

SUGGESTED REGISTER FOR PETROLEUM INSTALLATIONS



This Guidance Note sets out suggested pages (e.g. one page or group of pages per numbered section) for use in a loose-leaf register for retention at the filling station.

The suggestions may be adapted to suit particular circumstances, equipment and methods of work.

SUGGESTED REGISTER FOR PETROL FILLING STATIONS

1. **Licensee:** **Licensing Authority:**

Site address: **Address:**

Tel. Number: **Tel Number:**

2. **Record of Underground Storage Tanks : installation and maintenance**

Tank No. **Compartment No.**

Item	Date	Type of test, examination, service or repair	Result	Competent Person	Recommendation for periodic examination	Any Other comments or action
Installation and test						
Periodic examination						
Leak testing						
Repairs or modifications						

3. Record of pipelines : installation and maintenance

Pipeline identification Material (e.g. steel, plastic)

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Item	Date	Type of test, examination, service or repair	Result	Competent Person	Recommendation for periodic examination	Any Other comments or action
Installation and test						
Periodic examination						
Leak testing						
Repairs or modifications						

4. Record of metering pumps/dispensers and pump controllers: installation and maintenance

(a) Pump/dispenser make and model serial no.

BASEEFA approval no.

(b) Pump controller make and model serial no.

Item	Date	Type of test, examination, service or repair	Result	Competent Person	Recommendation for periodic examination or servicing	Any Other comments or action
Installation and test						
Periodic examination						
Repairs or modifications						

5. Record of continuous inventory checking.

Daily record, week commencing

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Tank No. Capacity Pump No.

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(N.B. Variations of format will be needed where more than one pump and/or one tank are interconnected).

		Monday	Tuesda y	Wednesda y	Thursda y	Friday	Saturday	Sunday
A	Dip from previous day							
B	Delivery into tank							
C	Stock (add A and B)							
D	Today's dip							
E	Gone from tank (Take D from C)							
F	Pump reading today							
G	Previous pump reading							
H	Delivery by pump (Take G from F)							
Difference) LOSS between E and H) GAIN								

Note: If E greater than H show as loss: if H greater than E show as gain

6. Record of general maintenance and repairs

Item	Date and person responsible	Action taken	Date and person responsible	Action taken	Date and person responsible	Action taken
Firefighting equipment						
Other emergency Equipment warning and information notices						
Interceptors and drainage channels						
Manhole chambers, off-set filling points, vent pipes						
General site maintenance						

7. Record of information and training for staff

Name of member of staff

Date	Issue of written procedures for normal and emergency operations	Type of training given	Type of additional or refresher training given

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8. **Schedule of fixed electrical equipment
(to be completed by electrical contractor, engineer)**

(a)

Rating							Fuse rating or circuit breaker tripping current (amperes)	19
Item Number	Position and/or usage	Type of Plant	Serial Number	Manufacturer name	Enclosure	hp/kw volts kvs rpm	Insulation resistance (megohms)	

9. **Record of visits to filling station (to be completed by persons carrying out activities relating to the filling station installation e.g. licensing officers, maintenance, repair, inspecting and testing staff)**

Date	Reason for Visit	Company etc. and signature

ELEMENTS OF TRAINING FOR PERSONS EMPLOYED AT PETROL FILLING STATIONS

1. Equipment Operation (self-service and manual)

Sound knowledge and understanding of:

- (a) operation of fuel dispensing and other forecourt equipment, including equipment specific to the site (e.g. off-site filling points, valve pits, storage and dispensing systems for fuels other than petrol);
- (b) fuel grades and types;
- (c) imperial/metric conversion.

Ability to:

- (d) operate fuel dispensing equipment safely and correctly in accordance with company safety policy and legislation;
- (e) recognise faults in fuel equipment, take appropriate action and follow reporting procedure;
- (f) record tank contents and meter readings correctly;
- (g) operate other forecourt equipment and recognise associated faults;
- (h) deal with customer queries regarding safety and fuel grades, types and measures.

2. Control Point Operation

Sound knowledge and understanding of:

- (a) control point and emergency procedures;
- (b) correct operation and fault reporting;
- (c) procedures for activating and controlling dispensers;
- (d) appropriate emergency procedures;

- (e) correct use of customer communication system.

3. Forecourt Safety Procedures

Sound knowledge and understanding of:

- (a) legal requirements affecting forecourt operations;
- (b) location, selection and use of firefighting equipment;
- (c) policies and procedures covering accident and injury, safety, emergencies and emergency service contacts.

Ability to:

- (d) follow correct procedures for use of firefighting equipment, dealing with leakages and spillages, enforcing "no smoking" requirements and recording accident damage;
- (e) comply with accident, injury and safety policy procedure;
- (f) contact emergency services when required.

4. Receipt of Fuel Products

Sound knowledge and understanding of:

- (a) dangers associated with the delivery of fuel, including manholes, cap removal, spillage and vapour;
- (b) arrangements for receipt and storage of fuel;
- (c) driver's and receiver's responsibilities on delivery of fuel;
- (d) dispensers; tank layout, grades and capacities, and any vapour balancing system.

Ability to:

- (e) follow correct procedures for pump switch-off, tanker parking, tank and tanker dip checks or gauge readings,

petroleum certification completion, grade checking, signing for delivery and completion of fuel stock control documentation;

- (f) appreciate safety standards on receipt of goods.

5. **Site Housekeeping**

Sound knowledge and understanding of:

- (a) the importance of a clean, safe and tidy forecourt and stock displays
- (b) forecourt opening and closing procedures.

6. **Site Security**

Sound knowledge and understanding of security practices and the ability to follow them.

7. **Personal Safety and Hygiene**

Sound knowledge and understanding of the value of protective clothing, footwear, gloves and goggles when required; the need to wash properly with plenty of soap and water after finish of work; and correct methods of handling and lifting.