



envoy Fuel Safety Notice

NOVEMBER

EVENT: Fueler attempted to re-fuel an aircraft with a fuel truck that had an expired filter.

Filter elements are to be checked annually and replaced as per the **FSPM 03-19** and **FSPM 03-07**:

“ANNUAL CHECKS

The annual check shall be performed each calendar year and recorded on the Quarterly/Semi-Annual/Annual Fueling Equipment Checklist (AE-FSPM-0307.2) (p 10).

1. Filter Elements—Replace filter elements per FSPM 03-19. Life of filter elements may be extended to a maximum of two years provided the operator has followed criteria outlined in FSPM 03-19. Regardless of filter replacement frequency, all filter vessels must be opened annually and visually check condition of interior for cleanliness and integrity of elements [Ref. FSPM 03-19].”

EVENT: Millipore and ground-wire/ohm checks were not completed

Per the **FSPM 03-05**:

“MONTHLY INSPECTIONS

A monthly inspection shall be performed with all ratings recorded on the Daily/Monthly Fuel Facility Checklist (AE-FSPM-0305.2) (p 8) and additional forms as indicated. This inspection requires the following:

- 1. Filtration Test—Perform a Membrane Filtration Test [Ref. FSPM 03-11], Free Water Test [Ref. FSPM 03-12] to 15 PPM downstream of filter. Record findings on Fuel Quality Test Record (AE-FSPM-0305) (p 4).*
- 2. Bonding Cable Continuity—Perform electrical continuity check on bonding cables and clamps [Ref. FSPM 03-15].”*



Ensure the white bucket used for testing fuel clarity is not chipped or damaged beyond the point of being useful.



EVENT: Fuel Vendors using outdated forms

Ensure the date on the Fuel Vendor Training Record (or any other applicable Fuel Servicing form matches the Form Date located in the Forms Index in FSPM 06-01.

Example:

Form Number AE-FSPM-: 0200

Form Title: Fuel Vendor Training Record

Form Date: 07 Nov 17

ANNUAL DRIVER’S LICENSE REVIEW

Per the **FSPM 02-00**:

“B. STATE DRIVER’S LICENSE

- 1. Each authorized driver must have a currently valid state driver’s license.*
- 2. Vendor management is responsible for performing an annual driver’s license review for any operator of a motorized vehicle engaged in the servicing operation of Company aircraft. Any driver whose state driver’s license has expired or has been suspended or revoked shall not operate motorized vehicles in the servicing operation of the Company aircraft.*
- 3. The annual driver’s license review shall be documented on the Fuel Vendor Training Record (AE-FSPM-0200) (p 3).”*