



Checklist # 61

**Civil Aviation Authority of Nepal
Airworthiness Inspection Division
Checklist for Auditing
Aviation Fuel Supplier**

NAME OF ORGANISATION:
Address:

Approval Certificate Reference:

Date of Audit:

Date of Last Audit:

CAAN Audit team

Organization's Representatives

Note: This checklist has been prepared in compliance with NCAR.

Please tick (✓) the appropriate box. If not satisfied with compliance, specify in the Remarks. Enter N/A where an item is not applicable & N/R in Remarks when applicable but not reviewed)

No.	Questions	Yes	No	N/A	Remarks
A. ORGANIZATION'S QUALITY CONTROL MANUAL					
1.	Has the organization developed a Quality Control Manual or an equivalent exposition manual? - Check for its currency and latest revision status				
2.	Ensure availability of the organization's approval certificate. - Check for its scope of approval. - Check for the validity of the certificate.				
3.	Does the organization have access to CAA Nepal requirements? For e.g. NCAR and NCAR Part-145.				

No.	Questions	Yes	No	N/A	Remarks
B. Area of Surveillance: AVIATION FUELING STATION (AFS)					
Type of storage facility (Buried/ Semi-buried/ over ground):					
4.	Check previous inspection findings and ensure all deficiencies have been rectified.				
5.	Check that the surrounding of the storage facilities are clean and free from accumulated water, garbage etc.				
6.	Check that pipe lines, valves etc. are properly painted and direction of flow are indicated as appropriate.				
7.	Check that the inlet/outlet filters installed in the tanks are of proper type and inspected/replaced regularly.				
8.	Check differential pressure on the P.D. gauge installed on the filter units.				
9.	Check the condition of P.D. gauges.				
10.	Check the condition of the manholes over the tanks.				
11.	Check the condition as well as the buoyancy of the floating sections.				
12.	Check availability of adequate and correct type of firefighting equipment such as fire extinguishers, sand buckets, fire bats, fire proof jackets etc.				
13.	Check whether fire extinguishers are being inspected regularly. Check records. <i>(Next inspection due date should be painted on the fire extinguishers)</i>				
14.	Check that personnel handling fuels are well conversant with the type and operation of the fire extinguishers.				
15.	Check whether actual fire drill is being carried out at regular intervals. Check records.				
16.	Check availability of proper sampling kits and their condition.				
17.	Check that personnel authorized for sampling are well conversant with the sampling procedures and the precautions to be taken for sampling.				
18.	Check that dedicated sampling kits are available for each product.				
19.	Check that there is suitable facility for pressure testing/commissioning of hoses and concerned personnel are well conversant with the procedures.				
20.	Check whether the filter elements are being used for receipts and deliveries of ATF are of approved specifications.				
21.	Check availability of Milipore test kit.				

No.	Questions	Yes	No	N/A	Remarks
22.	Check availability of water detecting paste/capsules. Check that these are procured from an approved source and check their validity.				
23.	Check all the static bonding points for satisfactory condition and the resistance values are within the specified limits and are legibly painted at the points.				
24.	Check that proper procedures are displayed in a prominent place to deal with the following situations: a) In case of fire in the storage tanks/refuellers/annex buildings. b) In case of leakage/spillage of fuels. c) In case of lightning strike/thunderstorm/rain. d) In case of electrical short circuit.				
25.	Check upkeep of the following documents: a) Water check records of storage tanks/refuellers/dispenser. b) Copper Strip/Silver Strip Test Reports. c) Millipore Test Reports for each refueller. d) Microbiological Test Report for each storage tank. e) Calibration records of P.D. gauges fitted on filters on storage tanks/refuellers/dispensers. f) Filter inspection/change records. Storage tank/refueller inspection and cleaning records. g) Quality Control Log Sheet. h) Quality Control Release Certificates. i) Quality Control Test Reports. j) Aircraft Delivery receipts. k) Records of static bonding resistance inspection.				
26.	Check the condition of epicoating (for ATF) of tanks.				
27.	Check frequency of tank cleaning and record date of last cleaning of tanks.				

No.	Questions	Yes	No	N/A	Remarks
C. Area of Surveillance: REFUELLER DISPENSER					
28.	Check previous inspection findings and ensure all deficiencies have been rectified.				
29.	Check that labeling and color coding of the refueller/dispensers are proper including at fuel inlet and outlets.				
30.	Check that delivery hoses/nozzles are color coded in accordance with their respective product color coding.				
31.	Check that open-ended pipes, hoses and sampling points are provided with dust caps/plugs or other suitable protection.				
32.	Check that cleaning (once in a year)/ inspection (once in a year) of refueller tanks are painted on the refueller. (Date of last cleaning / inspection)				
33.	Check that refuellers are purged of water and sediments once a day before use (Purging points are all drain cocks, tank compartments, filter separators, fuel monitors, microfilters, gauge filters and air separators etc.).				
34.	Check that hose end protection filters are inspected regularly (at least once in a month).				
35.	Check that refuellers delivering AVGAS/ATF are equipped with microfilter (5 micron).				
36.	Ensure that the elements of filter separators are replaced once in three years or as approved. <i>(Record date of last replacement)</i>				
37.	Ensure that the elements of monitors are replaced after two years use or as approved. <i>(Record date of last replacement)</i>				
38.	Ensure that the filtration system in refueller/dispensers are subjected to Millipore test by gravimetric method once in three months. <i>(Record date of last replacement)</i>				
39.	Ensure that the fuel delivery hoses are recirculated when product is dormant for a period of 48 hours.				
40.	Ensure that Pressure Differential Gauges fitted on the Refueller/Dispensers are functioning properly. <i>(Dial Type Gauges are to be checked once in a year against Master Pressure Gauge and Direct Reading Gauges are to be checked every time they are used)</i>				

No.	Questions	Yes	No	N/A	Remarks
41.	Check the serviceability of Dead Man Control.				
42.	Check that serviceable fire extinguishers are stowed in the refueller/dispensers.				
43.	Check that there is no leakage from refueller/dispenser pipelines, filters, hoses etc.				
44.	Check the condition of earthing/bonding accessories.				
D. Area of Surveillance: FUEL TESTING LABORATORY					
45.	Check previous inspection findings and ensure all deficiencies have been rectified.				
46.	Check approval certificate/letter is available.				
47.	Check the capability list.				
48.	Check availability of Test Report Signatory commensurate with the scope of approval.				
49.	Check availability of necessary/relevant literatures for testing of fuel, demineralized water, aviation gasoline, water-methanol etc. (e.g. ASTM Book).				
50.	Check availability of necessary standard testing equipment as per capability list.				
51.	Check that the testing accessories such as Thermometer, Hydrometer and Pressure Gauges are calibrated once in a year or as approved.				
52.	Check that the master items/accessories are being calibrated once in five years or as approved.				
53.	Check that the laboratory is well lit, well ventilated and the testing equipment/accessories are properly arranged and are kept clean.				
54.	Check that the personnel engaged in testing of fuel are well conversant with the standard procedures of testing various products and they observe proper safety precautions during testing.				
55.	Check that "No Smoking" placard/posters are displayed in a prominent place.				
56.	Check availability of proper type of fire extinguishers.				
57.	Check that the fire extinguishers are not due for inspection.				

No.	Questions	Yes	No	N/A	Remarks
58.	Ensure that the chemicals/solvents used for the purpose of testing of products are not life expired.				
59.	Check that the seals/stop cocks used in the testing apparatus are non-reactive to the product under test.				
60.	Check that automatic testing equipments (computerized) are kept in air-conditioned atmospheres.				
61.	Check for satisfactory arrangement of communication between laboratory and the source of sample in case sample fails any test.				

Other comments and observations:

No.	Comments and Observation

Auditor's Name		Signature Date	
Auditor's Name		Signature Date	
Auditor's Name		Signature Date	