SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Forklift LP Gas Cylinder Exchange Checklist

Regulation: 29 CFR 1910.178(f)(2)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Exchange outdoors only, at the marked cage, engine off	
☐	Gloves and eye protection on before you touch a fitting	
☐	Close the service valve by hand, run the line dry, key off	
☐	Disconnect slowly, face and hands out of the fitting line	
☐	Inspect the full cylinder: dents, valve, guard, date	
☐	Seat it on the locating pin, strap it, hand-tighten the coupling	
☐	Open the valve slowly, then leak check every joint	
☐	Smell propane or see frost? Close the valve, clear out, report	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	LP gas fuel for powered industrial trucks is stored and handled in accordance with the incorporated LP gas requirements **29 CFR 1910.178(f)(2)**	
☐	Cylinders are stored upright and secured with the relief valve in communication with the vapor space	
☐	Stored cylinders are protected against tampering and impact, and any cylinder stored inside is kept away from exits, stairways, and areas normally used or intended for the safe exit of people **29 CFR 1910.110(f)**	
☐	Cylinders are stored outdoors and the storage area is kept clear of ignition sources and combustible material, which is facility practice rather than a requirement of the LP gas storage standard	
☐	A truck with a leak in the fuel system is not operated until the leak has been corrected, and is repaired by authorized personnel **29 CFR 1910.178(p)(4)**	

☐	Eye protection suited to contact with liquid propane is provided and used for every cylinder exchange **29 CFR 1910.133(a)**	
☐	Hand protection is selected for the temperature extreme and physical hazards of handling LP cylinders **29 CFR 1910.138(a)**	
☐	Every connection is leak checked after exchange and before the engine is started, never with a flame	
☐	Full, empty, and quarantined cylinders are segregated in marked positions and damaged cylinders are returned to the supplier	

WARNINGS

Liquid propane freezes skin on contact: never work bare handed

Never check for a leak with a flame or a lighter

No smoking, no open flame, no hot work inside the posted zone

Propane vapor is heavier than air: it settles in pits and drains

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE