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Defence Aerodrome Manual (DAM) Chetwynd Relief Landing Ground

**Edition 9.4
31 Mar 24**



To amend this document the [Generic Amendment Form](#) is to be used and once complete, sent to the [Editor](#)

Aerodrome Operator	SATCO
Owner	Sqn Ldr Ops
Editor	OC Ops Flt

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Foreword

1. This document, the Chetwynd RLG Defence Aerodrome Manual (DAM), describes the airfield at Chetwynd RLG including the management, physical characteristics, services available and operating procedures. The DAM is written to inform both military and commercial aircrew and to provide a reference guide for personnel operating the airfield. This DAM conforms with the guidance provided by the Military Aviation Authority (MAA) Regulatory Article [RA1026](#), Aerodrome Operator. The DAM is issued in conjunction with the [Shawbury Flying Order Book \(FOB\)](#) and Safety Management Plans. It can be considered equivalent to the [CAA CAP 168](#) Aerodrome Manual. The terms 'aerodrome' and 'airfield' are used interchangeably, with 'aerodrome' used in the titles in recognition of [CAP 168](#) nomenclature.
2. This DAM is the primary source of aerodrome information for Chetwynd RLG, but for flight planning and conduct of flight, the appropriate Air Information Publications (AIPs) should be used. Chapter 2 of the DAM contains detailed information regarding the operating procedures and contains the most up to date information. Additional orders for military users are also contained in the Shawbury Flying Order Book (FOB). The DAM outlines some aspects of the RAF Shawbury Air Safety Management System (ASMS); however, full details are contained in the RAF Shawbury [Air Safety Management Plan](#) (ASMP) and [Contingency Plans](#) (CPs).
3. The master copy of the DAM is held by RAF Shawbury Station Operations Flight and is available on the RAF Shawbury Aerodrome Operator SharePoint site or on request from Station Operations 01939 250351 Ext 7163. If non-military users cannot access electronic links on this document, they should contact Station Operations. Amendments to the DAM will be made on a regular basis and the latest version published online and dated accordingly.
4. This document will be reviewed every 6 months at the Aerodrome Operator's Assurance Board (AOAB) or following any significant interim amendments. Notification of errors within this document and its annexes, or requests for amendment, should be communicated to Station Operations or email SHY-Ops@mod.gov.uk.

<Original signed>

M T PIPKIN
Squadron Leader
SATCO
RAF Shawbury

31 Mar 24

Introduction

Aeronautical Information published in national Aeronautical Information Publications (AIPs)¹ must be identical to that published in the DAM. It is considered good practice that individuals who have responsibility for day-to-day management, update and review of elements of the DAM, are tasked in writing by the AO to highlight the areas that they are responsible for, review timelines, DAAF responsibilities and actions to be taken when DAM amendment is required. The DAM index and DAM Annexes is annotated with the Information Owners post / position. The DAAF has been developed and maintained to cover all chapters and Annexes of the DAM, capturing evidence of the DAM review, content accuracy and recording the DAM Assurance at 1st / 2nd and 3rd party level.

The DAM must be read in conjunction with the following:

[RA 1010](#) – Head of Establishment – Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities.

[RA 1026](#) - Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities.

[RA 1030](#) - Defence Aeronautical Information Management.

[RA 1032](#) - Aviation Duty Holder-Facing Organizations and Accountable Manager (Military Flying) – Facing Organizations – Roles and Responsibilities.

[RA 1200](#) - Air Safety Management.

[RA 1205\(4\)](#) - Responsibilities of Organisations Supporting an Air System Safety Case.

[RA 1400](#) - Flight Safety.

[RA 1410](#) - Occurrence Reporting and Management.

[RA 1430](#) - Aircraft Post Crash Management and Significant Occurrence Management.

[RA 3000 Series](#) - Air Traffic Management Regulations (ATM).

[JSP 360](#) - Use of Military Aerodromes by Civil Aircraft.

[AP 600](#) - Royal Air Force Information and CIS Policy.²

[DSA02 DFSR](#) - Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation.

[Manual of Air Safety \(MAS\)](#)

[Manual of Aircraft Post-Crash Management \(MAPCM\)](#)

[Manual of Military Air Traffic Management \(MMATM\)](#)

¹ The DAM is the primary source for Aeronautical Information given the publishing lead-in time for the Mil AIP.

² The policies and regulations published as Chapters in this AP are mandatory for personnel at all Air Command Stations. However, other Top-Level Budgets (TLBs) that wish to adopt any policy from this AP are to publish guidance on which Chapters are applicable to their subordinate Organisations.

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Amendment Table

Amendment No.	Amendment Date	Date of Incorporation	Name	Post
Original	29 Apr 15	29 Apr 15	WO PJ Llewellyn	OC Ops Flt
V1.0	15 Mar 16	15 Mar 16	WO PJ Llewellyn	OC Ops Flt
V2.0	1 Oct 17	1 Oct 17	Sqn Ldr D Brady	OC Ops Sqn
V3.0	9 Jul 18	9 Jul 18	Sqn Ldr D Brady	OC Ops Sqn
Ed 2	1 Jul 21	1 Jul 21	WO E Partyka	OC Ops Flt
Ed 6	01 Sep 21	01 Sep 21	Flt Lt s Wilkie	OC Ops Flt
Ed 7	01 Mar 22	01 Mar 22	Fg Off A Wilson	Holding Off
Ed 8	01 Sep 22	01 Sep 22	Flt Lt S Mason	OC Ops Flt
Ed 9	31 Mar 23	31 Mar 23	Sqn Ldr S Smith	OC Ops Sqn
Ed 9.1	30 Jun 23	30 Jun 23	MAcr Croisdale	OC Ops Flt
Ed 9.2	30 Sep 23	30 Sep 23	MAcr Croisdale	OC Ops Flt
Ed 9.3	22 Jan 24	22 Jan 24	MAcr Croisdale	OC Ops Flt
Ed 9.4	31 Mar 24	31 Mar 24	MAcr Croisdale	OC Ops Flt

Annexes

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<u>Annex C</u>	Aerodrome Key Stakeholders
<u>Annex D</u>	Aerodrome Operators Hazard Log
<u>Annex E</u>	Formal Aerodrome Related Agreements
<u>Annex F</u>	Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions
<u>Annex G</u>	Aerodrome Location and Control of Entry and Access
<u>Annex H</u>	Noise Abatement Procedure Orders
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<u>Annex UU</u>	Local Flying Procedures

Chapter 1: Technical Administration

1.1 Name and Work Address of Aerodrome Operator:

Sqn Ldr M T Pipkin
Senior Air Traffic Control Officer (SATCO)
RAF Shawbury
Shrewsbury
Shropshire
SY4 4DZ

Mil ☎ 95531 Ext 7231
Civ ☎ 01939 250351 Ext 7231
Email: Mark.Pipkin888@mod.gov.uk

1.2 Aerodrome Operators Authority and Letter of Delegation. The AO is appointed by the Head of Establishment (HoE) to be responsible for actively managing an environment that accommodates the safe operation of Aircraft in accordance with (iaw) [RA1026](#)³. A signed copy of the AO Letter of Delegation is to be contained in the DAM at [Annex A](#).

1.3 Safety Meeting Structure. The unit air safety meeting flow diagram can be found at Fig 10.0 in the [ASMP](#). Additional links can be found at [Annex B](#). The flow diagram includes the lowest level meetings (weekly / monthly) and flow up to the highest Unit level (monthly, bi-monthly, six monthly). Each meeting includes a standing agenda and an attendance list which can be found in Annex C of the ASMP. Minutes or notes of action, depending on the meeting size and level, will be recorded for audit purposes. As a mixed Civ-Mil installation exists, evidence is provided to show that a means for consultation exists fostering coordination and safety responsibilities.

1.4 Aerodrome Key Stakeholders. A pictorial representation of the structure that identifies the Key Stakeholders who have responsibility for, or directly support aerodrome operations, has been produced and captured at [Annex C](#).

1.5 Aerodrome Operator's Hazard Log (AOHL). An AOHL clearly indicates the aerodrome's operating hazards and a link is contained at [Annex D](#). The [AOHL](#) will be reviewed 2-monthly by the Hazard Log Review Group with additional SME input at the 6-weekly Unit Air Safety Meeting. The AOHL is presented at the quarterly Aerodrome Operator's Assurance Board.

1.6 Formal Aerodrome Related Agreements. The DAM contains copies of all formal aerodrome related agreements in tabular form, showing dates of implementation and review and a link to the documents. Unless otherwise stated, the agreements are to be reviewed at least annually. These agreements are to be captured at 'Letters of Agreement' [Annex E](#)

1.7 Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions. Copies of all aerodrome related AAMC, Waivers and Exemptions are to be included in the DAM and captured at [Annex F](#).

1.8 Aerodrome Location and Control of Entry and Access. A descriptive paragraph at [Annex G](#), explains where the aerodrome is. Major routes in the aerodrome vicinity and access points to the aerodrome are also Shown. Information to the nearest rail and bus links are highlighted. A local area ordnance survey has been produced showing points of entry and an aerodrome crash map⁴ is included. [Annex G](#), contains orders for access to the aerodrome and its associated manoeuvring area, these are to be reviewed annually. Consideration may be given to educate and brief those individuals or units not directly associated or familiar with flying activities at their specific aerodrome.

³ Refer to RA 1026 - Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities including Aerodrome and Helicopter Landing Site Assurance Requirements

⁴ Refer to RA 3261(2): Aerodrome Emergency Services.

Chapter 2 – Aerodrome Data, Facilities and Characteristics

2.1 Aerodrome Data. The AO ensures all aerodrome data provided is accurate. Information contained in the DAM mirrors the equivalent information published in other military aviation publications. The following information is set up to duplicate current AIP format to allow for easier amendment to both documents.

LOCATION INDICATOR AND NAME

Chetwynd Relief Landing Ground (RLG)

OPERATIONAL HOURS

1	AD:	PPR 24hr. 0845(A) – 1700 (A) Mon -Fri. Occasional Night Flying.
2	Customs and Immigration:	Nil
3	Health and Sanitation:	Nil
4	AIS Briefing Office:	Nil
5	ATS Reporting Office (ARO):	Nil
6	MET Briefing Office:	Met Office at Shawbury
7	ATS:	Nil
8	Fuelling:	Nil
9	Handling:	Nil
10	Security:	Nil
11	De-Icing:	Nil
12	Remarks:	PNR for military Rotary. No Fixed Wing movements accepted.

2.2 Special Procedures:

SPECIAL PROCEDURES

Elev	Var	TA			DATE	CHART NO.
274ft /20°C	---	---			---	---

2.3 Noise Abatement Procedure Orders. Orders contained at [Annex H](#), have been produced to cover all noise abatement procedures. Contact RAF Shawbury [Station Operations](#) for the [Sensitive Areas List](#) (SAL) and [Daily Brief](#) information.

2.4 Temporary Obstruction Orders. Orders, contained at [Annex I](#), are produced to cover the actions involved in dealing with temporary obstructions on or around the manoeuvring areas that are considered to be a hazard to either Air Systems, vehicles or pedestrians. Obstructions are marked iaw extant regulations using approved high visibility markers, tape or fencing.

2.5 RWY Strip Obstructions. Nil.

2.6 RWY End Safety Area (RESA). Nil.

2.7 Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS). There are no such facilities at Chetwynd.

2.8 Aerodrome Arresting System Orders. There are no such facilities at Chetwynd.

2.9 Manoeuvring Area Safety and Control Orders. The AO will ensure orders, contained at [Annex K](#), are produced for the safe parking, manoeuvring, refuelling and servicing of Air Systems.

⁵ Refer to [RA 3590](#) – Maintenance and Safeguarding.

Chapter 3: Emergency and Aerodrome Rescue and Firefighting Orders

3.1 Emergency Organisation. The AO is familiar with [RA 3261\(2\)](#), [RA 3263](#) and [DDDA02 DFSR](#)⁶. DSA02 DFSR provides greater detail on Aerodrome Crash / Rescue Fire Services whilst acceptable means of compliance and guidance material are contained within

RA 3261(2) and RA 3263. [RA 3049](#)⁷ stipulates that Defence Contractor Flying organisations operating MAA-regulated Aircraft must meet the requirements detailed in DSA02 DFSR. The relationship between the AO and the Defence ARFF Service Provider is defined within DSA02 DFSR ARFF Regs and the Business Agreements between Defence ARFF Service Provider and the TLBs. The Defence ARFF Service Provider is a DH-Facing organisation and its Fire Stations operate to national good practice providing a service to the AO.

3.2 Emergency Orders / Aerodrome Crash Plan. Emergency Orders / Aerodrome Crash Plans are produced and contained at [Annex L, Link to Contingency Plans](#), iaw guidance contained within the [MPCM](#), RA 1400(1)⁸ and DSA02 DFSR. Orders cover the eventuality of an Aircraft accident / incident, on the aerodrome or within the 1000 m area assessment from the central windsock, the AO may also consider the establishment's Post Crash Management Area of Responsibility. The plan is exercised by table op or live-ex on alternate years iaw extant regulations. In addition, the Aerodrome Crash Plan is made available to the local Resilience Forum.

3.3 Aerodrome Rescue and Fire Fighting Services and Training Orders. The Fire Station Manager, iaw **DSA02 DFSR**, is to ensure that the following information is produced and contained via hyperlinks at [Annex M](#).

3.4 Disabled Aircraft Removal. The AO ensures that orders, contained at [Annex N](#), are in place to cover the requirement to quickly and safely remove an Aircraft that has caused a temporary closure of the RLG, but falls beneath the criteria of an accident that would be dealt with separately under the Aerodrome Aircraft Crash Plan. If there is any doubt as to the status of an incident, advice may be sought from the Defence Accident Investigation Branch Air (Defence AIB Air) if a civilian Aircraft is involved.

⁶ Refer to [RA 3261\(2\)](#): Aerodrome Emergency Services, [RA 3263](#) – Aerodrome Classification and [DSA02 DFSR](#) – Defence ARFF Regulation.

⁷ Refer to [RA 3049](#) – Defence Contractor Flying Organisation Responsibilities for UK Military Air System Operating Locations.

⁸ Refer to RA 3261(2): Aerodrome Emergency Services, RA 3263 – Aerodrome Classification and DSA02 DFSR – Defence ARFF Regulation.

Refer to RA 3049 – Defence Contractor Flying Organisation Responsibilities for UK Military Air System Operating Locations.
Refer to RA 1400(1): Flight Safety.

For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 5 will be used.

For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 7 will be used.

Chapter 4 - Air Traffic Services and Local Procedures

4.1 ATC Orders. ATC Orders are produced to cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders must also take into account any direction and guidance contained with the [MMATM](#) and iaw [ATM 3000](#) (RAs) to ensure compliance and are to be contained at [Annex O](#).

4.2 Local Flying Procedures are held via this [link](#). Chetwynd procedures are held within this document.

Chapter 5: Aerodrome Administration and Operating Procedures

5.1 Aerodrome Data Reporting. The AO is responsible for the ownership of the aerodrome data and ensures all data provided is correct at all times. Orders for the reporting procedures to advise the relevant agency of any permanent changes to aerodrome information are contained at [Annex P](#). Further guidance on Aerodrome Information and notification is contained in [UK Air Information Publication \(AIP\) / Mil AIP](#).

5.2 Aerodrome Serviceability Inspections. Orders, contained at [Annex Q](#), for the inspection of the Aerodromes are produced and conducted iaw [RA 3264](#).

5.3 Aerodrome Technical Inspections. Orders, contained at [Annex R](#), for the technical inspection of the aerodrome are limited due to the nature of the RLG. Chetwynd is a field of grass with one lit windsock and a portacabin for Fire Rescue crews; therefore, technical inspections are limited to these two areas. Also due to the field's remoteness and lack of facilities, these inspections are programmed with longer intervals than standard aerodromes.

5.4 Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection. There are no aids at Chetwynd ; therefore, Annex S, is not applicable.

5.5 Aerodrome Works Safety. Orders, contained at [Annex T](#), for the control and supervision of work in progress on the aerodrome have been produced.

5.6 Aerodrome Users - Vehicle and Pedestrian Control. Orders, contained at [Annex U](#), for the control of vehicular and pedestrian traffic on the aerodrome are to be written iaw [RA 3262](#)⁹

5.7 FOD Prevention - Training and Awareness. Orders, contained at [Annex V](#), have been produced with regards to FOD prevention, training and awareness.

5.8 Aerodrome Wildlife Management. The AO has ensured that comprehensive orders on wildlife management are produced and contained in [RLG Chetwynd AWCMP](#) at [Annex W](#).

Note: For details concerning RAF Aerodrome WCU policy see [Battlespace Management Force Orders](#).

5.9 Low Visibility Operations (LVO). Not applicable at Chetwynd; therefore, Annex X is not applicable.

5.10 Snow and Ice Operations. Not applicable at Chetwynd; therefore, Annex Y is not applicable.

5.11 Thunderstorm and Strong Wind Procedures. Orders contained at [Annex Z](#) have been produced to cover Aircraft operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds.

5.12 Civil Registered Aircraft Aerodrome Usage - Terms and Conditions. Due to the remote location, absence of ATC and the type of aerodrome (grass field) civilian AS are not permitted to use the field; therefore, Annex AA is not applicable.

5.13 Safeguarding Requirements - Waivers and Exemptions. The procedures involved in safeguarding the operational environment of military aerodromes is explained in greater detail in the [RA 3500](#) Series¹¹ and depends upon whether the obstacle is sited within or outside MOD property. All Safeguarding activities are conducted iaw extant regulations and any waivers or exemptions issued by the MAA are promulgated at [Annex F](#) to the DAM and a corresponding record of the validity recorded in the [DAAF](#).

5.14 Aerodrome Assurance Activity. The AO will ensure that reports, surveys and assurance documentation, regarding the aerodrome and its facilities are captured within the [DAAF](#) . In addition, the AO will determine which 2nd Party assurance reports (of those involved in activities on or around the aerodrome) are also captured¹². More details are available in the [ASMP](#) and [Ops Wg Assurance Portal](#).

5.15 Electrical Ground Power Procedures. There are no ground power facilities at Chetwynd; therefore, Annex BB is not applicable.

5.16 Aviation Fuel Management Procedures. There are no refuelling facilities at Chetwynd; therefore, Annex CC is not applicable.

5.17 Hazardous Materials - Spillage Plan. Orders, contained at [Annex DD](#), for Hazardous Materials Spillage have been produced. [CP06 Spillage Plan](#)

5.18 Jettison and Fuel Dumping Area. There are no jettison or fuel dumping areas; therefore, Annex EE is not applicable.

5.19 Compass Swing Area. There is no Compass Swing Areas at Chetwynd; therefore, Annex FF is not applicable.

5.20 Explosive Ordnance Disposal Area. There are no designated EOD areas at Chetwynd; therefore, Annex GG is not applicable

5.21 Dangerous Goods (DG) Procedures. Dangerous Goods are not to be embarked or disembarked from Chetwynd RLG; therefore, Annex HH is not applicable.

5.22 Hydrazine (H70) Leak. There are no facilities to respond to a hydrazine leak at Chetwynd, therefore air systems containing a hydrazine hazard are not permitted to land at the unit. Annex II is not applicable.

5.23 RPAS Orders. No RPAS operate within the Air Traffic Zone boundary and therefore Annex JJ is not applicable.

⁹ Refer to [RA 3262](#) – Aerodrome Access. The points in this document are to be considered as a minimum.

¹⁰ Refer to [JSP 360](#) - Use of Military Aerodromes by Civil Aircraft. This will need to be made available to civil operators on request.

¹¹ Refer to [RA 3500](#) Series – Aerodrome Design and Safeguarding.

¹² For example, Air Traffic Control BM STANEVAL (ATM) reports.

Annex A - Aerodrome Operator Letter of Delegation

[Letter of delegation via this link](#)

[Letter of response via this link](#)

Previous AOs:

Date From	Date To	AO	Post	HoE
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3 Sep 15	4 Oct 16	Wg Cdr N Ibbetson		Gp Capt J L Appleton
4 Oct 16	19 Jan 17	Sqn Ldr A Vine		Gp Capt J L Appleton
20 Jan 17	28 Mar 18	Wg Cdr P O’Kennedy	OC Ops Wg	Gp Capt R S Norris
28 Mar 18	9 Jul 18	Sqn Ldr D Brady	OC Ops Sqn	Gp Capt R S Norris
9 Jul 18	30 Jul 20	Wg Cdr M Jordan	OC Ops Wg	Gp Capt R S Norris
30 Jul 20	02 Dec 22	Wg Cdr L Turner	OC Ops Wg	Gp Capt C Mullen
02 Dec 22	30 Jun 23	Wg Cdr L Turner	OC Ops Wg	Gp Capt A Baron
30 Jun 23	21 Dec 23	Wg Cdr M Kluth	OC Ops Wg	Gp Capt A Baron
20 Dec 23	Present	Sqn Ldr M T Pipkin	SATCO	Wg Cdr A Jones

Annex B - Safety Meeting Structure

1. The safety meeting structure flow diagram can be found at Fig10.0 and the meeting agendas and attendees found in Annex C of the [ASMP](#).

Annex C - Aerodrome Key Stakeholders

Post	Name	Role	Mil Work No:	Civilian Work No:
Stn Cdr	Wg Cdr Alan Jones	Head of Establishment (HoE)	95531 7260	01939 250351 Ext 7260
1 FTS Comdt	Gp Capt Andy Baron	DDH	95531 7100	01939 250351 Ext 7100

1 FTS Mil CAM and CAE	Wg Cdr James Sills	1 FTS Mil CAM and CAE	95531 7498	01939 250351 Ext 7498
PE	Sqn Ldr McIlmurray	Principal Engineer, RAF Shawbury	Via SKYPE	
ASM	Sqn Ldr Chris Pepper	Air Safety Manager	95531 7135	01939 250351 Ext 7135
SFSO	Sqn Ldr Gary James	Stn Flight Safety Officer	95531 6666	01939 250351 Ext 6666
SATCO	Sqn Ldr Mark Pipkin	Aerodrome Operator (AO). Responsible for all aspects of ATC at RAF Shawbury, RLG Tern Hill & Chetwynd RLG, including inspection and maintenance of operating surfaces and lighting	95531 7231/7232	01939 250351 Ext 7231/7232
Sqn Ldr Ops	Sqn Ldr Siobhan Smith	Responsible for the Command of Operations Flight, supervision and management of Stn Operations and Flight Planning, coordination of aerodrome contingency plans, DAM and aerodrome support	95531 7163	01939 250351 Ext 7163
RAF Shawbury Gliding Club	WO Kev Morley	OC RAF Shawbury Gliding Club	95531 7170	01939 250351 Ext 7170
OC 632 VGS	Sqn Ldr Graham Delaney RAFVR(T)	OC 632 VGS (2 FTS) – Tern Hill only	94462 8329	01630 698257 Ext 8329

Annex D - Aerodrome Operators Hazard Log

1. The combined AOHL for RAF Shawbury, RLG Tern Hill and RLG Chetwynd is available on MOD SharePoint via the [link](#). The AOHL is a living document subject to frequent review and amendment, hence it is not copied within this Annex.

Annex E - Formal Aerodrome Related Agreements

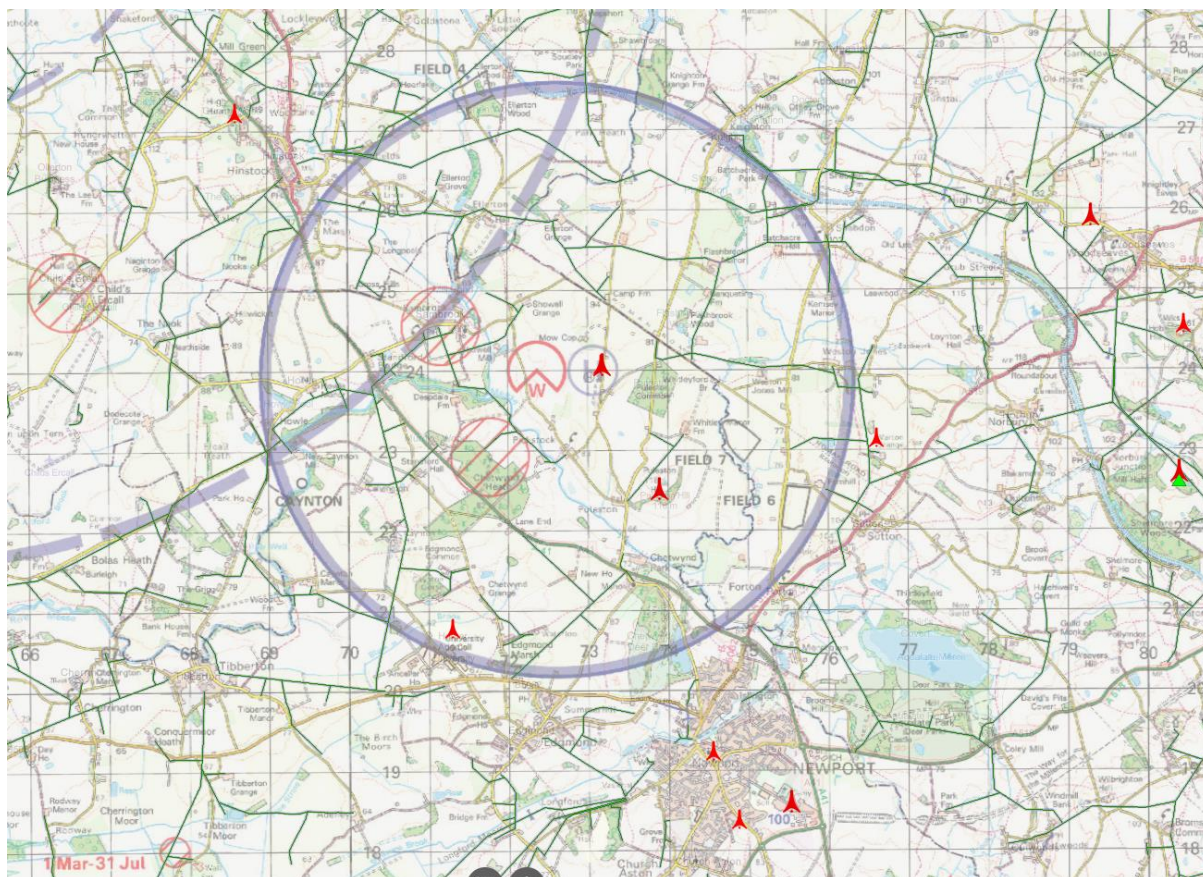
1. **Validity.** All Letters of Agreement are subject to 5 yearly review unless otherwise stated. The link attached comprises of Shawbury, Tern Hill, Chetwynd and LFA 9.
[LoAs](#)

Annex F - Aerodrome Waivers, Exemptions and Alternative Acceptable Means of Compliance

1. **Contents.** Copies of all aerodrome related Waivers, Exemptions and AAMC are captured in the following link [AOHL and Non-Compliance Register \(Tab5\)](#).

Annex G - Aerodrome Location and Control of Entry and Access

1. **Aerodrome Location.** Chetwynd RLG is located 3 miles NNW of Newport, (Telford and Wrekin). Chetwynd RLG is approximately 45 minutes travelling time from Birmingham and 3 hours to London. The nearest train station to Chetwynd RLG is Telford. Grid Ref SJ 725 238.
2. **By Car.** 'What3words' app – Gearbox.tidal.padding
3. **By Train.** The closest train station is in the Telford, about 6.5 miles from Chetwynd. From each station a taxi will be required to the camp gates with the fares varying. Alternately, buses are also available with times variable.



4. Aerodrome Crash Map



Annex H - Noise Abatement Procedure Orders

1. There are no specific Noise Abatement Procedures for Chetwynd but users are to read the Shawbury [Sensitive Areas List](#) SAL and the [Daily Brief](#) prior to flight.

Annex I - Temporary Obstruction Orders

1. When dealing with a temporary obstruction on or around the manoeuvring area that is considered to be a hazard to either aircraft or vehicles, ATC should ensure that the area is clearly marked and visible to all airfield users.
2. Obstructions should be marked in accordance with extant regulations using approved high visibility markers, tape or fencing. Not lit at night.
3. The ATC Supervisor should advise Station Operations of the temporary obstruction.
4. Station Operations are to brief details of the obstructions at the morning and night flying briefs.

Annex K - Manoeuvring Area Safety and Control Orders

1. **Procedures.** The information below is intended to give an overview of the processes and procedures in place. For full details, please contact the AMSU Engineering Manager on 01939 250351 Ext 7464.

SPECIAL PROCEDURES		
1	Arrangements for allocating Air System parking positions	There is no parking at Chetwynd.
2	Arrangements for initiating engine start	Nil
3	Ensuring clearance for Air System push-back (if required) / restricted taxiing	Nil
4	Marshalling services.	Nil
5	Follow-Me' provision.	Nil
6	Orders on operation of the 'Follow-Me' vehicle procedures and Air System marshalling.	Nil
PROCEDURE to ENSURE MANOEUVRING AREA SAFETY		
7	Protection from jet blast.	Nil
8	Enforcement of safety precautions during Air System refuelling operations.	There are no refuelling facilities at Chetwynd.
9	Orders for Runway and Apron sweeping; Apron cleaning	Nil
10	Arrangements for reporting incidents and accidents on an apron etc	Incidents or accidents are to be reported to the appropriate authorities and followed up with the correct reporting procedure for trending and H&S purposes through the RAF Shawbury SFSO.

Annex L - Emergency Orders / Aerodrome Crash Plan

1. The RAF Shawbury (combined) Crash and Major Incident Plan, Contingency Plan 02 (CP02) is available via this link [Link to Contingency Plans](#). If you are unable to access the documents, contact Stn Ops on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.
2. The procedures for the recovery of an unserviceable aircraft (“**DOWNBIRD**”) are detailed in [Contingency Plan 07 \(CP07\)](#)

Annex M - Aerodrome Rescue and Fire Fighting Services and Training Orders

OPERATIONAL OUTPUT		
1	Generic Standard Operational Procedures.	HQ Air DFR Portal
2	Local Standard Operational Procedures.	SSOs Part III Fire Station Orders – V7 link
3	FRS Generic Risk Assessments	GRAs folder link
4	Defence ARFF Service Provider Chief Fire Officers Instructions.	HQ AIR DFR Portal - CFOIs
5	Tactical Information / Response Plans covering site-specific operational requirements.	TiPs Folder link
6	Fire Section Orders.	FSOs are in 8 Parts. Section one review complete see link . Parts 2-8 are under review and will be added to the link idc. See FSM.
TASK RESOURCE ANALYSIS (TRA)		
7	TRA Report for each ICAO Aerodrome category promulgated at Chapter 2	link
TASK RESOURCE ANALYSIS (TRA)		
8	DFSR Form 01 - Response Area Assessment.	link
9	DFSR Form 02 - 1000m Assessment.	link
10	DFSR Form 03 - Water Assessment.	link
11	DFSR Form 04 - Category for Specific Hazard Assessment ¹³	link
12	DFSR Form 06 - Reduction of ARFF cover ¹⁴ .	link
TASK RESOURCE ANALYSIS (TRA)		
13	ARFF Training Area Orders.	link
14	ARFF Training Area Risk Assessments.	link

¹³ For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 5 will be used.

¹⁴ For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 7 will be used.

Annex N - Disabled Aircraft Removal

ATC Supervisor or ATCO I/C Actions	
1	Notification of the ARFF Services (and Med Centre if there is a risk of casualties/injuries), with the information laid out in lines 3-7 as appropriate. In the event of an Emergency State, immediate emergency actions should be followed in the standard format.

2	Notify Station Operations and AMSU of the incident, with the information laid out in lines 3-9 as appropriate.
3	Aircraft identification and type.
4	Nature of Aircraft unserviceability (if known).
5	Location of Aircraft.
6	Section of the manoeuvring area affected and consideration if Airfield/Runway is BLACK.
7	Persons on Board (POB).
8	Estimated time of Arrival (ETA) of all Aircraft (if the Airfield/Runway is BLACK).
9	Latest time for affected Aircraft to divert (if the Airfield/Runway is BLACK).
10	Ensure that any unserviceable areas of the manoeuvring area are correctly marked, iaw MAA standards, to provide for safe Aircraft operation of the remaining areas.
11	Post incident, ensure section of area affected cleared/swept.
STATION OPERATIONS Actions	
12	Notify ATC and AMSU of a disabled aircraft if not already aware. (Consider notifying SMC if there are casualties/injuries)
13	Notify SO, AO, 1 FTS Mil Cam (CAE), SFSO and the appropriate Sqn (if it affects a station-based Aircraft).
14	Ensure the appropriate NOTAM has been raised (if required).
15	Contact Defence AIB Air, if applicable or if clarification is required that the Station assessment of the incident falls beneath that warranting an Air Accident Investigation Branch (AAIB) investigation ¹⁵
16	Obtain and record permission from the owner or duly authorized representative of the owner of the Aircraft to move the disabled Aircraft.
17	Notify all Aircraft operators likely to be affected if "AIRFIELD BLACK"
18	For civilian Aircraft, notify the Aircraft operating authority and AAIB.
19	Confirm with Engineering Authority or owner (or authorized representative) that the aircraft is airworthy post incident.
FIRE SECTION Actions	
20	Respond iaw DSA02 DFSR – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation and site-specific Incident Plan.
AIRCRAFT OWNER Actions	
21	The Aircraft owner is defined as the holder of the Certificate of Registration and can be held responsible for the Aircraft removal and disposal of fuel and other hazardous materials that have been spilt because of an incident (noting the aerodrome will have instigated the Unit Spill Plan). When advised of a disabled Aircraft, the owner can liaise with Station Operations to discuss its removal.
VASS / ENG CONTROL Actions	

22	Once cleared by Stn Ops and/or ATC, tow/lift/fly the disabled Aircraft clear.
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¹⁵ If the AAIB elect to conduct an on-scene investigation, the disabled aircraft cannot be removed until authorized by the AAIB. AAIB will require Air System identification and type; nature of un-serviceability; location; section of the manoeuvring area affected and POB.

2023DIN06-024 - The Defence Accident Investigation Branch contains additional information on when and by what method Accidents and serious Incidents are to be reported to the DAIB.

Annex O - Air Traffic Control Orders

1. The information below gives an overview of the processes and procedures in place. For full details see the ATC Order Book available under 'Controllers Order Book' via this link [ATCOB Part 4](#). If you are unable to access the documents, contact Station Operations on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.
2. This order deals with matters which are specific to control of aircraft operating at RAF Shawbury, Tern Hill RLG and Chetwynd RLG. They complement, but do not replace, orders, regulations and instructions issued by higher authority: The Military Manual of Air Traffic Management, [Regulatory Article Series 3000](#) and Air Traffic Management Force Orders. Should situations arise which do not fall precisely within the provisions of these orders, the orders are to be interpreted in the best interests of the Service. Additionally, any cases of doubt are to be referred to the SATCO.
3. Controllers and Air Systems Operations Specialists carry out their duties in accordance with the operational orders.
4. [Annex UU of the Shawbury DAM](#) details the capacities permitted at Chetwynd dependant on ATC opening and provision of ARFF.

Annex P - Aerodrome Data Reporting Procedures

Reference:

A: [Manual of Military Air Traffic Management \(MMATM\)](#).

1. **AO.** The Aerodrome Operator (AO) is responsible for ensuring aerodrome data is accurate. The AO ensures that procedures are established and resources provided to report changes to aerodrome physical characteristics or any other changes that may affect the safety of Aircraft operations.
2. **SATCO.** SATCO has overall responsibility for ensuring that information provided and published by AIDU for RAF Shawbury is correct.
3. **Authority to Amend.** In order to ensure amendments to AIDU documentation are correct, the following posts, as per AIDU direction, have been created to control change:
 - a. **Delegated Authority (DA).** A post which has been given authority by the AO (typically SO2 or SO3 equivalent) to authorise the change of aeronautical information on their behalf, for the UK MIL AIP. The following posts are DAs at RAF Shawbury:
 - (1) Sqn Ldr Ops
 - (2) DSATCO
 - (3) WO ATC (Mr Buckley)

- b. **Support Contacts (SC).** SCs are posts which are involved with the change request submission process, they act on behalf of the DAs. The following posts are SCs at RAF Shawbury:

- (1) SHY-ATC Ctrl 18 (DSATCO)
- (2) SHY-OC Ops Flt
- (3) SHY-Ops Flt ASOS2 (AS1 Holt)

4. All changes to Flight Information Publications (FLIPs) are to be passed to No 1 AIDU in accordance with Ref A.

ATCO I/C	
1	Legislation, Standards and Technical References. Information relating to the aerodrome serviceability or hazards to air navigation is routinely updated through the AIP and NOTAM.
2	Reporting Procedures. Any situation that may have an immediate effect on the safety of Aircraft operations is reported as soon as possible. In the first instance to ATC / Stn Ops Flt (if present) by radio or telephone. If no ATC /Stn Ops Flt then to the AO or DA. .
3	<p>NOTAM¹⁶. The AO will ensure that all NOTAM action is recorded for possible 1st / 2nd and 3rd party audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances:</p> <ul style="list-style-type: none"> • A change in the serviceability of approach aids and radios. • A change in the operational information contained in the DAM and published in the Mil AIP. • Aerodrome works effecting the manoeuvring area or penetrating the OLS. • New obstacles which affect the safety of Aircraft operations. • A change in the availability of aerodrome visual aids, ie markers and markings, runway lighting, etc. • Any change in aerodrome facilities published in AIP. • Unusual air activities at the aerodrome.

¹⁶ NOTAM information must be provided by email. Where urgent advice can be given by telephone, it must be confirmed by email as soon as possible. Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy.

5. A record of all changes made relating to aerodrome changes is to be recorded in the [SHY Stn Ops Flt Assurance Portal](#)
6. Should anyone believe a change to the DAM is required then the following [Request for Change Form](#) should be completed and returned to [SHY-OC Ops Flt](#).

Annex Q - Aerodrome Serviceability Inspections

AERODROME SERVICEABILITY INSPECTIONS		
1	Daily and weekly Aerodrome inspections are to be carried out by a Suitably Qualified and Experienced Person (SQEP) as specified by FLC.	
2	<p>Non-24 hr units: Daily inspections are to be conducted before the Aerodrome is opened for flying and is to include a functional test of Aerodrome lighting (if initial inspection is carried out in darkness then a further inspection will be carried out after first light).</p> <p>Weekly Aerodrome Inspections are to be conducted in addition to daily inspections to ensure previously reported defects / unserviceability's have been appropriately actioned.</p>	Chetwynd is a remote landing ground with no ATC; therefore inspections are monthly rather than daily.
3	If the Aerodrome has been open for day flying and night flying is planned a further inspection is to be carried out before last light and is to include another functional test of Aerodrome lighting.	Not carried out
4	Where ATC is staffed on a 24-hour basis, an inspection is to be undertaken as soon as	Not carried out

	practicable after first light and again before last light and is to include a functional test of Aerodrome lighting.	
5	Check the serviceability of all aerodrome traffic lights.	No traffic lights fitted
6	Controllers are to vacate the vehicle at random intervals and conduct a close-up visual inspection of an area of the grass landing area.	
7	If doubt exists on the reliability of the aerodrome surfaces or its facilities.	
8	After Work in Progress (WIP).	
9	Daily and weekly inspections are to be logged into an appropriate logbook, including any issues raised. It is at the ATCO IC's discretion which route they take, as a majority of the grassed landing area is inspected, and relevant time is spent conducting the checks.	
10	Any issues are to be reported to the relevant section subject matter expert (SME) and a record of the request and subsequent action maintained. Any sweeping requests are to be logged.	Chetwynd is all grass therefore no sweeping plan.
11	ATC is not present, the AO delegates management of inspection to other individuals but not the responsibility.	
12	Before commencing the aerodrome inspection, the ATCO IC is to ensure that the Secure Management Radio Equipment (SMRE) is selected to the correct channel and a suitably qualified Information Specialist is present in the Visual Control Room (VCR) before entering the airfield. The ATCO IC is to broadcast all relevant movements on SMRE as per CAP413.	SMRE radios are used and contact is with Tern Hill ATC; however, due to the distance between the two airfields the signal is not always reliable and mobile phones are used as backup.
13	All grassed areas and sloping ground are to be inspected thoroughly for the following:	Due to the large area Chetwynd covers a percentage of the grass is checked, which includes the sloping ground.
14	Degradation	
15	Wear and tear.	
16	Drainage	
17	Deficiencies in WIP	
18	FOD	

19	All lighting is to be inspected and any unserviceability reported immediately to the airfield electricians via the ATC Supervisor.	Only the Central Windsock has a light.
20	A weekly inspection is to be conducted by SATCO or an appointed deputy. This is also to be logged in the ATC Watch Log.	Chetwynd is a remote RLG with no ATC; therefore, inspections are monthly rather than daily.

R - Aerodrome Technical Inspections

AERODROME TECHNICAL INSPECTIONS		
1	Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Air System iaw AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications.	There are no aids at Chetwynd
2	Runway, taxiway and obstruction lights, along with PAPIs and aerodrome traffic lights are inspected daily.	N/A
3	Main earth points are to be tested every 24 months. The resistance is to be as low as possible but is not to exceed 10 ohm. Temporary earth points are to be tested at regular intervals (at least annually) and must not exceed 10,000 ohm.	N/A
4	Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance.	A percentage of the grass field is inspected monthly
5	All Aerodrome signs are inspected weekly by a SQEP and monthly by DIO SME.	Boundary signage is check during inspections
6	Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The stand-by power system is to be inspected daily with a switchover test being carried out monthly.	N/A

	Where the alternative input power supply is provided by independent generators, they must run for at least 15 min under full load when carrying out this check.	
7	Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily.	N/A

Annex T - Aerodrome Works Safety

AERODROME WORKS SAFETY		
1	Work in Progress (WIP) Records. WIP records are maintained iaw RA 3266 ¹⁷ . In ATC / Ops a plan of the aerodrome is kept prominently displayed in both ATC and Aerodrome Operations for the purpose of marking all obstacles, nature of obstruction marking and work in progress. In ATC it is the overall responsibility of the ATCO IC to ensure that the information displayed on the plan is always fully up to date. In Station Operations the responsibility rests with the Duty Ops Controller.	
2	WIP Log. A WIP Log is to be established iaw RA 3266 . In ATC, in addition to an aerodrome plan, WIP Log is to be maintained in the control tower. In order to certify that the extent of the work area and ATC briefing has been fully understood, each entry is signed by the both the ADC and supervisor of the working party. This is to be completed before any work commences	
3	WIP Briefings. Supervisors of any working parties are fully briefed on their responsibilities. In ATC / Aerodrome Operations the ATCO in command is responsible for ensuring that the supervisor of the working party is properly briefed. The briefing is to include as a minimum the following details:	
4	Limits of the work area.	
5	Direction of Aircraft movements.	
6	Parking area for works vehicles and equipment.	
7	Control to be exercised over works vehicles and workers	
8	Signals to be employed.	
9	FOD prevention.	

10	<p>Control Measures. When work is to be carried out on the aerodrome and it is not possible to stop flying, special control rules are to be enforced to safeguard the working party. Orders for these control measures are to be produced. All aerodrome work is clearly marked using approved high visibility markers. The works supervisor is to be issued with an SMRE radio or the ATC duty driver is to be tasked to accompany the working party.</p> <p>The works supervisor or ATC driver is to maintain radio contact with ATC and ensure the work party moves clear of the manoeuvring area prior to any aircraft movement in their vicinity. The ATC supervisor/ ATCO IC is responsible for issuing orders and instructions to the work party. Aircraft captains are to be informed of any WIP that may affect aircraft operations, including any unique taxi instructions or procedures</p>
11	<p>Grass Cutting. A grass cutting plan is established and maintained in accordance with the aerodrome policy. When grass cutting is taking place in the vicinity of the EOL Strips, the grass cutter is to wear a headset and be contactable on SMRE at all times.</p>

¹⁷ Refer to RA 3266 – Aerodrome Maintenance

Annex U - Aerodrome Users - Vehicle and Pedestrian Control

RAF Shawbury [AIRFIELD DRIVING REGULATIONS](#) At this link. Although Chetwynd does not have specific driving regulations, the regulations at Shawbury are to be taken in spirit and abided by if vehicle or pedestrian access is required to the Chetwynd airfield.

The full Control of Entry Policy for RAF Shawbury is OFFICIAL – SENSITIVE. This document is an abridged and sanitised version of that policy. For access to the complete Control of Entry Policy, please contact the SSyO on 01939 250351 Ext 7371 or email RAFP-SHYPS@mod.gov.uk.

Access

1. Access to and egress from the Station is via the Main Gate only. Only those with a valid reason for entering are permitted entry, if in possession of the correct passes and (for non-sy cleared personnel), if escorts are available.

Personal Passes

2. Non-permanent pass holders can be processed at the Main Guardroom (MGR), 24/7/365, for a temporary personal pass. Permanent passes are only issued to entitled personnel during normal working hours.

Vehicle Passes

3. All vehicles entering the Stn must have an approved vehicle pass. Permanent private vehicle passes issued at other MOD Stns/Units or establishments will not be accepted. Service vehicles will be authorised access on production of MT paperwork (F658/A) which must be displayed at all times whilst the vehicle is on the Stn.

Data Protection

4. Records of visitors and vehicle pass issues are held electronically in accordance with the Data Protection Act 1998.

Health & Safety

5. All visitors, whether Service or Civilian, on their first visit to the Stn are to familiarise themselves with the H&S brief. The brief is printed on the back of the vehicle pass and copies are on display in the MGR Reception Area.

Escorting

6. Visitors will be afforded unescorted access if they possess the relevant level of security clearance. All visitors that do not possess the relevant level of security clearance will be escorted.

Airfield Access

7. Anyone who has a requirement to access the airfield and is not in possession of an airfield permit issued at RAF Shawbury is to:
 - a. Prior to the visit, inform their sponsor of the need for a brief from ATC.
 - c. Wait for their visit sponsor to escort them to ATC, to receive an airfield brief.
 - d. Obtain an airfield permit and airfield access card from ATC.

Annex V - FOD Prevention - Training and Awareness

1. The RAF Shawbury FOD Prevention and Recovery Plan is an inclusive plan which covers Shawbury, Tern Hill and Chetwynd. The FOD Prevent and Recovery Plan can be found [20230401-RAF Shawbury FOD Prevention & Recovery Plan V2 dated 01 Apr 2023-.pdf](#). If you are unable to access this link, please contact the RAF Shawbury FOD Officer on 01939 250351 ext 6660.

Annex W - Aerodrome Wildlife management

The AO has ensured that comprehensive orders on wildlife management are produced and contained in [RLG Chetwynd AWCMP](#) .

Note: For details concerning RAF Aerodrome WCU policy see [Battlespace Management Force Orders](#).

Annex Z - Thunderstorm and Strong Wind Procedures

1. Precautionary procedures **shall** be followed in adverse weather conditions.
2. In the event of forecast and/or deteriorating weather conditions the Executive Flying Supervisor (EFS) **should** determine whether restrictions should apply to flying operations.
3. If a general recall is necessary, the EFS **should** decide whether the recall is to be to RAF Shawbury or an appropriate alternative.

THUNDERSTORM AND STRONG WIND PROCEDURES		
1	Strong wind and gale procedures.	Strong Winds. Wind speeds (steady or gusting) >25kts for Juno and >30kts for Jupiter, impact on aircraft operations. The EFS, in consultation with Airbus engineers, should determine whether restrictions should apply to flying operations in such conditions.
2	Use of vehicles to protect / shield ac vulnerable to strong winds	Unless the AS is disabled there are no contingencies for shielding AS at Chetwynd
3	Pax loading / unloading limits in strong winds.	N/A
4	Lightning Risk Orders.	1. Thunderstorm Activity. <ol style="list-style-type: none"> a. Thunderstorm level categories are defined as: <ol style="list-style-type: none"> i. HIGH. A thunderstorm is occurring or is expected over the site in the immediate future (normally within 15 minutes). ii. MODERATE. Thunderstorms are developing, or have been reported, within 40km of the site, but are not expected to affect the site in the immediate future.

		<ul style="list-style-type: none"> iii. LOW. Thunderstorms are not occurring at the present time or are not expected. b. If the Met Office declares Thunderstorm Level HIGH: <ul style="list-style-type: none"> i. Underslung load operations should cease. ii. Air System refuelling operation – No refuelling facilities
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Annex DD - Hazardous Materials - Spillage Plan

1. The RAF Shawbury (including Chetwynd) Spillage Response Plan is linked here ([CP 06 Fuel Spillage Plan](#)). Due to the size of the content, it is not repeated in this Annex. If you are unable to access the link, please contact Station Operations on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.

Annex UU - Local Flying Procedures

1. **Local Flying Procedures.** Chetwynd procedures are held within this document.
[link](#).