



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:10

Rev. No.: 00

Rev. Date: 10/01/2018

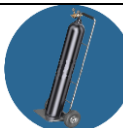
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STORAGE AND HANDLING OF GAS CYLINDERS

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Purpose	To avoid damage / personal injury during storage and handling of gas cylinders	Scope	ISG
Responsibility	Concerned Site In-charges		
Performance criteria	Exception points at management reviews		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	All cylinders must be secured with a chain in upright position and segregated as per type		Cylinders to be vertically placed on trolleys during transportation and use		Ensure working Fire Extinguisher of correct type near work area
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Procedures and Controls

S. No.	Activity	Responsibility
1.	While procuring gas cylinders, check that every cylinder is labelled with the name of the gas and the name and address of the person by whom the cylinder was filled	Indenters
2.	Check that a warning is attached to every cylinder containing permanent or liquefiable gas	Supervisor
3.	Do not change colour of the cylinder	Supervisor
4.	The cylinder should not be filled with any gas other than the one it now contains	Supervisor
5.	No flammable material should be stored in the vicinity of the cylinder or in the same room in which it is kept	Supervisor
6.	No oil or similar lubricant should be used on the valves or other fitting of the cylinder	Supervisor
7.	Please look for next date of test, which is marked on a metal ring inserted between the valve and the neck of the cylinder, and if this date is over, do not accept the cylinder	Supervisor
8.	Use trolleys and cradles of adequate strength, as far as possible, while moving the cylinders	Supervisor
9.	Handle the cylinders carefully and don't allow the cylinders to fall upon one another or subjected to any shock	Handling staff
10.	Don't slide or drop the cylinders	Handling staff
11.	Always keep LPG and other liquefiable gas cylinders in an upright position and see that they cannot be knocked over	Handling staff
12.	Secure the cylinders used in horizontal position so that they cannot roll.	Handling staff
13.	Store the cylinders in a cool, dry and well ventilated place under cover and away from open flames or any potential source of heat	Handling staff
14.	Never store the cylinders in sun	Handling staff
15.	Storage room should be of fire resistant construction	Site Incharge
16.	Keep the cylinders containing flammable gases separated from other gas cylinders by an adequate distance	Supervisor
17.	Keep the filled cylinders segregated from the empty cylinders	Supervisor
18.	Check that the valves of the gas cylinders are tightly shut	Handling staff
19.	Repairing of gas cylinders is not permitted	Supervisor



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20.	Remove the leaking gas cylinders to an open space where it is least dangerous to life and property and inform the supplier	Supervisor
21.	Gas cylinders to be unloaded carefully in a pre-planned manner.	Supervisor
22.	Don't possess more than the following quantity of gas without a valid license: - liquefied petroleum gas when the total quantity of gas does not exceed 100 kg at a time - any other flammable but non-toxic gas when the total number of cylinders containing such gas does not exceed 25 or the total weight of gas does not exceed 200 kg, whichever is less, at a time - any non-flammable non-toxic gas when the total number of such cylinders does not exceed 200 at a time - any toxic gas when the total quantity of such cylinders does not exceed 5 at a time - Acetylene gas contained in cylinders in dissolved state when the total quantity of such cylinder does not exceed 50 at a time.	Supervisor

Site Safety department to identify all possible Hazard Areas related to Cylinder Storage & Handling and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records (sample):

Record Title	Record No.	Location	Responsibility	Retention Period
Procurement / inspection records	GC - 01	Site	Indenting dept.	Till consumption of cylinder

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)