



Dated: 15.07.2019

**SOP FOR LOADING OF MOBILE DISPENSER AT OPERATING LOCATION  
UNDER THE SCHEME DOOR-TO DOOR DELIVERY (DDD) FOR HIGH SPEED DIESEL**

**Procedure / SOP for loading of Mobile Dispenser at Supply location**

1. Mobile dispenser should have a valid PESO license, pollution license, calibration certificate, Fitness certificate, Hazardous goods endorsement on driver's license and all other statutory licenses as per MV act.
2. Mobile dispenser should have all the safety fittings as required under the provisions of PESO license and OISD guidelines.
3. Startup vendor to ensure that the mobile dispenser fittings shall be in accordance to the infrastructure i.e. Top or bottom loading, of the location.
4. All the fittings in the mobile dispenser will meet the requirement of Bottom/Top filling as applicable at the loading location.
5. Crew of the mobile dispenser should have :
  - a. Authorization letter from Startup for upliftment of product.
  - b. Character and antecedent verification of Crew.
  - c. Dispenser driver should have Hazardous goods endorsement on the driving license.
  - d. To meet all other statutory and safety requirements for entry into the premises of loading location.
6. Startup vendor should place indent at loading location in advance, payment terms shall be as per the agreement.
7. Mobile dispenser shall be taken into terminal for loading after checking as per all the mandatory requirements.
8. Startup vendor to ensure complete emptiness of mobile dispenser before placing the mobile dispenser for loading at location.
9. Mobile dispenser will be loaded as per the safe filling capacity given in the PESO license and part load will not be permitted in any case.

10. Crew of mobile dispenser shall follow all the operational, security and safety Standard operating practices defined and displayed at the loading location premises from entry, loading and till exit from the loading location.
11. Product delivery at the loading point shall be made through MFM/PD-meter and delivered volume at natural of PD-meter/MFM shall be taken as final.
12. Loading location will ensure Q&Q of product loaded to the mobile dispenser on Ex-Marketing installation (Ex-MI) basis only.
13. Authorized Crew/representative of the startup vendor will sign and acknowledge the product loaded for its quality and quantity.
14. In addition to above, startup vendor and its authorized crew/representative will follow instructions/guidelines issued by location from time to time.
15. Upon completion of all above process, the mobile dispenser shall be allowed to leave the terminal premises.
16. The above process will be repeated for loading of mobile dispenser on reporting for next loading.

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