



# envoy Fuel Safety Notice

SEPTEMBER 2019

## PROCEDURES UPDATE

This item was updated in the FSPM to meet IOSA requirements

### FSPM 02-05 C. EMERGENCY PROCEDURES

1. The following procedure must be followed in the event of a fuel spill, hazardous condition or fire:
  - a. When a problem occurs, the fueler shall:
    - 1) STOP FUELING immediately.
    - 2) Immediately contact fueling supervisor or Dispatch, who will in turn notify Envoy Local Operations or Manager on Duty.
    - 3) The fueler will inform any local Envoy ground personnel in the immediate gate area.



## SAFETY ALERT

Fueling is **NOT** permitted while the aircraft door is closed and there are passengers onboard. This is a serious safety concern and will **NOT** be accepted.

## UPDATE

Please ensure you are using the correct version of **AE-FSPM-0200 Fuel Vendor Training Record**. The latest version of AE-FSPM-0200 is dated **02APR19**.

## Top 3 Fuel Findings for August

- 1 Fuel Vendors are not completing their Annual Training and using the correct version of AE-FSPM-200.

### FSPM 02-00 C. 5 - TRAINING

Each fuel vendor employee must have an Annual Proficiency Review, consisting of driver's license verification and observation of job performance. This proficiency review is to be documented on the Fuel Vendor Training Record (AE-FSPM-0200).

- 2 Fuel Vendor not providing the local Envoy General Manager with an updated roster.

### FSPM 02-00 A.2 - GENERAL

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.

- 3 Daily Inspection items are not being recorded accurately and in accordance with requirements.

### FSPM 03-07 B.- FUELING VEHICLE INSPECTIONS - DAILY CHECKS

Each Fueling Vehicle is required to have a daily check and documented on Daily Fueling Equipment Checklist (AE-FSPM-0307)

- |                                     |                           |
|-------------------------------------|---------------------------|
| 1. General Condition                | 9. Lift Platforms         |
| 2. Filter Sumps                     | 10. Fire Extinguishers    |
| 3. Filter Differential Pressure     | 11. Surge Tanks           |
| 4. Deadman Controls                 | 12. Air Tanks             |
| 5. Brake (Safety) Interlocks        | 13. Tanker Troughs        |
| 6. Nozzle Fueling Pressure          | 14. Tanker Sumps          |
| 7. Hoses, Swivels and Nozzles       | 15. Tanker Bottom Loading |
| 8. Bonding Reels, Cables and Clamps |                           |