

User Information Sheet 006

Formerly LPGA Technical Memorandum NO.69 – March 2000

Check list for the assessment of safety standards at operator owned sites

This Guidance has been prepared to assist LPG Suppliers and Operators to achieve satisfactory and consistent safety standards at operator owned sites.

The primary objective of the checklist is that operators should use it as a self assessment to establish their level of compliance with regulations and Codes of Practice. In addition, the LPG supply company has a duty to ensure the safety of its employees who may visit the operator's premises. This document provides them with an industry standard checklist to use when carrying out surveys of such sites prior to commencement of supply or as part of ongoing safety reviews.

Items in the tables marked "M" should be considered as minimum standards, defined as "minimum standards necessary to achieve safe transfer and storage of LPG" whilst those marked "B" should be considered as best practice, defined as being "those additional requirements expected to be in place from and operator who is fulfilling his legal and industrial practice obligations.

"No" responses to items marked "M" should be justified by written dispensation from the Enforcing Authority (e.g. HSE). Written Action Plans, with time schedules, should be put in place to rectify any non-conformances.

LPG OPERATOR SELF ASSESSMENT CHECKLIST

1.		DOCUMENTATION	YES	NO	COMMENTS
		<i>Does this location have copies of all or any of the following documents?</i>			
a.	M	(50 tonnes +) Major Accident Prevention Policy-MAPP and provide copy.			
b.	M	A written scheme of examination (required under the Pressure Systems & Transportable Gas Regs 1989.			
c.	M	Emergency Procedures and provide copy			
d.	M	Planning Consent (over 25 tonnes) and provide copy.			
e.	M	Notification to HSE (NIHHS Regs) + 25 T			
f.	M	Health, Safety and Environment Policy (+ 5 employees written)			
g.	M	Electrical Inspection Schedule and /or maintenance records			
h.	M	Test Certificates: PRV's 5 yrs, vessels 10 yrs. Date of next test and provide copy of certs.			
i.	M	DGSA documentation and procedures in place, named person appointed, (provide name)			
j.	M	Accident book available – check entries			
k.	M	Employers liability insurance			
l.	B	Maintenance Procedures			
m.	B	Quality Policy (ISO registration)			
n.	B	Relevant LPGA Codes of Practice			
o.	B	Membership of the LPGA			
p.	B	General Training Records			
q.	B	Procedures for visitors			
r.	B	Work permits for contractors			
s.	B	HSE contact			
t.	B	Material Data Sheets/COSHH Assessment			
u.	B	Risk assessments			
v.	B	Schematic of installation			
w.	B	Procedure for inspection/maintenance of LPG transfer hoses.			

OTHER COMMENTS:

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2.		SITE INSPECTION: SIGNS & VISUAL CHECKLIST	YES	NO	COMMENTS
		<i>Are the following signs clearly on display and satisfactory?</i>			
a.	M	Hazard warning signs on main gate			
b.	M	Product identified on storage and pipework.			
c.	M	No Smoking notices			
d.	M	Emergency Alarm/Electrical Isolation point marked			
e.	M	Remote actuated isolation valve marking			
f.	M	Off loading procedures (supplier and customer) and provide copy.			
g.	M	Health and Safety at Work poster displayed			
h.	M	Highly flammable warning on vessel			
i.	B	Fire extinguishers clearly marked			
j.	B	Authorised personnel notices			
k.	B	Cylinder filling procedures			
		<i>Are the following satisfactory?</i>			
m.	M	Security – fences sound and secure, unauthorised access preventable. Gates in correct position and operational.			
n.	M	Access free for emergency vehicles			
o.	M	Vessel and Pipework sound and in good order			
p.	M	Data plate on vessels clearly visible with tank "in test"			
q.	M	Vessel contents and pressure gauge operational			
r.	M	Fixed ullage device working			
s.	M	Vessel earthed (is electrical system PME or TT?)			
t.	B	Housekeeping - no flammable materials stored in close proximity			
u.	B	PRV's capped – vessels and piping			
v.	B	Vessel temperature gauge operational			
w.	B	Inventory of tonnes stored – vessels and cylinders.			

OTHER COMMENTS:

3.		SITE INSPECTION: SAFETY PROTECTION	YES	NO	COMMENTS
a.	M	Safety distances comply with COP 1			
b.	M	Fire brigade have access to adequate water supply			
c.	M	Emergency isolation easily accessible to fire brigade			
d.	M	Dry powder fire extinguishers in place, adequate number			
e.	M	Water protection in accordance with table 8 COP 1			
		-Water source			
		-How long is cover provided for			
		-Connection point for emergency services			
		-Date of last test			
f.	M	Operatives provided with appropriate PPE			
g.	B	Emergency alarm fitted			
h.	B	Date of last fire drill (evacuation time)			

OTHER COMMENTS:

4.		UNLOADING PRODUCT	YES	NO	COMMENTS
a.	M	Earthing in place			
b.	M	Driveaway prevention system in place			
c.	M	Maintenance and Inspection system on hoses and couplings in place			
d.	B	Vehicle can "panic off" site in the event of emergency			

OTHER COMMENTS:

5.		SITE INSPECTION: CYLINDER STORAGE AND FILLING AREA	YES	NO	COMMENTS
a.	M	Separation distances and cylinder stacking comply with CoP 7			
b.	M	Drainage in filling area fitted with water traps			
c.	M	Stacks of full/empty cylinders marked			
d.	M	Procedure for leak check/overfill in place (copy supplied)			
e.	B	Filling area well ventilated			

OTHER COMMENTS: