



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).		

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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.		

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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>		

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S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
22.	<p>Check up-keep of the following documents:</p> <ul style="list-style-type: none"> 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. 		
	<ul style="list-style-type: none"> 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.	<p>Check the condition of epicoating (for ATF) of tanks.</p>		
24.	<p>Check frequency of tank cleaning and record date of last cleaning of tanks.</p>		

B. Area of Surveillance: REFUELLER/ DISPENSER

Name of organisation:

Name of QCM:

Place of Inspection:

Refueller/ Dispenser No.:

Name & Designation of Inspecting Officer:

Date of Inspection:

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
1.	Check previous inspection findings and ensure all deficiencies have been rectified.		
2.	Check that labeling and colour coding of the refueller/ dispensers are proper including at fuel inlet and outlets.		
3.	Check that delivery hoses/ nozzles are colour coded in accordance with their respective product colour coding.		
4.	Check that open-ended pipes, hoses and sampling points are provided with dust caps/plugs or other suitable protection.		
5.	Check that cleaning (once in a year)/ inspection(once in a year) of refueller tanks are painted on the refueller (Date of last Cleaning/ Inspection)		
6.	Check that refuellers are purged of water and sediments once a day before use (Purging points are all drain cocks, tank compartments, filter separators, fuel monitors, microfilters, gauge filters and air separators etc).		
7.	Check that Hose end protection filters are inspected regularly (atleast once in a month).		
8.	Ensure that refuellers delivering AVGAS/ATF are equipped with microfilter (5 micron).		

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S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
9.	Ensure that the elements of filter separators are replaced once in three years or as approved (Record date of last replacement_____).		
10.	Ensure that the elements of monitors are replaced after two years use or as approved (Date of last replacement_____).		
11.	Ensure that the filtration system in refueller/ dispensers are subjected to Millipore test by gravimetric method once in three months (Date of last Millipore test_____).		
12.	Ensure that the fuel delivery hoses are recirculated when product is dormant for a period of 48 hours.		
13.	Ensure that Pressure Differential gauges fitted on the Refueller/ Dispensers are functioning properly. (Dial Type Gauges are to be checked once in a year against Master pressure Gauge & Direct Reading Gauges are to be checked every time they are used)		
14.	Check the serviceability of Dead Man Control.		
15.	Check that serviceable fire extinguishers are stowed in the refueller/ dispensers.		
16.	Check that there is no leakage from refueller/ dispenser pipelines, filters, hose etc.		
17.	Check the conditions of earthing/ bonding accessories.		

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C. Area of Surveillance: HYDRANT SYSTEM

Name of organisation:

Name of QCM:

Place of Inspection:

Name & Designation of Inspecting Officer:

Date of Inspection:

Sl.No	ITEMS OF INSPECTION	SAT\UNSAT	REMARKS
1.	Check previous inspection findings and ensure that all deficiencies have been rectified.		
2.	Check source of supply for the hydrant System.		
3.	Check that adequate manpower commensurate with the facility is available.		
4.	Check the facility for defuelled product.		
5.	Check condition and operation of pumping/ filtering apparatus.		
6.	Check operation of control room of the hydrant system for receipt, storage and delivery of products.		
7.	Check that adequate trained personnel are available for manning the control room.		
8.	Check that the facility is provided with necessary earthing points and inspected regularly. Check records.		
9.	Check that the hydrant pits are grade marked, kept clean and free of water.		
10.	Check that all visible pipe lines and valves are grade marked and direction of flow are marked properly.		
11.	Ensure that pits are checked atleast weekly and after every rain/snow and any contaminants		

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	removed.		
12.	Ensure that monthly checks are carried out to verify the correct operation of the shut-off valves and grade selection devices.		
13.	Ensure that all fittings are checked weekly for leaks and necessary rectification actions are taken.		
14.	Check that drain point is inspected weekly for leaks and rectification action is taken.		
15.	Check the record of daily pit usage.		
16.	Ensure that if any hydrant pit is not used for a period of three months, the contents of the appropriate spur line is flushed out and the fuel is tested as per Test D (Re-certification Test).		
17.	Ensure that lowest points of hydrant is drained daily and checked as per Test G (Water Detection Check).		
18.	Check existence of proper communication facility between the personnel engaged in refuelling operation the personnel at the source of supply.		
19.	Check that the hydrant system is provided with necessary fire fighting facilities at the location such as fire hydrant system, foam system, portable fire extinguishers, fire fighting equipments.		
20.	Check the conditions of the fire fighting system. Check records pertaining to inspection carried out on fire fighting system/ extinguishers etc.		
21.	Check the following maintenance and test records:		
i)	Daily Q.C. log sheet;		
ii)	Daily Q.C. log sheet;		
iii)	Water check records;		

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<ul style="list-style-type: none"> iv) v) vi) vii) 22. i) ii) iii) iv) 	<ul style="list-style-type: none"> Fuel batch records; Copper/ silver corrosion test report; Millipore test report; Microbiological test report; Full specification test report. Check the calibration records of the following equipment/ gauges: Master thermometer; Hydrometer; Master pressure gauge; Flow meters. 		
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D. Area of Surveillance: FUEL TESTING LABORATORY

Name of organisation:

Name of Test Report Signatory:

Location:

Scope of Approval:

Name & Designation of Inspecting Officer:

Date of Inspection:

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
1.	Check previous inspection findings and ensure all deficiencies have been rectified.		
2.	Check that DGCA approval certificate/ letter is available.		
3.	Check the capability list.		
4.	Check availability of Test Report Signatory commensurate with the scope of approval.		
5.	Check availability of necessary/ relevant literatures for testing of fuel, demineralised water, aviation gasoline, Water-methanol etc (e.g. ASTM book).		
6.	Check availability of necessary standard testing equipments as per capability list.		
7.	Check that the testing accessories such as Thermometer, Hydrometer, Pressure Gauges are calibrated once in a year or as approved.		
8.	Check that the master items/ accessories are being calibrated once in five year or as approved.		
9.	Check that the laboratory is well lit, well ventilated and the testing equipment/ accessories are properly arranged and are kept cleaned.		

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S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
10.	Check that personnel engaged in testing of fuel are well conversant with the standard procedures of testing various products and they observe proper safety precautions during testing.		
11.	Check that "No Smoking" placard/ posters are displayed in a prominent place.		
12.	Check availability of proper type of fire extinguishers.		
13.	Check that the fire extinguishers are not due for inspection.		
14.	Ensure that the chemicals / solvents used for the purpose of testing of products are not life expired.		
15.	Check that the seals/ stop cocks used in the testing apparatus are non-reactive to the product under test.		
16.	Check that automatic testing equipments (Computerised) are kept in air-conditioned atmospheres.		
17.	Check for satisfactory arrangement of communication between laboratory and the source of sample in case sample fails any test.		