



Gas Leak Emergency Procedures Template

Complete

Score	51 / 56 (91.07%)	Flagged items	6	Actions	5
Conducted on					30.03.2026
Location					3242 W Grant Line Rd, Tracy, CA 95304, USA (37.7536784, -121.4754769)
Inspector Name					Rowland Cayden
Department/Team					EHS Department
Role/Position					General Manager

Flagged items & Actions

6 flagged, 5 actions

Flagged items

6 flagged, 5 actions

Emergency Gas Leak Response Procedure / Part 1: Immediate Response / Step 1: Leak Detection and Initial Assessment

Has the pre-isolation gas meter reading been taken?

No

There's no pre-isolation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:12 PST | Created by: SafetyCulture Staff

Record pre-isolation gas meter reading.

Record the updated pre-isolation gas meter reading.

Emergency Gas Leak Response Procedure / Part 1: Immediate Response / Step 3: Gas Isolation and Shutdown

Has the post-isolation gas meter reading been recorded?

No

There's no post-isolation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:29 PST | Created by: SafetyCulture Staff

Record post-isolation gas meter reading.

Record the updated post-isolation gas meter reading.

Emergency Gas Leak Response Procedure / Part 2: Supervisor Response and Documentation / Step 5: On-Scene Verification

Has the post-isolation gas meter reading been cross-checked against the frontline staff recording?

No

There's no cross-checking for post-isolation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:45 PST | Created by: SafetyCulture Staff

Cross-check post-isolation gas meter reading.

Verify the gas meter reading taken after isolation by comparing it with the record from the frontline staff.

Emergency Gas Leak Response Procedure / Part 2: Supervisor Response and Documentation / Step 7: Incident Documentation

Have pre- and post-isolation gas meter readings been recorded?

No

There are no pre- and post-isolation gas meter readings yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:48 PST | Created by: SafetyCulture Staff

Record pre-and post-isolation gas meter readings.

Record pre-and post-isolation gas meter readings.

Has the post-remediation gas meter reading been recorded?

No

There's no post-remediation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 06.04.2026 10:50 PST | Created by: SafetyCulture Staff

Record post-remediation gas meter reading

Record the updated post-remediation gas meter reading.

Completion Page

What is the overall compliance status based on this inspection?

Minor Issues Identified

Other actions

0 actions

Emergency Gas Leak Response Procedure

5 flagged, 5 actions, 50 / 55 (90.91%)

Work through each section in order. For every item, mark Yes or No.

If something doesn't pass, note down the reason and let your supervisor (if applicable) know straight away.

Take a photo at each step where media is required.

Part 1: Immediate Response

2 flagged, 2 actions, 18 / 20 (90%)

To be completed by the first responder or frontline staff on duty.

Step 1: Leak Detection and Initial Assessment

1 flagged, 1 action, 4 / 5 (80%)

Has a gas leak been detected (e.g. smell, alarm going off, visible damage to a gas line)?

Yes

Does the leak meet the threshold that requires a shutdown? (Check the site's gas leak detection threshold document).

Yes

Has the time of detection been recorded?

Yes

Indicate time of detection.

09:30 PST

Has the pre-isolation gas meter reading been taken?

No

There's no pre-isolation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:12 PST | Created by: SafetyCulture Staff

Record pre-isolation gas meter reading.

Record the updated pre-isolation gas meter reading.

Have all staff and occupants in the affected area been alerted?

Yes

Step 2: Evacuation

5 / 5 (100%)

Have all staff and occupants been evacuated from the affected area?

Yes

Have entry points to the affected area been blocked off to prevent re-entry?

Yes

Is the evacuation route clear and safe to use?

Yes

Have any injured persons been identified and first aid started where needed?

Yes

Has the time of evacuation completion been recorded?

Yes

Indicate time when evacuation was completed.

10:00 PST

Step 3: Gas Isolation and Shutdown

1 flagged, 1 action, 6 / 7 (85.71%)

Check the valve location map before starting.

Has the main gas isolation valve been located?

Yes

Indicate valve location.

At the gas meter room.

Has the main gas isolation valve been shut off?

Yes

Have all individual appliance valves been shut off in the correct order?

Yes

For each appliance, indicate the name, location, and confirmation if valve is shut off. Add entries as needed.

Has the gas supply been fully isolated and confirmed?

Yes

Has the post-isolation gas meter reading been recorded?

No

There's no post-isolation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:29 PST | Created by: SafetyCulture Staff

Record post-isolation gas meter reading.

Record the updated post-isolation gas meter reading.

Has a lockout tag been applied to the main isolation valve?

Yes



Photo 1

Has the person who completed the shutdown signed off on the lockout tag?

Yes

Indicate name of person who signed off.

Bear Rufus

Step 4: Initial Notification

3 / 3 (100%)

Has the on-duty supervisor been notified?

Yes

Indicate time of notification.

09:30 PST

Have operations and facilities teams been notified with the location and details of the incident?

Yes

Have all relevant emergency services been contacted directly?

Yes

Part 2: Supervisor Response and Documentation

3 flagged, 3 actions, 24 / 27 (88.89%)

To be completed by the supervisor or facilities manager once on scene.

Step 5: On-Scene Verification

1 flagged, 1 action, 4 / 5 (80%)

Has the affected area been confirmed as fully evacuated and secured?

Yes

Has the main isolation valve been verified as correctly shut off and tagged?

Yes



Photo 2

Have all appliance valves been confirmed as isolated?

Yes



Photo 3

Has the post-isolation gas meter reading been cross-checked against the frontline staff recording?

No

There's no cross-checking for post-isolation gas meter reading yet.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 06.04.2026 10:45 PST | Created by: SafetyCulture Staff

Cross-check post-isolation gas meter reading.

Verify the gas meter reading taken after isolation by comparing it with the record from the frontline staff.

Is the area clear of ignition sources (e.g. open flames, electrical equipment still running)?

Yes

Step 6: Escalation and Communication

4 / 4 (100%)

Have operations, facilities, and senior management been formally notified with full incident details?	Yes
Have emergency services been contacted and given the incident details?	Yes
Has a communication log been started to track all notifications and responses?	Yes
Is a designated person on site managing communication with emergency services?	Yes
Step 7: Incident Documentation 1 flagged, 1 action, 7 / 8 (87.5%)	
Has the date, time, and location of the incident been recorded?	Yes
Has the name and role of the first responder been recorded?	Yes
Has the method of leak detection been documented?	Yes
Have pre- and post-isolation gas meter readings been recorded?	No
There are no pre- and post-isolation gas meter readings yet.	
To do Assignee: SafetyCulture Staff Priority: Medium Due: 06.04.2026 10:48 PST Created by: SafetyCulture Staff	
Record pre-and post-isolation gas meter readings.	
Record pre-and post-isolation gas meter readings.	
Have all shutdown steps and the names of those who completed them been documented?	Yes
Have photos of the affected area, isolation valve, and lockout tag been attached?	Yes
	
Photo 4	
Have witness statements been collected where needed?	Yes
Have all remedial works been documented and assigned to a named person with a due date?	Yes
Step 8: Remedial Works and Return to Service 1 flagged, 1 action, 5 / 6 (83.33%)	

Has the gas supplier or a qualified technician been called in to inspect the area?	Yes
Have all remedial works been completed and documented?	Yes
Has a qualified person confirmed the area is safe for re-entry?	Yes
Indicate name of person who confirmed safe re-entry.	Shaye Haven
Has the lockout tag been removed by an authorized person only?	Yes
Indicate name of person who removed the lockout tag.	Shaye Haven
Has the post-remediation gas meter reading been recorded?	No
There's no post-remediation gas meter reading yet.	
To do Assignee: SafetyCulture Staff Priority: Low Due: 06.04.2026 10:50 PST Created by: SafetyCulture Staff	
Record post-remediation gas meter reading	
Record the updated post-remediation gas meter reading.	
Has the supervisor signed off on the return to service?	Yes
Indicate name of approving supervisor and time of approval.	Rudolph Ryland
Step 9: Supervisor Closing Review	4 / 4 (100%)
Have all incident actions been reviewed and approved?	Yes
Are all records, photos, and meter readings complete and attached to this report?	Yes
Has this incident been escalated to management for root cause analysis?	Yes
Has a follow-up inspection or drill been scheduled as a result of this incident?	Yes
Part 3: Drill, Test Log and Regulatory Retention	8 / 8 (100%)
Complete this section after every live incident or scheduled drill. Keep these records on file for regulator inspection and insurance purposes.	
Was this a live incident or a drill?	Live Incident

<p>Has the shutdown log been filled out in full, including all actions taken, meter readings, and the names of everyone involved?</p>	<p>Yes</p>
<p>Are drill records and test exercise outcomes documented and stored in line with the organization's retention requirements?</p>	<p>Yes</p>
<p>Are shutdown logs, drill records, and test exercises readily accessible for regulator inspection and insurance review?</p>	<p>Yes</p>
<p>Have any gaps in staff response, valve knowledge, or procedure been identified and documented?</p>	<p>Yes</p>
<p>Have corrective actions been assigned to a named person with a due date?</p>	<p>Yes</p>
<p>Has a follow-up drill been scheduled to verify that corrective actions have been put into practice?</p>	<p>Yes</p>
<p>Are staff training records for gas leak response and shutdown procedures current and linked to this log?</p>	<p>Yes</p>

What is the overall compliance status based on this inspection?

Minor Issues Identified

Additional Comments

Record pre-isolation, post-isolation, and post-remediation gas meter readings.

Inspector Signature

Rowland Cayden

Rowland Cayden
30.03.2026 11:01 PST

Supervisor Signature (if applicable)

Rudolph Ryland

Rudolph Ryland
30.03.2026 10:52 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4