

SCHEDULE K

Monthly Report Submittal Checklist

MONTHLY REPORT SUBMISSION CHECKLIST

GPA FUEL FARM **MONTHLY REPORT CHECKLIST**

Month/ Year : _____

Mark box if completed.

1. Fuel Farm Activity Summary Report (Narrative & Spreadsheets)

- a. Summary
- b. Individual Tanks Activity Summary Report (Tks 1902/1910/1911/1934 & 1935)
Showing Detailed Monthly Inventory Movements (for each tank starting October)
(by Fiscal Year -12 months starting October)
- c. Product Inventory Reconciliation (LSFO, HSFO & RFO)
Showing Monthly breakdown (by Fiscal Year- 12 months starting October)
- d. OWS (Oil & Water Separator)
- e. Main Pump Station
- f. Auxiliary Pump Station
- g. Cathodic Protection
- h. Leak Detection System
- i. Ground Maintenance
- j. Equipment Maintenance
- k. Facility Security
- l. Trainings
- m. Projects
- n. Miscellaneous/ Others

2. Monthly Inventory Report (Brief Narrative & Spreadsheets)

- a. Inventory summary for the report Month (LSFO/ HSFO/ RFO)
- b. Individual Tank Activity Report (Tanks 1902/ 1910/ 1911/ 1934/ &1935)
Showing Daily Inventory Activity for each Tank
- c. Cargo Receipt Summary and Reconciliation Report
- d. Issuance Summary and Reconciliation Report
- e. Tank Transfer Summary and Reconciliation Report
- f. Plant Delivery Reconciliation Report (Tank Issuance vs. Plant Receipts)
- g. Loss Control Analysis
- h. Miscellaneous/ Others

3. Operations Report (Brief Narrative & Logsheets)

- a. Daily Plant Delivery Operations Logsheets
- b. Daily Tank Gain/ (Loss) Report

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- c. RFO Cargo Receiving Operation Logsheet
- d. Tank-to-Tank Transfer Operation Logsheet
- e. Emergency Incident and Product Release Report
- f. Miscellaneous/ Others

4. Maintenance Report (Brief Narrative and Logsheets)

- a. Preventive Maintenance Schedule for the year
- b. Equipment Maintenance and Repair Report
- c. Cathodic Protection Monitoring Report
- d. Ground Maintenance Report
- e. Pump & Motor Weekly Monitoring Report
- f. Pressure Cut-out Switch Daily Test report
- g. Leak Detection Monitoring report
- h. Instrument Calibration Report
- i. Spare Parts Inventory Report
- j. Building/ Office Maintenance Report
- k. Miscellaneous/ Others

5. Inspection Report (Brief Narrative & Logsheets)

- a. Tank System Inspection Report (API Std 653)
- b. EPA and Other Regulatory Reports
- b. SPCC Inspection Report:
 - Peterra Training Record
 - Storage Tanks & Secondary Containments
 - Oil Water Separator
 - Safety and Emergency Equipment
 - Pipelines/ Valves/Pump Stations
 - SPCC Inventory Report

6. Projects (CIP's, others)

7. Miscellaneous

- a. GRSL Expense Report
- b. Dated Monthly Facility Graphic Images (Colored Pictures/ Photos Print-out Files)
- c. Fuel Farm Assets Inventory Report