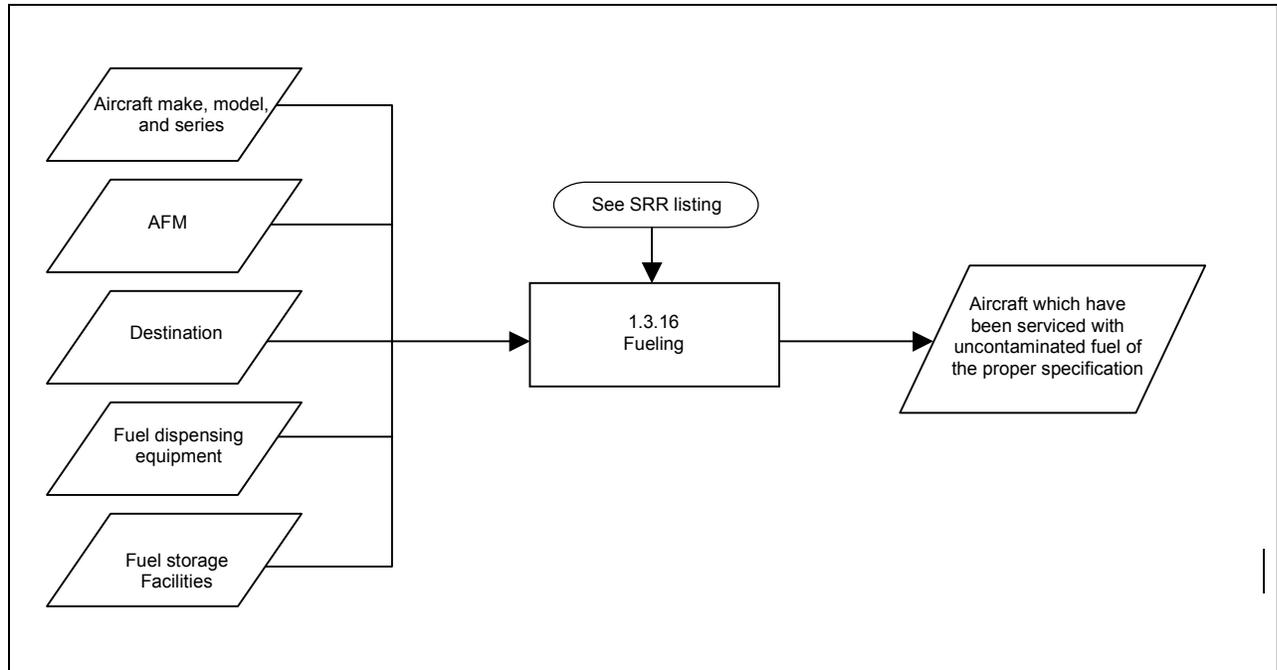


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 1.3.16 Fueling

Purpose of this Element (Air Carrier's responsibility):

The Air Carrier and/or its vendor(s) adheres to its policies, procedures and controls to ensure that uncontaminated fuel of the proper specification is correctly distributed to the aircraft.

Objective (FAA responsibility):

To verify the Air Carrier and/or its' vendor(s) follows its Fueling policies, procedures and controls.

Inputs:

- Aircraft Make, Model, and Series
- AFM
- Destination
- Fuel Dispensing Equipment
- Fuel Storage Facilities

Outputs:

- Aircraft which have been serviced with uncontaminated fuel of the proper specification

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Performance Measures:

- The Air Carrier and its vendors fuel the aircraft in accordance with the manufacturer's fueling instructions and the Air Carrier's Manual.
- The Air Carrier provides current copies of Fueling Manuals to fuel vendors and fuel servicing personnel.
- Fuel servicing personnel are trained on the Air Carrier's fuel servicing and procedures.
- The Air Carrier ensures that fuel dispensing equipment and fuel storage facilities provide uncontaminated fuel of the correct specification for the Air Carrier's aircraft.

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SRR:

- 121.105 Servicing and Maintenance Facilities
- 121.123 Servicing Maintenance Facilities
- 121.135(b)(16) Manual Contents
- 121.135(b)(18) Manual Contents

Other CFRs and/or FAA Guidance:

- CFR 121.93(a)(2)--Facilities and Service Requirements along Routes.
- FAA Order 8300.10, Vol 2, Chap 84,-- CFR Part 121/135 Operations Specifications
- FAA Order 8300.10, Vol 2 Chap.95-- Evaluate CFR Part 121/135 Operator/Applicants For Participation In 'Coordinating Agencies For Supplier's Evaluation' (C.A.S.E.).
- FAA Order 8300.10, Vol 2 Chap.227-- Evaluate Applicant's Refueling Procedures.
- NFPA Publication #407 (Aircraft Fuel Servicing)
- ATA 103 (Air Transportation Association of America Standards for Jet Fuel Control in Airports)
- Refer to appropriate Advisory Circulars

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.105	The Air Carrier must provide trained personnel and fuel dispensing equipment at locations along the route (flag and domestic).	<i>Certification: Maintenance</i> <i>Surveillance: Airworthiness</i>
121.123	The Air Carrier must show that there are trained personnel and fuel dispensing equipment to support their operation at destination airports (supplemental).	<i>Certification: Maintenance</i> <i>Surveillance: Airworthiness</i>
121.135(b)(16)	To provide instructions for fueling the aircraft.	<i>Certification: Maintenance</i> <i>Surveillance: Airworthiness</i>
121.135(b)(18)	To require procedures for refueling aircraft, eliminating fuel contamination, protection from fire (including electrostatic protection), and supervising and protecting passengers during refueling.	<i>Certification: Maintenance</i> <i>Surveillance: Airworthiness</i>

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1.3.16 Fueling

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Fueling process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Fueling process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Fueling process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Fueling process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.16 Fueling

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Fueling process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Fueling process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person’s qualifications and work experience (or resume’, if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Fueling process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier’s policies for the Fueling process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier’s Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.16 Fueling

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Fueling process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Fueling process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Fueling process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Fueling process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Fueling process:

1.1 Do written procedures describe detailed information and instructions for fueling aircraft? [SRR 121.135(b)(16)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Do written procedures require fueling personnel to use the procedures contained in the Fuel Servicing and Storage Document? [SRR 121.135(b)(18)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Do written procedures require fueling personnel and vendors to use the curriculum in the Fuel Servicing and Storage Document for training? [SRR 121.105, SRR 121.123, SRR 121.135(b)(16)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Do written procedures provide a method of fueling aircraft when passengers are on board? [SRR 121.135(b)(18)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Do written procedures provide a method for defueling aircraft, including disposition of offloaded fuel?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Do written procedures provide a method for refueling the aircraft by alternate means (e.g., overwing, drip sticks)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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SECTION 3 – PROCEDURES ATTRIBUTE

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer’s Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Fueling process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.16 Fueling

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Fueling process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Fueling process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Fueling process with appropriate personnel to gain an understanding of the controls.
4. Observe the Fueling process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Fueling process:

1.1 Does the Air Carrier have and maintain a Fuel Servicing and Storage Document that includes each make, model, and series of aircraft? [SRR 121.105, SRR 121.123, SRR 121.135(b)(16), SRR 121.135(b)(18)]

YES **If no or N/A, explain:**
 NO
 N/A

1.2 Does the Air Carrier apply the guidance contained in ATA 103 and NFPA #407 as the minimum standards for the fuel servicing and storage document? [SRR 121.135(b)(18)]

YES **If no or N/A, explain:**
 NO
 N/A

1.3 Does the Air Carrier have and maintain a Fuel Servicing and Storage Document that contains the following standards:

1.3.1 Fuel specifications for the aircraft?

YES **If no or N/A, explain:**
 NO
 N/A

1.3.2 Training of fuel servicing and storage personnel?

YES **If no or N/A, explain:**
 NO
 N/A

1.3.3 Auditing and inspection of fuel dispensing equipment (e.g. vehicles, hydrant fuel pits, and emergency shut-off stations)?

YES **If no or N/A, explain:**
 NO
 N/A

1.3.4 Fuel storage and transmission facilities?

YES **If no or N/A, explain:**
 NO
 N/A

1.3.5 Auditing of fuel vendors and personnel?

YES **If no or N/A, explain:**
 NO
 N/A

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SECTION 4 – CONTROL ATTRIBUTE

2. Do the checks and restraints ensure the desired result is achieved for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Fueling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.16 Fueling

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Fueling process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Fueling process.
2. Discuss the Fueling process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Fueling process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Fueling process include the following process measurements?

2.1 <i>The Air Carrier audits fuel dispensing equipment and storage facilities to ensure the fuel is of the correct specification and uncontaminated. [SRR 121.135(b)(18)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.2 <i>The Air Carrier audits the fueling of the aircraft to ensure compliance with the Fuel Servicing and Storage Document. [SRR 121.105, SRR 121.123, SRR 121.135(b)(16), SRR 121.135(b)(18)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.3 <i>The Air Carrier audits the fuel dispensing equipment and inspection records to ensure that it is inspected in accordance with the Fuel Servicing and Storage Document.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.4 <i>The Air Carrier audits the hydrant fuel pits and emergency shut-down stations to ensure that they are inspected in accordance with the Fuel Servicing and Storage Document.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.5 <i>The Air Carrier audits the fuel storage and transmission facilities and related records to ensure that they are inspected in accordance with the Fuel Servicing and Storage Document.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.6 <i>The Air Carrier audits the training records of the fueling personnel to ensure that those personnel are trained in the Air Carrier's fueling procedures.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.7 <i>The Air Carrier audits the training records of fuel storage and servicing facilities to ensure that those individuals have been trained in the service procedures required in the Fuel Servicing and Storage Document.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

<p>2.8 <i>The Air Carrier audits the Fuel Servicing and Storage Document and distribution to ensure each Document is current and available at servicing and storage facilities.</i></p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>3. Does the air carrier document their process measurement methods and results?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Are the air carrier's process measurement methods effective?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>5. Does the air carrier use their process measurement results to improve their programs?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>6. Are the process measurement results accessible to the FAA?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Fueling process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>8. Does the air carrier have the resources to support the process measurement for the Fueling process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.16 Fueling

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Fueling process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Fueling process.
2. Discuss the Fueling process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Fueling process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Fueling process:

1.1 <i>Appropriate Operational Equipment (Element 1.1.2)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 <i>Maintenance Program (Element 1.3.1)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 <i>Inspection Program (Element 1.3.2)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 <i>Outsource Organization (Element 1.3.7)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 <i>Continuous Analysis and Surveillance (Element 1.3.11)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 <i>GMM/Equivalent (Element 1.3.14)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 <i>Manual Currency (Element 2.1.1)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 <i>Content Consistency Across Manuals (Element 2.1.2)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.9 <i>Distribution (Element 2.1.3)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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SECTION 6 – INTERFACES ATTRIBUTE	
<i>1.10 Supplemental Operations Manual Requirements (Element 2.1.5)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.11 Flight Attendant Duties/Cabin Procedures (Element 3.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.12 Airman Duties/Flight Deck Procedures (Element 3.1.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.13 Training of Station Personnel (Element 4.2.6)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Fueling process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO