

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						
Comments: <div style="text-align: right;"> S – Satisfactory C – Comment X - Unsatisfactory </div>						
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.						

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Daily Storage Tank/Filter Vessel Sump Checks and Differential Pressure Checks

Facility:			Station:										Supervisor:										Month:							Year:			
Daily Inspections	Vessel #		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
Tank Sumps																																	
(See sump ratings below)																																	
Filter Vessel Sumps																																	
(See sump ratings below)																																	
Filter Differential Pressures																																	
Signature of person performing tasks or person accepting responsibility that tasks were performed																																	
Visual Appearance Ratings													Comments:																				
Solids	1 = Clear	No visible particles, silt, sediment, dye, rust, solids or unusual color																															
	2 = Slight	Some fine to small size particles																															
	3 = Particulate Matter	Many small particles floating or settled on the bottom																															
	4 = Dirty	Discoloration of the sample due to solids																															
Water	A = Bright	No water; Air bubbles may cause hazy appearance that clears within 1 minute																															
	B = Hazy	Fine water droplets dispersed throughout.																															
		Haze may go away when the sample warms, but must be reported																															
	C = Cloudy	Sample appears cloudy or milky																															
	D = Wet	Droplets or a layer of water on the side or bottom																															
	E = Surfactants	Fine lacy or soapy material on surface																															
													Color: Jet A: white or light straw color; 100LL: Blue → Report unusual color Example: Sump rating for clear with haze = 1-B Note: Report rating for the first sump sample																				

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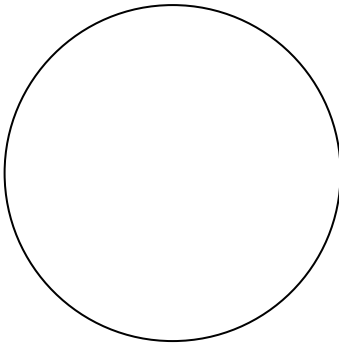
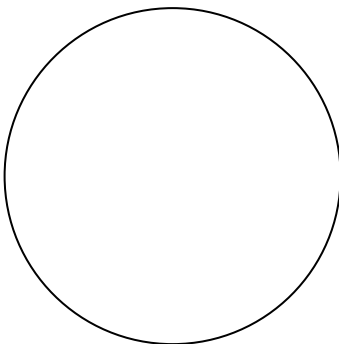
Filter Vessel Inspection Record

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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)
Before Filter Flush Volume = ____ gal. Sample Volume = ____ gal.				
After Filter Flush Volume = ____ gal. Sample Volume = ____ gal.				
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:				

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Contamination:	Clean	Trace	Moderate	Heavy
Note: Record approximate coverage of tank bottom surface in tenths				
Contaminant:	Sediment	Rust	Microbial Growth	