

# Fuel Delivery Checklist

Supervising Engineer: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Delivery Site: \_\_\_\_\_

Delivery Location: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Receive a separate ticket for each tank filled.**

**For tank volumes-Verify panel readings with dipstick measurements prior to filling.**

**Ensure emergency contact information is readily available in case of a spill.**

## Pre Delivery Checklist

Task	Initials	Notes
1. Advise delivery personnel as to the maximum delivery quantity for each fuel tank.		
2. Confirm Spill kits and fire extinguisher at fill location. Confirm proper PPE is donned.		
3. Place cones or barriers around truck and filling operation area. Confirm truck wheels are chocked.		
4. Confirm storm drain cover(s) is/are in place. Confirm rubber boom is placed around fill location.		
5. Check and confirm that delivery hose is in satisfactory condition.		
6. Confirm the emergency shutdown method to stop truck pump. Describe it in the notes column.		
7. Containment pans in place under hose connections, pumps, and other potential leaking devices.		

### Pre Delivery Checklist (continued)

Task	Initials	Notes
8. Confirm connections secure at truck and delivery location.		
9. Confirm Communication with engineer monitoring system.		
10. During delivery maintain communication between engineer at tank monitoring system and truck. DO NOT FILL TANK ABOVE ____%		

### Post Delivery Checklist

Task	Initials	Notes
1. Walk and lift delivery hose from truck to fill connection in order to empty hose.		
2. Check Site Glass at truck in order to confirm Hose is empty prior to disconnection.		
3. Close offloading valve at delivery truck prior to hose disconnection.		
4. Confirm containment pan is in place under truck offloading connection prior to hose Disconnection.		
5. Transfer extra fuel from drip pans to labeled fuel container. Store container in fire cabinet on loading dock.		
6. Cap and stow hose. Check security of hose.		
7. Obtain delivery tickets from Driver.		
8. Clear traffic cones and other obstacles adjacent to truck prior to departure.		
9. Remove wheel chocks.		
10. Confirm delivery truck Departure from site.		