

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.			Has employee reviewed Course MTX0407? (Initial training requirement only; not required for annual recurrent or revised training) Date MTX0407 last completed: _____
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. 02-00 B.1.].
4.			Understands operating instructions, warnings and precautions.
5.			Recognized the difference between normal aircraft fueling operations versus malfunctions [Ref. 02-00 C.1.b)].
6.			Can explain fire safety precautions and procedures [Ref. 02-00 C.1.c)].
7.			Understands fuel quality testing they will be required to perform [Ref. 02-00 C.1.d)].
8.			Can operate each piece of equipment they will maintain and/or operate [Ref. 02-00 C.1.e)].
9.			Driver stopped at 8 feet and proceeded at walking speed [Ref. 02-03 B.3.].
10.			Distance of at least 5 feet was maintained between the vehicle and aircraft [Ref. 02-03 B.4.].
11.			Vehicle was positioned at least 10 feet from all aircraft fuel vents [Ref. 02-03 B.5.].
12.			Vehicle was positioned correctly [Ref. 02-03 B.6.-12.].
13.			Aircraft and vehicle properly chocked [Ref. 02-03 B.11. (See NOTE)].
14.			Aircraft and vehicle were properly bonded prior to and during fueling [Ref. 02-04 C.1-3.].
15.			Aircraft was fueled per FSPM instructions [Ref. 05-00, 05-01, 05-03].
16.			Fueler monitored pressure gauges during refueling-maximum pressure not exceeded [02-03 B.12.].
17.			Deadman control used properly [Ref. 03-07 B.4.].
18.			Servicing mat properly positioned for overwing fueling [Ref. 02-02 E.3., 05-00, 05-01, 05-03].
19.			Aircraft de-energized and access door/filler cap properly closed [Ref. 05-00, 05-01, 05-03].
20.			Bonding cable removed after all fueling equipment was disconnected [Ref. 05-00, 05-01, 05-03].
21.			All precautions observed during fueling [Ref. 02-02 E.1-4.].
22.			When passengers are aboard, boarding or deplaning, did the fueler inform a qualified person on board (pilot/flight attendant) before commencing and after completion of fueling? [Ref. FSPM 05-00, 05-01, 05-03].

Aircraft Type	Trainee Signature	Trainer/Designee Signature	Date Trained
EMB 140/145			
ERJ-175			
CRJ-700			

Retain this form in the Employee's Training Record.