

A. PURPOSE

The purpose of this procedure is to outline the **pre-certification process** which sets out the **evidence required** to enable Mobil Oil New Zealand Ltd (“Mobil”) to assess a **reseller’s [i.e. prospective customer requesting to purchase from Mobil at a Terminal Gate Price (TGP)] ability** to:

- a) **pay** for the supply of engine fuel; and
- b) **comply** with Safety, Security, Health & the Environment (SSHE) requirements at terminals **owned & operated by Mobil** – For third party terminals not owned nor operated by Mobil (including sites operated by Wiri Oil Services Limited, New Zealand Oil Services Limited, Tasman Fuels (Timaru Oil Services Limited) or Z Energy) - please refer to the operator's website for access requirements.

B. SECTION 1 – ASSESS RESELLER’S ABILITY TO PAY FOR SUPPLY OF FUEL

For Mobil to assess a reseller’s ability to pay, including but not limited to, a credit check, you will be asked to provide certain information so Mobil can complete this assessment. Some examples of information that may be requested includes a profit and loss statement, credit reports and guarantor details. Please contact Mobil’s Consumer Care team for more information, using the details provided on Mobil’s TGP webpage - they will be able to advise you of all necessary information and how to provide it to Mobil.

C. SECTION 2 – ASSESS RESELLER’S (OR CARRIER NOMINATED BY RESELLER TO COLLECT FUEL ON BEHALF OF RESELLER) ABILITY TO COMPLY WITH ALL REQUIREMENTS (SSHE & OTHER OPERATIONAL REQUIREMENTS) AT TERMINAL(S) MOBIL HAS THE RIGHT TO DRAW FUEL FROM AS DEFINED WITHIN THE FUELS INDUSTRY ACT (FIA2020)

Mobil terminals are secure facilities with access by prior arrangement only.

This procedure will ensure that **prospective reseller customers requesting to purchase from Mobil at a Terminal Gate Price (TGP)** understand what is required of them in order to gain access to collect fuel. Mobil’s policies & procedures are in place to ensure **nobody gets hurt, nothing gets spilled and product quality is maintained**.

Mobil NZ – Terminal Gate Price (TGP): Pre-certification Process

Page:

2 of 3

Latest Issue Date:

09/08/2021

Below are the **Mobil owned & operated** terminals that are in scope for this procedure:

Location	Terminal	Operating Days / Hours			TGP Products – unaditised		
		Typical Driver Induction Days (by prior arrangement)	Loading	Terminal Operator on site	Regular 91	Premium 95	ULS Diesel
Mount Maunganui	Mount Maunganui	• Tuesdays: 0900	24 / 7 *	7 days 0800-1630	Y	Y	Y
Wellington	Seaview		24 / 7 *	Mon - Fri 0700 – 1700	Y	Y	Y
Christchurch	Woolston	Every 2 nd Tuesday 0900	24 / 7 *	Mon - Fri 0730 - 1630	Y	Y	Y
	Lyttelton	<i>Held at Mobil Woolston terminal</i>	24 / 7 *		N/A	N/A	Y
Bluff	Bluff	• Tuesdays: 0900	24 / 7 *		Y	Y	Y

*** NOTE:** Loading is “24/7”, on the basis that all terminal access requirements have been met – Then using tags provided to gain access to the terminal and to load at the loading gantry, by entering a shipment number (received after making a successful order) or open order number that has been provided to you (post all customer set-up procedures are completed) ; Although loading is “24/7”, terminal operators are only on site at the terminal during the typical hours indicated per terminal in the above table.

D. REQUIREMENTS FOR PRE-CERTIFICATION PRIOR TO COLLECTION OF FUEL

Note:

- Names of **individual drivers** who will transport fuel for the reseller are **required** along with **evidence** they meet all legislative requirements to transport engine fuel
- Information about the vehicle or vehicles that transport fuel for the reseller, and evidence the vehicle or vehicles meet all legislative requirements to transport engine fuel
- Any other information necessary to determine the ability of the reseller to comply with SSHE requirements at terminal(s) the reseller is likely to make a request for supply of specified engine fuels via a TGP purchase.

Requirements for collection of fuel from a Mobil terminal are:

- A **Terminal Access Agreement** must be signed by the Customer
- Tank Trucks must comply with Worksafe Flammable Liquids Road Tank Wagons Code of Practice
- The Tank Truck must have a **Safe Load Pass**
- Mobil **driver induction process** must be completed

Mobil NZ – Terminal Gate Price (TGP): Pre-certification Process

Page:

3 of 3

Latest Issue Date:

09/08/2021

The hours to contact the terminal to book date / time slot for an inductions are 8 am to 4 pm Monday to Friday. Inductions need to be planned to fit with availability of terminal staff – refer table for typical day of the week & time slot.

Driver induction process:

1. Registering with the Mobil terminal
2. Completing an on-line induction video
3. Arranging an induction visit to the terminal
4. Demonstrating competence in loading procedures at the terminal – by completing five “buddy” loads with a Driver Trainer “buddy” (provided by the company uplifting the fuel)
5. Completing a gantry assessment for sign off by Mobil – post 5 “buddy” loads
6. Driver access tag (blue = driver) will only be issued after confirmation the driver is competent to load

PPE requirements are advised during induction and include:

1. Full body cover Hi-vis flame retardant clothing (FRC) [one or two piece]
2. Approved eye protection & approved safety footwear
3. Gloves for specified tasks

Vehicle induction includes:

1. Registering with the Mobil terminal
2. Providing all necessary information about the vehicle (“Tank Truck”), including but not limited to, **Safe Load Pass** and Tank Truck must comply with Worksafe Flammable Liquids Road Tank Wagons Code of Practice
3. Once all requirements are satisfied, Customer Truck Cards [red card or tag (iButton)] will be issued to the Customer or the Permittee to use with the Terminal Automation (TAS) system to load product at the terminal.

Actions or things that would not meet SSHE requirements at a terminal, include, but are not limited to, where the Customer’s or Permittee’s Driver enters the terminal while under the influence of alcohol or any controlled substance or bringing any prohibited materials into the terminal. For more details, please refer to Mobil’s **Terminal Access Agreement** that will be provided upon request for access to the terminal.

E. CONTACT US

If you would like to start the process of getting “pre-certified” at a specific Mobil terminal, book in a driver induction, etc. then please call our CXP team on **toll-free 0508 985 299** or **email: NewZealandFuels@contact ExxonMobil.com** and they can provide you the necessary information & details of the **contact person at the terminal**.

F. REFERENCES

- Fuels Industry Act 2020 (FIA2020)
- Fuels Industry Regulations 2021 (FIR2021)