

### **Maintenance Records Required in Statutory Annual Inspection for LPG NGI**

The Gas Safety (Gas Supply) Regulation 6B requires the owner of a NGI to maintain and operate the installation in a safe condition. The Gazette Notice issued under Regulation 6C prescribes that the owner of an LPG NGI shall employ a competent person to carry out an annual inspection on the installation to ascertain whether the installation is maintained and operated in accordance with Regulation 6B. The owner shall also keep the inspection reports for the service life of the installation.

To facilitate the competent person, i.e. Class 2 competent person in this case, to conduct the statutory annual inspection, the owner is recommended to make the following documents available for the reference of the competent person:-

#### **A) Maintenance records for underground/mounded LPG tank**

All records/certificates shall be with corresponding tank serial number(s)

1. Valid test and examination report of the LPG Tank;
2. Full visual examination and hydraulic test record of the tank;
3. Tank pressure relief valve re-test record (if applicable);
4. Ultrasonic thickness test record;
5. Magnetic particle test record;
6. Paint thickness and holiday test record;
7. Test and examination of tank fittings record;
8. Cathodic protection system test records/reports (at least the last 2 records/reports shall be provided);
9. Bonding/earthing connection and electrical continuity test report.

**B) Maintenance records for aboveground LPG tank/mini tank**

All records/certificates shall be with corresponding tank serial number(s)

1. Valid test and examination report of the LPG Tank;
2. Full visual examination and hydraulic test record of the tank/mini tank;
3. Tank pressure relief valve re-test record (if applicable);
4. Ultrasonic thickness test record (not applicable for mini-tank);
5. Magnetic particle test record (not applicable for mini-tank);
6. Test and examination of tank fittings record;
7. Bonding/earthing connection and electrical continuity test report.

**C) Maintenance records for LPG vaporiser(s)**

All records/certificates shall be with corresponding vaporiser model and serial number(s)

1. Vaporiser manufacturer test and examination certificate and report (if available);
2. Valid test and examination report of the LPG vaporiser;
3. Vaporiser pressure relief valve re-test record (if applicable).

**D) Maintenance records for LPG compound**

1. Annual inspection reports of LPG Installation (Form 109);
2. Valid maintenance certificate (FS 251) of the fire services installation/gas detector (if applicable);
3. Valid maintenance certificate (FS 251) of the fire extinguishers with numbers and type of extinguishers or clear marking/valid inspection sticker on the fire extinguishers indicating the valid date;
4. Up-to-date Emergency Contacts (this shall be posted conspicuously at the entrance or within the LPG compound);
5. Up-to-date Schematic Diagram of the LPG Compound (this shall be posted conspicuously within the LPG compound);
6. HPRV replacement date(s) with HPRV model and quantity clearly indicated;
7. Test and Examination report of the underground LPG pipes (if applicable);
8. Annual visual inspection / leakage test record of the exposed LPG pipework within the LPG compound;
9. Approved design drawings of the NGI and/or As-built drawings (if available).

**E) Maintenance records for LPG Store with liquid/vapour withdraw cylinders**

1. Clear marking or validity tag indicating the expiry period (MM/YYYY) of each LPG pigtails.
2. Annual inspection reports of LPG Installation (Form 109);
3. Valid maintenance certificate (FS 251) of the fire services installation/gas detector (if applicable);
4. Valid maintenance certificate (FS 251) of the fire extinguishers with numbers and type of extinguishers or clear marking/valid inspection sticker on the fire extinguishers indicating the valid date;
5. Up-to-date Emergency Contacts (this shall be posted conspicuously at the entrance or within the LPG store);
6. Up-to-date Schematic Diagram of the LPG store (this shall be posted conspicuously within the LPG store);
7. HPRV replacement date(s) with HPRV model and quantity clearly indicated (if applicable);
8. Test and Examination report of the underground LPG pipes (if applicable);
9. Annual visual inspection / leakage test record of the exposed LPG pipework within the LPG store;
10. Approved design drawings of the NGI and/or As-built drawings (if available).

**F) Maintenance records for LPG dead store**

1. Annual inspection reports of LPG Installation (Form 109);
2. Valid maintenance certificate (FS 251) of the fire services installation/gas detector (if applicable);
3. Valid maintenance certificate (FS 251) of the fire extinguishers with numbers and type of extinguishers or clear marking/valid inspection sticker on the fire extinguishers indicating the valid date;
4. Up-to-date Emergency Contacts (this shall be posted conspicuously at the entrance or within the LPG dead store);
5. Approved design drawings of the NGI and/or As-built drawings (if available).

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