

HSAC Fixed Fuel Facility Checklist

	Facility:															Fuel Type:										No. of Tanks:										
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	Action				
1. Inspect General Condition of Fuel Farm																																	Daily checks to ensure safe operation			
2. Fire Extinguishers																																	1. Check area in and round fuel storage facility for items out of place, hazards, debris or safety concerns. Report items of concern to your supervisor.			
3. Security System																																	2. Ensure fire extinguishers are properly placed at exit points and are unobstructed and tamper seals are intact.			
4. Spill Kit																																	3. Gates and/or fencing should be in good working condition and locks should be in place and operable.			
5. Perform Tank Sumps and Record Findings																																	4. An appropriate sized spill kit should be available and complete. It should be placed out of the way yet easily accessible.			
6. Pressurize System and Check for Leaks																																	5. Drain the sumps on the low points of all storage tanks remembering to displace an amount to ensure a true bottom sample. Document first findings, sump until Clear & Bright.			
7. Sump Filter Vessels and Record Findings																																	6. Energize the fuel pump system in order to apply pressure to the entire fuel system. Quickly inspect system for leaks and stop pump if leaks exist.			
8. System Flow Rate																																	7. While the fuel system is still pressurized, sump filter vessels under pressure. Document first findings, Sump until "Clear and Bright" samples are obtained.			
9. Filter Differential Pressure, Record PSI																																	8. Either during recirculation or during product delivery, determine product flow rate and record flow rate.			
10. Inspect Hoses, Swivels, Seals and Nozzles																																	9. Obtain product flow, once flow rate is determined, read differential pressure. DP should not exceed 15 PSI at rated flow for that vessel.			
11. Grounding/Bonding Reels, Cables and Clamps																																	10. Hoses, swivels and couplings should be checked for leaks while under pressure. Ensure nozzle has dust cap and bonding cable.			
																																	11. Reel should be securely bolted down. Cable should be properly wound and clip should be in good working order, unpainted and rust free.			
Approval initials																																	Initials of person completing inspection and responsible for reporting or correcting discrepancies.			
Monthly Inspection/Action	Date / Findings / Checked by															Annual inspection/action	Date / Findings / Checked by										Comprehensive Monthly System Evaluations									
1. Filter System Evaluation																1. Product Tank Inspection											1. Review daily DP records, confirm accuracy, address abnormalities. Perform Millipore evaluation if required. Check Filter change date.									
2. Grounding/Bonding continuity check																2. Meter Calibration											2. Using a Volt/Ohm meter, ensure less then 25 Ohms continuity between bonding clamp and known ground while cable is extended at least three revolutions.									
3. Inspect Nozzle Screens																3. Differential Pressure Gauges											3. I inspect nozzle screens for contaminates, holes and tears. Replace if damaged. Remove any debris and investigate for possible upstream problems.									
4. Signs & Placards																4. Filter Elements											4. All required Flammable, DOT product identification, No Smoking, and Product Grade decals should be clearly legible. Piping should have direction of flow arrows.									
5. Floating Suction																5. Water defense system											5. Ensure floating suction arm is free floating by pulling up lightly on cable. Make sure cable is connected securely to pipe or cap.									
6. Product Meter Seals																6. Filter/Separator Heaters											6. Meter calibration seals should be in place and secure. All meters should operate smoothly and reset without hesitation.									
7. Fire Extinguishers																7. Tank Vents											7. Check fire extinguisher monthly inspection date. Ensure tamper seal is intact, charge is complete and annual inspection is current.									
Semi-Annual inspection/action	Date / Findings / Checked by															8. Fuel Storage Safety Systems											Inspections Performed every Six (6) Months									
1. Line Strainers																Findings Legend	Solids	Moisture	1. Depressurize system and use valves to isolate upstream Line Strainer. Drain excess product, remove cover and inspect and clean Line Strainer basket.																	
2. Emergency Fuel Shut Off System																S = Satisfactory	(1) Clear	(A) Bright	2. Signs showing location of Emergency Fuel Shut Off should be visible and readable. Test all switches to ensure they stop the flow of fuel.																	
Comments:																X = Unsatisfactory	(2) Slight Particulate	(B) Hazy	Annual Review of Fuel Farm Systems																	
																N/S = Not in Service	(3) Light to Med. Particulate	(C) Cloudy	1. Without entering the tank, visually inspect tank interior, tanks should be free of rust, water and sediment. All connections should be identified and properly marked.																	
																N/A = Not Applicable	(4) Dirty	(D) Wet (Free Water)	2. Meters should be calibrated in compliance with state requirements. Each meter should be tagged and sealed.																	
																		(E) Surfactants	3. Differential Pressure gauges should be readable and tested to ensure proper operation throughout the entire range of the 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. If applicable, check to ensure filter heater is working properly. Check wiring to unit. Turn heater off before draining vessel to prevent possible fire.																		
																		7. Check to ensure proper vents are installed according to product and are functioning properly. P/V vents are required on Avgas storage.																		
																		8. Perform operational checks on all safety systems such as High Level Alarm, Overfill prevention, Leak Detection and other alarm systems.																		

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