



envoy Fuel Safety Notice

November 2020



Envoy Procedures

This item is from Envoy's FSPM Chapter 02-05

The Envoy General Fueling Procedures section of the FSPM (02-05) discusses basic procedures that cover general fueling, emergency and spill reporting & clean up. This section should help fuel vendors develop their own procedures for these areas. Envoy auditors will be looking for these procedures when conducting fuel audits.



Reminder

Envoyair.com is a fuelers location for the current training forms that Envoy Air requires all fuelers to use. There is no need to print multiple copies of training forms and retain them for later use. You have access to these forms at all times. Simply bringing up the website, locating the "Employees" section and drop down and click on "Vendors/Contractors."



Training

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.



Top 3 Fuel Findings for 3rd QT 2020

1 Training not being kept up to date.

Envoy has noted a number of fuel vendors that are not keeping up with required Envoy training. This include not completing annual proficiency training for all fuelers. This is now the second quarter in a row that this topic has been a top finding.

2 Fuel Spill Procedures

Envoy requires that all fuel vendors have updated emergency procedures for fuel spills that includes training of fuelers, notifying flight crews and how station personnel will be notified.

3 Daily, weekly, monthly Inspection not recorded.

This trend has been growing since the release of the new ATA 103 manual. Auditor's findings show the new **Weekly Checks** are not being completed. Also, with the new forms there are new checks that have not been completed because those assigned to conduct checks have not been trained on what to look for or do not understand what they are looking for to make those checks. Envoy encourages all fuel trainers to go back and refresh your staff members on correct areas to look for and check your location might not have the new areas to check but it would be a good refresher on your current location. This will help you not only with an Envoy audit but, with other airline audits as well.