

FREE OPERATIONAL TEMPLATE

Gas Station Audit Checklist

Use this 60-point checklist to audit station governance, forecourt safety, dispensers, tanks, fire and spill controls, environmental protection, retail operations, fuel transactions, cash, security, people, maintenance, and corrective-action closure.

STATION / LOCATION

AUDIT DATE

AUDITOR

STATION MANAGER

1. Audit setup, station profile, permits, and ownership

- 1 Confirm the station, audit date, auditor, station manager, operating hours, site format, fuel grades, services, and areas included in the audit.

STATION AUDIT

NAME | Enter

TIME | :_:_

SIGNATURE | Sign

 Execution tip: Confirm the exact station scope and the standards that apply before scoring any area.

- 2 Record whether the site includes a convenience store, foodservice, car wash, workshop, EV charging, LPG, ATM, air and water points, or other customer services.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Confirm the exact station scope and the standards that apply before scoring any area.

- 3 Verify required licences, permits, inspections, insurance records, emergency contacts, and operating certificates are current and available for review.

STATION AUDIT

Current

Incomplete

Missing / expired

RECORD | Attach

 Execution tip: Confirm the exact station scope and the standards that apply before scoring any area.

- 4 Review the previous audit score, repeat findings, incidents, spills, customer complaints, fuel losses, equipment failures, and overdue corrective actions.

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Confirm the exact station scope and the standards that apply before scoring any area.

- 5 Define critical-failure rules for fuel leaks, fire protection, emergency shutdown, unsafe electrical conditions, blocked access, environmental release, and security failure.

CRITICAL

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Confirm the exact station scope and the standards that apply before scoring any area.

- 6 Confirm ownership for forecourt operations, fuel systems, environmental controls, maintenance, retail operations, cash, security, and corrective-action approval.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Confirm the exact station scope and the standards that apply before scoring any area.

2. Forecourt, traffic flow, parking, and customer access

7 Inspect entry and exit routes, traffic arrows, speed-control signs, lane markings, curbs, bollards, pedestrian paths, and vehicle circulation for safe movement.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Walk the customer, vehicle, tanker, and emergency routes separately so conflicts are not missed.

8 Check the forecourt surface for fuel residue, oil, water, potholes, damaged drains, loose covers, trip hazards, and areas requiring immediate isolation.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Walk the customer, vehicle, tanker, and emergency routes separately so conflicts are not missed.

9 Verify pump islands, canopy columns, protective barriers, signs, lighting, and height-clearance warnings are clean, visible, undamaged, and securely fixed.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Walk the customer, vehicle, tanker, and emergency routes separately so conflicts are not missed.

10 Confirm accessible parking, pedestrian routes, ramps, doorways, and payment points remain clear and usable for customers with mobility needs.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Walk the customer, vehicle, tanker, and emergency routes separately so conflicts are not missed.

11 Inspect parking bays, delivery zones, tanker access, air and water points, waste areas, smoking restrictions, and customer waiting areas for obstruction or conflict.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Walk the customer, vehicle, tanker, and emergency routes separately so conflicts are not missed.

12 Verify emergency vehicles, tanker deliveries, evacuation routes, fire-service access, and emergency assembly areas remain unobstructed at all times.

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add



Execution tip: Walk the customer, vehicle, tanker, and emergency routes separately so conflicts are not missed.

3. Fuel dispensers, hoses, nozzles, pricing, and transaction accuracy

13 Inspect each dispenser housing, display, keypad, card reader, printer, grade labels, warning decals, and seals for damage, tampering, cleanliness, and readability. STATION AUDIT

Compliant Partial Non-compliant N/A

Execution tip: Record the dispenser or nozzle ID for every failed test or visible defect.

14 Check hoses, swivels, breakaways, nozzles, boots, clips, and holsters for cracks, leaks, excessive wear, secure connection, and correct storage. CRITICAL STATION AUDIT

Compliant Partial Non-compliant N/A

Execution tip: Record the dispenser or nozzle ID for every failed test or visible defect.

15 Verify dispenser displays reset correctly, unit prices match approved price records and roadside signs, and transaction totals calculate accurately. STATION AUDIT

Pump / item	Expected	Observed	Result	Proof

Execution tip: Record the dispenser or nozzle ID for every failed test or visible defect.

16 Review calibration, meter verification, seal, inspection, and maintenance records for each dispenser according to the approved schedule and local requirements. CRITICAL STATION AUDIT

Pump / item	Expected	Observed	Result	Proof

Execution tip: Record the dispenser or nozzle ID for every failed test or visible defect.

17 Test selected payment-at-pump, loyalty, receipt, preset, authorization, and communication functions and record any failed or intermittent operation. STATION AUDIT

Pass Partial Fail TEST RESULT | Enter

Execution tip: Record the dispenser or nozzle ID for every failed test or visible defect.

18 Confirm out-of-service dispensers are isolated, clearly labelled, protected from use, reported, and tracked through an approved repair process. STATION AUDIT

Compliant Partial Non-compliant N/A

Execution tip: Record the dispenser or nozzle ID for every failed test or visible defect.

4. Underground tanks, fill points, vents, and fuel monitoring

- 19 Inspect tank fill points, caps, seals, identification, spill-containment buckets, access covers, and surrounding surfaces for condition, security, and evidence of leakage.

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add



Execution tip: Compare tank-monitoring records with delivery and sales data, not with a single reading alone.

- 20 Verify tank gauges, automatic tank monitoring, water detection, leak alarms, reconciliation reports, and manual dip records are complete and reviewed.

CRITICAL

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add



Execution tip: Compare tank-monitoring records with delivery and sales data, not with a single reading alone.

- 21 Check tank levels, ullage, delivery capacity, fuel grade identification, and delivery planning before tanker arrival to prevent overfill or product mixing.

CRITICAL

STATION AUDIT

EXPECTED | Enter

ACTUAL | Enter

VARIANCE | Enter



Execution tip: Compare tank-monitoring records with delivery and sales data, not with a single reading alone.

- 22 Inspect vent pipes, vapour controls, flame arrestors, caps, clearances, and visible pipework for damage, obstruction, corrosion, and unauthorized alteration.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Compare tank-monitoring records with delivery and sales data, not with a single reading alone.

- 23 Review fuel receipts, sales, transfers, test quantities, stock variances, water readings, unexplained losses, and investigation records for abnormal movement.

CRITICAL

STATION AUDIT

EXPECTED | Enter

ACTUAL | Enter

VARIANCE | Enter



Execution tip: Compare tank-monitoring records with delivery and sales data, not with a single reading alone.

- 24 Confirm suspected leaks, water contamination, product mixing, overfill, or monitoring alarms trigger immediate containment, escalation, and documented follow-up.

CRITICAL

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add



Execution tip: Compare tank-monitoring records with delivery and sales data, not with a single reading alone.

5. Fire safety, emergency shutdown, spill response, and hazardous controls

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

CRITICAL

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Treat failed emergency, fire, leak, or spill controls as immediate containment issues.

- 26 Inspect fire extinguishers, fire blankets, hose reels, suppression systems, alarm points, and inspection tags for location, access, condition, and service status.

CRITICAL

STATION AUDIT

Current

Incomplete

Missing / expired

RECORD | Attach

 Execution tip: Treat failed emergency, fire, leak, or spill controls as immediate containment issues.

- 27 Check no-smoking, switch-off-engine, mobile-device, static, fuel-grade, and emergency instruction signs are visible and appropriate for the operating area.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Treat failed emergency, fire, leak, or spill controls as immediate containment issues.

- 28 Verify spill kits, absorbents, drain covers, non-sparking tools, disposal containers, and response instructions are complete, accessible, and in serviceable condition.

CRITICAL

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Treat failed emergency, fire, leak, or spill controls as immediate containment issues.

- 29 Confirm flammable liquids, aerosols, LPG cylinders, cleaning chemicals, waste oils, and other hazardous materials are segregated, labelled, secured, and controlled.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Treat failed emergency, fire, leak, or spill controls as immediate containment issues.

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

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Treat failed emergency, fire, leak, or spill controls as immediate containment issues.

6. Environmental protection, drainage, waste, and compliance records

- 31 Inspect drainage channels, separators, interceptors, sumps, grates, and containment areas for blockage, damage, unusual odour, staining, or evidence of release.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Photograph the source, pathway, containment, and affected drain or surface for environmental findings.

- 32 Verify stormwater and contaminated-water routes are identified and protected from fuel, oil, chemical, wash-water, or waste discharge.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Photograph the source, pathway, containment, and affected drain or surface for environmental findings.

- 33 Check waste oil, oily rags, used filters, contaminated absorbents, batteries, lamps, general waste, and recyclables are segregated and stored in suitable containers.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Photograph the source, pathway, containment, and affected drain or surface for environmental findings.

- 34 Review waste collection, hazardous-waste transfer, separator cleaning, spill reporting, emissions, and environmental inspection records for completeness.

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add



Execution tip: Photograph the source, pathway, containment, and affected drain or surface for environmental findings.

- 35 Inspect vapour-recovery equipment, hoses, connections, seals, and monitoring records where installed, and record any damage or poor operation.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Photograph the source, pathway, containment, and affected drain or surface for environmental findings.

- 36 Confirm environmental incidents, unusual fuel loss, odour complaints, contaminated soil, stained surfaces, or drainage concerns are escalated and investigated.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A



Execution tip: Photograph the source, pathway, containment, and affected drain or surface for environmental findings.

7. Convenience store, foodservice, amenities, and customer areas

37

Inspect the store entrance, sales floor, shelves, chillers, counters, customer routes, lighting, floors, and fixtures for cleanliness, safety, and accessibility.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Separate forecourt, retail, foodservice, and amenity findings so ownership is clear.

38

Verify foodservice, coffee, bakery, hot food, chilled products, preparation areas, handwashing, cleaning, allergen, temperature, and expiry controls are followed.

CRITICAL

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Separate forecourt, retail, foodservice, and amenity findings so ownership is clear.

39

Check shelf availability, product condition, pricing, promotions, restricted-product displays, and POS prices for accuracy and approved presentation.

STATION AUDIT

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Separate forecourt, retail, foodservice, and amenity findings so ownership is clear.

40

Inspect customer toilets, handwashing supplies, baby-care areas, prayer rooms, seating, and shared amenities for cleanliness, supplies, access, and maintenance.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Separate forecourt, retail, foodservice, and amenity findings so ownership is clear.

41

Verify air and water units, vending machines, ATMs, parcel lockers, EV chargers, and other customer equipment are safe, functional, and clearly labelled.

CRITICAL

STATION AUDIT

Pass

Partial

Fail

TEST RESULT | Enter

 Execution tip: Separate forecourt, retail, foodservice, and amenity findings so ownership is clear.

42

Confirm customer complaints, injuries, refunds, service failures, damaged facilities, and accessibility concerns are recorded and assigned for action.

STATION AUDIT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Separate forecourt, retail, foodservice, and amenity findings so ownership is clear.

8. POS, cash, fuel transactions, fraud prevention, and security

- 43 Verify POS terminals, forecourt controller, pump authorization, payment devices, price updates, receipts, loyalty, and offline procedures work correctly.

STATION AUDIT

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Reconcile fuel, POS, cash, and tank records using the same cut-off time.

- 44 Check till floats, cash counts, safe drops, shift handovers, refunds, voids, drive-offs, discounts, test transactions, and reconciliation follow approved controls.

STATION AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Reconcile fuel, POS, cash, and tank records using the same cut-off time.

- 45 Review fuel sales, meter totals, POS totals, tank movement, cash, card settlements, and stock records for unexplained differences or unusual patterns.

CRITICAL

STATION AUDIT

Pump / item	Expected	Observed	Result	Proof

 Execution tip: Reconcile fuel, POS, cash, and tank records using the same cut-off time.

- 46 Inspect CCTV coverage, recording, time accuracy, image quality, retention, alarms, panic buttons, mirrors, locks, keys, access codes, and safe security.

STATION AUDIT

Verified Needs action Critical failure

LIVE PHOTO | Add

 Execution tip: Reconcile fuel, POS, cash, and tank records using the same cut-off time.

- 47 Confirm restricted areas, tank controls, electrical rooms, offices, cash rooms, stockrooms, rooftops, and service areas are access-controlled.

CRITICAL

STATION AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Reconcile fuel, POS, cash, and tank records using the same cut-off time.

- 48 Verify robbery, drive-off, card fraud, counterfeit cash, vandalism, aggressive behaviour, and suspicious activity are reported and escalated correctly.

STATION AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Reconcile fuel, POS, cash, and tank records using the same cut-off time.

9. People, PPE, shift routines, maintenance, and contractor control

- 49 Confirm staffing levels, role coverage, attendance, uniforms, high-visibility clothing, footwear, name badges, and shift responsibilities support safe operation. CRITICAL STATION AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Link maintenance and contractor evidence to the exact asset, visit, and closure test.

- 50 Verify employees have current training for fuel hazards, emergency shutdown, fire response, spills, tanker delivery, first aid, robbery, cash, and incident reporting. CRITICAL STATION AUDIT

Current Incomplete Missing / expired RECORD | Attach

 Execution tip: Link maintenance and contractor evidence to the exact asset, visit, and closure test.

- 51 Check required PPE is available, correctly stored, in good condition, and used for spill response, maintenance, tanker activity, waste, and chemical handling. CRITICAL STATION AUDIT

Verified Needs action Critical failure LIVE PHOTO | Add

 Execution tip: Link maintenance and contractor evidence to the exact asset, visit, and closure test.

- 52 Review opening, shift, closing, meter, tank, cash, cleaning, safety, and handover records for completion, accuracy, and supervisor review. STATION AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Link maintenance and contractor evidence to the exact asset, visit, and closure test.

- 53 Inspect electrical panels, canopy lights, pumps, compressors, generators, signage, refrigeration, doors, drainage, and customer equipment against the maintenance plan. STATION AUDIT

Compliant Partial Non-compliant N/A

 Execution tip: Link maintenance and contractor evidence to the exact asset, visit, and closure test.

- 54 Verify contractors, tanker drivers, technicians, cleaners, and waste providers are authorized, inducted, supervised, and controlled through permits or service records. CRITICAL STATION AUDIT

Current Incomplete Missing / expired RECORD | Attach

 Execution tip: Link maintenance and contractor evidence to the exact asset, visit, and closure test.

10. Findings, corrective actions, verification, and management sign-off

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

STATION AUDIT

Finding	Priority	Owner	Due	Proof

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

- 56 Record each finding with the exact area, asset, dispenser, tank, product, transaction, observed condition, reading, live evidence, and temporary control.

STATION AUDIT

Finding	Priority	Owner	Due	Proof

 Execution tip: Do not close critical actions 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 AUDIT

Finding	Priority	Owner	Due	Proof

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

- 58 Track fuel leaks, fire-system failures, emergency-stop issues, environmental concerns, security failures, and other critical findings until independently verified.

CRITICAL

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

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

- 59 Review repeat issues, fuel variance, spills, equipment downtime, safety incidents, overdue actions, contractor performance, and station-level trends.

STATION AUDIT

Verified

Needs action

Critical failure

LIVE PHOTO | Add

 Execution tip: Do not close critical actions 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 review is scheduled.

CRITICAL

STATION AUDIT

NAME | Enter

TIME | __:__

SIGNATURE | Sign

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

RUN THIS CHECKLIST DIGITALLY

Turn gas station findings into verified risk reduction

Use Taqtics to schedule station audits, capture live fuel and safety evidence, escalate critical failures, assign actions, verify closure, and compare recurring risks across every location.

Scheduled station audits

Critical fuel and safety scoring

Live photo and test evidence

Immediate risk escalation

Corrective-action tracking

Multi-station compliance dashboards

Try the Gas Station Audit Checklist in Taqtics