

# EDGEHILL GLIDING CENTRE AVGAS BROWSER USER GUIDE

**EDGEHILL GLIDING CENTRE LTD**

SHENINGTON AIRFIELD, RATTLECOMBE ROAD, SHENINGTON, BANBURY, OXON,  
OX15 6NY

## AIRCRAFT RE-FUELLING PROCEDURE

- 1) **NOTE:** - YOU MUST HOLD A POWER PILOT'S LICENCE OR BE TRAINED TO PERFORM THIS TASK.
- 2) BE AWARE OF AND COMPLY WITH CAA REGULATIONS REGARDING FUELLING (THIS WAS PREVIOUSLY CAP 748).
- 3) COMMUNICATE YOUR INTENTIONS TO OTHER AIRFIELD USERS ON THE DAY, TO ENSURE NO CONFLICT OF OPERATION.
- 4) AGREE A PLAN OF ACTION, ESPECIALLY IF RUN 17/35 IS IN USE. SEE THE SHENINGTON AIRFIELD OPERATIONS MANUAL.
- 5) MANUALLY MOVE AIRCRAFT INTO PROXIMITY OF THE BOWSER - DO NOT TAXI!
- 6) ENSURE NO MOBILE PHONES ARE NEARBY (SWITCH OFF AND PLACE AWAY FROM AREA).
- 7) AIRCRAFT POWER OFF & PASSENGERS OUT OF AIRCRAFT!
- 8) **NO PERSON UNDER 16 YEARS OF AGE MAY RE-FUEL.**
- 9) CONFIRM LOCATION OF SPILL KIT AND FIRE EXTINGUISHERS.
- 10) CONFIRM THE AIRCRAFT ULLAGE CAPACITY.
- 11) **EARTH THE AIRCRAFT TO THE BOWSER WITH RECOIL WIRE.**
- 12) WHEN YOU ARE SATISFIED ALL IS OK, REMOVE HOSE AND TRIGGER FROM BUNDED AREA.
- 13) INSPECT HOSE, NOZZLE, PUMP, AND PIPING FOR OBVIOUS DAMAGE.
- 14) REPORT DAMAGE OR DEFECTS IN THE *GROUND EQUIPMENT FAULT REPORT FORM*, FOUND ON THE WEBSITE OR LINKED IN THE WEEKLY UPDATE EMAIL.
- 15) CHECK FOR KINKS IN DELIVERY HOSE.
- 16) OPEN BALL VALVE LOCATED ON THE PUMP FEED.
- 17) PLACE NOZZLE INTO FILLER NECK AND OPERATE PUMP - OPEN TRIGGER TO COMMENCE FUELLING.
- 18) CLOSE TRIGGER WHEN REQUIRED AMOUNT OF FUEL HAS BEEN DISPENSED.
- 19) RETURN HOSE AND NOZZLE TO BUNDED AREA IN COMPARTMENT.
- 20) CLOSE BALL VALVE.
- 21) DISCONNECT EARTH BONDING .
- 22) SIGN FOR THE DELIVERY & MARK UP FUEL LOGSHEET.
- 23) CLOSE THE SHUTTERS AND LOCK UP.
- 24) PAY FOR FUEL AT THE PDQ MACHINE OUTSIDE THE OFFICE (THE PRICE PER LITRE IS STATED IN THE FOLDER IN THE BOWSER).

**DO NOT LEAVE BOWSER UNATTENDED DURING RE-FUELLING !**

## TANKER OFF-LOADING PROCEDURE

- 1) **NOTE:** - YOU MUST BE AUTHORISED and TRAINED TO PERFORM THIS TASK.
- 2) DO NOT ATTEMPT TANKER OFF-LOADING WHEN A THUNDERSTORM OR CUMULONIMBUS CLOUDS ARE PRESENT.
- 3) STOP ALL LAUNCHING/DEPARTURES (*THIS SHOULD HAVE BEEN PREARRANGED*).
- 4) ESCORT TANKER TO BOWSER LOCATION AND PLACE WARNING CONES. RESTRICT ALL ACCESS TO ESSENTIAL PERSONNEL ONLY.
- 5) ENSURE NO MOBILE PHONES ARE NEARBY (SWITCH OFF AND PLACE AWAY FROM AREA)
- 6) CONFIRM PAPERWORK WITH DRIVER & FUEL TYPE (**AVGAS**). CONFIRM DELIVERY QUANTITY.
- 7) CONFIRM THE BOWSER ULLAGE CAPACITY, ENSURE TWO ULLAGE FORMS ARE SIGNED BY YOURSELF AND THE DRIVER, GIVE ONE FORM TO DRIVER.
- 8) **EARTH THE TANKER TO THE BOWSER WITH RECOIL WIRE.**
- 9) WHEN YOU ARE SATISFIED ALL IS OK, ASK THE DRIVER TO CONFIRM COMPARTMENT SELECTION.
- 10) CONFIRM THE DELIVERY QUANTITY WITH THE DRIVER. IF THERE IS ANY DOUBT, DIP THE TANKER TO CHECK, ONCE THE TANKER IS STABLE AND FUEL IS SETTLED.
- 11) CONFIRM WITH THE DRIVER THAT THE PUMP CAN BE STOPPED IN EMERGENCY.
- 12) WITNESS THE REMOVAL OF THE SEALED PLASTIC TAG.
- 13) WHEN YOU ARE SATISFIED ALL IS OK, ALLOW THE DRIVER TO CONNECT THE PIPES TO THE BOWSER. THE FILL POINT IS THE SMALLER CONNECTION UPPER RIGHT HAND BLANKING CAP
- 14) REMOVE THE UPPER LEFT HAND BLANKING CAP TO ALLOW VAPOUR VENTING & FIT HIGH LEVEL FLOAT WARNING DEVICE.
- 15) **AFTER FILLING IS COMPLETE, REPLACE BOTH BLANKING CAPS.**
- 16) SAMPLE THE FUEL and LABEL THE SAMPLE CONTAINER.
- 17) CLOSE THE SHUTTERS AND LOCK UP.
- 18) SIGN FOR THE DELIVERY & PLACE PAPERWORK IN OFFICE.
- 19) ADVISE TANKER DRIVER OF EXIT ROUTE, ESCORT TANKER TO EXIT GATE. **NOT THROUGH SHENINGTON VILLAGE.**

**SAFETY NOTE: ENSURE THAT THE DRIVER CAN STOP THE FILLING PROCESS IN AN EMERGENCY AT ANY TIME**

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## CONFIRMATION OF ULLAGE SPACE FOR AVGAS BOWSER

**A Copy of this form should handed to the Tanker Driver Before delivery and a duplicate retained in the office**

<b>ULLAGE SPACE</b>	
<b>EXPECTED DELIVERY VOLUME</b>	
<b>DRIVER</b>	<b>SIGN &amp; DATE</b>
<b>APPROVED PERSON</b>	<b>SIGN &amp; DATE</b>

**Note :- The maximum delivery volume should never be more than 1800 Ltrs.**