

INSPECTION CHECKLISTS



Fuel - Record of Receipt from Transport Truck

Fuel Delivered By:	Supervisor:					
Fuel Received By:						
Date						
Fuel Farm						
1. Tank ID#						
2. Gauge and Record Tank Volume						
3. White Bucket - Tank Sump						
4. White Bucket - Filter Sump						
Shipping Documents						
5. Document Number (BOL)						
6. Correct Destination						
7. Correct Grade of Fuel (Record Grade)						
8. Correct Volume of Fuel (Record Volume)						
9. Reported: API Gravity Corrected to 60 ° F						
10. Reported: Anti-icing Additive (0.10 to 0.15 VOL%)						
Transport Truck						
11. Prior Cargo						
12. Compartment Seals						
13. White Bucket Test (See Note 1)						
14. Measured: (See Note 2) API Gravity Corrected to 60 ° F						
15. Measured Fuel Temperature (° F)						
Prepare for Receipt						
16. Set Valves for Receiving						
17. Connect Bonding Cable						
18. Check Condition of Load Hose						
19. Verify Connection to Correct Tank						
During Fuel Transfer						
20. Filter Differential Pressure						
21. System Leaks						
After Receipt						
22. Disconnect and Stow Hose						
23. Disconnect Bonding Cable						
24. Gage and Record Tank Volume						
25. White Bucket Test – Tank Sump						
26. White Bucket Test – Filter Sumps						
S – Satisfactory C – Comment X - Unsatisfactory						
Comments:						
<p>Note 1: Unsatisfactory should the fuel fail to clear after draining approximately 5 separate one gallon samples from a single compartment. Note 2: Reject shipment if the measured API gravity, corrected to 60 °F, is not within ± 1.0 °API of that shown on the bill of lading. Note 3: Verify addition of FSII at the correct rate, within 1.0 to 1.5-gallons FSII per 1000-gallons of Jet A loaded.</p>						



Monthly Filtration Checks

Facility:		Date:		
Filter Vessel Unit No.:		Filter Type: Filter/Separator Filter Monitor Other:		
Sampling Point	Membrane Filter Test ASTM D-3830	Diff. Press. (psi)	Anti-icing Additive (0.10 – 0.15 VOL%)	Free Water (ppm)
<p>Before Filter</p> <p>Flush Volume = _____ gal.</p> <p>Sample Volume = _____ gal.</p>				
<p>After Filter</p> <p>Flush Volume = _____ gal.</p> <p>Sample Volume = _____ gal.</p>				
Comments:				

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Fuel Farm - Daily/Monthly Inspection Checklist

Facility ID:	Manager/Trainer:																				Month:						Year:				
Daily Inspections	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. General Housekeeping/Maintenance																															
2. Security and Fire Safety																															
3. Fuel Leaks																															
4. Bonding Cables, Clamps and Reels																															
5. Fire Extinguishers																															
6. Waste Fuel Tanks																															
7. Hoses, Swivels & Nozzles																															
8. Sump Checks																															
S – Satisfactory C – Comment N/U - Not Used N/A – Not Applicable (Record Differential pressure and results of white bucket tests on a separate form provided on page 6-3)																															
Signature of person performing tasks or person accepting responsibility that tasks were performed																															
Monthly Inspection:	Rating		Date		Signature		Maintenance Action:																								
1. Membrane Filter Test (Color)																															
2. Anti-icing Additive (0.10 – 0.15 VOL%)																															
3. Nozzle Screens																															
4. Free Water (ppm)																															
5. Signs & Placards																															
6. Floating Suction																															
7. Emergency Shutdown System																															
8. Fire Extinguishers (Seal & Insp. Date)																															
9. Bonding Cable Continuity (< 25 ohms)																															
Comments:																															

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Refueler - Daily Inspection Checklist

Vehicle ID:	Fuel Type (circle one): 100LL Jet A										Manager/Trainer:										Month:					Year:										
Daily Inspections	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
1. General Maintenance																																				
2. Tank – Sump Check																																				
3. Filter Vessel – Sump Check																																				
4. Filter Differential Pressure (psi)																																				
5. Record Nozzle Fueling Pressure																																				
6. Deadman Controls																																				
7. Brake (Safety) Interlocks																																				
8. Hoses, Swivels & Nozzles																																				
9. Check equipment for fuel leaks																																				
10. Bonding Cables, Clamps and Reels																																				
11. Fire Extinguishers																																				
12. Tank Troughs and Drains																																				
13. Bottom Loading: High Level Shutoff																																				
14. Nozzle Dust Covers in Place																																				
15. Surge tank																																				
Equipment Ratings: S – Satisfactory C – Comment N/U - Not Used N/A – Not Applicable											White Bucket Ratings: 1 - Clear 2 - Slight 3 - Particulate Matter 4 - Dirt A - Bright B - Hazy C - Cloudy D - Wet E - Surfactants																									
Signature of person performing tasks or person accepting responsibility that tasks were performed																																				
Comments:																																				

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Refueler – Monthly/Quarterly Inspection Checklist

Vehicle ID:		Fuel Type (circle one): 100LL Jet A		Manager/Trainer:	Month:	Year:
Monthly Inspection:		Rating	Date	Signature	Maintenance Action:	
1. General Condition						
2. Membrane Filter Test (Color Rating)						
3. Free Water Test (ppm)						
4. Anti-icing Additive (0.10 – 0.15 VOL%)						
5. Nozzle Screens						
6. Bonding Cable Continuity (< 25 ohms)						
7. Fire Extinguishers (Seals & Insp. Date)						
8. Signs & Placards						
9. Emergency Shutdown System						
10. Meter Seals						
11. Tank Vents and Dome Covers						
12. Tank Interior						
13. Training Records						
Quarterly Inspection:		Rating	Date	Signature		
1. Vehicle Condition						
2. Pressure Controls (Record Primary/Secondary)						
3. Water Defense System External Check						
4. Internal Valve Check						
S – Satisfactory C – Comment N/U - Not Used N/A – Not Applicable						
Comments:						

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Annual/Semi-Annual Inspection Checklist

Facility ID:		Manager/Trainer:		Year:
Annual Inspection:	Rating	Date	Signature	Maintenance Action:
1. Filter Element Replacement				
2. Storage Tank Interiors				
3. Check Water Defense Systems				
4. Filter/Separator Heaters				
3. Tank High Level Controls				
6. Meter Calibration				
7. Tank Vents				
5. Pressure Gauge Accuracy				
8. Cathodic Protection				
9. Line Strainers				
10. SPCC Plan (Review every 5 years)				
Comments:				

