

HSAC Aircraft Refueling Checklist														HSAC Aircraft Refueling Checklist													
Location:																											
Date:																											
Time:																											
A/C#:																											
Required Items/Actions																											
Preparation for Fueling														Preparation for Fueling													
- Perform Quality Assurance of Fuel														- Prior to any aircraft fueling, perform all Quality Assurance tasks on fuel and fuel system													
- Proper Training/Qualified Personnel														- All personnel involved in any aircraft fueling should be properly trained and qualified to perform the fueling task													
- Personal Protective Equipment (PPE)														- All personnel involved in any aircraft fueling shall wear the appropriate PPE (i.e. Eye, Ear, Hand and Foot protection)													
- HOT Fueling														- Defined as: Refueling while main turbine engine is running and main rotor and tail rotor are turning													
- Reduced Rotor RPM														- DO NOT APPROACH the helicopter until the pilot has reduced the engine speed and rotors have slowed to idle speed													
- Eye Contact														- Maintain eye contact with the pilot to ensure clear communication is maintained													
- Confirm Fuel Load														- Ensure the required volume of fuel is communicated, a pilot "Tapping" the top of their head indicates a full Top Off													
Before Fueling														Before Fueling													
1. Position Operable Fire Fighting Equipment														1. Appropriate size and type fire extinguishers should be easily accessible and properly charged													
2. Locate and Be Aware of Emergency Fuel Shut Off														2. Locate and be familiar with the operation of all Emergency Fuel Shut-Off Controls													
3. Turn Fueling Pump ON														3. Engage fueling pump pressurizing refueling system													
4. Open Fueling Valve														4. Open Fueling Valve at Fueling Cabinet to supply pressurized fuel to fueling hose													
5. Bond to Aircraft														5. Connect Bonding Cable to designated location on aircraft													
6. Bond Nozzle														6. Connect Bonding cable between Fueling Nozzle and designated Bonding location on aircraft													
7. Open Aircraft Fuel Cap														7. After Fueling Nozzle is Bonded, open the Aircraft's Fuel Tank Cap.													
Close windows/doors on fueling side of the aircraft														NOTE: If there is no system for Nozzle Bonding, touch the Fueling Nozzle to the closed cap to discharge any static charge													
Fueling the Aircraft														Fueling the Aircraft													
8. Begin Fueling														8. Begin fueling operation by pulling nozzle trigger and maintaining metal-to-metal contact between nozzle and aircraft													
9. Monitor Pilot														9. Maintain eye contact with the pilot during entire fueling operation													
10. Ensure Aircraft is filled to the desired level														10. Ensure Aircraft is filled to the desired level													
After Fueling														After Fueling													
11. Remove Fueling Nozzle														11. Release nozzle trigger, Safely remove nozzle from fueling port ensuring not to spill any fuel and install dust cap													
12. Replace Aircraft Fuel Cap														12. Carefully secure aircraft Fueling Cap													
13. Remove Bonding Cable from Fueling Nozzle														13. Disconnect Bonding Clip or Plug between Nozzle and Aircraft													
14. Return Nozzle and hose														14. Return and stow Fueling Nozzle and remove hose from Helipad/Helideck													
15. Return Bonding Cable														15. Return and secure Bonding Cable removing it completely from Helipad/Helideck													
16. Close Fueling Valve														16. Close Fueling Valve to stop pressure to Fueling Nozzle													
17. Turn OFF Fueling Pump														17. Turn OFF Fueling Pump to depressurize fueling system													
Revised: 5/15																											
Notes:																											