

ZAMBIA COMPULSORY STANDARDS AGENCY

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Procedure for Conducting Inspections for Road Tank Vehicles for Petroleum Based Liquids

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1 PURPOSE

To ensure that inspections are conducted with consistency and that professional judgement is used to determine acceptability against general requirements.

2 SCOPE

The procedure applies to all Road Tank Vehicle and Liquefied Petroleum Gas (LPG) Vehicle inspections undertaken by an authorized ZCSA Inspector.

3 REFERENCES

- 3.1 The Standards (Compulsory Standards)(Fees) Regulations – SI 49 of 2012
- 3.2 Compulsory Standards Act No. 3 of 2017
- 3.3 ZS 371 – Road tank vehicles for petroleum – based flammable liquids - Specification.
- 3.4 ZS 429-4 – The Handling, Storage, and distribution of Liquefied petroleum Gas (LPG) in domestic, commercial, and Industrial installations. Part 4: Transportation of LPG in Bulk by Road - Code of Practice

4 DEFINITIONS

- 4.1 **Tank:** A container that has a liquid-full capacity in excess of 500 litres, that is used for transporting petroleum-based flammable liquids and that is mounted permanently or temporarily on a vehicle other than for the purpose of supplying fuel for propulsion of the vehicle.
- 4.2 **Compartment:** A liquid-tight division of a tank.
- 4.3 **Compartment tank:** A tank that has two or more compartments, each of which has a defined total-volume capacity.
- 4.4 **Inspection:** The examination of a product, process, service, or installation or their design and determination of its conformity with specific requirements or, on the basis of professional judgment, with general requirements.
- 4.5 **Lead Inspector:** The leader of the inspection team, who has overall responsibilities for administration and management of the inspection.
- 4.6 **Non-conformity:** Non-fulfillment of a specified requirement
- 4.7 **Road tank vehicle:** A tank truck, tank trailer, or truck-tractor and tank -semi-trailer combination.

5 RESPONSIBILITY

5.1 Head of Department

Ensures the procedure is implemented and maintained.

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5.2 **Supervisor**

For locally registered road tank vehicles; prepares inspection schedules and /or raises Work Orders. The Supervisor also checks for completeness in the inspection work documents for submission to the Head of Department (HoD).

For foreign registered road tank vehicles; maintains an updated list of foreign transporters and vehicles in use, ensures there is adequate and competent staff to inspect the vehicles when available for inspection. The Supervisor prepares inspection schedules and /or raises Work Orders. The Supervisor also checks for completeness in the inspection work documents and makes the decision on certification.

5.3 **Inspector:** is responsible for the effective implementation of this procedure.

5.4 **Records Officer:** is responsible for maintaining inspection records.

6 **ACTIVITIES**

6.1 **Application**

- i. Client submits application form. Vehicle details and relevant certificates (Assize, Electrical etc.) are submitted together with the application.
- ii. Records Officer/Assigned Officer receives completed application.
- iii. Review completed form and ensure copies of relevant certificates are attached.
- iv. Supervisor assigns work to Inspector who generates a Costing (in the case of locally registered vehicles) for the inspection activity.
- v. Supervisor verifies application form and Costings Report, approves if all documents are in order.
- vi. Accounts raises quotation based on approved costings report which is given to Client
- vii. The client makes payment. Accounts verifies payment and issues invoice and receipt.

6.2 **Preparation for Inspection**

- i. Supervisor issues Work Order to Inspector.
- ii. Inspector generates Notice of Inspection and sends to Client. A safe inspection location is agreed with the Client.
- iii. Inspector ensures all logistical preparations are made before conducting inspection. These include; transport to safe inspection site, checklist, copy of Standard, PPEs and relevant tools for the inspection.

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6.3 Inspection of Road Tank Vehicles

6.3.1 Locally Registered Road Tank Vehicles

a. Opening Meeting

The inspection team meets the management and staff. The Lead Inspector outlines the scope of the inspection and presents any requirements to be provided in this meeting.

b. Physical Inspection

The inspection team verifies the implementation of requirements and procedures according to the relevant standards. It is conducted by physically inspecting the vehicle, interviewing operators, making observations and reviewing records.

c. Documenting Findings and Observations

The Inspector shall be expected to record and collect evidence during the course of the inspection. The non-conformances raised and any observation made during the inspection shall be recorded immediately and discussed with the representative. A non-compliance report shall be raised by the Inspector whilst still in the area and acknowledged by the representative.

d. Closing Meeting

The Lead Inspector chairs the closing meeting. Feedback is presented to the client highlighting both the negative and positive aspects.

The dates for completion of corrective actions must be agreed upon and non-compliance report must be acknowledged by a company representative.

e. Issuance of Certificate of Conformity

Upon successfully satisfying both administrative and technical requirements, a Certificate of Conformance will be granted for the inspected road tanker. In the case of locally registered road tankers, the certificate will be valid up to 31st December of the year in which the inspection took place. However, the annual tanker inspections are conducted as a certificate renewal exercise for whole fleets towards the end of the calendar year. In this case, the validity of the Certificate of Conformity is up to 31st December of the following year.

6.3.2 Foreign Registered Road Tank Vehicles

a. Opening Meeting

The inspection team meets the Transporter representative(s). The Lead Inspector outlines the scope of the inspection and presents any requirements to be provided in this meeting.

b. Physical Inspection

Due to safety requirements, foreign registered tankers will be inspected at the point of border exit at an agreed safe location. The inspection team verifies the implementation of requirements and procedures according to the relevant standards. It is conducted by physically inspecting the vehicle, interviewing operators, making observations and reviewing records.

c. Documenting Findings and Observations

The Inspector shall be expected to record and collect evidence during the course of the inspection. The non-conformances raised and any observation made during the inspection shall be recorded immediately and discussed with the representative. A non-compliance report shall be raised by the Inspector whilst still in the area and acknowledged by the representative.

d. Closing Meeting

The Lead Inspector chairs the closing meeting. Feedback is presented to the representative highlighting both the negative and positive aspects. The dates for completion of corrective actions must be agreed upon and non-compliance report must be acknowledged by a company representative.

e. Issuance of Certificate of Conformity

Upon successfully satisfying both administrative and technical requirements, a Certificate of Conformance will be granted for the inspected road tanker. In the case of foreign registered road tankers, the certificate will be valid for six (6) months from date of payment for inspection.

f. Non-Compliant Foreign Tankers

If a tanker is found to be non-compliant, the transporter should be issued with the report indicating the non-complying parameters and a letter indicating that the vehicle has been banned from entry into the country and will only be allowed upon rectification of the non-complying parameters and payment of inspection fees.

7 RECORDS

- Completed Application for Tanker Inspection IFD 03,
- Costings Report IFD 05
- Inspection schedules
- Completed checklists: IFD 26, IFD 27
- Road Tank Vehicle Inspection Report IFI 22
- Inspectors' notes
- Evidence collected i.e. photos, samples, documents, etc.
- Work orders; IFD 07

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- Copy of electrical certificate
- Non-compliance report
- Certificate of Conformance