



Standard Operating Procedure

Fuel Management for Club Boats

Ownership & Applicability

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| Person responsible for updating this procedure: | Dinghy Centre Principal |
| Responsible for Activity: | OOD, SI, Centre Principal |
| Applicable to: | OOD, SI & designates CD Centre Principal & designates |

Approval

| Drafted / Revised | Approved | Revision | Effective from |
|--------------------------|-----------------|-----------------|-----------------------|
| Ciaran O'Reilly | Brian Stewart | Rev1 | August 2023 |
| Ciaran O'Reilly | Brian Stewart | Rev2 | October 2023 |
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SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

This procedure outlines safe handling procedures and practices that the club believes minimizes risks associated with fueling of club engines at the Dinghy Sailing Centre in Broadmeadows.

1. Safety

- Only members who have attended a familiarization session and signed that they have read, understood and will follow this SOP are permitted to handle fueling of club boats.
- The primary fuel used in club boat engines is petrol. This is a flammable, and highly flammable when in vapour form. Judgement and utmost care must be taken at all times.
- At no time is anyone under the age of 16 permitted to handle fuel or refuelling of engines.
- Responsibility for safe fuel operations at BM:
 - Centre Principal
 - Senior Instructor
 - OD
 - Bosun
 - Senior committee / Class Captain on Site
 - Coach/ Instructor working on site

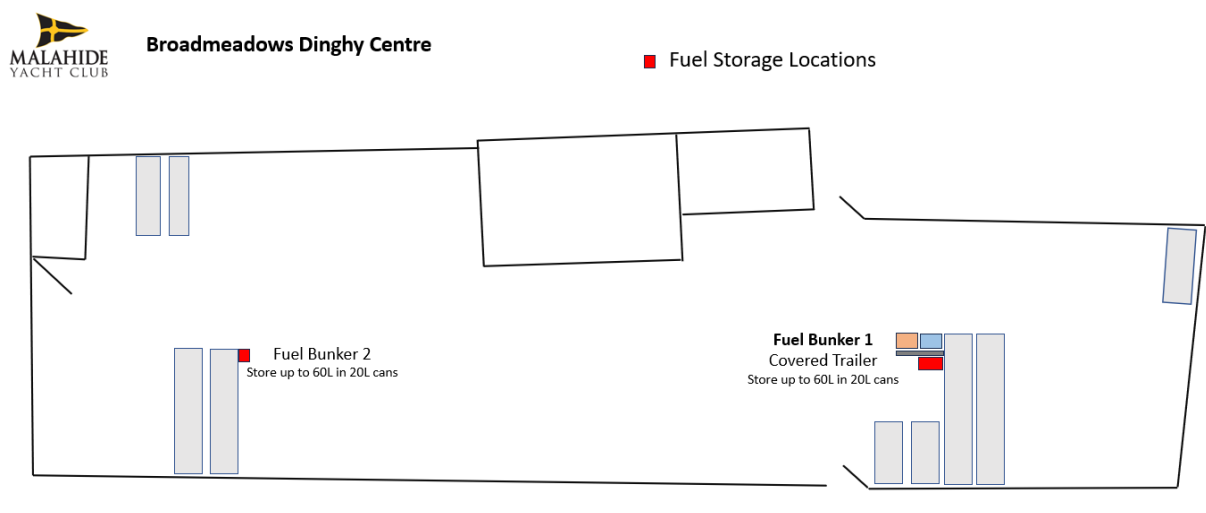
2. Re-stocking of fuel

- Petrol purchased and transported in a private car is a potential hazard and there is a limit of 20 Litres that can be transported safely in an appropriate container in the boot. Volunteer members need to be aware of this risk.
- For quantities greater than 20 Litres the club is providing a dedicated trailer/ mobile fuel bunker. This has the scope to transport appropriate metal jerry cans which can be filled in the trailer and will minimize lifting and manual carrying of fuel.



- Fuel is purchased from any nearby filling station by authorized adult club members using the “Pleo” fuel card. A list of authorized users is with the Centre Principal and Club Bosun.
- Only fill fuel containers to half full.
- The trailer can be used to drop off 3 fuel cans into Bunker 2 and then 3 cans left in trailer at Bunker 1 location.
- Expected frequency of Re-stocking:
 - Low season – every 2 weeks
 - Mid season (Tuesday/ Thursday/ Sat sailing) - weekly
 - High season/summer courses – every 5 days

3. Storage of fuel



To minimize quantities of fuel stored at any one location and minimize the movement of fuel containers, the following will apply:

- Plastic Fuel tanks / fuel line /water separator to be secured on board boats in ventilated storage containers.

- There will be two storage areas for fuel for the purpose of refuelling the fuel tanks in boats
 - Bunker 1 : mobile fuel bunker parked in marked area to east of pen
 - Bunker 2: A small fuel bunker located to west of pen.
- Maximum 60L petrol storage at each fuel bunker
- The locations have been selected to serve nearby boats
- Containers will have colour coded handles clearly indicating which bunker it belongs to
- Fire break needed around each storage container location.
- Sand bucket availability to absorb spills and to help in event of fuel fire.
- Locations to be kept clear to enable rapid escape routes



Total amount of petrol on site to use the following guidelines

- A maximum of 100 Litres spread across storage locations in the pen for racing & coaching season
- A maximum of 200 litres for summer course season

4. Re-fuelling Boats

- Refueling done adjacent to boats in a controlled manner
- Only to be done by over 16's who have demonstrated competence and have signed off SOP
- supervised by a competent adult (Race officer, etc)
- No smoking / naked light / use of electrical cables/ power tools
- refuel boat tanks before boat usage (engine will be cold)
- Refuelling done from jerry cans with proper fill attachment
- Only fill fuel tank to half full
- Bunker 1 jerry cans to be used for boats in east end of pen.
- Bunker 2 jerry cans to be used for boats in containers at west end of pen

APPENDIX 1

List of Authorized Operators

- The following is a list of members who have signed off that they have familiarized themselves with the SOP, have been given a familiarization briefing on fuel management and demonstrated ability
- The Centre Principal to initial confirmation

| Club Member | Signature | Date | Confirmation |
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