

**Ministry of  
District Administration,  
Planning,  
Agriculture & Housing**



CAYMAN ISLANDS  
GOVERNMENT

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## **PETROLEUM INSPECTORATE**

### **PROCEDURE FOR HANDLING INSPECTIONS**

1. Schedule inspection in Outlook/Master List for the necessary frequency (weekly, monthly, annually)
2. The schedule is to be shared with all other members of the Petroleum Inspectorate.
3. At least 24 hours prior to the inspection, inform the customer the day and time of the inspection, preferably in writing, while being flexible in setting the time.
4. Inspect the site using the appropriate checklist that is designed for that location
5. The operator of the site or a subordinate should sign the completed checklist
6. A formalized checklist should be completed and sent to the operator with copies to others if appropriate.
7. A follow-up inspection should be done either by the Petroleum Inspectorate or the Fire Department on any issues that are deemed unsafe from the initial inspection.
8. The next inspection will be as scheduled.

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March 26, 2009