



envoy Fuel Safety Notice

1st Quarter 2021

Envoy Procedures

Calibrated Tool Program

The Envoy General Fueling Procedures section of the FSPM 03-00 lists documented programs a vendor is required to have for Envoy Air. One of the required programs is to have a documented **Calibrated Tool Program**. Please read FSPM 03-00 B.6 to insure your company has a **Calibrated Tool Program** and to ensure your company meets the minimum requirements.

Reminder

Storage Tanks shall be inspected at least once every 12 months. Check for buildup of sediment or evidence of microbial growth. If an inspection reveals microbial growth or buildup of sediment exceeding 1/10 of the area of the tank bottom surface, cleaning shall be accomplished.

Training

Envoyair.com is a fuelers location for the most current training forms that are required for use by fuel vendor's Designated Trainers. To access these forms bring up the website, then locate the "Employees" tab and use the drop down to "Vendors/Contractors" and you will locate the current training form (AE-FSPM-0200).

Top Fuel Findings for 2020

1 Human Factors training

Vendors are not completing or do not have a **Human Factors Training Program** as now required by ATA 103 and Envoy Air. This is a new requirement in ATA 103 and vendors need to develop a program or if the vendor has an in house training program be able to identify the program to an auditor.

2 Designated Trainers

Designated Trainers (DT) are not completing their recurrent training as required. DTs are required to update their Envoy training **every two years** or when there is an update to the training. Once completed, the DT shall keep the completed training certificate on file for review. DTs are also required to keep their original signed AE-FSPM-0200.1 form indefinitely.

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.