

Due to the volatile nature of liquefied petroleum gas (LP) products and the possibility of severe injury and property damage when LP gas accidents occur, LP dealers should be especially diligent when putting together a risk management program. As part of this program, LP dealers should regularly test customer locations to ensure equipment is working properly and document the results in customer files. This documentation creates a service record that may help protect your organization from liability should an LP-related accident take place.

The following documentation guidelines are not to be considered all-inclusive. Additional industry guidelines from the National Propane Gas Association, National Fire Protection Association, local regulatory codes and governmental sources should also be included as part of your operation's best practices.

EMC has provided a sample form on the back of this Tech Sheet to assist in documenting inspections and leak checks performed at customer locations.

Guidelines for Customer Installations

All installations served by LP dealers should be thoroughly leak-checked or pressure-checked—from the tank to the appliance—with pressure equipment before providing any fuel. The results of these tests should be recorded and kept in the customer's file for future reference. Customer files should be retained for at least five years after the last service or delivery is made.

New Installations

New service installations provided by LP dealers should be thoroughly leak checked with pressure equipment before providing any fuel. Leak checks should also be performed any time the system is modified, other suppliers have provided fuel or an out-of-gas condition has occurred. All leak check results should be documented.

Existing Locations

Current customer locations should be periodically reviewed and leak checked, with the results of each documented. The frequency of these checks may vary, but the activity should occur on a regular basis.

Some LP dealers review locations every five years, while others conduct checks while painting tanks or when regulators need to be changed. Locations being modified or updated should always be leak checked and the results documented.



Other Events to Document

If a gas leak is reported, take action immediately. After the leak has been resolved, be sure to document the actions taken to repair it. See EMC's Technical Information Sheet "Gas Leak Response Procedure" for more information and a sample leak report form.

When a customer is "out-of gas," the fuel system may have a failure. In all cases, the reason a customer is out of gas should be determined and a leak check completed before providing any fuel. If the customer is not at home, place an "out-of-gas" notice on the tank supply valve and at the house entrance. A copy should be retained in the customer's file.

If a test reveals that a system is unfit for service, place a "red tag" on the main fuel valve listing the reason(s) the system should not be in service. Give a copy to the customer and retain a copy in the customer's file along with previous results from leak checks and pressure checks. All substandard conditions should be corrected before the system is placed back into service.

**Turn Over For Customer Inspection
and Installation Record Form**



