



## Audit Checklist

Date:

Operating Permit Number:	
Permit Contact:	Location:
Safety Officer:	Site Contact:

Reference Criteria	Item	Compliant/ Non-compliant	Notes	O&M Manual Reference
Manual 4058 Section 5	Has the owner/operator of the propane facility developed and implemented a management program?	Y/N		
Manual 4058 Section 6	The management program manual should incorporate the following general requirements: <ul style="list-style-type: none"> <li>• bound in a manner that allows for easy revisions and updating</li> <li>• company logo or letterhead on each page</li> <li>• typed name and date after a signature</li> <li>• typed (handwriting not permitted)</li> <li>• each page must be identified with a page number, total number of pages in the manual and manual revision number and date</li> </ul>	Y/N		
Manual 4058 Section 6	Is the name and title of the individual who is responsible for the management program outlined in the manual? Is the named individual accountable for the management of the operation of the program?	Y/N		
Manual 4058 Section 6	Does the manual contain these mandatory features?; <ul style="list-style-type: none"> <li>• Title Page</li> <li>• Contents Page</li> <li>• Scope</li> <li>• Statement of Authority and Responsibility</li> <li>• Manual Control</li> <li>• Organization Chart</li> </ul>	Y/N		

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	<ul style="list-style-type: none"> <li>• Training and Competency</li> <li>• Documents and Records Administration</li> <li>• Normal Operating Procedures</li> <li>• Emergency Procedures</li> <li>• Inspection and Monitoring</li> <li>• Maintenance</li> <li>• Installation, Repair, and Alteration Methods</li> <li>• Materials</li> <li>• Incident and Near-miss Investigation</li> <li>• Exhibits</li> <li>• Change Management</li> <li>• Internal Audits and Control of Program Non-conformance</li> <li>• • Management Review</li> </ul>			
Manual 4058 Section 6	Does the manual establish a process for verifying the employees and other persons working with or on behalf of the owner are trained and competent to perform their duties in a safe manor?	Y/N		
Manual 4058 Section 6	Does the manual establish a process for tracking and maintaining qualifications for individuals performing regulated work on the system or equipment?	Y/N		
Manual 4058 Section 6	Does the operation procedures manual address: <ul style="list-style-type: none"> <li>• product transfer and handling procedures including the evacuation of propane from containers and the purging of containers;</li> <li>• monitoring of essential functions and equipment;</li> <li>• housekeeping and site maintenance;</li> <li>• any manufacturer’s operating instructions for equipment;</li> <li>• isolation, deactivation and identification of equipment not in use;</li> </ul>	Y/N		

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	<ul style="list-style-type: none"><li>• maintaining clear spaces for access and housekeeping;</li><li>• maintaining clearances for cylinder storage, tanks and setbacks around the facility;</li><li>• personnel safety;</li><li>• site signage and markings as required by codes</li><li>• personal protective equipment;</li><li>• control of ignition sources;</li><li>• grounding and bonding;</li><li>• control of access, security, and lock-up;</li><li>• vehicle movement and parking; and</li><li>• xv) operator training and experience.</li></ul>			
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