



Petroleum Licence Site Inspection

The Petrol licensing inspection process is changing from 1 March 2023 and will be phased in over the next 12 months.

The new inspection process will require the Petroleum Licensing Officer to carry out an inspection of both the forecourt and the back of office in the shop/kiosk.

Structure of the inspection of back of office

To assist with the inspection, please ensure the following information is available on the day of inspection: -

- **Site Register**
- **Staff Training Records**
- **Kiosk/Shop safety facilities**
- **Site drawings**
- **Leak prevention and leak detection**

Site Register

What is a Petroleum Site Register?

A petroleum site register is a file that contains key legal documents regarding a licensed petroleum site.

What documents should I keep?

Depending on the site, the following is a list of legal documents that should be kept within the register or in the case of larger sites, a statement to say exactly where the critical documents are held in the "back office".

1. Current Annual Petroleum Licence and Conditions of Licence
2. Current Vapour Recovery Authorisation
3. Current Site Tank to Pump Diagram
4. Waste Transfer Notes AND Transfer Certificates
5. Staff Training Records
6. Electrical Test Certificate
7. Wet Stock Records (Daily Reconciliation, Weekly and Monthly)
8. Petroleum Delivery Certificates
9. Site Maintenance Records
10. Site Plans
11. Emergency Procedures
12. Pollution Response Plan
13. Correspondence and reports from Enforcing Authorities
14. Risk Assessment in accordance with DSEAR (The risk assessment required by DSEAR is an identification and careful examination of the dangerous substances present in the workplace and the work activities involved)
15. Records of visual inspection of waste separators

Dangerous Substances and Explosive Atmosphere Regulations 2003 (DSEAR)

DSEAR requires employers to carry out a risk assessment of any work activities involving dangerous substances. The risk assessment should include sufficient information to show that the workplace and work equipment will be safe during operation and maintenance including any hazardous zones and any special measures to ensure the co-ordination of safety measures and procedures when employers share a workplace.

Please read the '**Guidance on Managing the Risks of Fire and Explosion at Petrol Filling Stations**' and '**Risk Assessment Guide for Petroleum Sites**'. Guidance notes are available at www.newrymournedown.org/petroleum-licensing

Structure of the inspection of the forecourt and external areas

To assist with the inspection, please ensure that the manhole covers can be lifted at the time of inspection.

- **Storage tanks**
- **Manhole chambers**
- **Tanker offloading area**
- **Method of tank filling (off set fills or direct)**
- **Tank/fill points**
- **Tank contents measuring (gauges/dip-stick)**
- **Spillage control facilities e.g. Sand buckets**
- **Hazardous Zones, including electrical equipment in hazardous zones e.g. electrical vehicle charging point etc.**
- **Fire safety signage**
- **Firefighting equipment**
- **Storage of LPG Cylinders**
- **Interceptor/Separator**
- **Drainage**
- **Pumps/Dispensers**
- **Vent Pipes**
- **Vapour Recovery**
- **Emergency stop switch**
- **Driver controlled delivery box (if applicable)**
- **Lighting on the forecourt and delivery area**

The Licensing Officer will contact you to arrange a suitable date/time to carry out the site inspection. Authorised personnel should be on site at the time of site inspection to assist the Licensing Officer. The site inspection will last for approximately 60 minutes.

What happens if I do not pass an inspection?

Depending on the circumstances, you will receive a letter explaining where you do not comply and the steps to be taken to achieve full compliance. In extreme or dangerous conditions, any activity may be stopped by the issue of a legal prohibition or improvement notice. Other enforcement action may also be considered.