

# Third Party Fuel Operations

## 1. Scope

Licensees and fuel installation managers should ensure they are familiar with the requirements of the Air Navigation Order, (ANO); in particular with Articles 103, 112 and Schedule 14 where they relate to the contents of the Aerodrome Manual and the preparation of procedures for the operation of fuel installations. In this context licensees should note:

- a) That the ANO does not differentiate between single or multiple installations at the aerodrome, nor does it make distinction as to ownership of the installation(s);
- b) That for the purpose of Article 112, the ANO meaning of the term “aviation fuel installation” is any apparatus or container, including a vehicle, designed, manufactured or adapted for the storage of aviation fuel or for the delivery of such fuel to an aircraft; and
- c) That the Aerodrome Manual or the appropriate parts of it should be made available to those whose work involves processes contained within it.

The ANO requires fuel installation managers to satisfy themselves that:

- a) Fuel received at an installation is fit for use in aircraft;
- b) The installation and the storage and dispensing processes will not render it unfit;
- c) The fuel storage and delivery system is appropriately labelled;
- d) The fuel should be sampled on delivery into the installation; and
- e) The fuel should be of the correct grade for the installation.

CAA Inspectors may seek confirmation of compliance with the ANO and may carry out inspections with or without prior warning.

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## 3. Process

The Airport still has a duty to supervise any third parties or tenants that supply their own fuel. To ensure this is carried out to a satisfactory standard the Airside Operations Manager must be able to assure themselves that the approvals, procedures and records are compliant with CAP 748 and associated documentation.

To achieve this an audit, at least annually, will be carried out on all third party or tenants involved in fuel supply at Cambridge Airport.

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The Airside Operations Manager must satisfy themselves that Fuel management procedures should include, but not be limited to, the following elements:

- a) Fuel reception, storage, and quality maintenance;
- b) The assessment of fuel quality;
- c) The safe delivery into an aircraft of fuel fit for the purpose;
- d) The taking and storing of fuel samples;
- e) The onward distribution of fuel;
- f) 'Incident' prevention;
- g) 'Incident' management;
- h) Preventing or minimising electrostatic discharge during the handling of fuel;
- i) Handling fuel during extremes of weather e.g. electric storms in the aerodrome
- j) Vicinity or in high ambient temperatures;
- k) The actions to be taken should fuel be found to be contaminated; and
- l) Regular and periodic maintenance and cleaning of fuel installations and equipment.

This can be obtained by a visual audit and inspection of records as demonstrated below:

Written records should be kept of:

- a) All deliveries into fuel installations. These records should include the grade and quantity of the fuel, the delivery date, and should include copies of release notes or certificates of conformity
- b) The particulars of the maintenance, including any associated rectification, and Cleaning of the fuel installation. These should include details of:
  - i. Inspections and tests
  - ii. Pressure, purging, equipment, and filter checks;
  - iii. Hose inspections
- c) The particulars of fuel samples taken and the results of tests of those samples
- d) All barrel deliveries, and of the associated decanting and dispensing of fuel, and of sampling checks

Written records of de-fuelling operations should include details of:

- a) The aircraft registration
- b) The date of de-fuelling
- c) The results of sampling checks
- d) The quantity and grade of fuel drawn
- e) The disposal of the fuel drawn

Fuel samples, in accordance with CAP 748, should be taken and retained for a minimum of seven days:

- a) From fuel on delivery, whether by road tanker, pipeline, or in packages;
- b) From fuel stored in a bulk tank, hydrant system, vehicle or packed stock, each day aircraft refueling takes place; and

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- c) Whenever laboratory testing is required e.g. when Jet A-1 has been stored and not added to for a period of six months or when aviation gasoline AVGAS has been stored and not added to for a period of three months.

In addition to when they are required by other processes, fuel samples should be taken at the following times:

- a) Immediately before receipt into the fuel installation;
- b) After receipt of fuel into the fuel installation (after settling time);
- c) Each day before the first delivery from the fuel installation;
- d) After prolonged heavy rainfall or snow;
- e) After de-fuelling;
- f) After vehicle washing;  
Immediately prior to fuelling an aircraft.

The Airside Operations Manager is responsible for all fuel management at Cambridge Airport. They may, however, delegate responsibility for auditing any third party or tenant fuel procedures to a suitably qualified member of the fuel department or Airport Management Team.

The auditor will produce an audit report which will be retained by the Airside Operations Manager.

### Records

Audit Report  
Fuel Checks

### 4. Associated Documents

Aerodrome Manual  
CAP748