

**DRAFT PHILIPPINE NATIONAL STANDARD (PNS) ON
VEHICLE TRANSPORT FOR LIQUIFIED PETROLEUM GAS
(LPG) IN CYLINDERS, AND IN BULK**

DRAFT VERSION - 2022

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(LPG) IN CYLINDERS, AND IN BULK**

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 Liquefied Petroleum Gas (LPG) in cylinders, and bulk via Tank 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 herein would form the basic requirements for a safe, worker-safe, environment-friendly and responsible operation in the Vehicle Transport of LPG in Cylinders, and Bulk and act as the primary and minimum requirements in this sector of the Downstream Oil Industry.

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- DOTR-LTO
- DOTR-LTRB
- DPWH-BQS
- DENR-EMB
- DILG-BFP
- DOST-ITDI
- DTI – BPS

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- B. Department of Interior and Local Government – Bureau of Fire (DILG–BFP)
- C. Land Transportation Franchising and Regulatory Board (LTFRB)
- D. Department of Public Works and Highways (DPWH)
- E. Department of Environment and Natural Resources (DENR)
- F. Land Transportation Office (LTO)
- G. Department of Science and Technology (DOST)

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DRAFT VERSION - 2022

FOREWORD

This Philippine National Standard on Vehicle Transport on LPG in Cylinders and Bulk via Tank Truck 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 for vehicle design and specifications to ensure safe, worker-safe, environment-friendly and quality assured transport of LPG in Cylinders and in bulk. Additionally, in case of hazardous and similar incidents, emergency response procedures and guidelines are also outlined herewith. Furthermore, this Standard also provides for all existing government regulations and requirements at the time of publication, in the operation and maintenance of Tank Truck used for the transport of LPG in Cylinders and in Bulk.

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

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

- Department Circular No. 2013-09-0022 Directing All Liquefied Petroleum Gas Industry Participants to Observe Minimum Safety Standards in the Transportation and Distribution of LPG in Cylinders
- Department Circular No. 2013-09-0029 Guidelines On Notices And Reportorial Requirements Pursuant To The Downstream Oil Industry Deregulation Act
- Fire Code of the Philippines of 2008 (Republic Act No. 9514)
- United States Department of Transportation Code of Federal Regulations Title 49– (USDOTR CFR Title 49)
- National Fire Protection FPA 385 (2000 edition)

ACKNOWLEDGEMENT

This Philippine National Standard on Vehicle Transport for LPG in Cylinders and Bulk via Tank Truck 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 Environment and Natural Resources- Environmental Management Bureau (DENR-EMB)
- Department of Interior and Local Government- Bureau of Fire Protection (DILG-BFP)
- Department of Public Works and Highways- Bureau of Quality and Safety (DPWH-BQS)
- 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-Industrial Technology Development Institute (DOST-ITDI)
- Department of Science and Technology- Metals Industry Research and Development Center (DOST-MIRDC)
- Department of Transportation- Land Transportation Franchising and Regulatory Board (DOTr-LTFRB)
- Department of Transportation- Land Transportation Office (DOTr-LTO)

Downstream Oil Industry Associations:

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

LPG Industry Associations:

- Liquefied Petroleum Gas Industry Association (LPGIA)
- Liquefied Petroleum Gas Marketers Association (LPGMA)
- Liquefied Petroleum Gas Retailers Association (LPGRA)
- Philippine Liquefied Petroleum Gas Association (PLPGA)

Safety Practitioners/ Organization:

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

TCPPF Secretariat:

- Oil Industry Standards and Monitoring Division (OISMD)

1. SCOPE

This Standard covers the minimum requirements for the transportation of LPG in Cylinders and Bulk via Tank Truck.

For the safe loading and unloading operations of bulk LPG tank truck, the LPG industry practitioner may refer to Code of Safety Practice in LPG Refilling Plant - Chapter 3 Tank Truck and Lorry Procedure issued by the DOE-OIMB.

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.

calibration

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

cylinder or LPG cylinder

refer to any portable pressure vessel or container for LPG, with water capacity of one (1) liter to one hundred fifty (150) liters, or as may be prescribed under the Philippine National Standards (PNS), and designed for the sale, transportation, storage or household/commercial/ industrial consumption of LPG

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

flammable liquids

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

hauler

refer to any person involved in the transport and delivery of LPG in bulk, or in cylinders from one place to another.

loading

means transfer of LPG product from the delivery tank truck to the stationary bulk storage tank.

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.

LPG Cylinder Vehicle

a composite unit consisting of a propelling motor with fixed chassis or similar attachment used in the transport of LPG cylinders. This may also be two-wheeled or three-wheeled vehicle.

pipe

a fitting with internal threads on both ends.

pipeline system

a network pipes or similar conduits used for the conveyance of LPG from the piped LPG provider to consumers

requalification

a process of inspection, examination and testing on LPG Road Transport tank, its instrument, appurtenances and accessories conducted on a specified regular frequency or interval during the life of the tank to ensure it is still safe and fit to continue its service.

shell

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

tank truck

a composite unit consisting of a propelling motor and cab together with one or more tanks fixed to a chassis such that bulk transport of LPG can be done, specifically intended for this guideline.

unloading

means transfer of LPG product from the stationary bulk storage tank to the delivery tank truck.

3 LPG TANK TRUCK DESIGN

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

3.1 Bulk LPG Tank Truck

A vehicle tank truck composed of Prime Mover and Tank Trailer. The tank trailer consists of Tank Shell and mounted on a Chassis.

3.1.1 Rigid Tank Truck

Item	Description
Physical Characteristics	Compliant to legal dimension limits:
	Height: 4 m
	Width: 2.50 m
	Length: depending on tank shell product capacity
	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"
	Vehicles transporting flammable products shall comply with NFPA 385 requirements (Specified in RA9514 IRR Section 10.3.7.5 A.10.a.1 Transport of flammable products)
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
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)
	Where drum brakes are fitted they shall have manual or automatic slack adjusters
	Unit may be fitted with an endurance or auxiliary braking system (Jacob brake/exhaust brake)
	Unit may be equipped with ABS/EBS with stability control
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 2-point and 3-point manual/ automatic safety belts are provided for driver seat and passenger seat pursuant to PNS 1892:2000 Amd. 01:2002 Road Vehicles/ Safety Belts and Restraints Systems Specification
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 spot
	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
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, wheel chock, handbrake/ maxibrake)
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
	Vehicles longer than 9.3 m shall have side lights positioned each 1/3 of the overall length from the front of the truck in conformance to local country lighting

	regulations pursuant to LTO MC 2020-2240
	Only amber colored lights are permitted along the sides of the tanker pursuant to LTO MC 2020-2240
Visibility	Unit shall have horizontal reflective high visibility (conspicuity) strips running continuously along each side and the rear of the rigid tank body
Front bumper height	Height from the underside of the front bumper to the road surface shall not exceed 440 mm. Additional structure must be installed if the gap is greater
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 (See also Visibility Item)	Unit shall be equipped with strengthened rear under-run protection bar / underride guards. Note: In the annual registration of tank truck of the DOTr/LTO, it is recommended that the installation of rear and side under-run protection / underride guards is ensured.
Reversing Alarms	Unit may be fitted with an audible reversing alarm on the rear most point of the entire tank truck.
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.
	Wheel nuts to be fitted with off torque indicator that gives a visual alert should a nut become loose or starts to rotate.
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.
	For top loading minimum ullage must be 5% of the fully

	<p>loaded quantity or 250 L, whichever is greater.</p> <p>For bottom loading, API RP 1004: 227 Liters (60 gals) from tip of POD sensor.</p>
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
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 liquid fuels 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.
Speed Limiter	Unit shall be equipped with a method to limit the maximum vehicle speed to the lower of either the national speed limit or the Company maximum speed limit. The speed limiter shall be configured such that the driver of the vehicle cannot modify this setting (specified in R.A. 10196 – The Road Speed Limiter Act of 2016)

Electrical Systems Requirements	Have vapor-proof electrical systems which includes all light housings. Wire splicing outside of vapor proof junction boxes are prohibited.
	Be equipped with a clearly labelled and externally accessible battery isolation switch that interrupts all vehicle electrical circuits.

3.1.2. Articulated Tank Truck

An articulated vehicle is a vehicle consisting of a prime mover and tank trailer which has a permanent or semi-permanent pivoting joint in its construction, allowing the vehicle to turn more sharply (turning radius).

Item	Description
Physical Characteristics	Compliant to legal dimension limits:
	Height: 4 m
	Width: 2.50 m
	Length: depending on tank shell product capacity
	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"
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
Front bumper height	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.
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.
	One driver and one passenger seat shall be provided which shall also incorporate head restraints.






Seating	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.
Reversing Alarms	Unit may 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.
Toolbox	contain necessary tools including tire chocks and placards, emergency warning device
Ladder	purpose to access top of tank and PRVs.
Hose box or compartment	contained delivery hose and end valve (optional)







3.1.3 Tank Trucks Appurtenances

The following tank shell appurtenances are applicable for both rigid and articulated tank trucks

Item		Description
Liquid Inlet line⁺		-Liquid Spray Fill or Liquid Splash Fill, colored blue
Vapor Return line⁺		-led to the manifold where a connection is provided to connect to the shore vapor collecting line, colored yellow
Pressure Relief Valve (PRV)	 	-an automatic spring-loaded pressure relieving device. - It will open further if there is an increase of flammable LPG vapor inside the LPG storage vessels or Lorry LPG tanks.

<p>Liquid Level Gauge</p>		<p>-stainless steel slip tube, flanged connection, installed inside a protective shroud together with the PRV</p>
<p>Internal baffles</p>		<p>-depending on tank size can be 1, 2 or 3 pcs</p>
<p>Pressure Gauge *</p>		<p>-measuring instruments used to measure the actual pressure of LPG lorry tank -0 to 21.1kg/cm² (0 to 300PSIG)</p>
<p>Temperature Gauge *</p>		<p>-measuring instruments used to measure the actual temperature of LPG liquid inside the lorry tank (e.g. bi-metal, dual range) -Temperature range of -20 to 60 C or -4 to 140 F</p>
<p>LPG pump**</p>		<p>-Used to transfer flammable LPG liquid from lorry tanks to another LPG storage tanks. Optional for tank use as delivery vehicle</p>

<p>LPG Volume or Mass Flowmeter**</p>		<ul style="list-style-type: none"> -composed of register (head), vapor release, flowmeter, and differential valve. -used to determine the total LPG liquid being transfers, in liters or kilograms. -optional for tank use as delivery vehicle
<p>Manhole</p>		<ul style="list-style-type: none"> -must be above the maximum liquid level-installed on top of head
<p>Emergency shut-off levers for Internal Shut-off Valve (ISV)</p>		<ul style="list-style-type: none"> - manually actuated designed valve used to control or stop the flow of the flammable LPG liquid and vapor. - installed on rear right side of tank and left side landing gear (can be manual wire cables or pneumatically operated)
<p>Compartment or valve box</p>		<ul style="list-style-type: none"> -contain and protects pipelines and valves
<p>Bleeder or vent valve</p>		<ul style="list-style-type: none"> -installed on each of 3 pipelines to release vapor on top of tank during disconnection of hoses after discharging or loading.
<p>Grounding or earthing cable</p>		<ul style="list-style-type: none"> -at least 6M long with alligator clip at the end. Multi strands cable, continuous no splicing.

<p>ACME Adapter</p>	 	<p>-bridging connection between the loading bay LPG transfer hose and TT for loading/unloading of LPG</p>
<p>Slip Tube or Rotor Gauge</p>	 	<p>-mechanical measuring instrument used to measure the actual level of LPG liquid inside the tank truck.</p>
<p>Breakaway Coupling</p>		<p>-safety valve that will close automatically when detached to each other to protect the tank truck from pull away incident.</p>
<p>Hose and Filler Gun</p>		<p>-industrial type of LPG hose preferably one (1) inch size and equipped with filler gun. -used to transport LPG fluids from tank truck to customer LPG tank.</p>

† Each line shall be provided with a primary valve "ISV"; a secondary valve (ball valve); a brass ACME hose adaptor (for hose connection) with brass cover, rubber seal and a chain.

* Each instrument shall be calibrated by a Laboratory accredited by PAB and issued or holding a BPS Certificate 17025.

**This equipment shall be calibrated and serviced by a trained technician, with experienced and expertise under licensed by manufacturer.

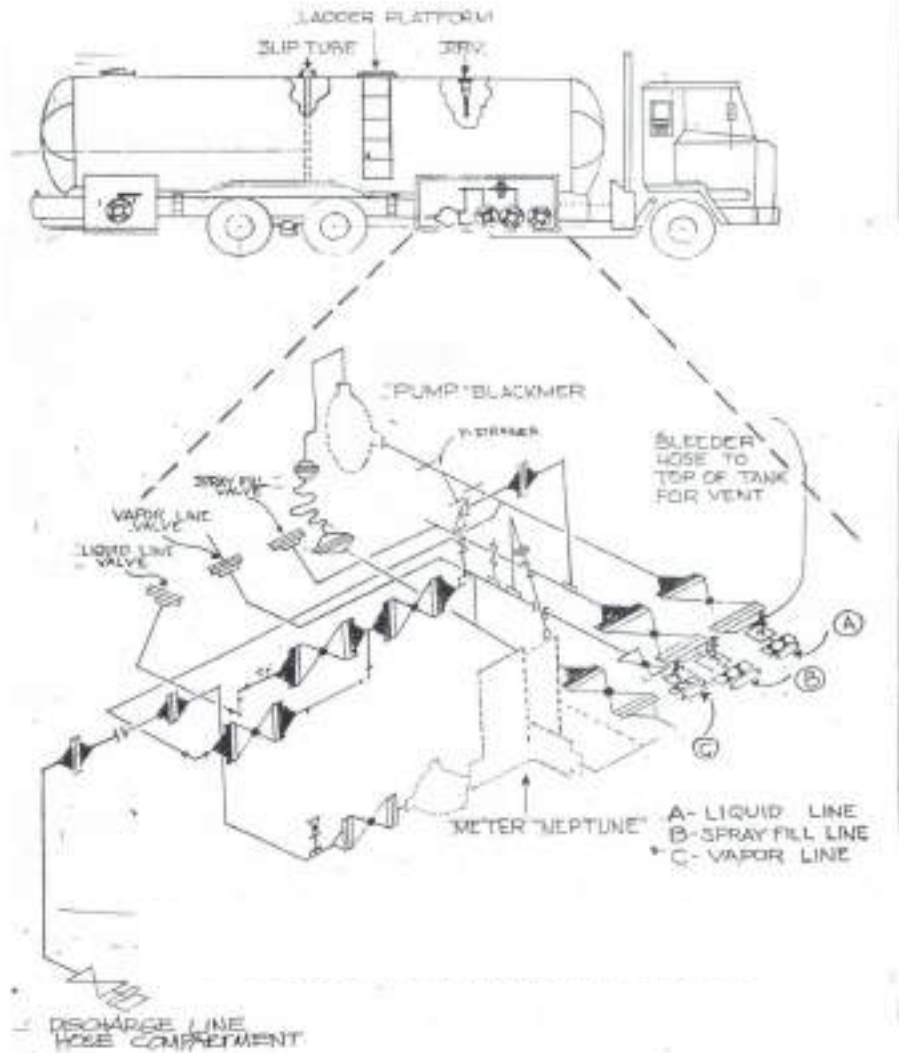


Figure 1. LPG Tank Truck Layout

3.1.4 Bulk LPG Tank Truck Marking Requirements

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

3.1.4.1 Tank Markings

- a. The bulk LPG tank trucks should display as a minimum, the following markings:

Name of Product:
Manufacturer's serial no.:
Date of Manufacture:
Volume:
Design Pressure:
Requalification Date:

- 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 compromise the integrity of the tank.

3.1.4.2 Appearances

- a. Tank body
 - Tank body must be painted with light color (white).
 - 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.

3.1.4.3 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" placard must be red. The symbol, text, class number and inner

border must be white. A warning sign indicating “NO SMOKING WITHIN 50 FEET” should also be marked in the tank shell.



Figure 2. Flammable Sign

3.1.4.4 Product Label

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

3.2 LPG in Cylinders Vehicle

All vehicles used for transportation and distribution of LPG in cylinders, particularly to and from the refilling plant, shall conform to the following specifications;

3.2.1 Body

- a. The main body of the vehicle shall be of metal cage.
- b. The use of closed vehicles in transporting filled or used empty cylinders is strictly prohibited. A vehicle is deemed closed if it has side or back walls, or a roof, subject to Section 4
- c. The cargo space of the vehicle must be isolated from the driver's compartment, engine and its exhaust system, and must have substantially flat floors
- d. The vehicle shall be equipped with suitable racks and belts to hold the
- e. Cylinders securely in a position that shall minimize the possibility of movement, tipping and physical damage.

3.2.2 Electrical System

- a. All signal, brake, and emergency/hazard lights must be working
- b. The front and back horns must be working.
- c. Light bulbs and electrical wirings must not be exposed.
- d. A rubberized battery terminal cover shall be used.

- e. The windshield wipers must be working.
- f. The cigarette lighter must be removed from its receptacle.

3.2.3 Tires

- a. The tire ply should be intact, with no visible separation, wide tear, holes, or bulges
- b. Wheel chocks must be used.
- c. Thread measurement shall have a minimum of 2mm for all tires

3.2.4 Brake System

- a. There must be no visible leaks or excessive pedal movement.
- b. The air pressure gauge (when applicable) shall be operating.
- c. The handbrake should always be operational.

3.2.5 Required Permanent Signages

- a. Signages located at the sides of the cargo compartment shall conform to the dimensions prescribed in the DOE Department Circular No. DC2013-09-0022
- b. The signage located at the back of the cargo compartment shall conform to the dimensions prescribed in the DOE Department Circular No. DC2013-09-0022
- c. Signages indicating the tank truck operators/haulers contractor's company name shall be located at the door on both sides of the cab compartment.
- d. Subject to the rules and regulations of the Land Transportation Office, the signage "LPG Delivery", as mirror image, shall be provided at the front of the vehicle. (For LTO confirmation, if still applicable)

3.2.6 Other Requirements

- a. The vehicle must carry fire extinguishers, with at least 2 x 10 pounds capacity, dry chemical or CO₂ with a B:C rating, places accessibly near the driver and attendant.
- b. Seat belts shall be functional for both driver and attendants.
- c. The vehicle must be provided with early warning devices and cones.
- d. There should be no engine/ radiator leaks
- e. Cracked windshield, side and rear view mirrors shall not be allowed.
- f. 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.
- g. 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.
- h. Jack, tire wrench with extension handle (pipe) and explosion proof flashlight.

3.3 Types of LPG Cylinder Vehicle

3.3.1 Two Wheeled Vehicle

A motorcycle with fixed steel cage that can safely carry a maximum of two (2) 11kg LPG cylinders.



Figure 3. Two Wheeled Vehicle Sample Layout

3.3.2 Three Wheeled Vehicle

A motorcycle with fixed steel cage side-car that can safely carry a load of LPG cylinders.



Figure 4. Three Wheeled Vehicle Sample Layout

3.3.3 Four Wheeled Vehicle

All vehicles used for transportation and distribution of LPG in cylinders, particularly to and from the refilling plant, shall conform to the following specifications; that can safely carry LPG cylinders up to its rated maximum cargo load capacity.



Figure 5. Four Wheeled Vehicle Sample Layout

4. Product Security

The fleet operator or company may consider a Global Positioning System (GPS) installed in the Tank Truck to ensure driver safety and product integrity during transit

5. Inspection, Testing and Maintenance

5.1 Tank Truck Inspection

5.1.1 Tank Truck Pre-Entry/Pre-Departure Safety Inspection- Inspection checklist for tank trucks prior to loading queuing at terminal or refilling plant. (See Annex 2 for the sample of Pre-Entry / Pre-Departure Tank Truck Checklist)

- | | | |
|--------------|---|---|
| a. Frequency | : | Prior to Entry / Prior to Departure |
| b. Performer | : | Gate guard / Safety Officer |
| c. Reference | : | LPG Lorry Safety Inspection Checklist / Pre-Loading Checklist |

5.1.2 Transport Tank Truck Testing and Maintenance Checklist - A comprehensive checklist used for truck safety, security and standards inspection as defined by Transport and Safety Policy of the Company.

- a. Frequency : As company defined
- b. Performer : Transport Safety Officer Duly authorized personnel e.g., Fleet Mechanic
- c. Reference : See Annex 3 for the sample of Testing and Maintenance Checklist

6. Tank Truck Re-qualification

The process of inspection, examination and testing on LPG Road Transport tank, its instrument, appurtenances and accessories conducted on a specified regular frequency or interval during the life of the tank to ensure it is still safe and fit to continue its service.

Procedure:

- The tank, its pressure containing pipes shall undergo a thorough inspection and examination or Re-qualification every (5) years. This may include replacement of all or some valves and accessories such as internal safety valves (ISV); pressure relief valves (PRV); ball valves; level gauge, pumps, flowmeter; pipes and fittings. However, even before the 5 year-period has been attained, re-qualification shall be conducted if there is reasonable evidence of damage to the tank, such as severe corrosion, pits and other abnormalities or if the tank was involved in an accident.
- Replace all gaskets in flanged connections using “metallic” spiral wound “graphite filled” stainless steel.
- Replace all corroded, pitted and worn-out stud bolts and hex nuts.
- Transfer hoses and end fittings shall likewise be subjected to thorough inspection and testing.
- Conduct thorough inspection on tank external and internal surfaces, its welds, appurtenances and accessories. Special attention to tank surface and weld conditions such as corruptions, pits and other abnormalities.
- Empty the tank of its liquid content. Take precautionary and safety measures.
- Degas the tank, Take precautionary and safety measures,
- Remove the stench odor (ethyl mercaptan) by soaking inside of tank with soap and water solution for days.
- Drain water from tank. Take precautionary and safety measures. Do not discharge LPG contaminated water to unprotected canal or waterways.
- Once odorant had been dissipated, open manhole, all nozzles and remove pipes, valves, instrument and fittings.
- Conduct gas test to ensure inside of tank was completely gas-free prior to entry.

- Implement required precautionary and safety measures in entering confined space.
- Clean inside of tank using soap and water. Wash and brush inside surfaces of tank using non-sparking brushes. Remove all residues and unwanted materials inside the tank.
- Conduct inspection on internal surfaces, pipes, valves and baffles.
- Conduct non-destructive test such as RT, UT and MT of tank and its pipelines.
- Calibrate the tank and its liquid level gauge by Industry accepted Surveyor,
- Calibrate instrument (PG and TG) by DTI-BPS PAB accredited laboratory with ISO 17025 Certificate.
- Secure BFP inspection and issuance of FSC on Conveyance of Flammable Liquid.
- Check all electrical and mechanical parts of the vehicle. These shall be performed by competent and experienced automotive electrician and automotive mechanics.
- Test all valves for leak and “passing”. Replace all defective valves.
- After tank passed thorough inspection, non-destructive tests (RT, UT, MT) and test of all valves, install or re-install all valves, instrument and accessories.
- Conduct hydro static test (HT) on the tank using 1.3 x MAWP.
- Ensure all safety equipment and accessories are present, available and installed on the tank lorry.
- Commission the tank by purging water and air from inside of tank by nitrogen “pushing” followed by LPG vapor pushing. The tank shall be in “LPG vapor atmosphere” to complete the Re-qualification process.
- Complete the Re-qualification Inspection Report and required Attachment papers.

7. 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

8. Tank Truck Maintenance

- Ensure that the diesel engine is receiving the basic maintenance needed for long life and maximum efficiency.
- Comply with tank truck Manufacturer's Suggested Preventive Maintenance Schedule

9. Garaging

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

10. Tank Truck Records Maintenance

Tank truck owners should maintain 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 tank truck 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:

- Tank Truck's manufacturer serial number
- Name of the Tank Truck manufacturer
- 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 Tank Trucks. Use records from past years to help identify problems (such as thinning over time).

11. Driver's Qualification and Requirements

Tank truck drivers should possess a valid driver's license pursuant to the requirements and classification of **DOTr- LTO** with Driver's License (DL) Codes C & CE and must possess the following qualifications and requirements:

11.1. Qualifications

- Physically and Mentally Fit
- Able to read and write in Filipino, English or any major dialect
- No unsettled traffic violation
- Attended and passed the practical defensive driving course
- Passed the automated theoretical examination and practical driving test

11.2. Documentary Requirements

- PSA Certificate of Birth
- Medical Certificate from Accredited Medical Clinic
- Certificate of Completion for the practical driving course
- NBI Clearance

12. Emergency Response

12.1 Tank Truck Incidents

Terminal / plant personnel, fleet operators, and tank truck drivers must be able to respond immediately and must be trained to any liquid fuel spill and fire to prevent property damages and fatalities.

Terminal / plant personnel, fleet operators, and tank truck drivers should understand and apply the Emergency Response Guide (ERG) adapted by the Bureau of Fire Protection as their guide in responding to chemical or hazardous material incidents which include liquid fuels.

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

- 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.
- 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.
- 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.
- 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.

12.2 Initial Response Operations

It may take time to assemble the proper resources for a tank 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.

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.

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 tank truck to bum and assign units cool/protect the exposures.
- Remember that the tractor or uninvolved 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.

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.

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.

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.

13. 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>	One time registration

	Acknowledgement Letter as Registered Hauler	DC 2021-09-0029 "Guidelines On Notices And Reportorial Requirements Pursuant To The Downstream Oil Industry Deregulation Act"	One time registration
DOTR- LTO	Certificate of Registration of Vehicle	RA 4136 / RA 10930 "Land Transportation and Traffic Code"	Annually
	Driver's License		Five (5) years or Ten (10) years
	Certificate of Registration of Vehicle	RA 10916 "Road Speed Limiter Act of 2016" (An act of requiring the mandatory installation of speed limiter in public utility and certain types of vehicles)	Annually
DOTR-LTFRB	Certificate of Public Convenience	DO No. 2015-018 (Terms and Conditions of a Certificate of Public Convenience to Operate a Transportation Network Vehicle Service)	Five (5) years
		MC No. 92-009 (Defining the Policy Framework for the Regulation of Transportation Services)	
		Mc No. 2011-014 (Safety Compliance Orders)	
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	Philippine Clean Air Act of 1999 DAO 2000-81	Six (6) years validity from the date of issue, unless

		<i>IRR of RA 8749 - Section 7 & 11 of Rule XXXI</i>	sooner cancelled or suspended
DOST/ITDI	Calibration Certificate	DOE-DC 2003-11-010 <i>(Providing for the Rules and Regulations Governing the Business of Retailing Liquid Liquid fuels)</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

ANNEXES

Annex 1. Government Checklist of Requirements

A. Department of Energy (DOE)

- Notice to Engage in any activity in the Downstream Oil Industry

OIMB/CORR002-NTEB
Company Profile Annex B

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 in KL	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:

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



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

	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	

(Date)

Oil Industry Management Bureau
Department of Energy
3rd Floor, PNOB 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)

- Checklist of Requirements to Engage in Hauling Services in the Downstream Oil Industry



OIL INDUSTRY MANAGEMENT BUREAU
CHECKLIST OF REQUIREMENTS
TO ENGAGE IN HAULING SERVICES IN THE DOWNSTREAM OIL INDUSTRY
 As provided for in DOE Department Circular DC1998-03-004 (Rule II Section 5)

OIMB/COR#002-NTEB-HS

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	Remarks <small>(Date of Submission)</small>
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, RGC, 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
Conforms by the applicant: _____ (Printed Name and Signature)	

- Application for Engagement in Hauling Services



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. _____
 Book No. _____
 Series of _____

- Checklist of Requirements for Securing Certification for Hauler (Own-Use)



OIMB/CDS#025-CERDev1

**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:		<input type="checkbox"/>
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.		
II. SUPPORTING DOCUMENTS (CERTIFIED TRUE COPIES)		
1. LTO OR/OR 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. CDC of Retail Outlet/s		<input type="checkbox"/>
5. Payment of fee		<input type="checkbox"/>
III. CORRESPONDING FEES		
1. Acknowledgement of Notice/Engagement on the DOE	P 500.00	<input type="checkbox"/> Official Receipt
2. Certification for Hauler	P 550.00	<input type="checkbox"/> No. _____
		<input type="checkbox"/> Date: _____
		<input type="checkbox"/> Amount: _____
IMPORTANT:		
For Mailed Application: We ONLY ACCEPT Postal Money Order (PMO) / Manager's Cheque (MC) payable to the DEPARTMENT OF ENERGY		
All applications must be addressed to: Director, Oil Industry Management Bureau Department of Energy Energy Center, 3rd Floor, FNOC Bldg. 5, BGC, Taguig City		
Assessed by:	Recommendation:	<input type="checkbox"/> Forwarded to ODD
_____		<input type="checkbox"/> Returned to applicant
(Printed Name and Signature)		

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

- Fire Safety Inspection Checklist



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/ pair of sacs) with towels.		
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"

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



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)
 _____ (Address)
 and owned by _____ (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: "MANGIIT NA PINGAGABAWAL NG PAMUNAWAN NG BUREAU OF FIRE PROTECTION SA MGA PAMAHANGI NG MGA MAGGENTA O MAGREKONIDA NG ANUMANG BRAND NG FIRE EXTINGUISHER"

"FIRE SAFETY IS OUR MAIN CONCERN"

DISTRIBUSION
 Original (Applicant/Owner's Copy)
 Duplicate (BFP Copy)

BFP-QSF-FSED-038 REV.02 (08.24.20)

C. Land Transportation Franchising and Regulatory Board (LTFRB)

- Application for Issuance for a New Certificate of Public Convenience

<p>APPLICATION FOR ISSUANCE FOR A NEW CERTIFICATE OF PUBLIC CONVENIENCE</p> <p>(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)</p>
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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 units 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 Valid Driver's License/s of the authorized driver/s (circa 2016 format).

TD	LEGAL	DBMC	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:

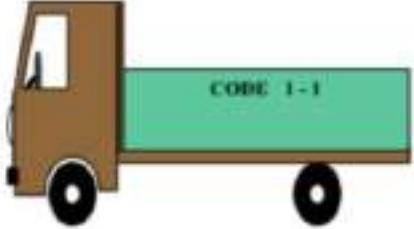

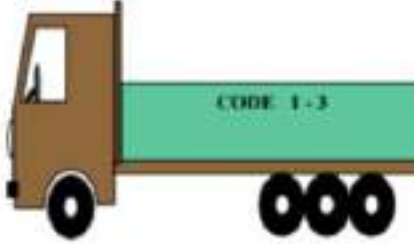
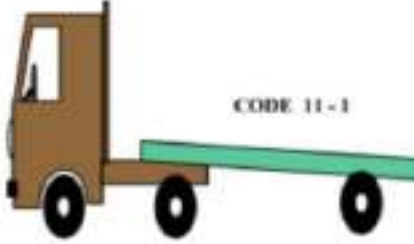
- a. Location map;
- b. Dimension of garage;
- c. If the applicant is the owner of the garage, Transfer Certificate of Title (TCT)/ Tax Declaration in the name of the applicant; if not, notarized Contract of Lease/Authority to use with TCT of Lessor;
- d. LGU Zoning Clearance for the location of the 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;
- f. For UV, exact location of terminal at both endpoints.

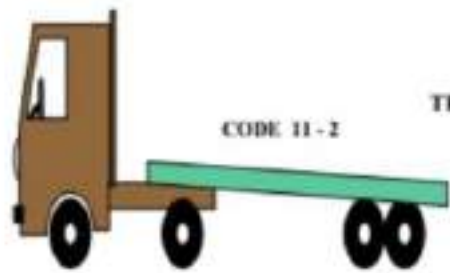
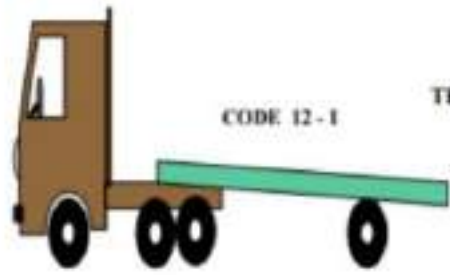
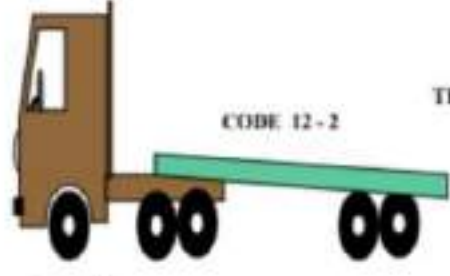
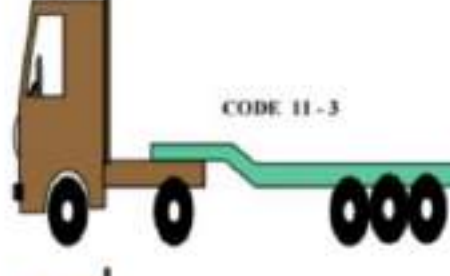
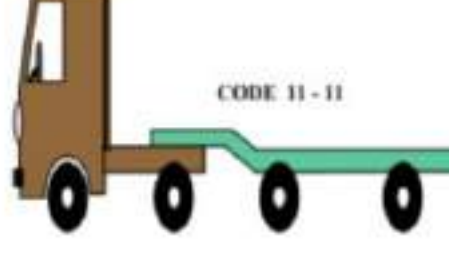
D. Department of Public Works and Highways (DPWH)

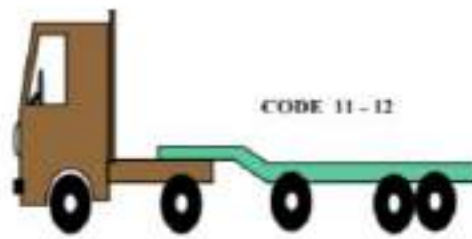
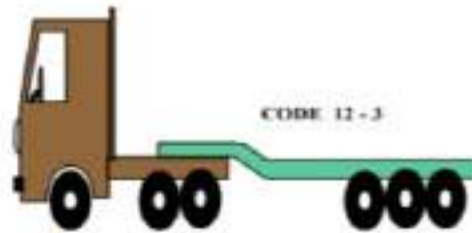
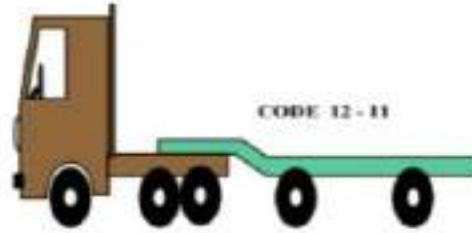
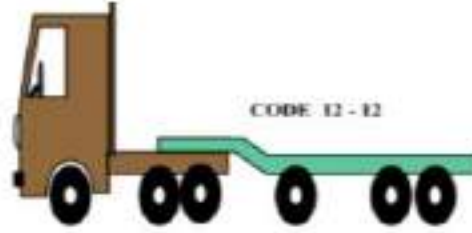
- Maximum Allowable Gross Vehicle Weight

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
	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

 <p style="text-align: center;">CODE 11 - 12</p>	<p style="text-align: center;">TRUCK-TRAILER WITH 2 AXLES AT MOTOR VEHICLE & 3 AXLES AT TRAILER (18 WHEELS)</p>	36,900
 <p style="text-align: center;">CODE 12 - 3</p>	<p style="text-align: center;">TRUCK-TRAILER WITH 3 AXLES AT MOTOR VEHICLE & 3 AXLES AT TRAILER (22 WHEELS)</p>	41,000
 <p style="text-align: center;">CODE 12 - 11</p>	<p style="text-align: center;">TRUCK-TRAILER WITH 3 AXLES AT MOTOR VEHICLE & 2 AXLES AT TRAILER (18 WHEELS)</p>	37,800
 <p style="text-align: center;">CODE 12 - 12</p>	<p style="text-align: center;">TRUCK-TRAILER WITH 3 AXLES AT MOTOR VEHICLE & 3 AXLES AT TRAILER (22 WHEELS)</p>	41,000

E. Department of Environment and Natural Resources (DENR)

Certificate of Conformity (COC) - the following are the requirements prior to the issuance of the same:

- Application letter
- Complete and Detailed Descriptions of Motor Vehicle and Engine
- Description of the Emission Control System
- Details of Fuel Feed System
- Vehicle Type Approval System Test Results (The previous emission test results of pre-production engine vehicle type duly certified by the manufacturer of subject motor vehicle)
- Other particulars which may be required by the DENR

DRAFT VERSION - 2022

F. Land Transportation Office (LTO)

- 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



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)

G. Department of Science and Technology (DOST)

- Checklist of Requirements for tank truck calibration



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 Procedures

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.

Note: Procedures and fees might not be the same for DOST RML and RSTL. ITDI has different procedures and fees

Annex 2. Pre-Entry / Pre-Departure Tank Truck Checklist

Company: _____				
Address: _____				
Destination _____			Date: _____	
Plate Number _____				
Driver's name _____				
ITEM	LPG Lorry Safety Inspection Checklist	YES	NO	REMARKS
1	Is Driver and Helper familiar with Terminal Safety Rules and Regulations? Product knowledge & Safety Awareness Seminar is conducted with Certificate			
2	Is vehicle safety compliance certificate issued - Write Certificate Number			
3	Is Job Hazard Analysis done monthly and available on file - Write JHA number			
4	Tires are roadworthy? (No damage/sidges, at least 2mm groove depth)			
5	Spare tires available and in good condition?			
6	Handbrake or Mast brakes functioning well?			
7	Seat belts working properly? (3 points set belt)			
8	Fire extinguishers available & in good condition. Check pressure gauge			
9	Are tire wedges/chocks available?			
10	No leakage from fuel tank/tires and roto gauges/Slip Tube - Packing Gland			
11	Check Calibration Certificate and Conveyance Permit (Fire Permit) if valid?			
12	Check Interior and Exterior <input type="checkbox"/> Cab <input type="checkbox"/> Valve Box <input type="checkbox"/> Tool Box <input type="checkbox"/> Meter Box <input type="checkbox"/> Under-chassis <input type="checkbox"/> Hose Box <input type="checkbox"/> Fuel Tank REMARKS :			
13	Electrical System <input type="checkbox"/> Head lights <input type="checkbox"/> Signal Lights <input type="checkbox"/> Brake Lights <input type="checkbox"/> Grounding Clamp <input type="checkbox"/> Hazard lights <input type="checkbox"/> Backing horns & Lights <input type="checkbox"/> Battery cut-off switch <input type="checkbox"/> All wires are insulated and covered			
14	Driver and helper Required PPE's <input type="checkbox"/> Long Pants <input type="checkbox"/> Safety shoes <input type="checkbox"/> Safety helmet REMARKS : <input type="checkbox"/> Jacket <input type="checkbox"/> Goggles <input type="checkbox"/> Gloves			
ITEM	PRE-LOADING CHECKLIST	YES	NO	REMARKS
1	Battery safety "master cut-off" is engaged			
2	Handbrakes applied			
3	Wooden Chocks applied			
4	Grounding Cable a. Check grounding cable clamp if working properly b. Connect the grounding cable			
5	Ready fire extinguishers in place for easy access near the lorry			
6	Driver/helper wearing proper PPE			
7	Secure connection of loading hoses			
8	Check Roto Gauge / SLIP TUBE Gland Packing for leak - Check gland number of turns			
Loading Parameters:		Before Load / Unload	After Loading/Unloading	REMARKS
Level (cm)				
Pressure (kg/cm ²)				
Temperature (°C)				
Source Tank				
Density (kg/L)				
Start Unloading				
Finish Unloading				
Checked by:	Witnessed by:	Confirmed by:	Evaluated by:	
_____ Checker	_____ Guard	_____ Driver	_____ LPG Supervisor	

Annex 3. Testing and Maintenance Checklist

A. General Appearance		PASSED	FAILED
1	Body chasis on reasonably good condition		
2	Paint condition conform standard. No major crack, bubble, chipped or peeled off		
3	Side guards/railings provide on all site		
4	Date last requalification painted on the tank		
5	Valve manifold located at side of tank not at the track. Provided with closed compartment and lock		
6	No major dents on tank that may affect calibration		
7	No excessive corrosion.		

B. Cab Interior		PASSED	FAILED
1	Dashboard		
a	No crack damage that may expose wirings.		
b	Instruments, gauges, dash board and cab lights working and safely secured		
2	No cab cigarette lighter (condemned/not installed)		
3	Instrument installed and working condition		
a	Oil pressure		
b	Temperature Gauge		
c	Air pressure		
d	Odometer		
e	Fuel Gauge		
f	Ampere Gauge		
4	Handbrake/Gear shift and others levers accessible to drive and condition.		
5	Fire Extinguisher		
a	2x10 lbs. fire extinguishers located on chasis or cabinet.		
b	Securely fixed with inspection tag.		
6	Side Mirrors Condition		
a	Provided on drivers and passengers sides.		
b	Adequate in size, properly positioned and fastened		
c	Front view mirror is provided		
7	Seats condition		
a	Correctly positioned with support		
8	Flooring and Ceiling are leak proof and isolated		
9	Door and Windows		
a	Hinges/locks/handles in working condition.		
b	Side paddings provided		
c	Clear door, windows and ,mechanism working		
10	Seat belts		
a	Two seats belts (3 point type) provided.		
b	Rigid anchor points.		
11	Distracting Items		

a	Windows curtains, posters not required removed		
12	Windshield		
a	Clear, clean and no cracks.		
b	Wipers/washers in good working condition		
13	Access footholds to and from cab are rigid, non-slip and properly positioned		

C. Engine		PASSED	FAILED
1	Exhaust System		
a	No leaks on pipings and not excessively corroded		
b	Mounting brackets/joints firm.		
c	Exhaust does not pass under tank.		
d	Exhaust pipe does not contact with tank		
e	Exhaust pipe guarded where physical contact possible		
2	Starts Easily		
3	No leaks on fuel lines/tank		
4	No leak in radiator		
5	No excessive engine vibration due to defective engine supports		
6	Air intake		
a	Stack pipe type air intake capped		
b	no leak in suction pipe/hose		

D. Steering		PASSED	FAILED
1	Steering wheel play not extending 1/5 steering wheel diameter		
2	Stable steering on excessive wiggle, vibration and noise.		
3	Good condition of power steering hoses.		
4	Power steering reservoir full and no leak in the system		

E. Clutch/Gearbox		PASSED	FAILED
1	No slipping/noise when shifting gears		
2	Engages smoothly in all gears		

F. Brakes		PASSED	FAILED
1	No leaks in brake system pipe works		
2	Low pressure warning device is working		
3	Handbrake lever hold "ON" position		
a	Brakes holds when tested in an inclined (10.95 degrees) position		
b	Lever not reaching maximum permitted level		
4	Holds well evenly when applied		
5	No excessive pedal movement		
6	Pedals with non slip pads		
7	Brake fluid reservoir is full		

G. Suspension		PASSED	FAILED
1	U-bolts, brackets holding leaf spring complete, no missing nuts and no cracks		
2	Manage well on uneven rough roads		

H. Tires		PASSED	FAILED
1	Threads depth no less than 2mm		
2	Piles intact, no wide tear, holes, bulges and no visible separation		
3	Recapped tires not installed at the front.		
4	No broken studs/ no missing nuts		
5	Lock rings fits well/no advance corrosion		
6	Good spare tire provided		
7	Sufficient air in tire		

I. Fifth wheel(for tractor/trailers only)		PASSED	FAILED
1	Mounting bolts, bracket pins, bushing, lock pins in good condition		
2	Turntable, lock pins in good condition		
3	No crack/ damage on 5th wheel		

J. Permits/License		PASSED	FAILED
1	Updated conveyance permit from BFP		
2	Other permits and papers required OR, CR		
3	Driver's license		
4	Alternative driver or helper available		

K. Electricals		PASSED	FAILED
1	Lights		
a	Park lights left and right		
b	Head lights/dimmer		
c	Left and right signal lights @ both rear and front		
d	Brake/stop light left and right		
e	Backing lights left and right		
f	Emergency/Hazard lights		
g	No exposed light bulbs due to cracked or broken lens		
h	Emergency light (no exposed light bulb)		
2	Battery		
a	Covered with rigid plastic or rubber insulation		
b	Isolating switch provided to entirely cut-off		
c	Battery connection not lose		
3	Wiring		
a	No exposed/uninsulated electrical wirings		
b	Jumper wires not used in lieu of fuse/fuse link		
c	Wire neatly laid and arranged		

4	Horn		
a	Front horn in good working condition		
b	Backing horn available and in good working condition		

L. Others		PASSED	FAILED
1	Wheel chock provided (minimum of 2 pieces)		
2	Warning Signs		
a	Black and yellow stripes Zebra at both front and rear bumper of the truck and tank trailer		
b	HAZMAT sign for carrying hazardous materials painted at both rear sides of the tank		
c	Red flags installed on both rear side of the tank		
3	Early warning device are available 2pcs		
4	Safety cone are available @ at least 4pcs		
5	Personal Protective Equipment (PPE)		
a	Reflectorized vest available for driver and helper		
b	Jackets/long sleeves shirt		
c	Hard Hat		
d	Safety shoes		
e	Gloves		
f	Goggles		