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|  | **APARNA PROPERTY MANAGEMENT SERVICES PRIVATE LIMITED**  **STANDARD OPERATING PROCEDURE FOR GAS OPERATION** |

**Subject : Handling, storage, use of reticulated Gas Banks & LPG cylinders**

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| **Procedure for Indenting Cylinders & Accountability** | |
| 1. PMS in-charge of the site shall keep account of total number of Gas Cylinders in all the Gas Banks of the Community. 2. Shall ensure that minimum 60% of total gas cylinders are full, at all the time. 3. To ensure minimum stock , shall place demand for cylinders well in advance, provided the demand shall not be for more than 100 cylinders in one lot, to ease weighing and counting at Gas banks. 4. Shall plan accordingly to place a demand with Gas Agency (In respect of post-paid maintenance sites, cylinders order must be placed by Society and later inform APMS on time & date of cylinders arrival) 5. Fortnightly physical check of Gas cylinders will be conducted by Representative of Society along ,with PMS In-charge , Gas technician and Security Officer and record in Fortnight Physical Check register maintained by Society for Domestic Gas Cylinders  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Sl.No. | Date/Time | Name of Gas Bank Chamber No: | No. of cylinders physically available | Sign. Society rep. | Sign. Of PMS In-charge | Sign of Security Officer | Remarks | |  |  |  |  |  |  |  |  | | |
| **Timing for Loading & Unloading of Cylinders** | |
| * Gas cylinders carrier vehicles shall be allowed inside the Community between **10 AM and 2 PM only.** | |
| **Loading & Unloading of Cylinders at Gas Banks** | |
| * On arriving of Gas cylinder carrying vehicle at the main gate, it will be sent to Gas banks along with a Security person. * At each Gas Bank, while unloading full cylinders and while loading empty cylinders, the following activity shall be ensured in the presence of PMS In-Charge, Gas Technician, a representative from Society (in case of post-paid maintenance communities) and the Security person: - * Empty cylinders in the Gas Bank shall be taken out duly weighed and recorded in the following “GAS BANK REGISTER \_\_\_\_BLOCK”. * Each full cylinder replaced in the Bank, shall be checked by Gas technician to ensure no leakage, then weighed and recorded in the following “GAS BANK REGISTER \_\_\_\_BLOCK” maintained at Gas Bank (Society representative will witness leakage checking and confirm, in case of post-paid maintenance societies) * “GAS BANK REGISTER \_\_\_\_BLOCK” shall be maintained in the below Format:  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Sl.**  **No** | Date/ Time | Cy. No. | Details of Empty Cylinders taken out | | | | | Details of Full cylinders placed inside the Bank | | | | | | | Remarks | | Gross  Wt. of cylinder | Net Wt. of Gas left | Sign of Gas Tech | Sign of PMS I/C | Sign of Society Rep. | Gross Wt. of Cylinder | Wt of cylinder | Net weight of Gas | Gas Leakage in cylinder (Y/N) | Sign of Gas Tech | Sign of PMS I/C | Sign of Society Rep. | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| **To open Gas Banks in the absence of PMS In-charge (or) in the absence of Rep. of Society as applicable, in an emergency** | |
| **The following procedure shall be followed**   1. There shall be a single “MASTER KEY” for all the “GAS BANKS” in the Community. 2. The “MASTER KEY” will be in duplicate. 3. One “MASTER KEY” will be kept with PMS In-charge (or) Society office as applicable, and another with SECURITY. 4. The KEY kept with SECURITY will be secured in a small box sealed with the signature paper of PMS In-charge (or) Representative of Society.  A register as under shall be maintained at Main gate superscribed as  “GAS BANK MASTER KEY   REGISTER” :-   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Sl.No | Date | Keys taken by | Time of taking out | Reasons for opening the Gas bank | Sign. of person taken out the keys | Sign.  Security Officer | Keys deposited by | Date/Time of deposit | Sign.of person deposited keys | Sign.of Security Officer | Remarks if any | |  |  |  |  |  |  |  |  |  |  |  |  | | |

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| **Instructions to deal with the situations when a leakage is found in the Gas cylinders**   |  |  | | --- | --- | | **Personal Protective Equipment** | | | 1. Proper enclosed footwear   2. Hair tied back, if long.  3. Safety Goggles to be used.  4. Switch off mobile phones. | | |  | | | **Potential Hazards + Safety precautions** | | | 1. A flammable gas leak may cause an explosion or major fire  2. Suffocation can occur if a gas leak happens in an enclosed space  3. Since cylinders are heavy and incorrect handling may cause an injury.  4. Cylinders must always be properly secured e.g. chained to a bench or wall  5. If there are any serious concerns expressed by any of the individual’s immediate escalation to be performed.  6. DCP Fire extinguisher to be made available in Gas bank  7. In case of gas leakage observed in gas bank safety shutoff valve to be closed immediately.  **Procedure to follow in case of gas leakage :-** | | |
| 1. When suspicion of gas leak is noticed either by a resident (or) the APMS staff (or) anybody else, shall immediately inform the main gate security. 2. If the information is received by the Security during office hours, the security shall pass on the information to PMS in-Charge. 3. The PMS In-charge in turn, shall immediately depute the Gas technician along with plumber to the spot, to establish whether there is really a gas leakage (or) not. 4. And, if the information is received after office hours, then the Security along with Gas technician/plumber available at that time, shall rush to the spot to establish whether there is really a gas leakage (or) not 5. Once it is established that there is a Gas leakage, the security in the presence of Gas technician/plumber, shall isolate gas bank emergency isolation valve accessed from out site and then isolate the leaking cylinder to a nearby location where movement of residents/people is very few and there is no combustible material is present there. 6. APMS will suggest few isolated areas in the premises to contain the leaking cylinder. 7. Then the team along with gas technician will inspect the gas bank thoroughly on LPG spread and intensity by its pungent order and any noise and by ensuring safety they will open the isolation valve from inside, and close the doors and handover the keys to security. FINE 8. Then they shall allow the gas in the leaking cylinder, to go out by moving the Gas cylinder to the required positions. 9. Then the Security officer shall inform the Safety officer, to take further safety directions from him to follow. 10. In case of the incident occur during office hours, the PMS in-charge shall lodge a telephonic complaint with the Gas agency/supplier. 11. But, in case of the incident occur after office hours, the Security Officer shall lodge a telephonic complaint with Gas Agency/supplier. 12. By the time the Safety Officer shall reach the spot and defuse the situation. 13. Safety Office will notify Do’s & Don’ts and other recommendation on safety issued by IOCL. 14. The Safety Officer shall then, submit a detailed report of the incident, in the prescribe proforma, to the Society and to the APMS. |

**Revision Guide:**

Any change in the system needs review of SOP.

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| **Rev : 02** | **Prepared By** | **Approved By** |
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