CAS MEMORANDUM M-22-01

DATE: **01/04/22**

TO: **ALL MAINTENANCE AND OPERATIONS**

FROM: **FAIRBANKS MAINTENANCE**

RE: **MHI AIRCRAFT FUEL ISSUE REPORT FORM REISSUE**

MHI is in the process of updating our fuel control manual for a reissue. The largest changes to come will be the inclusion of the associated forms such as the monthly inspection sheets, quantity reports, etc.

The aircraft fuel issue report form is being changed to include an additional column. Attached is the new form and an excerpt from the in-work revision of the fuel control manual that will be issued in February. This will explain how to properly annotate this new form.

Please put this form into effect as soon as you receive it and send the previous form to fuel@maritimehelicopters.com

If there are any other specific requests or things you feel should be addressed, please contact Jeremy lister

AIRCRAFT FUEL ISSUE REPORT

The purpose of the aircraft fuel issue report is to track overall fuel consumption per site and per customer.

10.1 The first column titled date will be filled with the day of month fuel was taken.(the month in which it was taken is already annotated.)

10.2 The second column titled aircraft number refers to the N number. (I.E. N407PA or N308MH)

10.3 The third column titled aircraft description refers to the make and model of the aircraft. (I.E. B407 or AW119)

10.4 The forth column titled company and/or organization refers to the contract/client the fuel will be used for such as APSC or Oil Search or Exxon Mobile. If there is no apparent contract use MHI.

10.5 The fifth column titled pilots signature is to be signed by the MHI trained personnel performing the fueling operation.

10.6 The sixth column titled fuel in gallons is to annotate how much fuel per the meter provided on site was dispensed.

10.7 The seventh column titled fuel remaining is to annotate approximately how much fuel is left in the fuel cell. This number is found by subtracting your column 6 from the previous column 7. This does not create a requirement for everyone dispensing fuel to dip and gage the tank. **If the fuel quantity reaches 1500 gallons or less at any of our APSC locations the fuel specialist and or chief inspector are to be notified immediately.**

10.8 When opening the log for a new month the first row will be filled out as such
C1 date C2 - C3 - C4 start log C5 signature C6 - C7 rolled over from previous month

10.9 When performing an inspection that requires the tank to be dipped the current row will be filled out as such.
C1 date C2 – C3 – C4 Fuel INSP C5 signature C6 – C7 annotated with the actual fuel quantity

Maritime Helicopters

AIRCRAFT FUEL ISSUE REPORT

TYPE OF FUEL_____ **DATE**_____

LOCATION_____ **PREPARED BY**_____ **PAGE**_____**of**_____

DATE	AIRCRAFT NUMBER	AIRCRAFT DESCRIPTION	COMPANY AND/OR ORGANIZATION	PILOTS SIGNATURE	FUEL IN GALLONS	FUEL REMAINING
				TOTAL		

Reissue 01/01/2022

MARITIME HELICOPTERS
PUBLICATIONS
ROUTING MEMORANDUM

DATE: 1/04/22

TO: All Maintenance and operations

FROM: Maintenance

SUBJECT: M-22-01

Please complete the verification of receipt below and return this form to the Records Department in Fairbanks via email to faiadmin@maritimehelicopters.com or by fax to (907)452-4539

BY SIGNING THIS FORM I ACKNOWLEDGE I have reviewed and will comply with the memo listed above

EMPLOYEE SIGNATURE **DATE**