



envoy Fuel Safety Notice

4th Quarter 2025

INFORMATION

Envoy Air is now a member of the IATA Fuel Quality Pool (IFQP) and accepts IFPQP fuel audits conducted by this program. Starting now, you may be contacted by a qualified Envoy fuel auditor who will be requesting documents from your location to complete the process of using those IFQP audits as our own. Please make sure to provide all requested documents so the auditor can complete the audit process. If you have any questions ask the auditor in charge.

ATA 103 REQUIREMENTS



According to ATA 103 and Envoy's FSPM "fueling vendors having aviation fuel storage facilities and aircraft refueling equipment administrative and operational responsibilities shall have a written policy and procedures to prevent mis-additization of jet fuel" (ATA 103 2.1.6 & FSPM 03-00 B 10)

TRAINING

Please ensure you are using the correct version of AE-FSPM-0200 Fuel Vendor Training Record. The latest version of AE-FSPM-0200 is dated 08 AUG 24. And remember to update your Envoy fuel vendor training record on an annual bases. This form is to be kept on each qualified fueler on Envoy aircraft.

REMINDER

Current ATA 103 forms do not provide a comment section on the Aircraft Fueling Equipment Check Daily / Weekly form. However, you should make notation when you have a comment about the daily or weekly checks. It is up to you to provide explanations on issue that arise during checks. Our suggestion is to write the comments on the back of the page or provider a separate sheet showing the comments.

FINDINGS



1. Into plane and Storage vendors are not completing all required daily checks or not recording the results of all daily checks.
2. Envoy Annual Proficiency Documents (AE FSPM -0200) are not being completed on time, have not been completed at all or are missing at the time of audit.
3. Primary and secondary settings are not correct. Vendors do not have the instructions on how to complete the setting of primary and secondary controls.
4. Calibrated tooling: Certificates can not be located, calibration cycles have been missed, no documented calibration program can be located at time of audit.
5. Drivers License review: Vendors are not or can not explain how drivers license review is conducted. They is no proof that drivers licenses have been conducted.