

07292

Petrol Site Inspection Aide Memoire



Pre-visit:

Business Name & Address: Buccaneer Service Station

Permit Reference: 200200017/V2

Category	Detail	Y / N / n/a	Notes
Business details	Premise details obtained from Civica.	✓	
	Details of last visit reviewed.	✓	
	Check made on any recent / open complaints.	✓	
	Check made to see if T has a website?	✓	NA

Site Visit:

Date: 14/4/15 Start Time 14:00 End Time 14:30

Registered Office Name & Address: St. Andrews / Motor Fuel Grand Ltd

Operator Name & Address: "





Business owner: _____

Business premise details	Sole trader / Partnership / Ltd	Franchisee
	Relevant details displayed.	Yes / No
	Details on paperwork.	Yes / No
If new business (SME) - no of staff?		

Tank Details:

TYPE	NUMBER
Unleaded	/
Diesel	
Miscellaneous	

Category	Detail	Y / N n/a	Notes
INTERNAL			
Site Log / Records	<ul style="list-style-type: none"> ~ 6 month records for; <ul style="list-style-type: none"> • Daily petrol inventory check • Stock reconciliation • Petrol delivery certificates • Maintenance schedule records ~ Electrical checks* ~ Staff training records for; <ul style="list-style-type: none"> • Hazards of petrol • Emergency procedures • Record of competent persons ~ Ensure Interceptor has been cleaned* ~ Fire & Explosion RA ~ Up to date site plan* ~ Legible copy of 'Conditions of licence' must be available 		<p>*check cert. in date & remedial action done</p> <p>*only when required</p> <p>*Showing Hazardous Zones</p>
Vapour Recovery Stage 1	<ul style="list-style-type: none"> ~ Is there an Incident logbook present ~ Is there a maintenance record available for VP system (c22/c23) ~ Logbook records for (c24) 		<p>Any incidents – ie vapour leaks/lock (c3,c5)</p> <p>ie Maintenance insp, Exams & tests, Inventory checks, Inst. & repair work</p>
Stage 1 & 2	<ul style="list-style-type: none"> ~ Stage 2 VR certificate (c24 & 27) ~ Vapour Integrity test date (c30) ~ Vapour Effectiveness test date (c30) ~ Does the automatic monitoring system detect faults in the VR system (c31) ~ Does the monitoring system automatically cut off the flow after 1 week if not rectified ~ Are operators notified of any adverse results, failures or leaks of VR equipment 		<p>Man certified Hydrocarbon Capture Efficiency <=85%</p> <p>Every 3 years</p> <p>Every 3 years</p>

Kiosk	<p>~ Signage "PETROL PUMPS – SWITCH OFF HERE"</p> <p>~ Notice stating "INSTRUCTIONS FOR STATION CONTROLLERS" detailing emergency procedures permanently displayed in kiosk</p> <p>~ Clear & unobstructed view of dispensing area*</p> <p>~ Telephone must be available</p> <p>~ Attendant must be at least 16</p>	 	<p>*CCTV is acceptable</p>
Extinguishers	<ul style="list-style-type: none"> • Check date (service record up to date) • Check correct colour for hazard • Check in 'green' ie pressurised 		<p>If Red advise needs servicing</p>
Tannoy	<p>~ Is tannoy switched on</p> <p>~ Can announcements be heard from furthest pump islands</p>		

EXTERNAL

<p>Storage Tanks</p>	<ul style="list-style-type: none"> ~ Fill point should have required markings (11/12) ~ Fill pipe/off set fill caps should be secured by lock & chain (13) ~ Each dipstick/gauge should be correctly marked (14) ~ Off-set fill cabinet should be in good condition (19) ~ Vent pipes are securely supported & protected by a flame arrester (22) ~ Manhole chamber water level is checked and rectified (23) ~ Sand located near the off-set fill ~ Check vent pipes correspond with manifold ~ Vent pipe should be fitted with a flame arrester & flow restrictor plate ~ Vapour return point should be locked with a lockable self-seal cap (c9) ~ Fittings for delivery & return pipes different (c10) ~ Vapour return point must be marked “CONNECT VAPOUR LINE BEFORE OFF-LOADING”(c26) ~ Each connected tank marked “WARNING. THIS TANK IS MANIFOLDED. ISOLATE TANK VENT PIPE BEFORE COMMENCING ANY WORK” ~ Tank fill point marked “NOT MORE THAN TWO TANKER COMPARTMENTS MAY BE OFF-LOADED AT ONE TIME” 		
<p>Pumps/Dispensers</p>	<ul style="list-style-type: none"> ~ Pumps/hoses working & free from damage ~ Latch pins not present ~ Pumps are locked ~ Signs state “PETROLEUM SPIRIT, HIGHLY FLAMMABLE, NO SMOKING, NO NAKED LIGHTS, SWITCH OFF ENGINE” 		<p>*wear & tear, cracks etc</p>

Forecourt	<p>~ Drainage channels should be undamaged & kept free of dirt etc</p> <p>~ No unauthorised equipment should be in hazardous area</p> <p>~ Charcoal, paraffin & LPG should be safely stored</p> <p>~ Forecourt should be sound</p> <p>~ Sand located near the pumps</p> <p>~ Adequate illumination should be provided (100 lux)</p> <p>~ Tanker stand must be adequately illuminated (100 lux)</p>		<p>No more than 3 luminaires not working – take lux reading if unsure</p>
Switch	<p>~ Check petrol pump switch</p> <p>~ Clearly marked with “PETROL PUMPS, SWITCH OFF HERE”</p>		<p>Pull key in & out</p>
DCD box	<ul style="list-style-type: none"> • Check lights • Check siren • Check telephone* • Print Ullage report 		<p>*ring 999, advise TS test – give initials</p>

Retail premise

Category	Detail	Y / N / n/a	Notes
Food	~ Check Use by's / Best before's ~ Food labels as per requirements, ie	✓	NIDSNOI ~ FoV, Pic rep etc
Unfair trading/ CPR's	~ Clear pricing.	✓	
Tobacco	~ Obligations in relation to sales met ~ Tobacco Notice on display	✓	large shops must cover tobacco
Underage sales	~ Where relevant are there systems in place to prevent UAS?	✓	If the shop does not operate a Challenge policy, suggest Ch. 25
Safety	~ Are relevant items marked as per safety requirements? ~ Any specific safety legislation that needs to be considered?	NA	i.e. Manufacturer details and CE mark. Toys / Cosmetics