



envoy Fuel Safety Notice

May 2020

PROCEDURE Notice

Recently, Envoy has noticed increased damage to our E175 fleet fueling doors.

The damage is to the fuel compartment door struts and are due to improper operation of the strut locking collar when closing the door. Consequently, when the damage is discovered a maintenance action item must be accomplished causing a delay of cancellation.

For opening the fueling compartment access door, it is necessary to press the four latches to release the door and pull it down to the end of the rod course. The rod has a folding strut lock that keeps the rod extended and door open. For closing the fueling compartment access door, it is necessary to **UNLOCK** the folding strut rod lock, fold the rod, close the door and latch the four latches. Any contact with the single point fuel nozzle during fueling can **DAMAGE** the latches or the folding strut.

REMINDER

According to FSPM 02-00

Fuel vendors shall provide the local company General Manager with an updated list (each time a change in qualified personnel occurs or annually, whichever occurs first) of their employees who are qualified to service each type of Envoy aircraft they have been trained to fuel.

Top 4 Fuel Findings 1st Quarter 2020

1 Are daily inspection items being recorded accurately and in accordance with requirements?

FSPM 03-05 - Fuel Storage Facility Inspections

A daily inspection shall be performed, including weekends/holidays, and recorded on the Daily Fuel Facility Checklist (AEFSPM-0305.1) (the Daily/Monthly Fuel Facility Checklist (AE-FSPM-0305.2) and additional forms as indicated for each item.

2 Have Storage vendor perform differential pressure reading on storage filter vessel, is vendor knowledgeable and able to demonstrate how to accurately perform reading considering steady and maximum operating flow rate?

FSPM 03-14 Filter Vessel Differential Pressure

The differential pressure reading shall be taken daily and recorded per FSPM 03-05 and 03-07.

3 Have fuel vendor employees completed: Annual Training on Form AE-FSPM-200

FSPM 02-00 Fueling Self-Audit Procedures

Have fuel vendor employees completed: Annual training on form AE-FSPM-200 and completed recurrent/revised training once every 24 months or when training is revised, whichever is sooner?

4 Do fuel vendor employees take the following precautions to prevent fires: correct leaks immediately?

FSPM 02-02 Fuel Properties and Safety Practices

Fire prevention requires the highest standards of maintenance of fuel service vehicles, equipment and installations. Leaks are a particular hazard and must be corrected at once.