

HSAC Fueling Vehicle Checklist																																Daily Inspection/Evaluation								
	Vehicle Identification:					Month:																																		
	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									
Daily Inspection/Action																																								
1. Inspect General Condition of Vehicle																																				1. Check around vehicle for items out of place, hazards, debris or safety concerns. Report items of concern to your supervisor.				
2. Check Fluid Levels																																				2. Take time each day to ensure that all engine and operational systems have the proper volume of working fluids.				
3. Fire Extinguishers																																			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. Spill Kit																																			4. An appropriate sized spill kit should be available and complete. It should be placed out of the way yet easily accessible.					
5. Perform Tank Sumps and Record Findings																																			5. Drain the sumps on the low points of all tanks remembering to displace an amount to ensure a true bottom sample.					
6. Inspect Desiccant Dryer																																			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. Pressurize System and Check for Leaks																																			7. Energize the fuel pumping system in order to apply fueling pressure. Quickly inspect system for leaks and stop pump if leaks exist.					
8. Sump Filter Vessels and Record Findings																																			8. While the system is still pressurized, sump filter vessels. Document initial findings and sump until "Clear and Bright" samples are obtained.					
9. Nozzle Fueling Pressure																																			9. Record nozzle fueling pressure. While product is flowing, primary pressure should be 35-45 PSI, Secondary pressure should be 45-55 PSI.					
10. Deadman Control																																			10. Either via recirculation or during product delivery, determine proper operation of deadman system. System should stop flow within five (5) seconds.					
11. Filter Differential Pressure, Record PSI																																			11. Obtain product flow, once flow rate is determined, read differential pressure. DP should not exceed 15 PSI at rate flow of vessel.					
12. Brake and Safety Interlocks																																			12. Check all brake and interlock systems for proper operation. Refueler should not be able to move if interlock is activated.					
13. Inspect Hoses, Swivels, Seals and Nozzle Ends																																			13. Hoses, swivels and couplings should be check for leaks while under pressure. Ensure nozzles has dust cap and bonding cable.					
14. Grounding/Bonding Reels, Cables, Clamps																																			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. Rollover Tray on Top of Vehicle																																			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. On-Board Fuel Sump Tank																																			16. Drain any accumulated sump fuel into proper reclaim system or waste tank.					
17. Bottom Load Connection																																			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.					
Monthly Inspection/Action					Date / Findings / Checked By					Bi-Annual Inspection/Action					Date / Findings / Checked By					Inspections Performed Every Three (3) Months																				
1. Filter system evaluation										1. Fueling Vehicle PMI Check C										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.																				
2. Grounding/Bonding continuity check										Annual Inspection/Action					Date / Findings / Checked By					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.																				
3. Inspect nozzle screens										1. Product tank inspection										7. Meter calibration seals should be in place and secure. All meters should operate smoothly and reset without hesitation.																				
4. Fueling hoses										2. Meter calibration										8. Check fire extinguisher monthly inspection date. Ensure tamper seal is intact, charge is complete and annual inspection is current.																				
5. Signs & Placards										3. Differential pressure gauges										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.																				
6. Emergency Fuel Shut Off system										4. Filter elements										10. Preventative Maintenance Inspection A = Full Truck inspection, chassis lube & fluid level check.																				
7. Product meter seals										5. Water defense system										Inspections Performed Every Six (6) Months																				
8. Fire extinguishers										6. Fueling Vehicle PMI Check D										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.																				
9. Calibrate the Additive Injection System										Findings Legend					Solids					Moisture					2. Preventative Maintenance Inspection B = Truck inspection, chassis lube & fluid level check, Oil change.															
10. Fueling Vehicle PMI Check A										S = Satisfactory					(1) Clear					(A) Bright					Annual Review of Vehicle Systems															
										X = Unsatisfactory					(2) Slight Particulate					(B) Hazy					1. Preventative Maintenance Inspection C = Truck inspection, chassis lube & fluid level check, Oil change plus inspect and lube drive train and suspension.															
Quarterly Inspection/Action					Date / Findings / Checked By					N/S = Not in Service					(3) Light to Med. Particulate					(C) Cloudy																				
1. Pressure Controls check										N/A = Not Applicable					(4) Dirty					(D) Wet (Free Water)					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. Fueling Vehicle PMI Check B																				(E) Surfactants					2. Meters should be calibrated in compliance with state requirements. Each meter should be tagged and sealed.															
Comments:																																	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.																																								