

**C.A.S.E.**  
**Air Carrier Section**  
**Policies and Procedures**

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**FUEL STORAGE CHECKLIST**

**Audit Date:** \_\_\_\_\_

**Station Code:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Auditor:** \_\_\_\_\_

**Acceptable:** **Conditionally** \_\_\_\_\_ **Acceptable** \_\_\_\_\_ **Not Acceptable** \_\_\_\_\_

**Register:** (Circle One) **Add Delete** **Update** **No Action**

**NOTE:** If register action is taken to add or update the vendor, initiate and complete "Vendor expectation and Limitations" form letter (CACS-7) initiate prior to taking the register action.

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#### 1. INTRODUCTION

This checklist is based on the requirements stated in C.A.S.E. 2-A standard, the reference numbers enclosed in the brackets ( ) that appear throughout this document refer to the applicable paragraph(s) in the C.A.S.E 2-A standard. The **bold letters** identify the subject topic related to the 2-A Standard section.

### FUEL STORAGE FACILITY GENERAL INFORMATION

#### TANK INFORMATION

Tank Number	Age of Tank	Volume (gallons)	Type (UST, AST)	Date Last Cleaned	Date Last Inspected

### FUEL STORAGE CHECKLIST

**YES    NO**

#### 1. General

A. Is the latest revision of the C.A.S.E. Standard available? \_\_\_\_\_|\_\_\_\_\_

B. Does the vendor maintain a file of audit findings and corrective action for three years? Is it accessible to the auditor? [1.F] \_\_\_\_\_|\_\_\_\_\_

C. Is there a back-up person identified, by title, for all programs that require it? [1.H] \_\_\_\_\_|\_\_\_\_\_

D. Does the vendor have a pre-employment and post accident drug/alcohol program for personnel dealing with the receipt, storage handling and dispensing of fuel? [1.G] \_\_\_\_\_|\_\_\_\_\_

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	YES	NO
E. Are fuel handling personnel given a color blindness test? [1.I]	_____	_____
F. If a person's initial's or employee number is used for signing off paperwork, is there a roster showing name and initial? [1.J]	_____	_____
<b>2. Quality Program</b>		
A. Does vendor have an up-to-date policies & procedures manual that covers all of the manual requirements of the 2-A Standard? [2.E]	_____	_____
B. Is there an established Quality Control Program? [2.A]	_____	_____
C. Are the policies and procedures manual(s) properly identified and available to all personnel? [2.E]	_____	_____
D. Does vendor have an internal audit and surveillance function? [2.B & 2.C]	_____	_____
E. Does function ensure compliance with customer specifications? [2.B.1 & 2.B.2]	_____	_____
F. Does the audit program assure appropriate corrective action? [2.C]	_____	_____
G. Does the vendor have a documented procedure for notifying affected airlines when new, additional, replacement, or modified equipment is placed in operations? [2.E.2.f]	_____	_____
H. Does the vendor have a documented procedure for notifying affected airlines when contaminated fuel is detected, or when any fueling system becomes inoperative that might affect an airlines operations? [2.E.2.e & g]	_____	_____
I. Does the vendor have a SPCC Plan if daily storage less than 1,000,000 gallons, or both an SPCC Plan and a Facility Response Plan if daily storage greater than 1,000,000 gallons. [Title 40 CFR Part 112, Section 112.5 and /or Section 112.20] [2.E.3.a]	_____	_____

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	YES	NO
<b>3. Technical Data Control</b>		
<p>NOTE: "Support Documentation" in this context includes any technical data, e.g. ATA 103, JIG, NFPA Standards, API Standards, ASTM Standards, necessary to perform the required service</p>		
A. Does the vendor have a technical data program? [3]	_____	_____
B. Does the vendor have a person, by title, responsible for the technical data program? [3.C]	_____	_____
C. Does the Vendor have the required support documentation and specifications to perform the required service/tests in accordance with customer requirements? [3.B.2]	_____	_____
D. Does the vendor have a system to ensure support documentation is current? [C.2.a]	_____	_____
E. Are revisions up to date? [C.2.a & b]	_____	_____
F. Are manual(s) and support documentation stored in a manner that will protect it from loss, dirt & damage [C.3.b]	_____	_____
G. Are adequate viewing devices in good condition and available for viewing the technical data? [C.3.c]	_____	_____
<b>4. Tool &amp; Test Equipment Calibration</b>		
A. Does the vendor have a calibration program? [4]	_____	_____
B. Does the vendor have a person, by title, responsible for the calibration program? [4.B]	_____	_____
C. Are all tools/equipment in use listed on the calibration list? [4.C]	_____	_____
D. Are standards used to calibrate tools/equipment traceable to the controlling government agency, e.g. The National Institute of Standards and Technology? [4.D]	_____	_____
E. Is there a system to identify all tools/equipment in the program, its calibration frequency and its calibration due date? [4.E]	_____	_____

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	YES	NO
F. Does the vendor have a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used? [4.F]	_____	_____
G. Does the vendor have a procedure to control the calibration of personal tools? [4.G]	_____	_____
H. Did a sample check of the calibrated tooling indicate that the tooling is within calibration? [4.E]	_____	_____
I. Are the tools & test equipment in a serviceable condition? [4.F]	_____	_____
J. Do records: [4.H]		
1) Show date calibrated?	_____	_____
2) Identify individual or vendor that performed calibration or check?	_____	_____
3) Show calibration due date?	_____	_____
4) Contain a calibration certificate for each item calibrated by an outside agency?	_____	_____
5) Record details of adjustments and repairs?	_____	_____
6) Show the P/N and S/N of the standard used to perform the calibration?	_____	_____

#### 5. Training and Qualifications

A. Does the vendor have a documented training program and training records for all personnel who use fueling equipment, which qualifies them to properly perform their assigned tasks? [5.A & B]	_____	_____
B. Are both classroom and OJT training documented and on file for review? [5.C]	_____	_____
C. Do Training records include: [5.E]		
1) Aviation fuel knowledge	_____	_____

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	YES	NO
2)    Safety	_____	_____
3)    Fuel quality management	_____	_____
4)    Fuel storage facility operation	_____	_____
5)    Aircraft fuel servicing	_____	_____
6)    Expanded maintenance topics	_____	_____

#### 6. Alternative Means of Compliance

A.    Has the vendor issued any alternate means of compliance letter? [6]	_____	_____
B.    If yes, have they been accepted by the airline being serviced? [6.B]	_____	_____

#### 7. Airport Fuel Receipt

A.    Are all fuel receipt records maintained on file for 12 months? [7.A.5]	_____	_____
B.    Is signature, initials, or employee number on all receipt records? [7.A.2]	_____	_____
C.    Fuel Acceptance by Pipeline & Marine Vessel:		
1)    Prior to delivery, the vendor receive a shipping document from the jet fuel supplier or shipping agent certifying product to be delivered to the vendor meets all ASTM D1655 or DERD 2494 specification requirements. Does the document show the following? [7.B.1]	_____	_____
2)    During fuel receipt, are the following tests being performed downstream of receiving filtration and recorded? [7.B.4]	_____	_____
3)    Visual appearance.	_____	_____
4)    Corrected API specific gravity [ASTM D1298] [7.A.4.a]	_____	_____
5)    Color membrane [7A.4.a]	_____	_____

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	YES	NO
6) Free water detection [7.A.4.a]	_____	_____
D. Fuel Acceptance by Multi Product Pipeline:		
1. Does the vendor perform an ASTM D1655 property test immediately after receipt and compare result with shipping documents? [7.B.8}	_____	_____
2. Before receipt, is receiving tank gauged, recorded, and sumped? [7.B.2]	_____	_____
3. Are communications established between pipeline shipping facility and the facility receiving personnel to ensure satisfactory fuel receipt? [7.B.3]	_____	_____
4. Is the fuel receiving process monitored at all times by vendor personnel? [7.B.4]	_____	_____
5. Is fuel ever received and dispensed simultaneously from the same tank? [7.B.4]	_____	_____
6. During fuel receipt, the following tests shall be performed and recorded at the beginning, midpoint, and near the end of fuel receipt [7.B.4.a]		
a) Visual appearance (white bucket in US only)	_____	_____
b) API gravity, corrected to 60 degrees F.	_____	_____
c) Color membrane.	_____	_____
d) Free water detection test.	_____	_____
E. For Multi-Product Pipeline, are the following tests being performed prior to release: [7.B.8]		
1. Distillation	_____	_____
2. Flash point (ASTM D56)	_____	_____
3. Freezing point (ASTM D2386)	_____	_____

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	YES	NO
F. During fuel receipt, are the receiving filter DPI, tank fill levels, and observations of any fuel leaks periodically monitored? [7.B.6]	_____	_____
G. Fuel acceptance by transport truck & railroad tank car:		
1. Prior to receipt, is receiving tank gauged and sumped? [7.C.2]	_____	_____
2. Does the "Bill of Lading" contain the following information: [7.C.1]		
a) Corrected API specific gravity	_____	_____
b) Destination & document number	_____	_____
c) Fuel grade or type	_____	_____
d) Quantity shipped	_____	_____
3. If transport truck hose is used, are the hose and fittings inspected prior to use? [7.C.7]	_____	_____
4. Prior to fuel unloading, are the tank internal valves opened and the 10-minute minimum settling time met? [7.C.3]	_____	_____
5. Is a Visual Appearance Test (white bucket test in US) being performed? [7.C.5]	_____	_____
6. Is corrected API gravity test performed and recorded prior to receipt of any fuel? [7.C.6]	_____	_____
NOTE: If there is a difference of 1 or more degrees between the specific gravity taken from the pipeline sample and the documentation, an investigation shall be conducted and documented.	_____	_____
7. During fuel receipt, does the facility operator periodically monitor the receiving filter DPI and check system for leaks? [7.C.9]	_____	_____
8. Is the truck bonded during unloading from transport? [7.C.10]	_____	_____

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YES NO

#### 8. Fuel Storage Design Requirements

A. Are all storage tanks equipped with the following equipment:  
[8.D]

- |  |               |
|--|---------------|
| 1. Floating suction with a means of verifying proper operation or a stand pipe.  | _____   _____ |
| 2. Do high level fuel controls operate properly?                                 | _____   _____ |
| 3. Placard adjacent to sump device indicating the volume of fuel in sump piping. | _____   _____ |
| 4. Inlet diffuser.   | _____   _____ |
| 5. Gauge hatch with slotted tube   | _____   _____ |
| 6. A minimum of one access man-way   | _____   _____ |
| 7. Placard adjacent to sump device indicating the volume of fuel in sump piping. | _____   _____ |
| 8. Confined space entry placards at entry points [CFR 29,1910,146, (C), (2)]     | _____   _____ |

B. Are aboveground storage tanks equipped with these additional required items: (8.E.6, 7, & 8]

- |   |               |
|---|---------------|
| 1. Fixed roof   | _____   _____ |
| 2. Light colored epoxy coated floor and sides up to the first wall panel. | _____   _____ |
| 3. Cone down bottom to positive center sump with drain.                   | _____   _____ |

C. Are aboveground horizontal tanks equipped with additional required items: [8.E.6, 7, & 8]

- |   |               |
|---|---------------|
| 1. Carbon steel tanks have complete internal light colored epoxy coating. | _____   _____ |
| 2. Sloped bottom to positive sump with drain.                             | _____   _____ |

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	YES	NO
D. Are underground tanks equipped with additional required items: [8.G.6 through 9]		
1. Carbon steel tanks have complete internal light colored epoxy coating.	_____	_____
2. Sloped bottom to positive sump with permanent pump.	_____	_____
3. Man-ways and other tank accessories extended above ground.		
E. Is there a reclamation system installed? Does it meet the design criteria of section 8, Fuel Facility Design Requirement? [8.X]	_____	_____
F. Is storage facility properly identified and color-coded as per API 1542? [8.C.1]	_____	_____
G. Are NO SMOKING, FLAMMABLE, EMERGENCY SHUT-OFF, and product identification signs prominently displayed? [8.C.2]	_____	_____
H. Does Emergency Shutoff sign indicate method of operation? [8.N]	_____	_____
I. Is fuel filtered into storage and prior to being dispensed to tanker or hydrant system? [8.H]	_____	_____
J. If filter/separators are used, do they meet the requirements of API/IP Specifications? [8.I.1 & 2]	_____	_____
K. Are all filter vessels equipped with the following: [8K.1 through 10]		
1. Automatic water defense system with an operational check system.	_____	_____
2. Direct reading differential pressure gauges.	_____	_____
3. Provisions for the elimination of air.	_____	_____
4. Manual sump drain.	_____	_____

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	YES	NO
5. Upstream and downstream sampling (millipore) connections.	_____	_____
6. Pressure relief valve.	_____	_____
7. Placards indicating month and year of last filter change or extension date.	_____	_____
8. Similarity data on file and placards on filter housing if conversion elements are installed.	_____	_____
9. Placard/Indicator showing flow direction for Millipore sampling ports.	_____	_____
10. Placard/Indicator showing location of filter sump drain.	_____	_____
11. Nameplate.	_____	_____
12. Is a nameplate attached to the filter vessel with the required information.	_____	_____
L. If full-flow monitors are used, do they meet the latest requirements in the IP "Specifications and Qualification Procedures?" Are spare elements readily available? [8.J]	_____	_____
M. Is there a three way valve or other effective means of detecting a failure on the DPI gauge? [8.X]	_____	_____
N. Are all emergency fuel shut-off valves and switches clearly marked and unobstructed? [8.N]	_____	_____
O. Is there an operable deadman control device for all truck loading operations? [8.O]	_____	_____
P. Is static bonding provided for all truck and fill stands? [8.Q]	_____	_____
Q. Are bottom loading nozzles fitted with 60 mesh or finer nozzle screens? [8.R]	_____	_____
R. Are fire extinguishers with tags positioned in accordance with local requirements? [8.S]	_____	_____

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- |   | YES   | NO    |
|---|-------|-------|
| S. Do fueling hoses meet API 1529, Type C or BSI 3158, Type C [8.T]   | _____ | _____ |
| T. Are hose certifications current and on file? /8.T]                 | _____ | _____ |
| U. Is the filter element change date posted on filter vessel? [8.K.6] | _____ | _____ |

#### 9. Fuel Storage Facility Inspections

- |   |       |       |
|---|-------|-------|
| A. Are the following checks documented as being complied with at the minimum intervals? [9] | _____ | _____ |
|---|-------|-------|

DAILY	MONTHLY	QUARTERLY	ANNUALLY
General Yard Condition	Color Membrane Test	Emergency Shut Down	Storage Tank Interiors
Security Fire Safety	Free Water	Water Defense Systems	Pressure Gauges
Fuel Leaks	Nozzle Screens	High Tank Level Controls	Filter Elements
Sump Tanks	Signs and Placards		Facility Condition
Sump Filters	Floating Suction		Line Strainers
Filter DPI Pressure	Fire Extinguishers		Cathodic Protection
Hoses, Swivels, Nozzles	Continuity Check, Bonding Reels, Clamps		Filter, Separator Heaters
Bonding Reels, Cables, Clamps	Fuel meter seals		Meter Calibration
Fire Extinguishers)			Tank Vents
Waste fuel tank			

- |   | YES   | NO    |
|---|-------|-------|
| B. Do the records indicate when any equipment was not in service? [9.A.3]   | _____ | _____ |
| C. Any facility equipment not in daily use must have all daily, monthly, quarterly, and annual checks current and recorded before the equipment is returned to service. [9.A.4] | _____ | _____ |
| D. Are records retained locally for 12 months? [9.A.7]  | _____ | _____ |

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	YES	NO
E. Are sump samples performed, rated, and recorded? [9.A.5]	_____	_____
F. Is the first sump sample read being recorded? [9.B.8 & 9]	_____	_____
G. Does the vendor have a long term fuel storage procedures? [9.E.11]		
H. Is there a reclamation system installed? Does it meet the operating criteria of Section 9, Fuel Storage Facility Inspection? [8.X]	_____	_____
<p><i>CONDITION CODES TO BE USED</i></p> <p>S or √ = Satisfactory            C = See comments            N/A = Not Applicable            N/O = Not Observed</p>		
H. General condition of facility. [9.B.1]	_____	
I. Security, fire, and safety devices. [9.B.2]	_____	
J. Presence of any fuel leaks. [9.B.3]	_____	
K. Check condition of hoses, swivels, and nozzles. [9.B.4]	_____	
L. Perform a visual check of bonding reels, cables, and clamps. [9.B.5]	_____	
M. Check location, accessibility, and serviceability of fire extinguishers. [9.B.6]	_____	
N. Check that all fueling equipment is properly marked and required placards, instructions, signs, etc. are in place and readable. [9.B.7]	_____	
O. Is the shelf life within limits of the free water kit being used? [9.C.1]	_____	
P. Is the free water kit 15 parts per million? [9.C.1]	_____	
Q. Check line strainers for cleanliness and damage. [9.E.1]	_____	
R. Check tank vents for condition and operation. [9.E.6]	_____	

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YES NO

S. Check tank stick/gauge for condition. \_\_\_\_\_

#### 10. Storage Tank Tests

A. Storage tank sumps - perform fuel appearance test of sample. [9.B.10]

Tank sampled/results \_\_\_/\_\_\_ \_\_\_/\_\_\_ \_\_\_/\_\_\_

1. Is the test being performed correctly? \_\_\_\_\_|\_\_\_\_\_

2. Are the test results acceptable? \_\_\_\_\_|\_\_\_\_\_

B. Check operation of floating suctions, if applicable. [9.C.5]

Tanks checked/results \_\_\_/\_\_\_ \_\_\_/\_\_\_ \_\_\_/\_\_\_

1. Are the test results acceptable? \_\_\_\_\_|\_\_\_\_\_

C. Do the sumps have a placard identifying the minimum amount of sample to displace capacity of piping? [8.W] \_\_\_\_\_|\_\_\_\_\_

D. Check high-level tank controls  
OR VERIFY BY DOCUMENTED RECORDS. [9.D.1]

1. Is the test being performed correctly? \_\_\_\_\_|\_\_\_\_\_

2. Are the test results acceptable? \_\_\_\_\_|\_\_\_\_\_

E. Check storage tanks interiors  
OR VERIFY BY DOCUMENTED RECORDS. [9.E.2]

1. Is the test being performed correctly? \_\_\_\_\_|\_\_\_\_\_

2. Are the test results acceptable? \_\_\_\_\_|\_\_\_\_\_

#### 11. Filter Tests

A. Filter sumps (under pressure) - perform fuel appearance test of sample pulled from filter sump. [9.B.8]

Filter sampled/results \_\_\_/\_\_\_ \_\_\_/\_\_\_ \_\_\_/\_\_\_

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	YES	NO
1. Is the test being performed correctly?	_____	_____
2. Are the test results acceptable?	_____	_____
B. Check and record filter DPI under normal flow conditions. [9.B.9] Filters checked/results ___/___ ___/___ ___/___		
1. Are the test results acceptable?	_____	_____
C. Perform color membrane test downstream of filter/separator vessels. [9.C.1] Filters Tested/results ___/___ ___/___ ___/___		
1. Is the test being performed correctly?	_____	_____
2. Are the test results acceptable?	_____	_____
D. Perform free water test downstream of filter/separator vessel. [9.C.1] Filters tested/results ___/___ ___/___ ___/___		
1. Is the test being performed correctly?	_____	_____
2. Are the test results acceptable?	_____	_____
E. Check operation of water defense system. <u>OR VERIFY BY DOCUMENTED RECORDS.</u> [9.D.2]		
1. Is the test being performed correctly?	_____	_____
2. Are the test results acceptable?	_____	_____

### 12. Fuel Storage Equipment Tests

A. Perform conductivity test on the bonding cable and clamp. [9.C.2]		
1. Is the test being performed correctly?	_____	_____
2. Are the test results acceptable?	_____	_____

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**YES NO**

B. Check operation of emergency shutdown system  
OR VERIFY BY DOCUMENTED RECORDS. [9.D.3]

1. Are the test results acceptable? \_\_\_\_\_|\_\_\_\_\_

C. Check operation of filter/separator and drain line heaters for proper operation where applicable.  
OR VERIFY BY DOCUMENTED RECORDS. [9.E.10]

1. Are the test results acceptable? \_\_\_\_\_|\_\_\_\_\_

### 13. HYDRANT SYSTEM

A. Are the following checks documented as being complied with at the minimum intervals? [10] \_\_\_\_\_|\_\_\_\_\_

DAILY	MONTHLY	SEMI-ANNUAL	ANNUALLY
Pits Leaks/Cleanliness	Hydrant Valve Assembly	High Point Vents	Cathodic Protection
Hydrant Valve Condition	Isolation Valve	Pit Surge Absorbers	Instrumentation/ Electrical Controls
Hydrant Pit Covers	Low Point Drains	Emergency Shutdown	Bonding Points
EFS Stations			
Pressure/Flow Charts			

**YES NO**

B. Hydrant System Piping

1. Are drawings available showing location of line, valves, etc. [10.A.1] \_\_\_\_\_|\_\_\_\_\_

2. Equipment located below grade have accesses pit covers? [10.A.2] \_\_\_\_\_|\_\_\_\_\_

3. Do pit and cover have easy access for maintenance and water removal? [10.A.3] \_\_\_\_\_|\_\_\_\_\_

4. Are cathodic protection records maintained locally? [10.A.4] \_\_\_\_\_|\_\_\_\_\_

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|----|---|-------|
| 5. | Are above ground piping supported sufficiently to prevent sagging, etc.? [10.B] | _____ |
| 6. | Is there a means to drain fuel at low or high points? [10.C.1]                  | _____ |
| 7. | On permanently installed pumps is piping sloped towards the pump? [10.C.2]      | _____ |

#### 14. HYDRANT SYSTEM INSPECTION

*CONDITION CODES TO BE USED*

S or √	= Satisfactory
C	= Comments
N/A	= Not Applicable
N/O	= Not Observed

- |    |   |       |
|----|---|-------|
| A. | Check pits for fuel leaks, cleanliness, pit valve dust covers, and component condition. Are pits removed from service if water level is within 12 inches from the top of the pit valve?[11.B] | _____ |
| B. | Check hydrant valve for visual deficiencies and cleanliness. [11.B.2]   | _____ |
| C. | Check pressure/flow charts where installed for abnormal operation conditions. [11.B.5]  | _____ |
| D. | Check isolation valve pits for condition, fuel leaks. [11.C.2]  | _____ |
| E. | Check low point drains for condition. [11.C.3]  | _____ |
| F. | Check emergency fuel shutoff stations for access, identification, locator lights (if installed), and operation. <u>OR VERIFY BY DOCUMENTED RECORDS.</u> [11.B.4]                              | _____ |





