



REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER

MAINTENANCE SHUTDOWN NOTIFICATION REPORT

| Company Name / Address:   |          |          |                     | Contact Details (email and tel #):  |   |                               |   |                                |                                   | Reporting Date:  |  |   |  |              |                             |  |  |
|---|----------|----------|---------------------|---|---|-------------------------------|---|--------------------------------|-----------------------------------|--|--|---|--|--------------|-----------------------------|--|--|
| Prepared By:<br><small>(Position and Signature over Printed Name)</small> |          |          |                     | Approved By:<br><small>(Position and Signature over Printed Name)</small> |   |                               |   |                                |                                   | Deadline of Submission:<br>Not later than 15th calendar day from the scheduled maintenance start date or within 24 hours from occurrence of an emergency shutdown. |  |   |  |              |                             |  |  |
| Name  | LOCATION |          |                     | Affected Product  | Non-Operational Storage Capacity of the Facility Vol (KL) | Affected Part of the Facility | Description the Maintenance Requirement | Planned Maintenance Start Date | Target Completion / Start-Up Date | No. of Days  | Contingency Measures Being Implemented To Secure Continuous Supply of Fuel | Individual Finished Product Ave. Daily Demand (A) | Weekly Inventory Status for Operational Storage Capacity |              |                             |  |  |
|   | Region   | Province | City / Municipality |   |   |                               |   |                                |                                   |  |  |   | On Hand/ In- Country                                     |              | Replenishment               |  |  |
|   |          |          |                     |   |   |                               |   |                                |                                   |  |  | Vol (KL) (B)                                      | Number of Days Supply (B/A)                              | Vol (KL) (C) | Number of Days Supply (C/A) |  |  |
| <b>I. LIST OF REFINERY</b>  |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
|   |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
| <i>*add row/s as necessary</i>  |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
| <b>II. LIST OF IMPORT TERMINAL</b>  |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
|   |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
| <i>*add row/s as necessary</i>  |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
| <b>III. LIST OF STORAGE DEPOT</b>   |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
|   |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |
| <i>*add row/s as necessary</i>  |          |          |                     |   |   |                               |   |                                |                                   |  |  |   |  |              |                             |  |  |

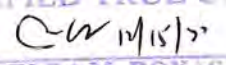
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**MELDA M. ROXAS**  
 Supvg. Admin. Officer



REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER

MAINTENANCE SHUTDOWN MONTHLY PROGRESS REPORT

| Company Name / Address:                    |          |          |                     | Contact Details (email and tel #):         |  |                               |  |  |                        |                               |                           | Reporting Date:                       |   |  |                             |               |                             |  |     |
|--|----------|----------|---------------------|--|--|-------------------------------|--|--|------------------------|-------------------------------|---------------------------|---------------------------------------|---|--|-----------------------------|---------------|-----------------------------|--|-----|
| Prepared By:                               |          |          |                     | Approved By:                               |  |                               |  |  |                        |                               |                           | Deadline of Submission:               |   |  |                             |               |                             |  |     |
| (Position and Signature over Printed Name) |          |          |                     | (Position and Signature over Printed Name) |  |                               |  |  |                        |                               |                           | Not later than the end of every month |   |  |                             |               |                             |  |     |
| Name                                       | LOCATION |          |                     | Affected Product                           | Non- Operational Storage Capacity of the Facility Vol (KL) | Affected Part of the Facility | Description of the Maintenance Requirement | Progress Report on the Maintenance Requirement | Rate of Completion (%) | Actual Maintenance Start Date | Completion/ Start-Up Date | No. of Days                           | Individual Finished Product Ave. Daily Demand (A) | Weekly Inventory Status for Operational Storage Capacity |                             |               |                             |  |     |
|  | Region   | Province | City / Municipality |  |  |                               |  |  |                        |                               |                           |                                       |   | On Hand/ In- Country                                     |                             | Replenishment |                             |  | ETA |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   | Vol (KL) (B)   | Number of Days Supply (B/A) | Vol (KL) (C)  | Number of Days Supply (C/A) |  |     |
| <b>I. LIST OF REFINERY</b>                 |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
| <i>*add row/s as necessary</i>             |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
| <b>II. LIST OF IMPORT TERMINAL</b>         |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
| <i>*add row/s as necessary</i>             |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
| <b>III. LIST OF STORAGE DEPOT</b>          |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
|  |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |
| <i>*add row/s as necessary</i>             |          |          |                     |  |  |                               |  |  |                        |                               |                           |                                       |   |  |                             |               |                             |  |     |

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 Supv. Admin. Officer 4



REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER

CALAMITY OR EMERGENCY DAMAGE ASSESSMENT AND DAILY PROGRESS REPORT

|  |  |   |
|--|--|---|
| Company Name / Address:                                    | Contact Details (email and tel #):                         | Reporting Date:   |
| Prepared By:<br>(Position and Signature over Printed Name) | Approved By:<br>(Position and Signature over Printed Name) | Deadline of Submission:<br>Every day, not later than 5:00 in the afternoon. |

Description of Calamity/ Emergency:

| Name | LOCATION |          |                     | Affected Part of the Facility | Non-Operational Storage Capacity of the Facility (in KL) | Contingency Measures Being Implemented to Contain the Damage and Secure Continuous Supply of Fuel | Repair Plan of the Facility        |                           |                                     |             | Actual Repair Implementation              |                        |                          |                 | Individual Finished Product Ave. Daily Demand (Based on previous month and in KL/day) (A) | Inventory Status for Operational Storage capacity |                      |   |                 | ETA |   |
|------|----------|----------|---------------------|-------------------------------|--|---|------------------------------------|---------------------------|-------------------------------------|-------------|---|------------------------|--------------------------|-----------------|---|---|----------------------|---|-----------------|-----|---|
|      | Region   | Province | City / Municipality |                               |  |   | Description of Repair Requirements | Planned Repair Start Date | Target Completion/ Operational Date | No. of Days | Progress Report on the Repair Requirement | Rate of Completion (%) | Actual Repair Start Date | Completion Date |   | No. of Days                                       | On hand/ In- country |   | Replenishment   |     |   |
|      |          |          |                     |                               |  |   |                                    |                           |                                     |             |   |                        |                          |                 |   |   | Vol (in KL) (B)      | Number of Days Supply (Volume/ Ave. Daily Demand) (B/C) | Vol (in KL) (C) |     | Number of Days Supply (Volume/ Ave. Daily Demand) (C/B) |

I. LIST OF OPERATIONAL FACILITY

|                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| A. List of Refinery                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B. List of Import Terminal            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C. List of Storage Depot              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D. List of LPG Refilling Plant        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E. List of Liquid Fuel Retail Outlets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F. List of LPG Dealer                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

II. LIST OF NON-OPERATIONAL/ DAMAGED FACILITY

|                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| A. List of Refinery                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B. List of Import Terminal            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C. List of Storage Depot              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D. List of LPG Refilling Plant        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E. List of Liquid Fuel Retail Outlets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F. List of LPG Dealer                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*add row/s as necessary

Reminder/Instruction:

1. Please provide \* NA\* for fields not applicable

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 Supvg. Admin. Officer





REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER, HAULER OR OWN USER

OIL SPILL NOTIFICATION REPORT

|  |  |   |  |
|--|--|---|--|
| Company Name / Address:  |  | Contact Details (email and tel #):  | Reporting Date:  |
| Prepared By<br><small>(Position and Signature over Printed Name)</small>   |  | Approved By:<br><small>(Position and Signature over Printed Name)</small> | Deadline of Submission<br><br><small>Within twelve hours (12) from occurrence or discovery of the spill.</small> |
| <b>PARTICULARS OF THE AFFECTED FACILITY</b> <i>(accomplish one report per affected facility)</i>                             |  |   |  |
| Facility Name:   |  | Longitude:  |  |
| Address/Location:  |  | Latitude:   |  |
| Name of health & safety officer:   |  | Date and Time of spill:   |  |
| Contact Details of health & safety officer:  |  |   |  |
| Location of the incident (Describe Details Below):   |  |   |  |
| Initial assessment of possible source and cause of the Spill (Describe Details Below)  |  |   |  |
| Type of fuel spilled and estimated quantity (Describe Details Below):  |  |   |  |
| Initial assessment affected facilities, areas, damages, and human injuries (Describe Details Below):                         |  |   |  |
| Initial mitigating and containment measures implemented (Describe Details Below):  |  |   |  |
| Initial evacuation measures implemented (Describe Details Below):  |  |   |  |
| Spill Containment Response Contractor and other Assisting Parties from both private and Government (Describe Details Below): |  |   |  |

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 Supvg. Admin. Officer



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WEEKLY OIL SPILL PROGRESS REPORT

|  |  |                                      |
|--|--|--------------------------------------|
| Company Name / Address:                    | Contact Details (email and tel #):         | Reporting Date:                      |
| Prepared By:                               | Approved By:                               | Deadline of Submission:              |
| (Position and Signature over Printed Name) | (Position and Signature over Printed Name) | On or before the end of every Friday |

**I. REHABILITATION/ REPAIR OF NON-OPERATIONAL/ DAMAGED FACILITY**

| Name                                  | LOCATION |          |                     | Affected Part of the Facility | Description of Calamity/ Emergency | Non-Operational Storage Capacity of the Facility (KL) | Contingency Measures Being Implemented to Contain the Damage and Secure Continuous Supply of Fuel | Repair Plan of the Facility        |                           |                                     |             | Actual Repair Implementation              |                        |                          |                 | Individual Finished Product Ave. Daily Demand (Based on previous month and in KL/day) (A) | Weekly Inventory Status for Operational Storage capacity |                      |   |               |   |     |
|---------------------------------------|----------|----------|---------------------|-------------------------------|------------------------------------|---|---|------------------------------------|---------------------------|-------------------------------------|-------------|---|------------------------|--------------------------|-----------------|---|--|----------------------|---|---------------|---|-----|
|                                       | Region   | Province | City / Municipality |                               |                                    |   |   | Description of Repair Requirements | Planned Repair Start Date | Target Completion/ Operational Date | No. of Days | Progress Report on the Repair Requirement | Rate of Completion (%) | Actual Repair Start Date | Completion Date |   | No. of Days  | On hand/ In- country |   | Replenishment |   |     |
|                                       |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  | Vol (KL) (B)         | Number of Days Supply (Volume/ Ave. Daily Demand) (B/C) | Vol (KL) (C)  | Number of Days Supply (Volume/ Ave. Daily Demand) (C/B) | ETA |
| A. List of Refinery                   |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |
| B. List of Import Terminal            |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |
| C. List of Storage Depot              |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |
| D. List of LPG Refilling Plant        |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |
| E. List of Liquid Fuel Retail Outlets |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |
| F. List of Vessel                     |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |
| G. List of Transport Vehicle          |          |          |                     |                               |                                    |   |   |                                    |                           |                                     |             |   |                        |                          |                 |   |  |                      |   |               |   |     |

\*add row/s as necessary

**II. REHABILITATION/ REPAIR OF DAMAGE TO PROPERTY OR ENVIRONMENT**

| Affected Property/ Environment | Region | Province | City / Municipality | Owner of Property | Description of Damage | Estimated Cost of Damage (PhP) | Contingency Measures Being Implemented To Contain the Spill and Damage | Description of Rehabilitation/ Repair Requirements for each Contingency Measure | Planned Rehabilitation/ Repair Start Date | Target Completion /Operational Date | No. of Days | Estimated Cost of Rehabilitation/ Repair (PhP) | Progress Report on the Repair Req't | Rate of Completion (%) | Actual Rehabilitation/ Repair Start Date | Actual Completion Date | No. of Days |
|--------------------------------|--------|----------|---------------------|-------------------|-----------------------|--------------------------------|--|---|---|-------------------------------------|-------------|--|-------------------------------------|------------------------|--|------------------------|-------------|
| *add row/s as necessary        |        |          |                     |                   |                       |                                |  |   |   |                                     |             |  |                                     |                        |  |                        |             |

\*add row/s as necessary

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*Car M15/22*  
**JMELDA M. ROXAS**  
 Supvg. Admin. Officer