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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Example Jet Fuel Defuel Form**  If any answer falls in a shaded cell, the defuel or redelivery shall not take place without supervisor’s guidance and Location Management permission. If defuelling can proceed, requirements of JIG 1 6.7 shall be followed. | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 1: To be completed by customer (e.g. aircraft operator or maintenance rep.)** | | | | | | | | | | | | | | | | | | | | | | | |
| Aircraft Operator: | | | |  | | | | | Phone: | | | |  | | | | | | | | | | |
| Aircraft Type: | | | |  | | | | | Registration: | | | |  | | | | | | | | | | |
| 1. Have aircraft fuel tanks been drained, and are visual appearance check and CWD test satisfactory | | | | | | | | | | | | | ☐ Yes | | | | | ☐ No | | | | | |
| 1. Where tested for microbial contamination, were results in the “negligible” range as outlined in the Aircraft Maintenance Manual or *IATA* *Guidance material on microbiological contamination in aircraft fuel tanks*? | | | | | | | | | | | ☐ N/A | | | | ☐ Yes | | | ☐ No | | | | | |
| *(If test performed, specify kit and results)* | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Has fuel on-board been treated with FSII, biocide or WMA in any of previous two (2) refuellings as confirmed by Aircraft Technical Log? | | | | | | | | | | | | ☐ Not treated | | | | | | ☐ Biocide or WMA  ☐ FSII | | | | | |
|  | Current fuel grade is Jet A-1; Details for 2 previous refuels for this aircraft are: | | | | | | | | | | | | | | | | | | | | | | |
|  | | Location 1: |  | | | | | | | Fuel Grade: | | ☐ Jet A-1 | | | | | | ☐ Other *(Specify)* | | | | | |
|  | | Location 2: |  | | | | | | | Fuel Grade: | | ☐ Jet A-1 | | | | | | ☐ Other *(Specify)* | | | | | |
| 1. Defuel Method | | | ☐ Gravity ☐ Vehicle pump ☐ Aircraft booster pump | | | | | | | | | | | | | | | | | | | | |
| 1. If fuel cannot be immediately returned to one of our aircraft or if fuel has a quality issue, please: | | | | | | | | | | | | | | | | | | | | | | | |
| ☐ store for delivery later ☐ store fuel pending quality tests ☐ downgrade for disposal | | | | | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | Signature | |  | | | | | | | | | | | Date | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 2: To be completed by defuel service provider, before defuelling** | | | | | | | | | | | | | | | | | | | | | | | |
| Defuel Ticket Number: | | | |  | | | | | | Date: | |  | | | | | | Time: | | |  | | |
| Defuel Vehicle ID: | | | |  | | | | | | Grade: | |  | | | | | | Ullage: | | |  | | |
| 1. Are details provided by customer acceptable for undertaking defuelling? | | | | | | | | | | | | ☐ Yes | | | | | | ☐ No | | | | | |
| 1. Does the fuel contain FSII, biocide or WMA? | | | | | | ☐ No | | | | ☐ FSII ☐ Biocide ☐ WMA | | | | | | | | | | | | | |
| 1. If the fuel is a mixture or contains unknown grades or contains FSII, biocide or WMA, is an Agreement including Indemnification from airline available? | | | | | | | | | | | | | | ☐ N/A | | | ☐ Yes | | | ☐ No | | | |
| 1. If CoA Test is necessary, is the result satisfactory? | | | | | | | | | | | | | | ☐ N/A | | | ☐ Yes | | | ☐ No | | | |
| 1. Has the operator witnessed a satisfactory Visual Appearance Check followed by a CWD Check, before defuelling? | | | | | | | | | | | | | | | | | | ☐ Yes | | | | ☐ No | |
| 1. If MBG test is required as per JIG 1 6.7.3(a), are results within IATA limits? | | | | | | | | | | | | | | ☐ N/A | | | | ☐ Yes | | | | ☐ No | |
| *(If test performed, specify kit and results)* | | | | | | | | | | | | | | | | | | | | | | | |
| Hose end regulator locked in open position: | | | | | ☐ Yes | | Nozzle strainer reversed or removed: | | | | | | | | | | | | | | ☐ Yes | | |
| Name | |  | | | Signature | |  | | | | | | | | | | | Date | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 3: To be completed by defuel service provider, before return of defuelled product** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. If CoA Test is necessary after defuelling, is the result satisfactory? | | | | | | | | | | | | | | | | ☐ N/A | | | ☐ Yes | | | | ☐ No |
| 1. Have tank low points and filter vessel been drained and samples satisfactory? | | | | | | | | | | | | | | | | ☐ N/A | | | ☐ Yes | | | | ☐ No |
| Hose end regulator block out device removed: | | | | | ☐ Yes | | Nozzle strainer back in normal position: | | | | | | | | | | | | | | ☐ Yes | | |
| Name | |  | | | Signature | |  | | | | | | | | | | | Date | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 4: To be completed by defuel service provider, after return of defuelled fuel** | | | | | | | | | | | | | | | | | | | | | | | |
| Delivery Ticket Number: | | | |  | | | | Date: | | | | |  | | | | | Time: | | |  | | |
| Fuel delivered to: | | | | *(Operator / Aircraft)* | | | | | | | | | Vehicle  ID: | | | | |  | | | | | |
| Deadstock management (tick applicable): | | | | | | | | | | | | | | | | | | | | | | | |
| ☐ Vehicle partially filled with fresh product and a quantity in excess of the deadstock delivered to the same aircraft or an aircraft operated by the same operator  ☐ Vehicle filled to normal working capacity and deadstock mixed by recirculation with new fuel, drained/ sampled tank low points and filter vessel, and then delivered to an aircraft (any). (Recirculation quantity per delivery hose used for defuelling shall be at least the greater of 1,000 litres or 5% of fueller capacity.) | | | | | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | Signature | |  | | | | | | | | | | | Date | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 5: Confirmation of cleaning & flushing of vehicle after defueling fuel of suspect quality or which contained FSII, biocide or water management additive** | | | | | | | | | | | | | | | | | | | | | | | |
| Flushing and cleaning procedure for fueller performed as required (tick applicable): | | | | | | | | | | | | | | | | | | | | | | | |
| ☐ Purged all drain points to clear pipework and components (filters, pumps, etc.) of fuel  ☐ Drained and inspected tank internally for cleanliness and absence of any remaining fuel  ☐ Replaced filter elements (FSII is not compatible with certain types of filter elements)  ☐ Filled fueller to capacity, pumped 1,000 litres at max. flow through each hose to tank containing minimum 20,000 litres  ☐ Tested for MBG  ☐ Tested for CoA  ☐ Additional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
| Cleaning & flushing procedures completed: | | | | | *(Date)* | | | | Vehicle can return to  service: | | | | | | | | | ☐ Yes ☐ No | | | | | |
| Name | |  | | | Signature | |  | | | | | | | | | | | Date | | |  | | |