

AE-FSPM-0206
15 Apr 14

Envoy Air Inc.
NON-LISTED FUELING PROCEDURES FORM

Date: _____ Station: _____

To: _____ Fax Number or Email: _____

Envoy aircraft being refueled at your station are to be handled following our Non-Listed Fueling Program. Please review the information below to familiarize yourself with our non-listed fueling procedures and items the aircraft Captain will be required to ask for your assistance to complete. The following is a list of the items that the Captain will need to verify before accepting fuel from the local fuel vendor:

1. Is the fuel truck placarded for at least one of the following: JET A/JET A1/JP-8?
2. Are there two charged and serviceable fire extinguishers available?
3. Is the fuel truck chocked?
4. Is the bonding cable attached between the fuel servicing vehicle and the aircraft?
5. Request a sample of fuel from the fuel servicing vehicle for visual examination; is the sample free of undissolved water, sediment and suspended matter, i.e. "Clear and Bright"?

NOTE

The color of the fuel should range from water-white to slight amber (straw) color. There should be no cloudiness or particulate observed.

Notes:

1. At the completion of the checklist, if the Captain has any answers marked "No", the safety and integrity of the fuel may be compromised and he is not allowed to fuel the aircraft with that truck or hydrant. If found satisfactory, insure the bond between aircraft and truck or hydrant is complete before the fueling begins.
2. Should a question arise about the quality of the sample, the Captain will contact DMSC through MOC for clarification.

Disposition: A copy of the form is to be maintained on file at SOC for 10 days after which it may be discarded.