

SSOW 31: ADR Fuel Bowers

Issue Number: 02

Date of Issue: 31/01/2026

Based on: RA16 & RA16a

PURPOSE

To ensure the safe operation of ADR fuel bowers during refuelling activities, preventing fuel spills, fire, environmental contamination, and personal injury. This SSOW sets out the safe working practices, competency requirements, and equipment standards required to operate, fill, and maintain ADR fuel bowers in accordance with RA16/16a, manufacturer's guidance, and site-specific rules.

PPE REQUIREMENTS

For this activity, the following PPE must be worn



High-vis Vest / Jacket (BS EN 471)



Safety Boots (EN ISO 20345:2011) (S3)



Safety Gloves (Cut resistant) (EN 420:2003)



Safety Helmet (EN 397:1995)



Safety Glasses (EN 116:2001)



Only where noise levels exceed 80 dB

TRAINING REQUIREMENTS

- Competent and authorised ADR drivers and refuelling operatives only.
- Valid ADR certification and site induction attendance.
- Familiarity with RA16/16a and vehicle specific emergency shutdown procedures.
- Manual handling training (RA11) for hose deployment and coupling tasks.
- Working at height competence where required (refer to RA20).
- Understanding of fuel segregation, ullage control, and dry-break coupling procedures.
- Awareness of environmental protection measures and emergency spill response.

EQUIPMENT REQUIREMENTS

- ADR-compliant fuel bowser with calibrated dispensing system.
- RFID key fob and Jigsaw control panel access.
- Dry-break couplings and fuel-specific hoses (diesel, AdBlue).
- Fire extinguisher and spill kit readily available.
- Barriers or cones to segregate the fuelling area.

SAFE SYSTEM OF WORK

- All Lynch personnel must report to site security/office on arrival at any customer site and wait further instruction before continuing.
- Contact must be made with site Black/Grey Hat and confirm if a Point of Works Risk Assessment and Task Briefing is required prior to any ADR operations commencing.
- Always communicate with site staff to ensure all on-site risks have been identified, controlled and you have understood any information received.
- Only qualified competent and authorised personnel to drive the ADR and carrying out refuelling activities.
- All Lynch personnel are trained in working at height and refer to RA20 if required.
- See RA11 Manual handling. All personnel complete manual handling training.
- Full PPE including safety gloves and glasses must be worn.
- Full site rules as briefed in the site induction will be adhered to at all times.

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- All vehicle movements must be banked and controlled as required.
- Pre-use inspections must be conducted daily. Any defects found must be reported immediately in accordance with Lynch reporting procedures.
- Good housekeeping must be maintained at all times

SAFE SYSTEM OF WORK

- Before pumping – ensure truck is running.
- Before pumping – ensure breaker switched (located on passenger side) are set to 'ON' position.
- Before pumping – check air pressure gauge is at desired level (5 bar minimum).
- Use key fob assigned to vehicle being fuelled to 'log in' to jigsaw control panel by holding it to RFID reader.
- Enter mileage of vehicle being fuelled via keypad.
- Select fuel tyre: diesel or AdBlue – if diesel has been selected, adjust black dial on control panel to select low flow (black hose) or high flow (red hose) as needed.
- Release foot valve by pulling green air valve.
- Engage PTO by pulling black air valve.
- Withdraw desired hose (following hose reel deployment guidance), position nozzle carefully and commence pumping by pulling trigger (black hose & blue hose) or opening lever valve (red hose).



MAN 4X4 – HOSE REEL DEPLOYMENT

- Ensure desired nozzle is removed fully from the slot before extending the hose.
- Ensure excess hose is available for slack to avoid rubbing on the side of the container causing trip hazards or developing kinks.
- After delivery, to engage power rewind, first ensure hose is positioned in line with rollers without kinks. Now push lever down to engage motor and manually adjust hose if needed to ensure hose is evenly distributed on reel.
- Return nozzle to holster ensuring that the hose is positioned fully within the housing.

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MAN 4X4 – FUEL FILLING PROCEDURE

- Before filling – check levels on side on tank via ROTO gauge.
- Withdraw high flow hose (red hose) from reel and position beside fill point.
- Remove spout by unfastening from brass coupling.
- Connect dry break head (located in storage cabinet on driver's side) via brass coupling and ensure seal is tight.
- Remove dust-cap and connect dry break fitting to fill point.
- Open foot valve via green air valve in control cabinet.
- Commence filling (ensure adequate ullage to prevent overspill).
- When the filling is completed. Close foot valve via green air valve in control cabinet.
- Remove dry break fitting and replace dust-cap.
- Refasten spout to hose via brass coupling and retract hose reel following hose reel deployment guide.



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MAN 4X4 – ADBLUE FILLING PROCEDURE

- Before filling – ensure lever valve is closed to stop accidental leakage.
- Before filling – check level on side on tank via sight gauge.
- Attach dry break fitting to pipe (located on drivers' side at rear of cab).
- Open lever valve on pipe.
- Commence filling (ensure adequate ullage to prevent overspill).
- When filling is complete, close lever valve and remove dry break fitting.



MAN 4X4 – EMERGENCY SHUT DOWN PROCEDURE

- To initiate emergency shutdown procedure, decompress 'PTO' and 'Foot valve' air valves on control panel.
- Turn off ignition to truck in cab to cut power to system.
- Now ensure all nozzles are closed on hoses.



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IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Fuel spillage/leaks - Contamination of water courses
- Electric shock, electric shock
- Fuel vapour inhalation
- Fire/explosion
- Musculoskeletal injuries from manual handling
- Slips, trips and falls
- Personal injuries, nips, cuts
- Skin burns, dermatitis
- Plant and vehicle movements and interface
- Working at height

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA16/16a

Owner: Head of HSQE	Version: 2	LF266
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