

NCWM Voluntary Program Assessment Work Group
Inspector Responsibilities Evaluation Checklist
Retail Motor Fuel Dispensers
February 7, 2000

Inspector Name: _____ Jurisdiction: _____

Numbered items in normal text are the requirements. The standard to assess compliance with the standard is written immediately after the requirement in *italic type* in the form of questions. For each requirement, circle Yes or No, or NA if not applicable to answer the questions. For each "No" circled, identify the requirement number and provide an explanation on a comment sheet. Also use the comment sheet to make other notes regarding your findings.

All items in this checklist indicate critical program areas. Any "No" response represents a critical program deficiency.

1. The Inspector is Trained.		
<i>Can each inspector cite references relating to the following areas and correctly answer questions (i.e. assessor may use review and exam questions from NTP courses) in each area?</i>		
1.1	The inspector has knowledge of program goals and objectives.	Yes No
1.2	The inspector has knowledge of the pertinent laws.	Yes No
1.3	The inspector has knowledge of the pertinent regulations.	Yes No
1.4	The inspector has knowledge of Handbook 44.	Yes No
1.5	The inspector has knowledge of NTEP and a Certificate of Conformance.	Yes No
1.6	The inspector has knowledge of the prescribed inspection and test procedures for the devices.	Yes No
1.7	The inspector has knowledge of safety issues and practices associated with device and products tested.	Yes No
1.8	The inspector has knowledge of the proper use and care of the standards and equipment.	Yes No
1.9	The inspector has knowledge of the prescribed procedures for complaint and undercover investigations.	Yes No NA

2. The Inspector is Prepared to Perform Inspections.		
<i>Does the inspector have the following reference items at his/her disposal at the inspection site(s)?</i>		
2.1	The Inspector has appropriate credentials.	Yes No
2.2	The Inspector has copies of pertinent laws, regulations and reference books. <i>Does inspector have current copies of law, regulations, Handbook 44, etc?</i>	Yes No
2.3	The Inspector has NTEP Certificates or has access to them as needed. <i>Can the inspector get access to an NTEP Certificate when needed?</i>	Yes No
2.4	The Inspector has copies of testing procedures. <i>Does inspector have copies of procedures (NCWM Publication 12 and/or Jurisdiction Quality Manual)?</i>	Yes No
2.5	The Inspector has necessary report forms, worksheets, and official orders. <i>Does the inspector have copies?</i>	Yes No

3. The Inspector has Necessary Equipment to Perform Tests.		
<i>Does the inspector have the following test equipment and supplies at his/her disposal at the inspection site(s)?</i>		
3.1	Inspector has appropriate standards. <i>Are the test measures certified traceable to NIST and appropriate in capacity and division size?</i>	Yes No
	<i>Are the test measures in good condition (i.e., clean and free of dents, clear sight tube, etc) and protected while not in use (case or enclosure)?</i>	Yes No
	<i>Does the inspector have other necessary standards (e.g. tape measure)?</i>	Yes No N/A
3.2	Inspector has support equipment including means to return product to proper storage. <i>Does the inspector have appropriate equipment at the site (funnel, hoses, etc)?</i>	Yes No
3.3	Inspector has safety equipment. <i>Does the inspector have appropriate safety equipment (safety cones, splash covers, protective gloves, etc)?</i>	Yes No

4. Inspector Conducts Inspections and Tests.		
4.1	Preliminary steps. <i>Does the inspector identify him/herself to establishment manager and explain purpose of inspection (routine, complaint, etc, but not applicable for undercover investigations)?</i>	Yes No
	<i>Does the inspector explain the manager's responsibilities (access to dispenser interior, audit trails, etc)?</i>	Yes No
	<i>Does the inspector identify appropriate product storage markings and verify ability to return product to storage?</i>	Yes No
4.2	Inspector inspects each dispenser. <i>Does the inspector:</i> <ul style="list-style-type: none"> • <i>Check suitability?</i> • <i>Check that device has valid NTEP Certificate of Conformance?</i> • <i>Check that devices are properly installed (plumb, level, etc)?</i> • <i>Check for correct pump markings (ID, product identity, etc)?</i> • <i>Check pump interior for leaks, exposed wiring, modifications, etc)?</i> • <i>Check security seals/audit trails?</i> • <i>Check condition of hoses and nozzle?</i> • <i>Check condition of vapor eliminator system (pump systems only)?</i> 	Yes No Yes No Yes No Yes No Yes No Yes No Yes No
4.3	Measurement Tests - General. <i>For each test draft, does the inspector:</i> <ul style="list-style-type: none"> • <i>Use the test measure correctly (wet down, level, reading at eye level, 30 second pour/10 second drain, grounding during product return, etc)?</i> • <i>Verify correct operation of primary and operational displays, and price computations?</i> • <i>Verify correct operation of totalizers?</i> • <i>Safely return product to correct storage tank?</i> 	Yes No Yes No Yes No Yes No
4.4	Conducts Normal Test(s) <i>Does the inspector conduct normal tests on each device?</i>	Yes No
	<i>Does the inspector repeat tests, as required, to verify results?</i>	Yes No
4.5	Conducts Special Test(s) <i>Does the inspector conduct special tests on each device as required?</i>	Yes No
	<i>Does the inspector repeat tests, as required, to verify results?</i>	Yes No

4.6	Conducts other performance tests on each dispenser. <i>Does the inspector conduct anti-drain valve, zero-setback interlock, repeatability, price computation and other performance tests on each device according to jurisdiction guidelines?</i>	Yes No
4.7	Conducts other performance tests on system components, as required. <i>Does the inspector conduct tests of solenoid valves (submersible pump systems only) and verify operation of point-of-sale terminals or consoles (agreement of indications, etc)?</i>	Yes No
4.8	Inspector looks for unusual situations or potentially fraudulent practices while conducting inspections. <i>Does the inspector look for unusual situations and potentially fraudulent practices? Can the inspector describe the kinds of things he/she is looking for, or examples found in past inspections)?</i>	Yes No Yes No
4.9	Inspector conducts complaint or undercover investigations. <i>Does the inspector conduct assigned investigations as per jurisdictional guidelines and file appropriate reports?</i>	Yes No NA

5. Inspector Completes Inspection		
5.1	Inspector completes the required reports documenting the inspection. <i>Does the inspector complete the inspection report(s) following jurisdiction guidelines?</i> <i>Are compliant devices passed and non-compliant devices failed following jurisdiction guidelines?</i>	Yes No Yes No
5.2	Inspector issues the appropriate directions and orders to the device user. <i>Does the inspector take appropriate enforcement action as per jurisdiction guidelines with respect to failing devices (issuing repair or condemnation orders, etc)?</i> <i>Does the inspector explain the test results to establishment manager and explain any orders issued?</i> <i>Does the inspector answer questions about the inspection, as needed, following jurisdiction guidelines?</i>	Yes No Yes No Yes No
5.3	Inspector reports unusual situations to superiors and/or conducts further investigations. <i>If a situation arises, does the inspector report to supervisors and/or conduct investigations to verify whether operations are in conformance?</i> <i>Can the inspector describe what form investigations may take and when each would be applied?</i> <i>Does the inspector prepare narrative reports of such findings?</i>	Yes No Yes No Yes No

Rater: _____ Date: _____

Rater should document and explain each deficiency on a separate page along with general comments.

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Jurisdiction: _____ Inspector Name: _____

Inspector Responsibilities Comment Sheet

Requirement	Comment

Rater: _____

Date: _____