

CertAlert

DOT/Federal Aviation Administration, Southern Region Airports Division,
Airport Certification Safety Team, P.O. Box 20636, ASO-620, Atlanta, Georgia 30320
(404) 305-6700 (404) 305-6730 FAX

Issued 08/05/2004

Number SO-04-11

Fuel Training Documentation

To: All FAR Part 139 airports

In accordance with the new requirements of 14 CFR part 139.321(e)(1), the certificate holder is required to document initial and recurrent training, in fire safety, for the fuel line supervisor and all other fueling agent employees who fuel aircraft. In addition, the airport is still required to receive written confirmation of training once a year from the fueling agent.

In order to help airports develop a system and to standardize what the inspectors would like to see, we have created a form to assist you in documenting this information. Airports are not required or obligated to use this form. It is a resource for them to use if they wish.

We have attached two forms. One is for the fueling agent line supervisor and the other form is for the fueling agent line personnel who fuel aircraft. If you have any questions, please call your Airport Certification and Safety Inspector.

Sincerely,

Your Airport Certification and Safety Team
FAA Southern Region, Airports Division

**FUELING AGENT EMPLOYEE
TRAINING CERTIFICATION FORM**

*In accordance with the requirements of FAR 139.321(e)(2), “all other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel shall receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from the supervisor trained IAW paragraph (e)(1) of 139.321.”

Organization: _____

Individual Employee Name: _____

Date On-The-Job Training Provided: _____

Training Provided By: _____

***Note:** IAW 139.321(e)(2) training shall be provided by a Fuel Line Supervisor who has attended a fuel line supervisor course approved by the Administrator. In addition, the Fuel Line Supervisor must be current with recurrent training requirements.

FAA Approved:

Date:

**FUELING AGENT LINE SUPERVISOR
TRAINING CERTIFICATION FORM**

*In accordance with the requirements of FAR 139.321(e)(1), “at least one supervisor with each fueling agent shall have completed an aviation fuel training course in fire safety that is authorized by the Administrator. Such an individual shall be trained prior to initial performance of duties, or enrolled in an authorized aviation fuel training course that will be completed within 90 days of initiating duties, and receive recurrent instruction at least every 24 consecutive calendar months.” Current authorized courses are provided via current CertAlert.

Organization: _____

Individual Fuel Line Supervisor Name: _____

Aviation Fuel Training Course Attended: _____

Date Latest Training Course Completed: _____

Note: recommend attaching a copy of training certificate to this form.

*Note: after receiving Fuel Line Supervisor training at one of the approved courses, the Fuel Line Supervisor should receive instruction regarding “fire code of the public body having jurisdiction over the airport”. Normally, local fire department personnel, local fire marshal, or local ARFF department personnel who are conversant in local fire codes conduct this training.

Date Local Fire Code Training Received: _____

Local Fire Code Training Provided By: _____

FAA Approved:

Date: