



Republic of the Philippines
DEPARTMENT of ENERGY
 Energy Resource Development Bureau
 Bonifacio Global City, Taguig City

Company: _____
 Address: _____
 Contact No.: _____

Date _____

COMPLIANCE CHECKLIST

Guidelines on Coal Handling, Transport, Storage and Distribution

No.	Reference Section	Provision	Compliance			Remarks/Evidence
			Yes	No	N/A	

Section 3. General Guidelines

1	Sec 3 (1)	All workers shall undergo health, safety, and environment orientation prior to performing their assigned tasks				
2	Sec 3 (2)	Emergency preparedness and response plan shall be established and implemented to address any untoward incident/s				
3	Sec 3 (3)	Appropriate mitigating measures shall be implemented to prevent spontaneous combustion in all stages of coal handling, transportation, storage and distribution				

Section 3 (4) (a) Safety and Security

4	Sec 3 (4) (a) (i)	All workers shall be provided with appropriate PPE				
5	Sec 3 (4) (a) (ii)	Spotters and guards shall be assigned during handling, loading and unloading of coal				
6	Sec 3 (4) (a) (iii)	Trucks, vessels and other coal conveyances shall be provided with appropriate fire-fighting equipment				
7	Sec 3 (4) (a) (iv)	Proper housekeeping shall be maintained at all times, including appropriate lighting during night operations				
8	Sec 3 (4) (a) (v)	Trucks, vessels & other coal conveyances shall not be overloaded and shall be driven or operated within specified speed limit				

Section 3 (4) (b) Environmental Regulations and Pollution Control

9	Sec 3 (4) (b) (i)	Dust control system such as, but not limited to, water spray, sprinkler, misting machine, dust arrester or cover to prevent emission of fugitive coal dust shall be provided and installed				
10	Sec 3 (4) (b) (ii)	Truck's cargo box shall be properly secured to prevent escape of fugitive coal dust and/or coal spillages along the road				
11	Sec 3 (4) (b) (iii)	Tire bath shall be installed in front or near the exit gate to rinse truck tires to prevent dust/mud from being carried and scattered along access roads and other areas of operations				
12	Sec 3 (4) (b) (iv)	Coal stockpile shall be properly maintained. Any hazardous condition in or around such area shall be immediately reported, & appropriate corrective & control measures shall be implemented				

1. Put a check mark on the appropriate box under the **Compliance** column.
2. **N/A** means not applicable to the current operation
3. Under **Remarks/Evidence** column: a) If **Compliance** is **Yes** = state proof of compliance (such as documents, procedures, photos)
b) If **Compliance** is **N/A** = provide justification
4. Attach supporting documents

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No.	Reference Section	Provision	Compliance			Remarks/Evidence
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13	Sec 3 (4) (b) (v)	Construct & maintain settling pond with appropriate drainage system to capture run-off coal and other operational spoils				
14	Sec 3 (4) (b) (vi)	Ensure continuous cleaning, sweeping, sprinkling and water spraying of roads to prevent the accumulation of dust and other operational spoils within the working area and other applicable areas of the operation				
15	Sec 3 (4) (b)(vii)	Ensure that appropriate measures are implemented to prevent emission of foul odor (as nuisance) from coal stockpile				

Section 4 (A) Coal Handling and/or Transport within COC or SSCMP Area

16	Sec 4 (A) (1)	Wind breaker such as, but not limited to, suitable trees and vegetation and/or fence which shall always be higher than the stockpile height shall be provided and maintained along the perimeter of the stockpile area				
17	Sec 4 (A) (2)	The equipment operator shall be protected from heat, dust and coal particles coming from stockpile				

Section 4 (B) Coal Handling and/or Transport of Coal from Mine Stockpile to Staging Area or Loading Port

18	Sec 4 (B) (1)	Ensure safe loading of coal into trucks, mine cars, loading bins via conveyor system, and roll-on-roll-off using trucks directly into barges or LCT, including other means of conveyances				
19	Sec 4 (B) (2)	Truck's cargo box shall be provided with appropriate cover in case of roll-on-roll-off operation				
20	Sec 4 (B) (3)	Tarpaulin shield shall be installed in between vessel and pier apron to capture coal spillages from trucks				
21	Sec 4 (B) (4)	Avoid temporary storage of coal on the pier apron to prevent coal run-off especially during heavy rain				
22	Sec 4 (B) (5)	Avoid congestion at the mine stockpile area, staging area, and loading port to ensure safe and smooth movement of trucks and other vehicles				

Section 4 (C) (I) Coal Handling and/or Transport of Coal by Land from Staging Area or Loading Port to Unloading Port or Area

23	Sec 4 (C) (I) (1)	Trucks shall be equipped with adequate brakes, lighting, audible backing horn and early warning devices				
24	Sec 4 (C) (I) (2)	Truck mufflers shall be provided with silencer or any device to prevent generation of excessive noise				
25	Sec 4 (C) (I) (3)	Unauthorized person and/or extraneous materials shall not be allowed to ride or be transported by trucks during coal transport				
26	Sec 4 (C) (I) (4)	Truck tires shall be cleaned before leaving the staging area or loading port				
27	Sec 4 (C) (I) (5)	Employ a street sweeper to clean coal spillages in any barangay, municipal, or national road used by the conveyance				

Section 4 (C) (II) Coal Handling and/or Transport of Coal by Sea from Staging Area or Loading Port to Unloading Port or Area

28	Sec 4 (C) (II) (1)	Ensure that the vessel and pier has adequate lighting devices				
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29	Sec 4 (C) (II) (2)	Coal cargo shall be trimmed as leveled as possible and the coal container of the vessel shall be properly secured with appropriate cover to prevent coal spillages at sea				
30	Sec 4 (C) (II) (3)	Unauthorized person and/or any other extraneous materials shall not be allowed to ride or be transported by vessels				

Section 4 (D) Coal Handling or Discharging in Unloading Port or Area

31	Sec 4 (D) (1)	Only authorized personnel shall be allowed to perform coal unloading in the port/unloading area				
32	Sec 4 (D) (2)	Adequate lighting devices shall be provided when unloading operations will be done at night				
33	Sec 4 (D) (3)	Ensure safe unloading of coal into the unloading port / area by close supervision of movement of equipment and personnel designated for unloading operation				
34	Sec 4 (D) (4)	Prevent coal spillages during unloading into the unloading port/area by properly securing vehicles, equipment and other devices used in unloading operation				
35	Sec 4 (D) (5)	All handling equipment shall be maintained in good working condition and shall be made readily available within the area to immediately address stockpile management requirement				

Section 4 (E) Coal Handling and/or Transport from Unloading Port or Area to End-User/Coal Trader's Storage Facility

36	Sec 4 (E) (1)	Truck helper shall monitor the loading operation of his truck and signals the operator when to stop				
37	Sec 4 (E) (2)	Truck helper shall ensure proper loading distribution to maintain coal stability during transport				
38	Sec 4 (E) (3)	Truck's tires shall be cleaned using water jets or tire bath to remove dirt and mud before leaving the unloading port or area				
39	Sec 4 (E) (4)	Coal shall be unloaded only on its designated location in the storage facility				

Section 5 Coal Handling and Storage

40	Sec 5 (1)	Construct and maintain covered warehouse to appropriately store coal				
41	Sec 5 (2)	Ensure that coal is stored in a distinct area that has controls to prevent washout and contamination				
42	Sec 5 (3)	Design, manage and maintain stockpile such that coal can be safely stored and handled				
43	Sec 5 (4)	Install concrete perimeter fence to prevent propagation of dust and other operational spoils to its neighboring establishments				

Submitted By:

(Signature)

Name of Responsible Officer

Pursuant to Department Circular No. _____
Guidelines on Coal Handling, Transport, Storage and Distribution