**THE GOVERNMENT OF THE HONG KONG**

**SPECIAL ADMINISTRATIVE REGION**

**FORM 109A**

**GAS SAFETY (GAS SUPPLY) REGULATIONS (Chapter 51)**

**ANNUAL INSPECTION REPORT OF LPG FILLING STATION**

To：The Gas Authority

|  |
| --- |
| GasSO Ref: GSO/GPS/S/ |

**Section I - Particulars of LPG Installation**

|  |  |
| --- | --- |
| Location |  |
|  |  |
| Owner |  |
| Gas Supply Company |  |
| Maintenance Contractor |  |
| Type of Installation | LPG Dedicated Filling Station/ LPG cum Petrol Filling Station \* |
| Storage Quantity | x kL |

**Section IIa - Inspection Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **Site Condition** | | **E** | **Pipework/Equipment** | |
| 1 | Structures/fitments\* within safety distance |  | 1 | Condition of pipework/valves/ gauges/fittings\* |  |
| 2 | Condition of fence/boundary walls/gates\* |  | 2 | Identification markings of pipework/valves/ fittings\* |  |
| 3 | Condition of catchment pits/drains/gully covers\* |  | 3 | Identification and functional markings of main control valve |  |
| 4 | Type and number of certified unexpired fire extinguishers |  | 4 | Visual examination and leak test of pipes and fittings |  |
| 5 | Condition of warning signs/emergency notices\* |  | 5 | All HPRV within valid period |  |
| 6 | Others |  | 6 | Others |  |
|  |  |  |  |  |  |
| **B** | **Housekeeping** | | **F** | **Bulk Tanks & Tanker Bay** | |
| 1 | General condition of the filling station |  | 1 | Condition of valve turrets |  |
|  |  |  | 2 | Visual examination and leak test of pipes and fittings inside turret |  |
| **C** | **Record of Maintenance** | | 3 | Provision of rain caps, valve manifold chamber covers, etc. |  |
| 1 | General maintenance records |  | 4 | Condition of PRVs and vent pipes |  |
| 2 | Insulation test of LPG pump motor  (The last test date: ) |  | 5 | Condition of earthing/bonding connection\* |  |
| 3 | Emergency shut-down system test  (The last test date: ) |  | 6 | Date of tank revalidation | D |
| 4 | Periodic inspection and test of fire service installations and equipment – Form FS251  (The last test date: ) |  | 7 | Record of cathodic protection test | D |
| 5 | Gas detection system test  (The last test date: ) |  | 8 | Date of drain of tank bottom | D |
| 6 | Periodic test of fixed electrical installation-Form WR2  (The last test date: ) |  | 9 | Others |  |
| 7 | Content/Pressure gauge/switch test  (The last test date: ) |  | **G** | **LPG Dispenser and associated equipment** | |
| 8 | Test of earthing/bonding connection, insulation joints and lightning protection  (The last test date: ) |  | 1 | General condition of dispenser, dispensing hose, breakaway coupling and nozzle |  |
| 9 | Pressure testing of underground pipework  (The last test date: ) |  | 2 | Visual examination and leak test of internal pipes and fittings of dispenser |  |
| 10 | Others |  | 3 | Visual examination and leak test of dispensing hose joint and breakaway coupling |  |
| **D** | **Alteration, Separation Distance and Crash Barriers** | | 4 | Visual examination and leak test of dispensing nozzle |  |
| 1 | Alteration |  | 5 | Protective shearing device |  |
| 2 | Maintenance of separation distance |  | 6 | Support of dispensing hose |  |
| 3 | Maintenance of crash barriers |  | 7 | Others |  |
| 4 | Others |  |  |  |  |

|  |  |
| --- | --- |
| *Note:* | *〈X〉cross if equipment is unsafe/in adverse condition;〈✓〉tick if satisfactory; 〈NA〉if not applicable; \* delete as appropriate;* |
|  | *〈O〉if Owner has not made the maintenance record available for inspection;* |
|  | *〈D〉Information to be provided in Section IIb – Maintenance Record Summary.* |

EMSD/GSO/109A (10/20)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **H** | **LPG Submersible Pump** | | **K** | **Fire Service Installations and Equipment** | |
| 1 | Operation condition, sound and vibration |  | 1 | General condition of fire service installations and equipment |  |
| 2 | Others |  | 2 | Others |  |
|  |  |  |  |  |  |
| **I** | **Accumulation of Gas and Water** | | **L** | **Gas Detection System** | |
| 1 | Underground tank concrete chamber, valve turret and valve manifold chamber |  | 1 | General condition of gas detection system |  |
| 2 | Void space underneath the dispenser |  | 2 | Others |  |
| 3 | Drain and pit |  |  |  |  |
| 4 | Others |  | **M** | **Electrical and Instrumentation Installation** | |
|  |  |  | 1 | Appropriate electrical equipment in classified zones |  |
| **J** | **Emergency Shut Down System** | | 2 | Others |  |
| 1 | General condition of emergency shut-down button and valve |  |  |  |  |
| 2 | Others |  | **N** | **Remarks/Other Information** | |
|  |  |  |  | (See Section IIb) |  |

**Section IIb - Maintenance Record Summary**

**For Item F6-Date of Tank Revalidation, F7-Record of Cathodic Protection Test & F8-Date of Drain of Bottom**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tank**  **Serial no.** | **Tank**  **Last test date**  **(dd/mm/yyyy)** | **Tank PRV Manufactured date/re-test date\* (dd//mm/yyyy)** | **Overdue for revalidation**  **(Yes/No)** | **Date of**  **Last Drain of**  **Tank Bottom**  **(dd/mm/yyyy)** | | **Remarks** |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
| **Tank**  **Serial no.** | **U/G tank Cathodic protection system**  **Last test date**  **(dd/mm/yyyy)** | **U/G tank Cathodic protection system second**  **Last test date**  **(dd/mm/yyyy)** | **Comply with**  **statutory requirements**  **(Yes/No)** | | **Remarks** | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |

**For Item N-Remarks/Other Information**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| *Note:* | *〈X〉cross if equipment is unsafe/in adverse condition;〈✓〉tick if satisfactory; 〈NA〉if not applicable; \* delete as appropriate;* |
|  | *〈O〉if Owner has not made the maintenance record available for inspection;* |
|  | *〈D〉Information to be provided in Section IIb – Maintenance Record Summary.* |

EMSD/GSO/109A (10/20)

**Section III - Recommendations and Remedial Work**

|  |  |  |  |
| --- | --- | --- | --- |
| **(A) Recommendations by Competent Person** | | **(B) Remedial work done by Owner** | |
| **Checklist Item** | **Description** | **Tick if Completed** | **Planned Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Overall Comments** | 1. I am of the opinion that at the time of inspection the general condition of the LPG installation was/ was not\* satisfactory.   2. I recommend | *Remark: The owner of LPG Installation should inform the Gas Standards Office in writing upon completion of the remedial work.* | |
|  |  |  | |

Note: Please use additional sheets if necessary.

**Section IV - Declaration**

|  |
| --- |
| (A) Competent Person  This is to certify that the above installation was inspected on by  (Date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of  (Competent Person) (Company Name)  and the foregoing is a correct report of the results of the inspection.  Signature： Company Chop： |
| (B) Owner  I/We hereby submit an inspection report of the above installation in accordance with Regulation 6C of Part IIA of the  Gas Safety (Gas Supply) Regulations, Cap. 51.  Date of Submission： Signature：  (Name: )  Contact Telephone No.: |

|  |
| --- |
| **Explanatory Notes:**  1. This report is to be used for annual inspection of LPG installation referred to in paragraph (f) of ‘notifiable gas installation’ interpretation, as stated under Part I Section 2 of the Gas Safety Ordinance, Chapter 51.  2. The owner shall employ a competent person to inspect the LPG installation annually. The competent person should complete appropriate Sections I, II, III(A) & IV(A) of the report and the owner should complete Sections III(B) & IV(B) of the report. The report shall be kept by the owner for the service life of the installation.  3. The owner shall submit a copy of the report to Gas Standards Office, Electrical & Mechanical Services Department, 3Kai Shing Street, Kowloon, Hong Kong by mail or by fax (2576 5945) within 4 weeks after the inspection.  4. The owner shall carry out the necessary remedial work on the LPG installation as recommended in the inspection report.  5. Failure to comply with the requirements of inspection by a competent person and/or the requirement of submission of inspection report is an offence and the owner is liable on conviction to a fine of $5,000. |

EMSD/GSO/109A (10/20)