

August 2011

LPG Installation Record and Documentation

Introduction

Nothing, including the components of an LPG system, has an unlimited life. To comply with statutory duties, including, for example, those under the Management of Health and Safety at Work Regulations (MHSWR), the Provision and Use of Work Equipment Regulations (PUWER) and where applicable the Gas Safety (Installation and Use) Regulations (GSIUR) they must all be properly maintained to ensure that the system is safe to use.

The site operator also has a responsibility under the Pressure Systems Safety Regulations (PSSR) to "... ensure that the system is properly maintained in good repair so as to prevent danger" and under DSEAR to ensure "that the workplace is designed, constructed and **maintained** so as to reduce risk."

Whilst the duty to ensure safety under PSSR will remain with the site operator, the LPG supply company (marked on the side of a bulk LPG storage vessel) will generally assume responsibility for maintaining those sections of the LPG system which they own

The UK LPG industry in consultation with the Health and Safety Executive has prepared the attached template which may be used as a basis of an LPG Installation Record by commercial and industrial LPG users. An Information Record is not mandatory but it is a useful way to demonstrate how the operator of an LPG installation is working to comply with their legal obligations.

The Installation Record should be:

- kept by a named person who has responsibility for its safe custody¹;
- tailored to suit the particular site;
- updated when changes to the installation (or premises) are made;
- updated in line with maintenance carried out on the installation;
- held locally and be supported by full details of the LPG system and its maintenance;
- be available to inspecting authorities (HSE or Local Authority) and to the LPG supply company.

It is advisable that the complete installation should be carefully checked at least once a year by a competent person and the results of the review documented. The review should include the "inspection strategy" for pipework (UKLPG publishes guidance on the "Inspection and Maintenance of LPG Pipework at Commercial and Industrial Premises" - http://www.uklpg.org/lpg_property/UIS015.pdf - on its website).

¹ Normally the person responsible for health and safety on the site.

Some sites will be complex and will have a number of items under the various categories. The Installation Record and any supporting documentation should cover all the items relating to the LPG system and appliances on the site.

Note: Items in *italics* are normally available from the LPG supplier.

LPG Installation Record

The summary template² provides brief but important information on all the parts of the LPG installation. The brief information in the final column could include details of:

- information about the installation (e.g. *tank originally installed on a certain date*);
- who owns what and other site responsibilities;
- what control measures are in place (e.g. area around vessel regularly checked for clutter and kept clear);
- Operating pressures of sections of pipework and any over pressure protection
- Emergency isolation valves/ROSOVs checked and operated
- risk assessment conducted (e.g. appliances checked annually);
- maintenance undertaken (e.g. pipework repainted on a certain date, leak tests);
- repair made (e.g. faulty valve replaced);
- replacement undertaken (e.g. buried metal pipework replaced with PE on a certain date);
- other changes made (e.g. road constructed over buried pipework on a certain date).

This can kept in a folder with other relevant documentation.

Documentation

In addition to the Installation Record the Documentation could include information on:

- who has legal responsibility for the site under health and safety legislation;
- whether HSE or the Local Authority has enforcement responsibility;
- the layout of the installation, including a basic diagram/drawing of it;
- the risk assessments carried out under the Management of Health and Safety at Work Regulations, the Provision and Use of Work Equipment Regulations and other statutory instruments;
- copies of records of inspection reports or maintenance work that has been done;
- *COSHH Safety Data Sheet*;
- *the LPG supply contract*;
- *LPG Delivery notes and any observations made by the LPG supply company at the time of visits for whatever purpose and action taken on them.*

² The template is purely an example of what a company might produce. In practice a sectionalised layout based on the summary will often prove more practicable.

UserCo LPG Installation and Maintenance Record - Summary Sheet Template

Company information	
Company name	UserCo
Company address	Street, Town, Postcode

	Identification/Serial Number	Owned by	Maintained/ Reviewed by	Last maintenance/ review carried out	Next maintenance/ review due	Action taken in brief *
LPG vessel(s)	<i>N tonne LPG vessel Serial No: nnnnnnn</i>	<i>LPGCo</i>	<i>LPGCo</i>	<i>ddmmyyyy</i>	<i>ddmmyyyy</i>	
Area around LPG vessel	<i>(Concreted area) (Compound fencing)</i>	<i>UserCo</i>	<i>UserCo</i>	<i>ddmmyyyy</i>	<i>ddmmyyyy</i>	
Regulator(s)	(Description) (Position) (Description) (Position)	UserCo	UserCo	ddmmyyyy	ddmmyyyy	
Pipework (if any) between the LPG vessel outlet valve and the 1st Stage (Tank) Regulator	Description Location Material	UserCo	UserCo	ddmmyyyy	ddmmyyyy	
Pipework (if any) downstream of the 1st stage (Tank) Regulator	Description: Location: Material:	UserCo	UserCo	ddmmyyyy	ddmmyyyy	

	Identification/Serial Number	Owned by	Maintained/ Reviewed by	Last maintenance/ review carried out	Next maintenance/ review due	Action taken in brief*
External (Service) Pipework	Description: Location: Material:	UserCo	UserCo	ddmmyyyy	ddmmyyyy	
Internal (Installation) pipework	Description: Location: Material:	UserCo	UserCo	ddmmyyyy	ddmmyyyy	
LPG using equipment	Purpose: Position: Supplier: Identification:	UserCo	UserCo	ddmmyyyy	ddmmyyyy	
Ventilation/Flue system	Purpose: Position:	UserCo	UserCo	ddmmyyyy	ddmmyyyy	

* Action taken could be: control measures; risk assessment; maintenance; repair; replacement; other changes.

Gas Emergency	
LPG Supplier:	LPGCo
Emergency Number:	0123456789