

28 November 2013

## Allocation Mechanism

### Wilprops 35 Pty Ltd

As required by regulations under GNR 342 Government Gazette No. 30905 of April 4 2008 in terms of the Petroleum Pipelines Act, 2003 (Act No. 60 of 2003)

#### Introduction

Wilprops 35 a wholly owned company of Energy oil Pty was granted both a Licence for the Operation of a Petroleum Storage Facility (nr PPL.SF.F3/107/2011) as well as a tariff allocation by NERSA.

Tariff calculated by Wilprops is based on the total AR for the storage facility divided by total projected volumes in liters for the 2013/14 tariff period. The tariff, expressed as a cent per liter (cpl) is 28cpl and exclusive of VAT.

The allocation of capacity will be done centrally via the Energy Oil Pty Ltd groups offices.

Process to be followed when requesting access to capacity.

Potential facility users will have to make a request in writing to the Managing Director of Energy Oil as well as to the General Manager of Energy Oil Fuel Supplies situated at the Wilprops 35 premises at 7 Forsdicks Road, Roodekop, Germiston.

The request must include:

- Be in writing, by e-mail to ([gavin@energyoil.co.za](mailto:gavin@energyoil.co.za)) and ([pieter@energyoilfs.co.za](mailto:pieter@energyoilfs.co.za))
- Specify the customer name and details
- Trading name as well as registered business licenses
- Specify the nature of the product to be stored, and to include specification sheets as well as MSDS for all products should they vary.
- Specify the volumes of product to be stored as well as the time period that storage is required.
- Specify the method of delivery, method of acceptance of weights or volumes and liabilities relating to acceptance of product.
- Specify the controls required for receipt of product as well as release requirements
- Specify the technical service requirements.
- Specify the method of cleaning tanks once product is removed, should it be required and /or the financial ability to have the required tanks cleaned should it be required.

The customer will be notified in writing within 7 days of receipt of the mail. At this point should the transaction be agreeable then the customer will be required to:

Complete a credit application

Complete the commercial rental agreement- includes tariff.

Should we not be able to accommodate the request, the customer will be notified in writing within 7 days of receipt of the request.

## Terms and Conditions

The allocation of storage will be on a first come first serve basis.

If the allocation requirements are not taken up on the said date they will removed- use it or lose it basis. If an extension is requested in writing then the contract will be reviewed for use.

## Technical requirements

Safe loading and driver induction:

Drivers planning to load at EOFS gantry must attend and pass driver induction program

Trucks prior to load at EOFS gantry must be inspected and pass in order to receive safe loading pass

## Site rules:

### 1. ATTENDANCE

- a. Be fully dressed, wearing the correct PPE.
- b. Fully dressed whilst on EOFS site (PPE).
- c. Not allowed on site when under the influence of intoxicated substances.
- d. Not allowed to drink any alcohol or bring alcoholic beverages on site. (**SAFETY HAZARD**)
- e. Not allowed to smoke near bulk fuel or in buildings.
- f. No visitors may be received without management's permission.
- g. Report any defects to supervisor which will record defect (**date, time and detail**).
- h. All incidents to be reported and handed to management.
- i. Work performances are at all times to be carried out both efficiently and diligently.
- j. No weapons or arms of any description may be brought onto the Company's premises.
- k. Physical Abuse will not be tolerated.

### 2. SAFETY

#### a. HOTWORK- Maintenance Work in Site

Should any person, contractor or employee, engage in any work on site that involves "Hot Work" (open flames, grinding, drilling, etc.) and being a safety hazard, immediate action should be taken by asking the person to stop and report to management immediately.

#### b. Driver's License

No vehicle will be driven on site if you do not have a valid driver's license.

#### c. Alcohol Tester

A Tester will be kept on site and will be used.

The tester can and may be used on any person if and when deemed necessary.










Safety & Security:

All persons on site will obey EOFS site rules as well as safety and security requirements  
 Drivers are not allowed to couple & uncouple loading arm coupling by themselves. It is the responsibility of the loader.

Vehicle pre-entry inspection checklist will be done and any vehicles found defective during inspection will not be scheduled but blocked on the system pending submission of repairs / service certificate for SLP bookings.

Emergency procedure:

	Document Name: Emergency Procedure					Doc No.:	P - 004
						Rev No.:	2
	Approved By:					Date:	
<b>A</b> EVACUATION PROCEDURE 	<b>B</b> FIRE 	<b>C</b> ARMED ATTACK, HOLDING HOSTAGE 	<b>D</b> BOMB SCARE 	<b>E</b> SUSPICIOUS LOOKING PACKAGE 	<b>F</b> GENERAL HINTS 		
<ol style="list-style-type: none"> <li>Emergency Management orders evacuation</li> <li>Follow instructions of the Evacuation officer</li> <li>Follow the Direction pointers to the nearest emergency exit</li> <li>Walk briskly, but do not run</li> <li>Help people who are struggling or appear unsure of themselves</li> <li>Do not return to the building before it has been declared safe</li> <li>Proceed to the assembly point</li> <li>Report and provide information the Evacuation officer and Safety Officers</li> </ol>	<ol style="list-style-type: none"> <li>If is safe to do so, try to put out the fire with the available fire equipment</li> <li><b>Notify Emergency Management or</b>  Fire-brigade: <b>011 – 458 0911</b></li> <li>Close doors and windows</li> <li>Avoid smoke-filled areas, where possible</li> <li>If the fire is too big or gets out of control, evacuate the building according to Procedure</li> <li>Keep Low</li> <li>Evacuate towards the bottom of the building</li> <li>If trapped, close doors, plug</li> </ol>	<ol style="list-style-type: none"> <li>Fall flat on the floor and roll or crawl to cover until further instructions are given</li> <li><b>If possible inform Emergency Management or SAPS at:</b>  <b>011 458 0911 / 10111</b></li> <li>If you are held hostage, do not resist</li> <li>Do not get involved in arguments</li> <li>Remember that the SAPS will do everything</li> </ol>	<ol style="list-style-type: none"> <li>Keep the person talking for as long as possible</li> <li>Listen Alternatively and <b>FILL IN THE BOMB QUESTIONAIRE</b></li> <li>Obtain all possible information from the person making the threat</li> <li>Try to determine where the bomb has been put and what it looks like</li> <li>Try to convince the person to abandon his or her plans</li> <li><b>Inform Emergency Management.</b></li> <li>Search immediate surroundings for foreign objects</li> <li>If the foreign objects is found, follow procedure E</li> </ol>	<ol style="list-style-type: none"> <li>Do not tamper with the package</li> <li><b>Inform Emergency Management</b></li> <li>Inform the addressee</li> <li>Do not make your suspicions generally known. It could cause panic</li> <li><b>Emergency Management must notify the SAPS at:</b>  <b>011 458 0911</b> Or <b>10111</b></li> </ol>	<ol style="list-style-type: none"> <li>Always Stay calm</li> <li>Make sure of the operation of emergency equipment and look where it is installed</li> <li>Be prepared to identified and report foreign objects and suspicious persons</li> <li>No information may be given to the news media or any other organisation involved</li> <li>Assist visitors who are not conversant with the emergency procedures</li> </ol>		

	spaces around to door with available material and call for help	in their power to free you			
<b>EMERGENCY CONTACT NUMBERS</b>					
Byron Sutherland		083 654 8911			
Darin Arnall		072 405 7041			
Pieter Smith		082 677 8754			
Fire Brigade		(011) 458 0911			
SAPS		10111			
Ambulance		10177			
Envirosure( Spillage)		0860 44 44 11			
<i>Refer to the Health and Safety Organogram for other responsibilities</i>					

**Insurance:**

EOFS has the necessary insurance to cover incidents and accidents on site.

Any / all trucks entering EOFS premises must have necessary in-date insurance, copy of which to be supporting document to the safe loading pass process.

**Site Open times:**

Loading open times will be week days between 7am and 5:30pm. No loading over week-ends or public holidays unless arranged with EOFS management.

**Security:**

Site has 24/7 security but EOFS does not accept responsibility for ant damages, loss of assets, etc, experienced whilst on site.