

C.A.S.E.
Air Carrier Section
Policies & Procedures

INTO-PLANE CHECKLIST

Audit Date: _____

Station Code: _____

City: _____

Vendor Name: _____

Address: _____

Primary Contact: _____ **Title:** _____

Phone: _____ **Fax:** _____

Auditor: _____

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

Register: (Circle One) **Add Delete** **Update** **No Action**

NOTE: If register action is taken to add or update the vendor, initiate and complete "Vendor Expectation and Limitations" form letter (CACS-7) initiate prior to taking the register action.

C.A.S.E.

Air Carrier Section

Policies & Procedures

1. INTRODUCTION

This checklist is based on the requirements stated in C.A.S.E. 2-A standard, The reference numbers enclosed in the brackets () that appear throughout this document refer to the applicable paragraph(s) in the C.A.S.E 2-A standard.

The **bold letters** identifies the subject topic relate to the 2-A Standard section.

2. INTO PLANE SERVICE - GENERAL INFORMATION

Into-Plane Fueling Equipment Inventory

Truck Number	Manufacturer	Date of Manufacture	Truck Type (hydrant / tanker)	Capacity (gallons)	Filter Type	Date of Last Filter Change

YES NO

INTO-PLANE CHECKLIST

A General

1. Is the latest revision of the C.A.S.E. Standard available? |
2. Does the vendor maintain a file of audit findings and corrective action for three years? Is it accessible to the auditor? [1F] |
3. Is there a back-up person identified, by title, for all programs that require it? [1H] |
4. Does the vendor have a pre-employment and post accident drug/alcohol program for personnel dealing with the receipt, storage handling and dispensing of fuel? [1G] |
5. Are fuel handling personnel given a color blindness test? [1I] |

C.A.S.E.

Air Carrier Section

Policies & Procedures

	YES	NO
6. If a person's initial's or employee number is used for signing off paperwork, is there a roster showing name and initial? [1J]	_____	_____
 B. Quality Program		
1. Does vendor have an up-to-date policies & procedures manual that covers all of the manual requirements of the 2-A Standard? [2.E]	_____	_____
2. Is there an established Quality Control Program? [2.A]	_____	_____
3. Are the policies and procedures manual(s) properly identified and available to all personnel? [2.E]	_____	_____
4. Does vendor have an internal audit and surveillance function? [2.B]	_____	_____
5. Does function ensure compliance with customer specifications? [2.B.1]	_____	_____
6. Dose the audit program assure appropriate corrective action? [2.C]	_____	_____
7. Does the vendor have a documented procedure for notifying affected airlines when new, additional, replacement, or modified equipment is placed in operations? [2.E.2.f]	_____	_____
8. Does the vendor have a documented procedure for notifying affected airlines when contaminated fuel is detected, or when any fueling system becomes inoperative that might affect an airlines operations? [2.E.2.e & g]	_____	_____
9. Does the vendor have a SPCC Plan if daily storage less than 1,000,000 gallons, or both an SPCC Plan and a Facility Response Plan if daily storage greater than 1,000,000 gallons. (Title 40 CFR Part 112, Section 112.3 and /or Section 112.20) [2.E.3]	_____	_____

C.A.S.E.

Air Carrier Section

Policies & Procedures

YES NO

C. Technical Data Control

NOTE: "Support Documentation" in this context includes any technical data, e.g. ATA 103, JIG, NFPA Standards, API Standards, ASTM Standards, necessary to perform the required service

- | | | | |
|----|--|-------|-------|
| 1. | Does the vendor have a technical data program? [3.A] | _____ | _____ |
| 2. | Does the vendor have a person, by title, responsible for the technical data program? [3.C] | _____ | _____ |
| 3. | Does the Vendor have the required support documentation and specifications to perform the required service/tests in accordance with customer requirements? [3.B.2] | _____ | _____ |
| 4. | Does the vendor have a system to ensure support documentation is current? [3.B.1] | _____ | _____ |
| 5. | Are revisions up to date? [3.B.1 & 2] | _____ | _____ |
| 6. | Are manual(s) and support documentation stored in a manner that will protect it from loss, dirt & damage [3.C.2] | _____ | _____ |
| 7. | Are adequate viewing devices in good condition and available for viewing the technical data? [3.C.3] | _____ | _____ |

D. Tool & Test Equipment Calibration

- | | | | |
|----|--|-------|-------|
| 1. | Does the vendor have a calibration program? [4.A] | _____ | _____ |
| 2. | Does the vendor have a person, by title, responsible for the calibration program? [4.B] | _____ | _____ |
| 3. | Are all tools/equipment in use listed on the calibration list? [4.C] | _____ | _____ |
| 4. | Are standards used to calibrate tools/equipment traceable to the controlling government agency, e.g. The National Institute of Standards and Technology? [4.D] | _____ | _____ |

C.A.S.E.

Air Carrier Section

Policies & Procedures

	YES	NO
5. Is there a system to identify all tools/equipment in the program, its calibration frequency and its calibration due date? [4.E]	_____	_____
6. Does the vendor have a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used? [4.F]	_____	_____
7. Does the vendor have a procedure to control the calibration of personal tools? [4.G]	_____	_____
8. Did a sample check of the calibrated tooling indicate that the tooling is within calibration? [4.E]	_____	_____
9. Are the tools & test equipment in a serviceable condition? [4.F]	_____	_____
10. Do records: [4.H]		
a) Show date calibrated?	_____	_____
b) Identify individual or vendor that performed calibration or check?	_____	_____
c) Show calibration due date?	_____	_____
d) Contain a calibration certificate for each item calibrated by an outside agency?	_____	_____
e) Record details of adjustments and repairs?	_____	_____
f) Show the P/N and S/N of the standard used to perform the calibration?	_____	_____

E. Training and Qualifications

1. Does the vendor have a documented training program and training records for all personnel who use fueling equipment, which qualifies them to properly perform their assigned tasks? [5.A & B]	_____	_____
--	-------	-------

C.A.S.E.

Air Carrier Section

Policies & Procedures

	YES	NO
2. Are both classroom and OJT training documented and on file for review? [5.C]	_____	_____
3. Do Training records include: [5.D & E]		
a) Aviation fuel knowledge	_____	_____
b) Safety	_____	_____
c) Fuel quality management	_____	_____
d) Aircraft fuel servicing	_____	_____
e) Expanded maintenance topics	_____	_____

F. Alternative Means of Compliance

1. Has the vendor issued any alternate means of compliance letter? [6.A]	_____	_____
2. If yes, have they been accepted by the airline being serviced? [6.A, B, & C]	_____	_____

G. Fueling Equipment Inspection Requirements

1) Are the following checks documented as being complied with at the minimum intervals? [13.A.2 & 3]	_____	_____
--	-------	-------

DAILY WEEKLY	MONTHLY	QUARTERLY SEMI-ANNUALLY	ANNUALLY/ BIENNIALLY
General Condition	Color Membrane (Millipore)	Pressure Controls primary & secondary pressure	Filter Element Change
Filter Sumps	Static Continuity Test	Water Defense System Test	Pressure Gauge Calibration
Filter DPI Pressures	Nozzle Screens		Meter Calibration
Deadman Controls	Signs & Placards		Filter Vessel Inspection
Brake Interlocks	Meter Seals		

C.A.S.E.

Air Carrier Section

Policies & Procedures

Nozzle Pressures	Fire Extinguishers				
Hoses, Nozzles	Emergency Shutdown System				
Bonding Reels, Cables	Lift Platforms				
Tanker Sumps	Tank Interiors				
Fire Extinguishers	Tank Vents				
Surge/Waste Tanks	Free Water Tests				
Air Tanks	Tanker Dome Covers				
Tanker Troughs & Drains	Fuel Hoses				
Tanker Bottom Loading					

- | | YES | NO |
|--|------------|-----------|
| 2. Are signatures, initials, and/or employee numbers entered in the correct signoff locations? [13.A.2] | _____ | _____ |
| 3. Do the records indicate when any equipment was not in service? [13.A.1] | _____ | _____ |
| 4. Does any out of service fueling equipment not in daily use have all daily, monthly, quarterly, semi-annual, annual and biennial checks current and recorded before the equipment is returned to service. [13.A.1] | _____ | _____ |
| 5. Are records retained locally for 24 months or longer? [13.A.7] | _____ | _____ |
| 6. Does the data on the filter conversion placards compliment the original filter unit specifications? [12.A.16] | _____ | _____ |
| 7. If a free-water field kit is being used, is it within its usable shelf life date? | _____ | _____ |

C.A.S.E.

Air Carrier Section

Policies & Procedures

Unit Identification Numbers	#	#	#	#
f) Upstream and downstream membrane sampling ports, and caps [12.A.17.d]	_____	_____	_____	_____
g) Over-pressure or thermal relief device [12.A.17.e]	_____	_____	_____	_____
h) Is a nameplate attached to the filter vessel, complete with the required information? [12.A.16]	_____	_____	_____	_____
i) Water defense system [12.A.16.a]	_____	_____	_____	_____
5. If a full-flow monitor is used, check the following: [12.A.16]				
a) Meets IP Specification (latest edition) [12.A.16]	_____	_____	_____	_____
b) Are spare elements available? [12.A.16]	_____	_____	_____	_____
c) Air elimination provision [12.A.17.a]	_____	_____	_____	_____
d) Direct reading DPI gauges [12.A.17.b]	_____	_____	_____	_____
e) Manual sump drain [12.A.17.c]	_____	_____	_____	_____
f) Upstream and downstream membrane sampling ports, and caps [12.A.17.d]	_____	_____	_____	_____
g) Over pressure or thermal relief device [12.A.17.e]	_____	_____	_____	_____
h) Is a nameplate attached to the filter vessel, complete with the required information? [12.A.16]	_____	_____	_____	_____
6. Check for the following signs and placards:	_____	_____	_____	_____

C.A.S.E.

Air Carrier Section

Policies & Procedures

Unit Identification Numbers	#	___	#	___	#	___
n) Placards identifying normal/override position of brake interlock override switch. [12.A.25]	_____	_____	_____	_____	_____	_____
o) Confined space entry placards at entry points into tanker storage man-ways [CFR 29, 1910, 146, (C), (2)] and [12.A.34]	_____	_____	_____	_____	_____	_____
p) Ensure sufficient data present or filter unit information placard. (API Pub. 1581, 3.2.2.9) & [12.A.16]	_____	_____	_____	_____	_____	_____
7. Verify proper operation of the water defense system. [13.D.2.a]	_____	_____	_____	_____	_____	_____
8. Check for presence of emergency shutoff switch on both sides of tanker/one side for hydrant cart. [12.A.20]	_____	_____	_____	_____	_____	_____
9. Check for presence of emergency shutoff switch on lift, if lift present. [12.A.21]	_____	_____	_____	_____	_____	_____
10. Check for presence of deadman control system. [12.A.3 & 13.B.4]	_____	_____	_____	_____	_____	_____
11. Check condition of tank vents, covers, cover latches, seals, gaskets, and troughs. [13.B.1 & 13.B.6]	_____	_____	_____	_____	_____	_____
12. Are the sump tests performed and graded? [13.B.2]	_____	_____	_____	_____	_____	_____
13. Check condition of hoses, swivels, and nozzles. [13.B.6]	_____	_____	_____	_____	_____	_____
14. Check for intact calibrator/adjuster cover seal. [13.C.6.a]	_____	_____	_____	_____	_____	_____
15. Check for hose/dust covers and proper attachment. [13.B.6.b]	_____	_____	_____	_____	_____	_____

C.A.S.E.

Air Carrier Section

Policies & Procedures

Unit Identification Numbers # ____ # ____ # ____ # ____

16. Check nozzle swivel collars for snap ring and/or safety. [12A.27] _____|_____|_____|_____

17. Hoses on the equipment match the hose certifications designated for those locations. [12.A.26] _____|_____|_____|_____

18. Check for nozzle pressure gauges, visibility while fueling, and present on lift platform. [12.A.30] _____|_____|_____|_____

19. Perform tank sump fuel appearance test for each compartment. [13.B.11] _____|_____|_____|_____

20. Perform filter sump fuel appearance test. [13.B.2] _____|_____|_____|_____

21. Observe and record DPI with fuel flowing through the filter under maximum flow condition. [13.B.3] _____|_____|_____|_____

22. Is there a three-way valve or other effective means of detecting a failure of the DPI gauge? [12.A.17.b] _____|_____|_____|_____

23. DPI gauge operating correctly. [12.A.30] _____|_____|_____|_____

24. Check condition of drain surge tanks. Hydrant carts only. [13.B.13] _____|_____|_____|_____

25. Check the operation of the emergency shutdown system. [12.A.19] _____|_____|_____|_____

26. Check to ensure emergency shutoff cuts off fuel flow at a level of less than 5 percent when activated. [13.C.8] _____|_____|_____|_____

27. Check primary fuel pressure controls. [12.A.18 & 13.D.1] _____|_____|_____|_____

a) Nozzle pressure acceptable? _____|_____|_____|_____

C.A.S.E.

Air Carrier Section

Policies & Procedures

Unit Identification Numbers # ____ # ____ # ____ # ____

b) Maximum primary pressure setting acceptable? _____|_____|_____|_____

c) Testing procedures acceptable? _____|_____|_____|_____

28. Check secondary fuel pressure controls. [12.A.18.B & 13.D.1]

a) Maximum secondary pressure setting acceptable? _____|_____|_____|_____

b) Testing procedures acceptable? _____|_____|_____|_____

29. Perform downstream color membrane test. [13.C.1.b]

a) Test results acceptable? _____|_____|_____|_____

b) Testing procedures acceptable? _____|_____|_____|_____

30. Perform downstream free water test. (15 ppm) [13.C.1.b]

a) Test results acceptable? _____|_____|_____|_____

b) Testing procedures acceptable? _____|_____|_____|_____

31. Does the brake (safety) interlock system operate properly? [13.B.5]

_____|_____|_____|_____

32. Check for the presence of a brake interlock override warning light.[13.B.5.e]

_____|_____|_____|_____

33. If installed, check for the presence of a brake interlock override device and ensure that the device is closed with breakaway wire or breakaway device.[13.B.5]

_____|_____|_____|_____

a) Is the interlock override working as designed? _____|_____|_____|_____

C.A.S.E.

Air Carrier Section

Policies & Procedures

Unit Identification Numbers	#	#	#	#
b) Does the interlock have the right type of safety wire?	_____	_____	_____	_____
34. Check operation of tanker bottom loading system. [13.B.5]	_____	_____	_____	_____
35. Perform static system continuity Test. [13.C.2]	_____	_____	_____	_____
36. Check operation of air tank bleed valves. [13.B.12.b]	_____	_____	_____	_____
37. Check condition and operation of lift platform. [13.C.9]	_____	_____	_____	_____
38. Check tank interiors for debris, surfactants, microbial growth, and deteriorated epoxy coating if applied. [13.C.10]	_____	_____	_____	_____
39. Check condition of 100 mesh nozzle screens. [13.C.3]	_____	_____	_____	_____
40. Check to ensure deadman cuts off fuel flow at a level of less than 5 percent when de-activated. [13.B.4]	_____	_____	_____	_____
41. Check refueling tanker roof drains. [13.B.10]	_____	_____	_____	_____
42. Check for fuel leaks on plumbing hose reels and hoses. [13.B.1]	_____	_____	_____	_____

I. Physical Refueling/Loading Procedures Checks.

CAUTION: DURING THE LOADING OF A REFUELER, THE EQUIPMENT MUST NOT BE LEFT UNATTENDED AT ANY TIME

C.A.S.E.

Air Carrier Section

Policies & Procedures

CAUTION: IT IS NOT ACCEPTABLE TO RECEIVE & DISPENSE FUEL FROM THE SAME STORAGE TANK OR REFUELER SIMULTANEOUSLY

- | | YES | NO |
|--|------------|-----------|
| 1. Is the refueler bonded to the stand or rack during all uplifts? [14.A] | _____ | _____ |
| 2. If the refueler is equipped with Scully System, ensure the system is “not” in the “BYPASS” mode. [14.B] | _____ | _____ |
| 3. If top loading, check load arm for bonding. [14.B] | _____ | _____ |
| 4. If top loading, ensure that loading arm extends into the tank far enough to prevent splashing. [14.B] | _____ | _____ |
| 5. If bottom loading, is the high level shut-off operations checked at the beginning of the uplift (if equipped)? [14.F] | _____ | _____ |

J. Observing Aircraft Fueling Activity [1.L]
(IAW customer fuel manual)

- | Truck/Cart Number | # | # | # |
|--|-------|-------|-------|
| 1. Are vehicles operated safely on the ramp? | _____ | _____ | _____ |
| 2. Do the vehicles approach the aircraft no faster than walking speed? | _____ | _____ | _____ |
| 3. Is the truck/carts chocked properly? | _____ | _____ | _____ |
| 4. Is the fueling vehicle bonded to the aircraft prior to hose hook up? | _____ | _____ | _____ |
| 5. Does the fueler check for any leakage around the nozzle or along the fuel line? | _____ | _____ | _____ |
| 6. Does the fueler check for any leakage around the fueling truck/chart? | _____ | _____ | _____ |
| 7. Is the vehicle positioned clear of the wing? | _____ | _____ | _____ |
| 8. Is the deadman control correctly used? | _____ | _____ | _____ |

