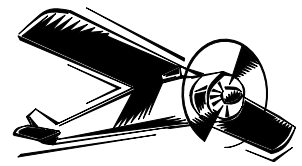


# EGCL - FUEL MANAGEMENT

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ



## STAFF FUEL DISPENSING SAFETY POLICY - TRAINING FORM

- 1.0. (Name) \_\_\_\_\_ has been instructed in the following Safety & procedural rules regarding the dispensing of Aviation Fuels at Fenland Airfield:
- 1.1. The safe operation of equipment used for the dispensing of fuel from the 100LL / UL91 & Jet A1 fuel facilities.
- 1.2. Procedures for 'Daily Fuel Contamination Checks' and reporting / recording of fuel sample results.
- 1.3. Safety procedures regarding Earth Bonding arrangements, the need for fuel cap security & control; and, the use 'access steps' by refuelling staff around aircraft.
- 1.4 **Personal Protective Equipment (PPE)** - to be used by staff when re-fuelling (i.e. gloves, goggles and reflective jackets). **Note** - footwear with exposed iron or steel studs or tips shall NOT be worn by persons dispensing fuel.
- 1.5. Safety when refuelling of helicopters (rotor blades / approaching / pilot) etc.
- 1.6. Fire procedures and precautions at fuel pumps:
- Identify the location & the operation of the 'Fireman's Switch' to isolate fuel pump electrical supplies;
  - Understand the type, location and use of portable fire extinguishing equipment provided at fuel dispensing points;
  - Understand the 'action to taken in event of fire' and the 'action to raise the fire alarm' as per the fenland airfield 'fire action notices';
  - Understand 'fuel spillage' action to be taken;
  - Understand that only 'authorized persons' should be permitted near or operating the fuel dispensing pumps;
  - Understand the need for 'No Smoking or No Naked Lights' within 6m of the fuel dispensing points,
  - Understand the need to prohibit the use of mobile phones, pagers and radios within 6m of the fuel dispensing points;
  - Understand that photographic flash equipment should not be used within 6m of the fuel dispensing points;
  - Understand, the need to prohibit the refuelling of aircraft with their engines running or rotors turning with exception of the air ambulance;
  - Understand that - **under no circumstances MUST refuelling be undertaken at any time with passengers on board the aircraft;**
- 1.7. If at any time the person dispensing fuel think any of the above items are not being adhered to by members, aircrew or passengers then they **should NOT dispense the fuel.**

# FENLAND AERO CLUB - FUEL MANAGEMENT

(Continuation Sheet)

## 2.0. FUEL DISPENSING

**Notes:** Please indicate 'Yes or No' by ringing answer regarding the individuals understanding whilst under instruction of subject

ITEM:	COMPETENCY COVERED	YES / NO
2.1.	<b>Instruction on the use and Safety Precautions of Fuel Pump Equipment</b> ( <i>including On / Off Switches, Key Activation, Pump &amp; Meter resetting</i> )	
2.2.	<b>Instruction &amp; Understanding of the Fuel Testing</b> ( <i>as per *Daily Ops Manual CAP 748 &amp; aircraft fuelling &amp; fuel installation management requirements, including record keeping</i> )	
2.3.	<b>Instruction in Earth Bonding</b> ( <i>why it is required, practical demonstration of fixing earth bonding to aircraft and the pre-use examination of cables and bond fixings including record keeping</i> )	
2.4.	<b>Fuel Caps</b> - instruction in checking of <b>Fuel Caps</b> including the importance of replacement prior to flight or aircraft movement.	
2.5.	<b>Instruction on Bulk Fuel Delivery Arrangements &amp; After Delivery Testing Procedures</b> ( <i>as per *Daily Ops Manual CAP 748 &amp; aircraft fuelling &amp; fuel installation management requirements, including record keeping</i> )	
2.6.	<b>Access Steps</b> ( <i>care of use by staff and of the potential damage to aircraft surfaces, also safe step onto marked aircraft walk ways</i> )	
2.7.	<b>Fuel Spill Procedures and Use of PPE Provided</b>	
2.8.	<b>Fire Precautions</b> ( <i>understand the type, location and use of portable fire extinguishing equipment provided at fuel dispensing points &amp; 'Action to taken in Event and 'Raising of the Alarm in event of fire' as per the fenland airfield fire action notices</i> ).	
2.9.	<b>Instruction in Refuelling Process</b> ( <i>in normal circumstances Pilots will normally re-fuel own aircraft but you may be called upon to carry out this operation</i> )	
2.10.	<b>Completing of the Daily Fuelling Check Sheet &amp; Recording Daily Testing Results</b> ( <i>Daily record forms, administration required</i> )*	
2.11.	<b>Any Other Relevant Information</b> (Specify in box below): <b>(1).</b> Aircraft / helicopters are <u>not</u> to be pushed back or parked on the north and south grass areas which also form part of the designated re-fuelling safety area but are either to depart onward or return to the aircraft park immediately after re-fuelling. Aircraft waiting to be refuelled are to wait at the north-west corner of the 'signal square' until a pump becomes available. The northern grass area is also the only access for members to the Old Hangar. Brief notices to the effect are in place within the refuelling areas and should be brought to the pilots' attention.	

I have been shown and instructed on all of the procedures and precautions relating to the dispensing of fuel at Fenland Airfield as indicated on this form.

<b>Print Name of Trainee:</b>			
<b>Signature:</b>		<b>Date</b>	
<b>Name of Fuel Trainer:</b>			
<b>Signature:</b>		<b>Date:</b>	

\* As per instructions in the FAC Daily Operations Manual