



**FAA
Great Lakes Region, Airports Division
Safety Standards Branch**

Airport Certification Information Bulletin (ACIB) 13-04

Subject: Aircraft Fuel Storage, Handling, Training and Dispensing on Airports

Recently Advisory Circular 150/5230-4B, Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports, was revised incorporating additional detail and clarification for aircraft fuel storage, handling, training and dispensing on airports. 14 CFR Part 139.321 sets forth the requirements for fuel safety training at certificated airports. These requirements include two distinct types of training for employees of agents handling aviation fuel:

- **Supervisory Fuel Safety Training** - Training performed under the supervisory training program must be obtained by completing a FAA authorized Supervisory Fuel safety training course.
- **Line Service Fuel Safety Training** – Training for other employees may be provided by a supervisor who has completed the supervisory course or an authorized fuel safety training program. (Using an approved line service fuel safety course does not relieve a fueling agent from the obligation to have at least one supervisor complete the supervisory fire safety course.)

FAA approved training courses are now found in the addendum to AC 150/5230-4.

Supervisory personnel are responsible to:

- Attend an FAA authorized Supervisory Fuel Safety training course prior to the initial performance of duties, or be enrolled in an authorized course that will be completed within 90 days of initiating duties, and receive recurrent instruction at least every 24 consecutive calendar months.
- Receive hands-on training in the proper use of hand held fire extinguishers. (If hands-on fire extinguisher training is not provided concurrently with the supervisory and/or line service training course in fire safety, it must be completed within 60 days of completion of the training course in fire safety.)
- Determine the code that appropriately governs the airport at which they provide and conduct fueling activities.
- Ensure code information is incorporated into their line service personnel training.
- Receive a briefing on local fire codes from airport management, local Fire Marshall, or Authority Having Jurisdiction (AHJ).

(Note: Airport Operators holding a Part 139 certificate should be aware that it is their duty to provide an initial briefing to tenant fueling agents on the fire codes in effect at the airport that differ from NFPA 407 and anytime the fire code of the public body having jurisdiction over the airport changes.)

Line Service Fueling Employees must:

- Receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from the supervisor who has completed the supervisory course or an authorized fuel safety training program.
- Receive hands-on training in the proper use of hand held fire extinguishers. (If hands-on fire extinguisher training is not provided concurrently with the supervisory and/or line service training course in fire safety, it must be completed within 60 days of completion of the training course in fire safety.)

Airport Fueling Agents must:

- Maintain a copy of all required certificates of completion and training records for 24 consecutive calendar months. Certificates must differentiate between supervisor training and line service training.

Tenant fueling agents must:

- Record and retain the certificate/record of training for 12 consecutive calendar months. Certificates must differentiate between supervisor training and line service training. (See Sample Training Form below)
- Provide the airport operator/certificate holder a written confirmation once every 12 consecutive calendar months that the training required by 14 CFR Part 139.321 has been accomplished. (See Sample Written Confirmation Form below)

Pull-up commercial fueling operations:

Fueling from a pull-up commercial fuel pump is not considered self-fueling under the Federal Grant Assurances since it involves fueling from a self-service pump made available by the airport or a commercial aeronautical service provider. As such, pull-up commercial fuel pumps are considered airport/tenant fueling agents and must comply with the requirements of 14 CFR Part 139.321 and AC 150/5230-4B. This shall include, but is not limited to requiring the supervisor responsible for the self-fueling facility to be properly trained in accordance with 139.321(e)(1).

Action:

The attached forms have been included to assist airports in documenting the required training information. Please replace the previously issued Fire Safety Training form in the Airport Certification Manual (ACM) with these current forms. Please coordinate the ACM revision with your assigned Airport Certification Safety Inspector. If you prefer to use a digital version or other variation of this form please ensure all of the required information is captured.

AC 150/5230-4B, Aircraft Fuel Storage, Handling, Training and Dispensing on Airports, is available online at

http://www.faa.gov/documentLibrary/media/Advisory_Circular/150_5230_4b.pdf

The Addendum with approved training courses is available online at

http://www.faa.gov/documentLibrary/media/Advisory_Circular/150_5230_4b_addendum.pdf

Please contact your assigned Airport Certification Safety Inspector if you have any questions.