

JULY 2013



# Petrol Station Inspection Form

<b>1. General Information</b>	
Local Authority	North East Lincolnshire Council
Name/address of site	Toll Bar Service Station North East Lincolnshire.
Name of Licensee(s)	ROC UK Ltd Exxon Mobile House Emyn Way Leathwood Surrey KT228UX
Registered Office	see above.
Authorisation/Permit Reference	EP/200200033/V1
Inspection date and duration	21/6/2013 2hs.
Inspector's name	GRAHAM BARR
Person met on site (Name & Position)	Tracy Turgoose (Asstal-Manager)
Six yearly review of permit conditions undertaken	January 2013
Weather/Site Conditions	Dry <input type="checkbox"/> <b>Recently Rained</b> <input checked="" type="checkbox"/> Raining <input type="checkbox"/> Windy <input type="checkbox"/>

<b>2. Inspection Related to:</b>	Routine visit	Follow up visit	Complaint investigation	New application	Revised application	4 year review
Tick relevant box:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>2. Recent History of the Authorisation Process/Installation (since last inspection)</b>	
Number of justified complaints (even if zero) within the last 12 month period	0
Process/Installation changes since last inspection relevant to the Permit/Authorisation (Variation required) (Condition 6)	0
Process/Installation changes since last inspection <b>NOT</b> relevant to the Permit/Authorisation (Variation not required) (Condition 6)	0

<b>3. Documentation on site</b>	<b>Comments</b>
Is there a copy of the permit on site?	Yes
Date of last inspection	7/3/2012.
Are Petroleum Delivery Certificates kept?	
Is the incident logbook present (Condition 24)	Yes
Any incidents of vapour leaks? (Condition 3)	No
Any incidents of vapour locks? (Condition 5)	No
Is the certification for the servicing of the vapour recovery system (Condition 22) and pressure relief	Yes

valves present on site (every 3 years) (Condition 23)?	
Are the following recorded in the logbook (Cond. 24)	
1. Maintenance inspections	✓
2. Examinations and testing	✓
3. Inventory checking	✓
4. Installation and repair work carried	✓
Are there training details for staff and competence records (Cond. 24 and 26)	Yes
<b>4. External Inspection</b>	<b>Comments</b>
Total number of tanks	5
Number of tanks holding unleaded/leaded replacement:	3
Are they vented through the manifold?	Yes
Number of tanks holding diesel:	2
Are they vented separately?	Yes
Are connection points on tank filling pipes and vapour return pipe fitted with secure seals? (Cond. 9)	Yes
Are the fittings for delivery and vapour return pipes different? (Cond. 10)	Yes
Are connections for vapour return and delivery hose clearly locked and labelled? (Cond.13)	
Is there clear notices/signage near the vapour return connection point reading: -“connect vapour return line before off loading”; -“the maximum number of tanker compartments which can be discharged”	Yes (Cleaning Request per Labels)  (No more than two can be discharged – excluding the diesel compartments)
Are pressure relief valves fitted on petrol storage tank vent pipes? (Cond. 11)	Yes
Are deliveries driver controlled? If yes, are the following functioning correctly: 1. Lights 2. Phone alarm 3. Tank capacity printout 4. emergency procedures	No

<b>5. Checklist During Deliveries</b>	<b>Comments</b>
Is a competent person overseeing the delivery? (Condition 16)	Yes
Is manual dip testing carried out before delivery, and are dip openings securely sealed before delivery? (Condition 14)	Veeder Root 350 R. + Till copy used
Is the vapour return hose connected before the delivery hose, with the tanker end connected before the storage tank (Condition 12)	Yes
Are more than 2 tanker compartments discharged at once? (Condition 8)	No

Is the delivery hose disconnected before the vapour return hose, at the road tanker end first? With the vapour recovery hose disconnected at the storage tank end first (Condition 18)	Yes
Are all road tanker vents and discharge valves closed on completion of delivery? (Condition 17)	Yes
Are all connection points securely sealed after delivery? (Condition 19)	Yes

<b>6. Further Information</b>		
Number of deliveries Annually	200 approx.	
Deliveries day or night	Both	
Last Maintenance Check	7/3/2012	Gilbarco Vapour Reclaim
(New check security carried out)		

<b>6.1 Recommendations and Actions Required</b>

