Receiving a Load of Fuel

Company Name: _____

Employee Name: _____ Date of Hire_____

Supervisor: _____ ☐ Initial Training ☐ Recurrent Training

DATE INITIALS (Supervisor)

_____ _____ **Viewed Procedures for Receiving a Load of Aviation Fuel module**

_____ _____ **Passed Examination on Procedures for Receiving a Load of Aviation Fuel module**

_____ _____ **Has received hands-on training on the fuel storage facility's operation and fuel load receiving, and demonstrates proficiency in and understands the following:**

☐PPE required for receiving a load of aviation fuel

☐Safety equipment requirements and how to inspect each, prior to delivery of a fuel load (i.e., fire extinguishers, spill kit, eyewash station and first aid equipment)

☐Assessing the storage facility for potential hazards (E.g. ignition sources, fuel leaks, equipment deficiencies, which could lead to hazardous conditions such as inoperative high-level alarms or loose bonding cables or clamps, etc.)

☐Understands what to do in the event of an emergency, whether it is an accidental product release, contamination, fire or other hazard (emergency contacts and SPCC Plan awareness)

_____ _____ **Product Receipt Documentation and Paperwork**

☐Trainee has been taught how to read and document/record required information and understands the following paperwork and its importance:

- ☐Bill of Lading or Shipping Manifest
- ☐Certificate of Analysis (if required at your location)
- ☐Avfuel Product Release Certificate (PRC) for tracking chain of custody
- ☐Product Receipt Record

_____ _____ **Procedures to Follow Prior to Receiving a Transport Load**

☐Trainee demonstrates proficiency and knowledge of the following tasks when a transport load arrives for delivery:

- ☐Meets the driver at the security gate and review his documents for the following:
  - ☐Confirm product is the correct grade and type of fuel ordered
  - ☐Confirms delivery destination is correct

☐Verification of transport DOT placards (1203-Avgas/1863-Jet A)

☐Escorting transport driver to unloading area

_____ _____ **Transport Arriving at Fuel Storage Area**

☐Verifies driver is parked correctly, on as level a surface as possible, and the wheels are blocked/chocked to prevent rolling

☐ Bonds the fuel storage system to the transport using the bonding cable

☐ Allows the transport 10 minutes for settling and relaxation period with all internal belly valves open to promote settling of any water or contaminants

☐ Confirms with driver that he has opened the internal valves (does not assume)

_____ _____ **Pre-Delivery Inspection Checks (Can be done during settling time)**

☐ Properly performs a sump test on receiving storage tank(s) and filter vessel(s) to determine they are clear and bright before offloading the transport

☐ Correctly positions applicable fuel storage system valves to receive the fuel from the transport

☐ Verifies the receiving storage tank(s) can hold the entire amount of fuel being delivered by the transport

☐ Sticks the receiving tank(s) and record(s) the stick measurement(s)

☐ Uses Fuel Finding Paste to get accurate stick reading on tank

☐ Verifies the high-level alarm is working

☐ Verifies spill kits are full and fire extinguishers are ready for use

☐ Verify the delivery hose from the transport is clean (This hose should be stored correctly and capped on both ends)

☐ Verify the API loading head is free of any dirt, water or road debris

_____ _____ **How to Inspect a Transport Load and test for Fuel Quality**

☐ Performs a top inspection of the fuel for any visual contaminants or surfactants in the fuel (Where directed by company policy.)

☐ Understands local safety policies and procedures for inspecting a transport trailer

☐ Understands transport trailers are configured differently; some may have a common manifold while others may have single tubes for sampling and offloading, which will require a visual sample from each tube

☐ Understands the difference between a single-compartment trailer and multi-compartment trailer

☐ Demonstrates the correct procedure for taking a white bucket sample from trailer

☐ Verifies the product is the correct color, odor, seals (if applicable), etc.

☐ Understands small amounts of particulate could be present from normal road conditions or small amounts of water from condensation can form due to temperature changes post terminal loading and during transit

☐ Understands your company's requirements for Quality Assurance testing – Visual, API Gravity, FSII-B2 test, Colorimetric Test or any additional tests that may be required by contractual agreement

☐ Demonstrates how to properly take a sample from transport trailer to test for FSII concentration (Single-compartment trailer vs. multi-compartment trailer)

☐ Understands procedures to follow if they believe there is a fuel quality issue, API gravity issue, or any other concern and understands the following:

☐ Hold the load of fuel- Do not initiate transfer until issue is resolved

☐ Contact supervisor

☐ Contact Avfuel Corporation's Dispatch- They will contact Avfuel QA is necessary

☐ Do not let the carrier leave the premises until the issue is resolved

☐ Signs off on section 3 of the Avfuel Product Release Certificate (PRC)

_____ _____ **Procedures For Unloading a Transport Load**

☐ Understands the terms and can differentiate between Gravity Drop, pump-off using the carrier's trailer pump to push fuel off, or fuel transfer using pump on storage facility to pull or draw fuel off the trailer

☐ Understands the importance of filtering the fuel being offloaded through a filter vessel (if possible) to rid fuel of any contaminants before entering storage

☐ Utilizes the deadman feature (if equipped) and understands that it is to never be blocked open under any circumstance as that could lead to a product spill

☐ Remains present during unloading at all times

☐ During unloading checks hoses, couplings and piping for leaks and knows what to do if a leak is detected during the transfer

☐ Monitors and records differential pressure during unloading at maximum flow speed

_____ _____ **Procedures to Follow After Unloading a Transport Load**

☐ Visually verifies that all compartments are empty in the transport (Note: Understands local safety policies and procedures for inspecting a transport trailer)

☐ Ensures all unloading valves on the transport are closed

☐ Uncouples all transport connections to the storage system, ensures all transfer hoses are stowed and protective dust covers are in place

☐ Closes all unloading valves on the fuel storage system and realigns valves for regular use

☐ Sumps receiving tank(s) and filter(s) and records results

☐ Sticks the storage tank(s) level and records measurement

☐ Understands proper procedure if they believe there is an overage or shortage in product received as compared to the BoL-**Hold the driver** and contact supervisor and the Avfuel Corporation Dispatch Department (Do not send the carrier away, hold the transport)

☐ Records time unloading complete and signs section 4 of the Avfuel Product Release Certificate

☐ Allows the fuel to settle for 1 hour, per vertical foot in the tank, or a minimum of 2 hours before any fuel is removed from the storage tank

☐ Secures the fuel storage system and escorts the transport out of the airport

Remarks: _____

_____

_____