ARGUS PRISM
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IEP CHECKLIST

A SAFETY ASSURANCE COMPONENT OF YOUR SMS

Attention:
If you are using the new PRISM SMS Tools, the checklist will appear in the IEP Manager - Manage Templates area where you can select “use a copy”.

If you are using the legacy PRISM ARMOR SMS Tools, the checklist will appear on the IEP Manager homepage where you can modify it or use it as is.

If you need some assistance, please send an email to prism@argus.aero.

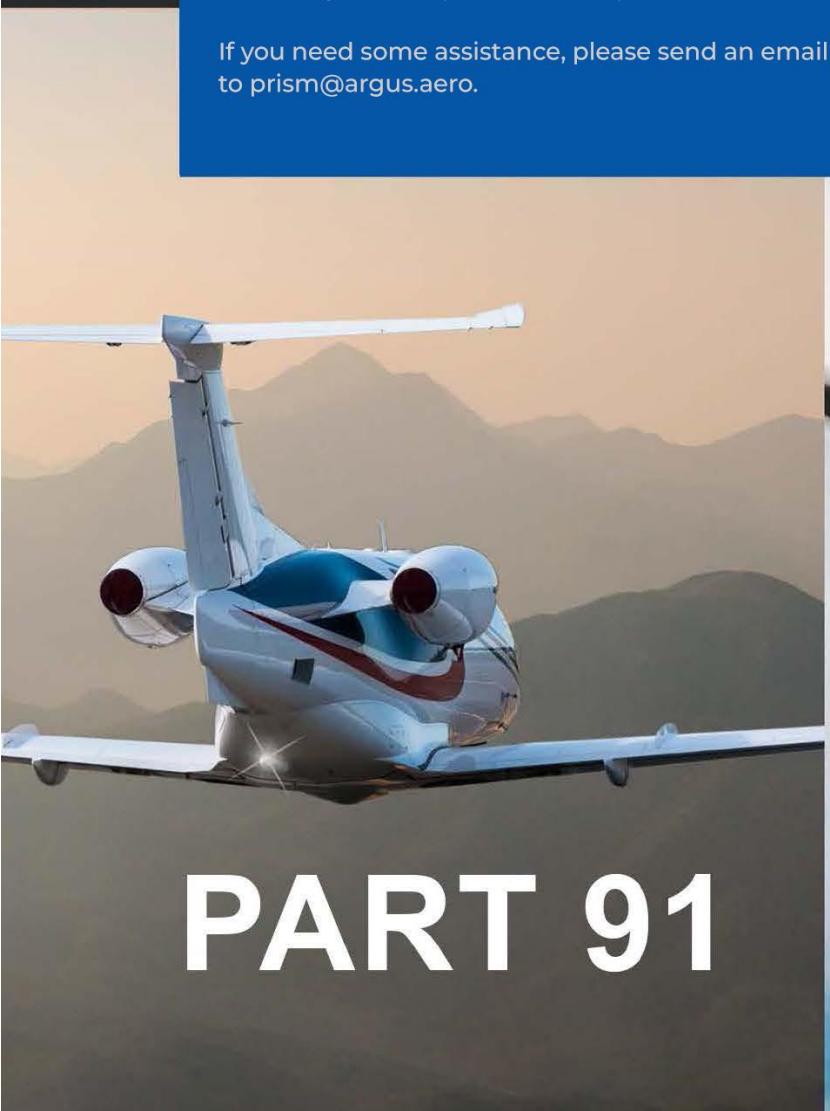
MARCH 2026

MAINTENANCE 9.

Fueling and Servicing (PART 91)

Fueling and Servicing:

Processes exist in the operation to ensure aircraft fuel is free from contamination utilizing effective fuel inspection procedures that are implemented and functional. Instructions pertaining to servicing, handling, and storing fuel and oil meet established safety standards. Procedures for monitoring and verifying vendor servicing practices are included as part of this oversight regardless of fuel truck/tank ownership. Processes are in place to assure that oxygen servicing and tire pressure checks conform to “Best Practices” standards, as well.



PART 91

SCALE OF 1-5

1 – Unsatisfactory
2 – Poor
3 – Meets Minimum Standards
4 – Excellent
5 – Best Practice

If your answer is not a 3 or better, you must record a finding that requires corrective action.

1. Does the (Flight Operating Manual) contain formal guidance to conduct quality assurance checks of aircraft fuel vendors utilized frequently for off-base stops?

(IS-BAO 7.8, 15.1.6.3, 15.1.7.1, 15.3; IS-BAH 7.2.2)

Not all FBOs adhere to the stringent fuel quality processes your company or home-based vendor employs. Even fuel providers within the same company chain could have differing fuel qualities. If the same vendor is frequently used, a quality assurance check should be completed periodically. The vendor should provide you with checklists, fuel samples, and microspore testing samples. Fuel vendor employee training records pertaining to your specific aircraft requirements can also be verified. This audit can be accomplished via distance methods, coupled with an on-site element when appropriate.

1	2	3	4	5

2. Do company manuals sufficiently detail or make clear reference to manufacturers procedures for servicing aircraft oxygen and nitrogen (for emergency air, tires, and gear struts)?

(IS-BAO 15.1.6.3, 15.1.7.1, 15.2.1.1; NBAA Management Guide 5.5)

Pilots need to be certain the aircraft is serviced with Aviators Breathing Oxygen. How are pilots trained for servicing the aircraft with nitrogen and oxygen? These procedures, located in the appropriate manufacturer's maintenance manual, should be referenced in the company operations manual. Familiarity with these procedures will help ensure any servicing done away from home base be accomplished exactly according to established guidelines.

1	2	3	4	5

3. Do company procedures require that the aircraft fuel shutoff system be tested prior to or during initial fueling? Verify, to the extent possible, that this is practiced without exception during operations.

(See aircraft manufactures recommendations, as applicable)

This can be especially important when fueling requirements will bring any tank close to approaching capacity. Most shutoff systems will test overpressure, venting, and overfull (float level). Proactive testing can prevent a spill that at the very least results in a mess. In some countries a spill may result in a significant monetary fine.

1	2	3	4	5

4. Are there procedures in place to ensure Diesel Exhaust Fluid (DEF) is not added to fuel? Are personnel trained to handle DEF? Do flight crews and ground personnel understand the effects of DEF in jet fuel?

(SAFO 18015 Revision 1)

Procedures are documented describing how DEF needs to be stored away from Prist or fuel system icing inhibitor additives and needs to be clearly labeled to prevent confusion and reduce the likelihood of fuel contamination. All staff should be properly trained on the dangers and risks involved with using DEF around aircraft and should receive recurrent training annually. They should also be trained on the locations of DEF and FSII and the differences between the packaging and labeling of the two products.

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5. Are fuel truck contamination checks conducted prior to fueling service?

(IS-BAO 10.1.1; IS-BAH 12.14.1)

Fuel samples must be examined prior to service for suspected contamination. Samples must be examined for water contamination, fuel particulates, and the fuel rejected if the results are questionable. The company operations manual would list the requirements for accomplishing these tests

1	2	3	4	5

6. Is appropriate grounding equipment readily available for use to ensure the best aircraft to truck grounding?

(PRISM recommended best practice)

Service agents may search the airplane and ultimately settle for an unpainted surface. Many aircraft have a jack type ground near the refuel receptacle that provides an optimum ground. In most cases the truck does not have the capability/jack plug to utilize this feature. A pigtail and similar devices can be carried on aircraft to ensure grounding is accomplished correctly when the servicing agent does not have the correct equipment.

1	2	3	4	5

7. Does an appropriately qualified company employee always stay with the aircraft while fueling/servicing away from home base?

(IS-BAH 12.13.7)

A qualified company employee should oversee the servicing and ensure all aspects of any servicing is performed correctly. The employee should also verify the line service employee(s) has properly secured the aircraft after servicing operations. Additionally, this is an added security measure to help ensure the aircraft is not improperly serviced or tampered with.

1	2	3	4	5

8. Do company procedures clearly state the requirements associated with refueling and passengers remaining onboard. If the passengers are not required to deplane during aircraft refueling existing procedures must describe how compliance with the IS-BAO reference is assured.

(FAR 91.1025i; IS-BAO 13.3.1)

It is a widely accepted best practice to avoid refueling with passengers on board the aircraft. If refueling with passengers is allowed, a crew member MUST be located at an exit and prepared to evacuate all of the passengers in case of an emergency, and two-way communication must be maintained between the fueling person and the crew member on board the aircraft. Additionally, any time the APU is running, a crewmember should be in the aircraft. These requirements must be clearly defined for standardization in the company manual/SOP.

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9. Is there a process for verifying compliance with local environmental laws pertaining to fueling and disposal of waste fuels/fluids?

(IS-BAO 10.1.1; NBAA Management Guide 1.18.1; IS-BAH 10.0 through 10.4)

Every operator is responsible for identifying and complying with all national and local environmental laws and requirements. Specific procedures for discarding waste fuels and appropriate collection containers or disposal methods must be used correctly and consistently. Fuel spill preparedness is also a critical component of environmental compliance.

1	2	3	4	5

10. Are procedures established to specifically define parameters for suspension of fueling operations upon verification of thunderstorm activity within 10 nm of the airport? Do these procedures require fueling to be suspended when lightning and thunderstorm activity is within 5 nm of the airport?

(PRISM recommended best practice)

Lightning is a powerful source of static electricity. The National Lightning Safety Institute recommends no one be permitted outdoors when active lightning is between 0-10 miles, and activities be suspended for 30 minutes after the last observed lightning or thunder. Crews should cease fueling operations and clear passengers from the ramp area if active lightning is observed in a 5 nm vicinity until it can be determined that servicing can safely proceed. It's important to closely monitor these conditions as convective activity can change rapidly. Crews and maintenance should be familiar with these procedures and trained on what to do in the event a thunderstorm impacts fueling or other aircraft servicing. This practice should be described in the appropriate company manual.

1	2	3	4	5

11. Examine the training program for pilots to conduct fuel contamination inspections.

(PRISM Recommended Practice)

Initial and recurrent training for fuel inspections should be standardized to ensure quality fuel checks are consistently performed by pilots. Test kits are available for this training. Training should include procedures for responding to suspected contamination. The training program should be documented in the appropriate company manual, and accurate documentation is maintained.

1	2	3	4	5

12. Are personnel responsible for aircraft fueling and servicing properly trained?

(IS-BAO 8.1.5.1; IS-BAH 8.4.1)

Personnel should be trained on the specific duties and responsibilities associated with fueling and servicing each aircraft type based on manufacturer recommended practices. Ensure records indicate personnel are adequately trained before performing fueling services. Training should also include proper techniques for spill containment.

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13. Do personnel receive training on the operation of industrial and ground support equipment utilized on and around company aircraft?

(IS-BAO 8.1.5.1; IS-BAH 8.4.1; NBAA Management Guide 4.1.4)

Training must comply with company ground-handling procedures and be documented. All required personnel receive initial and recurrent training on aircraft servicing and ground handling procedures that contains instruction on the specific support equipment utilized at the operation. Training materials are up-to-date and contain manufacturer guidelines.

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