



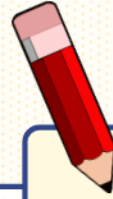
envoy Fuel Safety Notice

1st Quarter 2024

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 (FSPM 02-03 B). Make sure to inform your fuelers to observe the beacon lights on the aircraft before moving towards any aircraft. Just because a ground crew is moving around the aircraft does not mean the fueller should approach with the beacon on.



Self Audit

Be advised that starting in the second quarter (April—June) your local Envoy GMs (or their designate) will be contacting you to conduct the Envoy annual fuel self audit.

FINDINGS



Top Fuel Findings for 4th Quarter 2023

1. Protective mats are not being used or not available.
2. Storage tank inspection records not being available during audit (lost or not complete).
3. Signature rosters not up to date or available during audit.
4. Daily and weekly inspections are not being completed as required. Multiple blanks on daily forms and weekly inspections not completed (Farm and Into)
5. Pressure relief vessels are painted over along with the data plates at the fuel farm.
6. AE-FSPM-0200 are not being completed annually.
7. Vendor does not have a master hydrometer.