

**C.A.S.E.**  
**AIR CARRIER SECTION**  
**POLICIES AND PROCEDURES**

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**FUEL INTO-PLANE AUDIT CHECKLIST**

**Audit Date:** \_\_\_\_\_ **Allocation #:** \_\_\_\_\_

**Station Code:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Auditor:** \_\_\_\_\_

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**NOTE:** This checklist is based on the requirements stated on the ATA 103 for Jet Fuel Quality Control at Airports and the C.A.S.E. 2-A standard, chapter 4-3-0 of this manual. The reference numbers enclosed in parenthesis ( ) that appear throughout this document refer to the applicable paragraph(s) in the standard. The reference numbers enclosed in brackets [ ] that appear throughout this document refer to applicable paragraph(s) in the ATA 103.

**NOTE:** When a checklist item is unable to be observed, enter “N/O” in the N/A column. Retain justification for the N/O entry with the audit records.

#### CONDITION CODES TO BE USED:

- ✓ = Satisfactory
- C = See Comments
- N/A = Not Applicable
- N/O = Not Observed

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1. Policy.	YES	NO	N/A
A. Are the latest revisions of the ATA 103 and C.A.S.E. 2-A standards available? (1.H)	_____	_____	_____
B. Does the vendor maintain on-site, for a minimum of 36 calendar months, a file(s) of audit findings, corrective actions, and a copy of the signed VEL from audits for which a VEL was signed? Is (are) the file(s) accessible to the auditor? (1.G)	_____	_____	_____
C. If a person's initials or employee number is (are) used for signing off paperwork, is there a roster showing name, number, and/or initials? [2.1.2.] <b>NOTE: If another person has accepted responsibility for accomplishment of the tasks, supporting documentation, completed by the person actually performing the tasks and containing their signature, initials, or identification number shall be available.</b>	_____	_____	_____
D. Does the vendor ensure employees are trained, qualifying them to properly perform their assigned tasks? [2.1.10]	_____	_____	_____
1) Do vendor employees receive Human Factors training initially and every two years recurrent? [2.1.10]	_____	_____	_____
E. Is defueled product, for purposes other than contamination, returned to the same air carrier or do all users unanimously approve a joint use procedure? Is the product sampled in accordance with ATA 103 requirements? [2.1.8]	_____	_____	_____
F. Does the vendor have documented procedures for the reporting of deficiencies or safety hazards by its employees to their supervisors? [2.1.10.]	_____	_____	_____
G. Does the vendor have a documented procedure for notifying affected air carriers when new, additional, replacement, or modified equipment is placed in operation? [2.1.3]	_____	_____	_____
H. Does the vendor have a documented procedure for preventing the mis-additization of jet fuel? [2.1.6]	_____	_____	_____

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1. Policy.	<u>YES</u>	<u>NO</u>	<u>N/A</u>
I. Does the vendor have a written policy for notifying affected air carriers when contaminated fuel is detected or when any fueling system becomes inoperative that might affect an air carrier's operations? [2.1.5. and 2.1.9]	_____	_____	_____
J. Does the vendor have written procedures for overwing fueling that ensures that two out of the three controls listed in [Section 3.16] are in place? [2.1.7 and 3.16]	_____	_____	_____
K. Are master gauges, multi-meters, torque wrenches, master hydrometers/thermometers, and electronic water sensors calibrated? Are calibration certificates available? [2.1.12]	_____	_____	_____
L. Are master meters/provers calibrated in accordance with applicable jurisdiction having authority with results accurate to 0.10% and repeatability of +/- 0.05%? [2.1.12.1]	_____	_____	_____
M. Is laboratory/field test equipment used to verify conformance to applicable specification are required to be calibrated annually or at the frequency mandated by the applicable test method or manufacturer specifications, whichever is less? [2.1.12]	_____	_____	_____
N. Are calibrations performed by a company that uses standards whose accuracies are traceable to the National Institute of Standards and Technology (NIST) and in compliance with ANSI/ISO/IEC 17025:207, or equivalent? [2.1.12]	_____	_____	_____
<b>2. Alternate Means of Compliance.</b>			
A. Does the vendor have written procedures for obtaining a variance or waiver from each affected airline? [2.1.4]	_____	_____	_____
B. If the vendor has issued any requests for variance or waivers, have they been accepted by the applicable air carrier(s) being serviced? [5.2]	_____	_____	_____
C. When a waiver is no longer required, are written notifications of waiver termination submitted to all affected airlines? [2.1.4]	_____	_____	_____

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**3. Training / Fuel Service Manual Access.**

YES    NO    N/A

A. Are documented records available for all personnel indicating they have completed all applicable air carriers' required training? (1.E)

\_\_\_\_\_

B. Can the vendor access the Fuel Service Manuals of the applicable air carriers that they provide service for? (1.E)

\_\_\_\_\_

**4. Airport Fuel Receipts into Airport Storage.**

See CACS-26

**5. Fuel Facility Design Requirements.**

See CACS-26

**6. Fuel Storage Facility Inspections.**

See CACS-26

**7. Hydrant Systems.**

See CACS-26

**8. Hydrant System Inspections.**

See CACS-26

**9. Fueling Equipment Design Requirements.**

See Section 10

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#### 10. Fueling Equipment Inspections.

YES   NO   N/A

A. Are the required checks documented as being complied with at the minimum intervals and within the required timelines? [2.1 and 2.9]

DAILY		WEEKLY		MONTHLY		QUARTERLY		ANNUALLY	
General Condition		Static System Continuity Test		Filtration Membrane Test (Millipore)		Vehicle Inspection		Filter Water Separator Annual Inspection/Cleaning. Note: Record on ATA 103.09A (or similar)	
Filter Sumps		Corrected Filter Differential Pressure		Free Water Test		Primary & Secondary Pressure Settings		Filter Monitor Annual Element Change Note: Record on ATA 103.09B (or similar)	
Filter Differential Pressure (15 psi for filter separators, filter monitors, and dirt defense filters 22 psi for water barrier filters)				Dirt Defense and Electronic Water Sensor System		Water Defense System (External Check)		Water Barrier Annual Element Change. Note: Record on ATA 103.09B (or similar)	
Deadman Controls				Nozzle Screen Visual Inspection / Clean		Internal Valve Check		Filter Water Separator/Dirt Defense Element Change. Note: Record on ATA 103.09B (or similar)	
Safety Interlocks				Fuel Hoses		Interlock Override Function Check		Dirt Defense Filter Annual Inspection/Cleaning. Note: Record on ATA 103.09C (or similar)	
Nozzle Fueling Pressures				Signs, Labels & Placards		Surge Absorbers		Fueling Pressure Gauges	
Hoses, Nozzles, Swivels				Meter Seals		Differential Pressure Limiting Devices		Differential Pressure Gauges	
Static Reels, Cables, & Clamps				Fire Extinguishers		<b>SEMI ANNUAL</b>		Meter Calibration	
Lift Platforms				Emergency Fuel Shutoff System (each EFSO)		Periodic Hose Pressure Test		Water Defense System Inspection & Test	
Fire Extinguishers				Deadman Control System				Hydrant Pit Couplers (See CACS-26)	
Surge/Relief Tanks				Lift Platforms				Filter Vessel Pressure Relief Devices	
Air Tanks				Refueling Truck Tank Interiors Note: Record on ATA 103.07D or similar				EI 1598 Type Electronic Water Sensor	
Refueling Truck Sumps (Note: All sump points documented)				Refueling Truck Vents & Dome Covers					
Refueling Truck Troughs				Refueling Truck Trough Drains					
Refueling Bottom Loading Pre-Check									

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#### 10. Fueling Equipment Inspections.

YES   NO   N/A

- |    |  |     |
|----|--|-----|
| B. | Are signatures, initials, and/or employee numbers entered in the correct signoff locations? [2.1.2]  | _ _ |
| C. | Do the records, either paper or electronic, indicate when any equipment was not in use? [2.1.2]  | _ _ |
| D. | Does any fueling equipment not in daily use have all daily, weekly, monthly, quarterly, semi-annual, annual checks current and recorded before the equipment is returned to service? [2.9.1] | _ _ |
| E. | Does vendor follow record retention requirements? [2.1.2]  | _ _ |
| F. | Does the information on the equipment hoses match the hose certificate requirements? [EI 1529 and 2.8.8]   | _ _ |
| G. | Aircraft fueling equipment requirements and checks: [2.8 and 2.9]  | _ _ |

**Refuel Unit Identification Numbers. # \_\_\_ # \_\_\_ # \_\_\_ # \_\_\_**

**NOTE:** Enter Refueler number sampled at the top of the page. Upon completion of the checks, record results using the following condition codes:

**T** = Tanker, **HT** = Hydrant Truck, **HC** = Hydrant Cart

**S** = Indicates Satisfactory

**C** = Indicates Comment. Comment required in remarks section.

Corrective action must be documented and dated.

**N/A** = Indicates Task Not Applicable.

**NOTE: Sumps to be rated according to [Section 3.1]**

- 1) Check vehicle for general condition, fuel leaks, safety defects, damage, and proper appearance. Tires, wheels, wheel studs/nuts and axle studs/nuts shall be maintained in good condition at all times. Ensure electrical equipment, including lights, light lenses and wiring, are maintained in a safe and operational condition. Battery terminals must not be exposed. Windows shall be clean, free of cracks and crazing. [2.8.1]

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**10. Fueling Equipment Inspections.**

**Refuel Unit Identification Numbers.** #\_\_\_\_ #\_\_\_\_ #\_\_\_\_ #\_\_\_\_

2) If a **Filter Water Separator** is used, check the following:  
 [2.8.2. and 2.8.2.1]

a) Meets EI Specification 1581, latest edition? \_\_\_\_\_

b) Has filter vessel been converted? If so, is there an up to date conversion data placard on vessel? \_\_\_\_\_

c) Air elimination provision? \_\_\_\_\_

d) Direct reading differential pressure gauges? \_\_\_\_\_

e) Manual sump drain? \_\_\_\_\_

f) Upstream and downstream membrane sampling ports and caps? \_\_\_\_\_

g) Pressure relief valve or other device that will prevent over-pressurization due to thermal expansion of fuel, which includes a means for accommodating relieved fuel? \_\_\_\_\_

h) An automatic water defense system that is equipped with a provision for an operational test? \_\_\_\_\_

i) Are filter coalescer/separator elements replaced in accordance with the conditions outlined in Section 3.14, not to exceed 36 months? \_\_\_\_\_

3) If a **Full-Flow Monitor** is used, check the following:  
 [2.8.2 and 2.8.2.2]

a) Installed elements have been previously qualified to EI 1583, 7th edition, and element part numbers are listed as acceptable in Annex A-3? \_\_\_\_\_

b) Air elimination provision? \_\_\_\_\_

c) Direct reading differential pressure gauges? \_\_\_\_\_

d) Manual sump drain? \_\_\_\_\_

e) Upstream and downstream membrane sampling ports and caps? \_\_\_\_\_

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Refuel Unit Identification Numbers. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

- f) Pressure relief valve or other device that will prevent over-pressurization due to thermal expansion of fuel, which includes a means for accommodating relieved fuel? \_\_\_\_\_
- g) Is a pressure limited device installed that **shuts down flow** if 15 PSI is reached? \_\_\_\_\_
  - 1) Does the operator have restrictions in place on reset procedures in the event of pressure limiting device shutdown? \_\_\_\_\_
  - 2) Does the operator have the ability to perform periodic testing of the differential pressure limiting switch? \_\_\_\_\_
- h) Are filter monitor elements replaced in accordance with the conditions outlined in Section 3.14, not to exceed 12 months? \_\_\_\_\_
- 4) If a **Dirt Defense Filter with Electronic Water Sensor System** is used, check the following: [2.8.2. and 2.8.2.3]
  - a) Meets EI 1599 Specification, latest edition? \_\_\_\_\_
  - b) Air elimination provision? \_\_\_\_\_
  - c) Direct reading DPI gauges? \_\_\_\_\_
  - d) Manual sump drain? \_\_\_\_\_
  - e) Upstream and downstream membrane sampling ports and caps? \_\_\_\_\_
  - f) Pressure relief valve or other device that will prevent over-pressurization due to thermal expansion of fuel, which includes a means for accommodating relieved fuel? \_\_\_\_\_
  - g) Placards indicating upstream / downstream connections for sampling? \_\_\_\_\_

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Refuel Unit Identification Numbers. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

- h) Is a differential pressure limiting device installed **that shuts down flow** if 15 PSI is reached? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- 1) Does the operator have restrictions in place on reset procedures in the event of pressure limiting device shutdown? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- 2) Does the operator have the the ability to perform periodic testing of the differential pressure limiting switch? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- i) Is a calibrated electronic water sensor installed downstream of filtration? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- j) Is am Programmable Logic computer installed that will shut down the flow of fuel if the electronic water sensor detects water at >20 ppm for 10 seconds (or water at >50 ppm for 5 seconds)? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- k) Is a blue indicator light installed in a location that is visible to the operator during fueling operations and is controlled by the PLC? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- 1) Does the indicator light flash to indicate water >20 ppm for 10 seconds (or water >50 ppm for 5 seconds)? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- 2) Does the operator have written procedures to check the indicator light functions before each fueling? Do these procedures outline what actions to take if the light fails to function or stops working during a fueling event? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- l) Are dirt defense elements replaced in accordance with the conditions outlined in Section 3.14, not to exceed 36 months? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_
- m) For operators that use both dirt defense filters and another type of filter (such as monitors), are written procedures in place to prevent dirt defense filters from being used in a vessel that is not equipped with an EI 1598 electronic water sensor? \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

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#### 10. Fueling Equipment Inspections.

Refuel Unit Identification Numbers. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

5) If a **Water Barrier Filter** is used, check the following: [2.8.2. and 2.8.2.4]

a) Meets EI 1588 Specification , latest edition? \_\_\_\_\_

b) Air elimination provision? \_\_\_\_\_

c) Direct reading DPI gauges? \_\_\_\_\_

d) Manual sump drain? \_\_\_\_\_

e) Upstream and downstream membrane sampling ports and caps? \_\_\_\_\_

f) Pressure relief valve or other device that will prevent over-pressurization due to thermal expansion of fuel, which includes a means for accommodating relieved fuel? \_\_\_\_\_

g) Placards indicating upstream / downstream connections for sampling? \_\_\_\_\_

h) Is a differential pressure limiting device installed that **shuts down flow** if 22 PSI is reached? \_\_\_\_\_

1) Does the operator have restrictions in place on reset procedures in the event of pressure limiting device shutdown? \_\_\_\_\_

2) Does the operator have the ability to perform periodic testing of the differential pressure limiting switch? \_\_\_\_\_

i) Are water barrier elements replaced in accordance with the conditions outlined in Section 3.14, not to exceed 12 months? \_\_\_\_\_

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Refuel Unit Identification Numbers. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

6) Check for the following signs and placards: [2.8.15]

a) Product identification (Jet-A) on all sides?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

b) "FLAMMABLE" on all sides?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

c) "NO SMOKING" on all sides and in cab of vehicle?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

d) "EMERGENCY FUEL SHUT-OFF" adjacent to each shut-off control?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

e) Placard indicating emergency fuel shutoff method of operation?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

f) External signs for enclosed fire extinguishers?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

g) Placard identifying nozzle fueling pressure?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

h) Placard identifying filter differential pressure gauge?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

i) Placards identifying filter and tank drain valves?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

j) Placard or stencil showing last date (month/year) filter element **inspection** was performed?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

k) Placard or stencil showing last date (month/year) filter element **change** was performed?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

l) A data plate in accordance with [EI 1596]?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

m) A sign or placard indicating proper procedure for engaging the pumping system should be prominently displayed adjacent to pump controls?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

n) Placards identifying normal/override position of brake interlock override device?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

o) Sign or placard indicating aviation fuel additive reservoirs E.G., "FSII ONLY"?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

p) Waste tanks (if installed) shall be placarded as such and are not available for product recovery/recycle.

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

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Refuel Unit Identification Numbers. # \_\_\_\_ # \_\_\_\_ # \_\_\_\_ # \_\_\_\_

7) Check condition of bonding reels, cables, and clamps. [2.9.3.8] \_\_\_\_\_

8) Perform static system continuity test. Record Results. [2.9.4.1] \_\_\_\_\_

**NOTE: Resistance shall be 25 ohms or less during unreeling through at least one full revolution**

9) At a minimum, all fueling equipment shall be fitted with the number and placement of fire extinguisher (s) in accordance with [NFPA 407]. [2.8.6] \_\_\_\_\_

**Note: minimum 40 B:C rated fire extinguishers for accessibility, intact seal, and current inspection tag. There must be a minimum of one (1) on a hydrant unit and two (2) on a tanker truck.**

10) Check operation of air tank bleed valves. [2.9.3.12] \_\_\_\_\_

11) Check for presence of emergency fuel shutoff accessible from each side of the refueling truck. Units equipped with a lift or platform shall have an emergency fuel shutoff control accessible from the lift or platform, in addition to one accessible from the ground. [2.8.5.2] \_\_\_\_\_

12) Hydrant vehicles, hydrant carts and fueling cabinets shall be equipped with an emergency fuel shutoff. Each unit shall have an emergency fuel shutoff control accessible from the ground. Units equipped with a lift or platform shall have an emergency fuel shutoff control accessible from the lift or platform, in addition to one accessible from the ground. [2.8.5.1] \_\_\_\_\_

13) Check tank interiors for water, debris, surfactants, microbial growth, and deteriorated epoxy coating (if applied). **Record results on appropriate form.** [2.9.5.10] \_\_\_\_\_

14) Check condition of tank vents, covers, cover latches, seals, gaskets, roof drains and troughs. [2.9.5.11] \_\_\_\_\_

15) Check condition of hoses, swivels, and nozzles. [2.9.5.3] \_\_\_\_\_

16) Check over-wing nozzles to ensure they are equipped with a wide (selective) jet fuel nozzle spout and that the handle is black in color. [2.8.19] \_\_\_\_\_

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17) Check single point nozzle swivel collars for snap ring and/or safety wiring. [2.9.3.7] \_\_\_\_\_

18) Check for hose/dust covers and proper attachment. [2.9.3.7 ] \_\_\_\_\_

19) Check for intact calibrator/adjuster cover seal. [2.9.5.5] \_\_\_\_\_

20) Check condition of drain surge/relief tanks. [2.9.3.11] \_\_\_\_\_

21) Check for nozzle pressure gauges, visibility while fueling, and present on lift platform. [2.8.12] \_\_\_\_\_

22) Check condition of 100 mesh nozzle screens. [2.9.5.2] \_\_\_\_\_

23) Check condition and operation of lift platform. [2.9.3.9 and 2.9.5.9] \_\_\_\_\_

24) Are lift platforms fitted with a minimum of two proximity sensors, at least 11.5 inches above the highest projection of the platform, that will detect and stop movement if any part of the platform or stowed equipment comes too close to the aircraft? \_\_\_\_\_

25) Perform tank sump fuel appearance test for all compartments. Are the sump tests performed and graded correctly? [2.9.3.14] \_\_\_\_\_  
**NOTE: Containers must be bonded, regardless of container material. [3.1.1]**

26) Perform filter sump fuel appearance test. Are the sump tests performed and graded correctly? [2.9.3.2] \_\_\_\_\_  
**NOTE: Containers must be bonded, regardless of container material. [3.1.1]**

27) Verify proper operation of differential pressure gauge(s) and filter replacement in accordance with gauge manufacturers' procedures? [2.9.8.2] \_\_\_\_\_

28) Observe and record Differential Pressure with fuel flowing through the filter under normal flow condition. [2.9.4.2] \_\_\_\_\_  
**Record Differential Pressures:**  
 \_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI

**NOTE: If differential pressure exceeds 15 psi on filter water separators, monitors, dirt defense filters, or 22 psi on water barrier filters, the equipment shall be removed from service.**

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#### 10. Fueling Equipment Inspections.

Refuel Unit Identification Numbers. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

29) If equipped, verify the proper operation of the differential pressure limiting device. [2.8.2]

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

30) Check the operation of each emergency fuel shutoff control. Emergency fuel shutoff control shall completely stop fuel flow within a maximum of 5% overrun. [2.8.5]

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**NOTE: At flow rates below 50% of rated flow, a shutdown in 10% of the fuel rate is allowed.**

31) Check the operation of the deadman control. Deadman shall completely stop fuel flow within a maximum of 5% overrun at the time of release. [2.9.5.8]

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**NOTE: At flow rates below 50% of rated flow, a shutdown in 10% of the fuel rate is allowed. [2.8.4]**

32) Verify proper operation of the water defense system. [2.9.6.3 and 3.12.2.1]

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

33) Check the operation of dirt defense / electronic water sensor system to simulate, under flow, the sensor failure modes of each PLC. Confirm that the indicator lamp flashes at the correct frequency, and that the deadman system shuts down, as appropriate. [2.9.5.13]

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

34) Check primary fuel pressure controls: [2.8.3, 2.9.3.6, 2.9.6.2]

**Record Nozzle Pressure Settings:**

a) Nozzle pressure acceptable?

\_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI

b) Maximum primary pressure setting acceptable?

\_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI

c) Testing procedures acceptable?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

35) Check secondary fuel pressure controls: [2.8.3, 2.9.3.6, and 2.9.6.2]

**Record Nozzle Pressure Settings:**

a) Maximum secondary pressure setting acceptable?

\_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI \_\_\_\_\_ PSI

b) Testing procedures acceptable?

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

36) Does the vendor have written test procedures specific to the pressure control system and test facilities at that location? [2.9.6.2]

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

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#### 10. Fueling Equipment Inspections.

Refuel Unit Identification Numbers. # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

37) Perform membrane color/particle test downstream of filtration:  
2.9.5.1 and 3.2]

a) Test results acceptable? \_\_\_\_\_

b) Testing procedures acceptable \_\_\_\_\_

**NOTE: Containers must be bonded, regardless of container material. [ASTM D2276 and 3.1.1]**

38) Perform downstream free water test:[2.9.5.1 and 3.3]

a) Testing procedures acceptable? \_\_\_\_\_

b) Test results acceptable? \_\_\_\_\_

c) If a free water kit is being used, is it within its usable shelf life date? [3.3.3] \_\_\_\_\_

d) Is the free water-detection kit sensitive to a minimum of thirty (30) parts per million? \_\_\_\_\_

39) Check for the presence of an interlock device. Was it in the normal position and secured with breakaway wire or breakaway plastic seal? [2.9.3.5 and 2.9.6.5] \_\_\_\_\_

40) Perform function check to ensure that the interlock/override is working as designed. Following the testing, ensure the device is returned to the normal position and resecured as required. \_\_\_\_\_

41) Does the brake (safety) interlock system operate properly? [2.9.3.5 2.9.6.5] \_\_\_\_\_

**NOTE: Non-motorized (towable) hydrant carts are not required to be equipped with a safety interlock system. [2.8.7]**

38) Check for the presence of a brake interlock override warning light (if so equipped). [2.8.7] \_\_\_\_\_

**NOTE: Vehicles ordered after August 2017 must be equipped with interlock systems that have a light visible from both the driver position and outside of the vehicle. A yellow light indicates the system is active and a red light indicates when the system is in override. Override devices under the hood shall be placarded to notate the location of the device.**

# C.A.S.E.

## AIR CARRIER SECTION

### POLICIES AND PROCEDURES

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11. **Tanker Vehicle Loading Facilities.**

YES    NO    N/A

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| A.  | Is the refueling truck bonded to the loading facility piping during filling operations? [2.10]   | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> </tr> </table> |  |  |  |
|   |  |  |  |  |  |
| B.  | On loading racks equipped with combined bonding and overfill protection (Scully System), is bonding resistance checked between the appropriate system connection point and facility pipe work? [2.5.4.1] | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> </tr> </table> |  |  |  |
|   |  |  |  |  |  |
| C.  | At the beginning of bottom loading operation is the high level shut-off pre-check operated? [2.10]   | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> </tr> </table> |  |  |  |
|   |  |  |  |  |  |
| <p><b>NOTE: If refueler is equipped with multiple pre-checks, each shall be tested independently.</b></p> |  |  |  |  |  |
| D.  | Check internal valve for proper operation by listening for the valve to close and ensuring the fuel meter stops. [2.9.6.4]   | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> <td style="width: 33%; border-bottom: 1px solid black;"> </td> </tr> </table> |  |  |  |
|   |  |  |  |  |  |

**CAUTION:** During the loading of the refuel truck, the equipment must not be left unattended at any time.

**CAUTION:** It is not acceptable to Transfer fuel into a refueling truck while it is refueling an aircraft.

**CAUTION:** It is not acceptable to transfer fuel from a transfer truck into a refueling Truck.

**CAUTION:** Refueling trucks should not be loaded directly from hydrant systems, hydrant vehicles or carts. If refueling trucks are filled from a hydrant system additional precautions should be taken to protect against over pressurization, static discharge and spillage.

# C.A.S.E.

## AIR CARRIER SECTION

### POLICIES AND PROCEDURES

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#### 12. Observing Aircraft Fueling Activity:

In accordance with customer fuel manual and C.A.S.E. 2-A standard

- A. Enter Truck/Cart Number sampled. #      #      #
- B. Are vehicles operated safely on the ramp?      |      |
- C. Do the vehicles approach the aircraft no faster than walking speed?      |      |
- D. Is the truck/cart chocked properly?      |      |
- E. Is the fueling vehicle bonded to the aircraft prior to hose hook up?      |      |
- F. Does the fueler check for any leakage around the nozzle or along the fuel line?      |      |
- G. Does the fueler check for any leakage around the fueling truck/cart?      |      |
- H. Is the vehicle positioned clear of the wing?      |      |
- I. Is the deadman control correctly used?      |      |
- J. Does the fueler check primary nozzle and filter differential pressure?      |      |
- K. If applicable, has the aircraft fuel cap/cover been properly reinstalled after fueling operation has been completed?      |      |

