

INSPECTION OF PETROL FILLING STATIONS

Name and Address of Premises:

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Premises Ref:

Date: **Inspecting Officer(s):** **Trading Standards**

GENERAL

	Checked ✓	Comments
Is there a competent person on site? Name:.....	☐	
Are the plans and licence details correct?	☐	
Is the site register available? with records of the following:		
Visitors	☐	
Records of general maintenance	☐	
Electrical Certificate	☐	
Risk Assessments	☐	
Wet stock records	☐	
Interceptor Cleansing	☐	
Staff Training	☐	
Are there delivery certificates for last 12 months?	☐	
Are zones free from any opening to any building and free from possible ignition sources?	☐	
Is the Emergency Stop button in an accessible position and labelled?	☐	
Does the audio system work and can be heard at all pumps? (S S only)	☐	
Is the external emergency switch in an appropriate position and labelled?	☐	
Is the fireman's switch in an appropriate position and labelled?	☐	
Are all pumps clearly visible from kiosk? (S S only)	☐	
Interceptors free from debris and well maintained?	☐	
Any disused tanks on site?	☐	

<u>Details Examined</u>		
<u>Tanks and Fills</u>		<u>Comments</u>
Capacity as shown on licence		
Safe working capacity grade shown		
Manhole chambers satisfactory		
Covers and frames sound		
Tanks and dips numbered		
Caps locked and pipe threads sound		
Vent tops well-positioned and 5m high (4m VR)		
Vents unbroken and secured		
Vapour recovery locked and labelled		
Ducts sealed		
Tanker stand satisfactory		
<u>PUMPS</u>		
Pumps in order (no leaks)		
Housing ventilated		
Cavities filled below pumps with Sand and Cement Screed or drip trays		
Filling area well lit		
Pump hoses and nozzles in good condition		
Are all pumps individually numbered?		
Nozzles not latched		
Ducts Sealed		
Electrical equipment ex rated or equivalent		
Junction box entries sealed or plugged		
<u>NOTICES</u>		
Significant and appropriate signage near: Pumps		
Vent Pipes		
Off set fills		
Vapour recovery (Connect vapour line before delivery)		

Vent Isolation Notice on tank		
<u>Details Examined</u>		<u>Comments</u>
<u>FIRE EQUIPMENT</u>		
Extinguishers suitable and sufficient		
Dry Sand available		
Servicing certificates		
<u>DCD (if Applicable)</u>		
Different key for fills		
High level alarm		
Light operational and adequate		
Telephone		
Isolation switch		
Site plan correct		
Contents gauge and printer		
Holder for keys		
Position for petrol certificate		
Special conditions		
Fire fighting equipment		

Additional Information:

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IAN given? YES/NO

Improvement Notice required? YES/NO

Prohibition Notice required? YES/NO

This report only covers the areas inspected at the time of the inspection.

Signed: