

**DRAFT PHILIPPINE NATIONAL STANDARD (PNS) ON
VEHICLE TRANSPORT FOR BULK LIQUID FUELS (LF)**

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This Standard has been prepared by the Technical Working Group (TWG) under the Technical Committee on Petroleum Processes and Facilities (TCPPF) to offer in response to the policy direction of the Department of Energy-Oil Industry Management Bureau to offer guidance and prepare a document reflective of the local regulations and safety requirements associated with the transportation of Bulk Petroleum Fuels via Tanker Trucks.

The TWG Members are composed of technical representatives from government agencies, downstream oil industries and safety practitioners/organization. (Please see Annex for the composition and affiliations of the TWG Members)

It is anticipated that the user of this Standard and the materials referenced would form the basic requirements for a safe, worker-safe, environment-friendly and responsible operation in the Vehicle Transport of Bulk Liquid Fuels and act as the primary and minimum requirements in this sector of the Downstream Oil Industry.

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FOREWORD

This Philippine National Standard on Vehicle Transport on Bulk Liquid Fuels was prepared under the direction of the Technical Committee on Petroleum Processes and Facilities (BPS/TC 68) through its Technical Working Group. This standard was approved for adoption as Philippine National Standard by the Bureau of Philippine Standards.

This Standard provides for the minimum requirements of tank truck vehicle design and specifications to ensure worker-safe, environment-friendly and quality assured transport of bulk liquid fuels. Additionally, in case of safety incidents, emergency response procedures and guidelines are also outlined herewith. Furthermore, this Standard also provides for all existing government regulations and requirements in the operation and maintenance of tanker truck used for petroleum products.

Where a local regulation is more stringent than the requirements given here, the local regulation shall apply.

In the development of this standard, the following technical references were considered:

- United States Department of Transportation Code of Federal Regulations Title 49– (USDOTR CFR Title 49)
- United States Department of Transportation Code of Federal Regulations– 40 CFR
- Fire Code of the Philippines of 2008 (Republic Act No. 9514)
- National Fire Protection FPA 385 (2000 edition)
- Organisation Internationale de Metrologie Legale (OIML R80-1)

ACKNOWLEDGEMENT

This Philippine National Standard on Vehicle Transport on Bulk Liquid Fuels has been a collaborative effort of the Oil Industry Management Bureau of the Department of Energy (DOE-OIMB) and the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS) with the help, support, and technical assistance of the following:

Government Agencies:

- Department of Labor and Employment- Bureau of Working Conditions (DOLE-BWC)
- Department of Labor and Employment- Occupational Safety and Health Center (DOLE-OSHC)
- Department of Science and Technology- Metals Industry Research and Development Center (DOST-MIRDC)
- Department of Science and Technology-Industrial Technology Development Institute (DOST-ITDI)
- Department of Interior and Local Government- Bureau of Fire Protection (DILG-BFP)
- Department of Environment and Natural Resources- Environmental Management Bureau (DENR-EMB)
- Department of Transportation- Land Transportation Office (DOTr-LTO)
- Department of Transportation- Land Transportation Franchising and Regulatory Board (DOTr-LTFRB)
- Department of Public Works and Highways- Bureau of Quality and Safety (DPWH-BQS)

Downstream Oil Industry Associations:

- Independent Philippine Petroleum Companies Association (IPPCA)
- Philippine Institute of Petroleum (PIP)
- Individual Oil Companies

Safety Practitioners/ Organization:

- ESA Health, Environment and Safety Services, Engr. Eduardo S. Ajero, President
- Safety Organization of the Philippines (SOPI)

1. Scope

This Standard covers the minimum requirements for the transportation of the following Bulk Liquid Fuels (LF) via Tank Truck:

- a. Diesel
- b. Gasoline
- c. Kerosene
- d. Fuel oil
- e. Jet A1

2. Definition of Terms

For the purpose of this standard the following definitions shall apply.

appurtenance

any attachment to a tank truck that has no lading retention or containment function and provides no structural support to the tank truck

baffle

a non-liquid-tight transverse partition device that deflects, checks or regulates fluid motion in a tank.

bulkhead

a liquid-tight transverse closure at the ends of or between tank truck.

calibration

shall refer to the process of checking, adjusting, or determining by comparison with a standard.

DENR-EMB

Department of Environment and Natural Resources- Environmental Management Bureau

DILG-BFP

Department of Interior and Local Government- Bureau of Fire Protection

DOE-OIMB

Department of Energy- Oil Industry Management Bureau

DOTr-LTO

Department of Transportation- Land Transportation Office

DOTr- LTFRB

Department of Transportation- Land Transportation Franchising and Regulatory Board

DPWH-BQS

Department of Public Works and Highways- Bureau of Quality and Safety

DOST-ITDI

Department of Science and Technology-Industrial Technology Development Institute

flange

means the structural ring for guiding or attachment of a pipe or fitting with another flange (companion flange), pipe, fitting or other attachment.

flammable liquids

categorized as *hazardous materials*” with which their storage, handling and use will be subjected to applicable standards.

lading

hazardous material contained in a tank truck

loading/unloading connection

means the fitting in the loading/unloading line farthest from the loading/unloading outlet to which the loading/unloading hose, pipe, or device is attached.

loading/unloading outlet

a cargo tank outlet used for normal loading/unloading operations.

multi-specification tank truck motor vehicle

a tank truck motor vehicle equipped with two or more tank trucks fabricated to more than one tank truck specification.

pipe

a fitting with internal threads on both ends.

shell

circumferential portion of a tank truck defined by the basic design radius or radii excluding the bulkheads.

tank

a container, consisting of a shell and heads, that forms a pressure tight vessel having openings designed to accept pressure tight fittings or closures, but excludes any appurtenances, reinforcements, fittings, or closures.

tank truck

any single self-propelled motor vehicle equipped with a tank truck mounted thereon and used for the transportation of flammable and combustible liquids. A Tank Truck is a composite unit consisting of a propelling motor and cab together with one or more tanks fixed to a chassis such that bulk transportation of petroleum can be done, specifically intended for this guideline.

3. Tank truck designs

The following Engineering Design is a consolidated minimum requirement recommended by the downstream oil industry.

3.1 Rigid Tanker

Item	Description
Physical Characteristics	Compliant to legal dimension limits:
	Height: 4 m
	Width: 2.50 m
	Length: 14 m
	Compliant to legal age of trucks in the Philippines pursuant to LTFRB MC 2018-007 "Non-Acceptance of applications for truck for-hire services with units more than fifteen years old."
Front bumper height	Compliant to legal weight limits pursuant to of RA 4136 Section 9 - "Permissible Weights and Dimensions of Vehicles in Highways Traffic"
Side Under-run Protection / Underride guards	Height from the underside of the front bumper to the road surface shall not exceed 440mm. Additional structure must be installed if the gap is greater.
Rear Under-run Protection / Underride guards	Unit shall be equipped with side under-run protection bars / underride guards to deflect other road users from going underneath the trailer wheels. Unit shall be equipped with strengthened rear under-run protection bar / underride guards. Note: In the annual registration of TT the DOTr/LTO shall ensure the installation of rear and side under-run protection / underride guards.
Seating	One driver and one passenger seat shall be provided which shall also incorporate head restraints.
	Driver seat shall be adjustable to accommodate different size of drivers.
	A 3-point inertial or impulse-type seatbelt with rigid anchor points are provided for driver seat and passenger seat.
Cabin	Steps and grabs for easy access for driver and passenger.
Mirrors	All tank truck shall be equipped with heavy-duty wide angled fully adjustable rear vision mirrors on both driver and passenger sides of the vehicle.
	Passenger side shall also have a wide-range (convex) mirror/s to give driver vision of passenger side blind spots.

	Tank truck with a conventional (bonnet/hood) cabin shall be equipped with a rear view passenger side mirror mounted at the front of the bonnet/hood.
Windscreen / Windows	Front windscreen should be fitted with laminated glass Toughened/tempered safety glass in all other windows.
Horn	Unit shall be equipped with a good functioning horn.
Pedals	Non-slip pedal pads to be fitted for brake, clutch and accelerator pedals
Lighting	All tank truck shall be equipped with front and rear auxiliary driving or fog lights.
	All tank truck shall be fitted with hazard warning lights.
	Two operational reversing lamps mounted at the rear end of the unit, one on the left side and one on the right side.
Engine	Equipped Engine Propeller Guard
	Engine start easily and does not backfire.
	Air intake stack pipe has proper top cover and located away from possible ingress of petroleum vapor
	Compliant with the latest emission standards
Reversing Alarms	Unit shall be fitted with an audible reversing alarm on the rear most point of the entire tank truck.
Brakes	No leaks in the system (pipe works, wheel cylinders and master cylinder)
	Hand brake lever is in good working order & is able to hold the entire truck in non-moving position.
	Air pressure gauge is available and in good working order (if truck is equipped with air brakes).
	All braking systems shall be fail-safe in nature (e.g. spring brake boosters).
Wheels / Tires	No visible signs of tire side wall damage, bulges, tear/cracks.
	Load temperature and speed rating identified on the tire to be applicable for the actual operating conditions.
	The tires shall be maintained such that the minimum tire tread depth across 75% of the surface of the tire is at least 2mm and tires shall be proactively changed- out before these limits are breached.
	No tires shall be permitted to have re-treaded or re-grooved tires on the steering axle.
	No tires shall be permitted to have re-treaded or re-grooved tires on the spare tire position.
Wheel nut	No broken studs/no missing nuts. All nuts must be tight.
	Unit shall be fitted with an overfill protection system that must be compatible with the loading facilities where the tanker will be required to load.

Overfill Protection	Compartment must have sufficient overrun ullage when fully loaded. Minimum ullage must be 5% of the fully loaded quantity or 250L, whichever is greater.
Visibility	Unit shall have horizontal reflective high visibility (conspicuity) strips running continuously along each side and the rear of the rigid tank body.
Manholes	Manhole cover is provided for each compartment with locking mechanism and in good working order.
	All filling, vapor vent and dipping equipment shall be mounted on the manhole cover to keep the walkway free of obstruction
Interlocks	Top or bottom loading tankers to be fitted with a system to prevent driving away while connected to loading rack or during discharge process (e.g. brake interlock).
Stowage for Transfer Hoses	Unit shall be equipped with secure stowage and protection for transfer hoses during transit.
Equipment Stowage	Unit shall be equipped with sufficient stowage boxes (or storage lockers) required to store all required equipment. All storage boxes and lockers must be capable of being locked by a key operated lock (or padlock).
Pumping Equipment	Tankers fitted with pumps shall ensure that the pump is suitable for use with the intended cargo at the required pumping flow rates and pressures.
	The pumping system shall be provided with an automatic means to ensure that the design pressure of any component is not exceeded.
	All vehicles that have an engine power take off installed to drive a product pump or other equipment that will transfer petroleum products shall be fitted with an external engine cut-off device located in a readily accessible location for the driver or operator of the power take off.
Guarding of auxiliary equipment	Unit shall be equipped with power driven rotating equipment which operates while the road tank vehicle is stationary and which, by reason of its location, constitutes a potential hazard to personnel shall be guarded adequately e.g. pump drive belts, rotating coupling.
Working at Heights	Unit shall be fitted with safety rails or a fall arrest system on the top of the tank to prevent any person from falling when accessing the top of the tanker.
	In the absence of pneumatic handrails, a suitable harness system must be installed

	Tank top flooring must be sprayed with grits and slip resistant paint from end to end.
Visual Identity	Compliant with company's livery and branding guidelines

3.2 Articulated

An articulated vehicle is a vehicle which has a permanent or semi-permanent pivoting joint in its construction, allowing the vehicle to turn more sharply.

3.2.1 Prime Mover

Item	Description
Physical Characteristics	Compliant to legal dimension limits:
	Height: 4 m
	Width: 2.50 m
	Length: maximum 14 m
	Combination Length: 18m
	Compliant to legal age of trucks in the Philippines pursuant to LTRFB MC 2018-007 "Non-Acceptance of applications for truck for-hire services with units more than fifteen years old."
Front bumper height	Compliant to legal weight limits pursuant to of RA 4136 Section 9 - "Permissible Weights and Dimensions of Vehicles in Highways Traffic"
	Height from the underside of the front bumper to the road surface shall not exceed 440mm. Additional structure must be installed if the gap is greater.
Seating	One Driver and one passenger seat shall be provided which shall also incorporate head restraints.
	Driver seat shall be adjustable to accommodate different size drivers.
	A 3-point inertial or impulse-type seatbelt with rigid anchor points are provided for driver seat and passenger seat.
Cabin	Steps and grabs for easy access for driver and passenger.
Mirrors	All tank truck shall be equipped with heavy-duty wide angled fully adjustable rear vision mirrors on both driver and passenger sides of the vehicle.
	Passenger side shall also have a wide-range (convex) mirror/s to give driver vision of passenger side blind spots.
	Prime Mover with a conventional (bonnet/hood) cabin shall be equipped with a rear-view passenger side mirror mounted at the front of the bonnet/hood.
Windscreen / Windows	Front windscreen should be fitted with laminated glass
	Toughened/tempered safety glass in all other windows.

Horn	Unit shall be equipped with a good functioning horn.
Pedals	Non-slip pedal pads to be fitted for brake, clutch, and accelerator pedals
Lighting	All tank truck shall be equipped with front and rear auxiliary driving or fog lights
	All tank truck shall be fitted with hazard warning lights
	Two operational reversing lamps mounted at the rear end of the unit, one on the left side and one on the right side.
Engine	Equipped Engine Propeller Guard
	Engine start easily and does not backfire.
	No oil leaks on engine
	Air intake stack pipe has proper top cover and located away from possible ingress of petroleum vapor
	Compliant with the latest emission standards
Reversing Alarms	Unit shall be fitted with an audible reversing alarm on the rear most point of the entire tank truck.
Brakes	No leaks in the system (pipeworks, wheel cylinders and master cylinder)
	Hand brake lever is in good working order & is able to hold the entire truck in non-moving position.
	Air pressure gauge is available and in good working order (if truck is equipped with air brakes).
	All braking systems shall be fail-safe in nature (e.g. spring brake boosters).
Wheels / Tires	No visible signs of tire side wall damage, bulges, tear/cracks.
	Load temperature and speed rating identified on the tire to be applicable for the actual operating conditions.
	The tires shall be maintained such that the minimum tire tread depth across 75% of the surface of the tire is at least 2mm and tires shall be proactively changed- out before these limits are breached.
	No tires shall be permitted to have re-treaded or re-grooved tires on the steering axle.
	No tires shall be permitted to have re-treaded or re-grooved tires on the spare tire position.
Wheel nut	No broken studs/no missing nuts. All nuts must be tight.
Side Under-run Protection / Underride guards	Unit shall be equipped with side under-run protection bars / underride guards to deflect other road users from going underneath the trailer wheels.
Rear Under-run	Unit shall be equipped with strengthened rear under-run protection bar / underride guards.

Protection / Underride guards	Note: In the annual registration of TT the DOTr/LTO shall ensure the installation of rear and side under-run protection / underride guards.
Visual Identity	Compliant with company's livery and branding guidelines

3.2.2 Tank Trailer

Item	Description
Physical Characteristics	Compliant to legal dimension limits:
	Height: 4 m
	Width: 2.50 m
	Length: maximum 14 m
	Combination Length: 18m
	Compliant to legal age of trucks in the Philippines pursuant to LTFRB MC 2018-007 "Non-Acceptance of applications for truck for-hire services with units more than fifteen years old."
	Compliant to legal weight limits pursuant to of RA 4136 Section 9 - "Permissible Weights and Dimensions of Vehicles in Highways Traffic"
Lighting	All tank trailer shall be fitted with hazard warning lights
	Two operational reversing lamps mounted at the rear end of the unit, one on the left side and one on the right side.
Reversing Alarms	Unit shall be fitted with an audible reversing alarm on the rear most point of the tank trailer.
Brakes	No leaks in the system (pipeworts, wheel cylinders and master cylinder)
	Air pressure gauge is available and in good working order (if truck is equipped with air brakes).
	Where drum brakes are fitted they shall have automatic slack adjusters.
	All brake pads shall be manufactured from non-asbestos materials.
	All braking systems shall be fail-safe in nature (e.g. spring brake boosters).
Wheels / Tires	No visible signs of tire side wall damage, bulges, tear/cracks.
	Load temperature and speed rating identified on the tire to be applicable for the actual operating conditions.
	The tires shall be maintained such that the minimum tire tread depth across 75% of the surface of the tire is at least 2mm and tires shall be proactively changed-out before these limits are breached.
	No tires shall be permitted to have re-treaded or re-grooved tires on the spare tire position.

Wheel nut	No broken studs/no missing nuts. All nuts must be tight.
Side Under-run Protection / Underride guards	Unit shall be equipped with side under-run protection bars / underride guards to deflect other road users from going underneath the trailer wheels.
Rear Under-run Protection / Underride guards	Unit shall be equipped with strengthened rear under-run protection bar / underride guards. Note: In the annual registration of TT the DOTr/LTO shall ensure the installation of rear and side under-run protection / underride guards.
Overfill Protection	Unit shall be fitted with an overfill protection system that must be compatible with the loading facilities where the tanker will be required to load.
	Compartment must have sufficient overrun ullage when fully loaded. * Minimum ullage must be 5% of the fully loaded quantity or 250L, whichever is greater
Visibility	Unit shall have horizontal reflective high-visibility (conspicuity) strips running continuously along each side and the rear of the rigid tank body.
Manholes	Manhole cover is provided for each compartment with locking mechanism and in good working order.
	All filling, vapor vent and dipping equipment shall be mounted on the manhole cover to keep the walkway free of obstruction
Interlocks	Top or Bottom loading tankers to be fitted with a system to prevent driving away while connected to loading rack or during discharge process (e.g. brake interlock)
Stowage for Transfer Hoses	Unit shall be equipped with secure stowage (and protection) for transfer hoses during transit.
Equipment Stowage	Unit shall be equipped with sufficient stowage boxes (or storage lockers) required to store all required equipment. All storage boxes and lockers must be capable of being locked by a key operated lock (or padlock).
Pumping Equipment	Tankers fitted with pumps shall ensure that the pump is suitable for use with the intended cargo at the required pumping flow rates and pressures.
	The pumping system shall be provided with an automatic means to ensure that the design pressure of any component is not exceeded.

	All vehicles that have an engine power take off installed to drive a product pump or other equipment that will transfer petroleum products shall be fitted with an external engine cut-off device located in a readily accessible location for the driver or operator of the power take off.
Guarding of auxiliary equipment	Unit shall be equipped with power driven rotating equipment which operates while the road tank vehicle is stationary and which, by reason of its location, constitutes a potential hazard to personnel shall be guarded adequately e.g. pump drive belts, rotating coupling.
Working At Heights	Unit shall be fitted with safety rails or a fall arrest system on the top of the tank to prevent any person from falling when accessing the top of the tanker.
	In the absence of pneumatic handrails, a suitable harness system must be installed
	If no such system is installed, then fixed or mobile safety facilities must be utilized in order for any work to be carried out at the top of the tank.
	Tank top flooring must be sprayed with grits and slip resistant paint from end to end.
Visual Identity	Compliant with company's livery and branding guidelines

4. Appurtenances and Emergency Equipment

- A. Fire extinguisher – Fully charged and sealed dry chemical fire extinguisher.
- B. Wheel chock – At least two plastic or wooden wheel chocks shall be in placed under the rear wheels to prevent movement of trucks or trailer while loading or unloading.
- C. Early warning device and cones – One (1) set of early warning device and four (4) pieces of warning cones with at least two feet high.
- D. Medical first aid kit – a set of materials and tools used for giving emergency treatment to a sick or injured person e.g. cotton, bandages, medicine etc.
- E. Oil spill kit – e.g. hand shovel, pail of sand, oil absorbent boom, etc.
- F. Jack, tire wrench with extension handle (pipe) and explosion proof flashlight.

5. Marking Requirements

Every Tank Truck used for the transportation of any liquid fuels regardless of quantity, or whether loaded or empty, should be conspicuously and legibly marked.

5.1 Tank Markings

- a. The tank trucks of all road tank trucks should carry markings. Such markings should display the following:

Vehicle manufacturer:
Manufacturer's serial no.:
Date of Manufacture:
Original test date:
Certificate date:
Design Pressure:
Test Pressure:
Head material:
Shell material:
Weld material:
Lining material:
Nominal tank capacity:
Maximum product load:
Loading limits:
Unloading limits:

- b. These markings should not be modified, obstructed, made inaccessible or unreadable by paints or any fixtures.
- c. The installation of any plate with these markings onto the tank body should not compromise the safety of the tank.
- d. Means of attachment or display by such markings should not comprise the integrity of the tank.

5.2 Appearances

- a. Tank body
 - Tank body must be painted with light color (white) for white products and dark color (black) for black products, if required.
 - Front bumper must be painted with standard scheme, if required.
 - Hauler's/ Owner's name on both doors as requirement for hired vehicles pursuant **Department of Transportation - Land Transportation Franchise and Regulatory Board (DOTr-LTFRB)**
 - Emergency telephone number for driving complaints at rear for hired vehicles
- b. DOT C2 Conspicuity Tape
 - Reflective tapes or DOT C2 conspicuity tape must be installed at the side of the semi-trailer at least 15 to 60 inches above the road.

- Must cover 50% to 100% length of the semi-trailer starting from the front to the rear.
- Whole length of the rear impact guard and the width of the vehicle must be covered by reflective tapes.

5.3 Warning Signs/ Flammable Sign

Warning signs should measure at least 273mm (10.8 inches) on both sides and have a 12.7mm (0.5 inches) solid line inner border and be conspicuously sited as required by the **Department of Interior and Local Government – Bureau of Fire Protection (DILG-BFP)**. The text indicating the hazard and the hazard class should be at least 41mm (1.6 inches) in height for both. The background color on the “FLAMMABLE GAS” placard must be red. The symbol, text, class number and inner border must be white.



Figure 1. Flammable Sign

5.4 Product Label

The tank body should have placard which indicates the Product Identification Number, Emergency Response Guide (ERG) Number, and Emergency Telephone Number.

6. Tank Truck Safety Operational Procedures

Following are the established minimum operational procedures in the safety operations of transporting petroleum product by Tank Truck.

a. Prior to loading/Unloading Procedures:

- Visually check all hoses for leaks and wet spots.
- Verify that sufficient volume is available in the storage tank or truck.
- Secure the tank vehicle with wheel chocks and interlocks.
- Verify that the vehicle's parking brakes are set.
- Verify proper alignment of valves and proper functioning of the pumping system.

- Establish adequate bonding and grounding prior to connecting to the fuel transfer point.
 - Turn off cell phone.
 - Properly position the truck for unloading, secure the brakes and choke the tires.
 - Carefully check delivery documents to verify the products and quantities to be unloaded.
 - If multiple products are included in separate documents, take special care to avoid possible contamination.
 - Inspect hoses for integrity and the absence of contaminants. Faulty hoses should not be used.
- b. During loading/unloading**
- Driver must stay with the vehicle at all times during loading/unloading activities.
 - Periodically inspect all systems, hoses and connections.
 - Keep internal and external valves on the receiving tank open along with the pressure relief valves.
 - When making a connection, shut off the vehicle engine. When transferring liquid shut off the vehicle engine unless it is used to operate a pump.
 - Maintain communication with the pumping and receiving stations.
 - Monitor the liquid level in the receiving tank to prevent overflow.
 - Monitor flow meters to determine rate of flow.
 - When topping off the tank, reduce flow rate to prevent overflow.
- c. After loading/unloading**
- Make sure the transfer operation is completed.
 - Close all tank and loading valves before disconnecting.
 - Securely close all vehicle internal, external, and dome cover valves before disconnecting.
 - Secure all hatches.
 - Disconnect grounding and bonding wires.
 - Make sure the hoses are drained to remove the remaining oil before moving them away from the connection. Use a drip pan.
 - Cap the end of the hose and other connecting devices before moving them to prevent uncontrolled leakage.
 - Remove wheel chocks and interlocks.
 - Inspect the lowermost drain and all outlets on tank truck prior to departure. If necessary, tighten, adjust, or replace caps, valves, or other equipment to prevent oil leaking while in transit.

7. Product Security

A Global Positioning System (GPS) may be installed in the Tank Truck to ensure that product will not be compromised.

Below is the recommended specification of the GPS.

a. Installation of GPS (Global Positioning System)

General specification	
Accuracy	Minimum variable distance (accuracy) of 5 meters (+/-)
Communication	DATA utilizes web-based polling Backup: SMS polling
Power	Power cut-off alarm Backup: Battery (4 hours)
Memory	Internal 8 GB minimum Backup 2 months
Report Generation	
Map	Internet-based map viewing Street view (Google Maps/Waze)
Polling rate	Real-time Polling: 1 second (minimum)
Unit	Named to tank truck assigned; Plate Number
Driver	Corresponds to driver assigned Should capture/change for reliever
Location format	Longitude, Latitude Street, Barangay, Municipality/City, Region Altitude (meters) Speed (km/h)
Alert (minimum)	
Distress button	Button feature for Alert scenario
Over-staying	5-minute overstaying Alert call
Geo-fencing	Out-of-route and/or No-go locations Alert call
Over speeding	Alert call for over speeding; above 100 KM/H

b. Tank Truck Inspection

1. Tank Truck Pre-Entry Safety Inspection- Inspection checklist for tank trucks prior to loading queuing at terminal. (Please see Annex 1 for the Pre-Entry Tank Truck Checklist)

- a. Frequency : Pre-entry
- b. Performer : Gate guard / Safety Officer
- c. Reference : Tank Truck Inspection Checklist
Standards improvements by Safety and Security

2. Transport Tank Truck Inspection Checklist - A comprehensive checklist used for truck safety, security and standards inspection as defined by Transport and Safety.

- a. Frequency : Accreditation
Annual re-accreditation
- b. Performer : Transport
Safety Officer
Duly authorized personnel by Transport
Department
- c. Reference : NFPA 385 (2000 edition)
Standards improvements by Transport

c. Ullage Certification

- Ullage ruler

- To establish a certification system of the ullage distance from the period truck is calibrated by ITDI-DOST.
- Set a reference of the ullage distance for the period of calibration certificate issuance.
- Audit tool of ullage integrity

Process Owner : Transport Manager

Task performer : Transport

: Duly authorized personnel by Transport
Department

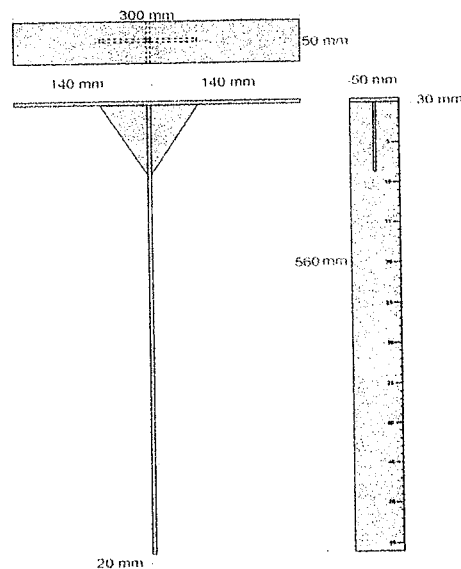
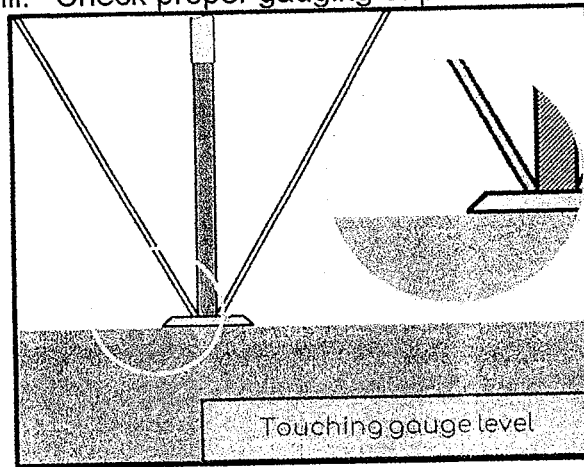


Figure 1. Ullage Ruler

- Ullage Ruler Distance Measurement
 - i. After truck loading, truck will be advised to go to Gauging Area and/or pre-determined leveled ground.
 - ii. Task performer with Ullage ruler and Product finding paste.
 - iii. Check proper gauging of product inside truck.



- iv. Apply product finding paste to Ullage ruler.
 - v. Without removing the manhole cover, slide the Ullage ruler inside the manhole. Ullage ruler head should be completely fitted on manhole lid.
- IMPORTANT:** Ullage ruler should be placed in the closest position with the compartment's Ullage marker
- vi. The distance from Manhole cover lid to product level will be the Ullage (ruler) distance.

Figure 2. Ullage (ruler) distance

- vii. The Ullage (ruler) distance will leave a product cut in the Ullage Ruler. Corresponding paste cut on the ruler will be recorded.
- viii. Ullage Certificate is prepared and signed by Terminal head.
- ix. Original copy is given to the driver and the duplicate is given to Terminal/ Transport

8. Emergency Response

8.1 Tanker Truck Incidents

In responding to tanker tank fire and chemical spill incidents, the DILG-BFP has recommended the following response protocol:

1. Assemble the resources and extinguish the fire with Class B foam. Be sure an adequate foam and water supply is available before initiating the attack. Blended alcohol fuels will require an AR foam concentrate.
2. For combustible liquids, extinguish the fire with water fog when it can be done without creating environmental problems with the runoff. Large, hot fires of combustible liquids (such as tank trucks) will require foam application for timely extinguishments.
3. Protect adjacent exposures and allow the fuel to burn itself out. If the incident occurs in a rural area, obtaining sufficient water can be a problem. Develop plans for sustaining water supplies with fire department vehicles or large-diameter hose relays along major roads and expressways.
4. Un-ignited leaks and spills should be diked immediately at a safe location and the liquid covered with foam to suppress and control the flammable vapors. Remove all ignition sources.

8.2 Initial Operations

It may take time to assemble the proper resources for a tanker truck on fire or leaking. Focus on your size-up and scene management skills to begin to bring order to what may be a complicated incident involving multiple vehicles and people. It might be helpful to remember the following steps of managing a multiple casualty incident and adjust accordingly depending upon your circumstances.

8.2.1 Safety

- The first arriving unit's priority is scene safety.
- Stay back and check out the situation slowly and carefully before doing anything.
- Position apparatus uphill and upwind.
- Stay away from wet areas or spills.
- If vapors are suspected, maintain a safe distance-the invisible cloud is usually much larger than the visible cloud.
- If no release is detected, look for people who are ill or unconscious. If people are down, maintain a safe distance until the situation and product is identified.
- Some flammable/combustible liquids and vapors are toxic and can be absorbed through the skin and standard protective clothing and have no odor.
- Do not approach unless product is identified. Treat unidentified products as a highly toxic, violently reactive, or explosive substance.
- Mitigate Immediate Dangerous to Life or Health (IDLH) if appropriate.

8.2.2 Size-up

- Ascertain type of incident: fire, spill, fire with spill.
- From a distance (500 feet) use binoculars to look for placards or other warnings and the product name or number on the tractor or trailer.
- Get information from people on the scene (driver, eyewitnesses, shipping papers or other identifying paperwork).
- Determine scope of incident: number of involved vehicles and/or people affected.
- Determine best scene access.
- Determine water supply.
- Pay extra concern to exposures. Allow the tanker truck to bum and assign units cool/protect the exposures.
- Remember that the tractor or uninjured portion of a multi-unit (tractor trailer or multiple trailers with a single tractor) is an important exposure. It may be necessary to disconnect the tractor or unhitch a trailer and remove it from exposure. Diking around the vehicle or damming a drainage ditch may be required to limit a running-spill fire.
- Use master streams or other unmanned heavy caliber streams to keep suppression resources remote.
- Attack from high ground with the wind at your back, checking for any overhead wires and coordinating streams so they do not oppose each other. Flush the fire away from exposures and into less hazardous areas. If agent is limited, use it to protect exposures. Agent that runs off is wasted. Do not wash away foam blankets with water streams.

8.2.3 Send

- Give a situation report to communications.
- Request additional resources as needed (such as hazardous material, foam).
- Initiate evacuations as needed: request law enforcement to assist.
- Warn any incoming units of hazards.

8.2.4 Set-Up

- Establish and maintain command until relieved.
- Declare an operational mode: offensive, defensive, non-intervention.
- Establish a staging area.
- Set up scene access and egress.
- Set up a perimeter using fire line tape or other means.
- Establish an isolated holding area for personnel or victims who become contaminated.

8.2.5 Patient Triage

- Consider both the patients for triage as well as vehicles and any other problems which may be occurring or have occurred.
- Assign units to triage people or problems you may have to step back from the incident and send in a reconnaissance team in appropriate PPE to check the situation. The team should go in slowly. It should use combustible gas indicators, explosion proof lights and radios and must stay out of observed spills.

9. Testing and Maintenance

All tank truck appurtenances, associated piping, hoses, ancillaries and tank vehicles should be periodically inspected and maintained in good condition while in service. Key to this process is the maintenance of accurate records on commissioning and subsequent periodic inspections.

9.1 Periodic Testing

Inspections and tests should be carried out with frequency specified by the following table.

Test or inspection	Tank truck specification/ configuration	Interval Period after first Test
External Visual Inspection	Tank trucks designed to be loaded by vacuum with full opening rear heads	6 months
	All other tank trucks	1 year
Internal Visual Inspection	All insulated tank trucks except those in high pressure or cryogenic temperature service	1 year
	All other tank trucks	5 years Both for internal and external examination and as a general rule, a hydraulic pressure test (UN ADR - 6.7.2.19.4)
Pressure Test (Hydraulic test)		
a. Discharge Hoses		1 year
Leakage Test	All tank trucks	1 year

9.2. Tank Truck Maintenance

- 9.2.1 Ensure that the diesel engine is receiving the basic maintenance needed for long life and maximum efficiency; Clean oil, Clean air, and Clean Fuel
- 9.2.2 Comply with tank truck Manufacturer's Suggested Maintenance Schedule

9.3 Garaging

Adequate and sufficient garaging space shall be provided for all tank trucks.

10. Tank Truck Records Maintenance

Tank truck owners should maintain TT-specific records of all shipments, maintenance, tests/inspections, and repairs. These records will enable the fleet to identify and track changes or problems with a TT over time (e.g., corrosion, fatigue, etc.). Designating someone to be in charge of keeping these records is recommended. This record among others shall contain the following:

- Owner's and manufacturer's unique serial number for the TT
- Name of the TT manufacturer
- TT specification number
- Type of test or inspection performed
- Date of test or inspection (month and year).
- Location of defects found and method of repair.

Maintain detailed records on each tank so that issues with a particular tank can be tracked over time. Establish accountability for maintaining records on all of the TTs. Use records from past years to help identify problems (such as thinning over time).

11. Driver's Qualifications and Requirements

Personnel selected as drivers for the Vehicle Transport of Bulk Liquid Fuels should possess a valid driving license pursuant to the requirements and classification of **Department of Transportation- Land Transportation Office (DOTr- LTO)** with Driver's License (DL) Codes C & CE and must possess the following qualifications and requirements:

Qualifications	Requirements
Physically and Mentally Fit	PSA Certificate of Birth
Able to read and write in Filipino, English or any major dialect	Medical Certificate from Accredited Medical Clinic
Attended and passed the practical driving course	Certificate of Completion
No unsettled traffic violation	
Passed the automated theoretical examination and practical driving test	

12. Government Requirements

The owner/operator of the tank Truck shall secure the following certificates/permits/licenses and follow government regulations prior to operation.

Government Agencies	Type of Permits or Clearances Issued	Applicable RA, DC, Rules	Validity Period
DOE-OIMB	Acknowledgement Letter as Registered Hauler	DC 98-03-0004 <i>"Rules and Regulations Implementing RA 8479"</i> (Downstream DC 98-03-0004)	One time registration
	Certification for Haulers (Own-Use)	DC 2017-11-0011 <i>Revised Rules and Regulations Governing the Business of Retailing Liquid Fuels</i>	One time registration
DOTR- LTO	Certificate of Registration of Vehicle	RA 4136/10930) (<i>Land Transportation and Traffic Code</i>)	Annually
	Driver's License		Five (5) years
DOTR-LTFRB	Certificate of Public Convenience	DO No. 2015-018(<i>Terms and Conditions of a Certificate of Public Convenience to Operate a Transportation Network Vehicle Service</i>) MC Nos. 92-009 (<i>Defining the Policy Framework for the Regulation of Transportation Services</i>) 2011-014 (<i>Safety Compliance Orders</i>)	Five (5) years

DPWH- Load Limits	Shall comply with the maximum allowable gross weight	RA 8794 "Anti-overloading Law"	N/A
DENR-EMB	Certificate of Conformity for new vehicles	<ul style="list-style-type: none"> • Philippine Clean Air Act of 1999 • DAO 2000-81 (IRR of RA 8749) 	One time application
DOST/ITDI	Calibration Certificate	<ul style="list-style-type: none"> • DOE-DC 2003-11-010 (<i>Providing for the Rules and Regulations Governing the Business of Retailing Liquid Petroleum Products</i>) • Organisation Internationale de Metrologie Legale (OIML R80-1) "<i>Road and rail tankers with level gauging</i>" 	Annually
DILG-BFP	Fire Safety Clearance (Conveyance of Hazardous Materials and Chemicals in cargo vehicles)	<i>IRR of RA 9514 "Fire Code of the Philippines"</i>	Annually

ANNEX
Government Checklist of Requirements

1. Department of Energy (DOE)

- Notice to Engage in any activity in the Downstream Oil Industry
- Issuance of Acknowledgement for the Compliance of Prior Notice of Requirement for Business Engagement in the Downstream Oil Industry as Hauling Services
- Checklist of Requirements to Engage in Hauling Services in the Downstream Oil Industry
- Application for Engagement in Hauling Services
- Checklist of Requirements for Securing Certification for Hauler (Own-Use)

2. Department of the Interior and Local Government – Bureau of Fire Protection (DILG-BFP)

- Fire Safety Inspection Checklist
- Fire Safety Clearance (Conveyance of Hazardous and Chemicals in Cargo Vehicles)

3. Land Transportation Franchising and Regulatory Board (LTFRB)

- Application for Issuance for a New Certificate of Public Convenience

4. Department of Public Works and Highways (DPWH)

- Maximum Allowable Gross Vehicle Weight

5. Land Transportation Office

- Professional License Application Requirements
- Initial Registration for Motor Vehicle (MV)
- Additional requirements for Rebuilt trucks and buses with new or used imported engine and/or chassis
- Renewal of Motor Vehicle (MV) registration

6. Department of Science and Technology (DOST)

- Checklist of Requirements for tank truck calibration
- DOST-Regional Standards and Testing Laboratory Calibration Procedures



Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry as Hauling Services

DOE-OIMB's issuance of Acknowledgment letter to prospective downstream oil players' notification of its engagement in any activity or business in the downstream oil industry and compliant to the submission of documentary requirements pursuant to Section 5 and 6 of the Implementing Rules and Regulations of RA 8479 or the Downstream Oil Industry Act.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the downstream oil industry as Hauling Service
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Application Form (1 copy)	OIMB/COR#002-NTEB-HS Annex A
2. Company Profile Form (1 copy)	OIMB/COR#002-NTEB Annex B
3. Supporting Documents (1 copy)	
3.1. Business Registration from SEC/DTI (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
3.2. Business/Mayor's Permit (updated) (1 copy)	Local Government Unit
3.3. Bureau of Internal Revenue (BIR) Registration. (1 copy)	Bureau of Internal Revenue (BIR)
3.4. Land Transportation Office (LTO) OR and CR (1 copy per vehicle)	Land Transportation Office (LTO)
3.5. Bureau of Fire Protection (BFP) Conveyance Permit (1 copy per vehicle)	Bureau of Fire Protection (BFP)
3.6. Department of Science and Technology (DOST) Calibration Certificate (1 copy per vehicle)	Department of Science and Technology (DOST)
3.7. Maritime Industry Authority (MARINA) Registry Number (1 copy per vessel)	Maritime Industry Authority (MARINA)

3.8. Philippine Ports Authority (PPA) Certificate of Accreditation (1 copy per vessel)		Philippine Ports Authority (PPA)		
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Provided by Applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)		Provided by Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 1,000.00		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to Records Management Division with copy of official receipt and order of submission	3.1 Official receipt of application	None	0.5 Working Day	<i>Records Officer, RMD</i>
	3.1.1 Endorse application to OIMB			
	3.2 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>

	3.3 Receive application and assign to respective section/ personnel			Admin Staff, OIMB
	3.4 Evaluate/process application and prepare Acknowledgement letter as a registered entity			
	<p>3.5 Require applicant to submit additional data/ information in support to the DOI Registration processing</p> <p><i>Notes:</i> <i>(Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)</i></p> <p><i>Notification (via mail or e-mail or phone call) is within three (3) days.</i></p>			Science Research Specialist, Respective Division
	3.6 Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			Supv. SRS, Respective Division
	3.7 Review and endorse to OBD for approval of the evaluated			Division Chief, Respective Division

	application/ Acknowledgment letter to applicant and recommend approval			
	3.8 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.9 Review and approval of Acknowledgeme nt letter to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.10 Release of signed Acknowledgeme nt letter to OICMD			<i>Admin Staff, OIMB-OD</i>
4	Receipt of signed Acknowledgeme nt Letter	4.1 Release of application to client	None	<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
	4.3 Provide copy to Records Management Division			
Total Number of Days			7 Working Days	



**OIL INDUSTRY MANAGEMENT BUREAU
CHECKLIST OF REQUIREMENTS**

OIMB/COR#002-NTEB-HS

TO ENGAGE IN HAULING SERVICES IN THE DOWNSTREAM OIL INDUSTRY

As provided for in DOE Department Circular DC1998-03-004 (Rule II Section 5)

TO BE FILLED-OUT BY DOE-OIMB-OICMD-DEMAND SECTION OFFICER	
Business Name: _____	
Owner's Name: _____	
Complete Address of Business/Garage: _____	
Name of Client/s: _____ <input type="checkbox"/>	
DOCUMENTARY REQUIREMENTS	
I. APPLICATION FORM (see OIMB/COR#002-NTEB-HS Annex A)	
1. Filled-out and notarized application form complete with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Business/Garage; and c. Name of owner or authorized representative if partnership/corporation/cooperative.	<input type="checkbox"/>
II. SUPPORTING DOCUMENTS (CERTIFIED TRUE COPIES)	
1. SEC/DTI Registration (not applicable if a COC holder)	<input type="checkbox"/>
2. Business/Mayor's Permit (updated)	<input type="checkbox"/>
3. Bureau of Internal Revenue (BIR) Registration	<input type="checkbox"/>
4. Land Transportation Office (LTO) OR/CR of Tank Truck/s	<input type="checkbox"/>
5. DOST Calibration Certificate for the Tank Truck/s or Product Container	<input type="checkbox"/>
6. Bureau of Fire (BFP) Conveyance Permit	<input type="checkbox"/>
7. Maritime Industry Authority (MARINA) Registry Number	<input type="checkbox"/>
8. Philippine Ports Authority (PPA) Certificate of Accreditation	<input type="checkbox"/>
9. Payment of fee	<input type="checkbox"/>
III. APPLICATION FEE	
P 1000.00	<input type="checkbox"/> Official Receipt <input type="checkbox"/> No.: _____ <input type="checkbox"/> Date: _____ Amount: _____
IMPORTANT: 1. ORIGINAL COPY OF THE ABOVE DOCUMENTS TO BE PRESENTED TO OIMB FOR AUTHENTICATION PURPOSES 2. ALL APPLICATIONS MUST BE ADDRESSED TO: Director, Oil Industry Management Bureau Department of Energy Energy Center, 3rd Floor, PNOC Bldg. 5, BGC, Taguig City	
Disclaimer:	
1. Does not guarantee quality of product which is the responsibility of the hauler. 2. Delivery in the appropriate container is limited for emergency use only.	
Assessed by: _____ (Printed Name and Signature)	Recommendation: <input type="checkbox"/> Forwarded to OBD <input type="checkbox"/> Returned to applicant
Conforme by the applicant: _____ (Printed Name and Signature)	

**APPLICATION FOR ENGAGEMENT IN HAULING SERVICES**

Type of Ownership:

 Single Proprietorship Partnership Corporation

 Business Name: _____
 (as indicated in DTI / SEC / CDA Registration)

 Complete Address of Business/Garage: _____
 Date of Start of Operation : _____

Telephone/Cellphone/Fax Nos.: _____ e-mail Address: _____

List of Distribution Facilities :

A. Land Transport

Vehicle Plate No.	Vehicle's Official Receipt (OR)			Certificate of Registration (CR)			DOST Calibration Certificate			Conveyance Permit		
	No.	Issued on	Valid until	No.	Issued on	Name	No.	Issued on	Valid until	No.	Issued on	Valid until

*Additional sheet may be added if necessary***B. Maritime Transport**

Vessel Name	Product	Capacity (in Thousand Liters)	MARINA Registry Number		Philippine Ports Authority Accreditation	
			Issued On	Valid Until	Issued On	Valid Until

Additional sheet may be added if necessary

 (Signature over Printed Name of Applicant)

 Before me, the undersigned authority, on this day personally appeared _____,
 of _____

(Business Name)

Known to me to be the person whose name is subscribed to the foregoing instrument, consisting of ___ attachments including this page on which this acknowledgement is written, and upon his/her oath acknowledged to me that he/she executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this _____ day of _____, 20____.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

(Date)

Oil Industry Management Bureau
Department of Energy
3rd Floor, PNOC Bldg. 5, Energy Center
Rizal Drive, Bonifacio Global City, Taguig City

Attention: **Atty. RINO E. ABAD**
OIC-Director

In compliance with Section 5 and 6 of the Implementing Rules and Regulations of the Downstream Oil Deregulation Act of 1998, we wish to inform you that our company (name of company) with business address at (business address) will engage in the business of (state specific activity to engage in).

Relative to this notice, we submit the following filled out form and information/documents:

1. Application Form
2. Company Profile Form
3. Depot/Import Terminal Profile Form (if applicable only)
4. Refinery Profile Form (if applicable only)
5. Government Permits i.e.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____

Very truly yours,

(Authorized Company Representative)
(Designation)

**COMPANY PROFILE/BUSINESS PLAN
NOTICE TO ENGAGE IN ANY ACTIVITY IN THE DOWNSTREAM OIL INDUSTRY
(OICMD)**

I. COMPANY BACKGROUND

- 1. Company Name: _____
- 2. Business Address: _____
- 3. Contact Details: _____
Landline: _____
Email Address: _____
- 4. President/CEO: _____
- 5. Type of Ownership: _____

() Single Proprietorship () Partnership: () Corporation

Registered Partners/Incorporator	Nationality
_____	_____
_____	_____
_____	_____

6. Description of the Organizational Structure

II. BUSINESS PLAN

1. Description:

- a. Proposed Activity/ies
- b. Product (*attach Material Safety Data Sheet and Certificate Quality from supplier*)
- c. Product Source (*both local and abroad, attach Certificate of supply*)

Name of supplier/s	Location where the product will be sourced/imported

d. Estimated Volume of Importation

	Projected volume of importation per product	Projected volume per product to be sourced locally
Monthly		
Quarterly		
Annually		

**COMPANY PROFILE/BUSINESS PLAN
NOTICE TO ENGAGE IN ANY ACTIVITY IN THE DOWNSTREAM OIL INDUSTRY
(OICMD)**

e. List of Buyers / Market Area (scope or area coverage where the products will be marketed or distributed)

Name of company	Business Address

III. FACILITY/IES

1. Refinery

Region/Location or Address	Process Units	Capacity in Thousand Barrels per Stream Day (MBSD)
	<i>e.g. 1. Crude Distilling Unit (CDU)</i>	
	<i>2. Naptha Hydrotreater</i>	
	<i>3. Catalytic Reformer</i>	
	<i>4. Hydrodesulfurizer</i>	
	<i>5.</i>	
	<i>6.</i>	

Note: Capacities based on declared rated capacities for refinery Business Plan

2. List of Import Terminal

Region/Location or Address	Tank Number	Tank Capacity in Thousand Liter	Product/s to be stored

3. List of Depot

Region/Location or Address	Tank Number	Tank Capacity in Thousand Liter	Product/s to be stored

**COMPANY PROFILE/BUSINESS PLAN
NOTICE TO ENGAGE IN ANY ACTIVITY IN THE DOWNSTREAM OIL INDUSTRY
(OICMD)**

4. List of Distribution Facilities

a. Land Transport

Vehicle Type (i.e. tank truck/ lorry/trailer)	Product	Capacity <i>In KL</i>	Land Transportation Office (LTO) Registration		Bureau of Fire Protection (BFP) Conveyance Permit		Department of Science and Technology (DOST) Calibration Certificate	
			OR No.	CR No.	Issued Date	Valid Until	Issued Date	Valid Until

b. Maritime Transport

Vessel	Product	Capacity (in Thousand Liters)	MARINA Registry Number		Philippine Ports Authority (Accreditation)	
			Issued Date	Valid Until	Issued Date	Valid Until
White:						
Black:						
LPG:						

5. In-Line Blending Facility (describe briefly and attach layout or flowchart)

6. List of Retail Outlets

Name	Location or Address	Certificate of Compliance (COC) Number		No. of dispensing pump	Tank Capacity in KL	Product/s to be stored	Ownership
		Issued Date	Valid Until				

**COMPANY PROFILE/BUSINESS PLAN
NOTICE TO ENGAGE IN ANY ACTIVITY IN THE DOWNSTREAM OIL INDUSTRY
(OICMD)**

IV. COST OF INVESTMENT

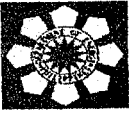
Details	Cost in Philippine Peso
Refinery	
Import Terminal	
Depot Terminal	
Distribution Facilities	
Retail Outlets	
Operational Cost	
TOTAL	

This is to certify that the above information and documentary requirements submitted are true and correct:

Certified by:

Authorized Company Representative
Name/Designation

Date:



**CHECKLIST OF REQUIREMENTS
FOR SECURING CERTIFICATION FOR HAULER (OWN-USE)**
As provided for in DOE Department Circular DC2017-11-0011 (Rule II Section 10)

TO BE FILLED-OUT BY DOE-OIMB LIQUID FUELS OFFICERS ONLY	
Business Name: _____	
Owner's Name: _____	
Complete Address of Business/Garage: _____	
<input type="checkbox"/> Oil Company: _____	<input type="checkbox"/> Independent: Name of Supplier/s: _____
REQUIREMENTS	Remarks (Date of Submission)
I. PRIOR NOTICE	
1. Filled-out and notarized application form complete with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Business/Garage; and c. Name of owner or authorized representative if partnership/corporation/cooperative.	<input type="checkbox"/>
II. SUPPORTING DOCUMENTS (CERTIFIED TRUE COPIES)	
1. LTO OR/CR of Tank Truck/s	<input type="checkbox"/>
2. DOST Calibration Certificate for the Tank Truck/s	<input type="checkbox"/>
3. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit	<input type="checkbox"/>
4. COC of Retail Outlet/s	<input type="checkbox"/>
5. Payment of fee	<input type="checkbox"/>
III. CORRESPONDING FEES	
1. Acknowledgement of Notice/Engagement on the DOI	P 500.00
2. Certification for Hauler	P 550.00
IMPORTANT: For Mailed Application: We ONLY ACCEPT Postal Money Order (PMO) / Manager's Cheque (MC) payable to the DEPARTMENT OF ENERGY	<input type="checkbox"/> Official Receipt <input type="checkbox"/> No.: _____ <input type="checkbox"/> Date: _____ Amount: _____
All applications must be addressed to: Director, Oil Industry Management Bureau Department of Energy Energy Center, 3rd Floor, PNOC Bldg. 5, BGC, Taguig City	
Assessed by: _____ (Printed Name and Signature)	Recommendation: <input type="checkbox"/> Forwarded to OBD <input type="checkbox"/> Returned to applicant



Republic of the Philippines
 Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION



(Region)
 (District/Province Office)
 (Station)
 (Station Address)
 (Telephone No./Email Address)

FSCCHMCCV NO. R _____

DATE _____

FIRE SAFETY CLEARANCE
 CONVEYANCE OF HAZARDOUS MATERIALS AND CHEMICALS IN CARGO VEHICLES

TO WHOM IT MAY CONCERN:

By virtue of the provisions of RA 9514 otherwise known as the "Fire Code of the Philippines of 2008" and its Revised Implementing Rules and Regulations (RIRR), this **Clearance** is hereby issued for the Transportation / Conveyance of Hazardous Materials and Chemicals in Cargo Vehicles to _____

located at _____ (Name of Building/Structure/Facility)

and owned by _____ (Address)

_____ (Name of Owner)

Type of Vehicle: _____ Plate Number: _____

Motor Number: _____ Chassis Number: _____

Name of Driver: _____ License Number: _____

If with trailer, Trailer Number: _____

Capacity (Liters/Kilograms): _____

Violation of the provisions of RA 9514 shall cause this Clearance **NULL AND VOID** after appropriate proceeding and shall hold the owner and his/her installer/contractor liable to the penalties provided under RA 9514.

This clearance is valid until _____ / _____ / _____
 Date Month Year

Fire Code Fees:

Amount Paid: _____

O.R. Number: _____

Date: _____

RECOMMEND APPROVAL:

 CHIEF, FSES

APPROVED:

 CITY/MUNICIPAL FIRE MARSHAL

NOTE: "This Clearance is accompanied with AFTER INSPECTION REPORT CHECKLIST FOR CONVEYANCE and does not take the place of any license required by law and is not transferable."

PAALALA: "MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAGREKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER"

"FIRE SAFETY IS OUR MAIN CONCERN"

DISTRIBUTION:
 Original (Applicant/Owner's Copy)
 Duplicate (BFP Copy)



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Fire Protection



(Region)
(District/Provincial Office)
(STATION)
(Station Address)

FIRE SAFETY INSPECTION CHECKLIST
for CONVEYANCE CLEARANCE
(CONVEYANCE OF HAZARDOUS MATERIALS AND CHEMICALS IN VEHICLES)

Control No. _____ Date _____

Name of Operator _____
Address _____
Name of Driver _____ Driver License No. _____
Type of Vehicle _____ Plate No. _____
Motor (Engine) Number _____ Chassis No. _____
Quantity & Description _____ Validity of Registration _____
If with trailer, Trailer No. _____

Instruction: (√) Check the appropriate box (Yes/No), if the following condition is provided:

CONDITIONS		Yes	No
1	LTO Certificate of Registration & Updated LTO Official Receipt (OR) of vehicle available.		
2	Business Permit and Fire Safety Inspection Certificate Num. _____ & date issued _____ for Business (Operator).		
3	Certification of the design, construction & testing of tank from manufacturer shall readily available (for new tank vehicle).		
4	With hydrotest certificate per compartment from fabricator at 3psi for 5 min. (NFPA-385).		
5	Each compartment provided with internal/emergency valve (pneumatic/ mechanical).		
6	Hazardous Material Identification System (HMIS) label. Referred to (NFPA 400, Globally Harmonized System (GHS) and other internationally recognized standards. Material Safety Data Sheet (MSDS) of products being loaded shall be available at all times.		
7	"NO SMOKING" sign within 50 ft. (Rear & both sides). Signage size atleast (273mm) in height and the text indicating the "NO SMOKING" sign should be atleast (41mm).		
8	"FLAMMABLE LIQUID" or "FLAMMABLE GAS" sign. (Rear & both sides). Signage size atleast (273mm) in height and the text indicating the "FLAMMABLE LIQUID" or "FLAMMABLE GAS" sign should be atleast (41mm).		
9	Atleast one (1)-unit portable fire extinguishers with appropriate rating based on the products and shall be properly maintained at all times located conspicuously and good operational condition.		
10	Wheel chocks are readily available with two (2) pieces (with truck body number painted on it) to prevent motion of the vehicle while it is being loaded, unloaded or parked.		
11	Bonding/grounding system for tank vehicle shall be provided/available.		
12	Piping & hoses are maintained in good condition while in service.		
13	Basic oil spill containment kit available (absorbent pads/ pail of sand with towel).		
14	Warning cones four (4) pieces and atleast two (2) feet high.		
15	Early warning device (triangular in shape) two(2) pieces available and not damaged.		
16	All tires in good condition.		
17	Whistle with audible sound for emergency attraction shall be provided for driver.		
18	Medical first aid kit available.		

Prohibited Acts:

- * Smoking is prohibited while driving, making deliveries, filling or making repairs to tank vehicles.
- * Tank vehicle shall never be left unattended for more than one (1) hour on any street, highway, avenue or alley.
- * While loading or unloading, extreme care shall be taken to keep away from fire and to prevent persons in the vicinity from smoking, lighting matches or carrying any flame or lighted cigar, pipe or cigarette.
- * Only qualified personnel shall operate tank vehicle and with training skills in firefighting with how to operate fire extinguisher.

DEFECTS / DEFICIENCIES NOTED DURING INSPECTION:

RECOMMENDATIONS:

ACKNOWLEDGED BY:

Signature Over Printed Name of Owner/Representative _____

Fire Safety Inspector/s _____

Date & Time _____

Team Leader _____

RECOMMEND ISSUANCE OF FSC for Conveyance:

CHIEF, FIRE SAFETY ENFORCEMENT SECTION

APPROVED / DISAPPROVED:

CITY / MUNICIPAL FIRE MARSHAL

PAALALA: "MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAGREKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER"

"FIRE SAFETY IS OUR MAIN CONCERN"

APPLICATION FOR ISSUANCE FOR A NEW CERTIFICATE OF PUBLIC CONVENIENCE

(Executive Order 202, DO No. 2015-018, MC Nos. 92-009, 97-1097, 2010-22, 2011-018, 2011-014, 2011-016, 2013-004, 2013-006, 2015-011, 2015-008)



WHO CAN AVAIL OF THE SERVICE/PURPOSE: Any person who intends to secure a new Certificate of Public Convenience (CPC).

For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;

For corporations/cooperatives/others, please see corresponding below.

REQUIREMENTS:

Note: Photocopies should be submitted upon filing of application while originals are to be presented during the hearing.

I. FOR SUBMISSION UPON APPLICATION:

1. Four (4) copies of Verified Application alleging proof of citizenship and financial capacity with annexes and verification and certification of Non-Forum Shopping;
2. Authorization from the Department of Transportation (DOTr) for applicable types of service (PUB, TX, PUJ, UV, TNVS and P2P);
3. LTO OR/CR of authorized unit/s with year model;
4. Certificate of Business Name issued by the Department of Trade and Industry (except PUJ);
5. Operator's data sheet with complete details and the authorized driver/s (circa 2016 format).

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Tourist Transport Service:

1. Valid Department of Tourism (DOT) and Department of Transportation (DOTr) Endorsement Letters per Department Order No. 2013-004 (indicate area of operation);
2. Valid Concessionaire Agreement DOT Accredited Hotels and Resorts.

Note: If DOT-Central Office endorsement, area of operation can cover at least two (2) Regions.

If DOT-Regional Office endorsement, area of operation is limited to concerned region.

For School Service:

1. Valid Parent-Teacher Association or School Certification/Endorsement Letter Authorizing/Accrediting the School Service. The Certification or Endorsement Letter should contain the following information:
 - a. Name of School;
 - b. Complete School address;
 - c. School Contact Person with contact details, valid ID;
 - d. Full name of Applicant;
 - e. Number of units endorsed;
 - f. Area of Coverage.

For Truck-for-Hire:

1. Any proof of public need (Notarized Hauling Contract with Area of Operation, Number of Units to be authorized and Duration of Contract; Authority to Operate in Ports must be duly notarized).

TD	LEGAL	OBMC	OED	OCHM

For Shuttle Service:

1. Notarized Shuttle Service Contract with duration;
2. Time schedule of travel to and from company premises to designated pick-up/drop-off points and vice versa;
3. Number of units to be authorized.

For Cooperatives:

1. Valid Certificate of Registration from the Cooperative Development Authority (CDA);
2. Endorsement from the Office of Transportation Cooperatives (OTC);
3. Management Agreement between the Cooperative and the member;
4. Board Resolution authorizing the application for new certificate of public convenience and delegating the authorized representative/s to file application.

For Corporations:

1. Board Resolution/Secretary's Certificate authorizing the application for new certificate of public convenience and delegating the authorized representative/s to file application.

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II. FOR SUBMISSION DURING THE HEARING:

Note: Originals must be presented during the hearing for comparison with photocopy.

1. Proof of Filipino Citizenship:

For individual applicant:

- Authenticated Birth Certificate from National Statistics Office (NSO), valid Philippine Passport, Voter's ID, Senior Citizen's ID, NSO Marriage Certificate or any government-issued ID showing Filipino citizenship.

For juridical entity:

- Articles of Partnership/Incorporation and By Laws for Partnership or Corporation, and Certificate of Registration issued by SEC;
- Articles of Cooperation and By Laws for Cooperatives, and Certificate of Registration issued by CDA.

2. Proof of Existence and Sufficiency of Garage:

- a. Location map;
- b. Dimension of garage;
- c. If the applicant is the owner of the garage, Transfer Certificate of Title (TCT)/ Tax Declaration in the name of the applicant; if not, notarized Contract of Lease/Authority to use with TCT of Lessor;
- d. LGU Zoning Clearance for the location of the garage for at least three (3) units the gross weight of each does not exceed 4500kg or for one (1) unit for truck and bus;
- e. For TH, entering Metro Manila, proof of garage or authority to use garage within Metro Manila to avoid traffic congestion:

3. Proof of Financial Capability:

- a. Certified True Copy of latest Income Tax Return or Certificate of Registration issued by the BIR for newly incorporated corporations and new individual applicant;
- b. Corporation/Partnership/Cooperative/Single proprietorship for PUB, TB, SHB and TH: Certified true copy of latest Financial Statement duly certified by a CPA;
- c. Single proprietorship/Individual:
 - Five Units or Less
 - Proof of Bank Deposit in the amount of P20,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For PUJ);
 - Proof of Bank Deposit in the amount of P50,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For small units such as TX, TNVS and AUV);
 - Proof of Bank Deposit in the amount of P100,000 per unit or other proof of financial capacity such as land title, ownership of business (For PUB, TB, SHB & TH).
 - At least 6 units
 - Certified true copy of latest Financial Statement duly certified by a CPA.

TD	LEGAL	OBMC	OED	OCHM

4. LTFRB Inspection Report with picture of unit taken during inspection;

5. Certificate of Business Name issued by Department of Trade & Industry (except PUJ);

6. Proof of Publication:

- a. Affidavit of publication by the publisher;
- b. Copies of publication.

DURATION: Within 15 days from the date the Application is submitted for resolution, the Legal Division/RFROs shall transmit the case folder to the Board through the Office of the Executive Director for signature

OUTPUT: DECISION/ORDER approving or dismissing the application

FEES:

Filing Fee:

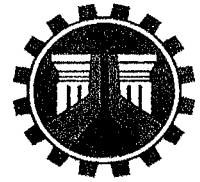
- Php 510.00 first two (2) units
- Php 70.00 per unit in excess of two (2) units

Unit Verification Fee: Php 40.00 per unit

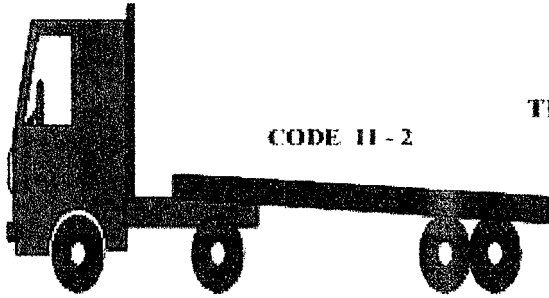
Inspection Fee:

- Php 50.00 – PUV (with gross weight not exceeding 4,500 kg) per unit
- Php 100.00 – bus and truck per unit

MAXIMUM ALLOWABLE GROSS VEHICLE WEIGHT PER RA NO. 8794
Based on the maximum allowable axle load of 13,500 kgs.



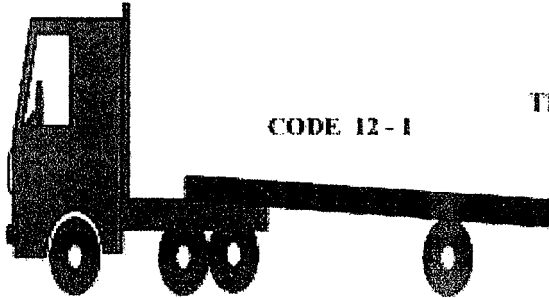
TRUCKS/TRAILERS	DESCRIPTION	MAX. ALLOWABLE GVW (In kgs.)
	TRUCK WITH 2 AXLES (6 WHEELS)	16,880
	TRUCK WITH TANDEM REAR AXLE 3 AXLES (10 WHEELS)	27,250
	TRUCK WITH TANDEM REAR AXLE 4 AXLES (14 WHEELS)	29,700
<p data-bbox="421 1698 561 1729">CODE 11 - 1</p>	TRUCK SEMI-TRAILER WITH 3 AXLES (10 WHEELS)	30,380



CODE 11 - 2

TRUCK SEMI-TRAILER
WITH 4 AXLES
(14 WHEELS)

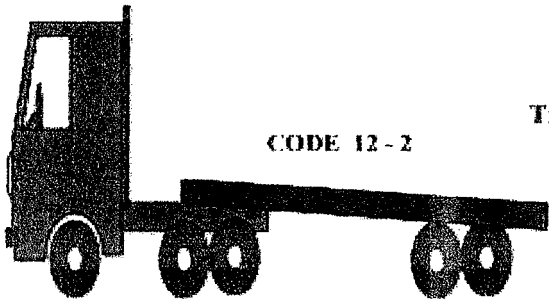
30,380



CODE 12 - 1

TRUCK SEMI-TRAILER
WITH 4 AXLES
(14 WHEELS)

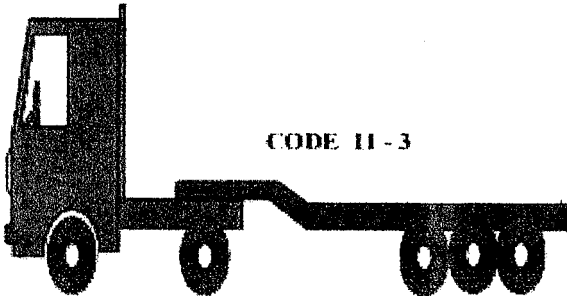
30,380



CODE 12 - 2

TRUCK SEMI-TRAILER
WITH 5 AXLES
(18 WHEELS)

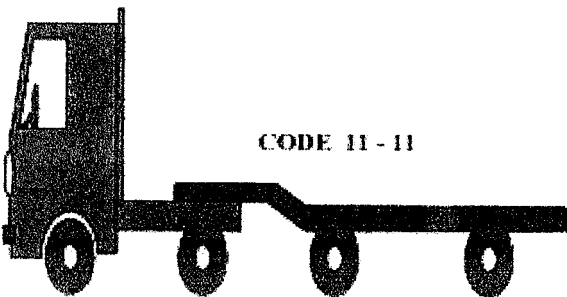
37,800



CODE 11 - 3

TRUCK-TRAILER
WITH 2 AXLES
AT MOTOR VEHICLE
&
3 AXLES AT TRAILER
(18 WHEELS)

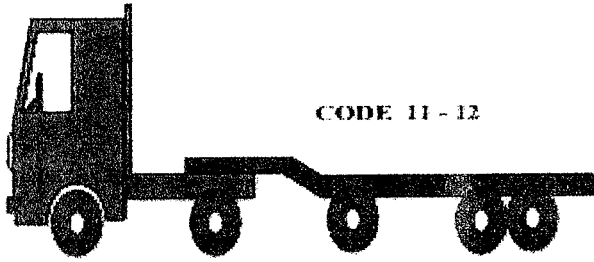
30,378



CODE 11 - 11

TRUCK-TRAILER
WITH 2 AXLES
AT MOTOR VEHICLE
&
2 AXLES AT TRAILER
(14 WHEELS)

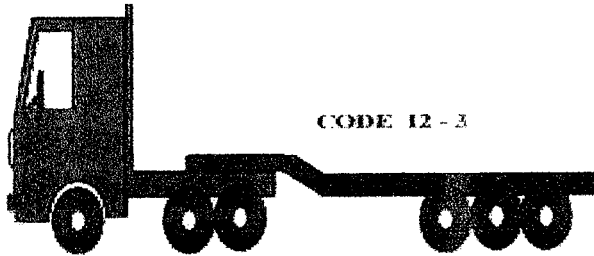
30,378



CODE 11 - 12

TRUCK-TRAILER
WITH 2 AXLES
AT MOTOR VEHICLE
&
3 AXLES AT TRAILER
(18 WHEELS)

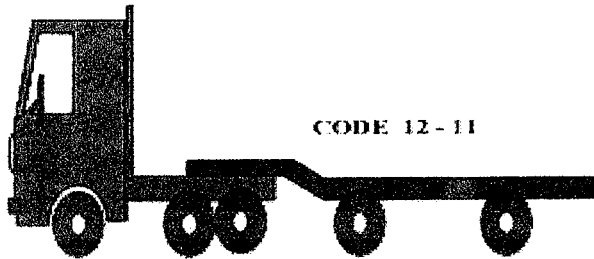
36,900



CODE 12 - 3

TRUCK-TRAILER
WITH 3 AXLES
AT MOTOR VEHICLE
&
3 AXLES AT TRAILER
(22 WHEELS)

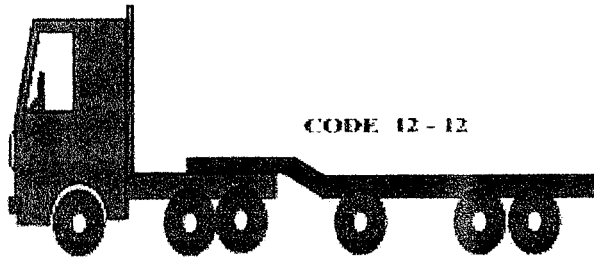
41,000



CODE 12 - 11

TRUCK-TRAILER
WITH 3 AXLES
AT MOTOR VEHICLE
&
2 AXLES AT TRAILER
(18 WHEELS)

37,800



CODE 12 - 12

TRUCK-TRAILER
WITH 3 AXLES
AT MOTOR VEHICLE
&
3 AXLES AT TRAILER
(22 WHEELS)

41,000

Professional License Application Requirements



QUALIFICATIONS:

- Must be at least eighteen (18) years old.
- Must be physically and mentally fit to operate a motor vehicle.
- Must be able to read and write in Filipino or English.
- Must have passed the written and practical examination

REQUIREMENTS:

- A. LTO Application for Driver's License (ADL) Form
- B. Valid Student's Permit. (At Least Six (6) Months Old)
- C. Clearance / Certificate. Any of the following:
 - NBI Clearance
 - Police Clearance
 - Court Clearance
- D. Medical Certificate (From an LTO or Government Accredited Hospital or Physician)
- E. Negative Drug Test Result (From DOH Accredited Drug Testing Center)
- F. Taxpayer's Identification Number (TIN)

Initial Registration of Motor Vehicle (MV)

CHECKLIST OF REQUIREMENTS

Brand New Locally Assembled / Manufactured Completely Built Units (CBU) / Imported CBUs / Brand new local imported trailer

General Requirements

1. Original Sales invoice
2. Original LTO copy or electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)
3. Original copy of Philippine National Police - Highway Patrol Group (PNPHPG) Motor Vehicle (MV) Clearance Certificate and Special Bank Receipt (SBR)
4. Original Certificate of Stock Reported (CSR)
5. Payment Reference Number if payment is made through e-PAT

Additional Requirements

Rebuilt trucks and buses with new or used imported engine and/or chassis

1. One (1) photocopy of Commercial / Sales Invoice from country of origin
2. Original Affidavit of Rebuilt executed by the accredited rebuilder, stating among others the date of completion
3. Original Certificate of Stock Reported (CSR) of rebuilt truck / bus
4. One (1) Certified true copy of DTI – FTEB Endorsement

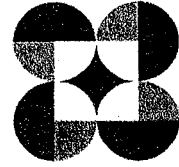
5. One (1) photocopy of Certificate of Payment issued if parts/components are imported

Renewal of Motor Vehicle (MV) Registration

CHECKLIST OF REQUIREMENTS

General Requirements

1. LTO Copy and electronically transmitted appropriate insurance Certificate of Cover (Third Party Liability)
2. Duly accomplished Original Motor Vehicle Inspection Report (MVIR)
3. Original copy of Certificate of Emission Compliance (CEC)



CHECKLIST OF REQUIREMENTS FOR CALIBRATION:

For Volumetric Calibration:

- The road tanker, tank or test measure (calibrating bucket) must be thoroughly cleaned removing all dirt, product residues, smell of the product and running in good condition.

TESTING FEES:

Road Tanker Volume	Fee (Php)
Road Tanker (5,000 L and below)	1,000.00
Road Tanker (6,000-10,000 L)	1,500.00
Road Tanker (11,000-15,000 L)	2,000.00
Road Tanker (16,000-20,000 L)	2,500.00
Road Tanker (21,000-25,000 L)	3,000.00
Road Tanker (26,000-30,000 L)	3,500.00
Road Tanker (31,000-35,000 L)	4,000.00
Road Tanker (36,000-40,000 L)	4,500.00
Road Tanker (41,000-45,000 L)	5,000.00
Road Tanker (46,000-50,000 L)	5,500.00

DOST-Regional Standards and Testing Laboratory Calibration Services

SUBMITTING ITEMS FOR TESTING OR CALIBRATION

STEP 1 Proceed to appropriate RSTL receiving area (CHEMISTRY, MICROBIOLOGY, METROLOGY)

1. Customer Relation Officer (CRO) attends to Customer's requirement and fills out a Technical Service Request (TSR).
2. CRO prints an Order of Payment (OP).

STEP 2 Proceed to Cashier's Office for payment

1. Present TSR and OP to Cashier and pay the required amount.
2. Cashier issues O.R. to Customer.

STEP 3 Proceed to appropriate RSTL receiving area (CHEMISTRY, MICROBIOLOGY, METROLOGY)

1. Customer presents the TSR, OP and O.R back to CRO and completes the details needed in the TSR Form.
2. CRO issues one (1) copy of TSR together with the O.R. to the customer.

CLAIMING OF TEST/ CALIBRATED ITEMS AND CERTIFICATES

STEP 1 Proceed to appropriate RSTL receiving area (CHEMISTRY, MICROBIOLOGY, METROLOGY)

1. Present TSR to CRO.
2. CRO reviews, prints O.P. and advises the Customer to proceed to the Cashier's Office.
(Note: if payment is already settled, proceed to Step 3)

STEP 2 Proceed to Cashier's Office for payment

1. Present TSR and OP to Cashier and pay the required amount.
2. Cashier issues O.R. to Customer.

STEP 3 Proceed to appropriate RSTL receiving area (CHEMISTRY, MICROBIOLOGY, METROLOGY)

1. Customer presents TSR to CRO.
2. Customer signs receiving copy to acknowledge receipt.
3. CRO releases Test/Calibration certificate, test and calibrated items.
4. Customer fills out the Customer Satisfactory Feedback Form.