

SECTION L

FUEL HANDLING PROCEDURES

GENERAL FUEL HANDLING PROCEDURES

1. This section contains procedures for refueling aircraft, eliminating fuel contamination, protecting from fire (including electrostatic protection) and supervising and protecting passengers during refueling.
2. The Pilot-In-Command is responsible for insuring the aircraft is correctly refueled. The Pilot-In-Command, or Second-In-Command if directed by the Pilot-In-Command, will remain with the aircraft and supervise the entire refueling process. All refueling will be made from aviation fuel sources using adequate filtering.

BEFORE REFUELING

1. The responsible person will:
 - A. Ensure that refueling does not take place inside a hangar.
 - B. Ensure refueling is not attempted within a 10-mile vicinity of an active thunderstorm.
 - C. If feasible, disembark all passengers and, if possible, ensure they will not approach within 50 feet of the aircraft until refueling has been completed.
 - D. If passengers are to remain on board during refueling (ie: Air Ambulance Operations) the Pilot-In-Command must request that the fire department is on standby. If no fire department is available, the Pilot-In-Command will assure that adequate fire extinguishers are present and manned. Only essential persons may remain on board the aircraft during any refueling operation.
 - E. Ensure that no person smokes, and that there is no lighted flame or spark, within 100 feet of the aircraft.
 - F. Verify that an adequate and operable fire extinguisher is available in the immediate vicinity.
 - G. Verify that the fuel-dispensing unit is marked with the proper type and grade of fuel.
 - H. Ensure battery chargers are not being connected, operated or disconnected during fuel servicing.
 - I. Ensure aircraft ground-power units are located downwind, if possible, and as far away from the fueling points as practicable and neither connected or disconnected during fuel servicing.
 - J. Ensure that electric tools, such as drills or buffers, are not used in or near the aircraft during fueling, and that personnel do not use tools or other equipment that could be spark-producing during refueling operations.
 - K. Verify that all aircraft electrical switches are placed in the off position prior to fueling and remain so for the duration of the fueling procedure unless otherwise required for the refueling operation.
 - L. Verify that the aircraft and fuel-dispensing unit are connected by a properly installed grounding wire. If refueling is accomplished by a fuel truck, verify that the truck, if possible, is also properly connected to a designated ground point.
 - M. Verify that refueling personnel have removed any loose objects from their person that could possibly enter a fuel or oil service opening.
 - N. Use only a flashlight meeting the Underwriters Laboratories hazardous area standards may be used during refueling operations. Unless the flashlight is larger than the fuel filler opening it will be attached to the user by a lanyard to prevent loss of the flashlight into the fuel tank.

AFTER REFUELING

1. After a refueling operation is completed, the Pilot-In-Command will:
 - A. Compare the fuel quantities by observing the quantity indicated on the fuel gauges with a visual inspection of the fuel level in each fuel tank.
 - B. Verify the fuel and oil caps and associated access doors are secured.

REFUELING DEVIATIONS

FUEL SPILLAGE

In the event of spillage, all pumps and electrical equipment will be shut down. Fuel absorbent material will be used to soak up any spilled fuel. The affected area on the aircraft will be washed down and the aircraft should be moved to another location before passengers are loaded or engines started.

FUEL CONTAMINATION

In the event of serious fuel contamination, the tanks shall be drained by appropriate service personnel and refueled to the Pilot-In-Command's satisfaction. This procedure applies to operations both at the base of operations and away from base of operations.

FUEL STORAGE / PURCHASE OF FUEL

1. Fuel will either be properly stored or purchased from an approved vendor. If stored, all fuel must meet the following requirements:
 - A. Fuel will be stored in tanks that properly identify it.
 - B. A "pre-acceptance" check of all fuel from the check for water contamination or prior to use, whichever comes first.
 - C. Filters at the storage tank and at the dispensers must be changed every 12 months to preclude contamination.