



envoy Fuel Safety Notice

2nd Quarter 2021

Envoy Procedures

Personnel Qualifications FSPM 02-00

Fuel vendors are responsible for maintaining a training program and providing the local Company General Manager with an updated list of their employees who are qualified to service each type of Company aircraft. This list is to be updated each time a change in qualified personnel occurs or annually, whichever occurs first.

Stop Reminder

Accelerate slowly and stop slowly. Drivers must come to a complete STOP at eight feet when approaching an aircraft. After stopping, proceed at walking speed to refueling position. A distance of at least five feet shall be maintained between the fuel servicing vehicle and any part of the aircraft at all times.

Training

Envoyair.com is a fuelers location for the most current training forms that are required for use by fuel vendor's Designated Trainers. To access these forms bring up the website, then locate the "Employees" tab and use the drop down to "Vendors/Contractors" and you will locate the current training form (AE-FSPM-0200).

Top Fuel Findings for 1st QT 2021

1 Annual Recurrent Training

Remember, annual recurrent training is required on all fuelers. Designed trainers are to complete AE-FSPM-0200 on all fuelers and retain the current copies in the training files. The form must be signed by the DT and the fueller as well as dated when the training was completed.

2 Additives Written Procedure

All airport fueling vendors having aviation fuel storage facilities and/or aircraft refueling equipment administrative and operational responsibilities shall have written policies and procedures to prevent the mis-additization of jet fuel.

3 Daily and Weekly inspections not being recorded.

Envoy audits have noted that vendors are not completing **Daily Inspections** such as Differential Pressure and Hydrant Cart check on a consistent bases.

Note: that if you are missing these inspections comments should be made to the reason why the checks are not being conducted.

Also, Envoy has noted that **Weekly Inspections** are not being completed as required. These checks include: Corrected Differential Pressure and Bonding Cable Continuity. These checks have been moved from a monthly check to a weekly check when the current revision of ATA 103 was released in November 2019.