



Portsmouth Naval Gliding Centre

Portsmouth Naval Gliding Centre, Middle Wallop Airfield, Middle Wallop, Stockbridge, S0208FB

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METHOD STATEMENT

Location:- Middle Wallop Airfield
Item:- Safety Guidance for refuelling aircraft
Date:- With effect from 12th December 2020

Description of the Works

The work involves moving the Browser from Middle Wallop fuel depot to aircraft Pan and refuelling PNGC Aircraft, with return to Middle Wallop fuel depot.

Method

1. Keys are to be drawn from Middle Wallop guardroom only by authorised PNGC key holder list.
2. **Note:** Prior to removal from fuel depot. Take a fuel sample from sample point – glass bowl located on upper right-hand side of pump area. Ensure hose tap is closed and open valve to left of bowl and actuate small lever on bowl until it is full. Close top valve and place end of sample hose into container and open hose tap. Check for water sample and sediment. Close tap. Record findings in refuelling log. **(Sample then to be emptied into the waste AVGAS Receptor)**
3. Drivers are to manoeuvre the ‘prime mover vehicle’ to enable it to be hitched to the fuel browser
4. During this process personnel should be clear of the reversing vehicle and not positioned between the prime mover and unit to be towed or unhitched. Once the prime mover has stopped it should be placed into neutral and brakes applied.
5. The driver (or assistants) should then attach/detach the browser unit to the prime mover ensuring that the nose weight is not excessive (eg. greater than 30lbs). Where the weight is likely to be greater, then a jockey wheel or stanchion should be used to reduce the risk of a manual handling injury.
6. The unit should be checked for correct connection (and locking device engaged if fitted).
7. The unit brakes/chocks (if fitted) should be disengaged and personnel are to be clear before the prime mover is cleared to move.

8. One way system only to be used in Middle Wallop Fuel Depot.
9. Middle Wallop Depot gates are to be closed and locked.
10. Browser is to be taken to Middle Wallop aircraft Pan and places on the concert pan next to fire fighting appliances.
11. Middle Wallop Fuel Depot keys are to be returned to Guardroom.

REFUELLING PROCEDURE

1. **AIRCRAFT MUST BE ON MIDDLE WALLOP AIRCRAFT PAN FOR REFUELING.**
2. Connect bonding lead to metal part of tug tail wheel bracket.
3. Run out hose and apply drum brake by rotating ratchet stop (upper right side of drum) clockwise and engage in ratchet teeth.
4. Reset fuel metre and ensure number on small counter concurs with that taken at last refuelling in the refuel log book (stowed on right hand side behind filter).
5. Open blue main feed valve (hidden behind fuel meter) note open is vertical.
6. Open nozzle and hand pump required amount.
7. Close nozzle and blue main feed valve (horizontal).
8. Releases drum brake. Recoil hose and stow nozzle.
9. Disconnect and rewind bonding lead.
10. note amount delivered on small counter in refuelling book
11. Check main tank indicator (behind and below hand pump) if below 1/8 or 150 lt calculated from refuelling book arrange refuel for browser.
12. shut and lock door

ON COMPLETION OF FLYING AND AIRCRAFT BEEN REFUELLED THE BROWSER MUST BE RETURN TO MIDDLE WALLOP FUEL DEPOT EACH NIGHT

1. Keys are to be drawn from Middle Wallop guardroom only by authorised PNGC key holder list.
2. Drivers are to manoeuvre the 'prime mover vehicle' to enable it to be hitched to the fuel browser
3. During this process personnel should be clear of the reversing vehicle and not positioned between the prime mover and unit to be towed or unhitched. Once the prime mover has stopped it should be placed into neutral and brakes applied.
4. The driver (or assistants) should then attach/detach the browser unit to the prime mover ensuring that the nose weight is not excessive (eg. greater than 30lbs). Where the weight is likely to be greater, then a jockey wheel or stanchion should be used to reduce the risk of a manual handling injury.
5. The unit should be checked for correct connection (and locking device engaged if fitted).

6. The unit brakes/chocks (if fitted) should be disengaged and personnel are to be clear before the prime mover is cleared to move.
7. One way system only to be used in Middle Wallop Fuel Depot.
8. Middle Wallop Depot gates are to be closed and locked
9. Middle Wallop Fuel Depot keys are to be returned to Guardroom.

Control Measures

1. Driver training is mandatory.
2. Driver training and competency records are to be kept.
3. Training & authorisation fuel delivery training record kept.
4. Keys Only to be drawn by authorised PNGC key holder list
5. Only appropriate licence holders allowed to drive PNGC vehicles.
6. All equipment movements are to be authorised by the Duty Instructor
7. Drivers to ensure other personnel are clear of the vehicle when reversing and manoeuvring.

Additional Information

1. Tractor Driving and Glider Retrieve Briefing risk assessments 2nd July 2020 available on the PNGC website at the Documentations.

Health and Safety & Associated Risks

Specific Hazards -

Injuries to personnel
Damage to equipment
or aircraft.

Fire while delivering
fuel to aircraft.

Fuel contamination
on spillage.

Hazardous Operations -

Risk Assessments conducted for:-

- | | | |
|------|---------------------------------|-------|
| i) | Ground handling | (004) |
| ii) | Manual handling | (012) |
| iii) | Fuel and storage | (025) |
| iv) | Airfield Driving (Prime Movers) | (023) |

COSHH -Hazardous substances are involved in this operation

ENVIRONMENTAL - Environmental impact of fuel spillage.