

COMMERCIAL DELIVERIES OF BULK PETROLEUM PRODUCTS CHECKLIST

For use of this form, see AR 703-1: the proponent agency is DCS,G-4.

1. PREPARING FOR DELIVERY.		√
a.	Has gaging, sampling, and measuring equipment been cleaned and checked?	<input type="checkbox"/>
b.	Has receiving tank been gaged to ascertain if there is sufficient space to receive the scheduled quantity?	<input type="checkbox"/>
2. PRIOR TO ACCEPTANCE OR UNLOADING.		
<i>NOTE: Receiving personnel will not allow the driver of the delivery conveyance to perform, on their behalf any of the required functions or inspections.</i>		
a.	Has the vendor's delivery ticket been checked for completeness, to include product and grade, API gravity, temperature, quantity, seal numbers, and consignment? <i>(Be sure cargo is consigned to your activity.)</i>	<input type="checkbox"/>
b.	Has the delivery conveyance been spotted at the correct fill pipe, all motors turned off, and the wheels blocked? <i>(This is a driver function.)</i>	<input type="checkbox"/>
c.	Have adequate fire extinguishers and No Smoking signs been positioned?	<input type="checkbox"/>
d.	Has the delivery conveyance been properly grounded and inspected for leaks or other defects?	<input type="checkbox"/>
e.	Have cargo hatch and valve seals been inspected for defects? <i>(Serially numbered seals should be affixed to the cargo hatches and valves and numbers recorded on the delivery ticket.)</i>	<input type="checkbox"/>
f.	Have cargo hatches been opened to see if the product level is up to the reference mark?	<input type="checkbox"/>
<i>NOTE: Personnel should guard against loose objects falling from pockets or clothing into the tank.</i>		
g.	Is product clear and bright, as viewed through a clean jar? <i>(If product appears to be cloudy, hazy or sediment is visible, notify appropriate commanders.)</i>	<input type="checkbox"/>
h.	Has the delivery tank been checked for water, using water finding paste on the gage stick or tape? <i>(If bottom sediment or water is present, drain it off through the sump and recheck the tank.)</i>	<input type="checkbox"/>
i.	Has cargo temperature been established at the time of delivery? <i>(Important in volume correction)</i>	<input type="checkbox"/>
j.	Has the cargo tank been gaged to determine the quantity, using the certified capacity tables identified with the delivery conveyance?	<input type="checkbox"/>
<i>NOTE: If cargo is to be discharged through a meter on the delivery conveyance, record the meter reading before and after unloading and correct the quantity to the standard 60° F.</i>		
k.	Has the measured quantity been corrected to the standard temperature of 60° F? <i>(Method can be found in paragraph 95.)</i>	<input type="checkbox"/>
l.	Have quality surveillance samples been taken? <i>(Only if scheduled or considered necessary.)</i>	<input type="checkbox"/>
<i>NOTE: The cargo will be accepted or rejected in accordance with paragraph 120a, b, and c. In the event the driver or delivery personnel cannot agree on quantity, quality or any other point which results in nonacceptance of cargo, the appropriate commander and the purchasing and contracting officer will be notified immediately.</i>		
3. DURING UNLOADING OPERATIONS		<input type="checkbox"/>
a.	Are receiving personnel and the driver of the delivery conveyance standing by? <i>(Never leave an unloading operation unattended.)</i>	<input type="checkbox"/>
b.	Is traffic being controlled to avoid the unloading area as much as possible?	<input type="checkbox"/>
c.	Are dispensing operations discontinued during unloading operations?	<input type="checkbox"/>
4. AFTER CARGO IS UNLOADED.		<input type="checkbox"/>
a.	Has the delivery conveyance been inspected to see that the cargo tank is completely empty?	<input type="checkbox"/>
b.	Has the vehicle ground been disconnected, discharge hose secured, and the fill pipe covered?	<input type="checkbox"/>
c.	Has the driver delivery ticket been signed and the Government's copy retained for appropriate records?	<input type="checkbox"/>
d.	Has the area and equipment been secured and product spills washed down or covered?	<input type="checkbox"/>
e.	Has the receiving tank been gaged?	<input type="checkbox"/>
REMARKS		
DATE	SIGNATURE	