|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fuel Dispensing Facility Safety Checklist** | | | | | |
| Town / Agency: | | | | | Pump location: |
| Date: | | | | | Name of Inspector: |
| The Safety Director recommends this survey be completed monthly and made a part of your permanent records of inspections and maintenance for each fuel dispensing facility. Items found to *Need Work* should be noted at the bottom and rear of the form by writing line # and a description of the condition found. | | | | | |
|  | N/A | Needs work | OK | Condition surveyed | |
| **Above-Ground Storage Tanks** | | | | | |
| 1 |  |  |  | Vegetation cut back & debris cleared at least 10 ft. around tanks | |
| 2 |  |  |  | CAS number / NFPA 704 placard is present and clearly visible | |
| 3 |  |  |  | Secondary containment (if needed) is clean of debris and accumulated water | |
| **General Area** | | | | | |
| 4 |  |  |  | Natural grade, paved surfaces, and curbs promote good drainage | |
| 5 |  |  |  | Combustible structures are at least 10 ft. away | |
| 6 |  |  |  | Fixed sources of ignition are at least 20 ft. away | |
| 7 |  |  |  | Pumps are adequately protected from collisions with islands or bollards | |
| 8 |  |  |  | The pump island is at least 6 in. high, made of concrete and in good condition | |
| **Emergency Shut-off Switch and Fire Protection & Environmental Control Equipment** | | | | | |
| 9 |  |  |  | E-Switch is located at least 20 ft., but not more than 100 ft., from pumps | |
| 10 |  |  |  | E-Switch is clearly labeled and visible from pumps | |
| 11 |  |  |  | **Emergency Shut-off Switch tested ANNUALLY – Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 12 |  |  |  | On test - local alarm bell sounded and were clearly audible | |
| 13 |  |  |  | On test – alarm transmitted to a central dispatch center (monitoring co., PD) | |
| 14 |  |  |  | Emergency phone is available, in safe location, and is working properly | |
| 15 |  |  |  | Fire extinguisher (min. rating 2A:20B:C) mounted within 30 ft. of pumps | |
| 16 |  |  |  | Fire extinguisher is sealed, in good condition, and fully charged | |
| 17 |  |  |  | Fire detection / suppression system has been inspected within past 12 months | |
| 18 |  |  |  | Emergency spill kit / absorbent is available in immediate proximity of pumps | |
| 19 |  |  |  | Emergency environmental relief valve was inspected with past 3 months | |
| 20 |  |  |  | The pump aprons are provided with curb / berm for containment of spills | |
| 21 |  |  |  | Sumps are clean and empty of accumulated substances. | |
| **Pumps & Hoses** | | | | | |
| 22 |  |  |  | All electrical wiring is in continuous conduit. Conduit is not damaged. | |
| 23 |  |  |  | Pumps can be locked when not in service. Locks & devices are in good condition | |
| 24 |  |  |  | “Stop engine – No Smoking” sign is posted and legible | |
| 25 |  |  |  | Sign *prohibiting dispensing fuel in* *unapproved containers* present and legible | |
| 26 |  |  |  | Sign *requiring filling portable containers on the ground* present and legible | |
| 27 |  |  |  | Normal refueling and emergency procedures are posted and legible | |
| 28 |  |  |  | Pumps, hoses, nozzles, and break-away couplings are not leaking | |
| 29 |  |  |  | Hoses are free of damage, cuts, wear, and other signs of physical damage | |
| 30 |  |  |  | Self-closing nozzles and auto-latch clips are working properly | |
| 31 |  |  |  | Hose retractors are working properly | |

Notes and Comments: