

## Appendix

### Sample of a Program Management Manual

This guide is intended to assist in the development of a manual for a propane facility operation and maintenance program. This sample manual may not include all of the requirements for a propane facility operation and maintenance program, but rather details the primary aspects that are required for propane facility operation and maintenance program. The content and detail in a manual will be dependent on the type of operations, size and complexity of the propane facility.

Propane facilities in British Columbia, cover a broad range of installations from large filling plants with multiple propane storage tanks holding thousands of liters of propane and equipment for the transfer of liquid propane to or from rail cars, tank trucks to small commercial facilities consisting of a single tank, pump and propane dispenser for the storage, and dispensing of liquid propane into portable cylinders or motor vehicles. The extent of a program needed to achieve an effective and practical operation and maintenance program will therefore vary considerably and will also depend on the equipment that is at the facility. The manual must contain the description of the controls necessary for implementing the operation and maintenance program but, it does not have to contain all of the detailed program requirements which will be found in the program, such as written operating or maintenance procedures for specific equipment. Such requirements can be in separate documents that are referenced by the manual.

The manual must describe the actual system in use and cover all responsibilities for the work being performed. When preparing the manual input and support should be obtained from all facility staff including management, servicing and purchasing.

The manual is to be used as a working document for use by facility staff and may also be reviewed by Technical Safety BC safety officers. It therefore should give a clear understanding of the operations and maintenance program for the installation, operation, maintenance and repair of propane equipment and associated components.

The manual should state the title of persons responsible for each function or procedure. These titles must be the same as those shown on the organizational chart and be consistent throughout the manual.

The manual should be divided into separate sections for each item or topic in the conformity assessment program.

Explanatory or informative material is identified in this sample manual in *italics* and do not include requirements that must be incorporated. The purpose of explanatory or informative material accompanying a clause is to explain the intent of the manual section.