

SURVEILLANCE CHECK LIST FUEL VENDORS

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.		

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.		