



City of Phoenix Aviation Department Rules & Regulations

Authority: This Rule and regulation is promulgated pursuant to Phoenix City Code Chapter IV, Article IV, Section 4-08; 4-103; 4-109; 4-110; 4-112; 4-114

Rule and Regulation: **Aircraft Fueling and Safety Training Program**

The proper servicing of aircraft is a critical responsibility. The potential for loss of life and/or significant property damage makes it imperative that fueling personnel are properly trained.

An Aircraft Fueling and Safety Training Program ensures that fueling personnel are adequately trained in the areas of aircraft fueling and ground handling, equipment operation, fuel quality control and waste disposal, spill cleanup and safety procedures. The purpose of this Rule is to establish a program to provide guidelines for City of Phoenix personnel and airport-based aircraft fuel vendors' personnel for aircraft fueling and safety procedures training.

Description

This process will apply to the following:

1. Aircraft fuel vendors that fuel large transport, corporate, or general aviation aircraft from the hydrant fuel system or from fuel trucks.
2. Fixed Based Operators (FBOs) with fixed fueling cabinets or fuel trucks where private pilots may or may not be allowed to self-fuel, in addition to the FBO's own employees.
3. Private aircraft owners who fuel their own aircraft, using their own fueling equipment and are self-supervised.

Requirements

Airport fuel operators and vendors operating on City of Phoenix airports shall comply with all applicable National Fire Prevention Association 407 Standards for Aircraft Fuel Servicing, FAA Advisory Circulars, Federal, State and local environmental regulations and City of Phoenix Fire Prevention codes.



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Individuals whose duties include fueling aircraft will successfully complete a Fuel Handler's Training Program applicable to their activity in order to obtain a fuel handler's permit.

The City of Phoenix shall provide Fuel Handler's Training to all City of Phoenix personnel in fuel handling positions/job assignment Fuel handler's permits will be issued upon successful completion of a test administered by City of Phoenix personnel and shall be valid for two years. Airport fuel operators and vendors operating on City of Phoenix airports will submit an outline of their Fuel Handler's Training Program to the City of Phoenix Aviation Department for review to be kept on file with City of Phoenix.

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Responsibilities:

Airport tenant fuel vendors are responsible for ensuring that their personnel are properly trained and hold a current fuel handler's permit. Arrangements to test for a fuel handler's permit are scheduled through the Operations Divisions. All tenant-fueling supervisors are responsible for monitoring the fueling process to ensure that proper fueling procedures are followed.

NOTE: All training Programs shall contain information regarding the proper disposal of aircraft pre-flight sump fuel and the responsibilities of supervisors, fuelers and pilots regarding disposal.

Tenant fuel operators shall train their personnel according to their approved training program. New hire employees will be required to have a supervisor present during all fueling operations until they receive their City of Phoenix fuel handler's permits.

After completion of training, employees may test for the City of Phoenix fuel handler's permit. Applicants are required to score a minimum of eighty percent (80%) to successfully pass the examination. If a minimum score is not achieved, the employee will not be allowed to fuel aircraft without a supervisor present. If after three (3) examination attempts an



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applicant is unable to receive a passing score, the City will not test the applicant again for the next twelve (12) months.

Tenant fuel operators shall maintain adequate training records for their employees.

The foregoing Rule and regulation is hereby amended this day of January 24, 2002.

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Phyllis Hughes
Assistant City Attorney



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