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|  <b>Bournemouth Airport</b><br><small>Part of Regional &amp; City Airports</small> |              | <b>Handling and Storage of Fuel</b> |                         |               | <b>Risk Rating</b>        | <b>High– Reviewed annually</b>    |                     |
| <b>Reference:</b>   | BAI-AOPS-024 | <b>Issue:</b>                       | V3.1                    | <b>Owner:</b> | Airfield Services Manager | <b>Department:</b>                | Airfield Operations |
| <b>Issue Date:</b>  |              | 21/10/2025                          | <b>Compliance Date:</b> |               | 21/10/2025                | <b>Planned Review Start Date:</b> | 31/09/2026          |


# Handling and Storage of Fuel

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❖ **AMENDMENTS**


| Version | Review | Date           | Amended By (Initials) | Summary of Change |
|---------|--------|----------------|-----------------------|-------------------|
| V1.0    |        | September 2015 |                       |                   |
|         | 1.1    | September 2016 |                       |                   |
| V2.0    |        | December 2017  |                       |                   |
|         | 2.1    | September      |                       |                   |
| V3.0    |        | July 2025      |                       |                   |
|         | 3.1    | November 2025  | KJ                    | Reformat          |
|         |        |                |                       |                   |
|         |        |                |                       |                   |
|         |        |                |                       |                   |

Changes to a document are identified in red italics and any wording which has been removed is crossed out using the strikethrough icon and highlighted in yellow. These remain on the document until it is ready for publishing. In instances where the document has been circulated for review and further changes have been requested, these changes are identified and distinguished from previous changes by highlighting in another colour i.e. blue and the document is circulated again.

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## 1. INTRODUCTION

### 1.1 REQUIREMENTS

JIG 1 Aviation Fuel Quality Controls and Operating Standards for Into-Plane Fuelling Services, JIG 2 Aviation Fuel Quality Controls and Operating Standards for Airport Depots and Hydrants, in conjunction with Explosive Atmospheres (ATEX) and Dangerous Substances Explosive Atmosphere (DSEAR) Regulations are adopted by BOH as best safety practice. Operators are to ensure that they comply with the requirements of these regulations and that their staff are subsequently aware of their provisions.

## 2. FUELLING ZONES

### 2.1 TERMINOLOGY

Under the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR), a Fuelling Zone is defined as an area that would qualify as either of the following:-

- ZONE 0:-

A place in which an explosive atmosphere, consisting of a mixture with air of dangerous substances, in the form of gas vapour or mist, is present continuously, frequently or for long periods.

- ZONE 1:-


A place in which an explosive atmosphere, consisting of a mixture with air of dangerous substances, in the form of gas, vapour or mist, is likely to occur occasionally in normal operation.

### 2.2 INDUSTRY STANDARDS

BOH adopts the larger of the industry standards for these Zones, as applicable in a temperate climate. Therefore, when aircraft fuelling operations are in progress, a fuelling zone is established of at least 3 metres radially from the aircraft filling and venting points; and from any part of the fuelling vehicle and its equipment, including hoses.

### 2.3 PRECAUTIONS

Non-intrinsically safe equipment, including portable electronic devices (PEDs), such as mobile telephones, pagers, radios and any other electronic or electrically operated

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equipment are prohibited from any part of the fuelling zone. Particular aspects regarding fuelling zones, which Airside operators / personnel need to be aware of include: -

- a) The use of any equipment, with the potential to create or induce a source of ignition, should be identified and excluded from any fuelling zone. Equipment maintenance, repairs and testing procedures, including the operation of switches or other devices, with the potential to create a source of ignition within the Fuelling Zone should be deferred until fuelling has finished.
- b) During fuelling operations, air and fuel vapour are displaced from the aircraft fuel tanks. This potentially explosive vapour is expelled via vent points, which tend to be located near the aircraft wingtips on both sides of the aircraft.
- c) Ground Power Units (GPUs) may be operated outside the fuelling zone. However, the connection and disconnection of GPUs, where the connection point is within the fuelling zone, is prohibited. On smaller aircraft, the GPU connection point may be within the fuelling zone. Operators are to liaise with the fuelling supervisor to ensure that GPU connection or disconnection is not carried out during the fuelling operation.
- d) Operators must ensure that passengers do not enter the fuelling zone whilst embarking or disembarking.
- e) Operators must be aware that where aircraft are being refuelled on adjacent stands, the fuelling zone might extend between both aircraft in its entirety.
- f) No equipment shall be parked in front of refuelling vehicles during refuelling operations to ensure that the vehicles' emergency exits remain unobstructed. If the emergency exit of a refuelling vehicle is blocked during a refuelling process, refuelling must be halted until the obstructing equipment is relocated.

## 2.4 AIRCRAFT FUELLING WITH PASSENGERS ON BOARD

When it is necessary to refuel an aircraft, with the passengers remaining on board, the following considerations and precautions must be observed: -

- a) Provision should be made for the safe evacuation of passengers &/or ground staff in the event of an emergency, via at least two of the main passenger doors (or the main passenger door plus one emergency exit, when only one main door is available). Preferably, the available doors should be at opposing ends of the aircraft. Throughout

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the fuelling operation, these doors or emergency exits should be constantly manned by a cabin attendant.


- b) If an emergency exit with an inflatable slide is designated to meet the above requirements, the deployment area must be kept clear of external obstruction and the fuelling supervisor must be informed. The access and egress routes from areas where slides might be deployed must also be kept clear.
- c) BOH Fire Control is to be informed if it is intended to conduct aircraft fuelling operations with passengers on board; and will attend if requested to do so, although this is not a mandatory requirement.
- d) Ground staff, carrying out their duties on board an aircraft, are also bound by the provisions as detailed above.
- e) If for any reason, an operator is not able to comply fully with the requirements, they must apply for written consent from the Operations Director to refuel aircraft with passengers on board. Consent will only be given once a satisfactory risk assessment and safe systems of work have been submitted by the operator and accepted by the Operations Director.

### **3. FUEL SPILLAGE OR FIRE**

#### **3.1 FUEL SPILLAGE**

In the event of a fuel spillage, whilst carrying out aircraft fuelling operations, aircraft refuellers must comply with the following requirements: -

- a) Stop fuelling; Release dead man control, activate emergency cut off device.
- b) The fuelling operative / overseer should notify the aircraft operator and BOH Fire Control if any of the following apply; the spillage: -
  - Is likely to create a fire hazard
  - Covers an area in excess of 2 sq. metres
  - Enters the drainage system
- c) Alert personnel and airline staff within the vicinity of the spillage and where possible, prevent ingress into the affected area by other vehicles &/or personnel.


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- d) Keep all spark producing equipment and sources of ignition away from the area until the fuel is completely vaporised and the fuel vapour has dissipated.
- e) If safe to do so and the spillage is not within 6 metres of the engine compartment, disconnect all fuelling nozzles and bonding leads from the aircraft, reel in the fuelling hoses and move the fuelling equipment away from the spillage to a safe area.
- f) Do not start engines or move the fuelling vehicle if the fuel spillage is within 6 metres of the vehicle engine compartment, unless instructed to do so by the attending Fire Officer.
- g) Ensure that all minor spillages are cleared up using the appropriate absorbent materials, which should then be removed and disposed of safely.
- h) Report incident to management, record a statement of events and log on OSHENS.

### 3.2 FIRE

In the event of a fire, whilst carrying out aircraft fuelling operations, aircraft refuellers must comply with the following requirements: -

- a) Stop fuelling or defueling activity.
- b) Immediately raise the alarm and inform BOH Fire Control.
- c) Attempt to extinguish the fire, if it is safe and practical to do so.
- d) Alert all nearby personnel and airline staff.
- e) As soon as possible, and after hoses have been disconnected, drive the fuelling vehicle away from the aircraft to a safe area.
- f) Report incident to management, record a statement of events and log on OSHENS.

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#### 4. SUPERVISION AND RESTRICTIONS

##### 4.1 SUPERVISION

Aircraft operating companies are to assign a competent person, designated as the Fuelling Overseer; and ensure that they are present during all aircraft fuelling operations, to ensure the observance of correct fuelling procedures.

In particular: -

- a) The Fuelling Overseer should be easily identified to the fuelling company operative before activity commences, so that there is an obvious point of contact should a problem occur.
- b) The Fuelling Overseer is to remain in the vicinity of the aircraft whilst the fuelling operation is in progress, to alert the fuelling company operative of potential hazards and to ensure that emergency exits from the aircraft or the exit path of the fuelling vehicle remain unobstructed.

All personnel who are involved in aircraft fuelling operations must be adequately trained in the duties they perform.

##### 4.2 RESTRICTIONS


To prevent land or water contamination, aircraft and vehicle refuelling must not take place where the venting point &/or fuelling zone is above broken ground; including, but not limited to, gravel and grass.

Fuelling staff are to be advised when de-icing of aircraft is to take place. Subject to weather conditions, de-icing may only be carried out on the opposing wing of the aircraft to the fuelling point. The de-icing of the fuselage and remaining wing must not take place until fuelling is complete.

#### 5. DELIVERY AND STORAGE

##### 5.1 REQUIREMENTS

All fuels to be used in aircraft require careful handling. Negligence in the receipt, storage and handling of fuel, or an error in fuelling can endanger an aircraft and the lives of all on board. It is essential that the correct grade and quantity of fuel is supplied and that it is in a condition fit for use in aircraft. [JIG 1 Aviation Fuel Quality Controls and Operating Standards for Into-Plane Fuelling](#)

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Services, JIG 2 Aviation Fuel Quality Controls and Operating Standards for Airport Depots and Hydrants are adopted by BOH as best practice. Operators are to ensure that they comply with the requirements of this publication.

## 5.2 SUPPLIERS

Bournemouth Airport requires all fuels used in aircraft to be supplied either direct or in bulk storage by approved, licenced fuelling suppliers. No other fuels are permitted to be brought onto site without the permission of the Airport Authority.

Fuel suppliers must comply with the following: -

- a) It is the responsibility of the fuel supplier to ensure that fuel is fit for purpose on delivery. The Aerodrome Fuel Service Manager should therefore, on acceptance of fuel deliveries, insist that the supplier provides satisfactory evidence that the fuel has been sampled and found by tests to be fit for use in aircraft, with supporting documentation to this effect. After fuel has been delivered, the responsibility for its safekeeping, quality control and proper delivery to aircraft lies with the Fuel Service Manager. Any fuel failing to meet this criteria or required quality tests must not be delivered into the installation or into an aircraft.
- b) Written records shall be kept for each installation, including vehicles (bowsers or tankers), which show the dates, quantities and grades of fuel received and delivered to and from the installation. Details of all samples taken, the results of tests, maintenance and cleaning for each installation shall be recorded. All records should be signed and dated by the person responsible for the completion of such work. They shall be preserved as per JIG 1 & JIG 2 Document Retention Requirements, or for a longer period as required by the CAA. On request, such records shall be produced to an Authorised person, within a reasonable time.
- c) BOH will, on an annual basis, commission a suitably qualified person to carry out an audit of all fuel facilities. Results of the Audit will be made available to the facility providers and any action points raised by the Audit will be followed up by the Head of Technical Services.

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### 5.3 CONTAMINATION OF JET FUEL

Jet Kerosene has been successfully transported in multi-product pipelines for many years and strict procedures exist to ensure cross-contamination is minimised. However, since the Renewable Transport Fuel Obligation came into force in 2008, significant amounts of bio-diesel are now transported by multi-product pipeline systems.

The introduction of bio-diesel into a pipeline has the potential to impact upon other forms of fuel being transported. The main issue is that the bio-component in bio-diesel, Fatty Acid Methyl Ester (FAME), is a surface active material and there is a potential for Jet Kerosene, when transported in pipelines following a batch of bio-diesel, to be degraded, if FAME desorbs off the pipeline wall; referred to as “FAME carryover”.

Fuel suppliers must have procedures in place to address the potential for FAME carryover and to ensure that the fuel is fit for use in aircraft. However, should contamination occur, the relevant fuel supplier will immediately inform ATC and then cascade the information to each of their airline customers.

Where a FAME incident has been identified, details must be reported to the CAA through the Mandatory Occurrence Reporting (MOR) Scheme.