



## STANDARD OPERATING PROCEDURE OIL STORAGE EQUIPMENT

### *Governing standards and regulations:*

- Environment Act 2021
- Building regulations 2010 Document J
- Control of Pollution (Oil Storage) (England) Regulations 2001
- Control of Pollution Act 1974
- Dangerous Substances & Explosive Atmospheres Regulation (DSEAR) 2002
- Petroleum (Consolidation) Regulations 2014
- UK Government Guidance on oil storage regulations for businesses

**SOP Number 011**

**SOP Title Oil Storage Equipment**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
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## Acronyms:

BS: British Standard  
CPT: Corporate Property Team  
FM: Facilities Management  
HSE: Health & Safety Executive  
NCC: Norfolk County Council  
OFTEC: Oil Firing Technical Association  
SOP: Standard Operating Procedure.  
UK: United Kingdom

## 1. PURPOSE & SCOPE

Oil Storage Equipment includes Tanks, Oil Pipes and Flexi Hoses as well as anything associated with the installation, repair and maintenance of these systems. The repair, maintenance and installation of these systems should be limited to those who have been trained and qualified to do so. This SOP will set out how we will ensure that this equipment is in an operable condition, safe to use and any possible issues are, as best as possible, negated. This can be achieved by way of good regular maintenance and regular inspections carried out daily, monthly, and annually, as per United Kingdom (UK) standards and any regulations related in UK law.

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the Inspection, Maintenance and Repair of Oil Storage Equipment in commercial and domestic buildings managed by NCC's Corporate Property team (CPT). By following this SOP, we aim to maintain fully functional and reliable Oil Storage Equipment, thereby ensuring the safety and well-being of building occupants.

## 2. RESPONSIBILITIES

### 2.1 Responsible or Accountable Person

A person who has custody or control of any oil is the responsible person as set out in Regulation 9 of The Control of Pollution (Oil Storage) (England) Regulations 2001 (External Reference 1). The responsible person is defined as **Norfolk County Council (NCC)** for the purpose of this SOP. The duties of the responsible person can be delegated as detailed within Section 2.2, however, ultimately the responsible person (NCC) will remain accountable.

### 2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed premises manager for the individual



properties and or portfolios will undertake duties to assist the responsible person.

### 3. OPERATIONAL PROCEDURE & ACTIVITIES

#### 3.1 Oil Storage System Installation & Setup

NCC CPT FM Operations Managers will ensure that a suitably trained & qualified engineer is appointed to tasks related to the installation and setup of said equipment. This will be achieved using the Appointed Supplier Database (Internal Reference 1).

The NCC CPT FM Operations Manager will instruct a suitably qualified supplier to design, deliver, and install required items to site. Suitably qualified is deemed as registered with the Oil Firing Technical Association (OFTEC). This will be achieved using the Appointed Supplier Database (Internal Reference 1).

The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure an asset list is created for the Premises Manager to complete any Daily, Weekly, or Monthly visual inspections as set out in NCC’s Premises Manager Handbook, (Internal Reference 2). This is a Premises Manager obligation, and the NCC CPT FM Operations Manager is there only to monitor completion and assist.

#### 3.2 Oil Storage System Service & Inspection Schedule

Once the Oil Storage equipment has been installed as set out in Section 3.1, the NCC CPT FM Operations Manager will arrange service and inspections as below. All inspections will be at the frequency stated below, from installation date. These services and inspections can be brought forward to reduce cost, such as in line with other sites but cannot be put back to ensure systems will not be out of date.

The compliance checks to be arranged are:

Scheduled Task	When applicable	Task ID	Frequency
Oil Storage Inspection	Always	NCC-TASK-02-05	Annual
Oil Pipes & Flexi Pipes	Always	NCC-TASK-02-06	Annual
Overfill Prevention Devices	When the tank is 3501 litres or more and or a remote filling device	NCC-TASK-02-07	Annual



Where Oil Pipes and Flexi Pipes are not accessible, for example have been buried or are not visually accessible then a 5 yearly pressure test must be completed. This again must be implemented from the installation date and can be brought forward to save cost but cannot be delayed ensuring system does not become out of date.

Scheduled Task	When applicable	Task ID	Frequency
Oil Line Pressure Test	When the oil lines are not visible or underground	NCC-TASK-05-20	5 Yearly

NCC CPT will adopt this schedule for all service and inspections of Oil Storage Systems. The NCC CPT FM Operations Manager will set this schedule up on the CAFM System using the Asset Naming Convention document (Internal Reference 3) to set the asset and the scheduled tasks as per the Shire System training.

### 3.3 Oil Storage System Reactive/Remedial Works

If, during any visual inspection or Annual Service & Inspection, any defect is found the article in question will be identified and repair shall be scheduled. The repair will be achieved through the CAFM reporting system by raising a Follow-on Work Order.

Once the defect has been raised either by Premises Manager, Inspection engineer or NCC CPT FM Operations manager through the helpdesk or direct on the CAFM System and a work order raised, the NCC CPT FM Operations manager or Admin will instruct a suitable repairer to carry out maintenance. This may be the same as the installer.

The NCC CPT FM Operations Manager will select the supplier from the Appointed Supplier Database (Internal Reference 1) and will update the work ticket on the CAFM System.

### 3.4 Other Considerations

The NCC CPT FM Operations manager will ensure that an up-to-date Environmental Impact assessment (this will include drainage runs and where they discharge to nearby water courses and protection of ground water resources) has been completed for any site with Oil Storage to detail what should be done in the event of a spill. Additionally, the NCC CPT FM operations manager will ensure that all sites with Oil Storage have a spill kit available. (These need to be inspected every 6 months and replaced once the expiry date of the kit has been reached.)



If there should be a leak of Oil or other fossil fuel into the environment the NCC CPT FM Operations Manager must report the leak as an environmental incident to NCC Health and Safety team.

The NCC CPT FM Operations Manager will ensure any affected area is cordoned off and will instruct a suitably trained engineer (within 2 hours of notification) to assist in the reduction of any spill. The NCC CPT FM Operations Manager will follow all instructions given by NCC Health and Safety once reported and all communications and steps taken will be recorded on the CAFM System.

#### 4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

#### 5. INTERNAL AND EXTERNAL REFERENCES

##### 5.1 Internal Resource References

1. Appointed Supplier Database
2. Norfolk County Council – Premises Manager Handbook
3. Asset Naming Convention

##### 5.2 External Resource References

1. The Control of Pollution (Oil Storage) (England) Regulations 2001

#### 6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.

SOP no.	Effective Date	Changes	Previous SOP no.
011	01/12/24	Rebranding to NCC specifications	110