



To: Phillips 66 Aviation Branded FBOs

Subject: Fuel Quality Assurance Inspection

Phillips 66 Aviation conducts periodic aviation fuel quality assurance inspections (assisted by Apex Companies, a 3<sup>rd</sup> party contractor) at all branded FBOs. These inspections are performed to help you as a customer maintain a safe level of compliance with industry standards and deliver aviation fuel that is clean, dry and on spec. The scope of this inspection program is intentionally focused on fuel quality and is intended to complement existing site specific programs that address fuel quality, fuel handling and safe operations.

In order to improve the efficiency of the inspection process and minimize the disruption to your daily activities, we ask for your assistance with the following items in preparation for the inspection:

Please have the following paperwork available on the day of the inspection:

- Copies of your receipt of fuel paperwork (bills of lading, certificates of analysis and delivery tickets) for the **most recent fuel receipts** for each product.
- Documentation of filtration system components (**model numbers of filter elements currently installed in the vessels**, the date of the most recent filter element change and filter vessel model numbers)

Please have personnel available who are:

- Responsible for fuel receiving activity including the **receipt of fuel field tests**.
- Able to secure **sump samples** from storage tanks and filter vessels.
- Able to remove **nozzle screens** for inspection (both overwing and single point).



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The following inspection compliance items will require immediate action to remedy and may require suspension of fuel sales:

- Records - API Gravity: Observed API gravity (corrected to 60 F) that is outside the range of +/- 1 of the API gravity indicated on the bill of lading is an indication of a potential cross mix of fuel. If the discrepancy cannot be resolved by other means, the fuel may need to be quarantined and submitted for a laboratory analysis at the expense of the FBO.
- FSII Concentration: FSII concentration outside the acceptable range (.10 to .15 vol%) indicates the fuel does not meet the ASTM D1655 specification for Jet Fuel.
- White Bucket Test - Nozzle: Water or particulate contamination at the nozzle indicates visible fuel quality issues related to deficiencies in fuel handling equipment or procedures. Fueling from the equipment in question shall be suspended until the source of the fuel contamination has been eliminated.
- Nozzle Screen Condition: Missing, incorrectly sized or damaged nozzle screens (100 mesh or finer) may allow potential particulate contamination to pass downstream of the fuel nozzle and should be installed and or replaced. Inability to verify the presence of a nozzle screen will be considered a missing nozzle screen.
- Fuel Filtration Into Aircraft: Fuel filtration immediately upstream of the nozzle is required to prevent any contaminants from reaching the wing of the aircraft.
- Multi Product Storage Tanks: All fuel storage tanks (fixed and mobile) and associated delivery components must be dedicated to a single type/grade product. All compartments in multi compartment tanks must be the same type/grade product.
- Fuel Shelf Life: Testing is required to verify that product held in storage, with no new product added for a period of nine months, meets the relevant specifications.

If you have any general questions about the content or administration of the inspection program, please contact Ross Gregson (205-823-4148) or Keith Clark (918-661-6991).

Thank you for your business and for your commitment to aviation fuel quality.

Sincerely,

Ryan Manor  
Director Quality Control & Technical Support