

August 2011

LPG Installation Record and Documentation

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;

Page 1 of 5

Consumer Guidance Sheet 25

January 2008

Camden House, Warwick Road, Kenilworth, Warwickshire CV8 1TH mail@liquidgasuk.org



Liquid Gas UK

www.liquidgasuk.org

- 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).

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.

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 be kept in a folder with other relevant 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.

Status of Liquid Gas UK Consumer Guidance Sheet (CGS)

The Consumer Guidance sheets serve as guidance prepared and issued under the authority of Liquid Gas UK; the contents have the same status as a Code of Practice so members of Liquid Gas UK are expected to conform to the information provided. Liquid Gas UK guidance is sometimes written in collaboration with UK policy makers, therefore regulatory inspectors may choose to use the guidance to establish good practice and compliance.

Disclaimer of liability: Liquid Gas UK shall not be liable for any loss of business or profits, nor any direct, indirect or consequential loss or damage resulting from any such irregularity or inaccuracy for information, or use of the guidance provided by the association.

Editions of LPGA and UKLPG guidance sheets published before 2019, together with any amendments, remain valid until superseded by a new edition.

Copyright © 2019 by LIQUID GAS UK. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, without permission from the publisher:

LIQUID GAS UK, Camden House, Warwick Road, Kenilworth, CV8 1TH Website: www.LiquidGasUK.org Email: mail@LiquidGasUK.org

Page 3 of 5

Consumer Guidance Sheet 25

January 2008

Camden House, Warwick Road, Kenilworth, Warwickshire CV8 1TH

mail@liquidgasuk.org



Liquid Gas UK

www.liquidgasuk.org

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) | N tonne LPG vessel Serial No: nnnnnnn | LPG Co | LPG Co | dd mm yyyy | dd mm yyyy | |
| Area around LPG vessel | (Concreted area) (Compound fencing) | User Co | User Co | dd mm yyyy | dd mm yyyy | |
| Regulator(s) | (Description) (Position) (Description) (Position) | User Co | User Co | dd mm yyyy | dd mm yyyy | |
| Pipework (if any) between the LPG vessel outlet valve and the 1st Stage (Tank) Regulator | (Description) Location Material | User Co | User Co | dd mm yyyy | dd mm yyyy | |
| Pipework (if any) downstream of the 1st stage (Tank) Regulator | (Description) Location Material | User Co | User Co | dd mm yyyy | dd mm yyyy | |



| | 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 | User Co | User Co | dd mm yyyy | dd mm yyyy | |
| Internal (Installation) pipework | (Description) Location Material | User Co | User Co | dd mm yyyy | dd mm yyyy | |
| LPG using equipment | Purpose: Position: Supplier: Identification: | User Co | User Co | dd mm yyyy | dd mm yyyy | |
| Ventilation/Flue system | Purpose: Position: | User Co | User Co | dd mm yyyy | dd mm yyyy | |

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

Gas Emergency

| | |
|--------------------------|------------|
| LPG Supplier: | LPG Co |
| Emergency Number: | 0123456789 |

