

Petroleum Supplier Due Diligence Checklist

A practical onboarding and transaction-risk checklist for businesses evaluating petroleum suppliers, wholesalers and trading counterparties.

PURPOSE Support a documented, repeatable due-diligence process before funds are committed or supply arrangements are relied upon.

Important: A licence copy, low price, website or industry introduction is not by itself proof that a supplier, depot relationship or transaction is genuine. Verify material claims in context.

1. Confirm the contracting entity

- ☐ Confirm registered legal name and company / entity registration details.
- ☐ Confirm trading name and its relationship to the legal entity.
- ☐ Confirm the person negotiating has authority to act for the entity.
- ☐ Confirm physical address, telephone numbers and business-domain email details.
- ☐ Record the date and source of each verification.

2. Review petroleum authorisation

- ☐ Identify the petroleum activity being offered: wholesale, retail, site, manufacturing, import, export or other.
- ☐ Review the relevant licence or permit information and match it to the legal entity.
- ☐ Check whether the activity, premises and representations are consistent with the documentation.
- ☐ Treat applications, approval letters and copied certificates according to what they actually prove.

3. Understand the supply chain

Source and storage

- ☐ Product source
- ☐ Depot / terminal
- ☐ Storage relationship
- ☐ Capacity / access claim

Delivery and logistics

- ☐ Transporter
- ☐ Tanker / trailer
- ☐ Delivery route
- ☐ Proof-of-delivery controls

4. Commercial controls

- ☐ Ensure quotation, contract, invoice and bank beneficiary information align with the contracting entity.
- ☐ Investigate unexplained bank-account changes or requests for payment to third parties.
- ☐ Document product specification, price basis, taxes, delivery terms and dispute process.
- ☐ Use staged controls for first transactions where the counterparty is new or higher risk.

PRINTABLE CHECKLIST

Supplier due-diligence decision sheet

Complete this page before approving a new supplier or material change in an existing supply relationship.

5. Red flags requiring further checking

- ☐ Pricing materially inconsistent with credible market conditions without a clear explanation.
- ☐ Pressure to pay urgently or to a recently changed / unrelated bank account.
- ☐ Refusal to identify the legal entity, licence holder, source, depot or transporter.
- ☐ Documents with inconsistent names, numbers, dates, formatting or contact details.
- ☐ Delivery vehicles or documents that do not match the agreed supplier, source or product.
- ☐ Requests to misdescribe product, quantity, route, counterparty or transaction purpose.
- ☐ Unwillingness to permit reasonable independent verification.

6. Independent verification

Where a real commercial decision depends on the answer, use an independent verification service rather than relying only on documents supplied by the counterparty. [LicenseCheck petroleum supplier verification](#)

7. Approval record

Check	Result	Source / reference	Date

Next steps

Use the online resource

reportfuel.com/petroleum-supplier-due-diligence-checklist/

Scan the QR code for the current online version and future updates.



Related: [Petroleum Licence Due Diligence](#) | [Illicit Fuel Trading Red Flags](#)

Reporting concern? [Use the secure Report Fuel reporting channel](#). Do not email incident evidence or secure access codes.

Disclaimer: This resource provides general educational guidance only and does not replace legal, regulatory, technical, laboratory, safety or emergency advice. Information should be assessed in context and verified where appropriate.