INTO-PLANE AUDIT CHECKLIST

Audit Date: ___________________________ Allocation #: ________________________

Station Code: __________________________

City: _____________________________________________________________

Vendor Name: ______________________________________________________

Address: __________________________________________________________

____________________________________________________________________

Primary Contact: ___________________________ Title: ________________________

Phone: _________________________________

E-mail: ______________________________________________________________

Auditor: _____________________________________________________________

Acceptable: Conditionally _______ Acceptable ________ Not Acceptable ________

Register:   Add ☐   Delete ☐   Update ☐   No Action ☐

NOTE: Initiate and complete a Vendor Expectations and Limitations (VEL) prior to taking register action to add or update the vendor.
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**NOTE:** This checklist is based on the requirements stated in 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 brackets [ ] that appear throughout this document refer to the applicable paragraph(s) in the standard.

**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:**
- S or ✓ = Satisfactory
- C = See Comments
- N/A = Not Applicable
- N/A = Not Observed
1. **Policy**

<table>
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<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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</thead>
</table>

A. Are the latest revisions of the ATA 103 and C.A.S.E. 2-A standards available?  

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? [C.A.S.E. 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? [2.9.2]  

D. Does the vendor ensure employees are trained, qualifying them to properly perform their assigned tasks? [2.9.2]  

E. Is defueled product, for purposes other than contamination, returned to the same air carrier? Is the product sampled in accordance with ATA 103 requirements? [2.1.7]  

F. Does the vendor have a documented procedure for reporting deficiencies or safety hazards by its employees to their supervisors? [2.1.10]  

G. Does the vendor have written procedures for overwing fueling that meet as a minimum those described in [Section 3.16] [2.1.6]  

H. 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]
1. I.  Does the vendor have a documented procedure 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 2.1.8]

   YES  NO  N/A

   ______  ______

J.  Are master gauges, multi-meters, fueling pressure gauges/venturi gauges, delivery meters, and torque wrenches calibrated annually? Are calibration certificates available? [2.1.11]

   YES  NO  N/A

   ______  ______

K.  Is laboratory test equipment used to verify conformance to applicable specification calibrated annually or at the frequency mandated by the applicable test method or manufacturer specifications, whichever is less? Are calibration certificates available? [2.1.11]

   YES  NO  N/A

   ______  ______

L.  Are calibrations performed by a company that uses standards whose accuracies are traceable to the National Institute of Standards and Technology (NIST) and are ANSI/NCSL Z540-1 compliant? [2.1.11]

   YES  NO  N/A

   ______  ______

2. Alternate Means of Compliance

   A.  If the vendor has issued any requests for variance or waivers, have they been accepted by the applicable air carrier(s) being serviced? [2.1.4]

   YES  NO  N/A

   ______  ______

3. Airport Fuel Receipts  See CACS-26

4. Fuel Facility Design Requirements  See CACS-26

5. Fuel Storage Facility Inspections  See CACS-26

6. Hydrant Systems  See CACS-26

7. Hydrant System Inspections  See CACS-26

8. Fueling Equipment Design Requirements  See Section 9
9. **Fueling Equipment Inspections**
   A. Are the following checks documented as being complied with at the minimum intervals and within the required timelines? [2.1 and 2.9]

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<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
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<td>General Condition</td>
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<td>Vehicle Inspection</td>
<td>Filter Element Visual Inspection/Change Results recorded on ATA 103.09A, B (or similar)</td>
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<td>Filter Sumps</td>
<td>Free Water Test</td>
<td>Pressure Controls Primary and Secondary Pressure</td>
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<td>Water Defense System External</td>
<td>Differential Pressure Limiting Device (Monitors Only)</td>
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<td>Deadman Controls</td>
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<td>Meter Calibration</td>
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<td>Safety Interlocks</td>
<td>Nozzle Screens</td>
<td>Interlock Override Function Check</td>
<td>Water Defense System Inspection and Test</td>
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<td>Nozzle Pressures</td>
<td>Fuel Hoses</td>
<td></td>
<td>Hydrant Pit Couplers See CACS-26</td>
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<tr>
<td>Hoses, Nozzles, Swivels</td>
<td>Signs, Labels, and Placards</td>
<td></td>
<td>SEMI ANNUAL</td>
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<tr>
<td>Static Reels, Cables, Clamps</td>
<td>Meter Seals</td>
<td>Periodic Hose Pressure</td>
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<td>Lift Platforms</td>
<td>Fire Extinguishers</td>
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<td>Fire Extinguishers</td>
<td>Emergency fuel Shut-off System</td>
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<td>Surge/Relief Tanks</td>
<td>Deadman Controls</td>
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<td>Air Tanks</td>
<td>Lift Platforms</td>
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<tr>
<td>Tanker Troughs</td>
<td>Refuel Tank Interior Results recorded on ATA 103.07C (or similar)</td>
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<tr>
<td>Tanker Sumps</td>
<td>Tanker Vents, Dome Covers</td>
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<tr>
<td>Tanker Bottom Load Pre-Checks</td>
<td>Tanker Troughs</td>
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<td></td>
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</tbody>
</table>
9. B. Are signatures, initials, and/or employee numbers entered in the correct signoff locations? [2.9.2] 

C. Do the records indicate when any equipment was not in use? [2.9.2] 

D. Does any fueling equipment not in daily use have all daily, 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? [2.9.2.1] 

F. Does the data on the filter conversion placards compliment the original filter unit specifications? [2.8.2.1] 

G. Does the information on the equipment hoses match the hose certificate requirements? [EI 1529 and 2.8.8] 

H. Aircraft fueling equipment requirements and checks [2.8 and 2.9]:

**Unit Identification Numbers** #____ #____ #____ #____

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

1) Check vehicle for general condition, fuel leaks, safety defects, damage, and proper appearance. Ensure electrical equipment, including lights, light lenses and wiring, are maintained in a safe and operational condition. Battery terminals must not be exposed. [2.8.1 and 2.9.1] 

2) Check condition of bonding reels, cables, and clamps. [2.9.3.8] 

3) Check minimum 80 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. [2.8.6]
C.A.S.E.
AIR CARRIER SECTION
POLICIES AND PROCEDURES

9.  H) 4) If filter/separator is used, check the following: [2.8.2. and 2.8.2.1]

   a) Meets API / EI Specification, 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 DPI gauges?

   e) Manual sump drain?

   f) Upstream and downstream membrane sampling ports and caps?

   g) Over-pressure or thermal relief device?

   h) Is a nameplate attached to the filter vessel, complete with the required information?

   i) Water defense system?

5) If a full-flow monitor is used, check the following: [2.8.2 and 2.8.2.2]

   a) Meets EI 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) Over-pressure or thermal relief device?

   g) Is a nameplate attached to the filter vessel, complete with the required information?
9.  H)

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 operation?
   f) External signs for enclosed fire extinguishers?
   g) Placard identifying nozzle fueling pressure?
   h) Placard identifying filter DPI?
   i) Placards identifying filter and tank drain valves?
   j) Placard showing last date (month/year) filter element inspection/change was performed?
   k) Placard adjacent to the pump controls indicating proper procedures for engaging the pumping system?
   l) Placards identifying normal/override position of brake interlock override device?
   m) Sign or placard indicating upstream/downstream membrane connection sampling ports?

7) Verify proper operation of the water defense system. [2.9.5.3 and 2.9.7.4]

8) Check for presence of emergency fuel shutoff switches both sides of tanker, one (1) side of hydrant cart and on lift platform, if lift present. [2.8.5]
9. H)

9) Check condition of tank vents, covers, cover latches, seals, gaskets, roof drains and troughs. [2.9.4.13 and 2.9.4.14]

10) Check condition of hoses, swivels, and nozzles. [2.9.3.7]

11) Check for intact calibrator/adjuster cover seal. [2.9.4.7]

12) Check for hose/dust covers and proper attachment. [2.9.3.7]

13) Check nozzle swivel collars for snap ring and/or safety wiring. [2.9.3.7]

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

15) 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]

16) Perform filter sump fuel appearance test. Are the sump tests performed and graded correctly? [2.9.3.14]

   NOTE: Containers must be bonded, regardless of container material. [3.1.1]

17) Observe and record Differential Pressure with fuel flowing through the filter under normal flow condition. [2.9.3.3]

   Record Differential Pressures:
   ______ PSI  ______ PSI  ______ PSI  ______ PSI

18) Verify proper operation of filter differential gauge(s) in accordance with gauge manufacturers’ procedures? [2.9.7.2]

19) Check condition of drain surge/relief tanks. [2.9.3.11]

20) Check the operation of the emergency fuel shutdown systems and ensure emergency fuel shutoffs cut off fuel before overrun has exceeded 5% of actual flow rate at the time of release, or within 5 seconds, whichever is less. [2.9.4.9]

   NOTE: At flow rates below 50% of rated flow, a shutdown in 10% of the fuel rate is allowed. [2.8.5]
9. (H)

21) Check primary fuel pressure controls:
    [2.8.3, 2.9.3.6, and 2.9.5.2]
    a) Nozzle pressure acceptable?
    b) Maximum primary pressure setting acceptable?
    c) Testing procedures acceptable?

22) Check secondary fuel pressure controls:
    [2.8.3, 2.9.3.6, and 2.9.5.2]
    a) Maximum secondary pressure setting acceptable?
    b) Testing procedures acceptable?
    c) Is the primary pressure system defeated?
    d) Does the vendor have written test procedures specific to the vehicle pressure control system and test facilities at that location?

23) Perform membrane color/particle test downstream of filtration: [2.9.4.1]
    a) Test results acceptable?
    b) Testing procedures acceptable?

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

24) Perform downstream free water test (30 ppm): [2.9.4.1]
    a) Test results acceptable?
    b) Testing procedures 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?
9. H) Does the brake (safety) interlock system operate properly? [2.9.3.5] 
NOTE: Non-motorized (towable) hydrant carts are not required to be equipped with a safety interlock system. [2.8.7]

26) 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 note the location of the device.

27) Check for the presence of a brake interlock override device which has normal and override positions identified by placards. [2.8.7 and 2.9.5.5] 
   a) Was the interlock device in the normal position and closed with breakaway wire or breakaway plastic seal? 
   b) Perform function check to ensure that the interlock override is working as designed. 
   c) Ensure that the interlock device is returned to the normal position and closed with breakaway wire or breakaway plastic seal.

28) Perform static system continuity test. Record Results. [2.9.4.3]
   Record Results in Ohms:
   Ohms Ohms Ohms Ohms

29) Check operation of air tank bleed valves. [2.9.3.12]

30) Check condition and operation of lift platform. [2.9.3.9 and 2.9.4.11]

31) Check tank interiors for debris, surfactants, microbial growth, and deteriorated epoxy coating (if applied). [2.9.4.12]

32) Check condition of 100 mesh nozzle screens. [2.9.4.4] 
NOTE: If particles are found, investigate possible sources of contamination (inner hose lining, pipe rust, sand, seals, gaskets, equipment failure, etc.) and take appropriate corrective action. 
NOTE: If filter monitors are un use, cleaning procedures as outlined in [3.17] must be followed.
9. (H)

33) Check to ensure deadman cuts off fuel flow at a level of less than 5% of actual flow rate at the time of release or within 5 seconds, whichever is less. [2.9.4.10]

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

________ | _______ | _______ | _______

34) Check internal valve for proper operation by listening for the valve to close and ensuring the fuel meter stops.

[2.9.5.4]

________ | _______ | _______ | _______

10. Tanker Vehicle Loading Facilities

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

**CAUTION:** It is not acceptable to receive and dispense fuel from the same storage tank or refueler simultaneously.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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</table>

A. Is the refueler bonded to the stand or rack during all uplifts? [2.10]

________ | _______ | _______ | _______

B. While bottom loading, is the high level shut-off operation checked at the beginning of the uplift? [2.10]

________ | _______ | _______ | _______
### 11. Observing Aircraft Fueling Activity (in accordance with customer fuel manual and C.A.S.E. 2-A standard)

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

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>A. Are documented records available for all personnel indicating they have completed all applicable air carriers’ required training?</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>B. Can the vendor access the Fuel Service Manuals of the applicable air carriers that they provide service for? [C.A.S.E. 1E]</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>
Audit Summary

Fuel Vendor Name:

Date:

Audited By:

<table>
<thead>
<tr>
<th>Auditor</th>
<th>Company</th>
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