



FACILITY / EQUIPMENT HISTORY CARD

NAME OF EQUIPMENT :

EQUIPMENT NO:

LOCATION :

sr. no	Date of maintenance	Break down/problem	Maintenance Activity	Work in charge	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

work incharge		VGL O & M incharge	
Name		Name	
Signature		Signature	
Date		Date	



VGL

CUSTOMER SERVICE CALL NOTE-PNG

Doc No.

page

Rev No.

Eff Date

CUSTOMER NAME AND ADDRESS :	MONTH/YEAR	COMPLAINT NO	CUSTOMER CODE	TYPE
	LOCATION :			
	TELEPHONE NO :			
	COMPLAINT RECEIVED BY :			
	COMPLAINT CONVEYED BY :			

TICK		RESPONSE DETAILS		
GAS SMELL		NATURE OF COMPLAINT:		
RUBBER TUBE CONDITION			DATE	TIME
LEAKAGE IF ANY		Received :		
OVERALL INSPECTION		Reached at Site:		
CUSTOMER EDUCATED		Attended:		
Other (If Any) :		Completion:		
		Response time:		

Complaint Details

Nature/Observation:

Reason/Cause:

Action Taken :

Material Details

Sr.	Bill of Materials (Used)	Quantity	Amount (Rs.)	Remarks

Meter Details

Type:	New Number	New Reading:
Pressure:	Old Number:	Old Reading:

Comments/Feedback/Suggestions by customer

I here by, do agree that my above mentioned gas installation has been checked/repared/inspected with pulsecho Meter and soap solution, in my presense & found in safe working condition.

Attended By

Name & sign of customer



NEAR MISS REPORT

From:	To:
Concern Area :	Ref:
Subject : " NEAR MISS" Report	Date:
Background :	
Observation :	
Action Taken :	
Remarks :	
Prepared by	Checked by

Encl. :



Gas Pipeline Petrolling Report

Date of Petrol :

Network / Area :

Pipeline Section :

Size :

Length :

Sr. no	Check point	Pipe size	Location	Observation/ Findings
1	Excavation work on near gas pipe line			
2	Civil / construction work on /near gas pipeline			
3	Erosion of soil			
4	Encroachment			
5	Surface subsidence, flooding			
6	Any other potential hazard			
7	Damage to pipeline markers			
8	Damage to valve chambers			
9	Damage to District regulator stations			

Remarks:

Work Incharge	VADODARA GAS Ltd.
Name:	Name:
Signature:	Signature:
Date of Petrol :	Date of Petrol :



Dis-Connection Report

Date : _____ Time: _____

Customer Name _____ Disconnection No. _____

Address : _____ Contact person _____

_____ Contact No (O) _____

_____ (M) _____

Reason for Disconnection : _____

Meter's Parameter at the time of Disconnection	
Corrected Cumulative Volume	
Uncorrected Cumulative Volume	
Mechanical Counter Reading	
Pressure	
Temperature	
Meter No.	
EVC No.	
Meter Type	

Action Taken : _____

Customer's Signature	VADODARA GAS LTD.	
	(O & M)	(C & M)
	_____	_____

Action Plan For Diwali festival Safety Activites

Days From :

Sr No.	Activity Detail	Date	Responsibility	Remarks
A	Pre Diwali Activities			
1	Identify the competent person and prepare the action plan to carry to the activities on scheduled date and time.		VGL Engineer -O & M and O & M Shift Incharge	
2	Review/ recall of previous year's records and experience, in handling festival and modify/ update the current year's planning / procedure accordingly		O & M shift INcharge	
3	Organize Tool Box training for all O &M , persons, for explaining every one's role & responsibility in the various activities and safety precautions during diwali holidays		Enginner - O & M	
4	Carry out lock pressure test of the PE Network.	NR	NR	
5	Carry out Leak detection survey on PE Network, especially, on critical and valnerable section / network.		O & M shift INcharge	
6	Carry out Leak check and cleaning / removing combustibile material like paper, rags, grass, etc... In and around CGS.		O & M shift INcharge	
7	Carry out Leak check and cleaning / removing combustibile material like paper, rags, grass, etc... In and around Valve Chambers and service Regulators.		O & M shift INcharge	
8	Confirm.adequancy of smell in the Gas supply,by sending the persons, for smell check, in different secors and studying the no. of smell complaints received.		O & M shift INcharge	
9	Ensure that wireless equipments and Gas Detectors are in working condition and their batteries are charged.		O & M shift INcharge	
10	If possible, arrange to issue notification from Police Commissioner, for 100 meter restricted area, for fire cracking around CGS/CNG station.		VGL Engineer -O & M and O & M Shift Incharge	

11	Provide 2nos. Of water buckets, mug, plastic barrel, full with water for extinguishing burning fir crackers accidently falling in the CGS		O & M shift INcharge	
12	Provide a wireless hand set or obile to security Guards t CGS.		O & M shift INcharge	
13	Carry out Inspection/ Servicing of fire extinguisher provided at CGS/ Maintenance Van, to ensure their working.		O & M shift INcharge	
14	Train/ educated the Security Guards posted at CGS , during Diwali Days for 1. Wathch in and around CGS, 2. Wireless Operation, 3. Extinguishing burning fire crackers/ fire rickets with the help of water buckets. 4. Operation / use of fire , 5. How to contacts / whom to contacts, in case of emergency.		O & M shift INcharge	
15	Preparation and submission of shift schedule, of O & M manpower planned , during Diwali Days.		O & M shift INcharge	
16	Ensuring avalability of company senior person, as per ERP team. During Holidays.		VGL staff	
17	Preparation and irculation of tele phone nos. of essential persons of O & M contractor ans VGL available During Diwali Holidays.		VGL Engineer O & M	
18	Leak check of all flange / tube joints of CGS . Cleaning / removung of al combustible material like grass, paaper, etc....In and arround CGS.		O & M shift INcharge	
19	Diwali Mubarak/ Nutan Varsha Abhinandan letter / News Paper insert , in Gujrati amy be written to customers, which may cover , apart from Diwali and New year Whishes, general Gas releated safety and special precautions during Diwali Days, while using crackers.	As & When Required	VADODARA GAS Ltd.	
20	Display on Local TV cable Network for message for Diwali Mubark / Nutan Varsha Abhinandan along with Gas safety .	As & When Required	VADODARA GAS Ltd.	

21	Pre Diwali Announcement to the Customers, where PNG Network exists , for Safety precautions, while burning crackers.	As & When Required	VGL Engineer -O & M and O & M Shift Incharge	
22	Co- ordition / Liasioning other utilites / local authorities for halting excavation activities during Diwali Days		O & M Shift incharge	
23	Planning of food / snack, for O & M Persons and retirement facility , for persons working for stretched hours, During Diwali Holidays.		O & M Shift incharge	
B	Activities During Diwali Days			
24	Patrolling on Network, especially on critical and valnerable section / area , along with public announcement , during cracking hours i.e. 20:00 hiurs to 24:00 hours on Diwali Days from Dhanteras, Kali - chaudash , Diwali , New Year , Bhai bij.		O & M Shift incharge	
25	Checking and Security / Safety at CGS at regular intervals, during fire cracking days.		O & M Shift incharge	
c	Post Diwali Activities			
26	Preparing report and updating records. Along with Near Miss ,Hazard Reporting , and Lesson learning , if any for sharing with others.		O & M Shift incharge	
prepaid By :		Approved By : VADODARA GAS LTD.		
		Engineer - O&M		

Summary of O&M Emergency Van			
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Month :			
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Sr. no.	Vehicle No.	Total Kilometers	Extra Kms.
1	GJ 6 G 6436		
2	GJ 6 G 9583		

Prepared By

Verified By
VADODARA GAS Ltd.



INITIAL METER READING REPORT

DOC NO:-
REV.NO : 00
EFF. DATE:

SKID DETAILS: _____ DATE: _____

MANUFACTURER:- _____

CHECK LIST :	ITEM DESCRIPTION	STATUS (Done/ Not Done)
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1. Operating instruction for startup communicated to customer		
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2. Operating instruction incase of emergency is communicated to customer		
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3. Meter display parameter (i.e. Pressure, Temp,correted voume. Uncorrected volume. Date and Time)		
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4	<ul style="list-style-type: none"> ● Meter Make .Meter Model and Sr. No: _____ _____ ● Date and Time Initial Reading :- _____ ● Initial Corrected Volume Reading :- _____ ● Initial Pressure _____ 	
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REMARKS :-

	Technical Group Representative	Commercial Group Representative	Customer Representative
Signiture with Date			
NAME			

128	1/2" Tee																		
129	1/2" Coupler																		
130	3" Nipple																		
131	4" Nipple																		
132	6" Nipple																		
133	3" (1") Nipple																		
134	2" (1") Nipple																		
135	1"X 1/2" Tee																		



Daily Checklist of PE & Pipe Fittings & Tools-Tackles to keep in Maintenance Van

Contractor :

Months :

Sr. No.	Item Name	Avai. Qty.	Date															Remarks (Condition)	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
136	1" Elbow																		
137	1" Tee																		
138	1" Coupler																		
139	1X1/2" Reducer																		
140	1" Union																		
141	1/2" Union																		
142	1/2" Elbow																		
143	90 Dia Swege																		
144	Monometer (HTC)																		
145	Sqw. Blade																		
146	Pressure Guage																		
Welder / Tech. Name																			

Shift Engineer Sign

Engineer , VADODARA GAS LTD.

INCIDENT REPORT

1. Organization	VADODARA GAS LTD.	2. Sector	O&M
3. Location		4. Incident Sr. No.	VGL Gas/Than/incident
5. Date & Incident		6. Time of Incident	
7. Major/minor Near miss		8. Report preliminary/frnal	
9. Fire/ Incident		10. Duration of fire-Hrs/Min	
11. Type of incident with loss of life / injury, fire Explosion, Blowout, Electrocution, fall from height, Inhalation of Gas, Driving, Slip /Trip Others,NA			
12. Location of incident (Name of plant/Unit/Area/tank farm/ Gantry road/ parking area etc.)			
13. Whether plant of incident shutdown / cause outage of the facility? Yes/no			
14. facilities Nos.	a) Employees= N/A	b) Contractor= N/A	c) Other=N/A
15. Injuries Nos.	a) Employees= N/A	b) Contractor= N/A	c) Other=N/A
16. Man-Hours Lost	a) Employees= N/A	b) Contractor= N/A	c) Other=N/A
17. Direct loss due to the incident (Rs. In Lacs.) Loss to equipment/ Machinery as pwe Insurance Claim etc.			
18.. Incident losses: Through put/production loss,etc.			
19. Status of the Facility : Construction/Commissioning/shutting-down/Turn around, Maintence /Start up/ Any other.			
20. Brief Description of the Incident including post incident measures.			
21. Where similar incident has occurred in past at the same location , if yes			
22. Was internal investigation completed? If no, likely date by which it will be copleted.			
23. Weather investigation report (Major incident) Has ben submitted toPNGRB. If No, likely date by which it will be submmited.			
24. cause of the incident (Tick the most relevant cause preferbly one, maximum two)			
A) deviation from procedure		I) Not using the PPE	
B) Lack of job knowledge		J) equipment failure	
C) lack of supervision		K) Poordesign/Layout etc.	
D) Improper Inspection		L) Inadequate facility	

E) Improper Maintenance. (Mech, Elect, Inst.)		M)poor house keeping	
F) Improper Material Handling		N) Natural calamity	
G) Negligent Driving		O) Pilferage / sabotage	
H) Careless working			
P) Any other (Give details) :			

25. Cause of leakage- Oil, Gas or Chemical (Tick only):

A) Weld leak from equipment / lines		E)leakage due to improper Operation	
B) Leak from flange, gland etc.		F)Leak due to improper maintenance	
C) Leak from rotary equipment		G)Normal operation-venting/Draining	
D) metallurgical failure		H) Third Party Damage	
I) Rat bite		J) Any other	

26. Cause of Ignition Leading to fire: N/A

A) Near to hot work		F) Static electricity	
B) Near to furnace/flare etc.		G) Hammering/Fall of Object	
C) Auto ignition		H) Heat due to friction	
D) Loose electrical connection		I) Lighting	
E) Near to hot surface		J) Any other	

27. was the incident avoidable?

28. The incident could have been by the use of/or by;

(Tick the most relevant point preferable on,maximumtwo)

A) Better supervision			
B) Adhering to specified operating procedure		E) Personal protective Equipment	
C) Imparting training		G) Better Equipment	
D) Giving adequate time to do the activity through proper planning.		H) Management control	
K) Any other information. (Correct as build drawing should be available at site)		I) Adhering to specified maintenance procedure.	

Other Information / Remarks if any:

Damaged by	
O & M reached at site within	
Customer Affected	
Squeezing Time	
Period of Gas Supply Affected	
Depth of PE line (Approx)	
Bill of Material :	
Fitting used	
Short Piece	
Labor Charge	

Report Completed By:

Checked By:

VADODARA GAS LTD.