



Oil Storage Tank Maintenance Checklist

12 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect the tank shell, seams, and supports for corrosion, damage, and distortion
- ☐ Check the bund for cracks, damage, and any accumulated rainwater or debris
- ☐ Inspect the fill point, cap, and any lockable arrangement for security
- ☐ Inspect the draw-off line, filters, and isolation valves for leaks and blockage

Functional Checks

- ☐ Check for water in the tank bottom and drain or remove where present
- ☐ Take a fuel sample and assess for water, sediment, and microbial contamination
- ☐ Test the contents gauge and any low-level or leak detection alarm
- ☐ Check the vent is clear and correctly terminated

Safety Checks

- ☐ Confirm bund capacity remains adequate and all fill and draw points sit inside it
- ☐ Verify the fire valve is in place and its sensing element intact
- ☐ Check spill kit availability and condition at the tank location

Record Keeping

- ☐ Record fuel age, sample results, and deliveries in the tank log

Maintenance Frequency

Monthly

- Visual check of tank and bund
- Check for water in the bund and drain if needed
- Confirm contents gauge reading

Quarterly

- Check for water in the tank bottom
- Inspect filters and draw-off line
- Test level alarms

Annually

- Full tank and bund inspection
- Fuel sampling and analysis
- Fire valve and leak detection check
- Consider fuel polishing based on age and sample results