

Keep Track of Aircraft Refueling

CONDITIONS

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

OBJECTIVES

1. Understand the importance of keeping legible accurate records of the amount of fuel and oil used.
2. Know why you must keep the director of finance aware of the fuel cost of the mission, periodically.

TRAINING AND EVALUATION

Training Outline

1. A key part of your job and the culmination of each refueling operation is the completion of the documentation or paperwork of the delivery.
 - a. There must be legible and accurate record of the amount of fuel and oil (POL) delivered.
 - b. You must verify that the services ordered by the pilot were the services performed.
2. The fuel meter is the sole method by which you will be able to identify the amount of fuel that is dispensed into the aircraft, and is the means by which you will be able to document the transaction.
 - a. Make sure the meter is reset before each transaction.
 - b. Make sure that the aircraft tail no., no. of gallons of fuel, quarts of oil used and mission flying time are recorded.
 - c. Turn in the records to the director of finance as often as they're needed.

Additional Information

More detailed information on this topic is available in the Flight Line Reference Text.

Evaluation Preparation

Setup: Parked aircraft, note pad and pencil.

Brief Student: After refueling the aircraft, record the data.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Demonstrate the ability to keep track of aircraft refueling.	P F
2. Demonstrate the ability to properly recorded all data and report to the Admin/Finance Section Chief	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.