YOUR LONDON AIRPORT Gatwick

Gatwick Airport Directive

Title: Fuelling of Aircraft		Ref No: GAD/F:19/17
Issue Date: 10/04/2017	Effective Date: 10/04/2017	Expiry Date: 02/04/2019

It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.

Introduction:

It is Gatwick Airport Limited (GAL) objective to improve the safety and environmental performance of all organisations operating on the airfield. For the purpose of this directive the term fuelling is to include fuelling, defueling and the draining of aircraft tanks.

Programme:

Applicable with immediate effect.

Operational Impacts:

Defueling and draining of aircraft tanks will be confined to remote stands by prior arrangement with Airside Operations.

Supervision of Fuelling

Airline operating companies or Handling agents shall appoint a competent person to supervise the observance of correct fuelling procedures and for liaison with the fuel company's fuelling operative. Such a person may be a maintenance engineer, crew member or other person instructed in the requirements of the supervisory task. This aircraft operator or appointed person shall identify themselves to the fuelling company operative so that there is an obvious contact if a problem occurs and should remain on the stand while refuelling is taking place.

Note :- functions associated with this role can be carried out by different persons.

The aircraft operator or appointed person shall be familiar with the safety measures for the fuelling operative and the fuelling company's own operating procedures. This will ensure that all procedures, which are essential for the safe conduct of the fuelling operations are coordinated. Specific fuelling procedures shall be agreed between the Airline and contract holder, which reflect the type (e.g. up-to-plane, into plane) of fuelling that will be required.

The technical aspects of the aircraft fuelling operation may be undertaken by other competent persons (e.g. fuelling company employee), appointed by the Airlines and instructed in the requirements of aircraft fuelling.

Precautions Prior to and During Fuelling

The aircraft operator or appointed person shall ensure that there is adequate restraint of the aircraft, by ensuring the wheels are chocked.

No vehicles or equipment should be positioned under the fuel vents.

The MET office will issue a thunderstorm warning when thunder storms are forecast at or within 5nm of the Airport. Airside Operations will promulgate the thunderstorm warning to the airport community. All companies operating Airside should regularly review the risk arising from thunderstorm activity on their own operations and ensure that policies, risk assessments and documented procedures are in place. These should be made available to GAL upon request.

The replenishment of the aircraft oxygen systems must not take place when fuelling is in progress.

No fuelling can take place when the landing gear of an aircraft is being worked on.

Fire Extinguishers

Fuelling companies are responsible for ensuring that fire extinguishers for the protection of the fuelling equipment is readily available before the transfer of fuel. These extinguishers should be maintained to the standards recommended by the manufacturers and fuelling company's personnel should be trained in their use.

Hydrant Refuelling and Emergency Stop Buttons (ESB)

Hydrant refuelling facilities are currently provided on most aircraft stands.

The fuel is transferred from the hydrant system to the aircraft by hydrant dispensers. These units are regarded as ' mobile fuelling equipment' and it is the responsibility of the fuelling company to ensure that the vehicle 'dead man' system is operational and the pit valve lanyard is connected and easily accessible. It is in the interest of safe fuelling that other vehicles keep clear of the hydrant couplings, hoses and bonding cables at all times.

Hydrant refuelling on a stand where the ESB is unserviceable, should not take place unless an alternative method of emergency shutdown can be implemented. This will take the form of radio communication between the fuelling operator and a location with a fully workable ESB.

Clear Exit Paths

The fuelling operative shall ensure that a clear path is maintained from the aircraft to allow for the quick removal of fuelling bowsers. Fuelling equipment should be positioned so that there is no requirement for vehicles to reverse before departure.

Hydrant dispenser vehicles are exempt from the above as these vehicles do not carry significant risk in the event of a fuel fire.

Fuelling Safety Zone

Industry best practice calls for the establishment of Fuelling Safety Zones. This is made up of areas with a radius of at least 3 metres from filling and venting points on the aircraft, hydrant pits and the fuelling vehicle, including its hoses and bonding cables in use. (JIG 11)

All vehicles and equipment shall be positioned to allow the unobstructed exit of person(s) from the aircraft in an emergency.

Aircraft Auxiliary Power Units (APUs) which have an exhaust efflux discharging into the fuelling zone, if required to be in operation during fuelling, should be started before filler caps are removed or fuelling connections made.

This regulation does not apply to wide bodied aircraft.

In the cases of other types, applications must be made to the fuel company via GAL Airside Operations Manager (AOM) (Tel: 07803 120115) or Airside Operations (Ext 3090 - 01293 503090) for permission to start the APU during fuelling.

Ground Power Units (GPUs) may be operated provided that they are positioned more than 6 metres from aircraft filling and venting points, hydrant valves and other fuelling equipment when in use. When used, GPUs should be started and electrical connections made before fuelling begins. During fuelling the GPU should not be disconnected or the switches operated. In an emergency the engine of the GPU should be stopped immediately but the electrical circuits and switches left untouched.

The airline or aircraft operator should ensure that all personnel working on, inside or in the immediate vicinity of the aircraft are made aware that fuelling is taking place.
Vehicle engines should not be left running unnecessarily in the fuelling zones.
Within the fuelling zone, smoking and the use of naked lights is prohibited. Only intrinsically safe electrical equipment may be used - all other portable electrical equipment usage is forbidden. Personnel working within the fuelling zone and those engaged in fuelling should not carry matches or other means of ignition or wear footwear with exposed iron or steel studs.

Aircraft with Passengers Boarding or Disembarkation during Fuelling

When passengers are boarding or disembarking, their route shall avoid any fuelling zone areas and they shall be under the direct supervision of airline staff (or their representative). This supervision shall include ensuring passengers do not use mobile telephones, iPads, tablets or other electronic devices.
The 'NO SMOKING' rule should be strictly enforced.
In general, passengers should be disembarked prior to the commencement of fuelling. However, circumstances might prevail where it is deemed to be impractical. In such cases Airlines should formally determine the risks associated with passengers embarking, disembarking or remaining on board the aircraft during fuelling and should establish procedures to mitigate those risks. These procedures should:-

- Be designed to enable the most rapid evacuation of passengers from the aircraft. Consideration should be given to medical flights and passengers with reduced mobility
- Ensure the ground area into which passengers would evacuate is kept clear of equipment and obstacles
- Do not impede access to the site by Rescue and Fire Fighting Service (RFFS)
- Ensure compliance with current Aviation and fuelling regulation
- Ensure that in the unlikely event that passenger-baggage reconciliation is undertaken on the ramp while fuelling is taking place, it shall be done outside the fuelling zone.

Fuelling of Aircraft with fuel vents over Grass Areas

In order to reduce the environmental impact of fuel spillages to a level as low as reasonably practicable, parking and fuelling of aircraft with the fuel vents overhanging grass areas is prohibited.

Helicopters

Because of the design features on helicopters i.e. the close proximity of fuel intakes and tanks to the passengers compartments; passengers should not be allowed to remain in the aircraft or in the fuelling zone during fuelling operations.

Fuel Spillages

Every case of a fuel spillage (irrespective of the amount) should be isolated and must not be disposed of into drains. Spillages must be contained and reported immediately as per the relevant spill prevention GAD, which outlines the actions to take in the event of a spillage.
When GAL labour and/or equipment is employed in dealing with fuel spillages, a charge will be levied for the service provided against the operator or handling agent as appropriate.

Fuelling of Aircraft Inside Hangars

Companies involved in the fuelling of aircraft inside hangars should complete a risk assessment of this activity and ensure guidance contained in the introduction to this GAD is followed.

Further Information:

Any questions relating to this Directive should be addressed to the GAL AOM on telephone 07803120115

Signatory

Gary Cobb

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

Consultation:

Has consultation on this Directive taken place? Yes - Consultation record held by author

Distribution:

FULL