



# envoy

# Fuel Safety Notice

2nd Quarter 2022



## Envoy Procedures

### Personnel Qualifications FSPM 02-00

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.



## Reminder

In the latest revision of ATA 103 (2019.1), it discusses the requirement that aviation storage / refuelers shall have a written policy and procedure to prevent the mis-additization of jet fuel (2.1.6). Envoy has noted that the program has not been written as required by vendors. Please complete the required document to stay in compliance.

## Training

Do not forget, human factors training is now required when fuelers are initially hired and then once every two years afterwards. Auditors will be asking for this training. Make sure you are able to produce evidence the training has been completed.

## Top Fuel Findings for 2nd QT 2022

**1 Fire Training**  
Fuel vendors are not able to produce fire safety training that has been provided by the fire department / airport authority. Fuel vendors should have a roster of participation or certificates that were issued to each person who has attend.

**2 Annual Recurrent Training**  
Annual Envoy training is not being completed as required. Remember, AE-FSPM 0200 is to be completed once a year. If your location has had Envoy service in the past two years, please complete this training. Envoy will conduct fuel audits even if Envoy service is not currently at your location.

**3 Daily and Weekly inspections not being recorded.**  
Envoy audits have noted that vendors are not completing **Daily Inspections** such as Differential Pressure and Hydrant Cart check on a consistent bases.  
Note: that if you are missing these inspections comments should be made to the reason why the checks are not being conducted.  
Also, Envoy has noted that **Weekly Inspections** are not being completed as required. These checks include: Corrected Differential Pressure and Bonding Cable Continuity. These checks have been moved from a monthly check to a weekly check when the current revision of ATA 103 was released in November 2019.