



1) PROCEDURES

a) Fueling ladders

- i) The use of ladders is mandatory.
- ii) Aircraft mounted fueling steps are only to be used when ladders are not available.

b) Logging of Fuel Purchases

- i) Receipts must be collected and affixed to the Fuel Log with the aircraft ident noted.
- ii) All fuel purchases must be logged into the Fuel Log.
- iii) This procedure is required if fueling at home or away, and must be completed as soon possible following fueling.

c) Use of Static Lines

- i) Prior to commencing fueling the aircraft must be grounded via the static cable.

d) Straining of Fuel

- i) The aircraft should have its sumps checked for water and/or contaminants prior to refueling and;
- ii) following refueling after allowing for the fuel to settle.

e) Dipping of Fuel Tanks

- i) Fuel quantity must be confirmed prior to departure be use of company authorized fuel sticks.

f) Contacting ATC

- i) Contacting Ground Control prior to taxiing to the fuel pumps at Langley Airport is not required; at other aerodromes, you must conform as required to the procedures of that aerodrome.

g) Abandoning of Aircraft at Fuel Pumps

- i) Aircraft should not be left unattended at the fuel pumps.
- ii) Following fueling the aircraft should be immediately taxied back to parking or for departure.



2) MINIMUM FUEL

a) VFR Day or Night

- i) Prior to any flight the pilot must ensure that they have sufficient fuel for the intended flight plus a 60 minute reserve based on normal cruise fuel consumption.

b) IFR Day or Night

- i) Fuel and oil shall be sufficient for flight to the intended destination, from the Destination airport to the Alternate airport, plus 45 minutes at normal fuel consumption.

3) PAYMENT

When fueling the aircraft understand the following:

a) Select Dollar Value or Litres not Fill-Up

- i) When filling the aircraft, you will be asked whether you wish to purchase Litres, Dollars, or Fill UP, estimate the amount of fuel you want to uplift in dollars or litres and input that; **never** use Fill UP.

b) Pin Number

- i) The PIN number for the Credit Card is written on the back of the card, it's the same for all the cards.

Note: As they are Visa Cards, be discrete with the number.

c) Credit Card Sign Out

- i) Whenever a card is issued to a person either staff or student/renter it must be logged on the Sign Out Log located at the Front Desk.

Note: As these are Visa cards, who has the cards and where they is important.

d) Fuel Cards are to remain at the Base

- i) Pilots are not authorized to depart with the Fuel Card unless:
- ii) In situations of Cross-County flights where the pilot will need to fuel away from base.

e) Pilots using their Own Credit Cards



i) It is recommended that on any long Cross-Country flight that the pilot take their own credit cards with them, and use them if necessary. Although this is not ideal for either party, it is not unheard of for the company cards to not work away from base.

ii) **Reimbursement**

(1) Pilots will be reimbursed for fuel purchases made with their own credit cards provided they provide receipts.

iii) **Logging**

(1) Fuel purchases made with a personal card must be entered into the Fuel Log.

4) NOTES

Cards 1 & 2 are copies of each other, so if Card 1 doesn't work neither will Card 2

Cards 3 & 4 are copies of each other, so if Card 3 doesn't work neither will Card 4

Keep track of the fuel cards, treat them like your own Credit Cards, they are real Credit Cards with a decently high limit. They are not restricted to just fuel purchases.