

# Fuel Oil Dealer Predelivery Procedure Forms



**Fuel Oil Dealer Predelivery Procedure Forms** – For Above ground tanks.

**Pre-Delivery Procedure/Discrepancy Report-- above ground tanks**  
*Revised May 2006*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_

**Location**

|                                 |     |    |
|---------------------------------|-----|----|
| Address verified?               | Yes | No |
| Delivery instructions verified? | Yes | No |
| Tank location verified?         | Yes | No |

**Tank** - if the tank is readily accessible check the following:

|                                                            |     |    |
|------------------------------------------------------------|-----|----|
| Amount of oil in tank?                                     |     |    |
| Any water in tank?                                         | Yes | No |
| If yes, how many inches?                                   |     |    |
| Tank gauge in good condition?                              | Yes | No |
| Any evidence of historic spills?                           | Yes | No |
| Tank condition satisfactory including legs and foundation? | Yes | No |
| Unused openings properly plugged?                          | Yes | No |

**Fill Pipe**

|                                                |     |    |
|------------------------------------------------|-----|----|
| In good condition?                             | Yes | No |
| Fill cap in place & in good condition?         | Yes | No |
| Positioned to avoid buildup of water and snow? | Yes | No |

**Vent Pipe**

|                                                |     |    |
|------------------------------------------------|-----|----|
| Vent cap in place & in good condition?         | Yes | No |
| Vent free of obstructions?                     | Yes | No |
| Positioned to avoid buildup of water and snow? | Yes | No |
| Vent alarm working properly?                   |     |    |

**Oil lines**

|                                  |     |     |    |
|----------------------------------|-----|-----|----|
| Outside exposed lines insulated? | N/A | Yes | No |
|----------------------------------|-----|-----|----|

**Final Scan**

|                                       |     |    |
|---------------------------------------|-----|----|
| Checked for oil leaks after delivery? | Yes | No |
|---------------------------------------|-----|----|

**Comments:** \_\_\_\_\_

**Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE NOTE:** The visual tank inspection performed was limited to the items inspected on the tank as noted on this inspection form, and does not cover any other area of the house or property, or parts of the tank system not visible. The inspection conducted and the results reported on this Inspection Report represent the visible condition(s) of the tank present on the day of inspection only. This inspection should not be construed as an opinion or prediction of the condition of the tank in the future. Conditions involving the tank(s) may change in the future, and future inspections are recommended. If you notice a change in the condition of the tank, please contact your retail Oilheat company immediately.