

Jet Fuel Quality Control Inspection Checklist

References: See HSAC RP 2004-02, Jet Fuel Quality Control Procedures. These references should be utilized for designing and maintaining fuel systems.

Non-Compliances: Record each non-compliance item with a note number and summarize the item at the end of this checklist (page 7) in the Summary of Non-Compliances Items.

Inspection Requirements: Annual Checks should be recorded on this form and retained.

INSPECTION SIGNATURES

LOCATION:		
Inspector Name/Signature	Inspection Interval	Date
Additional Remarks: [] Check here; Use the Remarks block on page 6 for comments.		

INSPECTION CHECKLIST

AREA OF INSPECTION	REMARKS	✓ = SAT Rating	Reference and/or Frequency
1. GENERAL INFORMATION			
1.1 Name of Installation/Vessel/Base _____	Contact Name: _____ Phone: _____		
1.2 Type Base (offshore, airport, heliport)	List Type:		
1.3 Does this location have a Fuel Reclamation System/Tank?	Yes or No		ATA 103, 2-4 par 14
1.4 Is there a Fuel Procedures Manual for actions relating to fueling, training, maintenance, and quality control?	Yes or No Date: _____		RP 2004-02 Industry Practice
1.5 Are procedures followed by the fuel staff?	Yes or No		Industry Practice
1.6 Is the previous review report available? Discrepancies remedied?	Yes or No Date: _____ Yes or No		RP 2004-02 Annual

2. FUEL TANKS			
2.1 Are the tanks constructed of stainless steel or interior epoxy coated carbon steel?	Yes or No		ATA 103, 2-4 par 2
2.2 Transport Tanks			
2.2.1 Operator/Owner Inspection:			Before each filling Industry Practice

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2.2.2 <u>DOT Inspections</u> : Are dates recorded on the transport tank data plate? <ul style="list-style-type: none"> • Transport Tank Intermediate Inspection • Transport Tank Recertified 	Yes or No Date: _____ Date: _____		49 CFR 180 2 ½ years 5 years
2.2.3 Are seals on tank inspection hatches and caps in good condition?	Yes or No		Before each filling Industry Practice
2.2.4 Do tank openings have frangible witness seals to verify contents are untampered?	Yes or No		RP 2004-02
2.2.5 Is there a method of pressure relief? Is it inspected and calibrated?	Yes or No Yes or No		49 CFR 180
2.2.6 Labeling – Proper for Jet Fuel?	Yes or No		49 CFR 180
2.2.7 For multiple tanks; are tanks used in order of receipt? Is there a control system?	Yes or No Yes or No		Industry Practice
2.3 Bulk Tanks			
2.3.1 How often are bulk tanks inspected?			ATA 103, 3-11 Annual
2.3.2 Are seals on inspection hatches and caps in good condition?	Yes or No		Industry Practice Monthly
2.3.3 Labeling – Proper for Jet Fuel?	Yes or No		ATA 103, 2-8
2.3.4 Are tanks sloped 1-20 towards the sump drain?	Yes or No		ATA 103, 2-4 par 2
2.3.5 Does tank have floating suction or draw pipe located off tank bottom?	Yes or No		ATA 103, 2-4 par 2
2.3.6 Is the tank bottom-filled or have a down pipe to stop free fall of the fuel?	Yes or No		Industry Practice
2.3.7 Is clearance under drains sufficient to permit direct drain samples?	Yes or No		Industry Practice
2.3.8 Do tank openings have frangible witness seals to verify contents are untampered?	Yes or No		Industry Practice
2.3.9 Are tanks labeled with fuel type?	Yes or No		ATA 103, 2-4 par 8 & 9
2.3.10 Are pipe-lines labeled with fuel type?	Yes or No		ATA 103, 2-4 par 8 & 9
2.3.11 Bonding : Is tank bonded to ground and continuity checked and recorded?	Yes or No		ATA 103, 2-4 par 4 Monthly
2.3.12 What method of verifying fuel quantity is available?	Drip Stick Slight Glass Tube Clock Gauge _____		Industry Practice
2.3.13 Is there a method of pressure relief? Is it inspected and calibrated?	Yes or No Yes or No		ATA 103, 2-8 par 7.3 Annual

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2.3.14 Are inlet and outlet valves labeled with fuel type? (Not required all regions)	Yes or No		Industry Practice
3. PUMPS			
3.1 Pump running warning light installed?	Yes or No		Industry Practice
3.2 Is a non-reversing valve fitted downstream of the pump?	Yes or No		Industry Practice
3.3 Are stop/start buttons or valves adjacent to equipment and within the sight of the refueler and accessible?	Yes or No		Industry Practice
3.4 Is a pressure gauge fitted to the outlet of the pump? Is it calibrated and results recorded?	Yes or No Date: _____		ATA 103, 2-7 par 3 Annual

4. FILTERS			
4.1 Are filter/separator and/or filter/monitor units installed?	Yes or No		ATA 103, 2-4, par 3
4.2 Are records of filter changes logged on Quality Control records?	Yes or No		ATA 103, 2-5, par 2
4.3 Are filter canisters/housings marked with last date of filter change?	Yes or No Date: _____		ATA 103, 2-4, par 3
4.4 Are filter/separators equipped with a water defense system?	Yes or No		ATA 103, 2-7 par 2
4.5 Are the filter/separator units drained daily, inspected, tested for water, and results recorded on Quality Control records.	Yes or No		ATA 103, 2-5 par 3.4
4.6 Do the filters have automatic air eliminators?	Yes or No		ATA 103, 2-7 par 2

5. FUEL DISPENSING UNIT			
5.1 Differential Pressures			
5.1.1 Readings recorded (12-15 psi Maximum)? <i>(A reading of zero indicates filter is in bypass and should be replaced.)</i>	Yes or No		ATA 103, 2-5 par 3.5 Daily
5.1.2 Are filter pressure differential checks completed daily or when the refueling equipment is being used for that day? Are checks recorded?	Yes or No Yes or No		ATA 103, 2-8 par 3.3 Daily
5.1.3 Are the gauges calibrated?	Yes or No		ATA 103, 2-8 par 7.3
5.2 Meter: Is the delivery meter calibrated/controlled and results recorded?	Yes or No		ATA 103, 2-7 par 13

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5.3 Pressure Gauge: Is a pressure gauge fitted at dispensing cabinet? Is it calibrated?	Yes or No Yes or No		ATA 103, 2-7 par 3 Annual
5.4 Is dispensing equipment exposed or fitted into a cabinet?	Exposed In a Cabinet		
5.4.1 Is system located below helideck landing level?	Yes or No		
5.5 Bonding Cable: Is there a bonding cable installed and being used?	Yes or No		NFPA 407
5.5.1 Is the bonding cable serviceable? Has the continuity been checked and recorded? (less than 25 ohms)	Yes or No Yes or No		ATA 103, 2-8 par 4.2 Monthly
5.6 Hoses			
5.6.1 Is refueling hose in good condition?	Yes or No		ATA 103, 2-8 par 3.7
5.6.2 Is hose marked as per API 1529 spec?	Yes or No		API 1529
5.6.3 Is hose replaced in accordance with manufacture or regulatory guidance?	Yes or No		ATA 103, 2-7 par 8 Maximum service life is 10 years
5.6.4 Is the fuel hose marked with date?	Yes or No		API 1529
5.7 Fuel Nozzle			
5.7.1 Are fuel nozzles capped when not in use?	Yes or No		ATA 103, 2-8 par 3.7
5.7.2 If open-port refueling; does the fuel nozzle have a cone filter fitted? Is this filter inspected for cleanliness?	Yes or No Yes or No		ATA 103, 2-8 par 4.3 Monthly
5.7.3 Do fuel nozzles have bonding cables? Has the continuity been checked and recorded? (less than 25 ohms)	Yes or No Yes or No		ATA 103, 2-8 par 4.2 Monthly
6. SAMPLING			
6.1 Are fuel samples taken from the fuel nozzle, filter, and tank sump prior to the first flight of the day?	Yes or No		ATA 103, 2-8 par 3.2 and RP 2004-02 Daily
6.1.1 Are these fuel samples inspected and tested for water/contamination?	Yes or No		ATA 103, 2-8 par 3.2
6.1.2 Are the results of these tests recorded?	Yes or No		ATA 103, 2-8 par 3.2
6.2 Are a sufficient number of fuel samples from aircraft, tank sumps, and fuel filters retained until the end of the flight day to verify fuel quality at all stages of handling?	Yes or No		Industry Practice
6.3 Are there a sufficient amount of fuel sample jars available?	Yes or No		ATA 103, 3-8

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7. FIRE FIGHTING			
7.1 Is fire-fighting equipment available? (At least one Fire Extinguisher Type B:C)	Yes or No		NFPA 407
7.2 Are fire extinguishers tagged and inspected at least monthly?	Yes or No		ATA 103, 2-8, par 4.7 Monthly
7.3 Are fueling personnel trained on the use of fire-fighting equipment?	Yes or No		Industry Practice Annual
7.4 Are fire drills conducted periodically and recorded? (Manned locations only)	Yes or No Last Drill Date: _____		NFPA 407

8. QUALITY CONTROL and RECORDS			
8.1 Are water detection kits (capsules or tubes) used to check fuel samples? Are the kits being used before the labeled expiration date?	Yes or No Yes or No		Industry Practice
8.2 Are quality control checks made in accordance with the previous recommendations for all equipment, fuel sampling, maintenance programs, etc? Is there a documented record of these QC checks on file?	Yes or No Yes or No		Industry Practice
8.3 Are logs/checklists available to indicate the required checks are being performed? (See previous references for frequency of inspections)	Daily: Yes or No Monthly: Yes or No Annual: Yes or No		Industry Practice
8.4 Are records for Daily, Monthly, Semi-annual, and Annual Fuel System checks retained in local files for at least 12 months?	Yes or No		ATA 103, 2-8 par 2.1
8.5 Are calibration records available for all equipment, meters, gauges, and pressure relief valves which require calibration?	Yes or No		Industry Practice
8.6 Are fuel settling times observed? (One hour per one foot of fuel depth)	Yes or No		ATA 103, 2-3
8.7 Is fuel tested before loading it into bulk or transport tanks? Is there a record maintained of this testing?	Yes or No Yes or No		ATA 103, 2-3 par 3
8.8 Is there a Quality Assurance program for transport tanks to verify they are sealed on receipt at destination?	Yes or No		Industry Practice
8.9 Do Quality Control records allow tractability of fuel back to its source?	Yes or No		Industry Practice

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9. TRAINING			
9.1 Is there a fuel training and qualification program?	Yes or No		Industry Practice
9.2 Are training records available for personnel maintaining the fuel systems and conducting aircraft refueling?	Yes or No		Industry Practice
9.3 Is competence checked periodically?	Yes or No Frequency: _____		Industry Practice Annual

10. SAFETY			
10.1 Are No Smoking, Flammable, and Product ID signs prominently displayed?	Yes or No		ATA 103, 2-8 par 4.5
10.2 Is there an Emergency Fuel Shut-off system and is it marked in accordance with NFPA 407? Is it tested periodically?	Yes or No Yes or No		NFPA 407 Semi-annual
10.3 Are the appropriate Material Safety Data Sheets (MSDS) available?	Yes or No		Industry Practice
10.4 Is an eyewash station available?	Yes or No		Industry Practice
10.5 Are spill cleanup and containment supplies available?	Yes or No		Industry Practice
10.6 Are gloves and eye protection worn during fuel handling operations?	Yes or No		Industry Practice

Remarks:

SUMMARY of NON-COMPLIANCE ITEMS

Continued on back? Yes

List all Non-compliances	Recommended Corrective Action
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