

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

INTO-PLANE AUDIT CHECKLIST

Audit Date: _____ **Allocation #:** _____

Station Code: _____

City: _____

Vendor Name: _____

Address: _____

Primary Contact: _____ **Title:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Auditor: _____

Acceptable: **Conditionally** _____ **Acceptable** _____ **Not Acceptable** _____

Register: (Circle One) **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.

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Policy			
A. Are the latest revisions of the ATA 103 and C.A.S.E. 2-A standards available?	_____	_____	_____
B. Does the vendor maintain a file(s) of audit findings and corrective actions for a minimum of 36 calendar months and is it(are they) accessible to the auditor? [1F]	_____	_____	_____
C. Does the vendor have a Operations and Maintenance Manual to help ensure the safe and dependable flow of quality fuel to aircraft? [2-1.11]	_____	_____	_____
D. 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]	_____	_____	_____
E. Does the vendor have a documented training program and records for all personnel under their direction or control, qualifying them to properly perform their assigned tasks? [2-1.9]	_____	_____	_____
F. Is defueled product, for purposes other than contamination, returned to the same air carrier? [2-1.7]	_____	_____	_____
G. Does the vendor have a documented procedure for reporting deficiencies or safety hazards by its employees to their supervisors? [2-1.10]	_____	_____	_____
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]	_____	_____	_____
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]	_____	_____	_____

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YES NO N/A

2. Alternate Means of Compliance

A. Has the vendor issued any alternate means of compliance letters? [2-1.4]

B. If yes, have they been accepted by the air carrier being serviced? [2-1.4]

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? [2-8]

DAILY	MONTHLY	QUARTERLY	ANNUALLY
General Condition	Color Membrane (Millipore)	Water Defense System External	Filter Element Change
Filter Sumps	Static System Continuity Test	Pressure Controls Primary and Secondary Pressure	Filter and DPI Pressure Gauge Calibration
Filter DPI Pressures	Corrected Filter DP	Vehicle Inspection	Meter Calibration
Safety Interlocks	Emergency Shutdown System	Interlock Override Function Check	Water Defense System Insp. and Test
	Nozzle Screens	Internal Valves	
Nozzle Pressures	Signs, Labels, and Placards	Periodic Hose Pressure	
Static Reels, Cables	Meter Seals		

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DAILY	MONTHLY				
Hoses, Nozzles, Swivels	Tanker Interiors				
Deadman Controls	Deadman Controls				
Lift Platforms	Lift Platforms				
Fire Extinguishers	Fire Extinguishers				
Air Tanks	Free Water Test				
Surge/Relief Tanks	Tanker Vents, Dome Covers				
Tanker Troughs	Tanker Troughs				
Tanker Sumps	Fuel Hoses				
Tanker Bottom Load Pre-checks					

- YES NO N/A**
9. B. Are signatures, initials, and/or employee numbers entered in the correct signoff locations? [2-8.2] _____|_____|_____
- C. Do the records indicate when any equipment was not in service? [2-8.2] _____|_____|_____
- D. Does any out of service 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. [2-8.1] _____|_____|_____
- E. Are records retained locally for a minimum of twelve (12) calendar months? [2-8.2.1] _____|_____|_____
- F. Does the data on the filter conversion placards complement the original filter unit specifications? [2-7.2] _____|_____|_____
- G. If a free-water field kit is being used, is it within its usable shelf life date? [3-3.3] _____|_____|_____
- H. Does the free-water kit measure to fifteen (15) parts per million? [3-3.3, Table 2-2.2] _____|_____|_____
- I. Are filter change records retained locally for a minimum of thirty-six (36) calendar months? [2-8.2.1] _____|_____|_____

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CONDITION CODES TO BE USED: S or √ = Satisfactory
 C = See Comments
 N/A = Not Applicable
 N/O = Not Observed

9. J. Aircraft fueling equipment requirements and checks [2-7, 2-8]:

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. [2-8.3.1] | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 2) Check condition of bonding reels, cables, and clamps. [2-8.3.8] | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 3) Check minimum 20 lb. 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. [2-7.6] | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 4) If filter/separator is used, check the following: [2-7.2] | |
| a) Meets API / EI Specification, latest edition? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| b) Has filter vessel been converted? If so, is there an up to date conversion data placard on vessel? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| c) Air elimination provision? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| d) Direct reading DPI gauges? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| e) Manual sump drain? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| f) Upstream and downstream membrane sampling ports, and caps? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| g) Over-pressure or thermal relief device? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| h) Is a nameplate attached to the filter vessel, complete with the required information? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| i) Water defense system? | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

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9. J. **Unit Identification Numbers** #___ #___ #___ #___

5) If a full-flow monitor is used, check the following:
[2-7.2]

- a) Meets EI Specification, latest edition? _____
- b) Are spare elements available? _____
- 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? _____

6) Check for the following signs and placards: [2-7.15]

- a) Product identification (Jet-A) on each side and rear? _____
- b) "FLAMMABLE" on each side and rear? _____
- c) "NO SMOKING" on two (2) sides and in cab of vehicle? _____
- d) "EMERGENCY FUEL SHUT-OFF" by each shut-off control? _____
- e) Placard indicating emergency fuel shutoff operation? _____
- f) External signs for enclosed fire extinguishers? _____
- g) Placard identifying nozzle fueling pressure? _____

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9.	J.	Unit Identification Numbers	#	#	#	#
6)	h)	Placard identifying filter DPI?	_____	_____	_____	_____
	i)	Placards identifying tank drain valves?	_____	_____	_____	_____
	j)	Placard showing last date (month/year) filter was changed or single element test performed?	_____	_____	_____	_____
	k)	Placard showing filter sampling port flow direction?	_____	_____	_____	_____
	l)	Placard showing filter sump drain?	_____	_____	_____	_____
	m)	Placards identifying location of brake interlock override switch?	_____	_____	_____	_____
	n)	Placards identifying normal/override position of brake interlock override switch?	_____	_____	_____	_____
	o)	Placard adjacent to the pump controls indicating proper procedures for engaging the pumping system?	_____	_____	_____	_____
	p)	Ensure sufficient data present or filter unit information placard. (EI 1581, 3.2.2.9)?	_____	_____	_____	_____
7)		Verify proper operation of the water defense system. [2-8.5.3 and 2-8.7.4]	_____	_____	_____	_____
8)		Check for presence of emergency shutoff switch on both sides of tanker and one (1) side for hydrant cart. [2-7.5]	_____	_____	_____	_____
9)		Check for presence of emergency shutoff switch on lift, if lift present. [2-7.5]	_____	_____	_____	_____
10)		Check for presence of deadman control system. [2-7.4, 2-8.3.4]	_____	_____	_____	_____
11)		Check condition of tank vents, covers, cover latches, seals, gaskets, and troughs. [2-8.4.13, 2-8.4.14]	_____	_____	_____	_____

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9. J.	Unit Identification Numbers	#	#	#	#
12) Are the sump tests performed and graded? [2-8.3.2]		_____	_____	_____	_____
13) Check condition of hoses, swivels, and nozzles. [2-8.3.7]		_____	_____	_____	_____
14) Check for intact calibrator/adjuster cover seal. [2-8.4.7]		_____	_____	_____	_____
15) Check for hose/dust covers and proper attachment. [2-8.3.7]		_____	_____	_____	_____
16) Check nozzle swivel collars for snap ring and/or safety. [2-8.3.7]		_____	_____	_____	_____
17) Hoses on the equipment match the hose certification requirements. [EI 1529, 8.2]		_____	_____	_____	_____
18) Check for nozzle pressure gauges, visibility while fueling, and present on lift platform. [2-7.12]		_____	_____	_____	_____
19) Perform tank sump fuel appearance test for each compartment. [2-8.3.14]		_____	_____	_____	_____
20) Perform filter sump fuel appearance test. [2-8.3.2]		_____	_____	_____	_____
21) Observe and record DPI with fuel flowing through the filter under normal flow condition. [2-8.3.3]		_____	_____	_____	_____
22) Is there a three-way valve or other effective means of detecting a failure of the DPI gauge? [2-8.7.2]		_____	_____	_____	_____
23) DPI gauge operating correctly. [2-8.7.2]		_____	_____	_____	_____
24) Check condition of drain surge/relief tanks. [2-8.3.11]		_____	_____	_____	_____
25) Check the operation of the emergency shutdown system. [2-8.4.9]		_____	_____	_____	_____
26) Check to ensure emergency shutoff cuts off fuel flow at a level of less than 5% when activated. [2-8.4.9]		_____	_____	_____	_____

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9. J. **Unit Identification Numbers** #___ #___ #___ #___
- 27) Check primary fuel pressure controls: [2-7.3, 2-8.3.6, 2-8.5.2]
- a) Nozzle pressure acceptable? _____
- b) Maximum primary pressure setting acceptable? _____
- c) Testing procedures acceptable? _____
- 28) Check secondary fuel pressure controls. [2-7.3, 2-8.3.6, 2-8.5.2]
- 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? _____
- 29) Perform membrane color/particle test upstream and downstream simultaneously. [2-8.4.1]
- a) Test results acceptable? _____
- b) Testing procedures acceptable? _____
- 30) Perform downstream free water test (15 ppm). [2-8.4.1]
- a) Test results acceptable? _____
- b) Testing procedures acceptable? _____
- 31) Does the brake (safety) interlock system operate properly? [2-8.3.5] _____
- 32) Check for the presence of a brake interlock override warning light (if so equipped). [2-7.7] _____

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- | 9. J. | Unit Identification Numbers | # | # | # | # |
|--|------------------------------------|-------|-------|-------|-------|
| 33) Check for the presence of a brake interlock override device which has normal and override positions identified by placards. [2-7.7, 2-8.5.5] | | _____ | _____ | _____ | _____ |
| 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. | | _____ | _____ | _____ | _____ |
| 34) Check operation of tanker bottom loading system. [2-8.3.15] | | _____ | _____ | _____ | _____ |
| 35) Perform static system continuity test. [2-8.4.3] | | _____ | _____ | _____ | _____ |
| 36) Check operation of air tank bleed valves. [2-8.3.12] | | _____ | _____ | _____ | _____ |
| 37) Check condition and operation of lift platform. [2-8.3.9, 2-8.4.11] | | _____ | _____ | _____ | _____ |
| 38) Check tank interiors for debris, surfactants, microbial growth, and deteriorated epoxy coating if applied. [2-8.4.12] | | _____ | _____ | _____ | _____ |
| 39) Check condition of 100 mesh nozzle screens. [2-8.4.4] | | _____ | _____ | _____ | _____ |
| 40) Check to ensure deadman cuts off fuel flow at a level of less than 5% when de-activated. [2-8.4.10] | | _____ | _____ | _____ | _____ |
| 41) Check refueling tanker roof drains. [2-8.4.14] | | _____ | _____ | _____ | _____ |
| 42) Check internal valve for proper operation. [2-8.5.4] | | _____ | _____ | _____ | _____ |

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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.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Is the refueler bonded to the stand or rack during all uplifts? [2-9]	_____	_____	_____
B. If top loading, check load arm for bonding. [2-9]	_____	_____	_____
C. If top loading, ensure that loading arm extends into the tank far enough to prevent splashing. [2-9]	_____	_____	_____
D. If bottom loading, is the high level shut-off operations checked at the beginning of the uplift? [2-9]	_____	_____	_____

11. Observing Aircraft Fueling Activity (in accordance with customer fuel manual).

Truck/Cart Number # _____ # _____ # _____

A. Are vehicles operated safely on the ramp?	_____	_____	_____
B. Do the vehicles approach the aircraft no faster than walking speed?	_____	_____	_____
C. Is the truck/carts chocked properly?	_____	_____	_____
D. Is the fueling vehicle bonded to the aircraft prior to hose hook up?	_____	_____	_____
E. Does the fueler check for any leakage around the nozzle or along the fuel line?	_____	_____	_____
F. Does the fueler check for any leakage around the fueling truck/chart?	_____	_____	_____

