# GUIDELINES ON LICENSING OF LPG INSTALLERS AND CONTRACTORS

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## Citation

These Guidelines may be cited as the Guidelines on Licensing of LPG Installers and Contractors, 2025

## Definition of Terms

In these guidelines, unless the context otherwise requires, the following words shall have the meaning as defined:

| | |
|---|---|
| **"Construction Permit"** | An approval given by EPRA to an applicant to proceed with the construction of a petroleum facility subject to Section 86 of the Petroleum Act; |
| **"Consumer"** | Means any person supplied or entitled to be supplied with and derives utilization from use of petroleum products; |
| **"Energy Act"** | The Energy Act No. 1 of 2019; |
| **"LN 7/2014** | The Energy (Retail Facility Construction and Licensing) Regulations, 2013 |
| **Retail Licence"** | An approval given by EPRA to an applicant to proceed with the operation of a petroleum facility or undertaking subject to Section 73 and 74 of the Petroleum Act; |
| **"Petroleum Act"** | The Petroleum Act No. 2 of 2019; |
| **"Licensee"** | Means a person who is a holder of a license issued under these regulations; |
| **"Responsible Person"** | Means -<br>(a) in relation to any premises, the occupier or owner of the premises, or operator of the LPG installation at the premises;<br>(b) in relation to any LPG facility, the operator or owner of the facility;<br>(c) in both cases any person with the authority to make decisions and take appropriate actions in relation to the LPG Installations, LPG Installation works and operations in the premises or facility of which they have been given authority; |
| "**LPG installer**" | Means a person licensed to carry out LPG installation work as specified in the Licence issued to him; |

| | |
|---|---|
| **"Installation Pipework"** | means any pipework for conveying gas for a particular consumer and any associated valve or other gas fitting including any pipework used to connect a gas appliance to other installation pipework and any shut off device at the inlet to the appliance, but it does not mean—<br>(a) a service pipe;<br>(b) a pipe comprised in a gas appliance;<br>(c) any valve attached to a storage container or cylinder; or<br>(d) service pipework; |
| **"Online portal"** | Means a web-based platform developed by the Authority for the purpose of providing access for licensees to submit data and apply for licenses and permit. |

## List of Acronyms

| | |
|---|---|
| **EIA** | Environmental Impact License |
| **EPRA** | Energy and Petroleum Regulatory Authority, (the Authority) |
| **LPG** | Liquid Petroleum Gas |
| **NEMA** | National Environmental Management Authority |
| **NITA** | National Industrial Training Authority |

# 1. General

## 1.1. Introduction

EPRA is established under Section 9 of the Energy Act to carry out technical and economic regulation of the energy and petroleum sub-sectors. It is also charged with the carrying out and enforcement of the regulatory provisions of the Petroleum Act.

The following provisions, amongst others, related to the Energy Act apply to the mandate of EPRA:

(a) Section 10(hh) of the Act gives the Authority the mandate to protect the consumer, investor and other stakeholder interests; and
(b) Section 11(g) of the Act gives the Authority powers to formulate, set, enforce and review environmental, health, safety and quality standards for the energy sector in coordination with other statutory authorities.

Further to this, the Energy and Petroleum Regulatory Authority (EPRA) shall oversee the licensing process and regulatory compliance for LPG installers.

## 1.2. Objective

These guidelines aim to regulate and standardize the activities of LPG installers in Kenya, ensuring safety, competence, and compliance with relevant laws and regulations.

## 1.3. Applications

These Guidelines shall apply to any person carrying out or intending to carry out installation of any storage, reticulation, Public Use Establishments, LPG Consumer Sites, and LPG for internal combustion engines (Autogas) facilities or any work relating thereto, including—

(a) Planning, designing, construction, commissioning, operation and maintenance of LPG storage, supply pipelines and equipment;
(b) Connection of any premises to a stand-alone or reticulated supply system; and
(c) LPG installation work at the premises of any consumer.

## 1.4. Exemptions

The requirements of these guidelines shall not apply in respect of—

(d) Installations made in military facilities unless these guidelines are used for reference;
(e) the replacement of a hose or regulator on a portable or mobile heater; or
(f) the replacement of a hose connecting a re-fillable cylinder to installation pipework.

# 2. Licence Categories

The licence categories are based on the level of academic qualification, skills and the magnitude of risk for the various categories of LPG installation works. Organisational competence is also important for complex LPG projects, hence need for a contractors' licence over and above personal licence. The table below shows the categories of LPG installation works with the rationale provided in *Annex V.*

*Table 1 LPG Installations Categories*

| CATEGORY | SCOPE |
|---|---|
| I | Common User LPG Storage Facilities |
| II | LPG Storage and Filling Facilities |
| III | Public Use Establishments & Reticulation systems |
| IV | Autogas Dispensing Stations |
| V | LPG Consumer Sites |

The following are the classes for LPG Installers:

(i) LPG Fitter's Licence (Class C-2); which entitle the holder to perform hands-on tasks, pipefitting and basic assembly in category V LPG Installations, along with assigned activities in category III and IV LPG Installations under the supervision of a holder of a Class C-1 Licence.
(ii) LPG Technician's Licence (Class C-1); which entitle the holder to perform installation, testing and implementation of designs for LPG Installations under categories III, IV and V, along with assigned tasks in category I and II LPG Installations under the supervision of a holder of a Class B Licence; and
(iii) LPG Engineer's Licence (Class B); which entitle the holder to undertake design, project management, supervision and certification of LPG Installations under categories I, II, III, IV and V.

The following are the classes for LPG Contractors:

(i) LPG Installation Contractor's Licence (Class A-2); which entitle the holder to construct, install, test, commission, maintain and repair LPG Installations under categories III, IV and V; and

(ii) LPG Design and Installation Contractor's Licence (Class A-1); which entitle the holder to design, construct, install, test, commission, maintain and repair LPG Installations under categories I, II, III, IV and V

The holder of a:

(i) LPG Installation Contractor's Licence (Class A-2), is required to be or have in employment, a holder of Class C-1 Licence and have in employment a holder of Class C-2 Licence; and
(ii) LPG Design and Installation Contractor's Licence (Class A-1); is required to be or have in employment, a holder of Class B Licence and have in employment a holder of Class C-1 Licence and a holder Class C-2 Licence.

A summary of the Licence categories is provided in *Annex I.*

# 3. Eligibility Criteria

## 3.1. LPG Installer(s)

### 3.1.1. LPG Fitter's License (Class C-2)

To qualify for an LPG Fitter's Licence (Class C-2), an individual must meet the following minimum requirements:

- Hold a Kenya Certificate of Secondary Education (K.C.S.E) or an Approved Recognition of Prior Learning certification from NITA.
- Have completed training in LPG handling and safety from an accredited institution.
- Possess a minimum of one (1) year of experience in LPG or gas-related projects.
- Have undergone vocational training in LPG systems.

### 3.1.2. LPG Technician Licence (Class C-1)

To qualify for an LPG Technician Licence (Class C-1), an individual must meet the following minimum requirements:

- Hold a Diploma in a relevant engineering discipline from a recognized institution.
- Be a Certified Technician in mechanical, chemical or similar engineering fields.
- Have completed training in LPG handling and safety from an accredited institution.
- Possess a minimum of three (3) years of experience in the construction or maintenance of LPG systems.

- Demonstrate proven involvement in at least two (2) LPG or gas infrastructure projects.

Alternatively, an applicant may qualify if they are a licensed LPG Fitter with a minimum of five (5) years of experience, including at least two (2) years performing the duties of an LPG Technician under the supervision of a licensed LPG Technician

### 3.1.3. **LPG Engineer Licence (Class B)**

To qualify for an LPG Engineer Licence (Class B), an individual must meet the following minimum requirements:

- Hold a Bachelor's degree in mechanical, chemical or similar engineering discipline.
- Be a class of Professional Engineer as required under the Engineer's Act 2011.
- Have a minimum of five (5) years of experience in the design and construction of LPG and petroleum facilities or is a licensed LPG Technician with at least two (2) years' experience performing the duties of an LPG Engineer under the supervision of a licensed LPG Engineer.
- Demonstrate a proven track record of managing at least three (3) LPG or gas infrastructure projects.

## 3.2. **LPG Contractor(s)**

### 3.2.1. **LPG Installation Contractor's Licence (Class A-2)**

This is issued to a firm specializing in LPG installations, which must have at least one licensed Class C-1 LPG Installer and one licensed Class C-2 LPG Installer. The firm must also possess the necessary tools and facilities as specified in *Annex III.*

To qualify for an LPG Installation Contractor's Licence (Class A-2), the firm must meet the following minimum requirements:

- Employ at least one (1) licensed LPG Installer with a Class C-1 Licence.
- Employ at least one (1) licensed LPG Installer with a Class C-2 Licence.
- Hold a valid National Construction Authority (NCA) Contractor Registration (Category 4–8).
- Have a minimum of five (5) years of combined experience among its members in LPG or gas infrastructure projects.
- Demonstrate, through the collective track record of its members, successful completion of at least two (2) Category III, IV, or V projects in the last three (3) years.

### 3.2.2. LPG Design and Installation Contractor's Licence (Class A-1)

This is issued to a firm engaged in both the design and installation of LPG systems. The firm must employ at least one licensed Class C-2 LPG Installer and one licensed Class C-1 LPG Installer, and it must be led by a Class B Licence holder, who must be a director, sole proprietor, or principal partner in the business. Additionally, the firm must have the required tools and facilities as outlined in *Annex III.*

To qualify for an LPG Design and Installation Contractor's Licence (Class A-1), the firm must meet the following minimum requirements:

- Employ at least one (1) personnel with a Class B Licence.
- Employ at least one (1) personnel with a Class C-1 Licence.
- Employ at least one (1) personnel with a Class C-2 Licence.
- Hold a valid National Construction Authority (NCA) Contractor Registration (Category 1–3).
- Have a minimum of seven (7) years of combined experience among its members in constructing medium to large-scale LPG or petroleum facilities.
- Demonstrate, through the collective track record of its members, successful completion of at least three (3) Category I, II, III, IV, or V projects in the last three (3) years.

The employment contract for the LPG Installer(s) shall be in writing and shall comply with the provisions of section 9 and 10 of the Employment Act, 2007.

The Authority shall not license any LPG Contractor who is unable to satisfy the Authority that he carries out the business at premises constituting a permanent address. In the case of a business having more than one branch, one LPG Contractor license shall be issued to cover all the branches as declared by the applicant.

# 4. Application Process

## 4.1. Submission of Application

Applicants shall submit a completed application form along with supporting documents to EPRA via the online portal provided by the Authority and attach the documents listed below and pay the fees set out in *Annex II.*

The supporting documents include;

- Scan of original identification documents (National IDs or Passports);
- Scan of a copy of Academic Qualifications;
- Scan of a copy of Registration Certificate (s) with the relevant body (ies);
- Scan of a copy of certificate from a NITA accredited training facility with regard to LPG installer's course;
- Scan of a copy of certificate of safety training from a NITA accredited facility;
- Scan of a copy of Certificate of good conduct from the National Police Service; and
- Valid practicing licences for Class B applications
- For individuals, a report with credible references and recommendation letters demonstrating the claimed experience.

## 4.2. Review and Evaluation

The Authority shall review the application for completeness and compliance with eligibility criteria within 30 days of application. Evaluation may include oral and written examinations and interviews.

The Authority shall review the application within thirty days, and;

(a) accept the application; or
(b) request for adjustments; or
(c) reject the application giving reasons and other directives.

## 4.3. Site Inspection

The Authority shall conduct on-site inspections to assess the applicant's practical skills and adherence to safety standards for the relevant scope of works for which the application is for.

## 4.4. Approval

Successful applicants shall receive an LPG Installer License that shall be valid for a period of three years.

# 5. Licence Renewal

## 5.1. Continuous Education

To maintain high professional and safety standards, all licensees are required to participate in EPRA-approved continuous education and training programs. These programs aim to keep licensees informed of the latest industry developments, safety protocols, regulatory changes, and technological advancements in LPG installation and maintenance.

- Training must be undertaken at least once every three years before license renewal.
- Training courses shall cover key areas such as risk assessment, emergency response procedures, and compliance with updated industry standards.
- Licensees must provide proof of participation in at least one EPRA-accredited training session relevant to their license category.
- Continuous education programs may be offered through certified training institutions, industry workshops, and online courses approved by EPRA
- Valid practicing licences for Class B
- Valid NCA practicing certificate

## 5.2. Renewal Application

Licensees must submit a renewal application at least 30-days before the expiration of their existing license to ensure uninterrupted authorization to operate. The renewal application must be completed through the online platform provided by the Authority.

The renewal application must include:

- Proof of completion of the required continuous education training.
- Valid professional indemnity and liability insurance to cover potential risks associated with LPG installation and maintenance activities.
- A declaration of compliance with industry safety and regulatory standards.
- Updated records of past installations and maintenance work completed within the last licensing period, where applicable.
- Any additional documentation as may be specified by the Authority.
- Valid practicing licences for Class B
- Valid NCA practicing certificate
-

Failure to submit a renewal application before the expiration date may result in penalties, suspension, or the requirement to reapply as a new applicant.

### 5.3. Renewal Inspection

The Authority reserves the right to conduct periodic and random inspections as part of the renewal process to assess compliance with licensing requirements, safety standards, and operational best practices.

- Inspections may include site visits to verify adherence to approved installation procedures, material usage, and safety measures.
- Inspectors may review documentation related to prior installations, maintenance work, and compliance with regulatory guidelines.
- Any non-compliance issues identified during the inspection must be rectified within a stipulated timeframe, failure to which the license renewal may be denied.
- The Authority may require additional assessments or audits for licensees with a history of violations or complaints.

Upon satisfactory completion of the renewal process, the Authority will issue a renewed license valid for the next licensing period, subject to ongoing compliance with industry regulations.

## 6. Code of Conduct

### 6.1. General Guidelines

(a) No person shall carry out any work in relation to a gas fitting or installations unless such a person has been duly licensed by the Authority for the class of works he intends to carry out.
(b) No person shall falsely pretend to be a member of a class of persons required to be approved under Section 5.
(c) No licensee shall transfer an approval related to Licence to another person without prior approval and consent by the Authority.
(d) No person shall carry out any work in relation to a gas fitting or gas storage vessel unless he is competent to do so.
(e) The employer of any person carrying out such work for that employer, every other employer and self-employed person who has control to any extent of such work and every employer and self-employed person who has required such work to be carried out at any place of work under his control shall ensure that paragraph (a) and (d) above are complied with in relation to such work.
(f) No person shall certify any work if he/she was not personally involved.

## 6.2. General Safety Precautions

(a) Any person installing, elsewhere than in any premises or part of premises used only as a dwelling or for living accommodation, a part of any installation pipework which is accessible to inspection shall permanently mark that part in such a manner that it is readily recognisable as part of a pipe for conveying gas.

(b) No person carrying out work in relation to a gas fitting shall leave the fitting unattended unless every incomplete gas way has been sealed with the appropriate fitting or the gas fitting is otherwise safe.

(c) Any person who disconnects a gas fitting shall, with the appropriate fitting, seal off every outlet of every pipe to which it was connected.

(d) No person carrying out work in relation to a gas fitting which involves exposing gas ways which contain or have contained flammable gas shall smoke or use any source of ignition in such a manner as may lead to the risk of fire or explosion.

(e) Where a person carries out any work in relation to a gas fitting which might affect the gas tightness of the gas installation he shall immediately thereafter test the installation for gas tightness at least as far as the nearest valves upstream and downstream in the installation.

(f) No person shall install a gas storage vessel unless the site where it is to be installed is such as to ensure that the gas storage vessel can be used, filled or refilled without causing a danger to any person.

(g) No person shall intentionally or recklessly interfere with a gas storage vessel or otherwise do anything which might affect a gas storage vessel so that the subsequent use of that vessel might cause a danger to any person.

(h) No person shall store or keep gas consisting wholly or mainly of methane on domestic premises, and, for the purpose of this paragraph, such gas from time to time present in pipes or in the fuel tank of any vehicle propelled by gas shall be deemed not to be so stored or kept.

(i) No person shall carry out any work in relation to a gas fitting or gas storage vessel otherwise than in accordance with appropriate standards and in such a way as to prevent danger to any person.

(j) Installation pipework shall not be positioned in a manner that compromises its safe use, considering the presence of other pipes, pipe supports, drains, sewers, cables, conduits, electrical apparatus, or structural elements that may impact its safety.

(k) Any person connecting installation pipework to a primary meter must notify the responsible person if electrical equipotential bonding is required, ensuring that such bonding is carried out by a qualified professional.

(l) No person shall install installation pipework in a manner that compromises the structural integrity of a building or reduces the fire resistance of any part of its structure.

(m) A Permit to Work (PTW) system shall be implemented for all LPG installation and maintenance activities to ensure that risks are identified and mitigated before work commences.
(n) A Job Safety Analysis (JSA) must be conducted prior to any installation work to identify hazards and establish necessary control measures.
(o) Only authorized personnel shall issue, approve, and close PTWs, ensuring all safety requirements are met.
(p) The PTW and JSA documentation must be retained for audit and compliance verification.

## 6.3. Duty of Responsible Person

Where a responsible person requires any work in relation to a gas fitting to be carried out at any place of work under his control or where a responsible person has control to any extent of work in relation to a gas fitting, he shall take reasonable steps to ensure that the person undertaking that work is, or is employed by, a member of a class of persons approved by the Authority.

Any person planning, building, operating or maintaining an LPG transmission or distribution system shall ensure that such works are carried out by a licensed LPG contractor(s) and installers(s) for their respective class of works.

It shall be the duty of the responsible person to ensure that LPG installation work in their premises is –

(a) Carried out by a licensed LPG contractor or installer and completion certificates issued; and
(b) Tested and inspected periodically, any defects being remedied, and inspection and test certificates issued and displayed at the storage tanks.

## 6.4. Materials and Workmanship

(a) No person shall install a gas fitting unless every part of it is of good construction and sound material, of adequate strength and size to secure safety and of a type appropriate for the gas with which it is to be used.
(b) Without prejudice to the generality of paragraph (a) above, no person shall install in a building any pipe or pipe fitting for use in the supply of gas which is—
  (i) made of lead or lead alloy; or
  (ii) made of a non-metallic substance unless it is—
    - a pipe connected to a readily movable gas appliance designed for use without a flue; or

- a pipe entering the building and that part of it within the building is placed inside a metallic sheath which is so constructed and installed as to prevent, so far as is reasonably practicable, the escape of gas into the building if the pipe should fail.

(c) No person shall use substandard fittings, pipes, tanks or any other material required for the safe containment of gas.

(d) Quality control plan. Approved, followed through, certified, completion of works

## 6.5. Testing and Purging

### 6.5.1. Testing for Gas Tightness

Any person conducting work on installation pipework that may affect its gas tightness must ensure the following upon completion:

(a) The affected section is thoroughly tested to confirm gas tightness.

(b) The installation is examined to verify compliance with the regulations and standards.

(c) All joints in the tested section receive any necessary protective coatings after testing and inspection.

### 6.5.2. Purging After Installation Work

If gas is being supplied to premises where installation pipework is modified, the person who carries out work relating to the pipework must:

(a) Immediately after testing and examination, conduct purging to remove all air and residual gases, ensuring only the intended gas remains in the system

(b) Seal off every outlet with an appropriate fitting if the pipework is not put into immediate use after purging.

(c) If purging is performed through a loosened connection, retest the connection for gas tightness once it has been properly tightened.

(d) Verify the gas tightness of all seals applied after purging

### 6.5.3. Initial Purging for New Installations

If gas is not yet being supplied to a premise where installation pipework has been installed:

(a) No person shall permit gas to flow into the pipework unless all required testing, purging, and safety procedures (as outlined in Section 6.5.2) have been completed).

(b) Any entity supplying gas to such premises must ensure that the supply remains sealed off with an appropriate fitting unless compliance with testing and purging requirements is confirmed.

### 6.6. Adherence to Standards

Licensees must adhere to approved standards for LPG installations. Compliance with safety guidelines and environmental regulations is mandatory.

### 6.7. Ethical Practices

(a) Licensees must conduct business ethically, ensuring transparency and fair dealings with clients.
(b) No licensee shall undercut the other in pursuit of business opportunity.
(c) It shall be an offence for a licensee to make false claims to the detriment of another licensee without launching a complaint with the Authority and adducing evidence to support the claim or complaint.
(d) The responsible person shall sensitize the user on the use of the system, emergency procedures.

## 7. Enforcement and Penalties

### 7.1. Compliance Audits

To uphold industry standards and regulatory compliance, the Authority shall conduct routine and unannounced audits of licensed LPG installers and contractors. These audits shall assess adherence to safety regulations, technical standards, and licensing conditions.

- Audits include site inspections, document verification, and interviews with personnel to ensure compliance with best practices.
- Licensees found to be non-compliant may receive corrective action notices and be given a timeframe to address the issues identified.
- Repeated violations or failure to comply with audit recommendations may result in enforcement actions, including financial penalties, suspension, or revocation of the license.

### 7.2. Penalties for Violations

The Authority shall impose graduated penalties depending on the severity of violations.

- Minor infractions: May result in warnings, mandatory retraining, and remedial action.
- Moderate infractions: May lead to financial penalties, suspension of specific installation privileges, or mandatory compliance audits.
- Severe infractions: Such as gross negligence, safety violations, or fraudulent activity, may result in hefty fines, immediate suspension, or revocation of the license.
- Criminal offenses: Serious breaches that endanger public safety or involve falsification of compliance documents may be referred for prosecution under relevant laws.

### 7.3. Appeals Process

Licensees have the right to appeal any enforcement action taken by the Authority through a structured and transparent process.

- Appeals must be submitted in writing within 30 days of receiving the penalty notice.
- An independent appeals committee will review the case, assess the validity of the appeal, and determine an appropriate resolution.
- Licensees may present evidence, provide clarifications, and request a review hearing where necessary.
- The decision of the appeals committee shall be communicated in writing within a reasonable timeframe and shall be final unless further legal recourse is sought through judicial review.

## 8. Public Awareness

### 8.1. Education Campaigns

The Authority will actively engage in public education initiatives to promote awareness of safe LPG installation practices and the importance of hiring licensed professionals.

- Public service announcements, safety workshops, and online campaigns will be used to educate consumers on LPG safety.
- EPRA will collaborate with industry stakeholders, educational institutions, and consumer advocacy groups to disseminate information on best practices and regulatory compliance.
- Targeted safety awareness programs will be implemented in areas with high LPG usage to reduce safety risks and promote responsible handling of LPG systems.

## 8.2. Licensee Directory

The Authority shall maintain and publish on its website, a register of licensed LPG installers to enhance transparency and consumer protection.

- The directory will be available on the Authority's website and regularly updated to reflect the current status of licensees.
- Consumers, businesses, and regulatory authorities can use the directory to verify the credentials and licensing status of LPG installers.
- The directory will also include disciplinary actions taken against non-compliant licensees to inform consumers and promote accountability within the industry.

# 9. References


(i) Energy Act No. 1 of 2019

(ii) Petroleum Act No. 2 of 2019

(iii) KS EAS 980 of 2020 -Petroleum facilities — Retail and consumer outlets — Classification

(iv) KS EAS 924-1:2018 -Handling, storage, and distribution of Liquefied Petroleum Gas (LPG) in domestic, commercial, and industrial installations — Code of practice — Part 1: Storage and filling sites for refillable LPG containers of capacity not exceeding 150 litres.

(v) KS EAS 924-3:2020 -The handling, storage and distribution of petroleum gas in domestic, commercial, and industrial installations – Code of practice. Part 3: Liquefied petroleum gas installations involving storage vessels of individual water capacity exceeding 9000 L.

## Annex I: LPG Installers and Contractors Licence Categories and Classification.

| LPG CONTRACTORS LICENCE CLASSIFICATION | | | | | |
|---|---|---|---|---|---|
| **CLASS** | **GRADE** | **SCOPE** | **Requirement Minimum Personnel** | **Requirement -MINIMUM EXPERIENCE** | **Requirement – NCA MECHANICAL ENGINEERING CONTRACTOR REGISTRATION** |
| A-1 | Design and Installation Contractor | Category I, II, III, IV, V | 1 Class B<br>1 Class C-1<br>1 Class C-2 | 7 years in constructing medium to large-scale LPG or petroleum facilities; Completion of 3+ Category II projects in the last 5 years | NCA 1 TO NCA 3 |
| A-2 | Installation Contractor | Category III, IV, V | 1 Class C-1<br>1 Class C-2 | 5 years in LPG or gas infrastructure projects; Completion of 2+ Category III, IV or V projects in the last 3 years | NCA 4 TO NCA 8 |

| LPG INSTALLERS LICENCE CLASSIFICATION | | | | | | |
|---|---|---|---|---|---|---|
| **CLASS** | **GRADE** | **EDUCATIONAL LEVEL** | **KEY REQUIREMENTS** | **MINIMUM EXPERIENCE** | **ROLE** | **SCOPE (Category )** |
| B | Engineer | Bachelor's Degree in relevant Engineering discipline | Professional Engineer; Advanced engineering expertise; QRA; HAZOP; Postgraduate specialization in LPG systems (preferred) | 5 years in the design and construction of LPG or petroleum facilities; Proved track record of managing at least 3 LPG-related projects | Design; Project Management; Supervision; Certification | Category I, II, III, IV, V |
| C-1 | Technician | Diploma in relevant Engineering discipline | Certified Engineering Technician; Advanced Installation; LPG-specific training certifications | 3 Years in the construction or maintenance of LPG systems; Proven involvement in at least 2 LPG Projects | Install; test; design implementation | Category III, IV, V |
| C-2 | Fitter | K.C.S.E., Recognition of prior learning-NITA | Craft/Trade Certification; Basic Installation; Training in LPG handling and safety; Vocational training in LPG systems (preferred) | 1 Year in LPG or gas-related projects | Hands-on assembly; assist | Category V |

## Annex II: LPG installers and contractors Licence.

| LPG INSTALLERS LICENCE FEES | | | |
|---|---|---|---|
| **CLASS OF LICENCE** | **APPLICATION FEES** | **LICENCE FEES** | **LICENCE REPLACEMENT FEES** |
| A-1 | Kshs.1,000 | Kshs.25,000 | Kshs.1,000 |
| A-2 | Kshs.1,000 | Kshs.15,000 | Kshs.1,000 |
| B | Kshs.1,000 | Kshs.3,000 | Kshs.500 |
| C-1 | Kshs.1,000 | Kshs.1,500 | Kshs.500 |
| C-2 | Kshs.500 | Kshs.1,000 | Kshs.500 |

## Annex III: List of required tools and equipment for installers and contractors.

To ensure the safe and effective installation, maintenance, and servicing of LPG systems, licensed installers and contractors must have access to the following essential tools and equipment:

1. Basic Hand Tools (Applicable to all Licence Classes)
    a. Adjustable wrenches (various sizes)
    b. Pipe wrenches
    c. Spanners and socket sets
    d. Screwdrivers (flathead and Phillips)
    e. Pliers (combination, long-nose, and locking)
    f. Allen key set
    g. Measuring tape
    h. Utility knife
    i. Wire cutters and strippers
2. LPG-Specific Tools and Equipment
    a. Gas leak detector (electronic or liquid-based)
    b. Manometers (digital or analog)
    c. Pressure gauges
    d. Pipe threading and cutting tools
    e. Flaring and swaging tools
    f. Torque wrenches (for proper tightening of fittings)
    g. LPG hose crimping tool
    h. Gas flow meters
    i. LPG vaporizer servicing kits (for large-scale installations)
3. Safety Equipment
    a. Personal protective equipment (PPE) (gloves, safety goggles, flame-resistant clothing)
    b. Fire extinguishers (dry powder or $CO_2$ type)
    c. First aid kit
    d. Gas masks and respirators (for confined space work)
    e. Voltage detector (for electrical safety)
4. Testing and Inspection Equipment
    a. Electronic gas analyzers
    b. Ultrasonic leak detectors
    c. Flame arrestor test kits
    d. LPG tank and pipeline pressure testing kits
    e. Thermal imaging camera (for detecting leaks and heat buildup)
    f. Bubble solution for leak detection
5. Specialized Equipment for Contractors (Class A-1 and A-2)
    a. Pipe bending machine
    b. Welding and brazing equipment (for steel and copper pipe installations)

c. Hydraulic pressure testing pump
d. Lifting and hoisting equipment (for cylinder and bulk tank installations)
e. Pipe fusion machines (for PE pipe installations)
f. LPG system commissioning and calibration tools

**Annex IV:** Matrix for LPG installers categorization.

**A: Definitions and Categorization of Storage Capacity, Risk Profile and Exposure**

1. **Storage Capacity**: The total volume of LPG that a facility is designed to hold, typically measured in metric tonnes (MT). Storage capacity influences the scale of operations and the potential magnitude of incidents.

| Category | Range (MT) | Description |
|---|---|---|
| High | Above 100 MT | Facilities with significant storage capacity, posing a potential for large-scale incidents. |
| Medium | Between 10 MT and 100 MT | Facilities with moderate storage capacity and operations manageable with standard safety measures. |
| Low | Below 10 MT | Facilities with small-scale storage, suitable for localized consumption and lower operational demands. |

2. **Risk Profile**: The likelihood and potential severity of incidents resulting from LPG operations. This combines operational hazards, environmental risks, and safety considerations.

    a. Severity: Severity assesses the potential impact of an incident on people, property, and the environment.

| Category | Description | Examples |
|---|---|---|
| High | Catastrophic impact, including multiple fatalities, significant property damage, or environmental harm. | Large-scale explosions, fires at bulk storage facilities, or widespread toxic releases. |
| Medium | Moderate impact, potentially causing localized injuries, property damage, or environmental harm. | Fires or leaks at filling stations or industrial sites. |
| Low | Minimal impact, with limited injuries or minor property/environmental damage | Small leaks or localized fires at consumer sites. |

b. Likelihood: Likelihood measures the probability of an incident occurring based on operational complexity, safety controls, and environmental factors.

| Category | Description | Examples |
|---|---|---|
| High | Incidents are likely to occur frequently due to high operational complexity or insufficient safety controls. | Frequent handling, cylinder filling, or operations near ignition sources. |
| Medium | Incidents are possible but less frequent, with safety measures mitigating most risks. | Controlled industrial or reticulation operations with moderate handling. |
| Low | Incidents are rare due to robust safety measures and controlled environments. | Consumer sites with limited handling and minimal exposure to hazardous conditions. |

c. Combined Risk Profile Categories

| Likelihood/Severity | High Severity | Medium Severity | Low Severity |
|---|---|---|---|
| **High Likelihood** | High Risk | High Risk | Medium Risk |
| **Medium Likelihood** | High Risk | Medium Risk | Low Risk |
| **Low Likelihood** | Medium Risk | Low Risk | Low Risk |

d. Risk Profile Descriptions

| Category | Description |
|---|---|
| High | Operations with a high probability of incidents or severe consequences (e.g., explosions, fires). Requires advanced safety systems and emergency response plans. |
| Medium | Moderate likelihood of incidents with manageable consequences, requiring standard safety controls. |
| Low | Minimal probability of incidents with limited severity, requiring basic safety measures. |

3. **Exposure**: The number of people, infrastructure, or the environment potentially impacted by LPG operations.

| Category | Description |
|---|---|
| High | Facilities where incidents could impact large groups of people or critical infrastructure (e.g., public institutions, dense urban areas). |
| Medium | Facilities where impacts are limited to industrial workers or localized groups (e.g., industrial sites). |
| Low | Facilities with limited exposure to people or infrastructure, often in isolated or controlled environments (e.g., consumer sites). |

**B: Summary of Categories of Elements.**

| Element | High | Medium | Low |
|---|---|---|---|
| Storage Capacity | Above 100 MT | 10 MT to 100 MT | Below 10 MT |
| Risk Profile | High | Moderate | Minimal |
| Exposure | Large groups or critical infrastructure | Localized groups or limited infrastructure | Minimal exposure |

## Annex V: Rationale for LPG Installation Categories.

| Scope | Activity | Storage Capacity | Risk Profile | Exposure | Category | Key Rationale | Notes |
|---|---|---|---|---|---|---|---|
| Common User LPG Storage Facilities | Bulk storage for import/export or large-scale distribution<br>Bulk transfer hubs for redistribution to smaller facilities. | Above 150 MT | High | High (Impacting large geographical areas, Extensive transport and handling) | I | Largest storage capacity with potential for catastrophic incidents.<br>High-volume redistribution with risks from frequent transfers. | Involves high-volume transfers requiring advanced safety measures and operational controls.<br>Requires robust fire suppression and operational management. |
| LPG Storage and Filling Facilities | Medium storage capacity with frequent handling of cylinders, increasing operational risks. | Up to 150 MT | Medium to High | Medium (Frequent cylinder handling) | II | Medium storage capacity with frequent handling of cylinders, increasing operational risks | Requires stringent controls to mitigate filling-related hazards. |
| Public Use Establishments | Small-scale storage with extensive pipeline networks | Up to 10 MT | Medium to High | High (Human presence in large groups) | III | Smaller storage capacity but high risk due to large human exposure (e.g., schools, hospitals | Reticulation introduces unique risks of leaks and confined-space hazards. |
| Reticulation Systems | Distribution systems for residential complexes or estates. | Up to 10 MT | Medium to high | High (Multi-occupant residential buildings) | III | Smaller storage with pipelines running through residential areas. | Pipeline integrity and leak detection are critical. |
| Autogas Dispensing Stations | Dispensing LPG to vehicles. | Up to 4.5 MT | Medium to High | Medium (Vehicle fueling operations) | IV | Limited storage but elevated risk from continuous handling of flammable vapors near ignition sources. | Specialized systems like vapor recovery and explosion-proof equipment needed |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| LPG Consumer Sites | Localized LPG storage for small-scale consumption. | Up to 10 MT | Low to Medium | Low (Localized usage) | V | Small-scale storage and operations with limited public exposure. | Lower operational complexity and basic safety measures suffice. |
| LPG Consumer Sites (Industrial) | LPG storage for industrial applications (e.g., manufacturing). | Up to 40 MT | Medium | Low (Localized industrial users) | V | Moderate storage capacity with risks linked to industrial processes (e.g., heating, welding) | Requires safeguards for high-energy operations. |

**Explanation of Table Elements**

1. **Scope**: Defines the primary activity or function of the facility.
2. **Storage Capacity**: Highlights the upper limit of LPG stored, correlating directly with potential incident severity.
3. **Risk Profile**: Evaluates the inherent danger level based on operations and storage capacity.
4. **Exposure**: Assesses how many people or areas could be affected in the event of an incident.
5. **Class**: Assigns the facility to one of five regulatory and operational classes.
6. **Key Rationale**: Summarizes the reasoning behind the assigned class.

## Annex VI: Commencement of Work Notice for Consumer Installations and Special Installations.

No……..

To:
…….
…….
(Name and address of the Authority)

In accordance with the Petroleum (Liquefied Petroleum Gas) Regulations, 2024,
I/We……..……..……..…….
……..……
…….
(Name and address of LPG Contractor)
hereby give notice that I/we propose to carry out the following work as under:
for…….……...
(Name of consumer)
of…….……
(Address of consumer)
at…….……
(Situation of Property)
of land office reference No……..……..

**Details of Installation:**

Nature of work: new installation/addition/modification of an existing installation.
(Delete where not applicable)

Nature of installation (new, addition or modification) …….....
Storage Capacity ……
Number of outlets / housing units ……...
GPS coordinates of the premises ……..
Landlord/ Facility Owner/ Operator. …….

Proposed location of LPG meters in the case of a new installation or if the site of an existing meter is to be changed will be ……
A service line is/is not required…….

I/we have LPG Contractors Licence No…….……..

Class…… valid for the current year

Date…… ……..……...

Signature of LPG Installer ……..

Authorised signature of LPG Contractor ……..

NOTE - *Any person who submits a Certificate which is false in any material particular is liable to prosecution under the Petroleum Act of 2019 and the* Petroleum (Liquefied Petroleum Gas) Regulations, 2024.

## Annex VII: Notice for (Initial) Inspection and Testing of LPG System Installation.

No……..

To:

……...……

(Name and address of Landlord/ Facility Owner)

In accordance with the Petroleum (Liquefied Petroleum Gas) Regulations, 2024,

I/We ……..……...……
……...……...……
(Name and address of LPG Contractor)

Holding Licence No……class ……, hereby give notice that the under-mentioned work in connection with the LPG installation of the premises of:
Name……...…….
Address……. is now completed and ready for testing and connection.

**Details of Installation:**

Nature of installation (new, addition or modification) …….....
Capacity of storage tank …….……
GPS coordinates of the premises ……..
Specific description of the Installation ……...…...…….
……..
(Add more attachment overleaf if so required)

The work has been carried out, inspected and tested and is in compliance with the Petroleum (Liquefied Petroleum Gas) Regulations, 2024 and applicable LPG installation standards and petroleum industry best practices.

The pressure test values are as follows:

| No. | Inspection/test | Finding/value | Remark |
|---|---|---|---|
| 1 | Storage tank (provide for each tank separately) | | |
| 2 | Pressure Relief Valve (provide for each PRV separately) | | |
| 3 | Calibration certificate for the tank | | |
| 4 | Pressure Gauge accuracy as per certificate | | |
| 5 | Pressure test for LPG pipelines (maximum every 10 meter-length separately) | | |

| | | | |
|---|---|---|---|
| 6 | Other tests (specify) | | |

*(Add rows for any additional tests as appropriate)*

Name of licensed LPG installer in charge……..……..…….

Class of Licence held……. Licence No…….…..……..……....

…….....……..…

I/We confirm that the test values are in compliance with the LPG Kenyan Standards and certify that the LPG system installation is ready for pressurisation.

**Signatures of**

Licensed LPG Installer/ Engineer in charge …… Date……

Licensed LPG Contractor ……..…… Date……

(For office use by the electricity supplier)

Connection order No…….

NOTE - *Any person who submits a Certificate which is false in any material particular is liable to prosecution under the Petroleum Act of 2019 and the* Petroleum (Liquefied Petroleum Gas) Regulations, 2024.

**Annex VIII: Periodic Inspections and Testing of Installations.**

| Type of installation | Maximum period between inspections and testing of installations |
|---|---|
| Domestic accommodation (General) | 5 years |
| Domestic accommodations (Rented houses and flats) | 5 years |
| Commercial premises | The earlier of Change of occupancy or 5years |
| Educational establishments | 5 years |
| Laboratories, Hospitals and Clinics | 5 years |
| Industrial premises | 3 years |
| Hotels and commercial kitchens | 3 year |
| Caravans | 3 years |
| Petroleum service stations | 5 year |
| Public Offices | 5 years |
| Shops | 5 years |
| Restaurants and hotels | 5 years |
| Village halls/Community Centres | 5 years |
| Reticulated apartments storage tanks | 5 Years |
| Reticulated apartments Pipelines and fittings | 3 years |

## Annex IX: Periodic Inspection and Test Certificate.

| **A: DETAILS OF THE PERSON ORDERING THE INSPECTION AND TESTING** | | | |
|---|---|---|---|
| Name | | | |
| Physical Address | | Postal Address | |
| Telephone | | Email | |
| **B: DETAILS OF THE INSTALLATION** | | | |
| Occupier/Owner | | | |
| Physical Address | | | |
| Postal Address | | | |
| Email | | Telephone | |
| Type of Premises (Domestic, Reticulation, Commercial, Industrial, other. | | Estimated age of piping system (years) | |
| Evidence of additions or alterations? (Yes/No) | | Installation records available? (Yes/No) | |
| Date of last inspection | | EPRA Approval Number (as applicable) | |
| **C: EXTENT AND LIMITATIONS OF INSPECTION AND TESTING** | | | |
| Extent of the LPG installation covered by this certificate | | | |
| Agreed limitations including the reasons(s) | | | |
| *It should be noted that pipelines concealed because of being underground or are encased within a concrete mass within trunking, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.* | | | |
| **D: SUMMARY OF THE CONDITION OF THE INSTALLATION & RECOMMENDATIONS** | | | |
| General condition (Satisfactory/Unsatisfactory) | | | |
| Identified Defects/Observations | | | |
| Recommendations/Remedial Actions | | | |
| Subject to the necessary remedial action being taken, I / We recommend that the installation is further inspected and tested by *(insert date)* for the following reasons *(give the reasons)* | | | |
| **E: DECLARATION** | | | |
| I/We, being the person(s) responsible for the inspection and testing of the LPG installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this certificate provides an accurate assessment of the condition of the LPG installation taking into account the stated extent and limitations indicated section **C**. | | | |
| **Inspected and Tested by:**<br>Name of LPG Installer (inspector) .....<br>LPG Contractor Class Licence Class and Number .....<br>Signature/Stamp ..... Date ..... | | | |
| The attached inspection and test report is part of this document and this certificate is valid only when they are attached to it. | | | |

## Annex X: Autogas Vehicle Installation Certificate.

**CERTIFICATE SERIAL NUMBER:** _____

**CERTIFICATE OF COMPLIANCE** ☐ **CERTIFICATE OF INSPECTION** ☐

### VEHICLE DETAILS

| MAKE | MODEL | REGISTRATION NUMBER |
|---|---|---|
| | | |

| ENGINE NUMBER | CHASSIS/ VIN NUMBER | TARE WEIGHT AND LOAD CAPACITY |
|---|---|---|
| | | |

| PRESSURE VESSEL MANUFACTURER | MODEL AND SERIAL NUMBER | WATER CAPACITY |
|---|---|---|
| | | |

### LICENSEE DETAILS

| NAME | POSTAL ADDRESS | PHONE NUMBER |
|---|---|---|
| | | |

| EPRA CERTIFICATE NO. | ISSUE DATE | EXPIRY DATE |
|---|---|---|
| | | |

| QUALIFIED SUPERVISOR NO. | ISSUE DATE | EXPIRY DATE |
|---|---|---|
| | | |

### INSTALLATION DETAILS

**Type of Work**

- ☐ New
- ☐ Ateration
- ☐ Extension
- ☐ Repair (specify)

---

---

---

**Mobile Installation**

- ☐ Caravan
- ☐ Marine Vessel
- ☐ Motor vehicle

**Date work commenced**

| | | |
|---|---|---|
| | | |

☐ **Gas leak check date**

| | | |
|---|---|---|
| | | |

| AUTOGAS CONTAINERS DETAILS DATES | | | |
|---|---|---|---|
| **First Inspection Date** | **Next Inspection Date** | **Inspector Name** | **Remarks** |
| | | | |
| | | | |
| | | | |
| | | | |

**In respect of the gas fitting and conversion work I certify that:**

1. The gas fitting work complies with the applicable codes and standards
2. I have tested the installation for defects immediately after completion and inspected all containers and pipework and related fittings where the installation work was done by me;
3. The installation work is in safe working order

…….signed……..……..(date)……..…

## Annex XI: Offences, Fines, Penalties and Sanctions.

| Offence | Fine/Penalty/Sanction |
|---|---|
| Carrying out LPG installation works without the requisite Licence | Kshs. 20,000 for any work done |
| Using an un-licensed LPG Installer | Kshs. 20,000 for any work done |