STANDARD SAFETY PROCEDURES

REFUELER DISPENSING

OBJECTIVE: To provide a safe aircraft-refueling environment and prevent possible property damage or personnel injury.

All applicable employees using aircraft refueling vehicles, including but not limited to autogas/kero fuel trucks, defueling carts, and inter-facility transport vehicles, must be operated in accordance with the following requirements:

Note:

Prior to performing a refueling operation, the employee will perform a truck inspection, in accordance with the Standard Safety Procedure No.120, and others, as applicable. If the vehicle is unsafe, it must be removed from service and brought to the attention your supervisor/lead. Deficiencies should be noted on a VDR form.

All fuel handling operations must be conducted on the airport ramp or within the fuel farm containment area. Operations on grass, earth, gravel or within GSE maintenance shops and hangars, is prohibited without the prior consent of the General Manager.

1) Before approaching aircraft, ensure that the proper product grade is to be delivered. Do not approach an aircraft until the engines have spooled down, the beacons are off, the wheels have been chocked and passenger egress has been established, via jet bridge, air stairs or aircraft stairs.

Tanker and hydrant trucks must use a guideperson for all positioning within the circle of safety.

2) Conduct the Circle of Safety 50/10 foot safety stops.

CAUTION: When passengers are embarking/disembarking an aircraft that does not have jetway service, position the refueler on the opposite side of the aircraft or wing from the aircraft cabin door. This will prevent a passenger from possibly tripping over a fueling hose or ground wire.
Note:

_Fueling with passengers onboard._

_The following conditions must be verified by the fueling agent prior to fueling with passengers onboard._

1. Aircraft service door must remain open.
2. Passenger egress via jet bridge, air stairs connections or deployed aircraft stairs.
3. An airline crew member must remain on board.

Please reference customer manuals for additional guidance.

3) Position the vehicle in the specified location and in such a way that allows for emergency egress by turning the wheels away from the aircraft. Use a guide person as mandated.
4) Place the vehicle in park or neutral, as equipped, and engage the parking brake.
5) If using a hydrant truck, turn off engine if feasible. If you are positioning a towable cart, turn off engine for tow vehicle.
6) The refueler shall have the right rear wheels chocked. Note: The placement of a cone behind the refueler is not required but recommended when the right rear tire is chocked.
7) If using a hydrant truck or cart, connect to hydrant pit valve first prior to bonding to the aircraft.
8) Bond to the approved bonding point on the aircraft.
9) Open aircraft fuel door (as applicable) and attach panel flag.
10) Connect refueling nozzle to aircraft.
11) Position yourself in a fashion to be able to continuously monitor the aircraft service point and the vehicle control panel for single point refueling.
12) Initiate flow by operating the overwing nozzle or the deadman switch/handle.
13) Test the deadman control to ensure that the fuel flow shuts down, within 5% of flow rate.
14) Monitor refuel process to Air Carrier, DOD and BBA/ASIG Fuel QC requirements.
15) Upon completion, stow deadman device if applicable.

Failure to comply with the above, shall constitute a violation of company policy.
Printed copies are for reference only.
16) Disconnect nozzles, rewind hose/s, stow nozzle/s in the vehicle prescribed stowage points

17) Remove panel flag and secure all aircraft service points

18) Disconnect grounding/bonding system and stow. Hold onto clamps during the ground cable rewind process to prevent unnecessary damage to cables and clamps.

19) Double check aircraft service points for closure.

20) Verify that the customer’s requests have been met.

21) Walk around truck, secure safety chocks, cones and pit flags/cones.

22) Exit parking position under extreme care; use guide person as mandated.

**CAUTION:**

Safety railings on fixed deck tankers provide fall protection to the fueler during refueling of high-wing aircraft; ASIG and OSHA safety standards require raising of these rails during refueling. Connecting bars on these rails rise higher than the rails themselves as the rails are lifted into position and/or lowered out of position. Care must be taken during this movement to prevent contact with the underside of the wing.

Larger tankers such as the 11.5K, 15K, and 17K are a major concern; upper deck rails on these tankers have limited clearance when refueling some aircraft, particularly the B-757. Other aircraft types such as the B-767, Airbus, MD-10, and MD-11 also require special attention. Fuelers must maintain constant awareness to the safe clearance between the safety rails and lower wing surface when refueling with fixed deck tankers.

In extreme cases, the tanker may have to be repositioned to keep the settling wing from coming in contact with the tanker rails. A guide person must be used to reposition the tanker. When refueling proceeds, the fueler and supervisor must watch the settling wing closely to ensure it does not contact the raised rails. If refueling cannot continue due to the wing being hazardously close to the rails, the tanker must be moved, using a guide person, to a position where a fuel stand, approved ladder, or other approved lifting device can be used to access the fuel panel and complete the refueling.
NOTES:

• When connecting hydrant 239 (moosehead), generally, grounding is accomplished. However, some airlines and airports may still require a grounding cable to be connected to a ramp lug. See your supervisor for guidance.

• Some customers have requested in writing that a panel flag shall not be connected to their aircraft. In this situation when a panel flag is not allowed, extreme caution must be taken by the fueling agent to ensure the panel has been secured upon completion of the fueling process.

• For those aircraft types that have fuel panel door and singlepoint connection in different locations, it is recommended that a panel flag be connected to the fuel panel door as well as the single point nozzle. This is to remind the fuel agent to ensure that the nozzle is disconnected and that the adapter caps have been replaced.

• Under no circumstances will a non-approved fuel dispensing head be allowed to be used during a fueling operation. Over wing fueling operations will be conducted with the aid of an approved wing mat.

• If top-loading/splash-loading when transferring fuel from truck to truck for maintenance purposes: the process must be conducted at a minimum of 200 ft from an aircraft. The down spout shall be bonded by use of a bonding cable clamp system to an approved bonding point on the tank prior to placing the down spout into the tank and positioned into the receiving tank such that the end of the downspout is in the product. Under no circumstances can a valve/nozzle be tied off, locked open or disabled in any way.

• Knowledge of the customer’s gallonage/poundage requests and additive requirements must be made available before proceeding.

• It is prohibited for the deadman control to be jammed, tied down, locked on, blocked, clamped or disabled in any way that would allow for the uncontrolled flow of fuel. During single point refueling of an aircraft, the deadman control will be in the hands of the employee conducting the refueling operation. All fuel truck dispensing operations must only be conducted while under the complete control of an employee. It is against company policy to leave a fuel vehicle unattended during the flow conditions of the dispensing operation.

• Anytime an employee must leave the fueling operation, the deadman control shall be released and the fueling nozzle(s) shall be removed from the aircraft.

Failure to comply with the above, shall constitute a violation of company policy.
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• Care must be taken when rewinding hose/s to prevent hose kinking/twisting. Prevent damage to the refueling nozzles by holding onto them during the hose rewind process. Do not drop or drag nozzles during the rewind process.

• Each employee operating the refueler vehicle shall perform a complete walk-around of the vehicle prior to removing the chocks and departing the area. The walk-around is required to ensure that all refueler equipment is properly stowed and that the vehicle is safe to continue operation.

Failure to comply with the above, shall constitute a violation of company policy.
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