

# **C.A.S.E.**

## **AIR CARRIER SECTION**

### **POLICIES AND PROCEDURES**

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#### **C.A.S.E. 2-A STANDARD**

#### **FUEL INTO-PLANE AND STORAGE VENDORS**

#### **QUALITY PROGRAM REQUIREMENTS**

##### **1. Policy**

- A. This standard is intended to be a supplement to the latest edition of applicable industry specifications. It is not meant to restate or replace those specifications. The specifications used to develop this document are as follows:
- 1) Air Transport Association of America, Inc. Specification 103 (ATA 103).
  - 2) Joint Inspection Guidelines (JIG).
  - 3) Canadian Standard B836-00.
  - 4) National Fire Protection Association (NFPA) Standards 10, 30, 77, 407, and 430.
  - 5) American Petroleum Institute (API) Standards 1529 and 1542.
  - 6) American Petroleum Institute (API) Publication 1581.
  - 7) Energy Institute (EI) Specifications and Qualifications Procedures –Aviation Fuel Flow Monitors with Absorbent Type Elements.
  - 8) American Society for Testing and Materials (ASTM) Manual 5.
  - 9) American Society for Testing and Materials (ASTM) D1655.
  - 10) American Society for Testing and Materials (ASTM) 2276.
  - 11) Federal Aviation Administration (FAA) Advisory Circular 150 and Title 14 CFR 139.
  - 12) Local authority having jurisdiction over the facilities.
- B. This standard, in conjunction with applicable specifications (primarily ATA 103), describes the minimum requirements for a jet fuel vendor's quality program. It is designed to aid surveillance of a vendor who provides fuel storage and fueling services to customers. This standard may be used to determine the adequacy of the vendor's quality program.
- C. Compliance with this standard does not necessarily accept a vendor for entry into the C.A.S.E. Register. Vendors that are accepted for listing in the C.A.S.E. Register must continue to meet the requirements of this standard. Vendors will acknowledge this by having an officer of the company sign the Vendor Expectations and Limitations (VEL) which is a written agreement between the vendor and the organization. Reasons for removal include, but are not limited to: safety of flight concerns, intent to defraud, ceasing operation or business, move of principal operations, or refusal of an audit from a C.A.S.E. authorized auditor performing an allocated audit to a C.A.S.E. standard.

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Further, a vendor shall be removed from the Register for failure to implement corrective action(s), refusal to sign the VEL prior to closure of the audit process, or failing to correct audit findings within the prescribed time limits agreed upon with the auditor. A vendor may be removed from the Register if the vendor is found to be in non-compliance with any section(s) of the C.A.S.E. standard, fails to perform work in accordance with customer instruction(s), or is in non-compliance with any of the VEL. Vendors may not publicize by statement or inference their C.A.S.E. Register status in any form (e.g. advertising, other solicitation of business) or use of the C.A.S.E. logo. [C.A.S.E.]

- D. Vendors are subject to a technical audit at any time during normal working hours. The audit may be conducted by a C.A.S.E. member, whether or not that member is a customer of that vendor. The audit may encompass the entire technical portion of the vendor's operation or any part thereof. Normally, the auditor will notify the vendor and arrange the audit so as to cause minimal interference with the vendor's operation, however, should circumstances dictate, the auditor may arrive unannounced.

**NOTE:** Register action may be taken anytime a C.A.S.E. qualified and authorized auditor/Evaluator performs an audit using this standard.

- E. An acceptable audit result does not relieve the vendor of its responsibility to provide acceptable product/services.
- F. All vendors for which a Vendor Expectations and Limitations letter was signed by both the vendor and auditor shall maintain, for a minimum of 36 calendar months, audit findings and corrective actions resulting from a 2-A standard audit. This file shall be accessible to any C.A.S.E. authorized auditor on request. [C.A.S.E.]
- G. CACS-25 and CACS-26 are the C.A.S.E. checklists associated with this standard.
- H. When performing into-plane refueling the following safety practices must be adhered to:
- 1) Vehicles are to operate safely on the ramp.
  - 2) Vehicles are to approach the aircraft no faster than walking speed.
  - 3) Ensure the truck/cart is chocked correctly.
  - 4) Fueling vehicle is to be bonded to the aircraft prior to hose hook up.
  - 5) Ensure there is no leakage around the nozzle or along the fuel line.
  - 6) Check for any leakage around the fueling truck/cart.
  - 7) Ensure the vehicle is positioned clear of the wing.
  - 8) A deadman control is to be correctly used.
  - 9) The fueler shall check primary nozzle and filter differential pressure.
  - 10) After fueling operation has been completed and, if applicable, ensure the aircraft fuel cap cover been properly reinstalled.