UPSS SITE INSPECTION CHECKLIST

**Conducted on (date/time):**

**Inspection Report No:**

**Inspecting Officer:**

**File No:**

|  |
| --- |
| Site Details |
| Site Business name: | Site owner name: |
| Site address: | Person responsible name: |
| Lot: DP: | Email (person responsible/owner): |
| Nature of lease/responsibility for site & UPSS: |
| Exemption applies? | Total annual fuel sales (litres): |
| Vapour recovery (Y/N) VR1 VR2 | Tank information available? (Y/N): |
| If yes, record (if tank contains multiple compartments, record each compartment as a separate tank):Year tank was commissioned :Volume: | Construction material(s):Products contained:Operational status: |

|  |
| --- |
| Inspection details |
| Section A – Fuel System Operation Plan or equivalent (Yes/No) or (✓ 🗶) – record details as applicable |
| ❑ Present | ❑ Separate Document | ❑ Accessible (on-site) | ❑ Located offsite | ❑ Format: electronic/paper |
| Fuel System Operation Plan – Contents |
| ❑ Site details*(FSOP Section A)* | ❑ Site security & access info***(FSOP Section A)*** | ❑ Person responsible contacts ***(FSOP Section A)*** | ❑ Details of loss monitoring system***(FSOP Section B)*** | ❑ Incident management procedure***(FSOP Section C)*** |
| ❑ Maintenance schedule*(FSOP Section D)* | ❑ Plans / as built drawings ***(FSOP Section E & F)*** | ❑ Design standards/industry specs (***FSOP Section G & H***) | ❑ Indicates location of records(***FSOP Section G & H***) | ❑ Employee induction and incident mgmt. training***(FSOP Section I)*** |
| Section B – Loss monitoring system (description) |
| ❑None | ❑SIRA | ❑ ATG | ❑ Interstitial | ❑ Manual Dipping | ❑ Other: |
| Frequency of loss monitoring reports | ❑ Daily | ❑ Weekly | ❑ Monthly | ❑ Other: |
| Certified to meet 0.76L/hr criteria? | Loss monitoring for all tanks? |
| LM reports included in FSOP? | Are discrepancies investigated? |
| Section C – Incident management procedure |
| ❑ Procedure in place? | ❑ Incident log kept in FSOP? | ❑ Steps to mitigate spill/leak? |
| Section D – Maintenance schedule |
| Schedule in place showing general systems maintenance and maintenance of all gauges, indicators, probes, sensors and any other measuring instruments (Y/N): |
| ❑ Indicates maintenance actions | ❑ Indicates maintenance frequency |
| ❑ Indicates where maintenance records kept |  |
| Section D(i) – Leak detection system, groundwater wells (or) |
| ❑Groundwater wells installed? | Number of wells: | ❑ Installation Report available?  |
| ❑ Testing procedure available? | ❑ Wells tested every 6 months? | Groundwater monitoring results available? |
| Section D(ii) – Alternative leak detection system |
| ❑ Alternative leak detection system used?Details: | ❑ Designed by duly qualified person? | ❑ Testing Procedure? |

|  |
| --- |
| **Comments, are** **as for action/improvement:** |

|  |
| --- |
| Section F – Forecourt design operation and maintenance (Yes/No/NA) or (✓ 🗶 -) |
| Stormwater drains free of pollution |  | Stormwater drains protected from spills |  |
| Forecourt area sealed and free from cracks |  | Oil water separator (or alternative) |  |
| Forecourt area has canopy with overhang |  | Oil/water separator appropriately maintained |  |
| Trade waste agreement/permit |  | Wastewater discharged to sewer |  |
| Forecourt area bunded for collecting surface runoff |  | Wastewater treated prior to discharge |  |
| Licensed waste contractors used (planned to be used) to dispose of spill and leak waste |  | Wastes stored in a manner to prevent pollution incident |  |
| Section G – Spill response and chemical storage |
| Spill kit present, accessible, adequate |  | Spill kit regularly checked and refilled |  |
| Sweep/vacuum/absorbent materials used to clean small spills and surface areas |  | Relevant Material Safety Data Sheets at site |  |
| Up to date register of chemicals at site |  | Staff trained in spill clean-up procedures |  |
| Employees aware of who to contact in event of spill |  |  |  |
|  |  |  |  |
| Comments, area for action/improvement: |