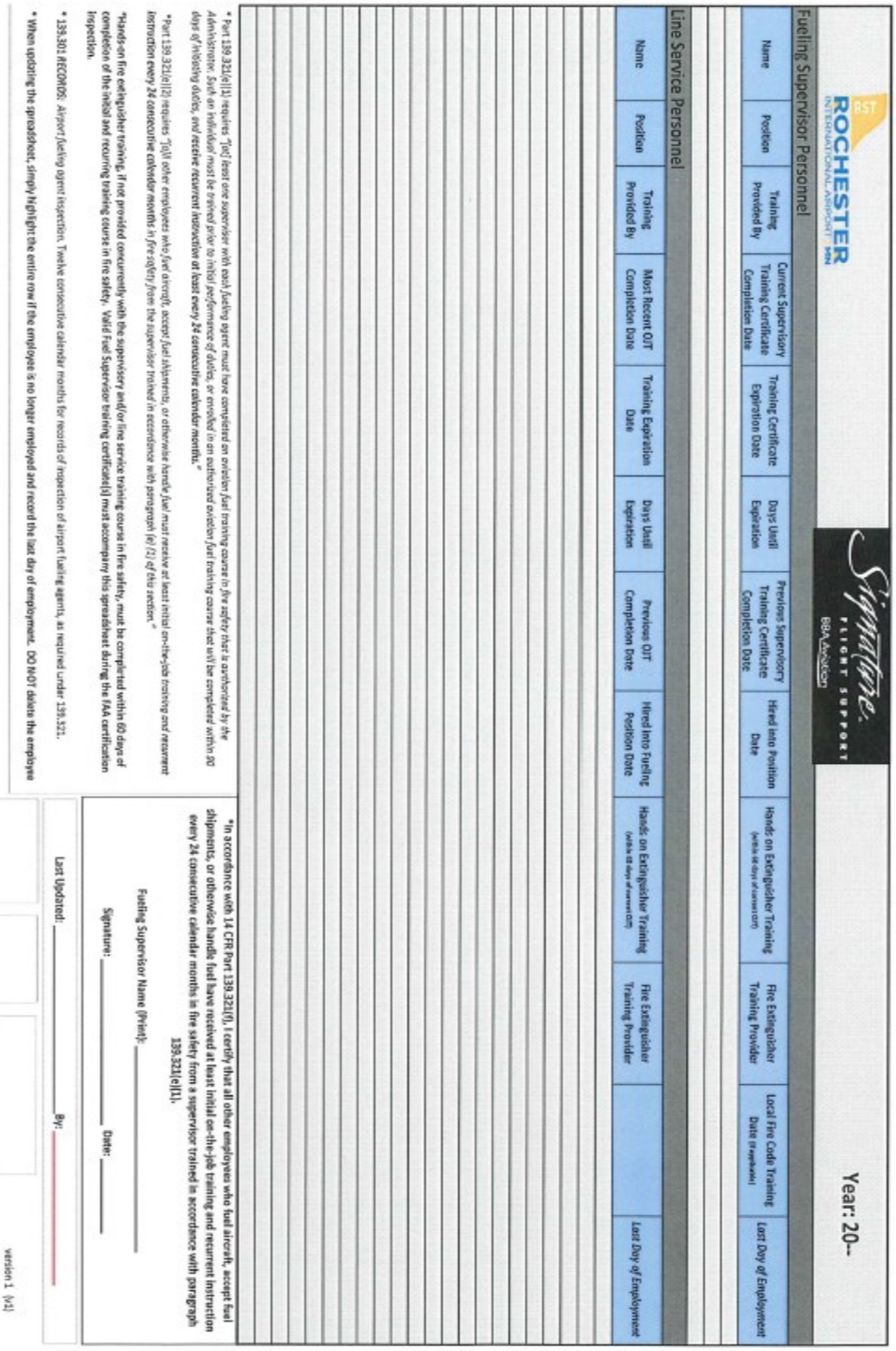
Exhibit 13 – Fueling Agent Training Form



ROCHESTER INTERNATIONAL AIRPORT (RST) MN

Signature Flight Support — 68A Aviation

Year: 20--

Fueling Supervisor Personnel

Name	Position	Training Provided By	Current Supervisory Training Certificate Completion Date	Training Certificate Expiration Date	Days Until Expiration	Previous Supervisory Training Certificate Completion Date	Hired into Position Date	Hands-on Extinguisher Training	Fire Extinguisher Training Provider	Local Fire Code Training Date (if applicable)	Last Day of Employment

Line Service Personnel

Name	Position	Training Provided By	Most Recent OJT Completion Date	Training Expiration Date	Days Until Expiration	Previous OJT Completion Date	Hired into Fueling Position Date	Hands-on Extinguisher Training (within 60 days of hire)	Fire Extinguisher Training Provider		Last Day of Employment

* Part 139.321(e)(1) requires "[no] least one supervisor with each fueling agent must have completed an aviation fuel training course in fire safety that is authorized by the Administrator. Such an individual must be trained prior to initial performance of duties, or enrolled in an authorized aviation fuel training course that will be completed within 90 days of initiating duties, and receive recurrent instruction at least every 24 consecutive calendar months."

* Part 139.321(e)(2) requires "[a]ll other employees who fuel aircraft, except fuel shipments, or otherwise handle fuel must receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from the supervisor trained in accordance with paragraph (e)(1) of this section."

*Hands-on fire extinguisher training, if not provided concurrently with the supervisory and/or line service training course in fire safety, must be completed within 60 days of completion of the initial and recurring training course in fire safety. Valid Fuel Supervisor training certificate(s) must accompany this spreadsheet during the FAA certification inspection.

* 139.301 RECORDS: Airport fueling agent inspection. Twelve consecutive calendar months for records of inspection of airport fueling agents, as required under 139.321.

* When updating the spreadsheet, simply highlight the entire row if the employee is no longer employed and record the last day of employment. DO NOT delete the employee

"In accordance with 14 CFR Part 139.321(f), I certify that all other employees who fuel aircraft, except fuel shipments, or otherwise handle fuel have received at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from a supervisor trained in accordance with paragraph 139.321(e)(1).

Fueling Supervisor Name (Print): _____

Signature: _____ Date: _____

Last Updated: _____ By: _____

version 1 (v1)

Federal Aviation Administration
Great Lakes Region Airports Division
APPROVED
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Erasmo Alarcon
Airport Certification Safety Inspector