



# envoy Fuel Safety Notice

1st Quarter 2025

## SAFETY



Envoy has added a new procedure. FSPM 02-03 B 15. "Fuel servicing vehicles should be chocked according to the fuel vendor's chocking procedures." Auditors will be asking for your company's chocking procedures.



## 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.

## INFORMATION

Envoy accepts the recognized industry fueling standards of the Air Transport Association (ATA) Specification 103 as well as those of the international Joint Inspection Group (JIG). a) Compliance with the requirements of either standard is acceptable. b) It is acknowledged that Fuel Storage and Into-Plane operators will base their operating procedures on industry standards or their own standards that are based on industry standards for aviation fuel storage, handling, and dispensing. c) If the vendor program fails to meet at least the minimum of these standards in any part, even where accepted by the state of operation, a Variance document may be required. 2. Audits of fuel storage facilities, refueling units and into-plane operations are performed every two years at all Envoy stations. Additionally, the audits performed by the fuel vendor personnel as well as personnel qualification (training) records shall be audited. Audits are performed in accordance with this manual and the Envoy CASS Manual.

## FINDINGS



### Top Fuel Findings for 4th Quarter 2024

1. Calibration certificates are not available during audit or tools are out of calibration
2. Fueller is approaching the aircraft with beacon lights still on.
3. Annual Envoy proficiency reviews (AE-FSPM 0200) are not being completed as required.
4. Vendors are not providing current qualified fuelers list to local general manager
5. Vendor's quality forms do not list all required checks per Envoy FSPM and ATA 103.