CL:0-AWS020C

AIRCRAFT FUELLING OPERATORS QUALITY MANUAL COMPLIANCE CHECKLIST

The purpose of the Aircraft Fuelling Operators Quality Manual Compliance Checklist is to assist owners / operators with a view to ensuring that all manuals concerning aircraft fuelling submitted to the CAA for approval are standardized and include all items that are required by Nig.CARs, applicable AOL and Advisory Circulars. This checklist, when completed, should be submitted with the draft manuals.

This checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.

The specific tasks and the relevant procedures shall be included as specified in the Manuals of the operator / organization. The relevant cross-references (subsection number and page number) shall be specified in the note's column at the appropriate paragraphs and the correct term that refers to specific manuals shall be used (e.g.: "QM" for Quality Manual or "OM" for Operations Manual or "HSE" for Health Safety and Environment Manual). It is not acceptable to simply enter the QM or OM as the cross-reference.

The checklist is provided to ensure the minimum required items are contained in the Manuals. It should be enhanced as necessary to suit the organization's operations.

Fuel Farm Approval Number (if applicable):	
Owner / Operator's Name:	
Owner / Operators Manual/ reference:	
Amendment Status:	

1. GENERAL REQUIREMENTS					
S/N	Manual Basic Information	Compliance		**NOTE**: Compliance location in Manual: Or Reason for "No" Compliance	NCAA's Assessments
		YES	NO		
1.1	Does the Manual contain the name and address of the owner/operator?				
1.1.1	Does the Manual include:				
1.1.2	The Company name (and logo), manual reference, issue number, rev number, and rev date (on every page)?				
1.1.3	A Contents list/Table of Content?				
1.1.4	A List of effective pages?				
1.1.5	Revision status?				
1.1.6	An Amendment Procedure and control?				
1.1.7	A distribution list including a procedure to ensure that all manual holders promptly receive revised pages and insert the same in the manuals?				
1.1.8	Acronyms and definitions?				

1.2.1	Qualifications and responsibilities of key personnel properly identified?				
1.2.2	An “accountable” executive who has overall accountability and authority for the organization’s policies, objectives, procedures, implementation and products.				
1.2.3	Relevant managers with the authority to establish and modify processes; and				
1.2.4	A Brief description of the organization ?				
1.2.5	Organization chart?				
1.2.6	A procedure to ensure continuity of tasks in the absence of a post-holder.				

2. QUALITY MANAGEMENT					
S/N		Compliance		**NOTE**: Compliance location in Manual: Or Reason for “No” Compliance	NCAA’s Assessments
		YES	NO		
2.1	Is there a documented Quality Management System (QMS) in place?				
2.2	Are all quality control and assurance processes documented and implemented?				
2.3	Are regular maintenance checks on all fuel farm vehicles and equipment performed?				
2.4	Are there procedures for handling and resolving non-compliance issues?				
2.5	Are quality control checks and records maintained and easily accessible?				
2.6	Are Internal audits conducted by competent individuals independent of the management of daily operations?				
2.7	Do the internal audits include arrangements for assessing process and process controls for effectiveness, such as:				
2.7.1	– Identifying non-compliance with company operating procedures?				
2.7.2	– Correcting reported discrepancies?				
2.8	Does the QMS described and documented appropriately include:				
2.8.1	– goals and objectives, with clearly expressed policies, standards and procedures;				
2.8.2	– organizational structure with management having appropriate and stated responsibilities;				
2.8.3	– qualified, competent and properly trained staff, with proficiency testing where necessary;				
2.8.4	– provision, maintenance and, the calibration of adequate and appropriate facilities				
2.9	Is a well-equipped laboratory for quality control established to test for specific gravity, flash point, distillation, vapor pressure, sulphur content etc.				
2.10	Is there a procedure to ensure that products meets specification and is fit-for-purpose on delivery to aircraft?				

2.11	Is there product inspection and routine check programme that covers:				
2.11.1	– Quality control and maintenance record-keeping requirements and record retention times.				
2.11.2	– Training programme.				
2.11.3	– Document and data control system; and				
2.11.4	– Emergency response;				
2.12	**Documentation**				
2.12.1	Are documentation procedures in place ?				
2.12.2	Are all necessary documents (e.g., RCQ, COA) maintained, retained and accessible?				
2.13	**Sampling and Testing**				
2.13.1	Are sampling procedures for fuel testing documented and followed?				
2.13.2	Is sampling equipment made from appropriate materials and regularly maintained?				
2.13.3	Are samples collected by trained personnel using correct procedures?				
2.13.4	Are samples tested according to recognized standards (e.g., ASTM D4057)?				
2.13.5	Are regular fuel quality tests, including microbiological contamination and water content checks, conducted?				
2.13.6	Are procedures in place to detect and prevent microbiological growth in fuel systems?				
2.13.7	Are periodic laboratory tests of fuel samples conducted to ensure quality, especially for long-stored fuel?				
2.13.8	Is daily sampling from tanks and prior to aircraft fuelling performed?				
2.13.9	Is additional sampling during heavy rain or suspected contamination conducted?				
2.13.10	Are proper sampling techniques used to prevent contamination?				
2.13.11	Are fuel samples retained for a minimum of seven days for quality verification?				
2.13.12	Is a schedule for regular inspections and maintenance of pipelines, hoses, and filters implemented?				
2.14	**Storage Tank Requirements**				
2.14.1	Are storage tanks designed and maintained to prevent contamination and deterioration of fuel?				
2.14.2	Are regular inspections and cleaning of tanks documented and performed?				
2.14.3	Is water and dirt removal from tanks regularly conducted and documented?				
2.14.4	Are regular inspections and maintenance of tanks, including water and sediment drainage and internal cleaning, performed every three years?				
2.14.5	Drainage				
a.	Is water removed from tanks as soon as possible after contents have settled?				
b.	Is water drawn off from tanks passed through an interceptor before external drainage?				

2.14.6	**Floating**				
a.	Are roofs of floating roof tanks frequently examined to ensure they are floating evenly?				
b.	Are valves on drains closed when the operation is completed to prevent loss of product?				
2.15	**Meters**				
2.15.1	Are all meters calibrated at required intervals?				
2.15.2	Are procedures for meter proving and re-calibration after maintenance documented and followed?				
2.16	**Fuelling Vehicles & Transport Procedures**				
2.16.1	Are fuelling vehicles are properly labelled and use appropriate filters and hoses				
2.16.2	Is there a procedure for the Regular inspection, cleaning, and maintenance of fuelling vehicles, including annual internal checks.				
2.16.3	Are fuelling vehicles Equipped with emergency shut-off features and adequate fire extinguishers.				
2.16.4	Are transport vehicles dedicated to aviation fuel to prevent cross-contamination?				
2.16.5	Are change-of-grade procedures followed when vehicles are used for other fuel grades?				
2.17	**Filtration Requirements**				
2.17.1	**Filter Specifications**				
a.	Are regular maintenance and replacement of filters documented and performed?				
b.	Are filters checked and replaced according to the maintenance schedule?				
c.	Is the differential pressure of filter separators monitored weekly, and elements replaced as necessary?				
2.17.2	**Filters on Bowsers and Fuelling Vehicles:**				
a.	Are 150-micron (100 mesh) hose end filters inspected at least monthly and cleaned, repaired, or replaced as necessary?				
b.	Are differential pressure checks on micro filters, filter separators, and filter monitors made weekly at maximum flow rate?				
c.	Are micro filters and filter separator elements changed when the differential pressure reaches 1 bar (15 psi)?				
d.	Are filter monitor elements replaced after a maximum of 12 months or when differential pressure reaches 1.5 bar (22 psi)?				
2.17.3	**Filters on Tanks:**				
a.	Are weekly differential pressure checks at maximum flow rate performed, with element changes at recommended pressure limits (1 bar for filter separators, 1.5 bar for filter monitors)?				
b.	Is routine element replacement for filter separators conducted after one year, with quarterly Millipore colour checks for filtration performance, especially if fuel flow exceeds 1150 litres/min?				
2.18	**Pumps**				

2.18.1	Are pumps inspected regularly for abnormal noise, signs of overheating, gland leakage, alignment, and general condition?				
2.19	**Change Management – Notification of Change**				
2.19.1	Is there a change management procedure to ensure the integrity of the product supply or service provision system during the change or variance				
2.19.2	Are procedures in place to notify relevant parties of changes affecting fuel supply or quality? Examples of such changes are:				
a.	– major system modification.				
b.	– a supply system being taken out of service (including intrusive scheduled maintenance);				
c.	– new, additional, replacement or modified equipment; and				
d.	– interruptions in relevant refinery or distribution chains upstream of a specific airport storage facility.				

Completed By (Name):	
Position/Title	
Signature:	
Date:	

NCAA OFFICIAL USE	
The Quality Manual along with this compliance checklist has been evaluated and found to be **SATISFACATORY/UNSATISFACTORY.** I recommend the manual to be **APPROVED/NOT APPROVED**	
Comments:	
Reviewed By Inspector(s):	
Signature	
Date:	

NCAA OFFICIAL USE	
The Quality Manual is hereby **APPROVED/NOT APPROVED**	
Comments:	
Name of General Manager:	
Signature	
Date:	