

Subject : Approval of Organisation - Category 'E'- Fuel, lubricants, and Special petroleum product.

1. Scope :

This part of the CAR Series 'E' specifies the requirements for the organisations engaged in blending, storage, distribution of fuel in bulk, lubricants and special petroleum products.

2. Definitions :

- 2.1 Batch number : means the identification number allotted to a quantity of aviation fuel, lubricant or special petroleum product which is considered as one lot for sampling and testing for compliance with the relevant specification.
- 2.2 Fuel, lubricant and special products organisation : means an organisation approved to engage in the compounding, blending and distribution of aviation fuels, lubricants or special petroleum products, including the "fuelling/defuelling" of aircraft.
- 2.3 Special Petroleum Products : means those fluids and compounds manufactured/prepared to approved specification for use in aircraft.
- 2.4 Petroleum in bulk : means petroleum contained in receptacle exceeding 900 liters in capacity.

3. Requirement for approval :

- 3.1 The firm will comply generally with the requirements laid down in CAR Series 'E' Part I as applicable.
- 3.2 The organisation shall have adequate storage and distribution facilities, fuelling installations and mobile fuelling equipment to maintain the quality, identification and freedom from contamination of aviation fuels, lubricants and special petroleum products.
- 3.3 The firm will get their bulk storage tanks or bulk mobile equipment approved by Chief Inspector of Explosives.
- 3.4 The testing laboratory of the firm will be approved by DGCA for testing the organisation's products or products from any other source to approved specification to ensure that the products when being issued for aviation industry meets the relevant specifications. Proper records to the satisfaction

of Director General of Civil Aviation shall be maintained in this regard.

4. Quality Control Requirements :

- 4.1 A person nominated by organisation and acceptable to DGCA shall be responsible for administering and controlling the quality control activities established by the organisation. The approval of the Quality Control Manager and Dy. Quality Control Manager or any other person will be subject to the same conditions as are laid down in CAR Series 'E' Part I.

The responsibility and functions of the Quality Control Organisation headed by Quality Control Manager will be in line with the general principles laid down in CAR Series 'E' Part I.

- 4.2 Aviation fuels, water methanol mixture, special petroleum products and engine lubricating oils consigned for storage prior to loading into the organisation's fuelling equipment shall be certified on approved Release Notes quoting the batch number, test report number and specification.
- 4.3 The organisation shall issue a voucher to the customer with each consignment of aviation fuel, methanol mixture, special petroleum products and engine lubricating oil delivered by it into an aircraft in order to certify the quality of the product.
- 4.4 Formats of the proposed Release Note and sale vouchers shall be submitted by the organisation to the Director General of Civil Aviation for approval.
- 4.5 Vouchers shall be serially numbered and shall quote the batch number, specification details and quantity delivered. They shall be prepared in duplicate, the original to be delivered to the consignee, and a copy to be retained by the supply organisation.
- 4.6 Vouchers shall be signed by the person authorised within the organisation for the satisfactory delivery of the goods.
- 4.7 Release Notes (Serially numbered) shall be signed by suitable persons nominated by the organisation and approved by the Director General of Civil Aviation.
- 4.8 Essential records will be maintained for a minimum period of two years unless permission for their destruction at an earlier date is obtained from Director General of Civil Aviation in writing.

5. Manual Requirements :

- 5.1 The firm shall prepare Quality Control Manual taking cue from CAR Series 'E' Part-I.

- 5.2 The organisation shall establish a system of quality control to ensure that the quality of aviation fuels, lubricants and special petroleum products is maintained, right from the stage it is taken over from the main supplier (like refinery) till it is delivered to the customer, in conformity with the relevant specification. The system shall be documented in the Quality Control Manual issued under the authority of the organisation and will require approval by Director General Civil Aviation.
- 5.3 The Quality Control Manual shall also specify the organisation system and procedures covering the following points :
- (1) Duties and responsibilities of various categories of quality control staff alongwith their qualifications (key personnel will be stated by name).
 - (2) List of various aviation products which are intended to be stored and dispensed together with their relevant specifications.
 - (3) List of stations which will be dispensing the aviation products together with the type of products they are equipped to handle.
 - (4) Procedure for receipt and testing of the overseas shipment and the method of acceptance.
 - (5) Procedure for receipt/storage and delivery of the products from their main source which would also indicate the batch number and any other identification.
 - (6) Procedure for release of product from the main installation to the sub-installation and depots.
 - (7) Inspection and cleaning procedures of the storage tanks, refuelling equipment and hydrant system, if in use. The procedure should specify the frequency and the detailed procedure by which the cleanliness shall be ensured.
 - (8) Cleaning procedure in relation to tanks which deliver the goods to the depots and those at the refuelling stations.
 - (9) Procedure for dealing with products which have been found not conforming to the specifications.
 - (10) Refuelling and defuelling procedure at the main depot and on the aircraft and also the procedure for handling "defueled" fuel, found "off" specification.
 - (11) Storage period of all products to be specified both when they are in bulk storage or when they are in packed stocks alongwith their handling procedure.

- (12) Safety precautions to be observed at various stages of handling aviation products.
- (13) Records of the test carried out at various stages of the products shall be so maintained so as to co-relate at all times with the batch numbers, the specifications to which it has been tested, and the person who has certified the test.
- (14) Requirements regarding the specification of the container in which the aviation products are stored shall be spelt out in detail together with method of ensuring its compliance with the specification.
- (15) Details of various test that are required for ensuring the quality, both for bulk and packed stocks, shall be spelt out alongwith the frequency at which tests are required.
- (16) The procedure for issue and signing of test reports shall be spelt out in the manual for the guidance of the personnel concerned.
- (17) Procedure of batch numbering the products and code identification of the products.
- (18) Procedure for issue and signing of the release note and the vouchers for delivery of the products.
- 5.4 The system of batch numbering shall be such that the origin of each batch remains identified at all times.
- 6. Quality control check by Regional Airworthiness office :
 - 6.1 The firm will provide all facilities to Director General of Civil Aviation representative to carry out quality control check on their products. For this purpose the DGCA representative will have the right to draw free samples and check its records in relation to the products or to check generally the working of the quality control organisation to ensure that the products conform to the specifications laid down and the procedures are being followed.

Sd/-
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Director of Airworthiness
for Director General of Civil Aviation