

FREE OPERATIONAL TEMPLATE

Fuel Station Inspection Checklist

Use this 60-point checklist to inspect station access, forecourt condition, dispensers, tanks, emergency systems, electrical equipment, environmental controls, customer facilities, security, maintenance defects, and verified work-order closure.

STATION / LOCATION

INSPECTION DATE

INSPECTOR

STATION MANAGER

1. Inspection setup, site profile, permits, and previous findings

- Confirm the fuel station, inspection date, inspector, station manager, operating hours, fuel grades, site format, and areas included in the inspection.

STATION INSPECTION

NAME | Enter

TIME | :_:_

SIGNATURE | Sign

 Execution tip: Set the inspection scope before starting so excluded areas and responsibilities are visible.

- Record the services present, including the forecourt, convenience store, foodservice, washrooms, car wash, workshop, LPG, EV charging, air and water points, or other customer facilities.

STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Set the inspection scope before starting so excluded areas and responsibilities are visible.

- Verify required operating permits, inspection certificates, insurance records, emergency contacts, and equipment service documents are current and available.

STATION INSPECTION

Current

Incomplete

Missing / expired

RECORD | Attach

 Execution tip: Set the inspection scope before starting so excluded areas and responsibilities are visible.

- Review previous inspection findings, incidents, spills, fuel losses, customer complaints, equipment breakdowns, and overdue corrective actions.

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Set the inspection scope before starting so excluded areas and responsibilities are visible.

- Define immediate-failure rules for active fuel leaks, failed emergency controls, unavailable fire protection, unsafe electrical conditions, blocked access, and environmental release.

CRITICAL

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Set the inspection scope before starting so excluded areas and responsibilities are visible.

- Confirm ownership for forecourt inspection, fuel systems, fire safety, environmental controls, maintenance, store areas, security, and corrective-action approval.

STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Set the inspection scope before starting so excluded areas and responsibilities are visible.

2. Perimeter, access, traffic routes, parking, and safety signage

- 7 Inspect entry and exit points, traffic arrows, speed-control signs, lane markings, kerbs, barriers, and vehicle routes for safe and visible movement. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Photograph access and traffic defects from a position that clearly shows the route and hazard.

- 8 Verify pedestrian routes, crossings, ramps, accessible parking, doorways, and payment areas remain clear, stable, and usable. CRITICAL STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Photograph access and traffic defects from a position that clearly shows the route and hazard.

- 9 Check parking bays, tanker access, delivery zones, customer waiting areas, and emergency access routes for obstruction or unsafe use. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Photograph access and traffic defects from a position that clearly shows the route and hazard.

- 10 Inspect perimeter fencing, gates, walls, landscaping, external lighting, and boundary areas for damage, unauthorized access, and hidden hazards. CRITICAL STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Photograph access and traffic defects from a position that clearly shows the route and hazard.

- 11 Confirm roadside signs, fuel price signs, height restrictions, directional signs, hazard warnings, and operating-hours notices are secure, legible, and current. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Photograph access and traffic defects from a position that clearly shows the route and hazard.

- 12 Record damaged surfaces, missing signs, blind spots, vehicle conflicts, or access hazards and isolate any area that presents immediate risk. STATION INSPECTION

Verified Needs action Critical failure

LIVE PHOTO | Add

 Execution tip: Photograph access and traffic defects from a position that clearly shows the route and hazard.

3. Forecourt surface, canopy, pump islands, bollards, and lighting

- 13 Inspect the forecourt surface for fuel residue, oil, standing water, potholes, loose covers, cracks, settlement, and slip or trip hazards.

STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Isolate any forecourt defect that could expose customers, vehicles, or fuel equipment to immediate risk.

- 14 Check pump islands, kerbs, protective bollards, barriers, wheel stops, and impact protection for damage, alignment, visibility, and secure fixing.

CRITICAL

STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Isolate any forecourt defect that could expose customers, vehicles, or fuel equipment to immediate risk.

- 15 Inspect canopy columns, roof panels, drainage, fascia, soffits, signs, and structural elements for leaks, corrosion, impact damage, and loose components.

STATION INSPECTION

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Isolate any forecourt defect that could expose customers, vehicles, or fuel equipment to immediate risk.

- 16 Verify forecourt and canopy lighting provides clear visibility at pumps, pedestrian paths, payment points, air and water units, and emergency equipment.

CRITICAL

STATION INSPECTION

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Isolate any forecourt defect that could expose customers, vehicles, or fuel equipment to immediate risk.

- 17 Check drains, interceptors, gullies, grates, and channel covers are intact, unobstructed, correctly seated, and free from uncontrolled fuel residue.

STATION INSPECTION

Pass

Partial

Fail

TEST RESULT | Enter

 Execution tip: Isolate any forecourt defect that could expose customers, vehicles, or fuel equipment to immediate risk.

- 18 Confirm cleaning standards, spill residues, discarded materials, smoking evidence, and housekeeping issues are corrected before the area returns to normal use.

STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Isolate any forecourt defect that could expose customers, vehicles, or fuel equipment to immediate risk.

4. Fuel dispensers, hoses, nozzles, seals, and customer controls

- 19 Inspect every dispenser housing, display, keypad, card reader, receipt printer, grade label, warning decal, and access panel for damage, tampering, and readability.

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Record the dispenser number and exact component whenever a defect is found.

- 20 Check hoses, swivels, breakaways, nozzles, boots, clips, holsters, and connections for cracks, leaks, wear, secure attachment, and correct storage.

CRITICAL

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Record the dispenser number and exact component whenever a defect is found.

- 21 Verify dispensers reset correctly, grade selection works, displayed prices match approved records, and test transactions calculate accurately.

CRITICAL

STATION INSPECTION

EXPECTED | Enter

ACTUAL | Enter

VARIANCE | Enter

 Execution tip: Record the dispenser number and exact component whenever a defect is found.

- 22 Review meter calibration, verification seals, inspection tags, maintenance dates, and repair records for each dispenser.

STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Record the dispenser number and exact component whenever a defect is found.

- 23 Test selected payment-at-pump, loyalty, receipt, preset, authorization, intercom, and communication functions and record failed or intermittent operation.

CRITICAL

STATION INSPECTION

EXPECTED | Enter

ACTUAL | Enter

VARIANCE | Enter

 Execution tip: Record the dispenser number and exact component whenever a defect is found.

- 24 Confirm damaged or out-of-service dispensers are isolated, clearly labelled, protected from use, reported, and tracked through an approved repair process.

CRITICAL

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Record the dispenser number and exact component whenever a defect is found.

5. Storage tanks, fill points, vents, leak detection, and deliveries

- 25 Inspect tank fill points, caps, covers, seals, sumps, spill containment, identification, and access controls for damage, leakage, water entry, and secure closure. CRITICAL STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Treat suspected leakage, failed alarms, or abnormal variance as an immediate escalation.

- 26 Check vent pipes, flame arrestors, vapour-recovery fittings, monitoring wells, and related protection for obstruction, corrosion, impact damage, and correct identification. CRITICAL STATION INSPECTION

Current

Incomplete

Missing / expired

RECORD | Attach

 Execution tip: Treat suspected leakage, failed alarms, or abnormal variance as an immediate escalation.

- 27 Review tank-gauge readings, water checks, leak-detection alarms, interstitial monitoring, reconciliation results, and unresolved variance alerts. CRITICAL STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Treat suspected leakage, failed alarms, or abnormal variance as an immediate escalation.

- 28 Verify overfill prevention, delivery connections, earthing or bonding points, tanker standing areas, warning signs, and delivery exclusion controls are serviceable. CRITICAL STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Treat suspected leakage, failed alarms, or abnormal variance as an immediate escalation.

- 29 Observe or review a fuel delivery to confirm grade verification, quantity checks, pre-delivery controls, communication, spill readiness, and post-delivery closure. STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

 Execution tip: Treat suspected leakage, failed alarms, or abnormal variance as an immediate escalation.

- 30 Confirm suspected leaks, water contamination, damaged tank equipment, failed alarms, or abnormal stock variance trigger immediate containment and escalation. STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Treat suspected leakage, failed alarms, or abnormal variance as an immediate escalation.

6. Fire protection, emergency shutdown, spills, and hazardous materials

- 31 Verify emergency stop controls are accessible, clearly marked, unobstructed, tested to schedule, and understood by employees on duty.

CRITICAL

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Do not leave a critical fire, shutdown, or spill-control failure without temporary protection and ownership.

- 32 Inspect fire extinguishers, hose reels, alarm points, suppression systems, fire blankets, and service tags for correct location, access, condition, and validity.

CRITICAL

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Do not leave a critical fire, shutdown, or spill-control failure without temporary protection and ownership.

- 33 Check no-smoking, switch-off-engine, mobile-device, static, fuel-grade, emergency, and evacuation signs are visible in the correct locations.

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Do not leave a critical fire, shutdown, or spill-control failure without temporary protection and ownership.

- 34 Verify spill kits, absorbents, drain covers, non-sparking tools, waste containers, and response instructions are complete, accessible, and serviceable.

STATION INSPECTION

Verified Needs action Critical failure

LIVE PHOTO | Add

 Execution tip: Do not leave a critical fire, shutdown, or spill-control failure without temporary protection and ownership.

- 35 Confirm flammable liquids, aerosols, LPG cylinders, cleaning chemicals, waste oil, and other hazardous materials are labelled, segregated, secured, and stored correctly.

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Do not leave a critical fire, shutdown, or spill-control failure without temporary protection and ownership.

- 36 Review emergency procedures and drills for fire, major spill, vehicle impact, fuel leak, medical emergency, robbery, power failure, and evacuation.

CRITICAL

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Do not leave a critical fire, shutdown, or spill-control failure without temporary protection and ownership.

7. Electrical systems, utilities, air and water points, and equipment

37 Inspect electrical panels, cabinets, isolators, sockets, conduit, covers, labels, and access routes for damage, heat, moisture, exposed parts, and obstruction. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Only competent personnel should test or restore electrical and fuel-related equipment.

38 Check hazardous-area electrical equipment, seals, fittings, emergency circuits, and inspection records are complete and free from unauthorized modification. CRITICAL STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Only competent personnel should test or restore electrical and fuel-related equipment.

39 Test selected canopy lights, pump lights, emergency lighting, generators, UPS equipment, and backup systems according to the approved inspection schedule. STATION INSPECTION

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Only competent personnel should test or restore electrical and fuel-related equipment.

40 Inspect air and water units, compressors, gauges, hoses, payment controls, drainage, instructions, and electrical protection for safe operation. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Only competent personnel should test or restore electrical and fuel-related equipment.

41 Check refrigeration, HVAC, pumps, water systems, signage, doors, shutters, and other station equipment for leaks, unusual noise, damage, and overdue maintenance. CRITICAL STATION INSPECTION

Pass Partial Fail |

 Execution tip: Only competent personnel should test or restore electrical and fuel-related equipment.

42 Confirm failed utilities or unsafe equipment are isolated, labelled, reported, assigned to a competent provider, and not returned to service without verification. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Only competent personnel should test or restore electrical and fuel-related equipment.

8. Environmental controls, drainage, waste, and housekeeping

- 43 Inspect site drainage, separators, interceptors, containment areas, discharge points, and stormwater routes for blockage, damage, staining, and uncontrolled release.

STATION INSPECTION

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Link environmental findings to the affected drain, waste stream, contractor, or monitoring record.

- 44 Check for signs of fuel, oil, chemical, sewage, or wastewater leakage around tanks, pumps, waste areas, maintenance zones, and site boundaries.

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Link environmental findings to the affected drain, waste stream, contractor, or monitoring record.

- 45 Verify hazardous waste, oily materials, used filters, contaminated absorbents, batteries, lamps, and general waste are segregated, labelled, covered, and collected correctly.

CRITICAL

STATION INSPECTION

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Link environmental findings to the affected drain, waste stream, contractor, or monitoring record.

- 46 Review waste-transfer, interceptor-cleaning, spill, environmental monitoring, and contractor records for completeness and timely follow-up.

STATION INSPECTION

Verified Needs action Critical failure

LIVE PHOTO | Add

 Execution tip: Link environmental findings to the affected drain, waste stream, contractor, or monitoring record.

- 47 Inspect bins, waste compounds, grease traps, drains, loading areas, and housekeeping stores for cleanliness, pest activity, overflow, and fire risk.

CRITICAL

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Link environmental findings to the affected drain, waste stream, contractor, or monitoring record.

- 48 Confirm environmental complaints, spills, abnormal odours, contaminated soil, blocked drainage, or repeated waste failures are investigated and escalated.

STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Link environmental findings to the affected drain, waste stream, contractor, or monitoring record.

9. Store, washrooms, staff areas, security, and shift readiness

- 49 Inspect the store entrance, sales floor, counters, floors, shelves, chillers, doors, and customer routes for cleanliness, condition, safety, and accessibility. CRITICAL STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Verify the station is safe and operational across customer, employee, and security areas, not only the forecourt.

- 50 Check customer washrooms, handwashing supplies, baby-care areas, seating, staff rooms, lockers, and shared facilities for hygiene, supplies, damage, and maintenance needs. CRITICAL STATION INSPECTION

Current Incomplete Missing / expired

RECORD | Attach

 Execution tip: Verify the station is safe and operational across customer, employee, and security areas, not only the forecourt.

- 51 Verify CCTV coverage, recording status, alarm panels, duress controls, access doors, key control, cash-security points, and external security lighting are operational. CRITICAL STATION INSPECTION

Verified Needs action Critical failure

LIVE PHOTO | Add

 Execution tip: Verify the station is safe and operational across customer, employee, and security areas, not only the forecourt.

- 52 Confirm employees have current training for fuel hazards, emergency shutdown, fire response, spills, tanker deliveries, first aid, robbery, and incident reporting. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Verify the station is safe and operational across customer, employee, and security areas, not only the forecourt.

- 53 Check uniforms, high-visibility clothing, footwear, required PPE, staffing coverage, opening checks, shift handovers, and closing records. STATION INSPECTION

Compliant Partial Non-compliant N/A

 Execution tip: Verify the station is safe and operational across customer, employee, and security areas, not only the forecourt.

- 54 Review contractor and visitor control, work permits, inductions, service records, restricted-area access, and supervision for maintenance or delivery activities. CRITICAL STATION INSPECTION

Current Incomplete Missing / expired

RECORD | Attach

 Execution tip: Verify the station is safe and operational across customer, employee, and security areas, not only the forecourt.

10. Defects, isolation, work orders, verification, and management sign-off

- 55 Classify every defect by severity, immediate risk, legal or environmental impact, customer exposure, operational impact, and recurrence.

STATION INSPECTION

Finding	Priority	Owner	Due	Proof

 Execution tip: Do not close critical defects until an independent reviewer verifies the restored control.

- 56 Record each finding with the exact area, dispenser, tank, asset, observed condition, reading, live photo, temporary control, and supporting document.

STATION INSPECTION

Finding	Priority	Owner	Due	Proof

 Execution tip: Do not close critical defects until an independent reviewer verifies the restored control.

- 57 Assign every corrective action to a named owner with priority, due date, escalation route, completion evidence, and approval requirement.

STATION INSPECTION

Finding	Priority	Owner	Due	Proof

 Execution tip: Do not close critical defects until an independent reviewer verifies the restored control.

- 58 Track fuel leaks, failed emergency controls, fire-system defects, electrical hazards, environmental concerns, and security failures until independently verified.

CRITICAL

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Do not close critical defects until an independent reviewer verifies the restored control.

- 59 Review repeat defects, equipment downtime, spills, maintenance response, overdue work orders, contractor performance, and station-level trends.

STATION INSPECTION

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Do not close critical defects until an independent reviewer verifies the restored control.

- 60 Complete management sign-off only after critical controls are confirmed, closure evidence is reviewed, unresolved risks are escalated, and the next inspection is scheduled.

CRITICAL

STATION INSPECTION

NAME | Enter

TIME | __:__

SIGNATURE | Sign

 Execution tip: Do not close critical defects until an independent reviewer verifies the restored control.

RUN THIS CHECKLIST DIGITALLY

Turn fuel station defects into verified repairs

Use Taqtics to schedule station inspections, capture live asset and safety evidence, isolate critical hazards, assign work orders, verify repairs, and compare recurring defects across every location.

Scheduled station inspections

Critical defect scoring

Live photo and test evidence

Immediate hazard escalation

Work-order tracking

Multi-station condition dashboards

Try the Fuel Station Inspection Checklist in Taqtics