from VL technology. In the event of leakage of fuel, it is strictly forbidden to start the engine of the vehicle, and the driver shall immediately inform the operator, who determines the next procedure.
- 2.7. The driver closes all AC control panels. (In case of insufficient space at the filling point, the driver will move in front of the footbridge and close the boxes only after leaving the filling point).
- 2.8. The driver sets correct AC label according to ADR (orange ADR table) based on the products being filled.
- 2.9. The driver waits for the green light at the traffic light or for lifting the gate (if the loading platform is equipped with such gate), then he starts the AC engine and leaves for DNL check-in area.

3. When issuing documents and leaving the warehouse

- 3.1. The driver parks and secures the vehicle on a site specified by warehouse transport rules. The driver accepts accompanying documents for the filled products, checks the correctness of the data, acknowledges the receipt of each DNL by handwritten signature in the appropriate box and hands over the confirmed copy to the operator.
- 3.2. He leaves for the warehouse exit gate.
- 3.3. The driver drives the AC to the warehouse exit gate. The driver (and any passenger) is still dressed in the relevant PPE and submits the DNL to the CBS employee for inspection. The driver is inspected by CBS.