

# **Guidelines for Submitting a Supervisory Fueling Safety Program to the Airport Safety and Operations Division, Office of Airports**

## **1. Applicability.**

This document provides guidance to the person, persons, or company proposing to establish a Fueling Safety Program to meet the requirements of 14 Code of Federal Regulations (CFR) part 139.321(b).

## **2. Purpose.**

The purpose of this document is to set forth the standards acceptable to the Administrator for a Fueling Safety Program and to provide appropriate guidance for addressing the subjects in this program.

## **3. Explanation.**

Fueling Safety Programs are also known as Fueling Supervisory Courses, Line Service Supervisory Training, and Fire Safety Training. The intent of these courses is to ensure that supervisory fueling personnel recognize the importance of aircraft fueling safety and are equipped to instruct in the principles that will ensure safety during fueling operations on airports.

## **4. Introduction.**

Fueling safety is an important public safety issue. Failure to adhere to safe operating procedures when fueling aircraft and transporting fuel from one location to another on the airport can result in accidents. Fueling procedures and practices have been designed to minimize the risks associated with flammable materials for the protection of fuelers themselves, other airport personnel, and the public. Instructing in this subject is a vital and necessary part of airport safety.

The training addressed by these guidelines should be covered within 16-18 hours of class time and may include hands-on training or demonstrations. It is the responsibility of curriculum development personnel to ensure that the minimum subject content, identified below, is addressed since these are explicitly identified in 14 CFR part 139. It is recommended that enhancements to students' understanding of safety be included where opportunities are presented.

## **CONTENTS**

### **Chapter 1. Instructor Qualifications**

- a.** Instructors in Fueling Safety for Supervisors should have
  - 1.** Academic credits in education or instructor/teaching experience.
  - 2.** A minimum of 2 years' experience in all aspects of fueling procedure.
- b.** Instructors in Fueling Safety for Supervisors should be able to discuss training methodologies, motivation, and student comprehension.

### **Chapter 2. Contents of the Course**

A comprehensive approach to fueling safety should include the following:

- a. Orientation
  - 1. Purpose of the course, course outline, expected outcomes  
14 CFR part 139.321 requirements
  - 2. Additional requirements of the airport (ACM)
  - 3. NFPA 407, AC 150/5230-4, national code/local code (as applicable)
  
- b. Basic Safety
  - 1. Protection against fire and explosions
  - 2. Proper handling and storage of fuels and lubricants, oxygen
  - 3. Understanding of the term "hazardous material"/procedures for hazmat other than fuels and lubricants
  - 4. Personal protection, including eyes, ears, hands, types of clothing, shoes/boots, prohibition on carriage of smoking materials, first aid
  
- c. Grounding and Bonding
  - 1. What/when/why (nature of grounding/bonding)
  - 2. Where/how (type of equipment/correct bonding procedure)
  - 3. Static electricity
  - 4. Fuel flash points
  - 5. Part 139 and bonding
  - 6. Definitions (See NFPA 407)
  
- d. Public Protection
  - 1. No smoking
  - 2. Security associated with fuel farms, proper authorizations for
  - 3. AOA entry
  - 4. Proper ramp fueling procedures, including aircraft with pax on board, coordination with flight crew
  - 5. Situations requiring cessation of fueling procedures
  
- e. Control of Storage Areas
  - 1. Fences, gates/locks, identification of products
  - 2. Signs, emergency controls
  - 3. Night lighting for fueling operations during low visibility and night
  - 4. Proper procedures for fuel farm operations
  - 5. Safety awareness (location of fire extinguishers, use of emergency shutoffs, communications for assistance)
  
- f. Fire Safety in Fuel Farm and Storage Areas
  - 1. Verification of product types
  - 2. Fuel Farm procedures (inspection, off/on loading)
  - 3. Proper procedures for fuel equipment use/storage (nozzle covers, securing of equipment when not in use)
  - 4. Leak/spill prevention
  - 5. Product leaks/contamination
  - 6. Emergency procedures/notifications
    - a. Spill control/containment
    - b. Cleanup procedures
  - 7. Fire extinguishment/use of extinguishers
    - a. Types of fires (classifications)/extinguisher use

