APPENDIX I: REMOTE FUEL SITE REMINDERS LIST (HJA-3).

I. Purpose.

The purpose of the Remote Fuel Site Reminders List is to provide the Helibase Manager and/or Fueling Specialist with a comprehensive list of items, procedures and systems pertaining to remote site fueling operations.

II. Applicability.

Use of the Remote Fuel Site Reminders List is optional but highly recommended for Government-operated fueling operations.

III. Responsibility and Instructions for Completion.

The Helibase Manager should review the list upon arrival at remote site fueling operations and on a daily basis thereafter. The list can be inserted into the Fireline Handbook.

IV. Posting.

None. However, the Helibase Manager may post a copy on the helibase display board.

V. Routing and Filing.

None.

VI. Related Forms.

Appendix F, Daily Helicopter Operations Briefing/Debriefing Checklist, requires that fueling operations be conducted safely. Use of this appendix will help meet this objective.
I. SITE SELECTION AND LAYOUT

- Site is adequate for size of operation. See Chapter 13.
- Fueling sites are separate from the main area of helicopter operations.
- Minimum of 90’ separation exists between aircraft for Type 2 and Type 3 helicopters.
- Fueling equipment (pump, fuel source) is at least 25’ outside the rotor disk of the nearest helicopter.
- Fuel source is downwind of aircraft exhaust and is located so the prevailing wind disperses vapors.
- Site is located so that aircraft can approach/land/depart into the wind.
- Parking area for each fuel dispensing point clearly marked.

II. ORGANIZATION AND PERSONNEL

- Trained, qualified personnel are assigned to the operation. Agency Fueling Specialist is managing government-operated fueling sites. Fueling Specialists are approved and meet agency-specific requirements for training.
- All personnel, including Air Crews and other vendor personnel, are aware of duties and responsibilities as well as refueling, fire protection, and crash rescue procedures.
- At least two persons are assigned to site (one may be the Fueling Specialist). One operates fuel nozzle; the other is staffs emergency fuel shutoff valve.
- For large fueling operations, an Aircraft Base Radio Operator and/or Parking Tender may be required.
III. COMMUNICATIONS.

________ Site has positive radio communications with aircraft before and immediately after refueling.

________ Fueling personnel ensure radios are off (intercom may be left open).

________ Helicopter hand signals understood.

IV. EQUIPMENT.

________ Fuel source (drums, tanks, bladder, or mobile tanker) has been set up and checked for leaks, etc.

________ Each nozzle has correct bonding cable attached.

________ Shutoff valves are serviceable and properly in place.

________ Both closed circuit and open port nozzles are available for use (recommended).

________ Dust covers are attached to nozzle and being used.

________ Pump assembly and filter separator are properly grounded and checked for leaks before operation.

________ Each hose has been hydrostatically tested and inspected for blistering, saturation, nicks, and cuts.

________ Fittings are properly sealed and free of cracks.

________ Hose nozzles are being cleaned daily.

________ Entire system (pump, differential pressure indicator, hoses, couplings) has been checked for proper operation.
V. SAFETY.

_________Area has been cleared of loose sticks, stones and other debris.

_________Fuel containment system or berm has been constructed around fuel bladder to contain fuel in case both temporary and semi-permanent systems rupture.

_________Fire extinguishers meeting minimum requirements are located correctly: one for pump/filter separator and one for each nozzle.

_________Sufficient water is available to wash fuel spills from personnel or wet fuel-soaked clothing prior to removal.

_________Fuel Handlers are wearing protective clothing according to requirements. See Chapter 9.

_________Warning signs (NO SMOKING, DANGER, RESTRICTED AREA, and EMERGENCY SHUTOFF) are posted.

_________Fuel sample has been taken from each dispensing nozzle and checked for contamination daily.

_________Fuel sample has been taken from each fuel source and checked for contamination daily.

_________Passengers, Pilot, and Helicopter Manager are disembarking before refueling. (Exception: Pilot at controls when hot refueling.)

_________Correct bonding procedures are followed. See Chapter 13.

VI. OPERATIONS.

_________Dust cap is being replaced on nozzle after each refuel.

_________Nozzles are being placed on a nozzle hanger (or grounding rod) after each refuel.

_________Nozzle ground cable is attached to grounding rod when not in use.

_________Blowing dust is not a problem at the refueling site.

_________Provisions are made for resupply of fuel source.
VII. OPEN PORT (HOT) REFUELING - SPECIFIC PROCEDURES.

Safe refueling with engines running is the sole responsibility of the vendor.

Government personnel shall **not** participate in any manner, unless the government is operating the fueling site.

Vendor-supplied written emergency shutdown and evacuation checklist for the Pilot, Service Truck Operator, and other fueling personnel are at the refueling site.

Pilot and/or co-pilot shall remain at aircraft.

Loading of cargo, retardant tank, etc., shall **not** be accomplished while refueling.

Strobe lights, rotating beacon lights, radios, and other non-essential electrical systems shall be turned off.

Position lights shall be left on during night operations.

Doors and windows adjacent to the fuel port shall be closed. Doors and windows on opposite side shall be left open as escape route.

Helicopter will be stable with collective at flat pitch and appropriate RPM during hot refueling.

The fuel servicing vehicle shall be parked outside the safety circle.

Upon completion of the fueling operation, the fuel nozzle shall be returned to the service truck, and the refueling hose cleared from the landing pad. The hose need not be rolled up each time.