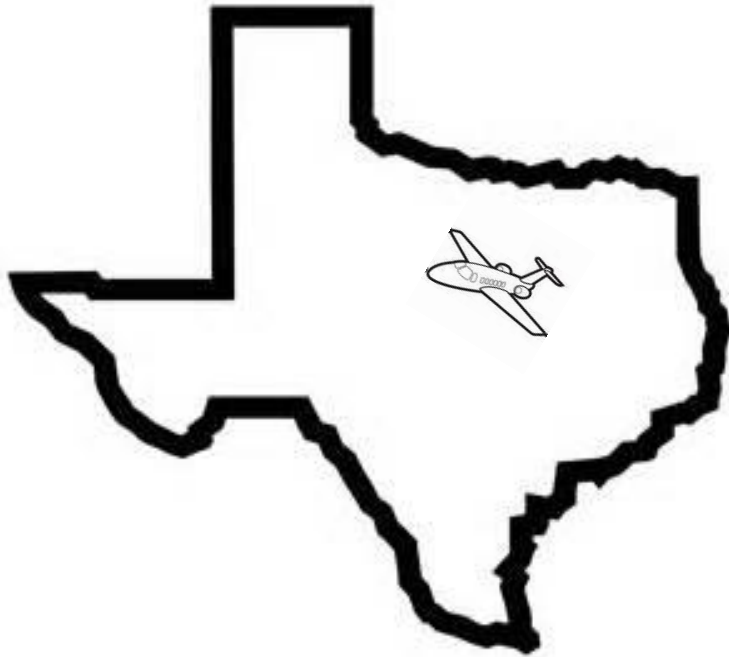


# ENVOY

## Maintenance Safety and Compliance



## FUELING NEWSLETTER #11

PUBLISHED  
October 17, 2017

### Topics:

- Fuel Caps
- Training Form change

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## ➤ Fuel Caps

Fuel Caps are never to be removed!

Recently XNA found 2 fuel caps laying inside the wing near the leading edge slat drive that had been removed. If these caps had become lodged between the slat drive unit and drive shaft, it could have caused a major safety problem.

If need any help please email [msc.support@aa.com](mailto:msc.support@aa.com) or call 972-374-9376

Fueling caps are being removed from the chain and placed inside the panel. Then caps slide down and out of reach.



The missing cap does not get reported and now the aircraft departs, missing a fuel cap. The next fueller reports the fuel cap missing and now we have a potential delay, or worse a hazardous condition.

To retrieve the fuel cap that has slid down the bay, Maintenance has to remove many screws to reach that far down.



This is a **major safety hazard**. Please pass this along to all of your employees. Any questions please contact me, Jim Ensminger, Director Envoy Safety.

# Envoy Fueling And Servicing Procedures Manual, Chapter 02-00

## D. FUEL VENDOR TRAINING RECORD

1. Fuel Vendor Training Record (AE-FSPM-0200) is completed as follows:

**Table FSPM 0200.a: Instructions for Completing AE-FSPM-0200 Fuel Vendor Training Record**

ITEM	DESCRIPTION	RESPONSIBILITY
a)	Enter name of employee being trained.	Designated Trainer
b)	Enter the name of the company that fueler works for.	Designated Trainer
c)	Enter city code.	Designated Trainer
d)	Verify/observe each task or requirement and indicate whether satisfactory using <b>Yes</b> or <b>No</b> blocks.	Designated Trainer
e)	Employee must sign each line next to the aircraft type that he has been trained to service.	Employee
f)	Trainer/designee must sign each line which contains the aircraft type that he has trained the employee to service.	Designated Trainer
g)	Enter date training was completed.	Designated Trainer
h)	Enter name of trainer/designee performing annual driver's license/proficiency review.	Designated Trainer
i)	Enter date the annual driver's proficiency review was accomplished.	Designated Trainer

AE-FSPM-0200

01 Sep 15

Envoy Air Inc.  
**FUEL VENDOR TRAINING RECORD**

This form is to acknowledge that \_\_\_\_\_, employed by \_\_\_\_\_ at \_\_\_\_\_ has completed initial formal training on Envoy Air Inc., Fueling and Servicing Procedures Manual, has demonstrated proficiency on Fueling Procedures and is authorized to service the Envoy Air Inc. aircraft as indicated below.

	Yes	No	Aircraft Fueling and Servicing Procedures
1.			Initial Course MTX0407 completed date: _____ Recurrent / Revised MTX0407 training, last completed date: _____ [Ref. FSPM 02-00 C.5.c)]
2.			Demonstrate access/login to Envoy Technical Publications web page with access to Envoy Fueling/ Servicing Procedures manual.
3.			State driver's license valid and current [Ref. 02-00B.1.].
4.			Understands operating instructions, warnings and precautions.

- Item 1. has been revised and it is set to publish in our FSPM on the month of November of 2017.
- Please be aware of this change when using the form.