

OPERATIONAL BEST PRACTICE -GROUND
Title: Misfueling Prevention – Fuel Orders
No.OBP-35a

Your Company Name Here

Effective Date: XXXXXX

Revision:

Purpose:

To establish policies and procedures necessary to prevent the misfueling of aircraft. This operational best practice is designed to conform with EI 1597 – *Procedures for overwing fuelling to ensure delivery of the correct fuel grade to an aircraft.*

Policy Responsibility:

Chief Executive, General Manager

Policy:

1. The required components of any fuel order are
 - a. The grade of fuel being requested
 - b. The quantity of fuel to be delivered and instructions on how that fuel should be distributed into the various aircraft tanks
 - c. The registration number of the aircraft to be fuelled
2. Regardless of source, no employee shall accept a fuel order without all of the elements in item 1.

(Note: Employees must recognize that requests for fuel that do not contain all of the elements in item 1 are incomplete and will require additional information before the order can be accepted.)
3. All fuel orders shall be recorded in/on [insert name of standard fuel order form] prior to the commencement of fueling, except:
 - a. Verbal fuel orders, meeting the requirements of item 1, received by a fueller on the ramp and conducted immediately may occur prior to the recording of the fuel order
4. All verbal fuel orders shall be repeated back to the individual providing the order to ensure that the required components of a fuel order are correctly understood.

PPE:

Employees engaged in aircraft refuelling shall wear fuel resistant gloves and protective eyewear.



OPERATIONAL BEST PRACTICE -GROUND Title: Misfueling Prevention – Overwing Fueling Nozzles No.OBP-35b		Your Company Name Here
Effective Date: XXXXXX		Revision:
Purpose:	To establish policies and procedures necessary to prevent the misfueling of aircraft. This operational best practice is designed to conform with EI 1597 – <i>Procedures for overwing fuelling to ensure delivery of the correct fuel grade to an aircraft.</i>	
Policy Responsibility:	Chief Executive, General Manager	
Policy:	<ol style="list-style-type: none"> 1. For normal fueling operations, grade selective overwing fueling nozzles conforming to EI 1597 shall be used: <ol style="list-style-type: none"> a. Jet A – Wide (oval) spout – (2.66 inches [minimum] X 1.17 [maximum]) b. Aviation Gasoline – Round spout – (1.97 inches diameter [maximum]) 2. Grade selective, overwing fueling nozzles shall remain installed on all overwing fueling hoses at all times, except <ol style="list-style-type: none"> a. A round Jet A spout may be installed for a single refueling operation, provided: <ol style="list-style-type: none"> i. The refueler has received a copy of the [insert name of customer completed non-standard fuel order form]; ii. The oval Jet A spout does not fit into the aircraft overwing fueling port; and iii. The round spout is installed on the hose immediately prior to the fueling and is returned to storage when the fueling is complete. 	
PPE:	Employees engaged in aircraft refuelling shall wear fuel resistant gloves and protective eyewear.	

OPERATIONAL BEST PRACTICE -GROUND
Title: Misfueling Prevention – Grade Verification
No.OBP-35c

Your Company Name Here

Effective Date: XXXXXX		Revision:
Purpose:	To establish policies and procedures necessary to prevent the misfueling of aircraft. This operational best practice is designed to conform with EI 1597 – <i>Procedures for overwing fuelling to ensure delivery of the correct fuel grade to an aircraft.</i>	
Policy Responsibility:	Chief Executive, General Manager	
Policy:	<ol style="list-style-type: none"> 1. Employees may not commence the fueling of an aircraft until: <ol style="list-style-type: none"> a. They have received a proper fuel order (fuel grade, quantity and distribution and aircraft registration number). b. The fueller positively verifies the grade of fuel required by the aircraft by: <ol style="list-style-type: none"> i. Verifying that the grade decal near the overwing fueling port matches the grade displayed on the refueling vehicle, or ii. If the aircraft does not have grade decals installed, the customer has completed a [insert name of company non-standard fuel order form] and the grade requested by the customer matches the grade displayed on the refueling vehicle. 	
PPE:	Employees engaged in aircraft refuelling shall wear fuel resistant gloves and protective eyewear.	