



OPERATIONS MEMO O-17-05

To: All Pilots

From: Dave Jones
Chief Pilot

Date: September 14, 2017

Subject: Aircraft Fuel Samples

An external auditor while conducting an audit of our facilities noticed aircraft fuel samples were not being taken IAW our own Fuel Quality Manual. This is unacceptable, the company has spent considerable time developing our policies and procedures to ensure safe aviation operations. It is paramount that our procedures and policies are followed. If we aren't doing operations IAW our written procedures, we either need to start doing them that way or change the procedures.

1. Listed below is an extract from our Fuel Quality Manual.

12.2 Aircraft Fuel Samples

The Pilot-in-Command will ensure the daily fuel system sumping procedure as outlined by the Aircraft/ Rotorcraft Flight Manual has been performed. A "Clear & Bright" fuel sample taken from the main fuel tank sump will be placed in a sample jar, marked with the aircraft tail number, and be retained until the aircraft has completed all daily flights. If the fuel does not pass the "Clear and Bright" test, it must be tested with the Velcon Water Detection kit or the Shell Water Detection capsule. If it does not pass these tests, the fuel must be rejected.

If you have any questions contact Dave Jones in Fairbanks at 907-452-1197 or Dave Buzga in Homer at 907-235-7771.