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: |

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| 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? | |

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

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| 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: | | | |