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**CIVIL AVIATION AUTHORITY OF
ZIMBABWE**

**AERONAUTICAL INFORMATION
SERVICES**
P. BAG 7716
CAUSEWAY, HARARE

AIC

C001/05

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AERONAUTICAL INFORMATION CIRCULAR

SUPPLY AND DISPENSATION OF AVIATION FUEL AT ANY FUEL INSTALLATION IN ZIMBABWE

General

In order to regulate and enforce safety requirements regarding the supply, storage and dispensing of aviation fuels at Civil Aviation Authority of Zimbabwe controlled airports and to provide regulated and safe alternative means of supply and dispensing of aviation fuel at privately owned aerodromes, the following are safety requirements providing the necessary guidelines for compliance.

Definitions

Accountable Manager – means a person acceptable to the Authority who has overall responsibility for management of fuel storage and dispensing facility and compliance with CAAZ requirements.

Authority – means the Civil Aviation of Zimbabwe

Authorised Person – means a person nominated by the Authority to exercise surveillance over any aviation fuel installation in Zimbabwe.

Installation – means any facility including its equipment designed for the storage and dispensing of aviation fuel.

Quality Manual – means a manual of procedures for storage and dispensing of aviation fuel approved by the Authority.

Quality Assurance/Compliance Manager – means a person approved by this Authority responsible for compliance with all CAAZ requirements in this AIC including the quality manual and he/she shall be the contact person with the Authority.

Requirements for Certificate of Approval

1. From 30 June 2005 no aviation fuel storage and dispensing facility shall operate without an approval for such storage and dispensing of aviation fuel issued by the Civil Aviation Authority of Zimbabwe.
2. The approval shall be granted by this Authority after the Accountable Manager who has management of the aviation fuel storage and dispensing facility pays a fee according to the current Flight Safety Standards schedule of fees and complied with all safety requirements of this Aeronautical Information Circular (AIC).

Conditions for issuance of Certificate of Approval

3. The Authority shall carry out an audit inspection of aviation fuel facilities in accordance with requirements of this AIC and other technical data on aviation fuel for the purpose of issuance of a Certificate of Approval.
- 4a) A person who has the management of any aviation fuel depot including its facilities for storage and dispensing of fuel shall maintain a Quality Manual approved by the Authority, which shall state all procedures for storage and dispensing of aviation fuel to the aircraft. The quality manual shall contain:
 - i) Corporate commitment to comply with CAAZ requirements,
 - ii) Management structure, duties and responsibilities of each post holder,
 - iii) Storage procedures
 - iv) Dispensing procedures
 - v) Quality system
 - vi) Documentation
- b) The Accountable Manager, who has management of any aviation fuel depot in Zimbabwe, shall nominate a quality/compliance manager who is responsible for drafting and implementation of provisions of the quality manual specified above. The quality/compliance manager or his designate acceptable to the Authority shall act as a contact person with Civil Aviation Authority of Zimbabwe.
5. The accountable manager who has the management of any aviation fuel installation on an airport or aerodrome in Zimbabwe shall not cause or permit any fuel to be delivered to that installation or from it to an aircraft unless:
 - a) when the aviation fuel is delivered into the installation he is satisfied that;
 - i) the installation is capable of storing and dispensing fuel so as not to render it unfit for use on aircraft;
 - ii) the installation is marked in a manner appropriate to the grade of fuel stored or if different grades are stored in different parts each part is so marked; and
 - iii) in the case of delivery into the installation or part thereof from a vehicle, the fuel has been sampled and is of a grade appropriate to that installation as the case may be and is fit for use in the aircraft;
 - iv) a record of each sampled fuel delivered at any installation shall be kept for a minimum of two years before it can be archived.
 - v) A copy of results of each sampled fuel delivered at any installation shall be sent to the Authority for its records.
 - b) when any aviation fuel is dispensed from the installation he is satisfied as the result of sampling that the fuel is fit for use in an aircraft.
6. Regulation (5) shall also apply in respect of fuel which has been removed from an aircraft and is intended for use in another aircraft operated by the same operator as the aircraft from which it has been removed.
7. A person to whom regulation (4) applies shall keep a written record in respect of each installation of which he has the management, which record shall include:
 - a) particulars of the grade and quantity of the aviation fuel delivered and the date of delivery;
 - b) particulars of all samples taken of the aviation fuel and of the results of tests of those samples; and

- c) particulars of the maintenance and cleaning of the installation; and he shall preserve the written record for a period of 12 months or such longer periods as the Authority may, in a particular case, direct and shall, within a reasonable time after being requested to do so by an authorised person, produce such record to that person.
8. A person shall not cause or permit any aviation fuel to be dispensed for use in an aircraft if he knows or has reason to believe that the aviation fuel is not fit for use in an aircraft.
9. If it appears to the Authority or an authorized person that any aviation fuel is intended or likely to be delivered in contravention of any provision of this regulation, the Authority or that authorized person having the management of the installation not to permit aviation fuel to be dispensed from that installation until the direction has been revoked by the Authority or an authorized person.

Notification of Changes

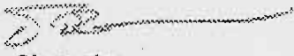
- 10a) The Accountable Manager must notify the Authority before any changes take place to enable the Authority to determine continued compliance with this AIC and to amend the Certificate of Approval if necessary.

The following changes must be notified to the Authority:

- Name of the organization
 - Location of the organisation
 - Additional locations
 - Accountable manager
 - Quality Manager
 - Facilities, equipment, tools, material, procedures and other situations that may affect the Approval
- b) The Authority may prescribe the conditions under which the facility may operate during the changes unless the Authority determines that the Approval should be suspended.

Revocation, Suspension, Limitation or Refusal to renew the Approval

11. CAAZ may, on reasonable grounds after an inquiry, revoke, suspend, limit or refuse to grant or renew Certificate of Approval if the Authority is not satisfied that the holder of the approval continues to meet the requirements subject to the following:
- a) Except before revoking, suspending, limiting or refusing to issue or renew the certificate the Authority must first give at least 28 days notice in writing to the applicant to make presentations and the Authority will consider those representations.
 - b) Where a CAAZ authorised official has reason to suspect that the safe operation of an aircraft could be adversely affected, the Authority may in addition to (a) provisionally suspend, in part or whole, the approval without notice.


D. Chawota
ACTING GENERAL MANAGER