



**PUBLIC NOTICE NPA N. 031**

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**REQUIREMENTS TO UNDERTAKE CALIBRATION OF PETROLEUM STORAGE TANK & BULK ROAD VEHICLE.**

- A. The NATIONAL PETROLEUM AUTHORITY wishes to inform the general public, specifically those who intend to be, or are already service providers in the petroleum downstream sector, on provisions under the National Petroleum Authority Act 2005, (Act 691) and the requirements for obtaining a licence.

**Section 11(1)**

A person shall not engage in a business or commercial activity in the petroleum downstream industry unless that person has been granted a licence for that purpose by the Authority.

**Section 12**

A licence under this Act may only be granted to

- a. a citizen of Ghana; or
- b. a body corporate registered under the Companies Code, 1963 (Act 179); or
- c. a partnership registered under the Incorporated Private Partnerships Act, 1962 (Act 152); or
- d. a foreign individual or foreign company in a registered joint venture relationship with a citizen of Ghana or a Ghanaian company.

**B. REQUIREMENTS FOR A LICENCE TO UNDERTAKE CALIBRATION OF PETROLEUM STORAGE TANK & BULK ROAD VEHICLE.**

Any application for a licence to undertake underground storage tank and Bulk Road Vehicle calibration shall be submitted to the National Petroleum Authority giving details of the proposal and any information that may be relevant to the project.

The following documents shall be submitted with the application:

- a. Company's business registration documents indicating evidence of local participation i.e. at least 50% shares to be held by Ghanaian citizens. The documents should include the following:
  1. Certificate of Incorporation.
  2. Certificate to Commence Business.
  3. Company's regulations code 8-82.
- b. Detailed Business Plan - The business plan should indicate the calibration methods to be adopted, detailed description of the instrumentation and equipment to be used for the calibration, among others;
- c. Evidence that the Company has personnel with the relevant training and experience in the calibration of Petroleum Storage Tanks and Bulk Road Vehicles;
- d. Evidence of facility with all the requisite equipment e.g. prover tanks, flow meters etc;

- e. Environmental Permit issued by the Environmental Protection Agency;
- f. Fire Permit/Certificate issued by the Ghana National Fire Service.

**C. APPLICATION FOR A PERMIT TO CONSTRUCT A PETROLEUM PRODUCT BULK ROAD VEHICLE CALIBRATING FACILITY.**

- 1. Any application for a permit to construct a petroleum product Bulk Road Vehicle calibrating facility shall be submitted to the National Petroleum Authority giving details of the proposals and any information that may be relevant to the project.
- 2. If, after the permit to construct the facility has been granted and the execution of the works has not commenced at the expiry of twenty four (24) months from the date on which permit was granted, or at the expiration of any extension of that period which the Authority may allow, the permit shall cease to have effect.

The following documents shall be submitted with the application:

- a. Evidence of local participation i.e. at least 50% shares to be held by Ghanaian citizens.
- b. A detailed description of the proposal stating clearly:
  - i. Calibration methods to be adapted;
  - ii. Detailed description of instrumentation and equipment to be used for calibration;
  - iii. Effluent handling and disposal method;
  - iv. Codes, standards and specification to be adopted in the design of the plant with specifications of equipment and facilities to be installed.
- c. Two copies of the design drawings of the plant.
- d. Evidence of Land Title Registration/Lease Agreement with the land Owner.
- e. An Environmental Permit from the Environmental Protection Agency (EPA).
- f. A Development and Building Permit from the Area\Town Planning Authority approving the site for the intended purpose.
- g. A Fire Permit signed by the Chief Fire Officer or a Regional Fire Officer evidencing that arrangements proposed for the prevention and fighting of fire coupled with good housekeeping at the site are satisfactory.
- h. A report from the Geological Survey Department of Ghana attesting to either the absence of or acceptable levels of seismic activity on and around the proposed site.
- i. A Geotechnical Report.