

## SURVEILLANCE CHECK LIST FUEL VENDORS

### A. Area of Surveillance: **AVIATION FUELLING STATION (AFS)**

Name of Organisation:

Name of QCM:

Name of AFS i/c:

Scope of approval:

Location:

Name & Designation of Inspecting Officer:

Date of Inspection:

Type of storage facility (Buried/ Semi-buried/ over ground):

#### Static Facilities:

Tank No.	Capacity	Type of Fuel	Presence of Water/ Sediments	Condition of Floating Section	Date of last Inspection

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
1.	Check previous inspection findings and ensure all deficiencies have been rectified.		
2.	Check that the surroundings of the storage facilities are clean, free from accumulated water, garbage etc.		
3.	Check that pipe lines, valves etc. are properly painted and direction of flow are indicated as appropriate.		
4.	Check that the inlet/ outlet filters installed in the tanks are of proper type and inspected/ replaced regularly.		
5.	Check differential pressure on the P.D.gauge installed on the filter unit(s).		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
6.	Check the condition of P.D.gauges.		
7.	Check the condition of the manholes over the tanks.		
8.	Check the condition as well as the buoyancy of the floating sections.		
9.	Check availability of adequate and correct type of fire fighting equipment such as fire extinguishers, sand buckets, fire bats, fire proof jackets etc. as per OISD( Oil Industry Safety Directorate) requirement.		
10.	Check whether fire extinguishers are being inspected regularly. Check records.  <i>(Next inspection due date should be painted on the fire extinguishers)</i>		
11.	Check that personnel handling fuels are well conversant with the type and operation of the Fire extinguishers.		
12.	Check whether actual fire drill is being carried out at regular intervals. Check records.		
13.	Check availability of proper sampling kits and their condition.		
14.	Check that personnel authorised for sampling are well conversant with the sampling procedures and the precautions to be taken for sampling.		
15.	Check that dedicated sampling kits are available for each product.		
16.	Check that there is suitable facility for pressure testing/ commissioning of hoses and concerned personnel are well conversant with the procedures.		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
17.	Check whether the filter elements being used for receipts and deliveries of ATF are of approved specifications.		
18.	Check availability of Millipore test kit.		
19.	Check availability of water detecting paste/capsules. Check that these are procured from an approved source and check their validity.		
20.	Check all the static bonding points for satisfactory condition and the resistance values are within the specified limits and are legibly painted at the points.		
21.	<p>Check that proper procedures are displayed in a prominent place to deal with the following situations:</p> <p>a) In case of fire in the storage tanks/ refuellers/ annex buildings.</p> <p>b) In case of leakage/spillage of fuels.</p> <p>c) In case of lightening strike/ thunder storm/ rain.</p> <p>d) In case of electrical short circuit.</p>		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
22.	Check up-keep of the following documents:  a) Water check records of storage tanks/ refuellers/ dispenser.  b) Copper Strip/ Silver Strip Test reports.  c) Millipore Test Reports for each refueller.  d) Microbiological Test report for each storage tank.  e) Calibration records of P.D. gauges fitted on filters on storage tanks/ refuellers/dispensers.  f) Filter inspection/ change records.		
	g) Storage tank/ refueller inspection and cleaning records.  h) Quality Control log sheet.  i) Quality Control Release certificates.  j) Quality Control Test reports.  k) Aircraft Delivery receipts.  l) Records of static bonding resistance inspection.  m) Certificate from Chief of Explosive.		
23.	Check the condition of epicoating (for ATF) of tanks.		
24.	Check frequency of tank cleaning and record date of last cleaning of tanks.		