


OPERATIONAL INSTRUCTION

Responsible Premises Officer (RPO)

OI-ISC-002

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QUALITY MANAGEMENT PROCEDURES
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1.0 GENERAL

The Responsible Premise Officer (RPO) is a senior manager who has operational responsibility for the management of risk in a property occupied by a particular Service provider.

The RPO shall ensure that at all times a manager is available, who has the knowledge and capability to manage property risk.

2.0 GAS MANAGEMENT

2.1 Record Keeping

2.1.1 The RPO shall ensure

- a) Gas records are kept in a gas log book, which is readily available for inspection on the premises.
- b) Ensure that a property emergency plan is in place close to the entrance to the property, which contains knowledge of the location of the emergency shut off valve and ensure that details of the location is displayed and instructions on emergency use is in an appropriate, accessible position.
- c) For residential properties, that the current gas safety certificate is on display to residents and visitors.
- d) A periodical inspection of the log book to check the anniversary of the safety inspection.
- e) All gas equipment has a service log and is inspected annually.
- f) Any exceptions are reported to the Area Assistant Property Manager and the Property Risk Management Officer.

2.2 Emergency Responsibilities and Procedures

2.2.1 In the event of a gas escape, smell of gas or suspected emission of products of combustion the RPO shall call the emergency service provider (ESP) as per 01-ISC-008.

2.2.2 The RPO shall ensure the emergency procedures described in OI-ISC-008 have been actioned.

2.2.3 The RPO shall ensure that the **Gas Safety Incident Report Pro Forma** Appendix A OI-ISC-008.1 is completed and submitted

2.2.4 The RPO shall review actions of all emergencies with the Area Service Manager, or Area Assistant property manager and the Property Risk Management Officer.

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