

APEA RE-INSPECTION OF PETROL FILLING STATIONS

File Reference:	Date of Inspection: 19/9/25	
Name of Keeper: Ash	Inspected By: Jano 01149UN	
Address: Ash Express SN13 9DA		
Contact Number:	Site Phone No: 01249 912977	

The petroleum enforcing authority is responsible for enforcing the Petroleum (Consolidation) Regulations 2014 and Dangerous Substances and Explosive Atmospheres Regulations 2002. This form is a suggested check list and can also be used by site operators to check safety of sites.

	DOCUMENTATION (available – on-line or on site acceptable)	✓ to show checked / compliant	✓ to show non-compliance
1	Visitors Book	✓	N/A
2	Site register (complete and up to date)	✓	N/A
3	Petroleum Storage Certificate on premises? (NO ACTION if not on premises)	✓	N/A
3a	Petroleum Storage Certificate Drawing(s) available on site as part of emergency action plan?	✓	
4	DSEAR Risk assessment – carried out & report available	✓	
4a	DSEAR Risk assessment – action points annotated & addressed.	✓	
4b	Delivery Risk assessment – completed & complied with	✓	
4c	Pay at pump Risk assessment – completed & complied with (if applicable)	✓	N/A
4d	Underground Storage Risk assessment – completed & complied with (if applicable)	✓	N/A
5	Hazardous Zone Drawing – displayed & correct	✓	
6	Wet-stock records? (Minimum 12 months) – Available / Satisfactory	to follow	
6a	Approved 3 rd Party SIR service in place – procedure known?	✓	
6b	Approved 3 rd Party SIR Real – Time service in place – procedure known?	✓	
7	Petroleum Delivery Documentation (Minimum 6 months)	✓	
8	Current Electrical test certificate – Date: to follow		
8a	Any defects listed addressed satisfactorily?	to follow	
9	Oil separator cleaning records – Date: to follow	✓	
10	Staff training records (up to date? / cover all staff? / adequate?)	✓	
11	Record of Fire Extinguisher maintenance – Date: July 25	✓	
12	Record of general maintenance	✓	N/A
13	LPG Maintenance (if applicable)		
14	Leak Detection System Maintenance Records (if applicable) to follow		
Notes			

	SHOP / KIOSK / OFFICE	✓ to show checked / compliant	✓ to show non-compliance
15	Means of escape Satisfactory	✓	
16	Means of raising the alarm Satisfactory	✓	
	Electrical Cupboard:	✓	
17	Suitably signed	✓	
17a	Free from flammable storage	✓	



17b	Switchgear correctly labelled	✓
	Console;	
18	Point of Sale equipment satisfactory	✓
19	PA system working satisfactorily	✓
20	Emergency telephone accessible to control staff	✓
21	Emergency stop switch satisfactory (accessible / signed / use known)	✓
22	All the ducts into the building sealed	✓
23	Clear view of the pumps from control	✓
24	CCTV system working satisfactorily (if applicable)	✓
	Tank Contents Measuring (gauges / dip-stick) & Alarm Systems	
25	Tank gauges in working order and correctly labelled with number, grade, safe working capacity	
26	Leak Detection System Satisfactory (if applicable)	
27	Separator Alarm System Satisfactory (if applicable)	
	Notes	

	FORECOURT (General)	✓ to show checked / compliant	✓ to show non-compliance
28	Forecourt surface in good condition	✓	
29	Hazard zones free from rubbish and/or sales goods	✓	
30	Fire extinguishers satisfactory (Service Rec. / Tamper seals / Number / Type) <i>Code III</i>	✓	
31	Buckets of sand/absorbent material satisfactory (lidded / % full / Number) <i>1111</i>	✓	
31a	Provision of container for contaminated sand (if applicable)	✓	
32	No uncertified electrical equipment in hazardous areas	✓	
33	Lighting on the forecourt and delivery area satisfactory	✓	
34	Emergency Stop switch labelled correctly (if applicable)	✓	
35	No smoking signs / warning / information signs satisfactory	✓	
36	DCD Box Satisfactory (if applicable) If so check contents:-	✓	
36a	Floodlight activates <i>check not but lights present</i>	✓	
36b	Telephone line – working / speed dials working & appropriate	✓	
36c	Gauge printer working & correct	✓	
36d	Emergency equipment correct (extinguisher & sand/absorbent material)	✓	
36e	Emergency stop satisfactory	✓	
37	If DUD – Do conditions agree with Risk Assessment?	✓	
38	Customer Emergency Cabinet Satisfactory (if applicable). If so check contents:-	✓	
38a	Light activates	✓	
38b	Telephone line – working / appropriate numbers listed / speed dial provided	✓	
38c	Instructions for Use – clear & correct	✓	
38d	Emergency equipment correct (extinguisher & sand/absorbent material)	✓	
38e	Emergency stop satisfactory	✓	
	Notes		

	TANKS & FILLPOINT	✓ to show checked / compliant	✓ to show non-compliance
39	Suitable lifting devices available	✓	
40	Manhole covers satisfactory	✓	
41	Tank access chambers clean and sound Vapour free	✓	
42	Visible pipe work labelled, sound and corrosion free	✓	
43	Stage II return line labelled (if applicable) Tank No.:	✓	
44	Correctly labelled with number, grade, safe working capacity	✓	
45	Leak Detection Header Tank Satisfactory (if applicable)	✓	
46	Duct entries to manholes sealed	✓	
47	Fill point closed /locked and correctly labelled with number, grade, safe working capacity	✓	
48	Notice warning of Cathodic Protection (if applicable)		
49	Notice warning of Overfill Protection System (if applicable)		
50	Vapour connection point satisfactory & labelled (if applicable)	✓	
51	Vent pipes satisfactory	✓	
Notes	New sign as noted. ✓		

	DISPENSERS	✓ to show checked / compliant	✓ to show non-compliance
52	Suitable keys to remove dispenser panels available	✓	
53	Pump certified to BS EN 13012 which includes ATEX, BS 7117, or SFA 3002	✓	
54	Pump hose satisfactory	✓	
55	Hose to pump joint satisfactory	✓	
56	Nozzle operation satisfactory	✓	
57	Nozzle latch been removed	✓	
58	Pump numbered correctly	✓	
59	Operating instructions satisfactory	✓	
60	Petrol grade marked	✓	
61	Pump electrics visually satisfactory (look inside dispenser)	✓	
62	Junction boxes in a satisfactory condition (Bolts, glands, loose or leaking)	✓	
63	Wiring free from damage	✓	
64	Fixed parts free from contact with moving parts	✓	
65	All joints dry	✓	
66	Pump base satisfactory	✓	
67	Pump secure to island	✓	
68	Pump Island Satisfactory (Sealed / Tiling complete / trim in place)	✓	
69	LPG Installation - Tank(s) / Compound / B/g Tank Access & fill point / pipe work route marking/ dispenser(s) Satisfactory (if / as applicable)	✓	2/1A
Notes			

	DRAINAGE	✓ to show checked / compliant	✓ to show non-compliance
70	Drainage gullies clean and satisfactory	✓	
71	Oil separator in good repair (i.e. look inside)	write both	
72	Oil separator vent pipe(s) satisfactory	✓	
Notes			

	CHANGES TO APPROVED ARRANGEMENTS	✓ to show change
73	Keeper Has Changed Details:	
74	P@P / Unattended self service Details:	
75	New / Moved cages for LPG cylinders Details:	
76	ATM Details:	
77	Other Details:	
78	Incident ; (non reported incident / witnessed incident – i.e container / age restricted incident)	

Notes:	Pump 3- Green were base - to be checked.
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Interlocks certificate
electrical certificate

✓ Veeder Root set at urgency

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Webshop records
We have monitoring?