Gas Check

PROPANE education & research COUNCIL

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Overview of GAS Check

GAS Check provides the propane industry with voluntary guidelines for conducting residential and small commercial safety inspections. The guidelines offer two types of inspections, depending upon your company's GAS Check inspection policies:

1. A **Gas System Check** that can be completed on the exterior gas distribution system, including the containers, regulators, and gas piping.
2. A **Gas Appliance System Check** that can be completed on the interior gas distribution system and all propane-burning appliances.

This booklet and companion video include simplified guidelines and instructions that will teach you how to properly fill out Gas System Check and Gas Appliance System Check forms that will provide your company with important documentation for each inspection. The booklet is divided into two sections: Gas System Check Guidelines and Gas Appliance System Check Guidelines, which can be used together or independently of each other, depending on your company's inspection policies.

Please note that the booklet and video do not cover all the checks and requirements for placing new gas distribution systems or appliances into operation. One method to address these requirements is through training courses provided by the Certified Employee Training Program (CETP). This propane industry program provides training and important additional information on the installation of containers, regulators, gas piping, appliances, venting systems, and combustion air requirements.

It is recommended that appropriate CETP courses be completed prior to conducting a Gas System Check or Gas Appliance System Check as this program is based on the CETP curriculum and NFPA code requirements.

To learn more about training courses and materials available through CETP, visit propanecouncil.org.

What GAS Check Is Not

GAS Check is *not* intended to cover latent or manufacturing defects, or the internal working of sealed equipment or structural components. GAS Check also does not cover future or unforeseen happenings.

GAS Check is *not* intended to establish an industry custom, practice, or standard. No marketer is required to adopt or implement the GAS Check guidelines, or any part of those guidelines, in order to provide safe propane service to its customers.

GAS Check is *not* intended to replace, alter, or amend any state or local codes, standards, or regulations applicable to residential or small commercial gas systems and appliances. Marketers should be familiar with the codes, standards, and regulations adopted in their particular jurisdiction and should follow them when performing a GAS Check inspection.

GAS Check is *not* intended to replace, alter, or amend any particular marketer's internal policies and procedures. Those performing GAS Check inspections should be familiar with those policies and procedures and should follow them when performing a GAS Check inspection.

GAS Check is *not* intended to provide training on the operation and servicing of any residential or small commercial gas system or gas appliance. GAS Check includes inspection forms which serve as an organized reference for inspecting residential and small commercial gas systems and appliances. GAS Check addresses inspection items to cover. In each case, the GAS Check inspection should be performed by a trained and qualified person familiar with the inspection form and the scope and nature of the inspection to be performed.

GAS Check is *not* just a leak check. While GAS Check includes a leak check, it is not limited to that check. Those performing a GAS Check inspection should be familiar with the inspection form and should know the scope of the inspection before it is performed.

Gas System Check Guidelines

Introduction

There are many methods to safely and efficiently perform residential and small commercial vapor distribution checks. The purpose of this booklet is to teach you how to properly complete a Gas System Check form that will provide your company with important documentation of a gas system inspection.

Please be aware that all information recorded on the Gas System Check form in this booklet, including serial numbers, test stage locations, and pressure readings, are sample results used for teaching purposes only. Your results will differ depending on the equipment and checks completed at each customer location.

In addition, not all types of gas system tests and checks are performed and documented in this booklet. For other examples of how to document typical tests and checks that may be performed as part of a Gas System Check, please review this appendix section of this Gas System Check booklet. You should check with your supervisor for any company-specific documentation requirements.

This booklet does not cover all the checks and requirements for placing new gas distribution systems or appliances into operation. One method to address these requirements is through training courses provided by the Certified Employee Training Program, or CETP. This propane industry program also provides training and important additional information on the placement of containers, gas piping, and regulator installation. It is recommended that appropriate CETP courses be completed prior to conducting a Gas System Check, as this program is based on the CETP curriculum and NFPA code requirements.

To learn more about training courses and materials available through CETP, visit propanecouncil.org.

What Is a Gas System Check?

A **Gas System Check** is a voluntary set of guidelines for inspecting residential and small commercial vapor distribution systems. Technicians should be familiar with the codes, standards, and regulations adopted in their jurisdiction and should follow them when performing a Gas System Check inspection. Such inspection is not intended to replace, alter, or amend any state or local codes, standards, or regulations applicable to residential and small commercial vapor distribution systems.

A Gas System Check is also *not* intended to replace, alter, or amend your company's policies and procedures. Those performing the inspections should be familiar with those policies and procedures and should follow them when performing an inspection. Make sure you are properly trained before conducting a Gas System Check.

A "Gas System Check" covers:

- Container Check
- Pressure Test
- System Leak Check
- Regulator Check
- Customer Safety Information Review and Acknowledgement

It does not include inspection information for interior gas piping or appliances. A **Gas Appliance System Check** will provide you guidance on how to conduct an interior inspection of gas-burning appliances and documentation of such.

Please be aware that lack of training, equipment, or parts might prevent you from correcting all problems and issues identified during an inspection.

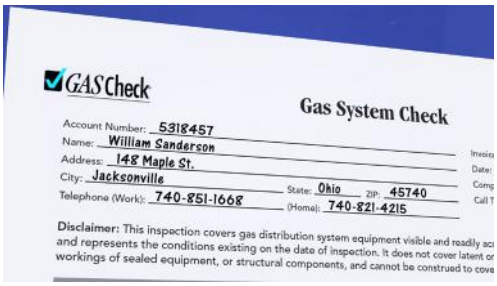
In addition, you should always consult your company's policies and procedures before taking equipment out of service or replacing and repairing equipment. You may also discover a problem or issue, making the system or a component of the system unsafe for the customer to operate. In that circumstance, you should consult your company's policies and procedures in determining steps to be taken.

Advise your supervisor or other qualified person if you encounter a problem or issue that you are not trained to address.

Steps to Take Before Starting a Gas System Check

You will need to take the following steps and actions before you begin a Gas System Check at a customer's location:

1. **Fill out customer's contact information.**
   - At the top of the Gas System Check form, record the customer's account number, name, address, and telephone numbers. Verify with the customer that the information is complete and accurate.


GASCheck

Gas System Check

Account Number: 5318457
Name: William Sanderson
Address: 148 Maple St.
City: Jacksonville
State: Ohio ZIP: 45740
Telephone (Work): 740-851-1668
(Home): 740-821-4215

Disclaimer: This inspection covers gas distribution system equipment visible and readily acc
and represents the conditions existing on the date of inspection. It does not cover latent or
workings of sealed equipment, or structural components, and cannot be construed to cove

2. **Show the customer the Gas System Check form and explain the procedure.**
   - It is important that the customer understands the scope of the inspection and/or testing you will be doing. Answer any questions the customer has before proceeding with your inspection.

3. **Obtain information from the customer regarding the gas system. Before proceeding with the inspection, find out from the customer:**
   - Whether there have been any recent changes to the gas system or gas appliances, including but not limited to whether any appliances have been recently removed or installed.
   - Whether there has been any construction, repairs, or maintenance work done recently on or near the gas system.
   - Whether there have been any recent problems with the gas system.
   - Whether there have been any unusual smells or odors indicative of a possible gas leak.
   - Whether the gas system has been flooded or exposed to any other unique environmental condition that could possibly impact its operation.

Container Check

Now you are ready to begin the inspection. Begin with the container check. Record on the form:

- The size of the container: ASME tanks are sized in gallons. DOT cylinders are sized in pounds and water capacity. You may record the size of the cylinder in pounds or water capacity.
- The serial number: On ASME tanks, it is found on the data plate. On DOT cylinders, it is found stamped into the metal.
- The manufacturer's name: Also found on the data plate or stamped into the metal.

Name: William Sanderson
Address: 148 Maple St.
City: Jacksonville
Telephone (Work): 740-851-1668 State: Ohio ZIP: 45740 (Home): 740-821-4215
Invoice Number:
Date:
Company Branch:
Call Taken By:
Disclaimer: This inspection covers gas distribution system equipment visible and readily accessible to the service technician and represents the conditions existing on the date of inspection. It does not cover latent or manufacturing defects, the internal workings of sealed equipment, or structural components, and cannot be construed to cover future or unforeseen happenings.
Container Check
Size: 500 Gallons
Serial#: 894726025
Manufacturer: Trinity
Pressure Test Was a pressure test conducted? Yes ☐ No ☐ If yes, provide information below.
Test Stage Location | Starting Pressure (psi) | Ending Pressure (psi) | Start Time | End Time
System Leak Check

For ASME aboveground tanks, inspect the following:

Check the Location – When validating the location requirements for an aboveground ASME tank, you should check both NFPA and local code requirements. To verify the tank is installed properly and is safe for continued service, you should check the following:

- The tank is provided with adequate protection from potential physical damage, if required.
- The tank is located the proper distance from building openings, external sources of ignition, openings into direct-vent sealed combustion appliances, and mechanical ventilation air intakes as required by NFPA 58.
- The tank is located at the proper distance from buildings and property lines.
- Check for combustible materials that have been piled or have accumulated near the tank.

Inspect the Tank Dome – The dome should be hinged in place and offer protection of the valves and regulator.

Inspect the Tank and Supports - Check for pits, dents, gouges, bulges, rust, corrosion, or fire damage. Check welds and seams for rust and corrosion. Inspect the tank supports and look for missing legs, rust, and damage. Check that the foundation is firm, level, and non-combustible. Verify the tank is painted a light reflective color and is in good condition.

Check the Data Plate - All information must be legible.

Conduct a Leak Test - Check for leakage on each of the appurtenances, including the threaded connections into the tank. If a leak is detected, it should be repaired and retested. If you are unable to safely repair the leak, you should contact your supervisor.

Inspect the Valves and Gauges:

Filler Valve - Remove the cap slowly in case gas is trapped under the cover. Check the surface and threads of the valve for dents and nicks. Check the filler gasket for cracks or deterioration.

Service Valve - Check for outward damage and that it will close easily in the event of an emergency.

Pigtail - Check for kinks, dents, gouges, and corrosion.

Relief Valve - Check for outward damage and that it has a protective cap. Never look directly into a relief valve. Use a mirror to check for blockage of the drain hole and debris in the relief valve. Be sure the relief valve is communicating with the vapor space of the container.

Vapor Equalizing Valve - Remove the cap slowly in case there is trapped gas under the cover. Check for damage or any leakage.

Fixed Maximum Liquid Level Gauge - Open the valve slowly and verify gas is flowing. Check for damage and blockage. Be sure it doesn't leak when closed hand tight.

Liquid Level Float Gauge - Check for outward damage, rust, or corrosion, and that the dial is legible.

Liquid Evacuation Valve - Check for leaks and obvious outward damage. Don't remove the seal cap or plug. The valve cannot be field repaired or replaced while under pressure.

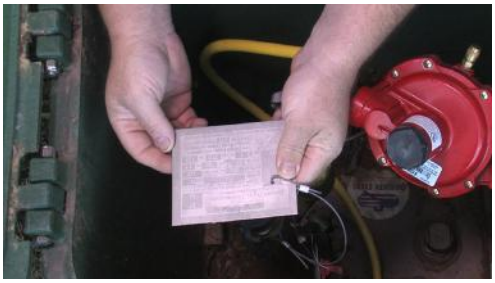
For ASME underground tanks, inspect the following:

Check the Location - When validating the location requirements for an underground ASME tank, you should check both NFPA and local code requirements. To verify the tank is installed properly and is safe for continued service, you should check the following:

- The tank dome and components are provided with adequate protection from potential physical damage, if required.
- The tank is located the proper distance from building openings, external sources of ignition, openings into direct-vent sealed combustion appliances, and mechanical ventilation air intakes as required by NFPA 58.
- The tank is located the proper distance from buildings and property lines.
- The tank has a corrosion-protection system if the tank was installed under the scope of NFPA 58, 2011 edition or newer. These systems are required to be tested and documented. Check with your supervisor for your company's testing schedule and documentation requirements.

Inspect the Tank Dome - The dome should be hinged in place and offer protection of the valves and regulator.

Check the Data Plate - All information must be legible.



Conduct a Leak Test - Check for leakage on each of the appurtenances, including the threaded connections into the tank. If a leak is detected, it should be repaired and retested. If you are unable to safely repair the leak, you should contact your supervisor.

Inspect the Valves and Gauges:

Filler Valve - Remove the cap slowly in case gas is trapped under the cover. Check the surface and threads of the valve for dents and nicks. Check the filler gasket for cracks or deterioration.

Service Valve - Check for outward damage and that it will close easily in the event of an emergency.

Pigtail - Check for kinks, dents, gouges, and corrosion.

Relief Valve - Check for outward damage and that it has a protective cap. Never look directly into a relief valve. Use a mirror to check for blockage of the drain hole and debris in the relief valve.

Vapor Equalizing Valve - Remove the cap slowly in case there is trapped gas under the cover. Check for damage or any leakage.

Fixed Maximum Liquid Level Gauge - Open the valve slowly and verify gas is flowing. Check for damage and blockage. Be sure it doesn't leak when closed hand tight.

Liquid Level Float Gauge - Check for outward damage, rust, or corrosion, and that the dial is legible.

Liquid Evacuation Valve - Check for leaks and obvious outward damage. Don't remove the seal cap or plug. The valve cannot be field repaired or replaced while under pressure.

For a DOT cylinder, inspect the following:

Check the Location - When validating the location requirements for a DOT cylinder, you should check both NFPA and local code requirements. To verify the cylinder is installed properly and is safe for continued service, you should check the following:

- The cylinder is provided with adequate protection from potential physical damage, if required.
- The cylinder is located the proper distance from building openings, external sources of ignition, openings into direct-vent sealed combustion appliances, and mechanical ventilation air intakes as required by NFPA 58.
- Look for combustible materials that have been piled or have accumulated near the cylinder.

Check the Requalification Date - Make sure the requalification date is in compliance.

Inspect the Cylinder and Foundation - Check for pits, dents, gouges, bulges, rust, corrosion, or fire damage. Specifically check welds and seams for rust and corrosion. Verify the cylinder is painted a light reflective color and is in good condition. Check that the cylinder is set upon a firm foundation or otherwise is secured firmly. Be sure the cylinder base does not come in contact with the soil.

Conduct a Leak Test - Test for leakage on each of the appurtenances, including the threaded connection into the cylinder. If a leak is detected, it must be repaired and retested until it is deemed to be leak-free.

Inspect the Valves and Gauges:
Filler Valve - Remove the cap slowly in case gas is trapped under the cover. Check the surface and threads of the valve for dents and nicks. Check the filler gasket for cracks or deterioration.

Service Valve - Check for outward damage and that the valve will close easily in the event of an emergency.

Pigtail - Check for kinks, dents, gouges, and corrosion.

Relief Valve - Check for outward damage and that it has a protective cap, if required. Never look directly into a relief valve. Use a mirror to check for blockage of the drain hole and debris in the relief valve. Be sure the relief valve is communicating with the vapor space of the cylinder.

Fixed Maximum Liquid Level Gauge - Open the valve slowly and verify gas is flowing. Check for damage and blockage. Be sure it doesn't leak when closed hand tight.

Liquid Level Float Gauge (if applicable) - Check for outward damage, rust, or corrosion, and that the dial is legible.

System Leak Check

Regulator Check

Installation Review

Customer Acknowledgement:

Once the inspection of the containers has been completed and everything is in proper working order, check the "yes" boxes in the Installation Review section of the form to document that the container distance requirements are met and the condition of the containers is suitable for continued service. For underground tanks, check the "yes" box that verifies the cathodic protection has been provided and documented per company policy for the tank, if applicable.

If any of these conditions are not met, check the "no" box corresponding to each item. If repairs are needed to pass inspection, be sure to obtain the customer's permission and complete the repairs before checking the appropriate box. Follow your company policy if repairs are needed. Note any recommended actions or fill out a Service Work Order, if applicable.

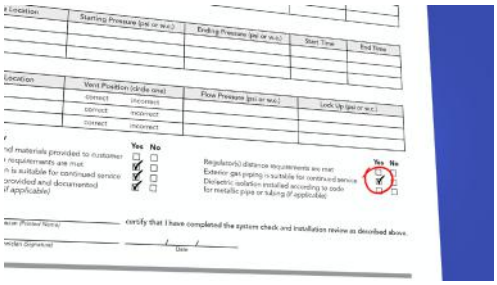
Exterior Piping Inspection

Next, inspect the exterior gas piping to ensure it is suitable for continued service:

- Verify the size of the piping versus the length of the run to make sure it can supply the required pressure and maximum demand to all appliances.
- Verify that the piping is properly covered or protected.
- Be sure the correct gas piping material is used for the vapor pressure utilized.
  - » If the piping is installed above grade, be sure it is adequately supported.
- Verify aboveground piping is protected from the forces of accumulated snow in areas where the ground snow load may equal or exceed 175 pounds per square feet.

If underground metallic pipe or tubing is present, make sure that dielectric isolation, such as a dielectric union or insulating coupling, is present to help prevent corrosion. Make sure the dielectric isolation is installed according to code. If you discover problems with the piping, fix the problem if you are trained. If you are not, contact your supervisor.

Once the inspection of the exterior gas piping has been completed and everything is in proper working order, check the "yes" box in the Installation Review section of the form to document that the piping is suitable for continued service. If applicable, check the "yes" box that verifies dielectric isolation is installed according to code for metallic piping or tubing.



If any of these conditions are not met, check the "no" box corresponding to each item. If repairs are needed to pass inspection, be sure to obtain the customer's permission and complete the repairs before checking the appropriate box. Follow your company policy if repairs are needed. Note any recommended actions or fill out a Service Work Order, if applicable.

System Pressure Test

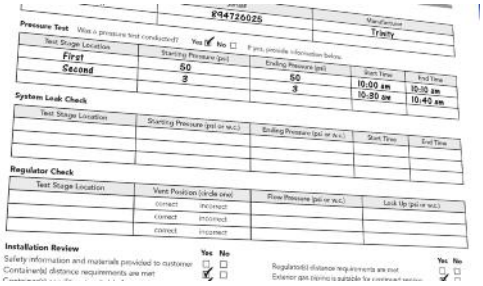
A Gas System Check may include a pressure test of the gas piping. All new gas piping installed under the scope of NFPA 54 and NFPA 58 is required to be pressure tested prior to being put into service.

The purpose of a pressure test is to verify the gas-tight integrity of gas piping following its installation or modification. There are different methods and code requirements for performing a pressure test depending on which portion of the piping is being tested.

If a leak is discovered during the pressure test, you will need to locate the source of the leak and make the repair, if trained to do so. After all leaks are located and repaired, the pressure test must be restarted and performed until no change in pressure is observed for the applicable test time.

After a successful pressure test is conducted, on the Gas System Check form, record the following:

- Test stage location
- Starting pressure in pounds per square inch
- Ending pressure in pounds per square inch
- Start time
- End time



Pressure Test

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
First	50	50	10:00 am	10:30 am
Second	3	3	10:30 am	10:40 am

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time

Regulator Check

Test Stage Location	Vent Position (circle one)		Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
	correct	incorrect		
	correct	incorrect		
	correct	incorrect		

Installation Review

	Yes	No
Safety information and materials provided to customer	☐	☐
Container(s) distance requirements are met	☑	☐

Be sure to follow your company's procedures for any documentation requirements.

System Leak Check

A Gas System Check includes a system leak check. The purpose of a leak check is to verify if the gas piping system has any leaks that could potentially create an unsafe condition for your customer. There are several methods for performing a system leak check. Three commonly used techniques for performing a system leak check are:

1. Use a pressure gauge placed between the container service valve and the first-stage regulator (high-pressure/block test).

2. Use a pressure gauge placed between the first- and second-stage regulators (intermediate pressure test).

3. Use a manometer or equivalent device to measure the gas pressure in a low-pressure line between the outlet of the final-stage regulator and the appliance (low-pressure test).

There could be other methods used by your company. Check with your supervisor for the proper method(s) you are expected to utilize when conducting a leak check.

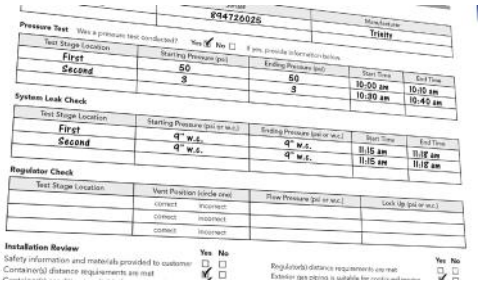
If a leak is discovered during the inspection, you will need to locate the source of the leak by:

- Using a combustible gas detector
- Using a suitable leak-detection solution
- Performing an isolated test and inspection of piping segments
- Or by performing a combination of any of these methods

It is best not to use artificial illumination; however, if you must, use an approved flashlight while searching for a propane leak. After all leaks are located and repaired, the leak check must be restarted and performed until no change in pressure is observed for the applicable test time.

Regardless of which method is used to test the system for leaks, on the Gas System Check form, record the following:

- Test stage location
- Starting pressure in pounds per square inch or water column
- Ending pressure in pounds per square inch or water column
- Start time
- End time



Be sure to follow your company's procedures for any documentation requirements.

Regulator Check

A Gas System Check includes a regulator check. In addition to recording information on the vent position of the regulators and verifying that they are properly installed, the regulators are checked for flow pressure to test the capacity of the system.

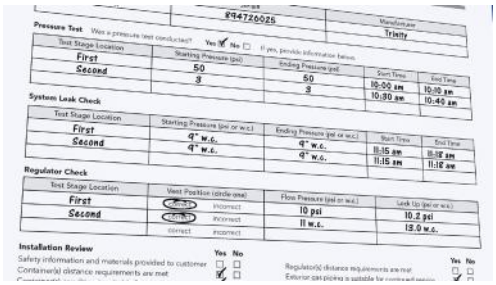
The regulators are also checked for lock-up, which measures the delivered pressure to the gas appliances with no gas demand. Regulators vary by manufacturer and application; manufacturer's instructions and service literature should be consulted, if they are available, to determine the correct way to perform flow pressure and lock-up tests on a given system.

Verify flow pressure for each regulator in the system. Be sure to operate each of the appliances while verifying flow pressure. Lock-up tests should be performed on each regulator in the system. When verifying lock-up pressure of system regulators, be sure there is no gas demand and the supply valve is on.

If the regulator is not functioning properly, either replace it if trained to do so, or take the system out of service according to your company policy until necessary repairs can be made. Be sure to follow your company policy when conducting flow and lock-up testing or when replacing a regulator.

On the Gas System Check form, record the following for each regulator in the system:

- The test location
  - » This can be first-stage, second-stage, integral, or line
- The regulator vent position
  - » On the form, circle "correct" or "incorrect"
- The flow pressure and lock-up pressure readings of each regulator measured in either pounds per square inch or inches water column



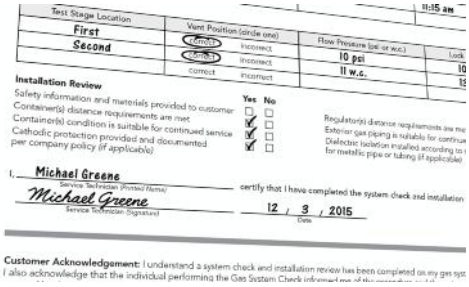
When validating the location requirements of all regulators in the system, you should check both NFPA and local code requirements. To verify the regulator is installed properly and is safe for continued service, you should check the following:

- Regulator vents are located the proper distance away from any building opening that is below the level of the vent discharge, with the vent pointing down or piped away when necessary.
- All regulators installed outside must be installed so their operation will not be affected by the elements such as freezing rain, sleet, snow, ice, mud, or debris.
- Regulator vents are located the proper distance from any source of ignition, openings into direct-vent sealed combustion system appliances, or mechanical ventilation air intakes.
- Regulator is protected from the forces of accumulated snow in areas where the ground snow load may equal or exceed 175 pounds per square feet.
- Proper installation and protection including vent position, protective cover, drip lip and/or vents, vent pipe-away (when necessary), blockage, or obstructions.
- Check the vent opening, vent line, and vent tube extension for underground tanks.
- Check for any outward appearance of corrosion.

Follow your company policy with respect to the replacement of regulators. Once these requirements are verified, check the box that indicates regulator distance requirements are met in the Installation Review section. Record any specific issues or actions relative to the regulator or system in the Recommended Actions box at the bottom of the form.

Safety Information Review with Customer

After the Gas System Check has been completed, print and sign your name in the applicable space on the form certifying that you have completed the system check and installation review. Also, fill in the date of the completed inspection.



Test Stage Location	Vent Position (circle one)		Flow Pressure (psi or w.c.)	Lock
First	(correct)	Incorrect	10 psi	10
Second	(correct)	Incorrect	11 w.c.	11
	correct	Incorrect		

Installation Review

	Yes	No
Safety information and materials provided to customer	☐	☐
Container(s) distance requirements are met	☑	☐
Container(s) condition is suitable for continued service	☑	☐
Cathodic protection provided and documented per company policy (if applicable)	☑	☐

I, Michael Greene (Service Technician Printed Name) certify that I have completed the system check and installation

Michael Greene (Service Technician Signature) 12 / 3 / 2015 (Date)

Customer Acknowledgement: I understand a system check and installation review has been completed on my gas syst

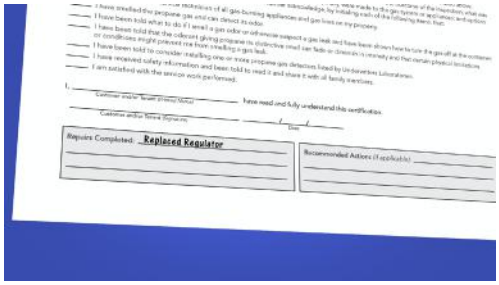
I also acknowledge that the individual performing the Gas System Check informed me of the

The next important step is to talk to the customer about propane safety and provide safety materials. First, explain to the customer what to do if they smell a gas odor or suspect there might be a gas leak. A good resource to use is the Propane Safety pamphlet or brochure developed by PERC. After explaining what to do if the customer smells a gas odor or suspects a gas leak, show the customer where to shut off the gas at the tank or cylinder.

Next, confirm that the customer knows what propane smells like. Whether or not the customer smelled the propane, advise that the odorant giving propane its distinctive smell can "fade,"diminish in intensity, or otherwise go undetected due to certain physical or environmental conditions and limitations. Recommend that the customer consider installing one or more gas detectors listed by Underwriters Laboratories.

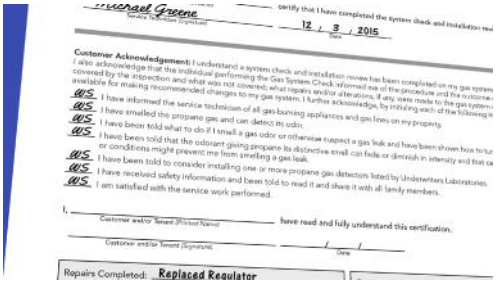
Finally, provide propane safety materials for your customer to read and share with all family members or employees. After you have talked to the customer and provided safety materials, check the "yes" box in the Installation Review section of the form to document that the customer has received and reviewed safety information.

Customer Review of Inspection Form



Thoroughly review the inspections and testing completed on the system components and piping during the Gas System Check and ensure the customer is aware that only the items listed on the form were covered during this inspection. Make sure the customer fully understands what work was done and any recommendations you made. For example, if a problem or issue was found during the inspection, clearly note in the comment section of the form what was done to correct that condition or what follow-up is required.

If applicable, record the work order number as a reference for any service performed, and fill in the date the inspection was completed. If the customer rejects or otherwise refuses to implement your recommendation, note that on the inspection form.



Have the customer read the customer acknowledgement section of the form. You can also read this section to them. Ask the customer to initial each of the items in this section, acknowledging that they understand the Gas System Check procedure, repairs completed, recommended actions, and general propane safety information, and are satisfied with the work performed. If you also completed a Gas Appliance System Check form, be sure the acknowledgement section of that form is filled out as well.

Ask the customer if they have any additional questions, comments, or concerns. Make sure all of their questions are answered. If you cannot answer a question, tell the customer you will contact your supervisor and follow up with them.

Finally, have the customer enter the date and have them print and sign their name acknowledging that they have read and fully understand the inspection and certification. Provide a copy of the form to the customer and return the original to your office to be placed in the customer's file. This inspection form is extremely important and needs to be retained according to your company policy.

Summary and Conclusion

The propane industry is committed to providing the highest level of safety and service to its customers and employees. By properly completing and documenting a Gas System Check, you can assure your customers that their system is operating in a safe and efficient manner at the time of inspection.

Appendix

Gas System Check and Test Examples

The following are some examples on how to document typical tests and checks that may be performed as part of a Gas System Check.

The sample pressure readings listed in each of these examples are meant to reflect the readings of a particular test device and do not represent the actual normal operating pressure of any specific stage of the system being tested. You should always follow your company policy for proper documentation of any test result.

Two-Stage System with Low-Pressure System Leak Check

Pressure Test Was a pressure test conducted? **Yes** ☑ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
First	40	40	9:40	9:50
Second	3	3	10:15	10:25

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time
First	9" w.c.	9" w.c.	10:45	10:48
Second	9" w.c.	9" w.c.	10:45	10:48

Regulator Check

Test Stage Location	Vent Position (circle one)		Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
First	(correct)	incorrect	10 psi	10.2 psi
Second	(correct)	incorrect	11" w.c.	13" w.c.
	correct	incorrect		

Two-Stage System with Intermediate-Pressure System Leak Check

Pressure Test Was a pressure test conducted? **Yes** ☑ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
First	50	50	9:00	9:03
Second	3	3	9:10	9:20

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time
First	5 psi	5 psi	10:25	10:28
Second	5 psi	5 psi	10:25	10:28

Regulator Check

Test Stage Location	Vent Position (circle one)		Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
First	(correct)	incorrect	10 psi	10.5 psi
Second	(correct)	incorrect	11" w.c.	13" w.c.
	correct	incorrect		

Two-Stage System with High-Pressure/Block System Leak Check

Pressure Test Was a pressure test conducted? **Yes** ☑ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
First	15	15	9:00	9:10
Second	3	3	10:00	10:10

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time
First	70 psi	70 psi	10:30	10:33
Second	70 psi	70 psi	10:30	10:33

Regulator Check

Test Stage Location	Vent Position (circle one)	Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
First	(correct) incorrect	10 psi	10.2 psi
Second	(correct) incorrect	11" w.c.	12.5" w.c.
	correct incorrect		

Integral Two-Stage System with Low-Pressure System Leak Check

Pressure Test Was a pressure test conducted? **Yes** ☑ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
Integral Two-Stage	3	3	9:10	9:20

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time
Integral Two-Stage	9" w.c.	9" w.c.	9:35	9:38

Regulator Check

Test Stage Location	Vent Position (circle one)	Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
Integral Two-Stage	(correct) incorrect	11" w.c.	13.5" w.c.
	correct incorrect		
	correct incorrect		

Integral Two-Stage System with High-Pressure/Block System Leak Check

Pressure Test Was a pressure test conducted? **Yes** ☑ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
Integral Two-Stage	3	3	8:50	9:00

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time
Integral Two-Stage	70 psi	70 psi	9:20	9:23

Regulator Check

Test Stage Location	Vent Position (circle one)	Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
Integral Two-Stage	(correct) incorrect	11" w.c.	12.5" w.c.
	correct incorrect		
	correct incorrect		

Three-Stage System with Intermediate-Pressure System Leak Check

Pressure Test Was a pressure test conducted? **Yes** ☑ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time
First	50	50	9:00	9:10
Second	3	3	9:25	9:35
Third	3	3	9:25	9:35

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time
First	5 psi	5 psi	9:55	9:58
Second	5 psi	5 psi	9:55	9:58
Third	5 psi	5 psi	9:55	9:58

Regulator Check

Test Stage Location	Vent Position (circle one)	Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
First	(correct) incorrect	10 psi	10.3 psi
Second	(correct) incorrect	2 psi	2.2 psi
Third	(correct) incorrect	11" w.c.	12.5" w.c.

Gas System Check

Account Number: _____ Invoice Number: _____

Name: _____ Date: _____

Address: _____ Company Branch: _____

City: _____ State: _____ ZIP: _____ Call Taken By: _____

Telephone (Work): _____ (Home): _____

Disclaimer: This inspection covers gas distribution system equipment visible and readily accessible to the service technician and represents the conditions existing on the date of inspection. It does not cover latent or manufacturing defects, the internal workings of sealed equipment or structural components, and cannot be construed to cover future or unforeseen happenings.

SAMPLE

Container Check

Size	Serial#	Manufacturer

Pressure Test Was a pressure test conducted? **Yes** ☐ **No** ☐ If yes, provide information below.

Test Stage Location	Starting Pressure (psi)	Ending Pressure (psi)	Start Time	End Time

System Leak Check

Test Stage Location	Starting Pressure (psi or w.c.)	Ending Pressure (psi or w.c.)	Start Time	End Time

Regulator Check

Test Stage Location	Vent Position (circle one)	Flow Pressure (psi or w.c.)	Lock Up (psi or w.c.)
	correct incorrect		
	correct incorrect		
	correct incorrect		

Installation Review	**Yes**	**No**
Safety information and materials provided to customer	☐	☐
Container(s) distance requirements are met	☐	☐
Container(s) condition is suitable for continued service	☐	☐
Cathodic protection provided and documented per company policy *(if applicable)*	☐	☐
Regulator(s) distance requirements are met	☐	☐
Exterior gas piping is suitable for continued service	☐	☐
Dielectric isolation installed according to code for metallic pipe or tubing *(if applicable)*	☐	☐

I, _____ certify that I have completed the system check and installation review as described above.
Service Technician *(Printed Name)*

_____ _____/_____/_____
Service Technician *(Signature)* Date

Customer Acknowledgement: I understand a system check and installation review has been completed on my gas system as described above. I also acknowledge that the individual performing the Gas System Check informed me of the procedure and the outcome of the inspection; what was covered by the inspection and what was not covered; what repairs and/or alterations, if any, were made to the gas system or appliances; and options available for making recommended changes to my gas system. I further acknowledge, by initialing each of the following items, that:

_____ I have informed the service technician of all gas-burning appliances and gas lines on my property.

_____ I have smelled the propane gas and can detect its odor.

_____ I have been told what to do if I smell a gas odor or otherwise suspect a gas leak and have been shown how to turn the gas off at the container.

_____ I have been told that the odorant giving propane its distinctive smell can fade or diminish in intensity and that certain physical limitations or conditions might prevent me from smelling a gas leak.

_____ I have been told to consider installing one or more propane gas detectors listed by Underwriters Laboratories.

_____ I have received safety information and been told to read it and share it with all family members.

_____ I am satisfied with the service work performed.

I, _____ have read and fully understand this certification.
Customer and/or Tenant *(Printed Name)*

_____ _____/_____/_____
Customer and/or Tenant *(Signature)* Date

Repairs Completed: _____

Recommended Actions *(if applicable)*: _____

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Gas Appliance System Check Guidelines

Introduction

There are many methods to safely and efficiently perform residential and small commercial gas appliance system checks. The purpose of this booklet is to teach you how to properly complete a Gas Appliance System Check form that will provide your company with important documentation of a gas appliance system inspection.

Please be aware that all information recorded on the Gas Appliance System Check form in this booklet, including serial numbers, appliances, and appliance systems are sample results used for teaching purposes only. Your results will differ depending on the equipment and checks completed at each customer location. You should check with your supervisor for any company-specific documentation requirements.

This booklet does not cover all the checks and requirements for placing new gas distribution systems or appliances into operation. One method to address these requirements is through training courses provided by the Certified Employee Training Program, or CETP. This propane industry program also provides training and important additional information on the installation of appliances, venting systems, and combustion air requirements. It is recommended that appropriate CETP courses be completed prior to conducting a Gas Appliance System Check, as this program is based on the CETP curriculum and NFPA code requirements.

To learn more about training courses and materials available through CETP, visit propanecouncil.org.

What Is a Gas Appliance System Check?

A **Gas Appliance System Check** is a voluntary set of guidelines for inspecting residential and small commercial gas appliance systems. You should always refer to the specific appliance manufacturer's instructions for maintenance recommendations, as they may differ depending on the appliance.

Technicians should be familiar with the codes, standards, and regulations adopted in their jurisdiction and should follow them when performing a Gas Appliance System Check inspection. Such inspection is not intended to replace, alter, or amend any state or local codes, standards, or regulations applicable to residential and small commercial gas appliance systems.

It is also not intended to replace, alter, or amend your company's policies and procedures. Those performing the inspections should be familiar with those policies and procedures and should follow them when performing an inspection.

Make sure you are properly trained before conducting a Gas Appliance System Check.

A "Gas Appliance System Check" covers:

- Appliance Check
- Vent System Inspection
- Verification of Adequate Combustion Air
- Interior Gas Piping Inspection
- Customer Safety Information Review and Acknowledgement

A Gas Appliance System Check does not include inspection information for propane containers, exterior equipment, and components, or for conducting any testing of the gas distribution system. A **Gas System Check** will provide you guidance on how to conduct an inspection and any testing of the gas system.

A Gas Appliance System Check can be used in conjunction with a Gas System Check when conducting a gas system inspection.

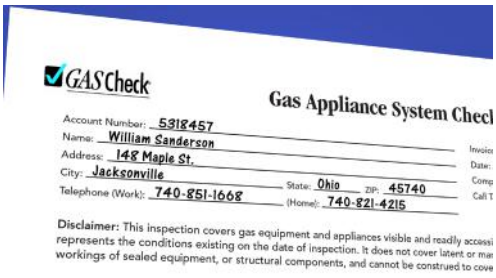
Please be aware that lack of training, equipment, or parts might prevent you from correcting all problems and issues identified during an inspection.

In addition, you should always consult your company's policies and procedures before replacing and repairing equipment. You may also discover a problem or issue making the appliance or a component of the appliance system unsafe for the customer to operate. You may need to take an appliance out of service. In that circumstance, you should consult your company's policies and procedures in determining steps to be taken. Advise your supervisor or other qualified person if you encounter a problem or issue that you are not trained to address.

Steps to Take Before Starting a Gas Appliance System Check

You will need to take the following steps and actions before you begin a Gas Appliance System Check at a customer's location:

1. **Fill out customer's contact information.**
   - At the top of the Gas Appliance System Check form, record the customer's account number, name, address, and telephone numbers. Verify with the customer that the information is complete and accurate.


GAS Check

Gas Appliance System Checl

Account Number: 5318457
Name: William Sanderson
Address: 148 Maple St.
City: Jacksonville State: Ohio ZIP: 45740
Telephone (Work): 740-851-1668 (Home): 740-821-4215

Disclaimer: This inspection covers gas equipment and appliances visible and readily accessi
represents the conditions existing on the date of inspection. It does not cover latent or mat
workings of sealed equipment, or structural components, and cannot be construed to cove

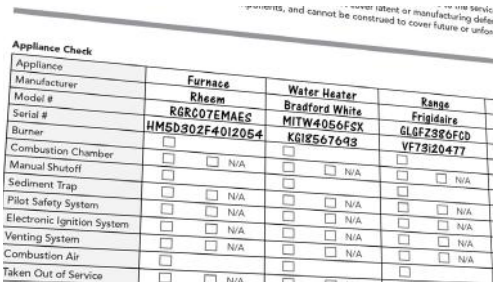
2. **Show the customer the Gas Appliance System Check form and explain the procedure.**
   - It is important that the customer understand the scope of the inspection you will be doing. Answer any questions the customer has before proceeding with your inspection.

3. **Obtain information from the customer regarding the gas appliances and the gas appliance system. Before proceeding with the inspection, find out from the customer:**
   - Whether there have been any recent changes to the gas system or gas appliances, including but not limited to, whether any appliances have been recently removed or installed
   - Whether there has been any construction, repairs, or maintenance work done recently on or near the gas system
   - Whether there have been any recent problems with the gas system or any of the appliances
   - Whether there have been any unusual smells or odors indicative of a possible gas leak
   - Whether the gas system or appliances have been flooded or exposed to any other unique environmental condition that could possibly impact their operation

Appliance Check

Now, you are ready to begin the inspection. Begin with the appliance check. From each appliance's name plate, record on the form:

- Type of appliance being inspected
  - » Note that each appliance should be listed separately across the top of the form. Use additional forms if necessary.
- Name of the manufacturer
- Model number
- Serial number

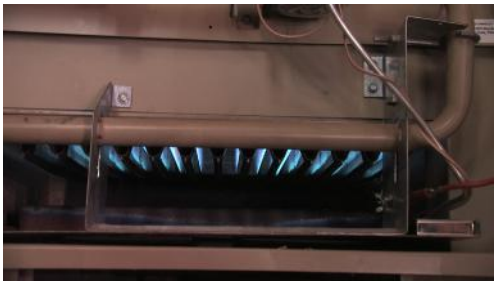


Appliance Check

Appliance	Furnace	Water Heater	Range
Manufacturer	Rheem	Bradford White	Frigidaire
Model #	RGRC07EMAES	MITW4056FSX	GLGFZ386FCD
Serial #	HM5D302F4012054	KG18567643	VF73120477
Burner	☐	☐	☐
Combustion Chamber	☐ N/A	☐ N/A	☐ N/A
Manual Shutoff	☐	☐	☐
Sediment Trap	☐ N/A	☐ N/A	☐ N/A
Pilot Safety System	☐ N/A	☐ N/A	☐ N/A
Electronic Ignition System	☐ N/A	☐ N/A	☐ N/A
Venting System	☐ N/A	☐ N/A	☐ N/A
Combustion Air	☐	☐	☐
Taken Out of Service	☐ N/A	☐	☐

Inspect the Burner and Combustion Chamber

Next, check the burner and combustion chamber of each appliance. To check the burner and combustion chamber, you may complete the following items:



- Inspect the area near the burner for combustible or flammable products
- Inspect burners and crossovers for blockage and corrosion
  - » If you are inspecting a furnace, check the heat exchanger for cracks, openings, or excessive corrosion
  - » If you are inspecting a boiler, check for evidence of water or combustion product leaks
  - » Inspect the main burner for proper burning characteristics
- Determine that the pilot is burning properly, if equipped
- Verify that burner ignition is satisfactory
- Inspect the combustion chamber for warping or cracks
- Cycle the unit to make sure the burner is operating properly

If the burner and combustion chamber are in proper working order, place a checkmark on the Gas Appliance System Check form box for each item. If a combustion chamber is not required for the appliance, check "N/A" on the form.

Please note that throughout the inspection process, do not check off any boxes if unsafe conditions exist with any appliance or system component. If repairs are needed to pass inspection, be sure to obtain the customer's permission and complete the repairs before checking the appropriate box. Follow your company policy if repairs are needed. Note any repairs completed or any recommended actions, if applicable.

Inspect the Manual Shutoff Valve

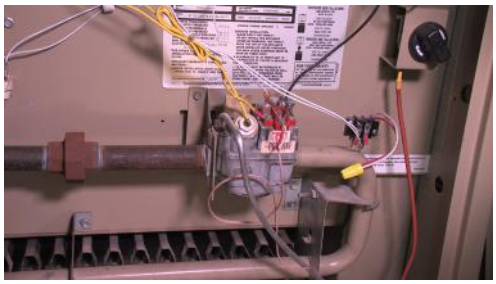
Verify the installation and condition of the manual shutoff valve for each appliance. Each manual shutoff valve must be accessible and serve a single appliance. If the manual shutoff valve is installed and in proper working order, place a checkmark in the box on the form.

Inspect the Sediment Trap

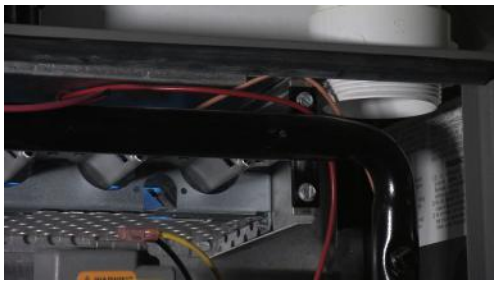
If a sediment trap is required, make sure it is installed properly. If the sediment trap is installed and in proper working order, place a checkmark in the box on the form. If a sediment trap is not required for the appliance, check "N/A" on the form.

Inspect the Pilot Safety System

The first step in checking the pilot safety system is to test the safety shutoff device on each control to determine whether it is operating properly. Then inspect the system for evidence of flooding. Ask the customer if there is any reason to believe the system has been subjected to flooding. If the pilot safety system is in proper working order, place a checkmark in the box on the form. If a pilot safety system is not required for the appliance, check "N/A" on the form.



Electronic Ignition System Inspection



To verify that the electronic ignition system is operating correctly, inspect the components for defects and carbon buildup on the flame sensor. If the electronic ignition system is in proper working order, place a checkmark in the box on the form. If an electronic ignition system is not required for the appliance, check "N/A" on the form.

Venting System Inspection

The next step in the Gas System Appliance Check is to inspect the venting system. A venting system inspection requires a thorough understanding of the venting process. If you are not trained to inspect venting systems, get additional training before attempting to inspect a venting system.

Once you have determined the type of venting system, conduct an inspection based on the manufacturer's instructions and requirements of the venting system. You will be able to inspect only the venting system that is visible and readily accessible to you at the time of the inspection.

Be sure to follow your company's policies and procedures when conducting a venting system inspection.

A venting system inspection may include the following steps. Verify or check:

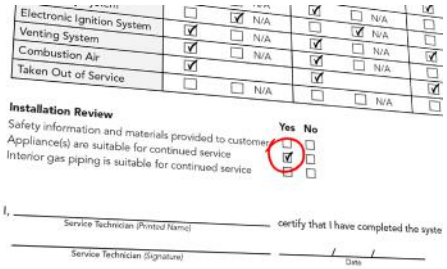
- Appliance venting category to be sure the correct venting material is used and is configured correctly
- Vent system is adequately sized and installed according to NFPA 54 and the manufacturer's instructions
- Venting components have adequate clearance to combustible materials
- Venting system for corrosion, cracks, and other defects
- Vent connector is attached securely to the appliance
- Venting components are sealed (if required)

For natural draft appliances, check for flue gas spillage at the draft hood. If the venting system is in proper working order, place a checkmark in the box on the form. If a venting system is not required for the appliance, check "N/A" on the form.

Combustion Air Supply

The total BTU input of some appliances in the same room or area affects combustion air requirements. Consult the National Fuel Gas Code or the CETP curriculum for important information on calculating combustion, dilution, and ventilation air.

If the combustion air supply is sufficient for the room size, place a checkmark in the box on the form. Once all appliances have been inspected and they are in proper working order, check the "yes" box in the Installation Review section of the form to document that all the appliances are suitable for continued service. If there is a problem with an appliance, check the "no" box. The appliance must be either repaired or taken out of service per your company policy.



Appliances Taken Out of Service

If an appliance needs to be taken out of service, generally the gas supply is disconnected from the appliance and the open line is capped or plugged. Attach a "WARNING" tag to the appliance or part of the gas system being removed from service.

Explain your findings to the customer and advise them that you have removed the appliance from service for their safety and have tagged it. The appliance may not be operated until a repair is made or a replacement is installed.

Documentation of the tag should be provided to your office per company policy requirements. If an appliance was removed from service and a WARNING tag was installed, place a checkmark on the form.

Interior Piping Inspection

Next, inspect the interior gas piping to ensure it is suitable for continued service. Verify the size of the piping versus the length of the run to make sure it can supply the required pressure and maximum demand to all appliances. Be sure the correct gas piping material is used for the vapor pressure utilized.

Verify the gas piping system and fittings are installed properly. Make sure they are:

- Adequately supported
- Bonded, if required
- Covered or protected if exposed to damage

Inspect the gas piping for defects such as corrosion, kinks, cracks, or other conditions that could cause a leak. Also, check all appliance flex connectors for signs of kinking, cracking, or corrosion.

Electronic Ignition System	☐	☑ N/A	☑	☐ N/A
Venting System	☑	☐ N/A	☐	☑ N/A
Combustion Air	☑	☐ N/A	☑	☐ N/A
Taken Out of Service	☑		☑	
	☑	☐ N/A	☐	☑ N/A

Installation Review

	Yes	No
Safety information and materials provided to customer	☐	☐
Appliance(s) are suitable for continued service	☑	☐
Interior gas piping is suitable for continued service	☑	☐

I, _____ certify that I have completed the syste
Service Technician (Printed Name)

_____ / /
Service Technician (Signature) Date

Once the inspection of the interior gas piping has been completed and everything is in proper working order, check off the box in the Installation Review section of the form to document that the piping is suitable for continued service.

Safety Information Review with Customer

After the Gas Appliance System Check has been completed, print and sign your name in the applicable space on the form certifying that you have completed the system check and installation review. Also, fill in the date of the completed inspection.

The next important step is to talk to the customer about propane safety and provide safety materials. First, explain to the customer what to do if they smell a gas odor or suspect there might be a gas leak. A good resource to use is the Propane Safety pamphlet or brochure developed by PERC. After explaining what to do if the customer smells a gas odor or suspects a gas leak, show the customer where to shut off the gas at the tank or cylinder.

Then, confirm that the customer knows what propane smells like. Whether or not the customer smelled the propane, advise that the odorant giving propane its distinctive smell can "fade," diminish in intensity, or otherwise go undetected due to certain physical or environmental conditions and limitations. Recommend that the customer consider installing one or more gas detectors listed by Underwriters Laboratories.

Finally, provide propane safety materials for your customer to read and share with all family members or employees. After you have talked to the customer and provided safety materials, check the "yes" box in the Installation Review section of the form to document that the customer has received and reviewed safety information.

Customer Review of Inspection Form

Thoroughly review the inspections completed on the appliances and piping during the Gas Appliance System Check and ensure the customer is aware that only the items listed on the form were covered during this inspection. Make sure the customer fully understands what work was done and any recommendations you made. For example, if a problem or issue was found during the inspection, clearly note in the comment section of the form what was done to correct that condition or what follow-up is required.

If applicable, record the work order number as a reference for any service performed and fill in the date the inspection was completed. If the customer rejects or otherwise refuses to implement your recommendation, note that on the inspection form.

Have the customer read the customer acknowledgement section of the form. You can also read this section to them. Ask the customer to initial each of the items in this section, acknowledging that they understand the Gas Appliance System Check procedure, repairs completed, recommended actions, and general propane safety information, and are satisfied with the work performed. If you also completed a Gas System Check form, be sure the acknowledgement section of that form is filled out as well.

Ask the customer if they have any additional questions, comments, or concerns. Make sure all of their questions are answered. If you cannot answer a question, tell the customer you will contact your supervisor and follow up with them.

Finally, have the customer enter the date and have them print and sign their name acknowledging that they have read and fully understand the inspection and certification. Provide a copy of the form to the customer and return the original to your office to be placed in the customer's file. This inspection form is extremely important and needs to be retained according to your company policy.

Summary and Conclusion

The propane industry is committed to providing the highest level of safety and service to its customers and employees. By properly completing and documenting a Gas Appliance System Check, you can assure your customers that their system is operating in a safe and efficient manner at the time of inspection.

GAS Check® Gas Appliance System Check

Account Number: _____ Invoice Number: _____

Name: _____ Date: _____

Address: _____ Company Branch: _____

City: _____ State: _____ ZIP: _____ Call Taken By: _____

Telephone (Work): _____ (Home): _____

Disclaimer: This inspection covers gas equipment and appliances visible and readily accessible to the service technician and represents the conditions existing on the date of inspection. It does not cover latent or manufacturing defects, the internal workings of sealed equipment or structural components, and cannot be construed to cover future or unforeseen happenings.

SAMPLE

Appliance Check

Appliance				
Manufacturer				
Model #				
Serial #				
Burner	☐	☐	☐	☐
Combustion Chamber	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A
Manual Shutoff	☐	☐	☐	☐
Sediment Trap	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A
Pilot Safety System	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A
Electronic Ignition System	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A
Venting System	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A
Combustion Air	☐	☐	☐	☐
Taken Out of Service	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A	☐ ☐ N/A

Installation Review	**Yes**	**No**
Safety information and materials provided to customer	☐	☐
Appliance(s) are suitable for continued service	☐	☐
Interior gas piping is suitable for continued service	☐	☐

I, _____ certify that I have completed the system check and installation review as described above.
Service Technician *(Printed Name)*

_____ _____/_____/_____
Service Technician *(Signature)* Date

Customer Acknowledgement: I understand a gas appliance and interior piping system check and installation review has been completed on my gas system as described above. I also acknowledge that the individual performing the Gas Appliance Check informed me of the procedure and the outcome of the inspection; what was covered by the inspection and what was not covered; what repairs and/or alterations, if any, were made to the gas system or appliances; and options available for making recommended changes to my gas system. I further acknowledge, by initialing each of the following items, that:

_____ I have informed the service technician of all gas-burning appliances and gas lines on my property.

_____ I have smelled the propane gas and can detect its odor.

_____ I have been told what to do if I smell a gas odor or otherwise suspect a gas leak and have been shown how to turn the gas off at the container.

_____ I have been told that the odorant giving propane its distinctive smell can fade or diminish in intensity and that certain physical limitations or conditions might prevent me from smelling a gas leak.

_____ I have been told to consider installing one or more propane gas detectors listed by Underwriters Laboratories.

_____ I have received safety information and been told to read it and share it with all family members.

_____ I am satisfied with the service work performed.

I, _____ have read and fully understand this certification.
Customer and/or Tenant *(Printed Name)*

_____ _____/_____/_____
Customer and/or Tenant *(Signature)* Date

Repairs Completed: _____

Recommended Actions *(if applicable)*: _____

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