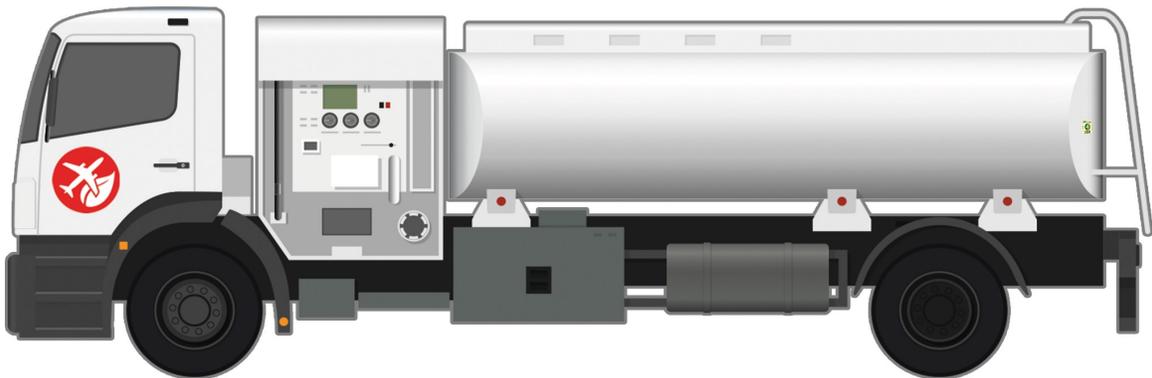


LAWA | **LAX**

Fueling Inspection Program (F.I.P.)



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Executive Summary

The LAX Fueling Inspection Program (F.I.P.) is an enhanced fueling inspection program designed to standardize and outline the airport's Jet-A fueling inspection program as mandated by 14 CFR Part 139.321. The F.I.P. is a joint program ran by LAX Airport Operations and the Los Angeles Fire Department (LAFD) effective June 1, 2021. The F.I.P. does not relieve a fueling company from their responsibility to ensure that they and their fueling agents are operating in compliance with all application rules and regulations including 14 CFR 139, NFPA 407, FAA Advisory Circulars, LA City Fire Code and LAX Rules & Regulations.

All LAX aircraft fueling operators, including personnel who handle or provide into-plane fueling (Fueling Agents) are required to abide by this program, in addition to all applicable rules and regulations. Any non-compliant fueling operation or equipment must immediately be removed from service, as indicated in this document.

The F.I.P. was created by Airport Operations in conjunction with LAFD and feedback received from LAX Fueling Agents. An initial high-level overview of this program was presented to Fueling Agents on April 27, 2021. Following the overview, a draft F.I.P. was distributed to LAX Fueling Agents on May 24, 2021 for comments. All comments were carefully considered while compiling the finalized F.I.P. The finalized F.I.P. was presented to the LAX Fueling Agents on June 1, 2021. Comments regarding this program may be e-mailed to FuelingInspection@lawa.org. The F.I.P. shall be reviewed periodically and revised as required. All LAX Fuel Agents will be advised of any revisions to the program via e-mail.

Please refer any questions or comments to:

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Definitions

- **14 CFR Part 139** – (Certification of Airports) Represents the Federal Aviation Administration (FAA’s) requirements for Airports to accept commercial flight operations. LAX is bound by federal obligations to comply with the standards set forth in this regulation.
- **3CCM inspection** – The 3 consecutive calendar month inspections that are required for all in-service aircraft fueling vehicles per 14 CFR Part 139.321(d). For example, 3 CCM from January 15, 2020 would be April 30, 2020.
- **Advisory Circulars** – Documents compiled by the FAA as a means of compliance with federal regulations such as 14 CFR Part 139. Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, Training, and Dispersing on Airports expands upon the requirements of 14 CFR Part 139.321 and must be reviewed and complied with by all aircraft fueling agents.
- **Aircraft Fuel Servicing Hydrant Vehicle** - (From NFPA 407 – 3.3.36.1) A vehicle equipped with facilities to transfer fuel between a fuel hydrant and an aircraft.
Note: LAX has two types of Hydrant Vehicles. Self-propelled Hydrant Trucks and towable Hydrant Carts.
- **Aircraft Fuel Servicing Tank Vehicle** - (From NFPA 407 3.3.36.2) A vehicle having a cargo tank (tank truck, tank full trailer, tank semitrailer) designated for or used in the transportation and transfer of fuel into or from an aircraft.
- **Aircraft Fueling Vehicle** - (From NFPA 407 3.3.36.3) A fuel servicing hydrant vehicle, hydrant cart, or an aircraft fuel servicing tank vehicle.
- **Airport Response and Coordination Center (ARCC)** – The communication hub of LAX and is intended to be a one stop shop for anything the airport’s tenants and passengers might need. The ARCC provides 24/7 continuous support to support all of the airport’s daily operations.
- **Certified Service Provider Program (CSPP)** – A LAWA developed program that establishes minimum requirements for companies that provide certain services to airlines, airline consortiums, or other aviation customers at LAX. The program is designed to establish eligibility criteria, minimum qualifications, standards, conditions, emergency preparedness and monitoring and enforcement. All fueling agents at LAX are included in the CSPP program.
- **Consecutive Calendar Months (CCM)** – The last day of the month on the appropriate number of consecutive months. For example, 24 CCM from January 15, 2020 would be January 31, 2022.
- **Discrepancy** – An item of non-compliance on an aircraft fueling vehicle that is not in compliance with 14 CFR Part 139, associated advisory circulars, NFPA 407, the Los Angeles Municipal Fire Code, or LAX Rules and Regulations.

- **Fueling Agent** - (From Advisory Circular 150/5230-4B) A company that sells or dispenses aviation fuel products on the airport.
- **Fueling Agent Line Service (Line Service)** – Personnel other than the Fueling Agent Supervisor who are trained to fuel aircraft at LAX. Line Service personnel shall receive approved training from the Supervisor at least every 24 CCM.
- **Fueling Agent Supervisor (Supervisor)** – The individual at each company responsible for training functions and overseeing the Tenant Fueling Agent personnel. The Supervisor shall attend and pass a training course listed in AC 150/5230-4 for recurrency training at least once every 24 CCM.
- **Fueling Inspection Program (F.I.P.)** - A jointly run program by LAWA and LAFD designed to enhance fueling inspections while standardizing the airport’s Jet-A fueling inspection program as mandated by 14 CFR Part 139.321.
- **Inspection Station** – An area approved by LAWA to conduct the 3CCM inspections. The stations shall be open in accordance with a LAWA distributed schedule.
- **Los Angeles Municipal Fire Code (LAMFC)** - The local fire code for Los Angeles International Airport.
- **LAWA Out of Service Tag** – A red tag issued by LAWA when a vehicle does not meet LAWA Safety Standards. Further information regarding the program can be found at www.lawa.org/GEIP.
- **LAX Fueling Permit** – A quarterly permit distributed by LAWA or LAFD to aircraft fueling vehicles which successfully pass the 3CCM inspections. The permit must be displayed on the left rear of all Aircraft Fueling Vehicles at LAX. This is separate from the Fire Permit required on tanker vehicles by LAFD.
- **Los Angeles World Airports (LAWA)** - Los Angeles World Airports (LAWA) is the City of Los Angeles department that owns and operates Los Angeles International (LAX).
- **NFPA 407** – The National Fire Protection Association (NFPA) 407 document outlines the standard for aircraft servicing and is the standard that all aircraft fueling agents at LAX must follow. LAWA personnel, in association with LAFD, will monitor airfield operations for strict compliance.
- **Notes** – Items discovered during an aircraft fueling vehicle inspection that are not discrepancies but have the potential to become a discrepancy if not addressed. All notes must be addressed prior to the next 3CCM inspection unless otherwise agreed upon with the OSRC.
- **Office of Safety and Regulatory Compliance (OSRC)** – The LAX Airport Operations office responsible for special airfield projects such as the LAX FOD Mitigation Program, Airfield Safety Oversight, the Restricted Area Driving (RAD) Program, Ground Equipment Inspection Program (GEIP), Airport Safety & Security Enforcement Program (SAFE), the Aircraft Fueling Program as well as coordination with federal entities.

I. Responsibility

The F.I.P. is a jointly ran program by Airport Operations and LAFD. Airport Operations' Office of Safety & Regulatory Compliance (OSRC) is ultimately responsible for the development, operation and enforcement of this program. Some responsibilities of the specific divisions/fueling agents are listed below:

1. Office of Safety & Regulatory Compliance (OSRC)

- a) Retains overall responsibility for developing, implementing and monitoring regulatory fueling inspections at LAX.
- b) Reviews and revises the LAX Fueling Inspection Program (F.I.P.) document as needed.
- c) Conducts 3CCM, random fueling inspections and assists with re-inspections.

2. LAFD Fire Inspector

- a) Assists with the implementation and operation of the F.I.P.
- b) Responsible for the aircraft fueling equipment re-inspection process.
- c) Assists with the 3CCM fueling inspections.
- d) Provides Hands-On Fire Extinguisher Training upon request of Fueling Agents.
- e) Provides annual LAX Fuel Loading Racks Fire Extinguisher Turret training for Fueling Agents.

3. Fueling Agent

- a) Responsible for ensuring all employees who handle fuel, conduct fueling operations or maintain fueling vehicles are trained in accordance with all applicable rules and regulations.
- b) Responsible for ensuring their operation complies with all applicable rules and regulations.
- c) Responsible for ensuring all their in-service equipment is maintained in compliance with all applicable rules and regulations.
- d) Is responsible for following the F.I.P. and ensuring that any deviations from this program are approved in writing by the OSRC.

II. F.I.P. Overview

Fueling agents are responsible for ensuring that their fueling equipment is maintained in compliance with NFPA 407 at all times. 14 CFR Part 139.321 requires that the airport operator inspect all aircraft fuel storage, transport and/or dispensing equipment at LAX at least once every three (3) consecutive calendar months (3CCM). At LAX, these inspections take place during the months of March, June, September and December. Inspections are conducted by Airport Operations personnel who have been trained in accordance with 14 CFR Part 139.303 and LAFD Fire Inspectors.

1. Fueling Permit

- a) All in-service aviation fueling service vehicle (tanker, hydrant truck, hydrant cart) are required to have a valid LAX Fueling Permit.
- b) LAX Fueling Permits are issued by Airport Operations after successfully passing the 3CCM inspection or re-inspection (if necessary).
- c) Permits are valid until 11:59pm PST of the expiration date listed on the permit.
- d) LAWA out of service tags supersede the permit's validity. If a vehicle is tagged out of service, it may not be used, even if the permit is still valid.
- e) Equipment not present for the 3CCM inspection and out-of-service equipment must be inspected and receive a permit prior to fueling operations.

2. Inspection Station

- a) Inspection stations are designated locations (see Exhibit #1) where aviation fueling vehicles receive their 3CCM inspection. The stations are open on selected days/hours during the inspection months.
- b) It is highly recommended that maintenance personnel be present during the inspection so that minor issues may be corrected onsite. Maintenance personnel are permitted to bring extra placards/signs, cleaning equipment and tools to the inspection station.

3. Records

- a) All records, including vehicle maintenance, inspections and personnel training records must be retained as required. See section IV (Fuel Training Records).

III. F.I.P. Process

All aircraft fueling vehicles must be inspected during each 3CCM inspection unless indicated below. Vehicles which fail the inspection or have a red tag must be brought to an open inspection station for re-inspection. Special considerations are available (see 3CCM Inspections (Ad-Hoc)).

1. Pre 3CCM Inspection

Prior to each 3CCM inspection:

- a) The OSRC will solicit feedback from fueling agents regarding the proposed dates/times of operation for the inspection stations. The OSRC will attempt to match the feedback received with the availability of Airport Operations and LAFD staff.
- b) Fueling agents shall email a list of all aviation fueling equipment and its status (in-service or out-of-service) to the OSRC at FuelingInspection@lawa.org. All out-of-service equipment must include an estimated return-to-service date.
 - (1) **Note:** Documented out-of-service equipment will not be required to be inspected during the 3CCM inspection period. Once the equipment is repaired, it must successfully pass an inspection and be issued a fueling permit prior to fueling operations.
- c) Fueling agents shall review their records to ensure that all fueling agent line service and fueling agent supervisors are trained in accordance with 14 CFR Part 139.321, Advisory Circular 150/5230-4B and company specific training standards.

2. 3CCM Inspection (Scheduled)

During the 3CCM Inspection period:

- a) Fueling Agents shall bring all in-service aviation fueling vehicles to an open inspection station.
 - (1) **Note:** Hydrant carts parked at the terminal will be inspected at their current location. Any hydrant cart not present during the terminal inspection must be brought to an open inspection station to be inspected.
- b) Airport Operations and/or LAFD will inspect aviation fueling vehicles for compliance with NFPA 407 and other applicable rules and regulations.

- c) Vehicles which pass the 3CCM inspection will have a LAX Fueling Permit applied to the rear left of the vehicle.
- d) Vehicles which are determined to be non-compliant with NFPA 407 or other applicable rules and regulations will have the discrepancies documented and they will not be issued a permit.
 - (1) **Note:** If the vehicle has an unexpired permit from the current quarter, a LAWA Out of Service tag will be applied to the vehicle.
- e) Vehicles which are determined to have an unsafe condition will have a LAWA Out of Service tag affixed to the vehicle. These vehicles shall not be operated on the airport until the Out of Service tag has been removed by Airport Operations or LAFD.
 - (1) **Note:** The vehicle may be driven to the maintenance facility or re-inspection location if safe to do so.

3. 3CCM Inspections (Ad-Hoc)

While the inspection stations are the primary method of vehicle (re)inspections, there may be limited circumstances where ad-hoc inspections are required.

- a) Ad-Hoc 3CCM inspection requests may be accepted under the following circumstances:
 - (1) New equipment introduced to LAX outside of the 3CCM inspection period.
 - (2) Equipment did not pass inspection and the 3CCM inspection stations have closed for the quarter.
 - (3) Equipment passed inspection but subsequently had a LAWA Out of Service tag applied.
 - (4) Extraordinary circumstances apply (see section *d* below)
- b) Ad-Hoc inspections are generally available Monday thru Friday 6am – 3pm. Availability is limited and advanced planning and inspection requests are advisable.
- c) Ad-Hoc requests shall be made by emailing FuelingInspection@lawa.org. LAFD will be the primary entity coordinating fueling (re)inspections.
- d) Extraordinary circumstances

- (1) If an aircraft fueling vehicle requires an immediate return to service, the fueling agent may contact the ARCC at (424) 646-5292 to request a re-inspection. These requests will be considered on a case-by-case basis and only approved under extraordinary circumstances
- (2) If the ARCC is contacted for a re-inspection, a written explanation must be submitted to FuelingInspection@lawa.org within 3 business days stating the extraordinary circumstances which required the immediate re-inspection of the fueling vehicle.
- (3) Misuse of the extraordinary circumstances inspection may result in a company citation or revocation of the privilege for the applicable fueling agent

4. Exemptions

Fueling Agents may request an exemption or deviation from a specific section of this program, rule or a regulation. Exemptions must be submitted in writing to the OSRC at FuelingInspection@lawa.org. Exemptions will be reviewed and adjudicated on a case-by-case basis; however, at no time will an exemption be granted if it conflicts with NFPA 407. All exemptions must be in writing, verbal requests for exemptions are not permitted.

5. Enforcement

Fueling Agents that fail to have their in-service equipment inspected within the designated inspection month or agents that utilize unpermitted equipment may be subject to citation and/or formal letters of non-compliance. These citations and letters will be recorded against the company's CSPLA. In addition, equipment which has not been properly inspected may be subject to immediate impound.

IV. Fueling Training Records

1. Records

All fueling agents who sell aviation fuel at LAX shall ensure that personnel are appropriately trained. The OSRC monitors Fueling Agents personnel records to ensure overall compliance with 14 CFR Part 139.321. Any time required training under 14 CFR Part 139.321 is conducted, a copy of those records must be submitted to the OSRC. In no case shall this relieve the fueling agent from their responsibility to ensure all personnel are appropriately trained and that all required training records are maintained.

1. When a fuel agent's supervisor or line service employee receive new or recurrent training as required under 14 CFR Part 139 and/or AC-150/5230-4, a training certificate must be generated.
2. This certificate and relevant information shall be uploaded within 5 business days at www.lax.to/Fueling.
3. Prior to the last day of each month, each fueling agent shall review their LAX provided Smartsheet database to ensure that the training listed in the database accurately reflects the employee's received training(s).
4. Employees who are no longer with the company or no longer handle aviation fuel shall be removed from the LAX Smartsheet database by submitting an appropriate entry at www.lax.to/Fueling.

2. Enforcement

Fueling agents that fail to keep accurate, current training records may be subject to citation and/or formal letters of non-compliance. These citations and letters will be recorded against the company's CSPLA.