

envoy Fuel Safety Notice

2nd Quarter 2023

SAFETY

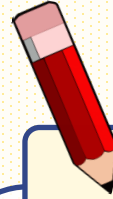


Remember, fueling personnel, fueling vehicles or fueling carts should never approach an aircraft before the engines are shut down and the rotating beacon(s) of turned off.

Envoy FSPM 02-03; B VEHICLE SAFETY

CAUTION

Never position fueling vehicle(s)/cart(s) next to an aircraft until the engines are shut down and rotating beacon(s) are turned off.



Training

The Envoy fueling manual is under revision. Once the revision is published new training will be published on Envoyair.com. You will be required to have all designated trainers and qualified fuelers update their training to the updates:

Envoy FSPM Section 02-00 C Training “*Recurrent/ Revised Training 1) Complete Envoy Course MTX0408 & MTX0407 as recurrent training once every 24 months or whenever course is revised whichever is sooner. 2) Updated MTX0407 Certificate should be retained in employee’s training file until superseded.*”

INFORMATION



According to ATA 103 Revision 2023.1 section 2.1.6 Additives and Additive Handling:

“All airport fueling vendors having aviation fuel storage facilities and/or aircraft refueling equipment administrative and operational responsibilities shall have written policies and procedures to prevent the mis-additization of jet fuel.”

Envoy follows suit with this requirement and requires all of its fuel providers (into plane and storage) to have this written policy in place and provide details to the auditor when questioned about the process.

FINDINGS



Top Fuel Findings for 2nd Quarter 2023

1. Pressure relief valves are painted and tag is not visible
2. Safety interlock wiring is missing or not secure
3. Vendors not updating or giving a qualified fueler list to local GM
4. Calibrated tools are overdue with inspection or no certificate available
5. Envoy training is not up to date or not signed
6. Daily and weekly inspections not complete or missing