

Checklist for gas installations in public venues

The catering vendor is to complete the following checklist before an event to ensure the safety compliance of gas installations and submit it to the event organiser.

Checklist – please print clearly	
Event:	
Event organiser details	
Name:	Phone:
Responsible person nominated by the event organiser	
Contact person's name:	Phone:
Catering vendor	
Catering vendor business name:	
Location of business at the event:	
Type of business structure (caravan, marquee, etc.):	
Responsible catering vendor person's name:	Phone:
Total stored/used LPG at site (kg)	
Person completing checklist (catering vendor)	
Name:	Phone:

Cylinders and regulators

Checklist	Yes	No
Are LPG cylinders in good condition? (Not damaged, rusty or over 10 years old)?		
Have all cylinder connections been checked for leaks?		
Watch Gas Energy Australia's video on how to connect the new valve to your BBQ .		
Are all LPG cylinders located outside in a well-ventilated area and protected from tampering?		
Are all LPG cylinders located away from flammable materials and ignition sources?		
Are LPG cylinders restrained upright on a level, non-combustible surface?		

Hose and consumer piping

Checklist	Yes	No
Are all used hoses in good condition (i.e. not damaged or rusty)?		
Are all hoses in use protected from accidental damage?		
Are all used hoses less than 3 m in length?		
Is a trip prevention cover installed?		

Gas appliances

Checklist	Yes	No
Are all appliance approved for use in Western Australia?		
Are all gas appliances in good working order?		
Have appliances been serviced within the last 12 months by a qualified person? Appliance should have a service label attached showing the date of service.		
Are all portable gas appliances (ring/wok burners) correctly secured and placed on non-combustible surfaces?		

Safety procedures

Checklist	Yes	No
Do staff know what to do in an emergency?		
Is there a suitable fire extinguisher and fire blanket handy?		
Has someone been nominated and trained to connect and disconnect LPG cylinders?		

**Department of Local Government,
Industry Regulation and Safety**
www.lgirs.wa.gov.au

Regional Offices:

Goldfields/Esperance	(08) 9021 9494
Great Southern	(08) 9842 8366
Kimberley	(08) 9191 8400
Mid West	(08) 9920 9800
North West	(08) 9185 0900
South West	(08) 9722 2888

Building and Energy Division

Level 1 Mason Bird Building
303 Sevenoaks Street
(entrance Grose Avenue)
Cannington Western Australia 6107
Locked Bag 14, Cloisters Square
Perth WA 6850

Call: 1300 489 099

Email: be.info@lgirs.wa.gov.au

www.lgirs.wa.gov.au/building-and-energy

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