HSAC Fueling Vehicle Checklist

Vehicle Identification: **Month:**

Daily Inspection/Action	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. Inspect General Condition of Vehicle																															
2. Check Fluid Levels																															
3. Fire Extinguishers																															
4. Spill Kit																															
5. Perform Tank Sumps and Record Findings																															
6. Inspect Desiccant Dryer																															
7. Pressurize System and Check for Leaks																															
8. Sump Filter Vessels and Record Findings																															
9. Nozzle Fueling Pressure																															
10. Deadman Control																															
11. Filter Differential Pressure, Record PSI																															
12. Brake and Safety Interlocks																															
13. Inspect Hoses, Swivels, Seals and Nozzle Ends																															
14. Grounding/Bonding Reels, Cables, Clamps																															
15. Rollover Tray on Top of Vehicle																															
16. On-Board Fuel Sump Tank																															
17. Bottom Load Connection																															
Approval Initials																															

Monthly Inspection/Action	Date / Findings / Checked By
1. Filter system evaluation	
2. Grounding/Bonding continuity check	
3. Inspect nozzle screens	
4. Fueling hoses	
5. Signs & Placards	
6. Emergency Fuel Shut Off system	
7. Product meter seals	
8. Fire extinguishers	
9. Calibrate the Additive Injection System	
10. Fueling Vehicle PMI Check A	

Quarterly Inspection/Action	Date / Findings / Checked By
1. Pressure Controls check	
2. Fueling Vehicle PMI Check B	

Bi-Annual Inspection/Action	Date / Findings / Checked By
1. Fueling Vehicle PMI Check C	

Annual Inspection/Action	Date / Findings / Checked By
1. Product tank inspection	
2. Meter calibration	
3. Differential pressure gauges	
4. Filter elements	
5. Water defense system	
6. Fueling Vehicle PMI Check D	

Findings Legend	Solids	Moisture
S = Satisfactory	(1) Clear	(A) Bright
X = Unsatisfactory	(2) Slight Particulate	(B) Hazy
N/S = Not in Service	(3) Light to Med. Particulate	(C) Cloudy
N/A = Not Applicable	(4) Dirty	(D) Wet (Free Water)
		(E) Surfactants

Comments:

Revised: 5/15

Daily Inspection/Evaluation

1. Check around vehicle for items out of place, hazards, debris or safety concerns. Report items of concern to your supervisor.
2. Take time each day to ensure that all engine and operational systems have the proper volume of working fluids.
3. Ensure two 20 lb. B;C fire extinguishers are properly placed on each side of vehicle and are unobstructed. Tamper Seals should be intact.
4. An appropriate sized spill kit should be available and complete. It should be placed out of the way yet easily accessible.
5. Drain the sumps on the low points of all tanks remembering to displace an amount to ensure a true bottom sample.
6. If vehicle is equipped with On-Board Additive Injection system, make sure the dryer on the vent side of additive supply is still at least partially blue.
7. Energize the fuel pumping system in order to apply fueling pressure. Quickly inspect system for leaks and stop pump if leaks exist.
8. While the system is still pressurized, sump filter vessels. Document initial findings and sump until "Clear and Bright" samples are obtained.
9. Record nozzle fueling pressure. While product is flowing, primary pressure should be 35-45 PSI, Secondary pressure should be 45-55 PSI.
10. Either via recirculation or during product delivery, determine proper operation of deadman system. System should stop flow within five (5) seconds.
11. Obtain product flow, once flow rate is determined, read differential pressure. DP should not exceed 15 PSI at rate flow of vessel.
12. Check all brake and interlock systems for proper operation. Refueler should not be able to move if interlock is activated.
13. Hoses, swivels and couplings should be check for leaks while under pressure. Ensure nozzles has dust cap and bonding cable.
14. Reel should be securely bolted down. Cable should be properly wound and clip should be in good working order, unpainted and rust free.
15. Inspect the top of the vehicle to ensure gutters are free of debris and drains are clear of any blockage so that rain water may drain.
16. Drain any accumulated sump fuel into proper reclaim system or waste tank.
17. Bottom load connection should be leak free and have a protective dust cover.

Initials of person completing inspection and responsible for reporting or correcting discrepancies.

Comprehensive Monthly System Evaluations.

1. Review daily DP records, confirm accuracy, address abnormalities. Perform Millipore evaluation if required. Observe and record Filter change date.
2. Using a Volt/Ohm meter, with reel completely extended, ensure <25 Ohms resistance between bonding clamp and known ground while retracting cable.
3. Check all nozzle screens for contaminates, holes and tears. Replace if damaged. Remove any debris and inspect for possible upstream problems.
4. Extend hose, create loop and walk entire hose. Inspect complete length of hose for cuts, blistering and excessive abrasions which might show exposed threads.
5. 4.All required Flammable, DOT product identification, No Smoking, and Product Grade decals should be clearly legible. Piping should have direction of flow arrows.
6. Signs showing location of Emergency Fuel Shut Off should be visible and readable. Test all switches to ensure they turn system off.
7. Meter calibration seals should be in place and secure. All meters should operate smoothly and reset without hesitation.
8. Check fire extinguisher monthly inspection date. Ensure tamper seal is intact, charge is complete and annual inspection is current.
9. Calibrate additive injector to apply 1000-1500 PPM, 1-1.5 gal of additive to 1000 gallons fuel or 12.8 - 19.2 oz per 100 gallons fuel.
10. Preventative Maintenance Inspection A = Full Truck inspection, chassis lube & fluid level check.

Inspections Performed Every Three (3) Months

1. Single-Point primary pressure should be checked and set at 40-45 PSI, secondary pressure should be checked and set at 50-55 PSI.
2. Preventative Maintenance Inspection B = Truck inspection, chassis lube & fluid level check, Oil change.

Inspections Performed Every Six (6) Months

1. Preventative Maintenance Inspection C = Truck inspection, chassis lube & fluid level check, Oil change plus inspect and lube drive train and suspension.

Annual Review of Vehicle Systems

1. Without entering, visually inspect tank interior, tanks should be free of rust, water and sediment. Tanks should have no leaks. All connections should be identified and properly coded.
2. Meters should be calibrated in compliance with state requirements. Each meter should be tagged and sealed.
3. Differential gauges should be readable and tested to ensure proper operation throughout the entire range of gauge.
4. Change out elements annually. Inspect vessel interior. DO NOT TOUCH ELEMENTS WITH BARE HANDS OR DIRTY GLOVES. Refill slowly.
5. Test Water Defense system during vessel inspection. Operation of Water Defense control should stop the flow of fuel.
6. Preventative Maintenance Inspection D is PMI C = plus wheel and Hub removal in addition to changing fluids in Transmission, Rear-end, Gear cases and Hydraulic system.