

Introduction

1. AVGAS fuel storage (the facility) by Jersey Aero Club (JAC) is currently managed using an aviation highway towable bowser.

Purpose

2. The purpose of this document is to outline the operating procedures that apply when refuelling General Aviation (GA) aircraft at Jersey Aero Club facility.
3. Refer to Jersey Airport JA-AOP-037 Aviation Fuel for Jersey Airport's policy regarding fuel management which JAC must comply with

Instructions

Access Control

4. The refuelling bowser is lockable. Keys are held at the Flying Desk of the JAC. Personnel are only to be granted access to the facility on completion of the required training (see below)

Fuel management

5. **Issuing of AVGAS.** JAC supply AVGAS and as such, at any given time, the person(s) operating the Flying Desk is the authority for the issue of AVGAS. JAC members and visiting GA may refuel aircraft so long as they record the details on a fuel record and provide the details to the Flying Desk. Any aircraft that does not have a fuel account with JAC may utilise the JAC fuel services and are individually responsible for the completing payment with JAC Flying Desk at the published fuel price.
6. **Emergency plans.**
 - a. **Spill plan** is JAC-ERP-001 *Fuel spill emergency response plan Apron*, hard copy in bowser. A spill kit is provided at the facility.
 - b. **Fire plan** is JAC-ERP-003 Fire Emergency Response Plan on the Apron, hard copy in bowser. A fire extinguisher is provided at the facility.
7. **Earthing.** JAC-OPS-BOWSER-JULY24, all aircraft being refuelled must be earthed and bonded prior to commencement of refuelling. An earthing lead is available inside the bowser and must be connected to an earthing point of the aircraft (typically exhaust or nose gear leg).

User Training

8. JAC are responsible for ensuring that all initial users of the AVGAS facility are appropriately trained. Prior to using the facility, the user must complete the operator training outlines in Appendix iv. On successful completion of this training, a user is authorised to train other users.
9. Safety awareness briefings regarding use of this fuel facility along with any presentations will be made available via the Jersey Aero Club website www.jerseyaeroclub.com



Facility Layout

10. The AVGAS bowser is labelled with appropriate external hazardous goods signage, and internally with appropriate spill and emergency plans. The bowser is a fully bunded AVGAS storage vessel equipped with an electric pump and hose, earth lead and PPE equipment.



11. **Dispensing Equipment.** The figures provide the layout and contents of the dispensing cabinets.



Figure 1 - Dispensing cabinet

PART	DESCRIPTION	PART	DESCRIPTION
1	Breather valve	6	Pressure gauges
2	Bund drain	7	Bulk flow meter
3	Fuel Dispensing nozzle	8	Filtration unit
4	Hand pump – sump drain	9	Rotary level gauge
5	Earth bonding reel	10	1” spring rewind hose reel



Figure 2 - Dispensing cabinet (contd.)

PART	DESCRIPTION	PART	DESCRIPTION
11	Pressure relief valve	12	2" Fill point with dry break coupling
A	Filter unit drain valve	B	Isolation valve

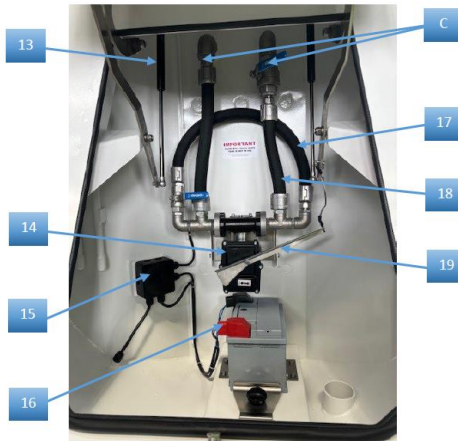


Figure 3 - Pump cabinet.

PART	DESCRIPTION	PART	DESCRIPTION
13	250N Gas strut	17	Backup pump suction line
14	Pius EX50 ATEX fuel pump	18	Tank suction line
15	Fuse box	19	Interlock system
16	12V Battery	C	Pump isolation valves

Risk Assessment

12. JAC Pilot Training covers refuelling procedures for GA aircraft and all operators will receive training before use.

Appendices

1. AVGAS Training Compliance Sheet
2. AVGAS Fuel Issue Sheet
3. AVGAS Refuelling PPE Requirements
4. AVGAS Refuelling Operator Training Syllabus
5. AVGAS Refuelling Procedure
6. AVGAS Aircraft manoeuvring



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APPENDIX 1 – AVGAS COMPLIANCE SHEET



JERSEY AERO CLUB – AVGAS TRAINING COMPLIANCE RECORD

TO BE COMPLETED PRIOR TO KEYS BEING ISSUED

*Signatories confirm they have undertaken the prerequisite AVGAS refuelling training and will comply with the AVGAS refuelling procedures of Jersey Aero Club

DATE	AIRCRAFT REGISTRATION	NAME (PRINTED)	SIGNATURE*



APPENDIX 2 – AVGAS FUEL ISSUE SHEET



JERSEY AERO CLUB – FUEL ISSUE RECORD

BEFORE STARTING

- Ensure resettable REGISTER reads **00000** before use
- Note down the TOTALISER value before start

DATE

AIRCRAFT REG

Start	1	2	3	4	5	6	7	8	
Dispensed				1	2	3	4	5	• <input type="text"/>
Finish	1	2	3	4	5	6	7	8	

SIGNATURE.....



APPENDIX 3 – AVGAS Refuelling PPE Requirements

1. Refuelling operations for the AVGAS facility shall be carried out with the appropriate level of personal protective equipment (PPE):
 - a. High visibility; *as per AIP*
 - b. Protective goggles or full-face shield
 - c. Fuel resistant gloves.
 - d. Appropriate attire (e.g. Flying suit, other 100% cotton, covered arms and legs)



APPENDIX 4 - AVGAS Refuelling Operator Training Syllabus

The below checklist publishes a list of points that operators are to be made familiar with before being authorised to refuel with AVGAS at Jersey Aero Club.

- Location of key and requirement to put key back after use
- PPE requirements
- Use of refuelling equipment including taps, hoses, electric pump and steps; *if required*
- Location of fire extinguishers
- Location of the fuel spill kit
- Location of relevant instructions, signs and warnings
- Location of fuel issue sheets and instructions on what details are to be recorded
- Payment process and options
- Location and operation of the earth lead
- Requirement to fully secure facility after use including
 - Retracting and leads and hoses
 - Closing and locking the doors
 - Returning the key
- Emergency plans.
 - Spill plan JAC-ERP-001 Fuel spill emergency response plan Apron
 - Fire plan is JAC-ERP-003 Fire Emergency Response Plan on the Apron
- Reporting requirements for all fuel spills (any quantity)
- Emergency contact numbers

Training PowerPoint presentation is available on Jersey Aero Club website



APPENDIX 6 – AVGAS Refuelling Procedure

1. Ensure aircraft is suitably positioned to the bowser for refuelling
2. Unlock bowser and open rear cabinet door
3. RECORD TOTALISER START VALUE on **Fuel Issue Sheet**
4. RESET REGISTER TO READ **00000**
5. **Connect Earth bonding line to aircraft**
6. **Open** hose reel isolation valve
7. Open the front cabinet door and **push lever down** to start pump
8. Pull out the hose as required from reel; *the reel has an automatic locking device which will hold reel open a 1 meter intervals*
9. Open trigger to commence refuelling
10. Once refuelling is complete, close the trigger
11. Replace the trigger in trigger holder and **close** hose reel isolation.
12. Stop the pump in the front cabinet by **lifting lever up**
13. Close the front cabinet door
14. Rewind the hose onto reel by pulling the hose slowly forward releasing ratchet locking mechanism and carefully allow hose back onto the reel.
15. **Disconnect and rewind earth bonding line**
16. RECORD REGISTER DISPENSED VALUE on **Fuel Issue Sheet**
17. RECORD TOTALISER FINISH VALUE on **Fuel Issue Sheet**
18. Conduct aircraft fuel / water test
19. Close rear cabinet and lock bowser
20. **Ensure Fuel Issue Sheet and key are returned to JAC Flying Desk**

**IN AN EMERGENCY USE A YELLOW PHONE
IT WILL CONNECT DIRECT TO ATC**



NOTE LOCATIONS OF

FIRE EXTINGUISHERS



SPILL KIT



EMERGENCY PHONE



APPENDIX 6 – AVGAS AIRCRAFT MANUEVERING

Below is the preferred manoeuvring for aircraft using the refuelling facility.

AIRCRAFT MUST NOT QUEUE ON THE TAXIWAYS FOR FUEL

IF REFUELLING IS IN USE, YOU MUST PROCEED TO PARK

- The refuelling bowser is depicted by the **RED** box.
- The matted areas is depicted by the **GREEN** area
- The **YELLOW** lines and arrow depict the direction of aircraft using the facility



NOTES:

- Port wingtip should point towards the bowser
- The refuelling hose is 14 meters
- Aircraft may position to bowser from
 - Grass parking
 - JAC Apron
 - After landing