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Defence  
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# RAF Odiham

## Defence Aerodrome Manual (DAM)



Ed. 10  
Released: 1 May 24

Military Aviation Authority

**MAA**

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## Foreword

- 1. Military Aviation Authority.** The MAA is the single independent regulatory body for all defence aviation activity. As the 'Regulator,' Director MAA is accountable to SofS, through the DSA for providing a regulatory framework, given effect by a certification, approvals and inspection process for the acquisition, operation, and airworthiness of Ac within the Defence aviation environment. Through Director General DSA, Director MAA is responsible for providing assurance to SofS that the appropriate standards of military Air Safety are maintained. Director General DSA is the convening authority for Service Inquiries into Ac occurrences.
- 2. Regulatory structure.** Director MAA is the owner of the MRP's and has the authority to issue them on behalf of the SofS. MRP are produced at 3 levels: Overarching documents, RA's, and MAA manuals (including the DAM). The contents of each series are published on the MAA website: [www.gov.uk/maa](http://www.gov.uk/maa).
- 3. MAA RA 1026.** [MAA RA 1026](#) details the requirement for a SQEP AO to be appointed; for RAF Odiham this is Chief of Staff / OC Operations Wing. The RA goes on to detail the requirement for the appointed AO to produce and take ownership of the DAM (which includes the requirement for a DAAF). This document satisfies this requirement and has been produced in-line with the MAA guidance.
- 4. Responsibilities.** Sqn and Supported Unit Comds are to ensure that all personnel under their command who are directly, or indirectly involved with flying at RAF Odiham have read this manual and the appropriate parts of the publications detailed at Chapter 1, 1.1. Visiting civil Ac operators and aerodrome users must comply with the rules and guidelines of this manual. The orders contained within this manual do not absolve any person from using their best judgement to ensure the safety of Ac and personnel. Where safety or operational imperatives demand, the orders may be deviated from, provided that a convincing case can be offered in retrospect.
- 5. Amendment.** Authorisation of amendments (changes to process, regulation, equipment, and services) are the responsibility of Chapter, Section and Annex sponsors and are co-ordinated through Flt Cdr Ops (ODI-OPS-FLT CDR OPS). Notification of errors and proposals for amendments can be made in accordance with [Annex P](#).

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R Gibson  
Wing Commander

## Table of Amendments

The RAF Odiham DAM will undergo review as required, and at least every 12 months, by Flt Cdr Ops who is responsible for amending and re-issuing updated versions of the DAM. If amendments are required prior to this date, then an updated DAM will be issued. RAF personnel should submit proposed amendments to [ODI-Ops-DOCGMB@mod.gov.uk](mailto:ODI-Ops-DOCGMB@mod.gov.uk) for approval. Civilian airfield users should contact the DOC on telephone: (01256) 367254.

Email amendments should follow the below format:

<b>Originator's Name</b>	<i>Sqn Ldr A User</i>
<b>Originator's Post</b>	<i>Sqn Ldr Operations</i>
<b>Originator's Section</b>	<i>RAF Location</i>
<b>Originator's Contact Details</b>	<i>Joseph.Bloggs123@mod.gov.uk</i>
<b>Content in Scope</b>	<i>[Area in document]</i>
<b>Issue</b>	<i>[Title of proposed change]</i>
<b>Proposed Amendment</b>	<i>Proposed replacement table and paragraphs (include complete rewrite with tables and figures as required).</i>
<b>Any Other Comments</b>	<i>Following consultation with X persons, clear actions on a change have been agreed.</i>

Amendment history of the document is listed in the table below.

<b>Edition No.</b>	<b>Date</b>	<b>Rank</b>	<b>Name</b>	<b>Role</b>
Edition 9.0	Jul 22	Flt Lt	G Dade	Station Operations Officer
Edition 9.1	Mar 23	Flt Lt	JMR Watty	Flt Cdr Operations
Edition 9.2	Sep 23	Sgt	J Grundy	Duty Ops Controller
Edition 10	1 May 24	Flt Lt	A Flather	Flt Cdr Operations

### **IMPORTANT**

**Edition 10 of the RAF Odiham Defence Aerodrome Manual (DAM) has been substantially amended and must be read in full.**

**Table of Abbreviations/Acronyms**

<b>Common Abbreviations/Acronyms</b>			
AC	Aircraft	LFA	Low Flying Area
AIDU	Aeronautical Information Documents Unit	LOA	Letter of Agreement
AIP	Aeronautical Information Publication	MAA	Military Aviation Authority
AIRAC	Aeronautical Information Regulation and Control	MATZ	Military Air Traffic Zone
AMSL	Above Mean Sea Level	NOTAM	Notice to Air Missions
AO	Aerodrome Operator	NS	National Standby
AOHL	Aerodrome Operator Hazard Log	OOH	Out of Hours
ASP	Aircraft Servicing Platform	PAR	Precision Approach Radar
AST	Air Safety Team	PCIMO	Post-Crash Incident Management Officer
ATC	Air Traffic Control	PPR	Prior Permission Request
ATIS	Air Traffic Information Service	QNH	Nautical Height
ATZ	Air Traffic Zone	RAFGSA	RAF Gliding School Association
COE	Control of Entry	RAFMAA	RAF Model Aircraft Association
DAAF	Defence Aerodrome Assurance Framework	RPAS	Remotely Piloted Air System
DAE	Duty Authorised Executive	RRRF	Rotors Running Refuel
DASOR	Defence Air Safety Occurrence Report	RWY	Rwy
DDH	Defence Duty Holder	SATCO	Senior Air Traffic Control Officer
DG	Dangerous Goods	SQN LDR OPS	Squadron Leader Operations
DOC	Duty Operations Controller	TAF	Terminal Aerodrome Forecast
DSATCO	Deputy Senior Air Traffic Control Officer	TATCC	Terminal ATC Centre
FOD	Foreign Object Debris	TKHF	The King's Helicopter Flight
IFR	Instrument Flight Regulations	TVAA	Thames Valley Avoidance Area
ILS	Instrument Landing System	TWY	Twy
JAC	Joint Aviation Command	UAS	Unmanned Air System
JHSS	Joint Helicopter Support Sqn	USL	Underslung Load

## Regulatory Documents

The DAM supports and must be read in conjunction with the following regulatory documents:

Reference	Title
<a href="#">RA 1010</a>	Head of Establishment Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities
<a href="#">RA 1026</a>	Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities
<a href="#">RA 1030</a>	Defence Aeronautical Information Management
<a href="#">RA 1032</a>	Aviation Duty Holder-Facing Organizations and Accountable Manager (Military Flying)-Facing Organizations - Roles and Responsibilities
<a href="#">RA 1200</a>	Air Safety Management
<a href="#">RA 1205(4)</a>	Responsibilities of Organisations Supporting an Air System Safety Case
<a href="#">RA 1400</a>	Flight Safety
<a href="#">RA 1410</a>	Occurrence Reporting and Management
<a href="#">RA 1430</a>	Aircraft Post Crash Management and Significant Occurrence Management
<a href="#">RA 3000 Series</a>	Air Traffic Management (ATM) Regulations
<a href="#">DSA02 DFRS</a>	Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulations
<a href="#">JSP 360</a>	Use of Military Aerodromes by Civil Aircraft
<a href="#">AP 600</a>	Royal Air Force Information and CIS Policy <sup>1</sup>
<a href="#">MAS</a>	Manual of Air Safety (MAS)
<a href="#">MAPCM</a>	Manual of Aircraft Post-Crash Management (MAPCM)
<a href="#">MMATM</a>	Manual of Military Air Traffic Management (MMATM)

**Note: Some references throughout this document are available only to MOD users. External users may request access to these documents through the DOC.**

Duty Operations Controller

Operations Wing

RAF Odiham

Hook

Hampshire

RG29 1QT

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<a href="#">Annex D</a>	Aerodrome Operators Hazard Log
<a href="#">Annex E</a>	Formal Aerodrome Related Agreements
<a href="#">Annex F</a>	Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions (AWEs)
<a href="#">Annex G</a>	Aerodrome Location and Control of Entry and Access
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## Chapter 1: Technical Administration - Aerodrome Location, Layout and Access

References:

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

### 1.1 Name and Work Address of Aerodrome Operator:

Wg Cdr R Gibson  
SHFHQ  
RAF Odiham  
Hook  
Hampshire  
RG29 1QT

Mil ☎ (through the DOC) 95235 7254

Civilian ☎ (through the DOC) 01256 367254

Email: (through the DOC) [ODI-Ops-DOCGMB@mod.gov.uk](mailto:ODI-Ops-DOCGMB@mod.gov.uk)

**1.2 Aerodrome Operators Authority and Letter of Delegation.** The Aerodrome Operator (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 Ref A. A signed copy of the AO Letter of Delegation is to be contained in the DAM at **Annex A**.

**1.3 Safety Meeting Structure.** An organisational aviation Safety meeting flow diagram is to be produced and captured at **Annex B**. Agendas and minutes are produced for all Air Safety meetings and are available on the RAF Odiham MOD website.

**1.4 Aerodrome Key Stakeholders.** A flow diagram of the Key Stakeholders who have responsibility for, or directly support Aerodrome operations, can be found at **Annex C**.

**1.5 Aerodrome Operators Hazard Log (AOHL).** The AOHL is reviewed bi-monthly and a link to the document can be found at **Annex D**.

**1.6 Formal Aerodrome Related Agreements.** Formal Aerodrome related agreements can be found at **Annex E**.

**1.7 Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions (AWEs).** Copies of all Aerodrome related AWEs can be found at **Annex F**.

**1.8 Aerodrome Location and Control of Entry and Access.** Details pertinent to RAF Odiham's location as well as Control of Entry and Access policy are located at **Annex G**.

## Chapter 2: Aerodrome Data, Facilities and Characteristics

References:

A. [UK MIL AIP, Aerodromes \(AD 2\) – EGVO RAF Odiham](#)

2.1. **Aerodrome Data.** Aerodrome Data for RAF Odiham is reviewed quarterly and is available at Ref A.

2.2 **Special Procedures.** Special information and procedures are listed at Ref A.

2.3 **Noise Abatement Procedure Orders.** Orders, regarding noise abatement are contained at **Annex H**.

2.4 **Temporary Obstruction Orders.** Details of temporary obstructions on or around any manoeuvring area that are considered to be a hazard to either Ac or vehicles are contained at **Annex I**. Obstructions are to be marked in accordance with extant regulations using approved high visibility markers, tape or fencing with additional red-light markers at night. NOTAMs are to be issued and taxi patterns controlled. If relevant, pilots are to be briefed on landing or when calling for start.

2.5 **Rwy Strip Obstructions.** All new and legacy<sup>1</sup> infringements of the Rwy strip are published within the AOHL at **Annex D**.

2.6 **Rwy End Safety Area (RESA).** RESA at Rwy 27 and 09 thresholds are not compliant with RA3511(5). There are obstructions within the RESA and a significant downward gradient exists. Undershoots and overshoots may present a risk to life. Odiham TODA and TORA should be considered by visiting Ac ensuring excess runway distance available for landing / take off at RAF Odiham.

2.7 **Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS).** There are no Lytag Arrestor Beds or Engineered Materials Arrestor Systems at RAF Odiham.

2.8 **Aerodrome Arresting System Orders.** There are no Ac Arresting Systems at RAF Odiham.

2.9 **Manoeuvring Area Safety and Control Orders.** Orders for the safe parking, manoeuvring, refuelling, ground running<sup>2</sup> and servicing of Ac are contained at **Annex K**.

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<sup>1</sup> Legacy is classified as any facility in place prior to the RA 3500 series being released in Sep 2018.

<sup>2</sup> Noise abatement procedures relating to high power ground runs are contained within Annex H – Noise Abatement Procedure Orders.

## Chapter 3: Emergency and Aerodrome Rescue and Firefighting Orders

### References:

- A. [DSA02 DFSR](#)
- B. [Manual of Post Crash Management \(MPCM\)](#)
- C. [RA 1400\(1\) 10 – Flight Safety](#)
- D. [RA 3049 – Defence Contractor Flying Organization Responsibilities for UK Military Air System Operating Locations](#)
- E. [RA 3261 \(2\) – Aerodrome Service](#)
- F. [RA 3263 – Aerodrome Classification](#)

3.1 **Emergency Organisation.** The AO is familiar with Ref A, E & F. Ref C stipulates that Defence Contractor Flying Organisations operating MAA-regulated Aircraft must meet the requirements detailed in Ref A. The relationship between the AO and the Defence Aerodrome Rescue and Fire Fighting (ARFF) Service Provider is defined within Ref A 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 held by RAF Odiham Station Operations, in accordance with guidance contained within Ref A, B and C and can be obtained in accordance with **Annex L**. Orders cover the eventuality of an Ac accident / incident, on the aerodrome and within the 1000m area assessment from Rwy thresholds. They also consider station actions within the RAF Odiham's Post Crash management Area of Responsibility. The plan is exercised by table top or live-ex on alternate years in accordance with extant regulations.

3.3 **Aerodrome Rescue and Fire Fighting (ARFF) Services and Training Orders.** The Aerodrome Rescue and Fire Fighting Services and Training Orders are at **Annex M**.

3.4 **Disabled Aircraft Removal.** Orders for the quick and safe removal of an Ac that has caused a temporary closure of a Rwy, Twy or ASP (but falls beneath the criteria of an accident within the Station Crash & Major Incident Plan (CMIP)) are contained at **Annex N**.

## Chapter 4: Air Traffic Services and Local Procedures

### References:

- A. [RA 3000 Series – Air Traffic Management Regulations \(ATM\)](#)
- B. [Manual of Military Air Traffic Management \(MMATM\)](#)
- C. [LOA between NATS Farnborough and RAF Odiham](#)
- D. [CAP 493 Manual of Air Traffic Services Part 1](#)
- E. [UK AIP – AD2 – EGLL – 2.22 \(Flight Procedures\).](#)
- F. [RAF Odiham ATC Order Book](#)

4.1 **ATC Orders.** ATC Orders cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders consider direction and guidance contained with Ref A and B, to ensure compliance and are contained at **Annex O**.

ATC Orders	
1	Altimeter Settings
2	Wide Area Multilateral (WAM) Alone Operations
3	VFR Arrivals and Departures
4	IFR Arrivals, Radar Training Circuits and IFR Departures
5	Visual Circuit Operations
6	Darkness Operations
7	Emergency Procedures
8	Combined and Simultaneous Surface Operations
9	Ac Parking and Taxiing
10	Pooling and Friction Plan
11	Flight Following
12	Airfield Layout
13	Load Park Operations
14	Other Airfield Users
15	ATC Clearances
16	ATC Evacuation Procedure
17	Airfield Lighting Redundancy
18	Miscellaneous Orders
19	Gliding Operations

## Chapter 5: Aerodrome Administration and Operating Procedures

### References:

- A. [RA 3262 – Aerodrome Access](#)
- B. [RA 3264 – Aerodrome Inspections](#)
- C. [RA 3274 – Low Visibility Procedures](#)
- D. [RA 3278 – Snow and Ice Operations](#)
- E. [RA 3500 Series – Aerodrome Design and Safeguarding](#)
- F. [JSP 360 – Use of Military Aerodromes by Civil Aircraft](#)

5.1 **Aerodrome Data Reporting.** The AO is responsible for the ownership of the Aerodrome data and assures all data provided. Orders for the reporting procedures to advise the relevant agency of any permanent changes to Aerodrome information are contained at **Annex P**.

5.2 **Aerodrome Serviceability Inspections.** Orders, contained at **Annex Q**, for the inspection of the Aerodrome are produced and conducted in accordance with Ref B.

5.3. **Aerodrome Technical Inspections.** Orders, contained at **Annex R**, for the technical inspection of the Aerodrome are produced and conducted in accordance with Aerodrome Regulations. Routine Maintenance will be conducted on all surfaces and equipment as described in Annex R.

5.4 **Radar, Radio, and Navigation Aid Maintenance, Monitoring and Protection.** Orders, contained at **Annex S**, for the Maintenance and monitoring of radar, radio and navigation equipment are produced in accordance with extant Support Policy Statements.

5.5. **Aerodrome Works Safety.** Orders for the control and supervision of work in progress on the Aerodrome are contained at **Annex T**.

5.6. **Aerodrome Users - Vehicle and Pedestrian Control.** Orders for the control of vehicular and pedestrian traffic on the Aerodrome in accordance with Ref A can be found at **Annex U**.

5.7. **FOD Prevention - Training and Awareness.** Orders for FOD prevention, training and awareness are contained at **Annex V**.

5.8. **Aerodrome Wildlife Management.** A Wildlife Control Unit (WCU) is established at RAF Odiham. A link to the Wildlife Management orders is found at **Annex W**.

5.9. **Low Visibility Operations (LVO).** Orders for Low Visibility Operations in accordance with Ref C are contained at **Annex X**.

5.10. **Snow and Ice Operations.** Snow and Ice Orders, in accordance with Ref D can be found at **Annex Y**.

5.11. **Thunderstorm and Strong Wind Procedures.** Orders for Ac operations during thunderstorm and forecast strong winds are contained at **Annex Z**.

5.12. **Civil Registered Aircraft Aerodrome Usage - Terms and Conditions.** Use of MOD Aerodromes by civil registered Ac is managed per Ref F. Orders governing the use of RAF Odiham by civil registered Ac can be found at **Annex AA**. Civil registered Ac captains

wishing to operate in and out of RAF Odiham must agree to abide by the Aerodrome's Terms and Conditions.

**5.13. Safeguarding Requirements - Waivers and Exemptions.** The procedures involved in safeguarding the operational environment of military Aerodromes are explained in greater detail in the Ref E and depend upon whether the obstacle is sited within or outside MOD property. All Waivers and/or Exemptions issued by the MAA for RAF Odiham can be found at **Annex F** and a corresponding record of the validity recorded in the DAAF.

**5.14. Aerodrome Assurance Activity.** The AO ensures that reports, surveys, and Assurance documentation, regarding the Aerodrome and its facilities are captured within the DAAF. In addition, the AO will determine which 2<sup>nd</sup> Party Assurance reports (of those involved in activities on or around the Aerodrome) are also captured<sup>3</sup>.

**5.15. Electrical Ground Power Procedures.** Orders, for electrical ground power procedures can be found at contained at **Annex BB**.

**5.16. Aviation Fuel Management Procedures.** Orders for aviation fuel management including policy guidance can be found at **Annex CC**.

**5.17. Hazardous Materials - Spillage Plan.** Orders for Hazardous Materials Spillage at RAF Odiham can be found at **Annex DD**.

**5.19. Compass Swing Area.** Orders for the compass swing base are contained at **Annex EE**.

**5.21. Dangerous Goods (DG) Procedures.** Orders for the control, loading, unloading and management of DG in accordance with extant regulations can be found at **Annex FF**.

**5.23. RPAS Orders.** Orders for the authorised operation of RPAS within the RAF Odiham UAS Flight Restriction Zone and Rwy Protection Zones can be found at **Annex GG**.

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<sup>3</sup> For example, Air Traffic Control BM STANEVAL (ATM) reports.



**Annex A to  
RAF Odiham DAM  
1 May 24  
Aerodrome Operator Letter of Delegation**

From: Group Captain M Roberts OBE DFC RAF



**Chinook Force Commander  
Station Commander**

Royal Air Force Odiham  
HOOK  
Hampshire  
RG29 1QT

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Wg Cdr R Gibson RAF  
Chief of Staff  
RAF Odiham

20240228-LoA-DDH-AO\_Gibson-O

26 February 2024

**LETTER OF AUTHORITY TO ACT AS THE RAF ODIHAM AERODROME OPERATOR AND RESPONSIBLE OFFICER FOR THE DUTY HOLDER FACING ORGANISATIONS FOR THE CHINOOK DELIVERY DUTY HOLDER**

1. As the Chinook Force Delivery Duty Holder (DDH), and in accordance with MAA instruction<sup>1</sup>, I hereby appoint you to be the RAF Odiham Aerodrome Operator (AO) and my Responsible Officer for all Duty Holder Facing organisations within your Area of Responsibility (AoR)<sup>2</sup>, reporting directly to me on all matters concerning Air Safety (AS)<sup>3</sup>.
2. In appointing you into these roles, your skills, experience and competencies have been examined and have been deemed appropriate to make you suitably qualified, trained and experienced to discharge your duties. If you perceive any requirement for additional training, support or guidance to fulfil your positions of AO and Responsible Officer, you should inform me.
3. In these roles you will primarily be responsible for providing me, as Head of Establishment (HoE), an assurance of the provision of Safe Operating Environment (SOE) at RAF Odiham. In addition, you will be responsible for advising me, my Senior Operator (SO) and Chief Air Engineer (CAE) on the operating procedures and safe use of the systems within your AoR. You are specifically responsible for the implementation of regulation and assurance of operating procedures and standards across your AoR. Your full Roles and Responsibilities can be found within RA1026, a copy of which has been attached to this letter for your reference.
4. As my AO, you are to support me in the execution of my Air Safety Management Plan (ASMP). You are also to support the Joint Helicopter Command ASMP and its integral operating

<sup>1</sup> In accordance with MAA RA 1020 – Aviation Duty Holders

<sup>2</sup> All activity in support of aviation by ATC and DFR

<sup>3</sup> Air Safety is the state of freedom from unacceptable risk of injury to persons, or damage, throughout the life cycle of military air systems. Its purview extends across all Defence Lines of Development and includes Airworthiness, Flight Safety, Policy, Regulation and the apportionment of Resources. It does not address survivability in a hostile environment" - MAA 01 – MAA Regulatory Policy

risk management process providing high-level operating procedures, guidance and support. You are to liaise, as necessary, with the MAA, JHC, AIR and other Services' staffs as appropriate in the execution of your AO duties.

5. You are to acknowledge receipt of this Letter of Authority and your appointment as the RAF Odiham AO and Responsible Officer in writing by 1 Mar 24.



M Roberts  
Gp Capt  
Chinook DDH

## Aerodrome Operator Letter of Delegation – Response

From: Wing Commander R Gibson MSc RAF



**Chief of Staff & Deputy  
Force Commander**

**Royal Air Force Odiham**  
Hook  
Hampshire  
RG29 1QT

Telephone [REDACTED]  
DFTS [REDACTED]  
E-mail (Mil) [REDACTED]  
E-mail (Civ) [REDACTED]

Gp Capt M Roberts OBE DFC RAF  
Station Commander  
RAF Odiham

20240228-LoA-DDH-AO\_Gibson-Response-O

28 February 2024

**RESPONSE TO LETTER OF AUTHORITY TO ACT AS THE RAF ODIHAM AERODROME OPERATOR AND RESPONSIBLE OFFICER FOR THE DUTY HOLDER FACING ORGANISATIONS FOR THE CHINOOK DELIVERY DUTY HOLDER**

1. I accept my appointment as RAF Odiham Aerodrome Operator (AO) and duties as Responsible Officer (RO) for all Duty Holder Facing organisations within my Area of Responsibility (AOR)<sup>1</sup>, reporting directly to you on all matters concerning Air Safety (AS)<sup>2</sup>.
2. I note my skills, experience and competencies have been examined and have been deemed appropriate, such I am suitably qualified, trained and experienced to discharge my duties. I will raise the requirement for additional training, support or guidance to fulfil my position as AO and RO as is required.
3. I acknowledge I am primarily responsible for providing you as Head of Establishment (HoE) for:
  - a. The provision of a Safe Operating Environment (SOE) at RAF Odiham.
  - b. Advising you, your Senior Operator (SO) and Chief Air Engineer (CAE) on the operating procedures and safe use of air systems within my AOR.
  - c. The implementation of regulation and assurance of operating procedures and standards across my AOR.
4. I will remain conversant with the roles and responsibilities contained within RA 1026, support you in the execution of your Air Safety Management Plan (ASMP), support the Joint Helicopter Command ASMP and its integral operating risk management process. I will also liaise with the MAA, JHC, Air and the other Services' staffs as appropriate in the execution of my duties.

<sup>1</sup> All activity iso aviation by ATC and DFR.

<sup>2</sup> Air Safety is the state of freedom from unacceptable risk of injury to persons, or damage, throughout the life cycle of military air systems. Its purview extends across all Defence Lines of Development and includes Airworthiness, Flight Safety, Policy, Regulation, and the apportionment of Resources. It does not address 'survivability in a hostile environment' – MAA01 – MAA Regulatory policy.

5. I hereby acknowledge my appointment as the RAF Odiham AO and RO.

Yours Sincerely,



R Gibson  
Wg Cdr  
Chief of Staff & Deputy Force Commander

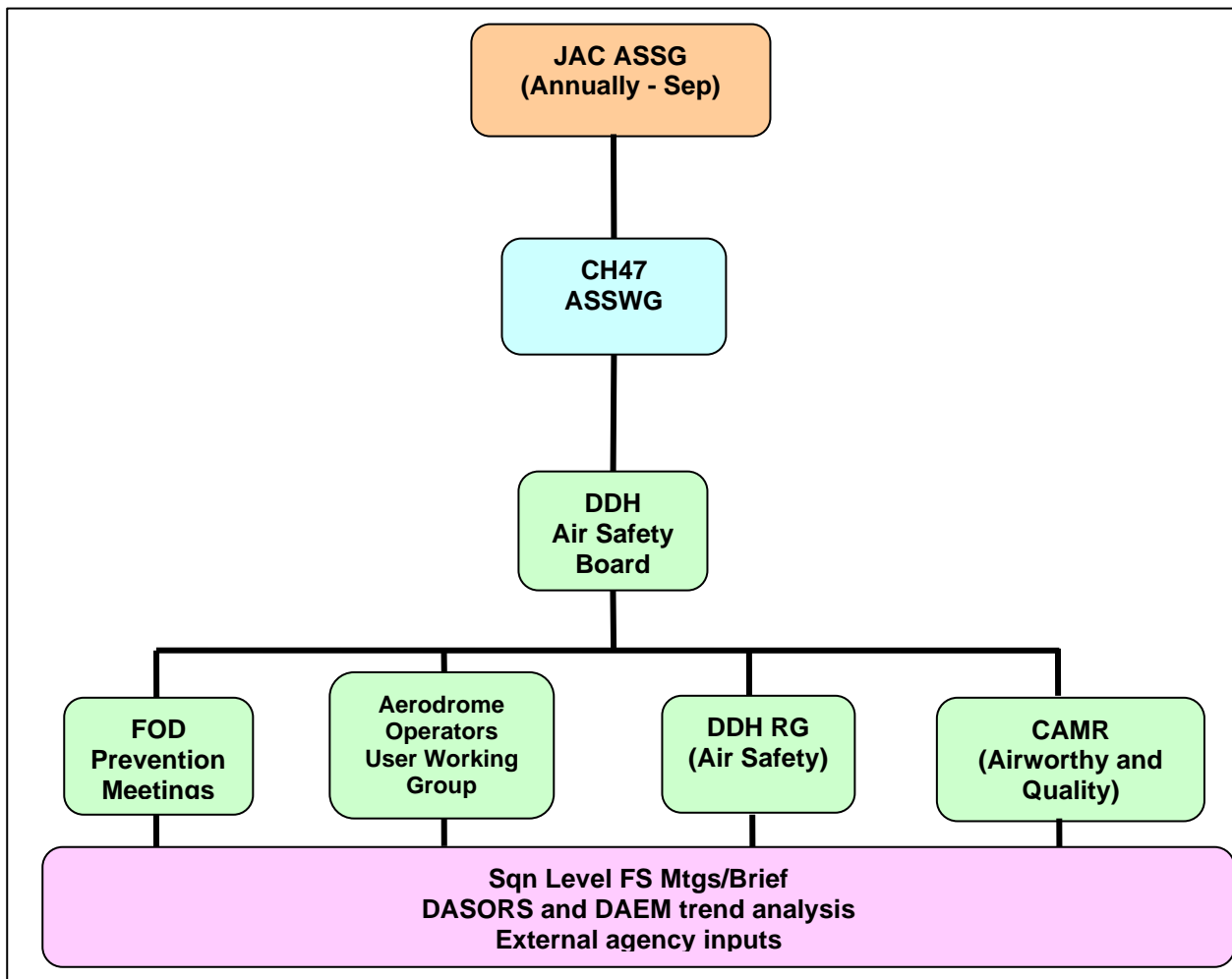
**Annex B to  
RAF Odiham DAM  
1 May 24**

**Safety Meeting Structure**

References:

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

1. The diagram below describes the RAF Odiham Safety Meeting Structure. Frequency of meetings are in accordance with MAA policy. Each meeting has a standing agenda and attendance list with minutes recorded for auditing purposes.



All permanent airfield users are invited to ensure a Safe Operating Environment (SOE).

**Annex C to  
RAF Odiham DAM  
1 May 24**

### List of Key Post Holders

Post	Telephone & Email Address	
Station Commander (Head Of Establishment / DDH)	All enquiries are to be sent through the DOC:	
Chief of Staff – OC Ops Wg (AO)		
OC Engineering and Logistics Wing (OC ELW)		Mil ☎ 95235 7254
Senior Air Traffic Control Officer (SATCO)		Civilian ☎ 01256 367254
Senior Operator (CH47 – Chinook)		Email: <a href="mailto:ODI-Ops-DOCGMB@mod.gov.uk">ODI-Ops-DOCGMB@mod.gov.uk</a>
Squadron Leader Operations (Sqn Ldr Ops)		

**Annex D to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Operating Hazard Log**

References:

A. [RAF Odiham Aerodrome Operators Hazard Log \(AOHL\)](#)

1. The Aerodrome Operators Hazard Log (AOHL) is accessible for MOD users only. Civilian users may request details through the DOC.

**Annex E to  
RAF Odiham DAM  
1 May 24**

**Formal aerodrome related agreements**

1. The formal aerodrome related agreements are held at the links below.

<b>Agreement</b>	<b>Implemented</b>	<b>Review Length</b>	<b>Expiry</b>	<b>RAF Odiham POC</b>
<a href="#">LOA - NATS Farnborough</a>	25 Jan 24	24 Months	24 Jan 26	DSATCO
<a href="#">Lasham Airfield MOU</a>	05 Oct 22	24 Months	5 Oct 24	DSATCO
<a href="#">LOA - The King's Helicopter Flight (TKHF).</a>	4 Jan 24	Annual	4 Jan 25	Sqn Ldr Ops
<a href="#">LOA - RAFGSA Kestrel Gliding Club.</a>	28 Mar 24	Annual	28 Mar 25	Flt Cdr Ops
<a href="#">LOA – Odiham Model Flying Club</a>	1 Nov 23	Annual	1 Nov 24	Flt Cdr Ops
<a href="#">Meteorological Office SDA</a>	02-Jun-16	TFN	N/A	Sqn Ldr Ops
<a href="#">LOA – Boeing Ops at RAF Odiham</a>	05-Nov-18	TFN	N/A	AO
<a href="#">LOA between Air Traffic Control and Force Protection Training Flight</a>	5 Oct 22	TFN	N/A	SATCO
<a href="#">Joint Business Agreement – Army &amp; Defence Fire &amp; Rescue</a>	22 Oct 21	TFN	A/R	Senior Fire Officer



**Annex F to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers, and Exemptions**

References:

- A. [RAF Odiham Infringement and Concession Register](#)
  - B. [RAF Odiham Radio Site Protection Map](#)
1. RAF Odiham airfield infringements are detailed by Aquila in Ref A and B.
  2. RAF Odiham has the following MAA Waivers and Exemptions:
    - a. MAA formal authorisation of waiver application (MAA\_AWE\_2020\_078) Permanent infringement of obstacle limitation surface caused by the installation of new TACAN (F-2).
    - b. MAA formal confirmation of review of operationally essential obstacles (MAA/Exemption/2013/15) – RAF Odiham (F-4).
    - c. MAA formal authorisation of waiver application (MAA/AWE\_2019\_141) Visual separation within Class D airspace (F-5).
    - d. MAA formal authorisation of waiver application (MAA/AWE\_2020\_134) Non-Compliant High Intensity Approach Lighting for Rwy 09 (F-8).

**MAA formal authorisation of waiver application (MAA\_AWE\_2020\_078)****Permanent infringement – New TACAN**

Gp Capt B Duncan MA RAF  
MAA Regulations Deputy Head

**Military Aviation Authority**  
Abbey Wood (North)  
Juniper (Wing 4) Mail Point #5104  
MCO Abbey Wood  
BRISTOL  
BS34 8QW

Military Network: 9679 84232  
Telephone: 03067984232  
Email: DSA-MAA-Reg-DepHd@mod.gov.uk  
[www.gov.uk/maa](http://www.gov.uk/maa)

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Gp Capt N Knight OBE MA RAF  
RAF Odiham  
Hook  
Hampshire  
RG29 1QT

Reference: 20200811-MAA\_AWE\_2020\_078

17 Aug 20

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Dear Nick,

**MAA FORMAL AUTHORIZATION OF WAIVER APPLICATION MAA\_AWE\_2020\_078:  
PERMANENT INFRINGEMENT OF OBSTACLE LIMITATION SURFACE CAUSED BY  
THE INSTALLATION OF NEW TACAN**

1. RAF Odiham sought<sup>1</sup> approval of a Waiver associated with the regulatory requirement whereby Obstacle Limitation Surfaces are established to limit the extent to which objects may project into airspace<sup>2</sup>.
2. I understand that Programme MARSHALL equipment roll-out requires the installation of a new TACAN at RAF Odiham and as part of the Programme a Feasibility Study was conducted by AQUILA that looked at a number of siting locations. I agree that the proposed site on the northern grass area of the airfield causes the least disruption to airfield operations albeit with the additional infringement to the HRDF. I am satisfied that this has been brought to the attention of RAF(U) Swanwick in relation to D&D operations and that they have no objections to the installation of the new TACAN. I note however, that the proposed site infringes the Transitional Surface of Rwy 09/27 by 5.9m.
3. Your team have conducted a hazard analysis, and you as the ADH have accepted that any additional Risk to Life, due to this infringement, is mitigated and that operations remain ALARP and Tolerable. Therefore, I am content to approve Waiver MAA\_AWE\_2020\_078 until the Programme MARSHALL contract end date of 31 Mar 2037.
4. Details of the Waiver must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual and the Aerodrome Hazard Log.

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<sup>1</sup> Email: 20200721-RAF Odiham TACAN OLS Infringement Regulatory Waiver.

<sup>2</sup> RA3512(1) - Regulation


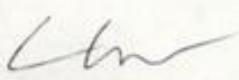
The Waiver must be reviewed regularly and at least one month prior to expiry; any changes to the circumstances concerning this Waiver must be immediately notified to the MAA.

**Bruce  
Duncan** Digitally signed  
by Bruce Duncan  
Date: 2020.08.17  
08:57:28 +01'00'

Copy to:

Comd JHC\*  
MAA Dep Hd Op Assure\*

**MAA formal confirmation of review of operationally essential obstacles  
(MAA/Exemption/2013/15)****Operationally essential obstacles**

 <p>Military Aviation Authority <b>MAA</b></p>	<p>Gp Capt C Muir BSc MBA MA RAF MAA Regulations Deputy Head <b>Military Aviation Authority</b> Abbeywood (North) Juniper (Wing 4) Mail Point #5104 MOD Abbey Wood BRISTOL BS34 8CW Military Network: 9679 84232 Telephone: 0306 679 84232 Email: MAA-Reg-DepHd@mod.uk</p>
<p>Gp Capt D Toriati Stn Cdr RAF Odiham Hook Hampshire RG29 1QT</p>	<p>Reference: 20131003-Confirmation ODI OEOs-U</p> <p>7 October 13</p>
<p><b>MAA FORMAL CONFIRMATION OF REVIEW OF OPERATIONALLY ESSENTIAL OBSTACLES (MAA/EXEMPTION/2013/15) – RAF ODIHAM</b></p> <p>1. DG MAA has directed<sup>1</sup> that a full review of all operationally essential obstacles was to be completed at each MOD aerodrome. Where original siting-board paperwork no longer exists, a safety assessment was required.</p> <p>2. The MAA confirms a full review of operationally essential obstacles has been completed at RAF Odiham. Due to DIO processes, siting-board paperwork is no longer in existence for any of the operationally essential obstacles in place at Odiham; however, a safety assessment has been completed.</p> <p>3. This letter, along with the associated safety assessment, should be retained and made available for inspection during future MAA audits. Furthermore, if the location, specification or requirement of the equipment/obstacle changes or the operational use of the aerodrome is altered, then the requirement and siting of the operationally essential obstacle should be reviewed. Details of operationally essential obstacles should be recorded within the appropriate Defence Aerodrome Manual.</p> <p></p> <p>Copy to: RAF Odiham Stn Cdr BM ATM AD Infra SO2 BM ATM OPS UK SO2</p>	
<p><sup>1</sup> NAA for MADS Chap 17 dated 31 Jul 12.</p>	

**MAA formal authorisation of waiver application (MAA/AWE\_2019\_141)****Visual separation within Class D airspace**

Gp Capt B Duncan MA RAF  
MAA Regulations Deputy Head

**Military Aviation Authority**  
Abbey Wood (North)  
Juniper (Wing 4) Mail Point #5104  
MOD Abbey Wood  
BRISTOL  
BS34 8QW

Military Network: 8679 84232  
Telephone: 03067984232  
Email: DSA-MAA-Reg-Deputy@mod.gov.uk  
[www.gov.uk/maa](http://www.gov.uk/maa)

Gp Capt N Knight OBE MA RAF  
RAF Odiham  
Hook  
Hampshire  
RG29 1QT

Reference: 20200203-MAA\_AWE\_2019\_141

10 Feb 20

A handwritten signature in black ink, appearing to read "N Knight".

**MAA FORMAL AUTHORIZATION OF WAIVER APPLICATION MAA\_AWE\_2019\_141: VISUAL SEPARATION WITHIN CLASS D AIRSPACE**

1. RAF Odiham sought<sup>1</sup> approval of a Waiver to meet the published regulatory requirement whereby vertical separation of 1000ft can be applied between Air Systems<sup>2</sup>.
2. The proposed airspace expansion and classification change around RAF Odiham and NATS Farnborough has introduced different ATS rules, which vary between civilian and military ATM providers. With a change to Class D airspace, NATS Farnborough will be able to take reduced visual separation with IFR departures from runway 24 against RAF Odiham IFR traffic inbound to runway 27 in accordance with MATS Pt 1; this is not permitted within the MAA Regulations in relation to vertical separation<sup>3</sup>. It has also been noted that vertical separation of 1000ft following co-ordination will still be too restrictive in respect of the two units operating concurrently<sup>4</sup>.
3. I note that your team have conducted a hazard analysis along with discussions with NATS Farnborough and the CAA, and you as the ADH have accepted that any additional Risk to Life is mitigated, and that operations for the arrival and departure profile as stated above remain ALARP and Tolerable. Additionally, gaps within the Safety Assessment of Change highlighted by the MAA have subsequently been addressed and will be included within the Letter of Agreement between the two units. Therefore, I am content to approve Waiver MAA\_AWE\_2019\_141.


<sup>1</sup> Email: 20191104-Request for Waiver for RAF Odiham to take visual separation against IFR Vs IFR in Class D.

<sup>2</sup> RA 3228 – AMC 3228 (2) Para 10.

<sup>3</sup> RA 3228 – AMC 3228 (1) Para 2.

<sup>4</sup> RA 3228 – AMC 3228 (2) Para 14 – Reduced separation of 500ft with civil Air Systems (subject to captain's approval) N/A in this case.


4. The Waiver will be until 28 Feb 2025. Details of the Waiver must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual, and reviewed regularly and at least one month prior to expiry. Any changes to the circumstances concerning this Waiver must be immediately notified to the MAA.

A handwritten signature in black ink, appearing to be 'Y. [unclear]' followed by a stylized signature.

Copy to:

Comd JHC  
AIR 11Gp Sp&BM A3/5 SO1  
MAA Dep Hd Op Assure

**MAA formal authorisation of waiver application (MAA/AWE\_2020\_134)****Non-Compliant High Intensity Approach Lighting for Rwy 09 (F-8/9)**

	<p>Gp Capt G J J Currie MA RAF Deputy Head Regulations</p>
	<p>Military Aviation Authority Abbey Wood (North) Juniper (Wing 4) Mail Point #5104 MOD Abbey Wood BRISTOL BS34 8QW</p>
	<p>Skype number: [REDACTED] Telephone: [REDACTED] Email: [REDACTED] <a href="http://www.gov.uk/maa">www.gov.uk/maa</a></p>
<p>Gp Capt N Knight OBE MA RAF RAF Odiham HOOK Hampshire RG29 1QT</p>	<p>Reference: 20201118-MAA_AWE_2020_134  15 Dec 20</p>
<p>Dear Nick</p>	
<p><b>MAA FORMAL AUTHORIZATION OF WAIVER APPLICATION MAA_AWE_2020_134: NON-COMPLIANT HIGH INTENSITY APPROACH LIGHTING FOR RUNWAY 09</b></p>	
<ol style="list-style-type: none"> <li>1. It is understood that RAF Odiham is undergoing a runway resurfacing and Aeronautical Ground Lighting replacement project. Within this project, it is proposed to replace the current Centre-Line and 2 Crossbars High Intensity Approach Lighting with an equivalent system. However, due to a number of limiting factors including: topography, land access rights and maintenance issues, a fully compliant solution is unachievable.</li> <li>2. RAF Odiham therefore sought an Exemption associated with the regulatory requirement<sup>1</sup> whereby a High Intensity Centre-Line and 5 Crossbars Approach Lighting system is provided to serve a precision approach runway, Category 1.</li> <li>3. Staff at RAF Odiham convened a SQEP Panel and have conducted a review of the hazards associated with the current non-compliant High Intensity Approach Lighting system. Any additional Risk to Life has been mitigated and accepted by you as ADH and HoE as ALARP and Tolerable. Therefore, I am content to approve MAA_AWE_2020_134. However, rather than issue an Exemption I have elected to issue a Waiver until 30 Nov 2035 to encourage a more compliant solution to be sought in the future.</li> <li>4. I note, that RAF Odiham intend to conduct a Night Vision Device impact assessment at MOD establishments that already utilise similar LED lighting systems. This is in accordance with regulatory advice<sup>2</sup> and displays good practice with the aim of improving Aviation Safety.</li> <li>5. Details of the Waiver must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual and Aerodrome Operating Hazard Log. The Waiver must be reviewed regularly and at least one month prior to expiry, with the MAA being notified of any changes to the circumstances that may affect the conditions of its approval.</li> </ol>	
<p><sup>1</sup> RA 3515(6) Regulation <sup>2</sup> RA 3515(1) GM para 4</p>	
<p>Page 1 of 2</p>	

6. Please feel free to engage with me or my staff should you require further assistance.

Yours Sincerely,

Gez  
Currie

Digitally  
signed by Gez  
Currie  
Date:  
2020.12.17  
14:14:28 Z

Copy to:

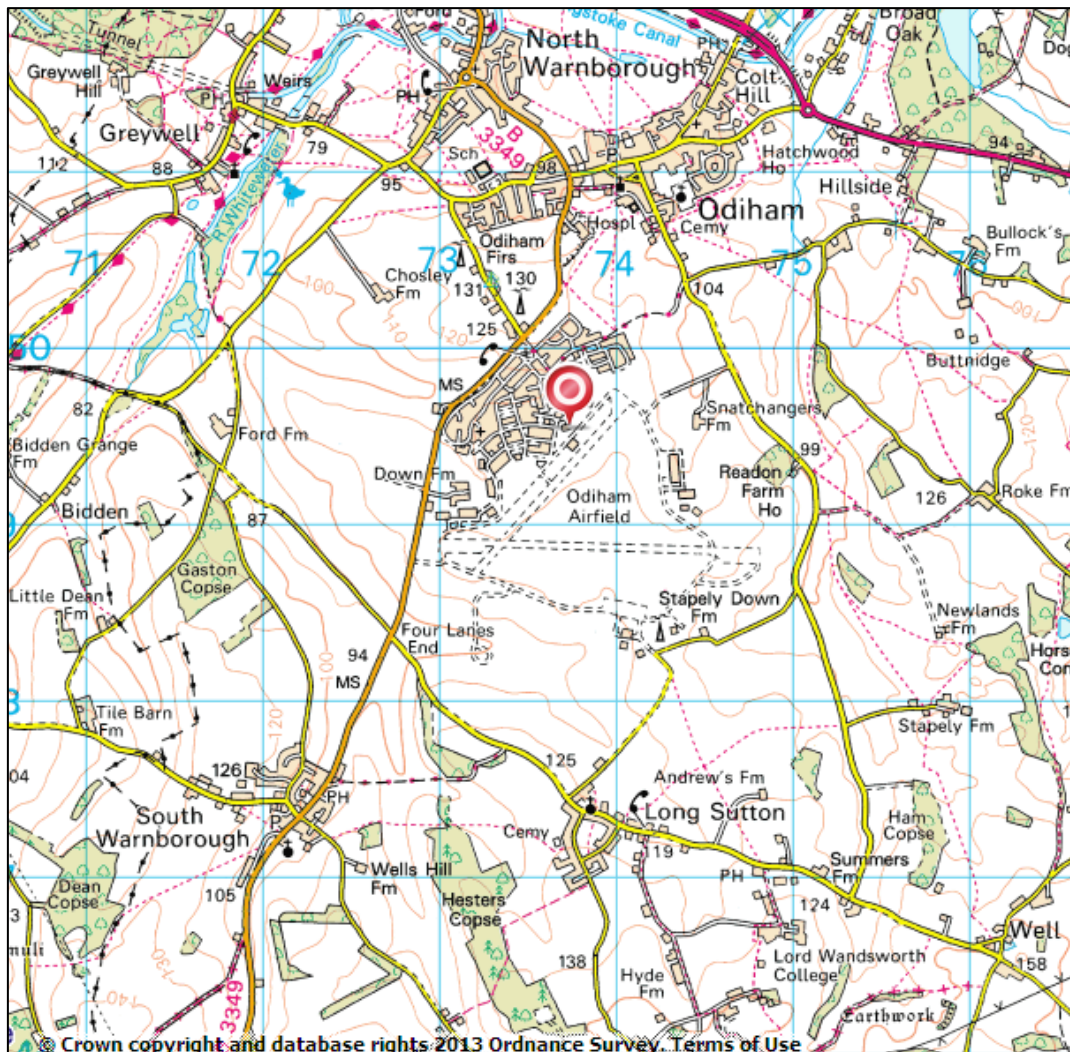
Comd JHC\*  
MAA Dep Hd Op Assure\*



**Annex G to  
RAF Odiham DAM  
1 May 24**

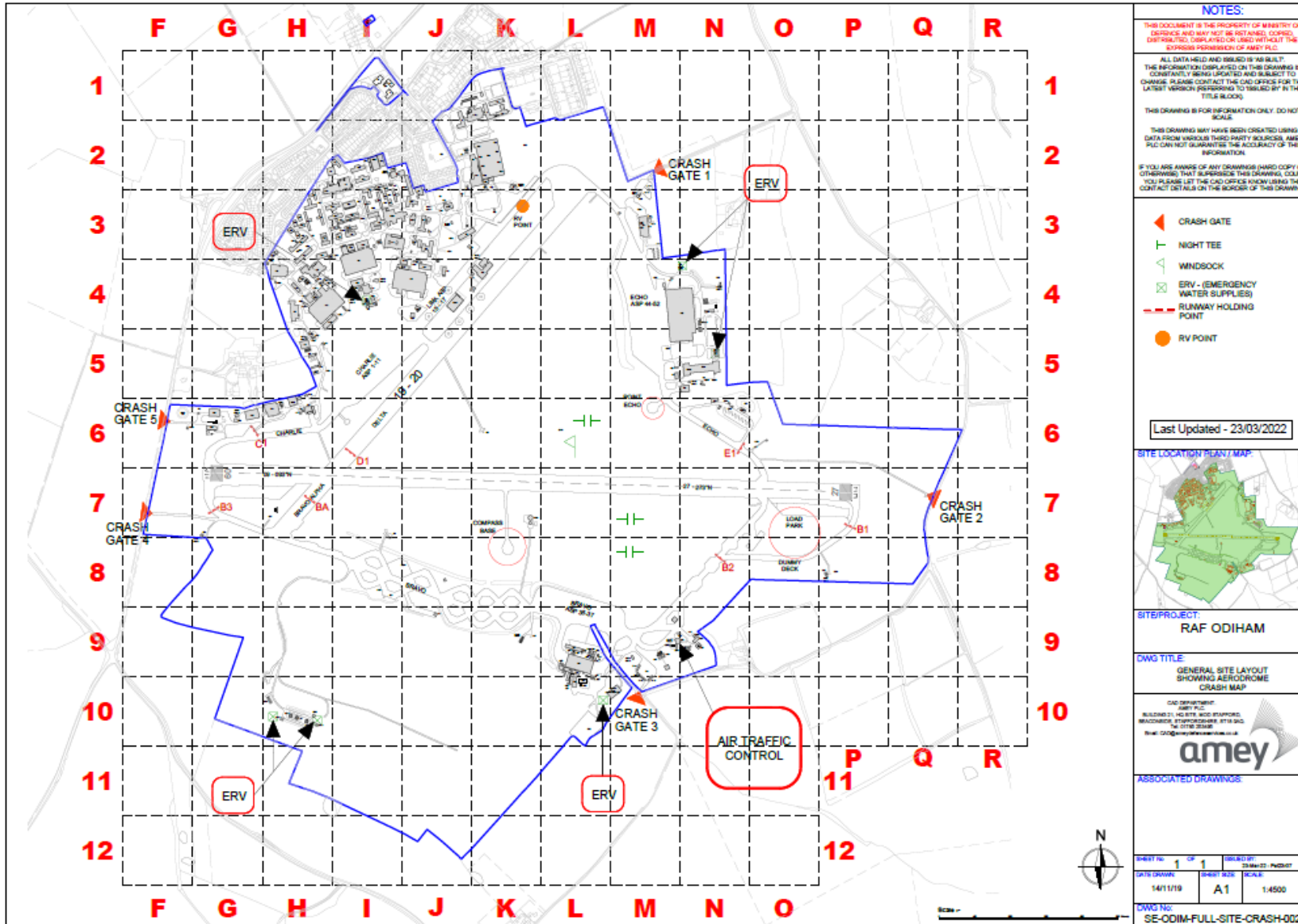
**Aerodrome Location and Control of Entry and Access**

- 1. Aerodrome Location.** RAF Odiham, Hampshire, RG29 1QT, England. The National Grid co-ordinate of the centre of the aerodrome is 473462E 148917N, Grid ref: SU 73462 48917, Lat/Long 51°14'05"N 000°56'57"W, Elev 405ft, (EGVO).
- 2. Local Area Map.** RAF Odiham is situated to the South West of Odiham Village close to junction 5 of the M3. Access to RAF Odiham is via the main gate on the B3349 between Odiham and South Warnborough.



- 3. Introduction to RAF Odiham.** RAF Odiham is a Tier 1 Standard Aerodrome and a front-line Support Helicopter base within JAC. The Stn is home to the UK Chinook Force of 7 Sqn, 18(B) Sqn and 27 Sqn. RAF Odiham is also host to The King's Helicopter Flight and Kestrel Gliding Club. The station is commanded by Gp Capt Matt Roberts, under the command of JAC and HQ 2Gp for single service issues. JAC is a Tri-Service organisation and brings under one command battlefield helicopters of the Royal Navy, Army Air Corps and RAF. The post of Commander JAC rotates between the 3 services.

# Aerodrome Crash Map



## Control of Entry (CoE)

References:

- A. [JSP 440 – The Defence Manual of Security](#)
- B. [RAF Odiham Control of Entry Policy](#)

4. **Introduction.** All visitors entering RAF Odiham must have a valid reason for doing so. RAF Odiham is subject to patrols by RAF Police Military Working Dog (MWD) teams and is monitored by CCTV that is located at the authorised control of entry and exit points. It is imperative that all visitors always comply with instructions given by the:

- a. RAF Police (incl. MWD Teams).
- b. Military Provost Guard Service (MPGS).
- c. Station Standby Guard Force (SSGF) personnel.

5. **Civilian Access.** No civilian will be permitted entry to RAF Odiham except when:

- a. Visiting on official business.
- b. Visiting as a guest of an officer, aviator, or civilian member of the permanent staff.
- c. Employed at RAF Odiham.

6. **Visitor Arrival and Documentation.** On first arrival, a visitor to the Unit, either service or civilian, is to report to the Main Guardroom and show their identification. The holder of one of the following forms of identification will not require an RAF Odiham produced SISyS pass, other than a car permit:

- a. MOD Form 90.
- b. An F Ident 693<sup>4</sup> (Temporary Certificate of Service ID).
- c. An RAF 2185 (Civil Service).
- d. RAF Odiham Dependents Pass (see para 24).
- e. RAF Odiham, SISyS generated Permanent Pass with the Trigram PAP (paras 17 - 32).
- f. RAF Odiham, temporary SISyS generated passes (paras 33 - 43).

---

<sup>4</sup> Temporary Certificate of Service Identity issued to personnel of all 3 Services who have lost or are awaiting issue of their permanent Service ID. Stamped by the issuing authority and valid for up to 2 months.

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- g. HOPF or MDP Warrant card holders, (for duty reasons only).
- h. Other emergency service card holders, (for duty reasons only).
- i. Royal Household card holder, (for duty reasons only).
- j. Contractor passes with the Trigram WWW or BBB.

7. **Proof of Identification.** If a visitor requires a RAF Odiham pass and/or permit and they do not have the passes defined above, they must produce at least one of the following:

- a. Valid British Passport.
- b. Valid British photographic driving licence.
- c. Full Non-UK Passport or Non-UK Photo Identification. (Escorted only).
- d. United States Government Military & Civilian ID.
- e. National Identity Card.
- f. HM Customs and Revenue (HMRC) Warrant card, (for duty reasons only).
- g. BT Engineers on production of valid MOD contractor pass.
- h. UK Border Force ID card.
- i. Attorney General's Office ID card.
- j. UK Foreign and Commonwealth Office (FCO) ID card.
- k. Defence Business Services – National Security Vetting (DBS-NSV) ID Card (for duty reasons only).
- l. SISYS generated Trigram Pass originating from another AIR unit.
- m. Company Photo ID (Escorted access only).
- n. Any other photo identity document deemed appropriate by the Station Security Officer (SSyO).

8. **Wearing of Passes and ID's.** All service and civilian personnel are always to wear their official identification card or appropriate pass whilst on unit. All personnel including visitors, are to produce their identity documents or pass when requested to do so by a member of the RAF Police, MPGS, SSGF, MDP Officer, civilian police officer or by any other person, irrespective of rank, who has reasonable grounds for demanding proof of identity.

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9. **Displaying of Vehicle Passes.** Vehicle passes must always be clearly displayed whilst the vehicle is on the Unit. Temporary vehicle passes are to be handed back to the MPGS/SSGF or put into the exit bins provided when no longer required. Expired passes are not to be retained.
10. **MOD Policy on Searching & Powers of Search.** All searches must be conducted in accordance with Ref A. In general, a search may only be conducted where an individual gives consent. However, it is a condition of entry to the Stn that individuals may be required to be searched. RAF Odiham personnel, which includes MPGS / SGF do not have any specific powers in relation to search.
- a. **Entry Search.** The primary aim is to deny terrorists and their equipment, including Improvised Explosive Devices (IEDs), access to the Station. It also provides a high-profile deterrent to such action. MPGS / SGF will routinely conduct searches at all CoE points to the Stn. Prior to any search being conducted of persons or property, consent is to be obtained in writing from that individual using the Individual Disclaimer (iaw Ref B). Following completion of the search the individual or owner of the property searched is to sign this form again to confirm that no damage has been caused during the search.
  - b. **Exit Search.** Searching may be conducted to prevent and deter the illegal or unauthorised removal of MOD property, including classified materiel (CM), from the Station. These searches are only to be conducted when specifically instructed to do so by the SSyO or their nominated deputy.
  - c. **Vehicles Travelling from Europe.** All personnel are to understand the threat posed by undocumented immigrants entering RAF Odiham unlawfully, be it hidden within a vehicle or by any other means. MPGS / SGF personnel are required to conduct a search of all vehicles attempting to gain entry to RAF Odiham that have driven to the Stn from continental Europe, additionally any driver of a service vehicle which has travelled to RAF Odiham from continental Europe must inform the guard(s) of this upon arrival.
11. Civilian drivers in non-service vehicles (i.e., furniture removals / routine deliveries etc) are to be asked where their journey has originated, in cases where the origin is continental Europe, search protocols are to be implemented. Where there is any refusal to allow the search, access is to be denied and an Access Denial Certificate (iaw Ref B) is to be completed.
12. **RAF Odiham Control of Entry Policy.** Full details of the RAF Odiham Control of Entry Policy can be found at Ref B.

**Annex H to  
RAF Odiham DAM  
1 May 24**

## **Noise Abatement Procedure Orders**

References:

A. [RA 2330 – Low Flying](#)

1. **General Orders for Noise Abatement.** The following guidance is imposed by the Stn Cdr to minimise the noise to the local and wider community.

a. Ac are to avoid direct overflight of the local villages where possible and ensure that noise nuisance around the airfield is kept to a minimum.

b. Ac are to comply with Noise Abatement orders promulgated in Ref A and UKMLF orders relating to Thames Valley Avoidance Area (TVAA).

2. **Noise abatement after 2200L.** Unless authorised by Sqn Ldr Ops or in their absence the DAE/DOC, flying after 2200L is to conform to the following noise abatement procedures.

a. Individual arrivals and departures are authorised by this order.

b. For Ac remaining in the IFR cct or for more than one visual cct, permission is to be sought via the Duty Operations Controller. This includes Load Park ccts.

c. Ac returning with a USL are authorised to make one approach to the Night 'T' then one cct to the Load Park to land.

d. Every effort is to be made to avoid concentrating noise in one area for an extended period. Where possible, routes should avoid overflying the same areas. If a field is to be repeatedly used during an evening, then approaches should be varied.

**Annex I to  
RAF Odiham DAM  
1 May 24**

## **Temporary Obstruction Orders**

References:

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

1. **Identification Markers.** All temporary aerodrome and approach obstructions are indicated by red marker lamps. The lamps are arranged to indicate the full dimensions of the obstructions. All airfield obstructions are marked in such a way to ensure that they give taxiing Ac and moving vehicles adequate distance to manoeuvre. Vehicles regularly operating in Ac movement areas are equipped with flashing amber beacons. All emergency services vehicles are equipped with occulting blue lights.

2. **Unserviceability Markers.** Wherever any portion of a Twy, apron or holding area is unfit for the movement of Ac but it is still possible for an Ac to bypass the area safely, unserviceability markers should be displayed. ATC is responsible for ensuring marker boards are positioned accordingly.

3. **NOTAM Action.** ATC will issue a NOTAM if the aerodrome or any substantial part of it becomes unserviceable or if any temporary obstruction, not clearly discernible from the air, cannot be effectively indicated by the standard methods. The NOTAM should state:

- a. Nature and position of the unserviceable area or obstruction.
- b. Nature of markings by day and night.
- c. Approximate period for which the area will remain unserviceable.

4. **Informing Aircrew.** ATC is responsible for informing the Ac captain of any unserviceability on the aerodrome that will affect Ac movements. For outbound Ac, the captain will be informed on Ac start. For inbound Ac, the captain will be informed at an appropriate time.

5. **Uncharted Obstruction.** On first shut down (even if away from RAF Odiham), to inform the wider aviation community, crews are to report observed uncharted obstructions to the DOC (details in Chapter 1), passing the following details:

- a. Type of obstruction
- b. Location (Lat/Long/Grid)
- c. Approx height
- d. Lighting status
- e. Any other pertinent information

The DOC will then contact the Defence Geographic Centre (DGC) and the Low Flying Ops Flight (LFOF) allowing a NOTAM to be issued and inclusion in the next AIRAC cycle. In accordance with Ref A, a DASOR detailing the uncharted obstruction should be submitted by the crew within 48hrs.



**Annex J to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Arresting System Orders**

1. There are no Aerodrome Arresting Systems in place at RAF Odiham. This annex has been included for document pagination.

**Annex K to  
RAF Odiham DAM  
1 May 24**

**Manoeuvring Area Safety and Control Orders**

1. **Allocation of parking slots.** Ac parking slots are to be allocated by Station Operations. Each slot is cleared up to:
- a. Any rotary asset with a rotor disc up to 60ft (19m).
  - b. Any fixed wing asset with a wingspan of up to 78ft (24m).
  - c. Any fixed wing asset with a wingspan greater than 24m requires specific approval from the AO.

<b>Airfield location</b>	<b>Parking slot number</b>	<b>Coordinates</b>
CHARLIE ASP	1	N51.1426 W000.5687
CHARLIE ASP	2	N51.1425 W000.5689
CHARLIE ASP	3	N51.1424 W000.5690
CHARLIE ASP	4	N51.1423 W000.5692
CHARLIE ASP	5	N51.1422 W000.5694
CHARLIE ASP	6	N51.1421 W000.5695
CHARLIE ASP	7	N51.1420 W000.5697
CHARLIE ASP	8	N51.1419 W000.5699
CHARLIE ASP	9	N51.1428 W000.5696
CHARLIE ASP	10	N51.1427 W000.5698
CHARLIE ASP	11	N51.1426 W000.5699
LIMA ASP	15	N51.1430 W000.5680
LIMA ASP	16	N51.1432 W000.5678
LIMA ASP	17	N51.1433 W000.5675
LIMA ASP	18 – Not in use	N51.1435 W000.5672
DELTA TWY	19	N51.1418 W000.5689
DELTA TWY	20	N51.1422 W000.5684
BRAVO TWY	25	N51.1383 W000.5662
BRAVO TWY	26	N51.1388 W000.5661
BRAVO TWY	27	N51.1383 W000.5669
BRAVO TWY	28	N51.1388 W000.5667
BRAVO TWY	29	N51.1384 W000.5676
BRAVO TWY	30	N51.1398 W000.5673
BRAVO ASP RRRF	31	N51.1388 W000.5653
BRAVO ASP RRRF	32	N51.1352 W000.5629
BRAVO ASP	35	N51.1385 W000.5643
BRAVO ASP	36	N51.1385 W000.5640
BRAVO ASP	37	N51.1384 W000.5638
DELTA TWY	40 – Not in use	N51.1427 W000.5676

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DELTA TWY	41 – Not in use	N51.1429 W000.5673
DELTA TWY	42 – Not in use	N51.1431 W000.5670
DELTA TWY	43 – Not in use	N51.1433 W000.5668
ECHO ASP	44	N51.1436 W000.5631
ECHO ASP	45	N51.1434 W000.5630
ECHO ASP	46	N51.1432 W000.5629
ECHO ASP	47	N51.1431 W000.5629
ECHO ASP	48	N51.1429 W000.5628
ECHO ASP	49	N51.1427 W000.5628
ECHO ASP	50	N51.1425 W000.5628
ECHO ASP	51 – Not in use	Encroaches MT route.
ECHO ASP	52 – Not in use	
POINT ECHO	POINT ECHO	N51.1416 W000.5627
RWY 27	27 THRESHOLD	N51.2339 W000.9325

Note: See Appendix 2 to Annex O for the RAF Odiham parking map.

Ac parking on CHARLIE dispersal are not to use the Westerly taxi line into the dispersal from the CHARLIE Twy (West) due to the proximity of a lighting stanchion.

2. **Explosive licences.** RAF Odiham has 15 licensed parking slots (1-8, 44-48, Point Echo & 27 Threshold). These slots are licenced for up to:

Slot	HD 1.1	HD 1.2.1	HD 1.2.2	HD 1.2.3	HD 1.3.3	HD 1.3.4	HD 1.4
1-8	Nil	Nil	50kg	Nil	50kg	50kg	50kg
44-48	Nil	Nil	Nil	Nil	Nil	50kg	250kg
Point Echo	Nil	Nil	Nil	Nil	Nil	50kg	60kg
27 Threshold	Nil	358kg	1000kg	1000kg	500kg	500kg	500kg

3. **Parking of armed aircraft.** RAF Odiham airfield can accommodate armed Ac with unknown IR decoy flare danger areas or trial countermeasures as the default danger area of 200m all-round can be satisfied.

a. Only the following parking slots are licensed for IR flare decoy countermeasures, when fitted to Chinook **forward, centre and/or aft** dispensers; of which the Ac directional headings are to be applied:

- (1) Point Echo – 238 degrees true north.
- (2) Slot 45 – 253 degrees true north.
- (3) Slot 48 – 265 degrees true north.
- (4) Slot 3 – 133 degrees true north.

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- (5) Slot 7 – 133 degrees true north.
- (6) 27 Threshold – no directional heading, nosewheel to be on point.

b. Ac which suffer a suspected misfire or Partially Exposed Flare (PEF) during firing of Flare Countermeasures (FCM) are to use Point Echo on return.

4. When RAF Odiham flying units intend to park armed Ac within the manoeuvring area, they are to notify the SNCO IC Eng Ops at least 60 mins in advance. In consultation with Flt Cdr Ops, the SNCO IC Eng Ops is to allocate an appropriate parking area and orientation for each Ac. Flt Cdr Ops is to notify the Supervisor/ATCO IC of the location(s) of any armed Ac. Other Ac are not permitted within the FDA of the armament fitted to parked Ac, and ground vehicles and personnel are to avoid the FDA unless they are essential for the operational or engineering task. The engineering sqn concerned is to ensure that appropriate warning signs are positioned around armed Ac.

5. **Visiting armed aircraft.** RAF Odiham cannot accommodate visiting Ac requiring a directional weapon safe heading (except crew served weapons), such as armed Ac with forward firing weapons – missiles, rocket, cannons, or guns. Ac loaded with countermeasures other than Chinook helicopters may be accommodated providing that FDA can be achieved, OC AEF and the Unit Explosive Safety Representative are to be consulted 24hrs prior to the arrival of any visiting armed Ac.

6. **Aircraft with misfired countermeasures.**

a. Inform ATC that they are returning to the Unit with a countermeasure misfire to allow a suitable slot to be cleared. The primary misfire slot is Point Echo – 238 degrees true north. Echo ASP slot 48 – 265 degrees true north may be used as a second misfire slot however further mitigation to ensure the FDA is clear is to be considered. Unit Explosive Safety Rep is to be consulted.

b. Once given clearance by the Ac captain, the weapons technicians are to rectify the misfire by the procedures laid down in the appropriate publications.

c. No other maintenance activity is to take place on the Ac until it has been made safe and cleared by the weapons tradesmen supervisor.

7. **Engine Start.** All Ac are to request a start clearance on Odiham Ground Freq prior to start. The POB, slot number and ATIS information code copied is to be passed on the initial call.

8. **Ground runs.** During ATC opening hours, all Ground Runs must be coordinated through ATC on Ground Frequency. The dispersal, slot number and POB are to be passed on the initial call. Ground runs must not commence until clearance from ATC has been granted.

9. **Ground runs when ATC are closed.** When ATC are closed, all ground runs must be coordinated through the DOC on ext. 7254.

a. The ground run supervisor is to contact the DOC 30 mins prior and pass details of aircraft type, location, and planned POB.

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- b. Prior to commencing a ground run, 2-way communication must be established with the DOC and Fire Section using callsigns DOMAIN and JUMBO respectively, on Ground Frequency UHF 267.400.
- c. The DOC and Fire Section will monitor the Frequency, and in the event of an emergency, Fire Section will respond and call 'mobile' on MRE.
10. **APU only ground runs.** Ground runs on Auxiliary Power Unit (APU) only, do not require supervision of the DOC or Fire Section.
11. **Handover of responsibility.** In the event ATC closes during ongoing ground runs, a handover of responsibility is to take place between ATC and the DOC. For each ground run, the callsign, location, POB and Fire Section attendance is to be confirmed. The oncoming authority is to then inform the Ac ground running.
12. **Taxi Clearances.** All taxi clearances will be passed on Odiham Tower Freq 119.225MHz.
13. **Restricted use of Twys.** Visiting Ac using Bravo ASP/Twy parking will routinely taxi via the Rwy 09 threshold, unless ATC personnel have conducted an obstruction check within the Load Park, in order to ensure adequate obstacle clearance.
14. **Fixed Wing Aircraft turning on Rwy 09/27.** Only Ac of Typhoon<sup>5</sup> size and below can turn through 180 degrees on the Rwy friction course. All other Ac must use the concrete surfaces.
15. **Marshalling Services.** Marshalling is not routinely provided at RAF Odiham.
16. **'Follow Me' Provision.** 'Follow Me' services are not routinely provided at RAF Odiham. If an Ac requires a 'Follow Me' vehicle, the request is to be made 24hrs in advance.
17. **Refuelling.** Refuelling of Ac can only be conducted within areas protected by interceptor drainage. These areas are:
- a. Charlie ASP.
  - b. Echo ASP.
  - c. Bravo ASP.
  - d. Lima ASP.
18. **Rotors Running Refuels.** RRRF are to be conducted on Bravo ASP as the area has been specifically sealed to protect the aquifer beneath Odiham. RRRF spot 32 is not to be used if an Ac is parked on spot 35. If both refuel spots are in use, Ac are not to park on spot 35. RRRF spot 31 is the default refuel spot. Under exceptional circumstances, RRRFs may be conducted on Charlie or Echo dispersal with approval of the AO. Details regarding the refuelling of Ac during thunderstorm warnings are found at Annex CC.

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<sup>5</sup> Subject to climatic conditions and aircraft PCN requirements. If in doubt, / during periods of high temperatures, aircrew should seek prior guidance from ATC, or utilise the concrete ends to conduct turns.



19. RAF Odiham provide bowser operators who are qualified to refuel Chinook (all marks) and some visiting ac, however there is a requirement for additional safety support to monitor RRRF. Due to RAF Odiham not having a resolute VAHS, this safety support cover will be provided by the respective sqn Eng personnel using the 90L foam fire extinguisher. RAF Odiham fire section will attend RRRF for planned visiting ac.

a. **RAF Odiham Chinook RRRF.**

- (1) An AMM is to be nominated to accompany the bowser driver to staff the 90-litre fire extinguisher during RRRF.
- (2) The Eng Shift FS is to allocate the duty each day.
- (3) The nominated AMM is to be in situ 30 mins prior to each scheduled RRRF.
- (4) If the AMM is required to assist with the attachment of the re-fuelling hose. Re-fuelling must not start until the AMM has returned to their operating position next to the 90-litre fire extinguisher.
- (5) If there is a change to the planned RRRF timing, crews are to inform ATC / DOC who are to contact the relevant Sqn Rects Controller.

b. **Visiting Ac RRRF.**

- (1) Visiting Ac will specify RRRF request on initial aerodrome booking. Visiting Ac must provide qualified crew to bond discharge lead, attach/detach hose and operate Ac refuel panel whilst maintaining comms with pilot.
- (2) Stn Ops will confirm availability with the Fire Section before accepting RRRF and designating RRRF spot.
- (3) The Fire Section will attend RRRF (in place 15 min before ETA). If the Fire Section are re-tasked to an aerodrome emergency during RRRF, the refuel will cease immediately.
- (4) If there is a change to the planned RRRF timing, crews will inform ATC who are to contact the Fire Section with the amended time.

20. **Sweeping.** A comprehensive sweeping plan (held by ASMT and Stn FODO) has been produced to ensure each section of the manoeuvring area is swept over the course of the working week. If additional sweeping is required, the ATC IC/Supervisor will consult with ASMT to ensure the surfaces remain clear of FOD.

21. **Protection from Downwash and Jetblast.** Taxiing aircraft should be operated to minimise jet blast or excessive rotor downwash. Any high-power operations should be conducted on the Rwy or other nominated landing / departure surface. Drivers of vehicles are responsible for maintaining appropriate distances from aircraft operations and, as a minimum, shall manoeuvre no less than the stated distances in driver orders.
22. **Incident reporting.** Any incident or accident occurring on the manoeuvring area that may pose a risk to safety are to be reported immediately to via the ATC emergency line (Ext. 333).

**Annex L to  
RAF Odiham DAM  
1 May 24**

## **Emergency Orders / Aerodrome Crash**

References:

A. [RAF Odiham Crash & Major Incident Plan \(CMIP\)](#)

1. The RAF Odiham Crash & Major Incident Plan is available for MOD users only. Requests for access can be made through the DOC.



**Annex M to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Rescue and Fire-Fighting Services and Training Orders**

References:

A. [DSA02 DSFR Defence Aerodrome Rescue & Fire Fighting \(ARFF\) Regulations](#)

1. RAF Odiham Fire Section operates in accordance with DSA02 DSFR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations.
2. RAF Odiham Fire Section will maintain an ARFF Crash Category in accordance with Chapter 2, UK MIL AIP during flying hours.
3. In the event of an Air System crash or fire on Stn, the Fire Crew Commander will be the Incident Commander until relieved, as per the RAF Odiham Crash & Major Incident Plan.

<b>Operational Output</b>	
1	<a href="#">Generic Standard Operational Procedures.</a>
2	<a href="#">Local Standard Operational Procedures.</a>
3	<a href="#">FRS Generic Risk Assessments.</a>
4	<a href="#">Defence ARFF Service Provider Chief Fire Officers Instructions.</a>
5	<a href="#">Tactical Information / Response Plans covering site-specific operational requirements.</a>
6	<a href="#">Fire Section Orders.</a>
<b>Task Resource Analysis (TRA)</b>	
7	<a href="#">TRA Report.</a>
9	<a href="#">DSA DFSS Form 2</a>
10	<a href="#">DSA DFSS Form 3</a>
11	<a href="#">DSA DFSS Form 4</a>
12	<a href="#">DSA DFSS Form 6</a>
<b>ARFF Training Area Orders and Training Area Risk Assessments</b>	
13	<a href="#">ARFF Training Area Orders.</a>
14	<a href="#">ARFF Training Area Risk Assessments.</a>

**Annex N to  
RAF Odiham DAM  
1 May 24**

## **Disabled Aircraft Removal**

References:

A. [RAF Odiham Crash & Major Incident Plan \(CMIP\)](#)

1. RAF Odiham is a military aerodrome with national commitments. Ac operators are to accept that in the very unlikely event that a disabled Ac denies operational capability at RAF Odiham, the Ac may be moved by unauthorised personnel with unauthorised equipment to meet tasking and that the MOD will not accept liability for damage.
2. If an Ac becomes disabled, all efforts will be made to recover the Ac with minimal damage. In all cases the recovery will be coordinated by Eng Ops in Stn Ops. The recovery will be done in an expeditious manner to restore full capability to RAF Odiham. The following agencies should be used to ensure minimal damage to the Ac:
  - a. For military Ac, JARTS will be requested to support.
  - b. For civilian Ac, the operating authority will be requested to support.
3. If there is any requirement for an air safety investigation the DOC should be informed as soon as possible to ensure all evidence is maintained and the PCIMO is activated in accordance with the CMIP at **Annex L** (MOD Users only).

**Annex O to  
RAF Odiham DAM  
1 May 24**

## **Air Traffic Control Orders**

References:

- A. [RAF Odiham ATC Order Book](#)

### **ATC Order 1 – Altimeter Settings**

1. **RAF Odiham QNH.** Ac on the following profiles should fly on RAF Odiham QNH:
  - a. Visual Circuit
  - b. IFR departures.
  - c. Radar Circuits
  - d. Ac transiting or general handling in the local area, above 2000ft AMSL.
  - e. Ac conducting COPTAC/TACAN approaches.
2. **London QNH.** Ac are to use the London QNH in the following circumstances:
  - a. Flying within LFA1.
  - b. If operating above 2000ft AMSL for short periods.

## ATC Order 2 – Wide Area Multilateration (WAM)/SSR Alone Operations

### References:

- A. [RA 3241 – Secondary Surveillance Radar Alone Operations](#)
- B. [LOA between NATS Farnborough and RAF Odiham](#)

1. **Restrictions.** When operating WAM/SSR alone, standard restrictions will be applied in accordance with Ref A. Additional caveats and conditions for RAF Odiham include:

- a. Civilian and/or non-essential IFR traffic will be handed to adjacent units.
- b. A Basic Service (BS) will be applied to non-military Ac. A limited traffic service may be applied to military and TKHF Ac only.
- c. Practice diversions for military Ac will only be accepted if operationally essential.
- d. During extended periods of WAM/SSR alone (>12hrs), a NOTAM will be filed.
- e. SRA's and practice NCNG will not be permitted.

2. **Reduced Traffic Information.** All IFR Ac will be passed the following:

*“Reduced traffic information, traffic information provided on transponding traffic only. There are known areas of non-transponding traffic to the west and south-west of Odiham, 2-15nm.”*

3. There is a requirement for Ac captains to maintain a good lookout at all times. IF training is only to be conducted if critical to the task and is not to include procedures which reduce crew lookout.

4. **Farnborough Lateral Separation.** In accordance with Ref B reduced lateral separation with FBO will cease and standard 5nm separation must be applied under WAM alone operations.

## ATC Order 3 – VFR Arrivals and Departures

### References:

- A. [CAP 493 Manual of Air Traffic Services Part 1](#)
- B. [RA 3227 – Methods of Identification](#)
- C. [UK AIP – AD2 – EGLL – 2.22 \(Flight Procedures\)](#)

1. **VFR departures.** Ac departing VFR will select Mode 3A 3647 with Mode C (pressure-altitude reporting) suppressed and fly at 1300ft QNH. If the Ac requires a climb above 1300ft QNH, the pilot should request permission from the Aerodrome Controller (ADC).
2. If an Ac requires a departure at any altitude other than 1300ft QNH, the Ac must inform ATC of their departing altitude.
3. When ready for departure the Ac is to include a VFR sector when speaking to ATC.
4. Upon reaching the MATZ boundary Ac are to switch to Odiham Approach on frequency 131.300MHz and select Mode 3A 3646 with Mode C (pressure-altitude reporting) selected. BS will be applied automatically, and the London RPS given as the Ac is assumed to be operating below 2000ft AMSL.
5. The 5 VFR sectors extend from the ATZ boundary to the MATZ boundary (5nm) and are designated with reference to the RAF Odiham TACAN. The sectors are based on the following radials (mag):

North Sector	000° – 040°
East Sector	080° – 100°
South Sector	120° – 180°
West Sector	260° – 280°
North-West Sector	310° – 340°

6. Ac are to note that the western sector may be closed at the discretion of ATC.
7. **Heli-lanes departures.** Ac departing for the London Heli-lanes should pass entry point, routing and exit point and destination to the Ground controller / RAF Odiham Info. Standard departures are VFR North to Hook remaining outside CAS to pick up British Rail East or M3 Eastbound and contact FBO. Ac must remain outside of CAS until cleared by FBO.
8. When Heathrow Rwy 09L/09R are in use and the reported cloud base at Heathrow is below 2000ft, Heli-route H3 between Sunbury Lock and Roehampton is not available to Special VFR helicopters. Delays may be experienced for VFR helicopters due to slow climbing departures from Heathrow. These closures do not apply to Flight Priority Category A, B & C helicopters (defined at Ref B). If joining via H7 or H9 then FBO may

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request the Ac route via Guildford. Full details and restrictions relating to the London Helicopter Routes can be found in the UK AIP.

9. **VFR departures for Long Valley dust training.** Two standard routes are established between RAF Odiham and the Long Valley site, known as the “Hook Long Valley Transit” and the “Farnham Long Valley Transit.” These routes are both operated VFR at 1300ft QNH. The lateral tracks of the routes are as follows:

- a. **“Hook Long Valley Transit”** – Odiham north to Hook, then along the M3 line feature to Fleet Pond VRP to hold, awaiting onward clearance to cross to Long Valley.
- b. **“Farnham Long Valley Transit”** – Odiham southeast to join the A31 then track the northern edge of the Farnham conurbation, into Long Valley.

10. **VFR arrivals.** Ac are to request to recover VFR to RAF Odiham Approach on frequency 131.300MHz at the earliest opportunity.

11. Ac making a VFR recovery to RAF Odiham will be automatically given a BS unless a radar service is requested. Visiting Ac will be instructed to report at the MATZ boundary at 1500ft QNH (visual with the aerodrome). At the MATZ boundary, the Ac is to select Mode 3A 3647 with Mode C (pressure-altitude reporting) suppressed and continue with RAF Odiham Tower on frequency 119.225MHz.

12. If the Ac is unable to maintain 1500ft QNH, they are to inform RAF Odiham Approach, or RAF Odiham Tower if the Ac has already transferred.

13. All visiting Ac unfamiliar with RAF Odiham shall be passed the following.

*“RAF Odiham Rwy length 6000ft. Helicopters operate North and South of the Rwy up to 1000ft RAF Odiham QNH. FW ccts 1500ft RAF Odiham QNH to the South; there is no deadside. All Low Approaches are to be made along the full length of the Rwy.”*

14. **Approved VRPs.** The following VRPs have been approved for the purpose of identification in accordance with Reference A:

Visual Reporting Points	
Location	LAT/LONG (DMS)
Andover	51° 12' 32.400"N 001° 31' 39.000"W
Alton	51° 09' 07.200"N 000° 57' 58.200"W
Bagshot	51° 20' 57.000"N 000° 41' 57.000"W
Farnham Castle	51° 13' 07.200"N 000° 48' 07.800"W
Fleet Ponds	51° 17' 19.200"N 000° 49' 28.800"W
Hook	51° 16' 46.200"N 000° 57' 43.200"W
M3/J3	51° 21' 21.000"N 000° 40' 51.000"W
M3/J4	51° 18' 58.800"N 000° 45' 25.200"W

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Guildford	51° 14' 22.200"N 000° 35' 06.000"W
Tongham	51° 13' 42.000"N 000° 44' 31.800"W
Bullington Cross	51° 10' 30.600"N 001° 20' 21.600"W
Butser Hill Mast	50° 58' 36.000"N 000° 58' 55.800"W
Frensham Great Pond	51° 09' 16.200"N 000° 47' 30.000"W
Kingsclere Mast	51° 18' 28.754"N 001° 14' 40.880"W

15. **LFA1.** Ac are to select Mode 3A 3646 with Mode C (pressure-altitude reporting) selected whenever in LFA1. If they require an ATS they should contact RAF Odiham Approach.

16. **Local avoids.** Ac captains are to avoid flying closer than the specified minima to areas notified as avoids and pay extra awareness when flying in an area notified as sensitive by Flt Cdr Ops via Station Mission Support Centre (SMSC). A list of areas to be avoided is published daily by SMSC. At request through the DOC, Sqns can receive bespoke NOTAM pack ups, including Sensitive Areas.

17. **Game shoots.** Crews are to avoid overflight of active game shoots below 1000ft AGL. Aircrew observing an unnotified Game shoot in progress are requested to inform Station Ops with the grid reference and time for further action.

18. Station Operations conduct weekly reviews of the local sensitive areas and remove any considered to be no longer extant.

19. **Out of hours VFR.** When ATC is closed, RAF Odiham ATZ is delegated to Farnborough (FBO). During these periods all moves will be notified to FBO by the DOC. OOH VFR arrivals and departures should follow published VFR procedures with blind calls on Twr Freq 119.225MHz. Ac should consider attempting to raise FBO on frequency 125.250MHz or 133.440MHz stating intentions to land / depart from RAF Odiham.

## ATC Order 4 – IFR Arrivals, Radar Circuits and IFR Departures

### References:

- A. [LOA between NATS Farnborough and RAF Odiham](#)
- B. [UK Mil AIP - EGVO-Odiham](#)
- C. [RA3292 – Instrument Landing Systems Monitoring](#)
- D. [RAF Odiham ATC Order Book](#)

1. Information regarding specific profiles can be found at Ref B.
2. For IFR operations, all Stn-based Ac will be provided with a Traffic Service (TS) irrespective of meteorological conditions, unless the pilot requests a Deconfliction Service (DS).
3. **Reductions in Service.** Radar services are reduced under the following circumstances:
  - a. Stn based Ac are automatically limited within 10NMs of the Odiham radar overhead due to the limits of surveillance cover. Visiting Ac will be warned on frequency.
  - b. In the vicinity of Compton VOR/DME due to persistent radar clutter and high traffic density.
  - c. Standard separation may not be achieved between Odiham and Lasham, Farnborough, Blackbushe and Popham traffic operating within adjacent aerodrome traffic patterns.
  - d. Abbreviated phraseology will be used when operating WAM alone in accordance with ATC Order 2.
4. **IFR Arrivals.** Ac requiring an IFR recovery are to freecall Odiham Approach on frequency 275.450MHz unless they are already receiving an ATS on Odiham Approach frequency 131.300MHz. All visitors will be passed the Threshold elevation when given RAF Odiham QNH.
5. Ac conducting instrument approaches under a DS will not be offered deconfliction advice against visual cct traffic, or identified visual traffic following VFR sector profile, when on final approach.
6. **Reduced separation in the vicinity of the aerodrome.** In accordance with Ref A, standard separation may be reduced between IFR departures from Rwy 24 at Farnborough and IFR arrivals to Rwy 27 at RAF Odiham if:
  - a. Adequate separation can be provided by the Farnborough aerodrome controller when each aircraft is continuously visible to this controller; or
  - b. Each aircraft is continuously visible to the pilots of other aircraft concerned and the pilots report that they can maintain their own separation; or



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c. When one aircraft is following another, the pilot of the succeeding aircraft reports the other aircraft is in sight and can maintain their own separation.

7. **ILS Approaches.** ILS approaches at RAF Odiham are routinely monitored using PAR. Where PAR is unavailable, monitoring will be conducted on SRE.

8. **GPS Approaches.** Unless in an emergency, GPS approaches are only permitted when either: the approach could be made under VFR, or when backed up by a secondary non-GPS approach aid (in such cases the minima for the backup approach aid are to be observed).

9. **Cancelling IFR.** During the hours in which the Farnborough CAS is active, Ac on an IFR approach may call visual prior to reaching touchdown. If this occurs, the following procedures are to be adhered to<sup>6</sup>:

a. Pilot calls visual outside 2NM – Once an Ac states they are 'Visual' the Talkdown controller will assume the pilot is cancelling IFR.

b. Pilot calls visual after 2NM – After 2NM Ac is already outside CAS therefore cancelling IFR is **NOT** required.

10. **SRE Monitored Approaches.** When an IFR approach is being monitored using Surveillance Radar Equipment (SRE), the Radar controller will state the following:

*"This approach is being monitored on SRE"*

11. When monitored on SRE, there will be no advisory's for approaching Minimum Descent Altitude, Approaching Missed Approach Point or Passing Missed Approach Point.

12. **Break-off procedures.** There is no deadside at RAF Odiham, therefore if broken off and visual, all RW Ac will be instructed to 'continue with Odiham Tower on 119.225MHz (Stud 2)' for joining instructions. All FW Ac regardless of whether they are visual will have to execute the Missed Approach Procedure.

13. **Radar Circuit (RTC).** Ac in the RTC should operate at 2000ft QNH for Rwy 27 and 2400ft QNH for Rwy 09, whilst short pattern ccts will be flown at 1500ft QNH. Practice short pattern ccts are not permitted to Rwy 27 when FBO airspace is active.

14. **TACAN/COPTAC.** TACAN Hold base level is at altitude 3000ft RAF Odiham QNH, extending up to 5000ft RAF Odiham QNH in 500ft increments.

15. **IFR recoveries against the stream.** Use of the non-duty Rwy may be requested. Approval is subject to both the visual and instrument (including FBO) traffic levels.

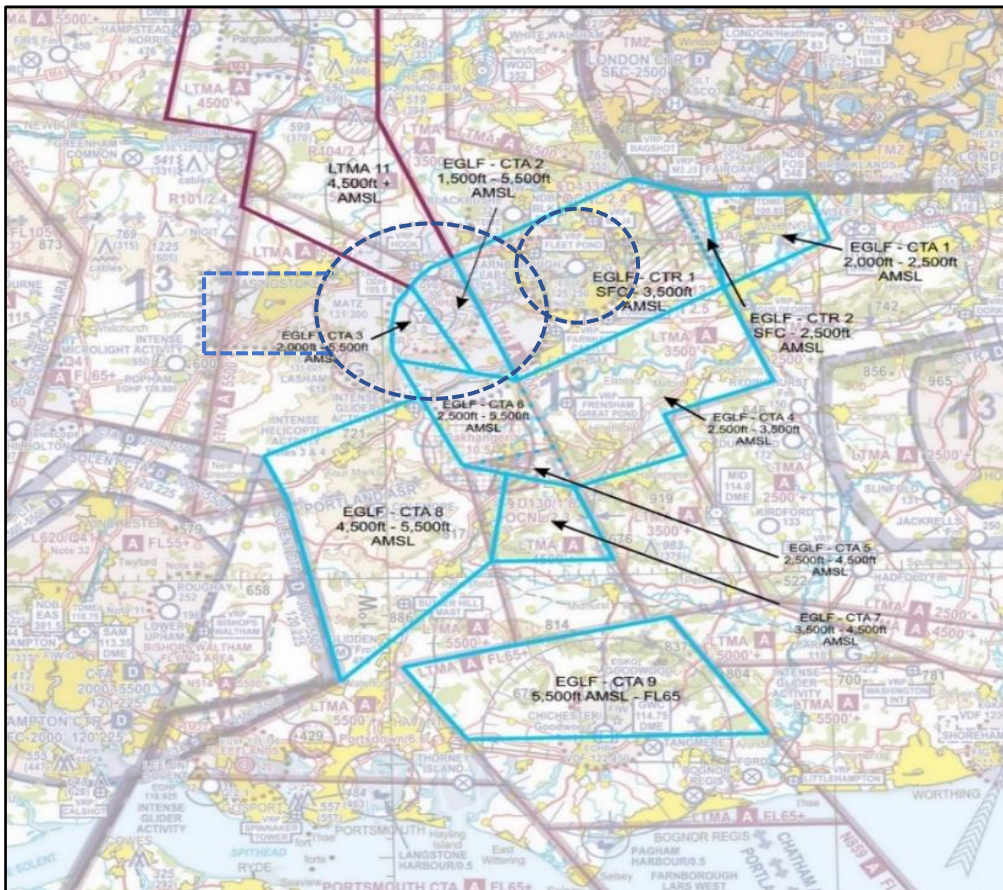
16. **IFR departures.** Unless departing on a MID listed in RAF Odiham terminal charts, all IFR departures will be instructed to depart straight ahead to altitude 2000ft RAF Odiham QNH, a further climb can be issued once clear of CAS. To deconflict with FBO traffic, a release clearance will be issued by Odiham Approach.

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<sup>6</sup> In accordance with RA 3261(3) para 64 – Cancelling IFR

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17. **Farnborough Controller Airspace.** Farnborough have controlled airspace (CTR and CTAs) as detailed within the UK AIP between the following times:
- Monday to Friday (Excluding Public Holidays) 0700-2200L
  - Saturday-Sunday and Public holidays 0800-2000L
  - Closed 25-26 December.
18. Outside these times the Farnborough Controlled Airspace will revert to Class G.
19. The Farnborough ATZ is active 15 minutes prior to, and disestablished 15 minutes after, the published times in para 17.
20. Should Farnborough airport close during notified operating hours, a NOTAM will be sent by FBO disestablishing the allocated Controlled Airspace and Odiham shall be advised. Note, the Farnborough ATZ shall remain active in line with the times in Para 17.



## ATC Order 5 – Visual Circuit Operations

References:

A. [CAP 413 Radiotelephony Manual](#)

1. A visual diagrammatic representation of the visual cct can be found in Appendix 1 to this chapter.
2. **Circuit altitudes and directions.** Visual cct traffic should squawk 3647 Mode C suppressed and fly not above 1500ft QNH, unless permission is obtained from the ADC. Ac operating above 1500ft QNH must squawk mode C and be given a discrete squawk. The cct heights are as follows:
  - a. RW Ac: Northerly Cct 1000ft QNH.  
Southerly Cct 800ft QNH (Day) 1000ft QNH (Night).
  - b. FW Ac: Southerly Cct 1500ft QNH.
3. **RT procedures.** Ac captains are to comply with the following radio procedures:
  - a. Odiham Ground / Info 267.400MHz is to be used for start and departure details. The initial call is to include spot number and POB. For Ac not equipped with UHF, Odiham VHF Tower frequency should be used.
  - b. Odiham ATIS should be obtained prior to taxi and info code passed on taxi request.
  - c. Taxi and departure clearances are to be requested on Odiham Tower 119.225MHz.
  - d. Full R/T is to be used at all times when flying in the visual cct, unless otherwise approved by ATC.
4. **Airfield avoids.** Powered flight is not permitted over any part of the domestic site and:
  - a. Within the PAR's line of sight to the MTI markers.
  - b. PAPI installations and radar reflectors.
  - c. TACAN installation by 75m.
  - d. MT routes not below 650ft RAF Odiham QNH when there is vehicle traffic transiting it.
  - e. RRRF Ac.
  - f. Anemometer in the vicinity of the windsock.

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- g. Hovering or hover taxiing on the Northern Grass in the vicinity of the Go Kart Track.
  - h. Ac, vehicles, or equipment parked Delta Twy.
  - i. Kestrel Gliding Club Launch site and winch vehicle.
  - j. Rwy 09/27 ORPs.
  - k. Landing on or taxiing across the French drains or Rwy edge lighting.
5. **Opposite directions.** Opposite direction cct patterns are not permitted. However, an opposite direction VFR departure or arrival may be approved by ADC if they deem it suitable and lateral separation exists. Simultaneous approaches between Fixed Wing (FW) and Rotary Wing (RW) to adjacent surfaces is not permitted.
6. **Fixed wing integration.** When FW Ac are inbound to Rwy 27 ATC will ensure that Load Park traffic is deconflicted. Load Park operations have priority over Practice Diversions (PDs) however, landing FW Ac will be given priority.
7. **Clearances for surfaces not visual from the tower.** A safety Assessment has been completed highlighting low visibility from ATC. Standard clearances to take off/land may be issued to Ac using unlit surfaces at night, or any surfaces not in sight from the VCR (day or night). All clearances are discretionary.
8. **Practice display Aircraft.** There will be a cct embargo for display practices, however:
- a. Other Ac may be rotors running on Charlie, Echo, and Lima.
  - b. During breaks in the display Ac may depart or land with approval of ATC and the display Ac comd.
9. **Fast-roping.** Ac intending to complete Fast Roping on the airfield should inform ATC and ensure that it is annotated on STARS tool. The Sqn conducting Fast Roping are responsible for providing a safety brief and maintaining control over the movement of user unit personnel involved in the activity. ATC will inform the medical centre of any fast-roping activity to increase their situational awareness. Medical cover should remain on standby at the medical centre.
10. **Underslung Load (USL).** With appropriate ATC clearance, Ac captains may conduct USL training at RAF Odiham within the airfield boundary by day. Ac operating within the RAF Odiham Load Park should endeavour to establish and maintain good two-way communication with the JHSS Hooking Team on VHF 46.000 prior to commencing USL operations. USL operations take place within the Load Park and to/from the Southern Night T's. USL Ccts are flown to the south of Rwy 09/27.
11. At night, Night Vision Device (NVD) USL circuits may be flown to the Load Park, but standard USL circuits must only be flown to the Multi Point Landing Spots.
12. When carrying USLs, Ac captains are to select routes that minimise the danger to persons and damage to property in the event of an inadvertent or emergency release of

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the load. To this end, overflight of buildings is to be avoided. Once the exercise is complete, all USLs are to be returned to the Load Park.

13. Ac must inform ATC if they intend to position for the ISO container or CVRT due to the proximity of the MT route. Ac must also consider this when re-positioning in the LOAD PARK. If Ac intend to cross/get close to the MT route in-between southern grass and the LOAD PARK, they are to inform ATC.

14. **Fixed Wing Visual Circuits.** FW Ac ccts are to be conducted to the south of Rwy 27/09, where possible avoiding built up areas, following the appropriate visual cct pattern at Appendix 4. Light Ac are reminded of the dangers of helicopter downwash when operating on Rwy 27 with a strong southerly wind and helicopters operating in the Load Park. Fixed Wing ccts are flown at 1500ft QNH.

## ATC Order 6 – Darkness Operations

### References:

- A. [RA 3261 – Aerodrome Service](#)
- B. [RA3265 – Aerodrome Lighting Operating Requirements](#)

1. **Airfield lighting schemes.** The standard lighting configuration for RAF Odiham shall be “LIGHTS ON,” with settings in accordance with Ref A.
2. Crews wishing to use Night Vision Devices (NVDs) and who require the lighting to be any other setting, should inform ATC on first contact (or when the requirement changes).
3. Should there be any conflicting requirements then the priority will be afforded to “Lights On” requests.
4. Civilian aircraft making an approach shall have priority over NVD operations.
5. The phrase “**TETLEY**” should be used to request activation of the NATO T lighting. ATC will automatically turn off all other Rwy/Twy lighting.
6. ATC shall warn aircraft on their frequency prior to changing lighting settings.
7. It should be noted that the lights on Charlie dispersal are controlled by 27 Sqn Eng – Line Control and those on Echo Dispersal are controlled by 7Sqn Ops staff.
8. **Night T’s.** There are 2 NATO T sites established at Odiham: Northern, with one Landing Point (LP), and the Southern, with 2 LPs. Each LP has 090 & 270 landing directions:

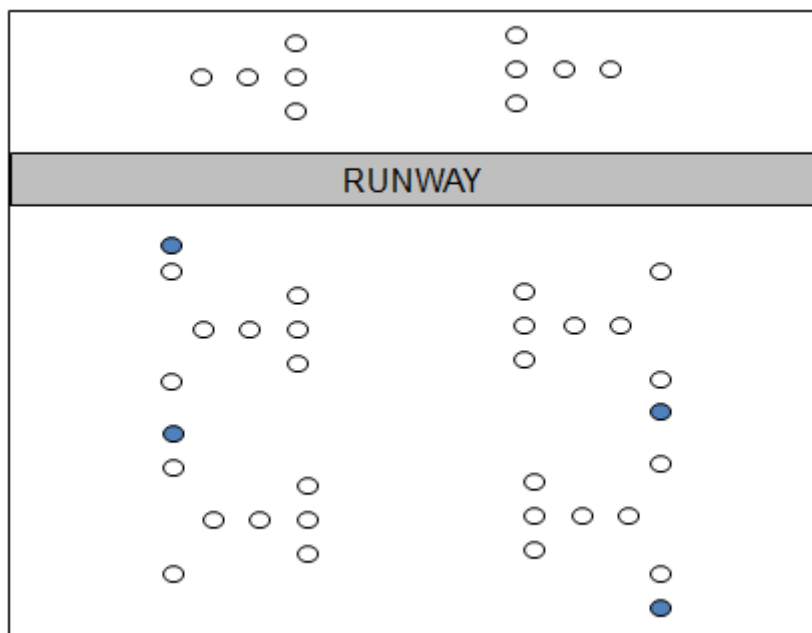


Fig 1: Night T's

9. The following conditions for the use of the Night T's exist:
- a. Ac with USLs may only use southernmost LP.
  - b. Ac may not use adjacent LPs when a Chinook is using the same Multi-Point T.
  - c. Ccts are to be conducted to the South at 1000ft QNH.
  - d. Simultaneous use of the Rwy and the Multi-Point T LPs closest to the Rwy is prohibited.
  - e. The following specific conditions exist for use of the Northern T:
    - f. No more than 2 Ac may operate within the cct.
    - g. The following specific conditions exist for use of the Southern T:
      - h. No more than 4 Ac to operate within the cct.
      - i. Ccts are to be conducted to the South.

## ATC Order 7 – Emergency Procedures

### References:

- A. [RA 3311 – Controllers Emergency Actions](#)
- B. [RAF Odiham Crash & Major Incident Plan \(CMIP\)](#)
- C. [RAF Odiham Chinook Undercarriage Emergency Plan](#)

1. If doubt about Ac safety exists ATC should raise ARFF and Medical Assets to Emergency State readiness ASAP. Controllers shall offer as much assistance as possible to any Ac considered to be in an emergency in accordance with Ref A.
2. If able, Ac should be instructed to select Mode 3A 7600 with Mode C (pressure-altitude reporting selected). Controllers will consult directly with D&D and Farnborough.
3. **Loss of radio communication.** In the event of an Ac losing radio communications the following procedures are to be followed, noting there is no difference day or night:
  - a. **Loss of radio contact in the RAF Odiham visual circuit.** Ac captains are to follow the normal cct pattern and attract the attention of ATC on the downwind leg by flashing the landing lamp to indicate a radio failure. ATC will acknowledge with a green signal. On turning finals ATC will give a further green signal to indicate permission to land on Rwy 27/09. On landing ATC will give a white flashing lamp signal to give permission to return to dispersal. ATC will accompany all light signals with blind transmissions.
  - b. **Loss of radio contact outside of the RAF Odiham visual cct – VMC.** Ac are to join through the appropriate sector. ATC may transmit blind joining instructions if they consider an Ac entering the MATZ is joining with loss of comms. At night ATC will select all Rwy lights, including Night T's, for the Rwy in use. Ac captains are to join for the downwind leg and conduct the procedure as above.
  - c. **Loss of Radio Contact Outside of the RAF Odiham Visual Cct – IMC.** Ac are to conduct the UK basic procedure as detailed in the Radio Communication Failure FLIP.
4. **Incident and emergency plans.** All RAF Odiham personnel are to ensure they have access to the Sqns / Sections CMIP and the Stn Undercarriage Emergency Plan. Personnel are to comply with these plans in the event of local Ac incidents.
5. **Aircraft returning to RAF Odiham with injured aircrew/passengers.** Ac are to declare a 'Pan' or 'Mayday' if they are returning to Odiham with injured crew members or passengers depending on the severity of injury.
6. **Practice/Actual Forced Landings (AFL/PFL).** Due to airspace restrictions<sup>7</sup> and as RAF Odiham has no deadside, AFL/PFLs are not accepted at Odiham.

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<sup>7</sup> Controlled Airspace (Farnborough CTAs/ / London TMA).



## ATC Order 8 – Combined and simultaneous surface operations

References:

A. [RA3277 – Wake Turbulence](#)

1. **Combined Rwy 27/09 and 050/230 radial ops.** The ADC will afford traffic approaching or departing Rwy 09/27 priority when other traffic is operating simultaneously to Heliland 050/230 and Load Park 050/230. ATC may call a termination to any 'cross Rwy' operations to facilitate use of the Rwy.
2. **Simultaneous surface operations.** Simultaneous FW approaches to Rwy 09/27 and RW approaches to adjacent surfaces are not permitted as they are within the Rwy protected strip.
3. **Wake Turbulence.** The multi-directional nature of CH47 operations and multiple landing surfaces at RAF Odiham increases the likelihood of wake turbulence. Ac should familiarise themselves with their responsibilities for wake turbulence separation in accordance with Ref A. To prevent RT loading wake turbulence warnings will not routinely be passed to station-based Ac operating in the visual environment.

## ATC Order 9 – Ac Parking and Taxiing

References:

A. [RA 3511 – Permanent Fixed Wing Aerodrome – Physical Characteristics Table 5](#)

1. Due to the close proximity and fragility of obstacles around aprons at Odiham, all medium and heavy RW Ac (with wheeled undercarriage) should ground taxi to / from hover-transitional surfaces, i.e., Point Echo / Delta. This should be applied to multi-engine civilian Ac and all military RW Ac larger than Wildcat.
2. **Visiting Ac movements.** All requests from pilots of visiting Ac requiring landing at RAF Odiham should be made to the DOC. If necessary, the DOC will arrange for additional ARFF cover, confirm the parking arrangements, refuels and weapons support. Requests for PDs into Odiham not requiring Stn facilities should be made to ATC SWB (01256 367276).
3. **VIP Status Flights.** For all Ac carrying passengers of VIP status, a 'doors open' time is to be obtained. The ETA should not be calculated from either the flight plan or the ATD. On initial contact with the Ac, the Sup/ATCO IC will request a 'doors open' time.
4. **Restricted use of Twys.** All visiting Ac using the Bravo ASP/spectacles should taxi via the Rwy 09 threshold. Taxiing via B2-B1 is only permitted if an obstruction check has been done of the load park obstacles for the Ac type.
5. Due to non-frangible obstacles within the manoeuvring area and RAF Odiham not having Twy shoulders all fixed wing aircraft wishing to use RAF Odiham should discuss their requirements<sup>8</sup> with ATC/Ops prior to arrival. Ac are advised to manoeuvre with caution as wingtip clearance is not assured.
6. **FW Ac on CHARLIE Dispersal.** Where visiting FW Ac require to be parked on Charlie Dispersal, Charlie Twy should be used due to the poor surface condition of Delta. A specific inspection of Charlie Twy should be completed before and after each Ac movement to determine obstacle clearance ivo the LDF stores/freight area, and the surface condition of the degrading Twy surface.
7. Heavy RW Ac (Merlin/CH47) are not to ground taxi to/from Lima ASP. They are to shut down on either Delta or Charlie as directed by ATC and are to be towed to/from Lima.
8. **Taxi Clearances.** All taxi clearances will be passed on the Tower Frequency although, at the discretion of the ADC during busy periods, FW Ac may be allowed to taxi on the Ground Frequency.
9. **Parking.** Where RAF Odiham based Ac have not been directed to specific parking slot, they are to inform ATC of their final parking location prior to shut down. This will ensure that ARFF vehicles can be directed to the correct slot number in case of an emergency.

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<sup>8</sup> Including PCN requirement and aircraft wingspan.

# ATC Order 10 – Pooling and Friction Plan

1. During periods of heavy rainfall, areas of poor drainage are susceptible to water pooling. Areas to consider pooling areas during adverse weather.

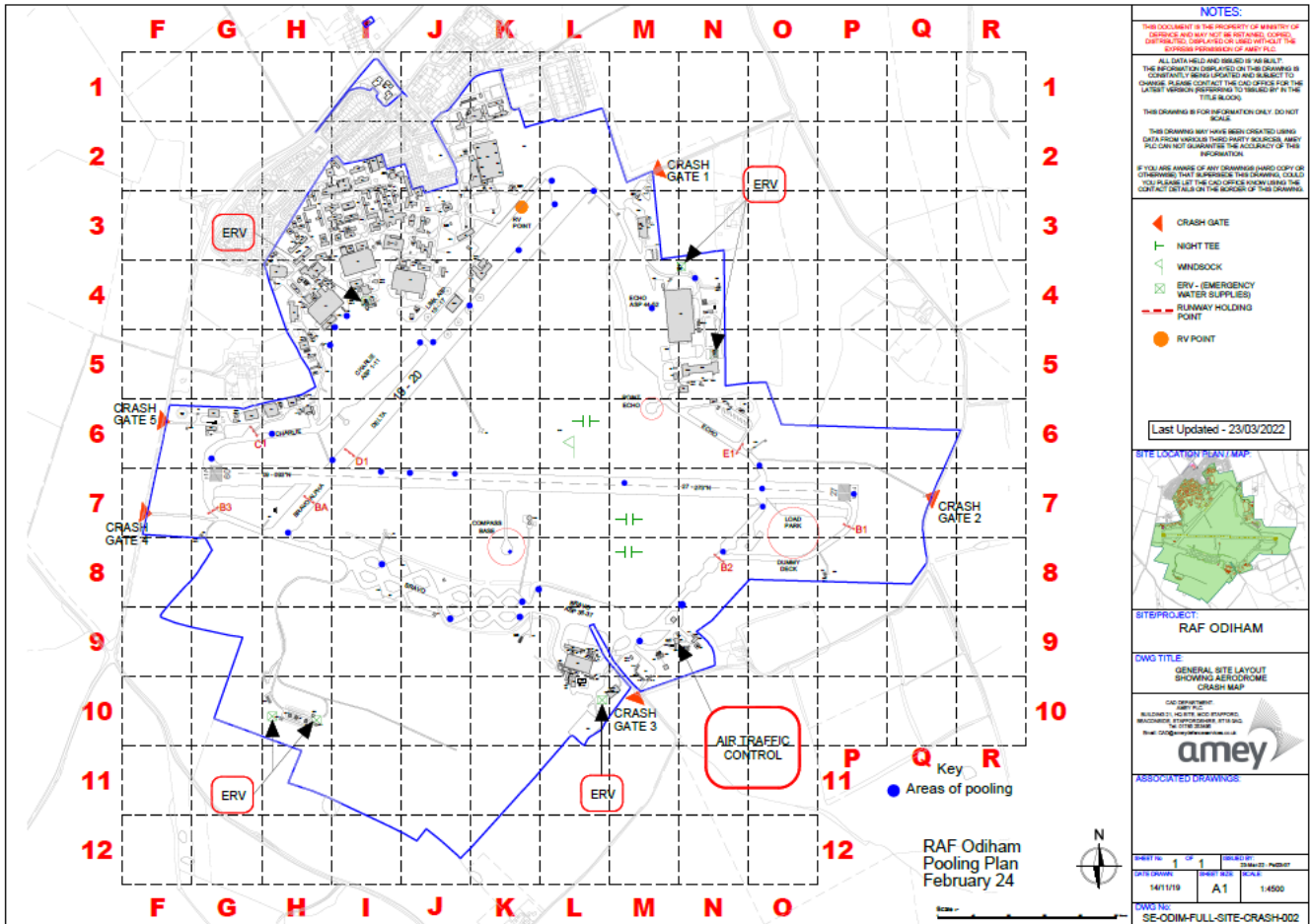


Fig 1. RAF Odiham Pooling Map dated Feb 24

## ATC Order 11 – Flight Following

### References:

- A. [RA3312 – Overdue Action by Air Traffic Control](#)
- B. [CAP 493 – Manual of Air Traffic Services – Part 1](#)

1. **STARS.** All RAF Odiham based crews are to use STARS for pre-flight planning and to submit bookings for facilities for each flight. Aircrew should also annotate the type of departure and recovery required to assist ATC.
2. RAF Odiham-based crews returning from Exercise / Operational deployment must ensure their returning transit is on the regular Sqn FlyPro line on STARS.
3. All visitors to RAF Odiham with a valid PPR number, will have their details input on to STARS along with services required as part of the booking in process.
4. **Overdue Action.** An Ac is considered overdue in accordance with Ref A. If an Ac ETA at RAF Odiham has changed without notification through STARS or Stn Ops. The ATC Sup / ATCO IC will conduct overdue action.
5. **Ops Normal.** When operating low level or in local fields, ATC may request 'Ops Normal' following 30-minute intervals of no RT to ensure continued safety of Ac.

## ATC Order 12 – Airfield Layout

1. A diagram showing the airfield layout is available in Appendix 3.
2. **Use of DELTA Twy.** Due to encroachment by buildings and poor surface condition, no approaches or departures are to be made to DELTA Twy without permission of the AO/DDH.
3. **Confined Area Training.** Two areas of the airfield may be used for confined area training<sup>9</sup>:
  - a. South of Twy 'B' to the east of the ESA access road  
ivo N51 13.53, W000 57.09 / SU 73232 48528
  - b. SE of the 27 Loop, immediately east of the 'B' Centre  
ivo N51 13.55, W000 55.50 / SU 74756 48624

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<sup>9</sup> Seasonal, based on Ac Comd's assessment of suitability. These confined areas are unsupported by WSF and upkeep is on a self-help basis only.

## ATC Order 13 – Load Park Operations

1. All USL training and practice is to be conducted in the USL area at RAF Odiham, the Load Park. Load Park and Dummy Deck layouts can be found at Appendices 4 & 5.
2. RAF Odiham Ac have priority for the Load Park; other external agencies using the Load Park operate on a first-come-first-served basis unless an operational priority is specified.
3. **JHSS hours of support.** JHSS is tasked by JAC to provide a Heli Handling Team (HHT) to RAF Odiham. JHSS hours of operation are as follows:

Summer Period	1 Apr to 30 Sep (all times LOCAL)
Monday	1400 – 2300
Tuesday – Thursday	1100 – 2359
Friday	0900 – 1500
Winter Period	1 Oct to 31 Mar (all times LOCAL)
Monday	1300 – 2200
Tuesday – Thursday	1000 – 2200
Friday	0800 – 1500

4. **Contact numbers.** The Team can be contacted directly via the mobile number 07971 926 003 during the hours shown in the table above. Outside of the hours above requests can be made through JHSS Ops on Mil: 95261 5190 who will relay the information to the Team Leader. Please note that requests for USLs on a Monday for the start time should be booked on the Friday no later than 1500L with the RAF Odiham Team Leader. This is to ensure that loads can be prepared prior to the first lift at 1300L. Failure to notify the Team Leader may result in not all loads being rigged and ready to lift.
5. Extensions to the operating window can be requested and the operating window can be extended up to three times per week providing the Team are afforded the minimum rest period of 11 hours prior to the start of the next operating window.
6. **Load Park procedures.** To deconflict Ac in the Load Park the following rules apply:
  - a. The maximum number of Ac permissible within the Load Park is 4 by day, 2 by night. All Ac must maintain communications with both ATC and the JHSS team.
  - b. There are 2 lanes that can be used independently. There is capacity for 2 Ac to conduct the same profile e.g., long stops.
  - c. Both lanes are bi-directional, however they should be used in accordance with declared Rwy in use.
  - d. The area between the 2 lines of yellow barrels denotes a safe area for JHSS pers. No landing or loads should be conducted within this area.

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7. **Replacement of loads.** To prevent Rwy incursions, white barrels denote a further safety area. All loads must be placed in the centre of the white barrel lines. The onus is on the crew to replace the loads on the correct spots when finished. JHSS does not have the capability to move the loads on a regular basis. JHSS Ops WO and SNCO LAD will conduct an annual safety inspection (April) of the Load Park.
8. **Unserviceable Loads.** Where unserviceable loads are identified they will be derigged to prevent inadvertent lifts, this will be notified to Stn Ops who will inform relevant agencies (ATC/Sqns). Where loads are suspected to be unfit during self-hooking serials this should be notified to Stn Ops at the earliest opportunity and passed to JHSS.
9. The 105mm Gun, CVRT, ISO container are the heavy pieces of role equipment available for use in USL Trg at the RAF Odiham Load Park. Due to the increased downwash risk whilst lifting heavy equipment it is essential that all equipment is returned to the designated areas after use. A minimum safety distance of 100m must be maintained between heavy USLs.
10. **Night Operations.** The following procedures are to be used during night operations:
- The JHSS vehicle is to be parked on the concrete near the CVRT and ISO Container.
  - When possible, the JHSS Team should inspect the Load Park during the day prior to conducting night operations.
  - Lighting devices will be required so that the aircrew can see the marshaller's signals. The intensity of these lights will vary, depending on the means of vision (e.g., unaided or night vision devices) used by aircrew.
  - Additional reference lighting for external load operations will be provided by JHSS by request.
11. **Specific loads.** If specific items are required, contact JHSS Ops Mil: 95261 5190 in advance or JHSS Mobile Team on 07971 926 003. JHSS will endeavour to support wherever possible.
12. **Dummy Deck operations.** The Dummy Deck is located on Bravo Twy between B1 and B2, adjacent to the Load Park. This area has been created to provide Aircrew with the facilities to practice approaches to a ship's deck and positioning to the parking slots and Groundcrew to practice restraint of a helicopter whilst aboard a ship.
- The Dummy Deck is considered part of the Load Park.
  - When the Dummy Deck is active, the Southern Load Park Lane and ISO containers should not be used.
  - Any Groundcrew using the Dummy Deck during USL operations must wear the correct PPE, hard hat protection, ear protection and high visibility vest.
  - RAF Odiham Ac have priority for the Load Park; other external agencies using the Load Park operate on a first-come-first-served basis unless an operational priority is specified.

## ATC Order 14 – Other airfield users

### References:

- A. [LOA between RAF Odiham and Kestrel Gliding Club](#)
- B. [LOA between RAF Odiham and Odiham Model Flying Club](#)

### Radio frequencies.

1. The RAF Odiham ATZ VHF radio frequency is 119.225 MHz and is to be always monitored by Ac flying at RAF Odiham. When ATC is open, all users fly under control of RAF Odiham ATC. If ATC is closed and whilst gliding is taking place, this frequency may be operated by Kestrel Gliding Club. When ATC is closed, Kestrel will use the callsign "Kestrel Base." Ground stations should be used wherever possible for communication with Ac.
2. **Kestrel Gliders.** Gliders (both towed and winched) operate at weekends using the Rwy, Delta Twy and designated short grass areas up to 4000ft RAF Odiham QNH. Blind calls on 119.225MHz (RAF Odiham Tower) are to be made throughout. Glider launches will be stopped when other Stn operational Ac are on start or inbound. If a glider is unable to stay airborne and clear of the other traffic throughout the period of the Stn Ac movement, it must declare an emergency and will be prioritised appropriately.
3. **Privately owned Ac.** Privately-owned, civilian-registered Ac are to be in possession of a valid PPR and their movement detailed on STARS. Details on PPR procedures are contained in the British Isles & North Atlantic (BINA) En-Route Supplement under RAF Odiham.
4. **Model Flying Club.** Approval has been granted for military and approved civilian personnel within RAFMAA to fly model Ac on the airfield. Take-offs and landings are to be conducted on BRAVO dispersal or the Southern Grass. The flying area is to be over the Southern Grass between the PAR and Load Park remaining South of RW 27/09. The max height permitted is 300ft AGL. Before flying commences the DOC must be informed and a face-to-face brief conducted with the Kestrel DI. Whenever a model Ac is airborne the safety pilot must be employed watching for conflicting traffic and advising the flying pilot accordingly.
5. **Clay Pigeon Range safety area.** The Clay Pigeon Range may be activated for shoots on Wednesday afternoons and evenings (Apr-Oct), and weekends throughout the year. The DOC can clarify timings upon request. The range safety area is a semi-circle, 275m in radius on a heading of 200° centred on the firing position, extending from surface to 1000ft AGL and should be avoided.



## ATC Order 15 – ATC Clearances

1. In addition to conventional clearances, the following clearances apply to RAF Odiham:

- a. **Not below 650ft – Cleared low approach – One on.** ADC cannot give cct/instrument traffic a clearance to touch and go/low approach due to an Ac established on the Rwy without a departure clearance. Pilots continue with the approach but are to low approach not below 650ft QNH.
- b. **Landing with one or more on.** Any number of RW Ac making spot landings may use the Rwy at the same time. Pilots are responsible for maintaining safe separation from each other. Additionally, the ADC may also specify Threshold only, or first 1000ft, particularly when the clearance is given to Ac on instrument approach.
- c. **Land/Touch and Go/Low approach in turn.** Used when a formation is operating in the cct. Pilots are responsible for maintaining safe separation from each other.
- d. **If visual continue with Tower 119.225MHz (Stud 2).** If the ADC cannot give instrument traffic a clearance by 2NM but anticipates that the clearance will be available in the final stages of the approach, Ac may receive the clearance. Pilots who are not visual will receive appropriate break-off instructions.
- e. **The Option.** The clearance means that the Rwy is available for the pilot to either land/touch and go or low app. This clearance may be used if the pilot has requested 'downwind for the Option' or if an Ac reaches, or calls, finals without stating any intentions. This clearance may also be given to an Ac on approach on radar.

**ATC Order 16 – ATC Evacuation Procedure.**

1. **RAF Odiham Tower Evacuation.** In the event of an evacuation of ATC, the Sup / ATCO IC will notify TATCC(S) immediately. If safe to do so, Ac will be safely controlled to land.
2. ATCOs will broadcast on all UHF, VHF frequencies words to the effect:  
  
*“RAF Odiham all Stations, ATC are evacuating the building immediately, listen out for further.”*
3. Ac operating within the visual circuit should land when safe to do so and shutdown on the dispersal.
4. Ac conducting an IFR approach will be broken off and transferred to Odiham Approach. Once with RAF Odiham Approach:
  - a. **If visual with the aerodrome** the Ac will be instructed to switch to RAF Odiham Tower Frequency 119.225 MHz to communicate directly with other Ac in the visual circuit to agree a safe order of recovery.
  - b. **If not visual with the aerodrome** the Ac will be instructed to execute the Missed Approach Procedure and further intentions ascertained.
5. **Alternate Visual Control Room (VCR).** The ADC will transit to the Fire Section to establish an Alternate VCR until ATS can be normalised. The Alt VCR can be used to facilitate the safe landing of Ac only. ATCO IC should inform TATCC(S) when the Alt VCR is established for VFR recoveries to RAF Odiham.
6. There is no way to control traffic lights or sanitize the Rwy from the Alt VCR. Traffic lights will remain GREEN. All clearances will be discretionary with landing surfaces other than Rwy 09/27 preferred.
7. **TATCC(S) Evacuation.** In the event of an evacuation of TATCC(S), the Sup / ATCO IC will notify RAF Odiham Twr. The Sup / ATCO IC should be prepared to complete all external notifications on behalf of RAF Odiham Radar (FBO, D&D, Aquilla etc).
8. All Ac receiving an ATS will be transferred to an external agency.
9. RAF Odiham Tower will monitor #4, 5 and 6, and remain available to facilitate immediate Ac recoveries as required.
10. Ac operating at RAF Odiham should be held on the aerodrome and limited to visual circuits only.

## ATC Order 17 – Airfield Lighting Redundancy

1. It has been identified within the AOHL that if ATC loses power, the standby generator for the B1a Centre takes **32 seconds** (should not exceed 15 seconds in accordance with RA3500) to power up the 27 PAPIs, 27 traffic lights, 27 threshold end bars (green), 09 threshold end bars (red), 27 high intensity approach lights, 27 wingbars and alternate high intensity side lights.
2. In accordance with current SOPs, if the ADC is unable to give a clearance to use the Rwy (due to traffic light failure) then the following procedures apply:
  - a. **FW Ac breakoff.** FW Ac on an instrument approach to the airfield will be instructed to execute MAP and will be provided with vectors for another approach.
  - b. **RW Ac breakoff.** RW Ac on an instrument approach will be asked if they are visual with the aerodrome. If the pilot is visual with the aerodrome, they will be transferred to ADC for join instructions. If the RW Ac is not visual with the aerodrome they will be instructed to execute the MAP.
  - c. **Use of Rwy.** The loss of the Rwy 27 traffic light will restrict the use of the Rwy to threshold only landings for Rwy 27 until Rwy lighting is restored. Other landing surfaces exist for RW Ac ops.

## ATC Order 18 – Miscellaneous Orders

References:

- A. [RAF BMOs](#)
- B. [AP3379 leaflet 2410](#)

1. **Airfield Opening Hours.** The available flying window is agreed prior to the weekly SHORTCAST by Flt Cdr Ops & DSATCO. ATC opening hours for the following week are agreed up to a maximum of 18hrs daily Mon-Fri. Both are published on STARS. In addition to established workforce hours, ATC provides 24/7 National Standby (NS) cover.

2. **Watch Closure.** ATC may close once Stn flying has ceased and all Ac have safely shut down, or once departing Ac are established en-route. An Ac is not to be considered en-route until 30 mins after departure. Where Ac are outbound to ships, ATC should remain open until the Ac has landed.

3. **Supervisor (Sup) Established Hours.** ATC is established to provide a Sup between the hours of 09:00-17:00L Mon to Thurs and from 09:00-1500L or until cease of flying Fri (whichever is earlier). In the event of a Sup being unavailable during these times the use of an ATCO IC is authorised.

4. **Extension of Airfield Operating Hours.** Any requirement for an extension to the flying window should be highlighted in the planning stages of sorties and discussed at the SHORTCAST meeting (held every Fri morning). Any short notice requests for movement of the flying window should be submitted to Flt Cdr Ops who will consult with ATC and TATCC(S) for approval.

5. **National standby.** If NS is called OOH, The ATS response will be 2 controllers (1x ADC and 1x RA/SRA) and one ASOS<sup>10</sup>. All ATC NS crew must return to work and facilitate an Ac launch within 2 hrs of callout. However, if an ATCO is unavailable the following scenarios apply.

6. **Single ATCO Ops.** These procedures are to be used in extremis only when NS ATS are unable to provide a service due to unforeseen circumstances (e.g., a medical emergency). The safest COA in all circumstances would be to consider the nearest diversion Aerodrome or an IMC let-down. ATCOs should raise RAF Odiham duty personnel for guidance in the first instance.

a. **Single ATCO ops for departures.** If one of the controllers has not arrived prior to the Ac calling for departure, the aircraft should adopt the following procedures:

- (1) **No ADC:** Ac should make blind calls on Tower Frequency 119.225MHz, departing as per VFR departure procedures. In poor

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<sup>10</sup> ATC are not established to provide a second NS crew. If NS is called OOH, this may impact on routine flying due to the potential interruption of personal daily rest and requirement to callout additional staff.

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weather, an IFR pick-up should be requested by contacting RAF Odiham approach (Stud 4) when ready for departure.

(2) **No RA/SRA:** Ac to expect a VFR departure. ADC will prenote Farnborough or Brize Norton to request a radar pickup after departure.

b. **Single ATCO Ops for arrivals.** If the Ac returns before full ATS is resumed, the following procedure should be adopted:

(1) **VFR arrival:** Ac is to join as per standard VFR arrival procedures, conducting blind calls on Tower Frequency 119.225MHz.

(2) **IFR arrival – No ADC:** Ac will be provided with a radar service and vectored for an ILS (as per Order 4 para 7) or a SRA. The Ac will be instructed to report when visual with the aerodrome. If unable to achieve the visual references, Ac will execute Missed Approach Procedure. If visual, Ac can continue to land at their discretion, making blind transmissions on Tower Frequency 119.225MHz.

(3) **IFR arrival – No Radar/SRA:** Ac should contact ADC on Tower frequency 119.225MHz before attempting to raise Farnborough 133.440MHz requesting access to FBO CAS. (FBO CAS is collapsed outside of their opening hours). Ac should self-position for the ILS. QNH and landing clearance should be issued by ADC on 119.225MHz.

5. If the ASOS is in the Tower, they can be instructed to turn all traffic lights to RED to increase safety to landing Ac.

6. **Weekend, non-NS movements.** ATC are not established to provide cover for routine movements OOH. ATC personnel are available at RS120 for NS and may be called upon, however duty hours must not be exceeded unless operationally essential. Once stood down, a dynamic risk assessment will be conducted, to be agreed by the AO, to determine what rest period will be adopted and when NS can be resumed.

7. **Line Up procedures.** When ATC issue a “line-up” instruction, Ac should line-up no further west of the intersection between Rwy 27/09 and Delta Twy. This will allow the Rwy 09 traffic lights to remain on green until request for departure is received. The full length of the Rwy will still be available on request.

8. **Booking diversions.** For Stn based Ac, if the TAF forecast is GRN or better, Odiham will hold itself as a Diversion. If the TAF forecast is below GRN, Odiham can still hold itself as a Diversion **only** if it has two serviceable independent approach aids and this is approved by the DAE. If these conditions are not met the DOC will book 1 suitable diversion for routine flying within 60nm of RAF Odiham which will be held as both a weather and crash diversion. Should RAF Odiham declare RWY BLACK, Stn based ac can still land at RAF Odiham if approved by the DDH and the AO/ATC Sup.

## ATC Order 19 –Gliding Operations

References:

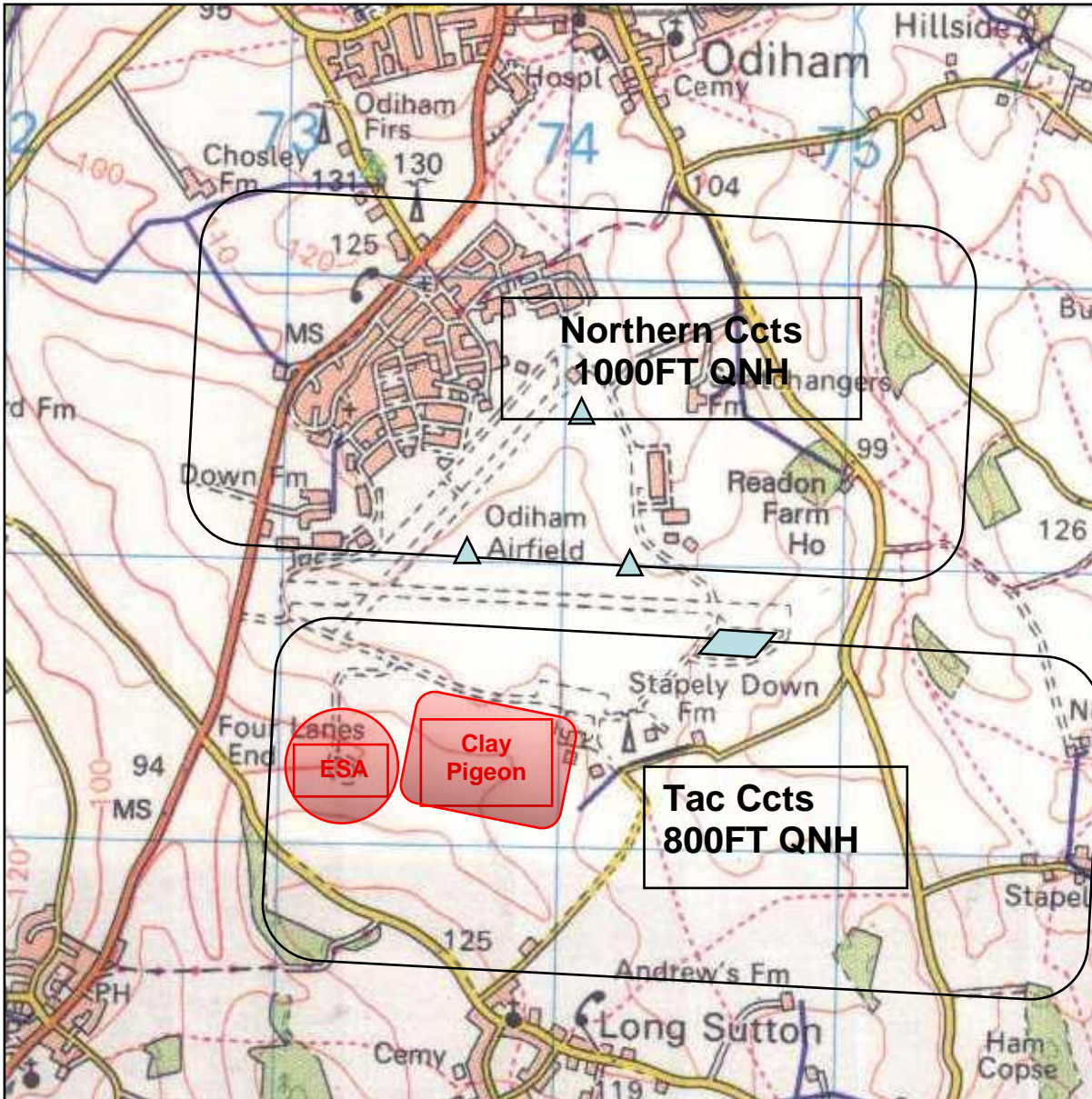
A. [MoU between RAF Odiham and Lasham Gliding Society](#)

1. Lasham airfield is 4.4NM SW of RAF Odiham. It is the world's largest and busiest gliding club, with movements totalling around 85,000 per year, with up to 200 movements per hour during peak times.
2. The MoU at Ref A. outlines the liaison and cooperation both Lasham and RAF Odiham will enact to ensure safe and effective utilisation of local Class G airspace.
3. **Closing the Western Sector.** If high volumes of gliders are seen to be operating in the RAF Odiham 27 arrival / departure lanes ATC may close the Western VFR sector without notice. Ac will be notified on frequency and on ATIS of the intention to do so. Sup / ATCO IC will inform the DOC immediately when the status of the Western Sector changes, who will notify Sqn DAOs.
4. **Minimum fuel requirements.** Ac should carry sufficient additional fuel to avoid Western VFR sector if directed by ATC.
5. **Liaison and notification.** Daily liaison between Lasham and ATC will provide guidance on Lasham operating areas over a 48-hour period. Information should be promulgated on the Stn Ops Daily brief.
6. **Gliding competitions.** Gliding competitions increase the volume of gliders operating in local airspace. Lasham will notify RAF Odiham of competitions in advance. Competition tasks are available via [www.soaringspot.com](http://www.soaringspot.com). These competitions should be NOTAM'd and information will be promulgated in advance on the Stn Ops Daily Brief.
7. **Flight Alarm (FLARM).** All Lasham Gliders use FLARM for situational awareness and collision avoidance. Glider activity is updated in real time using FLARM on [www.glideandseek.com](http://www.glideandseek.com). Ac and ATC may monitor FLARM derived data to increase awareness of the local gliding picture.
8. **Precision Approach Radar (PAR).** When able will be set to radiate in the Rwy 09 direction to improve situational awareness of glider activity in the RAF Odiham departure / Approach lanes.
9. **Visiting Ac.** Can contact the Stn Duty Ops Controller or ATC for information on glider activity.
10. **Emergencies Frequency.** Lasham can be raised in an emergency on Lasham Frequency 131.030MHz.

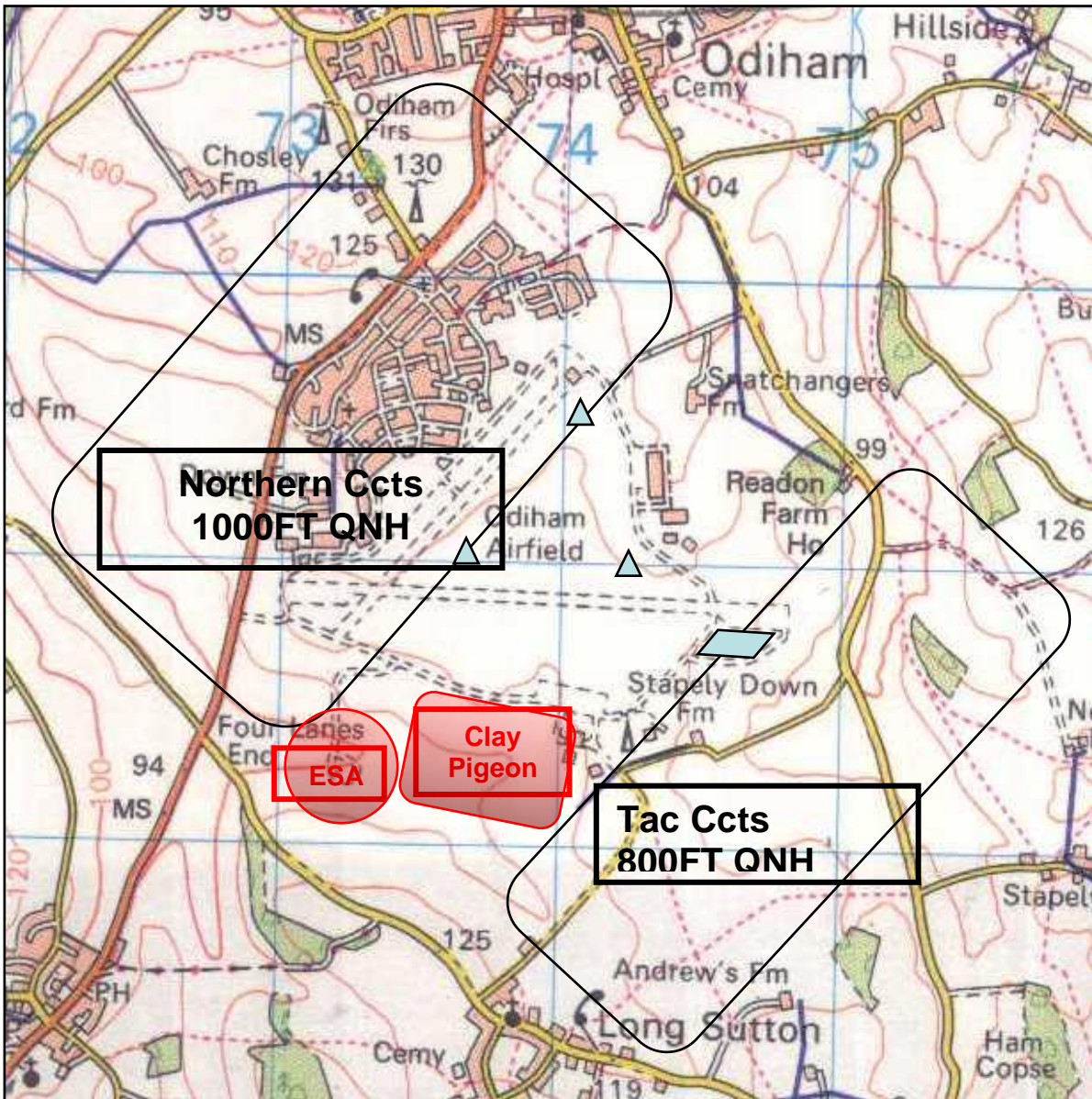
Appendix 1 to  
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1 May 24

### Circuit patterns

1. Day Heliland 270/090 and Load Park.

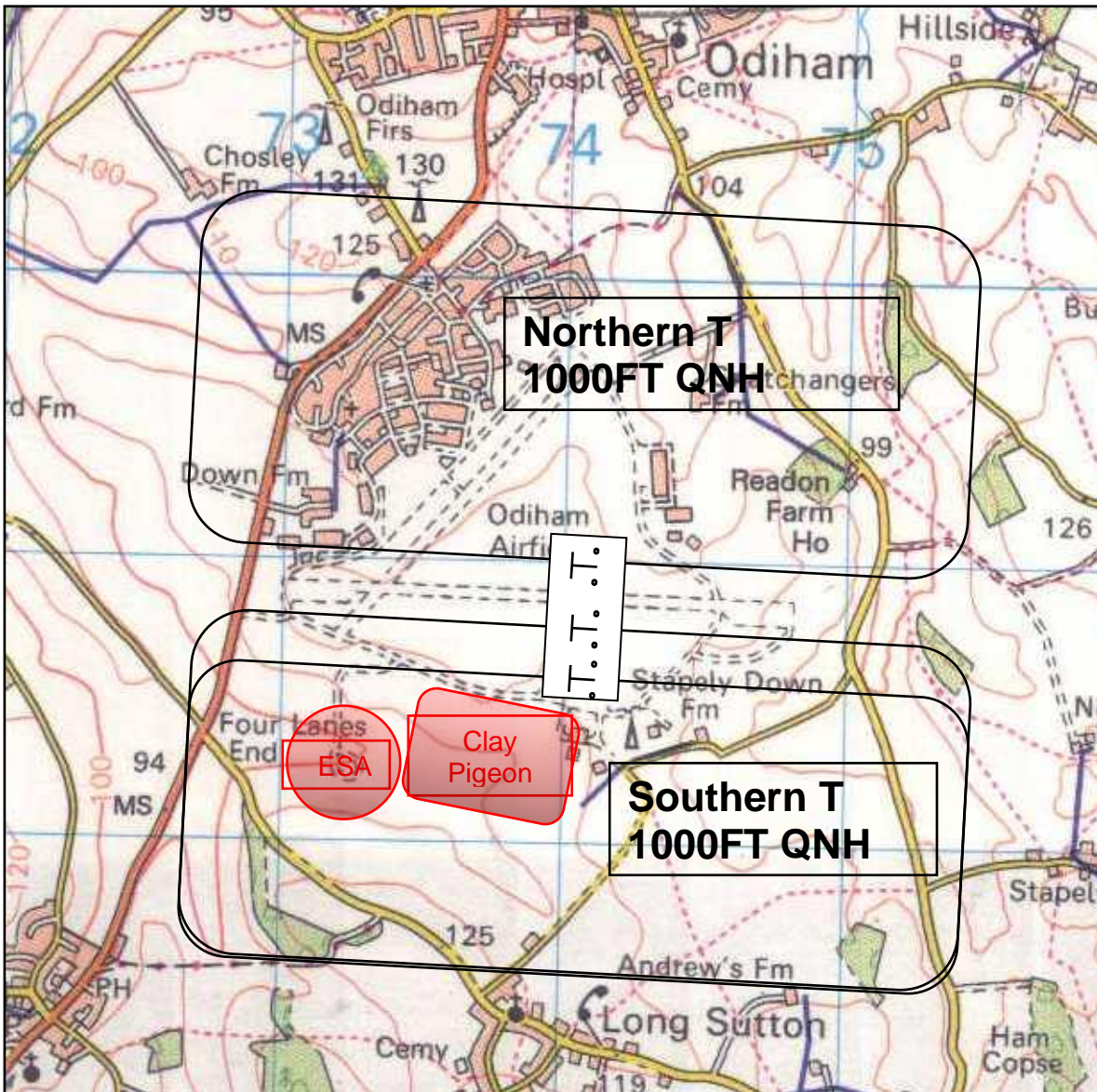


2. Day 23/05 and Tac Cct.

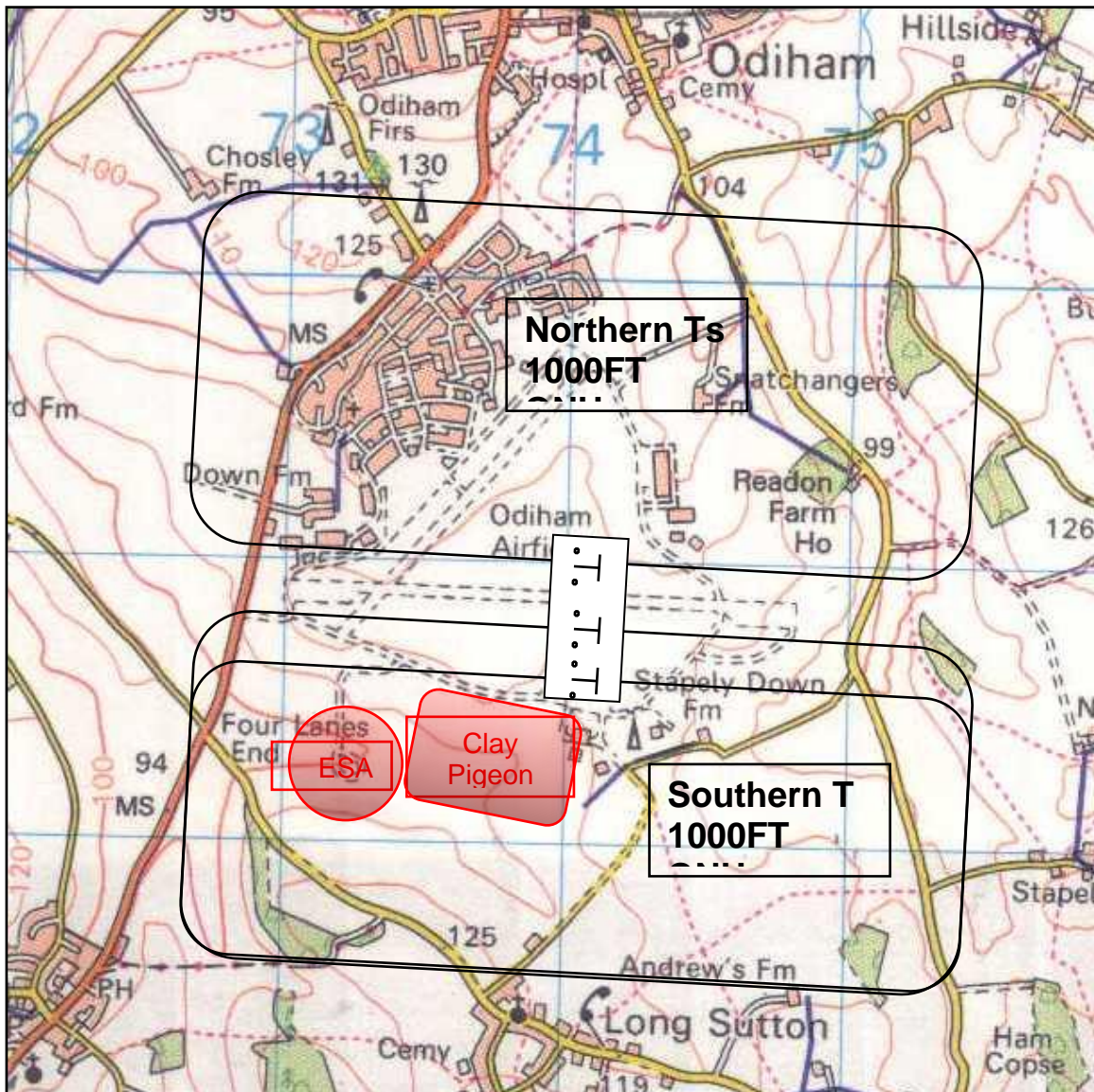




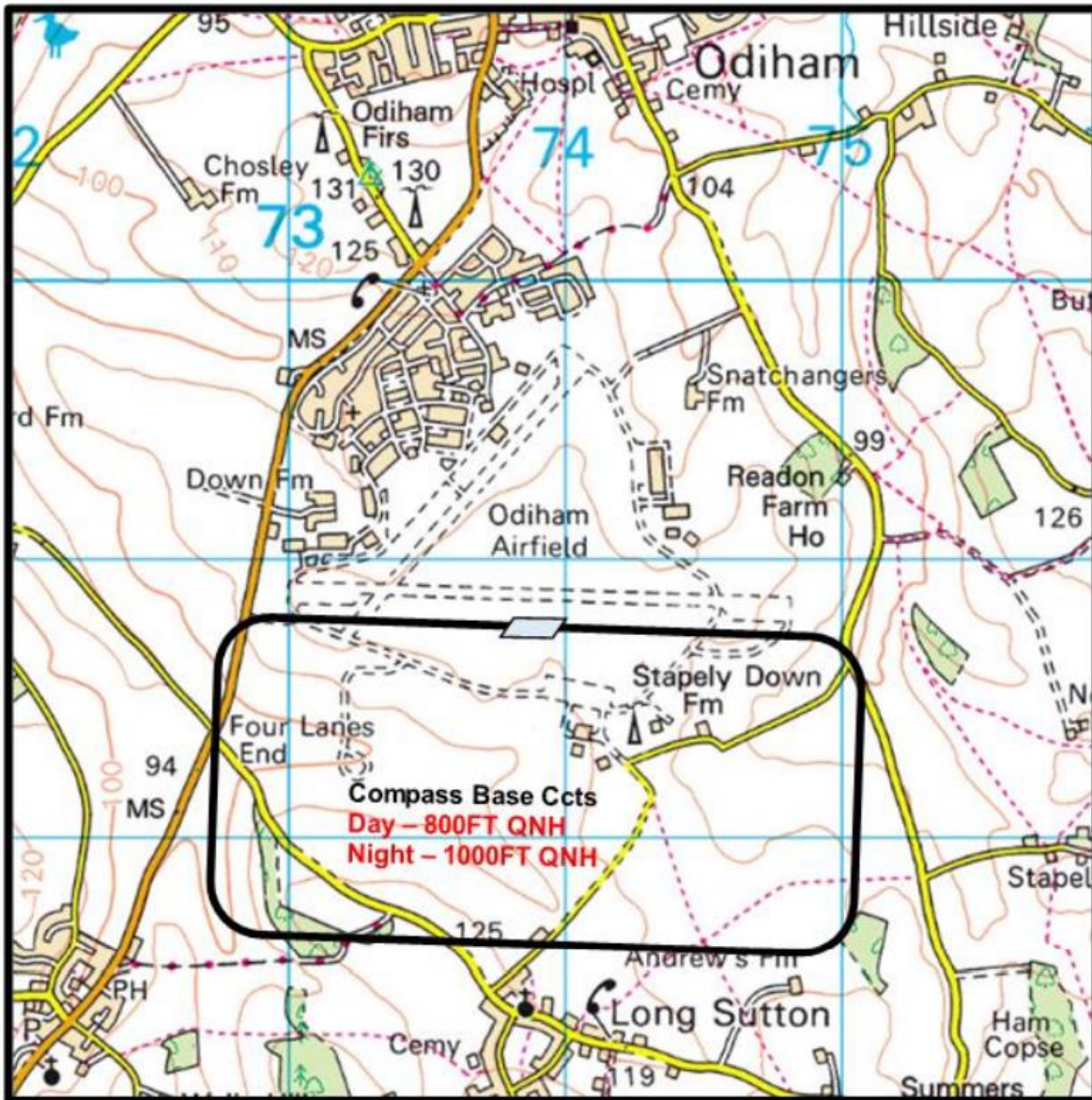
3. Night Cct Pattern to NATO T 27.



4. Night Cct Pattern to NATO T 09.

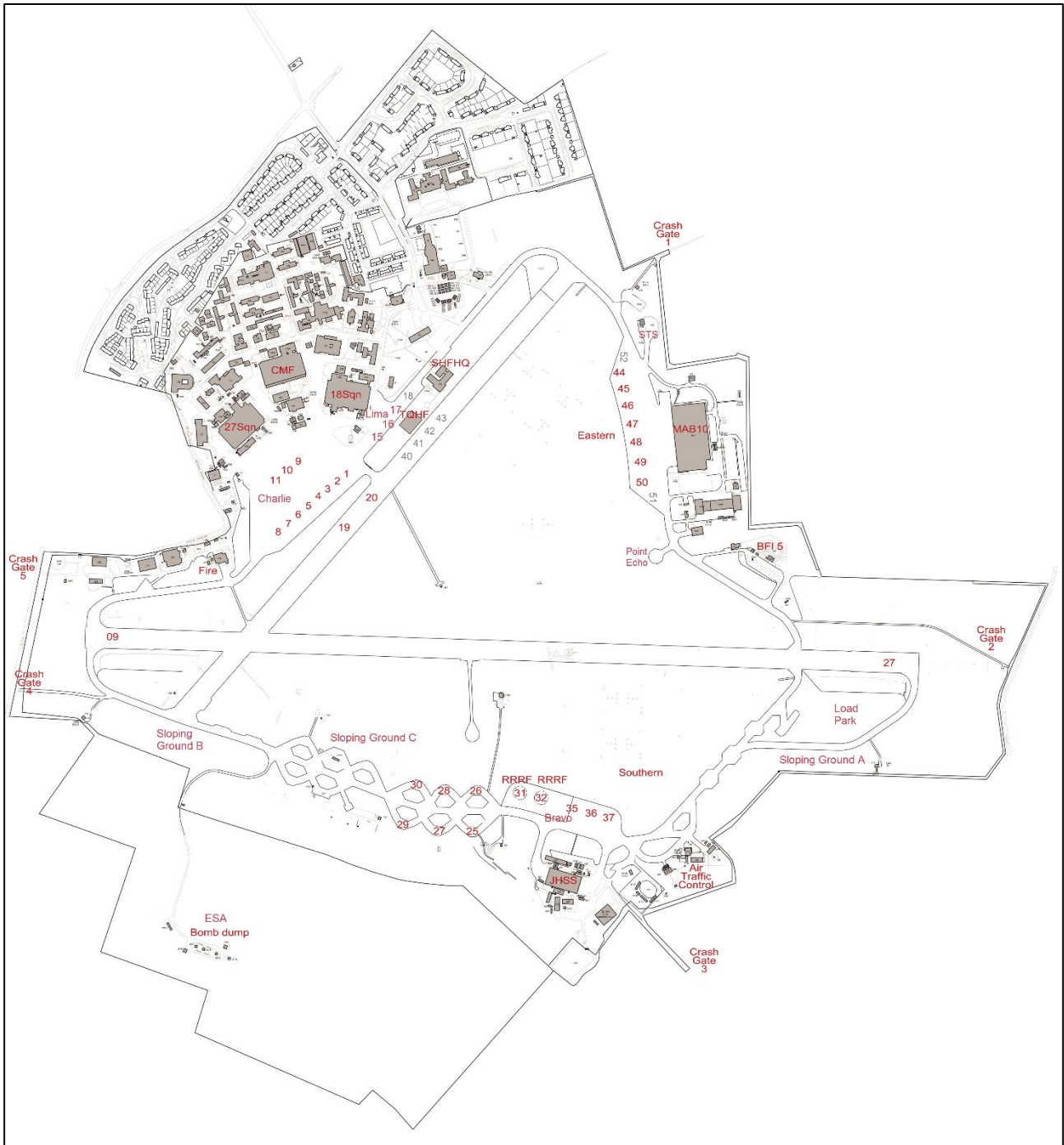


5. Compass Base Circuit.



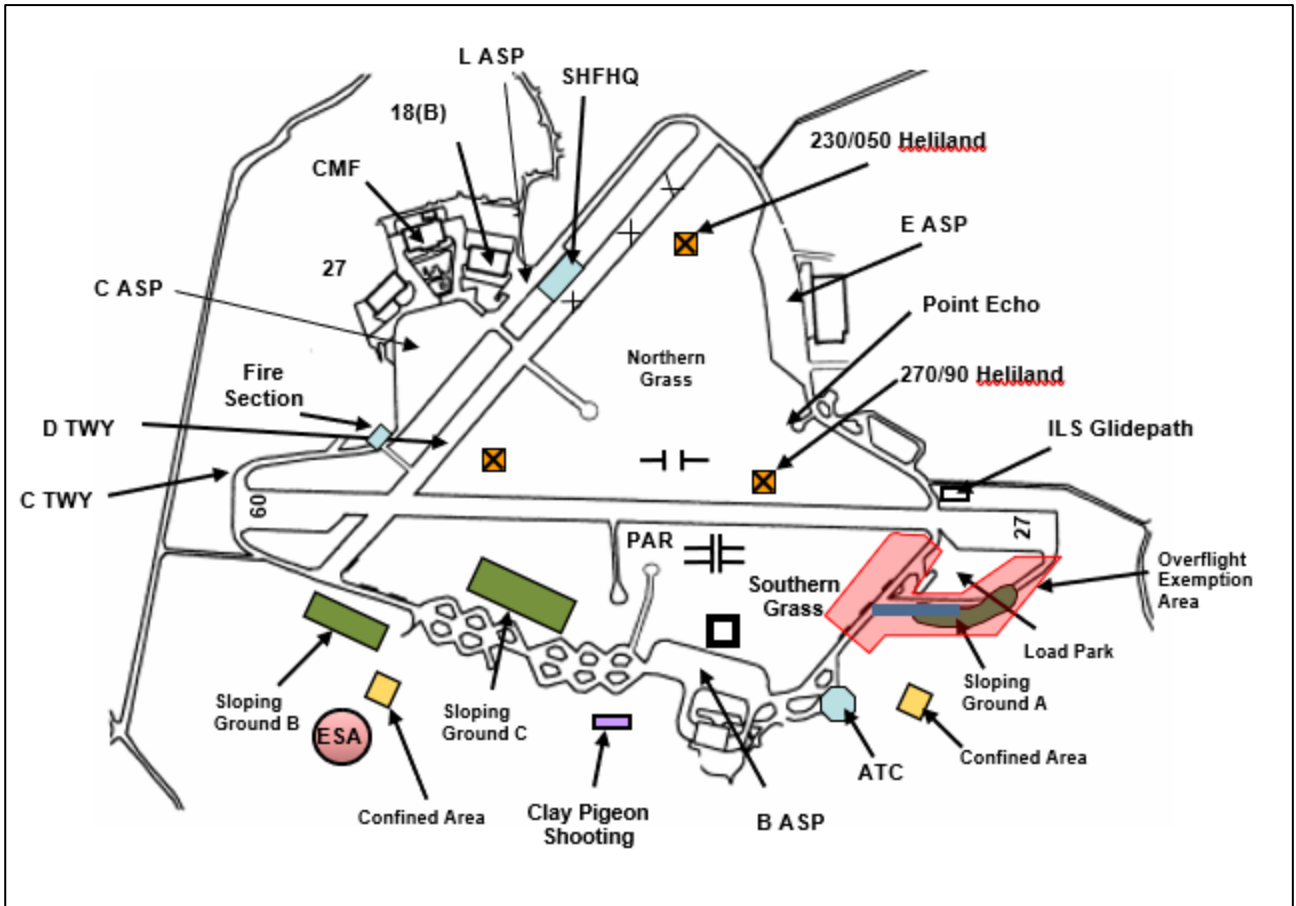
Appendix 2 to  
RAF Odiham DAM Annex O  
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Parking spot map



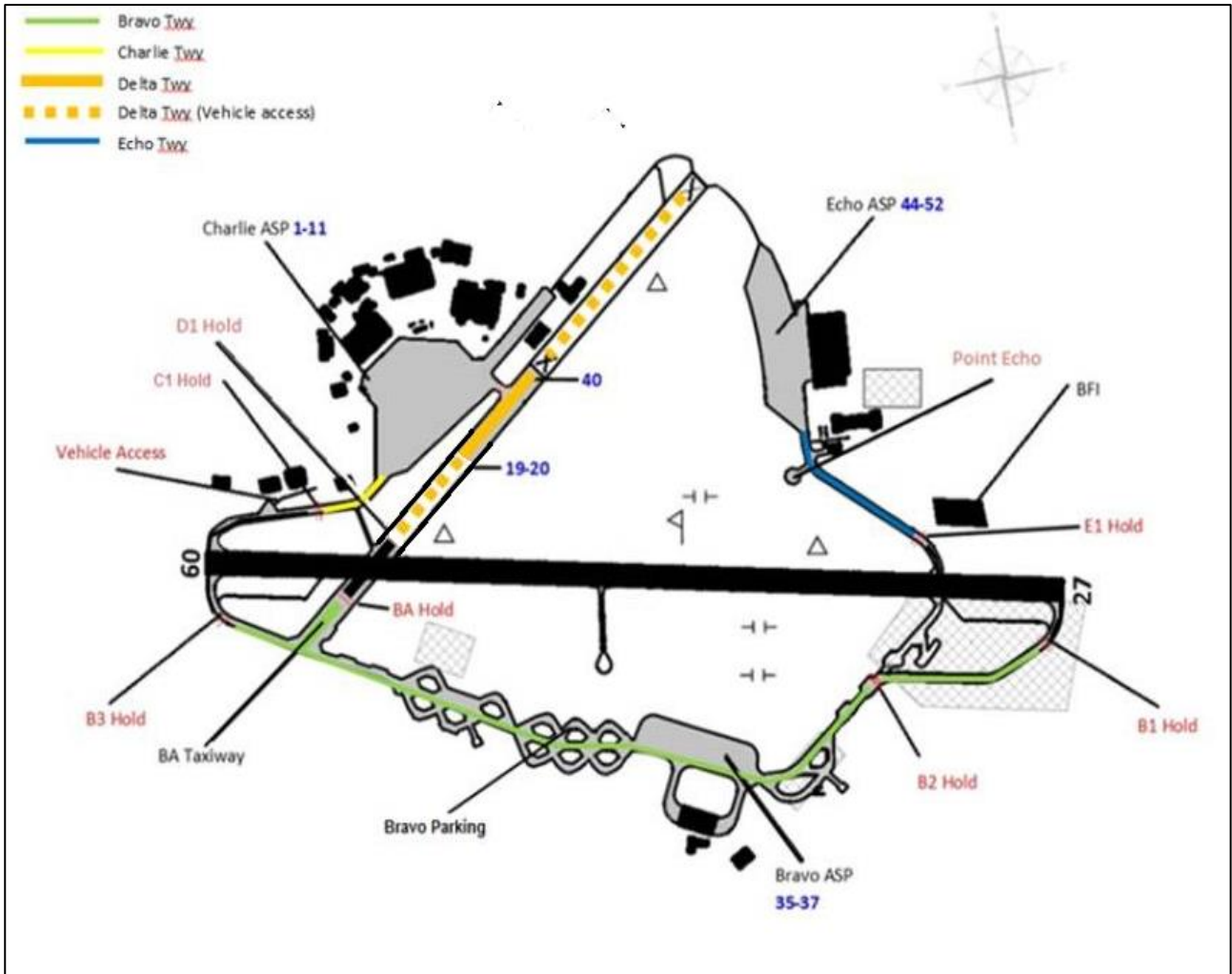
Appendix 3 to  
RAF Odiham DAM Annex O  
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Airfield layout



**Appendix 4 to  
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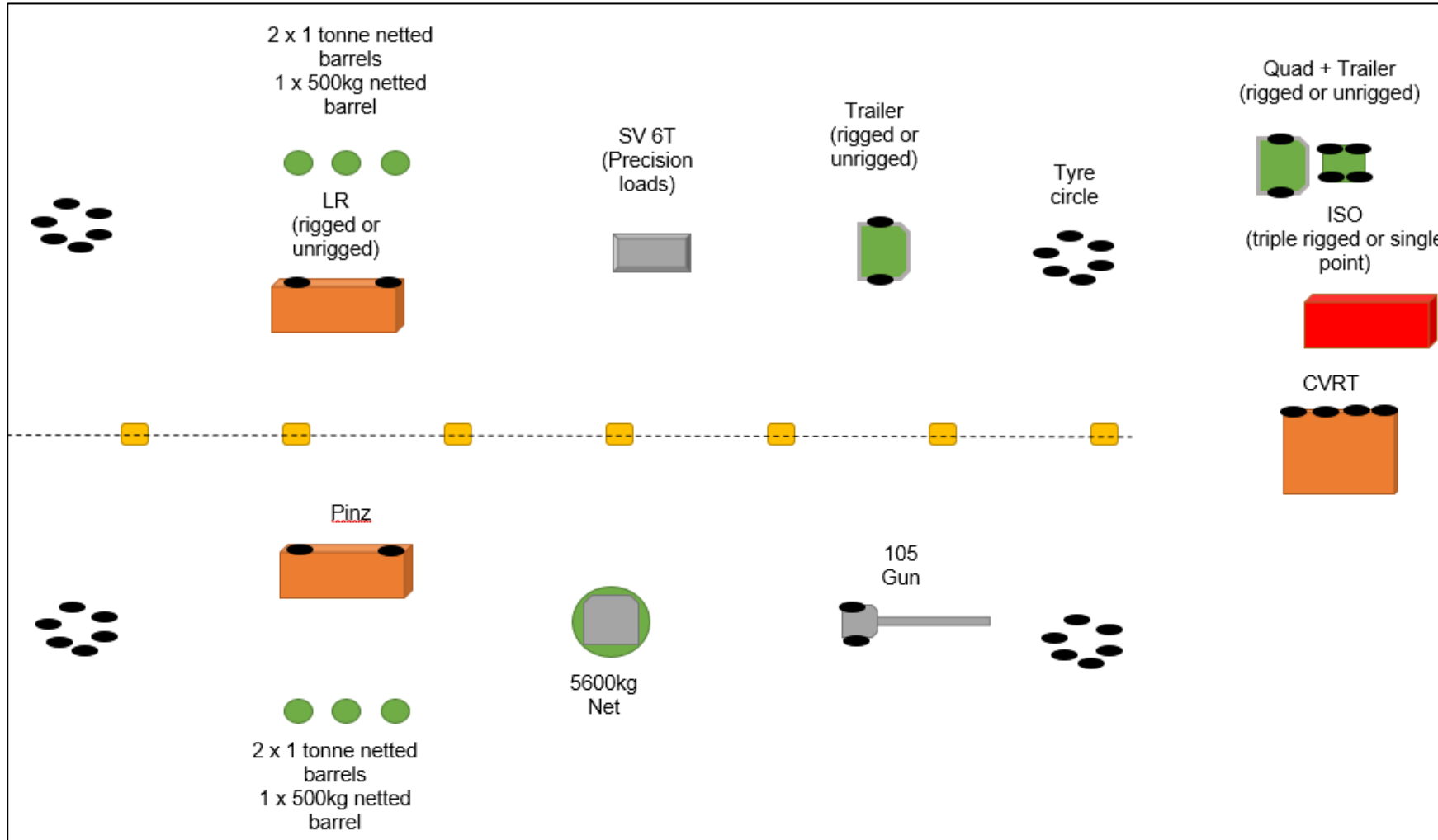
**Airfield taxi plan**



*Note: Delta Twy is for aircraft towing only.*

Appendix 5 to  
RAF Odiham DAM Annex O  
1 May 24

Load park layout



**Appendix 6 to  
RAF Odiham DAM Annex O  
1 May 24**

**Dummy deck location**





**Annex P to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Data Reporting Procedures**

References:

A. [UK Mil AIP – EGVO RAF Odiham](#)

1. Any request for changes to the aerodrome information are to be submitted via email to RAF Odiham Station Operations, via the DOC. Following consultation with relevant agencies, approved changes will be reported to No 1 AIDU in accordance with UK AIP/Mil AIP by ATC, and the DAM updated.
2. Until changes are published by No 1 AIDU/DAM, the latest aerodrome information is made available to all aerodrome users on ATIS and/or issued as a NOTAM where applicable. RAF Odiham based aerodrome users will also be notified by the DOC through Hot Poop/Aircrew Info and the STARS Airfield State tab.
3. All NOTAMs submitted are recorded for 1st, 2nd, and 3rd party audit. NOTAMs can be submitted for any of the following circumstances:
  - a. A change in the serviceability of approach aids and radios.
  - b. A change in the operational information contained in the DAM and published in the Mil AIP.
  - c. Aerodrome works affecting the manoeuvring area or penetrating the OLS.
  - d. New obstacles which affect the Safety of aircraft operations.
  - e. Bird or animal Hazards on or in the vicinity of the Aerodrome.
  - f. A change in the availability of Aerodrome visual aids, i.e., markers and markings, Rwy lighting, etc.
  - g. Any change in Aerodrome facilities published in AIP.
  - h. Unusual air activities at the Aerodrome
4. Further information on reporting procedures is contained in the UK AIP/Mil AIP.

**Annex Q to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Serviceability Inspections**

References:

A. [RA 3264 – Aerodrome Inspections](#)

1. Aerodrome inspections are to be conducted by a Suitably Qualified and Experienced Person (SQEP) in accordance with Ref A. Comprehensive inspections of the movement areas are to be conducted as detailed below:

<b>Aerodrome Serviceability Inspections</b>	
	Aerodrome Inspections will be conducted by a SQEP who will complete a comprehensive inspection of the Aerodrome, Movement Area, and equipment. All inspections should include a functional test of Aerodrome lighting.
1	1 Daily, before the aerodrome is opened for flying.
	2 Where the initial inspection is conducted in darkness a further inspection will be conducted at first light.
	3 Before last light, if there are any planned night movements.
2	All inspections are to be logged in the ATC logbook.
3	All issues will be logged in the ATC Logbook, including work order reference numbers and subsequent action (NOTAM / DASOR). Any sweeping requests will be logged.

**Annex R to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Technical Inspections**

References:

A: [AP 600 – RAF Information CIS Policy](#)

B: [Manual of Airworthiness Maintenance – Process \(MAM-P\)](#)

1. Routine inspections of the technical equipment and calibration of precision approach aids are to be conducted in accordance with AP 600 – RAF Information CIS Policy.
  - a. The Rwy, Twy obstruction lights and PAPIs are to be inspected on a daily basis in accordance with **Annex Q**.
  - b. All earthing points on the airfield are to be inspected every 24 months. These points should have an impedance of less than 10 ohms referenced to earth in accordance with MAM-P Ch4.20 Para 4.1.
  - c. Manoeuvring areas and drainage are inspected, maintained, and repaired in accordance with DIO guidance.
  - d. All aerodrome signs are to be inspected weekly by ATC.
  - e. ARFF and Crash Ambulance vehicles and equipment are to be inspected and tested in accordance with the manufacturer's instructions and MOD policy.
  - f. The Airfield Wildlife Control Unit vehicles are to be inspected daily and any unserviceability affecting contracted output reported to SWB.
  - g. Airfield traffic lights are to be inspected daily in accordance with **Annex Q**.
  - h. The CCTV feed is to be inspected daily by the ADC.

**Annex S to  
RAF Odiham DAM  
1 May 24**

## **Radar, Radio, and Navigation Aid Maintenance, Monitoring and Protection**

### **1. Orders for protection of RADAR and navigation aids**

- a. Only authorised personnel are allowed access to aerodrome navigation aids. Permission must be sought through ATC prior to accessing any navigation aids to ensure the safety to the Aerodrome.
- b. ATC is responsible for ensuring all surveillance equipment is maintained and any serviceability issues are reported. Any airfield operator who believes there may be a fault with a particular system should report it immediately to ATC. Tel: 01256 367276.
- c. Aquila Air Traffic Management Services (ATMS) under Programme MARSHALL are responsible for support to fixed ATM equipment's at RAF Odiham. All Navigation equipment Site Safeguarding, Radio Site Protection and siting boards for new installations are to be undertaken by C4i AST.

**Annex T to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Works Safety**

References:

- A. [RA 3266 – Aerodrome Maintenance](#)
- B. [RAF Odiham Wildlife Plan](#)

1. **Work in progress (WiP) records.** Any WiP that will affect Ac operations must be notified to all flying Sqns as well as recorded on ATIS by ATC.
2. **WiP Log.** A WiP Log is maintained in Station Operations by Station Mission Support Cell (SMSC).
3. Anyone required to work on the airfield must contact DOC prior to commencing work and ensure they:
  - a. Have Authority to conduct the work.
  - b. Hold a valid Airfield Access Permit.
  - c. Have received a brief from ATC/DOC on airfield activity to ensure safety of all users.
  - d. Brief ATC/DOC on the impact the works will have on the airfield.
4. **WiP Briefings.** Supervisors of work parties will receive a brief on their responsibilities. This includes:
  - a. Limits of the work area.
  - b. Direction of Ac movements.
  - c. Route to be taken by works vehicles.
  - d. Parking area for works vehicles and equipment.
  - e. Control to be exercised over works vehicles and workers.
  - f. Signals to be employed.
  - g. FOD Prevention.
5. **Control Measures.** When it is not possible to stop flying whilst work is undertaken Stn Ops will pass across the above information to the ATCO IC / Supervisor who will maintain oversight of all WIP activity to ensure effective separation from flying activity.

6. **Grass Cutting Plan.** Habitat Management, including grass policy, is contained within Ref B. The Unit maintain a long grass policy in line with CAP 772, with the exception of the Kestrel Gliding Club landing strips and areas surrounding NAVAIDS, where a shorter length is required.

**Annex U to  
RAF Odiham DAM  
1 May 24**

**Aerodrome Users – Vehicle and Pedestrian control**

References:

- A. [Annex A to Odiham Station Standing Orders Airfield Ops – Leaflet 202](#)
- B. [JSP 800 – Defence Movements and Transport Regulations 15.046-048](#)
- C. [RA 3262 – Aerodrome Access](#)

**The Airfield**

1. In accordance with References B & C, all personnel who require access to the airfield by vehicle, bicycle or foot are to be in possession of a valid AAP. All AAPs are valid for up to 1 year and are issued by ATC following an aerodrome access driving brief and test. RAF Odiham Airfield access orders are available at Ref A.
2. If there is any concern over airfield access or unsanctioned activity the DOC is to be immediately.
3. All visitors to RAF Odiham who require access to the Movement or Manoeuvring area are to report to Stn Ops with an in-date AAP and will receive a daily 'works in progress' and site familiarisation brief. This is mandatory prior to accessing the airfield.
4. Due to the presence of earthing spikes, vehicle movement is restricted on the grass immediately north of the Rwy 27 threshold, to those with a specific purpose to be there and the express permission of ATC. Vehicle speed is restricted to walking pace.
5. **Weekend access.** At the cease of flying on Friday evening, all traffic lights on the airfield will be set to green and barriers placed across the MT route when ATC are closed, to facilitate glider operations. Personnel must exercise extreme caution during weekend airfield access and hold an in-date AAP due to other airfield user activity including RAFGSA Kestrel Gliding Club, Model Flying Club and RAF Odiham Clay Pigeon Shooting. Weekend vehicle movement is prohibited on the grass immediately north of the Rwy 27 threshold.

**Annex V to  
RAF Odiham DAM  
1 May 24**

## **FOD Prevention – Training and Awareness**

References:

A. [RAF Odiham FOD Prevention Plan](#)

1. **FOD prevention.** The 3 aims of FOD prevention at RAF Odiham are to ensure that:
  - a. Operational and maintenance practices minimise the likelihood of FOD damage to an Ac.
  - b. If FOD enters an Ac or Ac operating area, processes are in place to remove that FOD before it can cause damage.
  - c. If FOD causes damage to an Ac, the Ac design is such that the air safety risks the FOD poses is As Low As Reasonably Practicable.
2. **FOD prevention measures**
  - a. **Muddy Aircraft tyres.** Crews are to check the Ac tyres for mud prior to leaving field locations and run on slowly over the grass either at the field or at RAF Odiham to remove any excess. In the event that any mud is deposited on any manoeuvring areas, ATC are to be informed immediately. Pilots are to avoid, where possible, tracking over civilian property on departure from a field to prevent potential damage resulting from falling mud.
  - b. **FOD walks.** RAF Odiham aims to conduct a unit wide FOD walk at least twice a year as detailed within Ref A, and after any significant event on the airfield. Additionally, FOD checks of in use Ac operating areas must be conducted daily prior to flying operations.



**Annex W to  
RAF Odiham DAM  
1 May 24**

## **Aerodrome Wildlife Management**

References:

A. [RAF Odiham Habitat & Wildlife Plan](#)

1. SATCO is the designated officer for all aerodrome wildlife control service contracts and is responsible to the Stn Cdr for all matters relating to the wildlife control task. All Wildlife & Habitat Management (WHM) is subcontracted to Bains Simmons with the WHM Unit Manager (WHM UM) responsible for the provision of an effective and efficient wildlife control system in accordance with the regulation and guidance given in the Military Aviation Authority (MAA). Day to day control activities are conducted by WHM Officers who manage all aspects of wildlife and habitat control on the airfield, including the keeping of all required records.

**Annex X to  
RAF Odiham DAM  
1 May 24**

## **Low Visibility Procedures**

References:

- A. [RA 3274 – Low Visibility Procedures](#)
- B. [RA 3275 – Rwy Visual Range \(RVR\)](#)
- C. [ATC Order Book](#)

1. **Implementation, changes, or cessation of LVPs.** LVP are authorised, instigated, varied, and terminated by the Aerodrome Controller (ADC). As there is no public address system at RAF Odiham the ADC will, via the ATC Switchboard, notify the following:

- a. Aquilla
- b. AWCU
- c. Dog Section
- d. DOC
- e. Fire Section
- f. RAF Odiham Radar

2. The DOC will also inform the following:

- a. JHSS
- b. Regt Flt
- c. Sqn Ops

3. Where gaps in movements are identified, the ADC may relax the LVP conditions in force however, prior to resuming aircraft operations, a full check of the manoeuvring area will be completed.

4. **Wildlife Control Operations.** Wildlife control operations shall continue during LVPs, with all movement strictly controlled by ATC.

5. As RVR is not installed at RAF Odiham, when the reported meteorological (Met) visibility is less than 1500m, conversion of Met visibility (MV) to RVR is required. This will be used for all IFR approaches and departures and is calculated using the table below:

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Lighting Elements Available at the Airfield	RVR = Reported Met Visibility Multiplied By:	
	Day	Night
High Intensity Approach and Runway Lighting	1.5	2.0
Any Type of Lighting other than Above	1.0	1.5
No Lighting Available	1.0	N/A

6. **Visibility Condition One.** When the reported met visibility falls below 1600m, but ATC can see both thresholds and the visibility is sufficient to permit aircraft to taxi and, avoid collisions with other aircraft or vehicles. No further protection measures are required.

7. **Visibility Condition Two.** Shall be instigated when visibility is sufficient to permit aircraft to taxi and avoid collisions with other aircraft or vehicles, but ATC are unable to control traffic by visual means. ATC shall implement the following:

- a. Ensure that the Rwy vehicle crossing points are physically controlled and a sweep of the Rwy conducted, prior to any aircraft operations is conducted.
- b. When the MV drops below 1000m, further controls will be implemented, including:
  - (1) Withdrawal of non-essential of vehicles and personnel (including suspension of WIP).
  - (2) All routine maintenance of visual and non-visual aids shall be suspended, and the Instrument Landing System (ILS) and Precision Approach Radar (PAR) sensitive areas will be cleared of all traffic.
  - (3) No aircraft/vehicles shall be held at BRAVO ALPHA or permitted to cross the 27-link road (ECHO 1 to BRAVO 2) when aircraft are established on the ILS, as this infringes the ILS Critical/Sensitive areas.
- c. When the MV drops to 600m, or the cloud ceiling reduces to 200ft, all activities on the Manoeuvring Area will be subject to specific ATC clearances on MRE. The use of "unrestricted" or "access all surfaces" shall not be used.
- d. If the MV drops to 550m (or less), all IFR (CAT I) approaches shall be suspended.

8. **Visibility Condition Three.** Shall be instigated when the MV is less than 400m. All operations, except National Standby, shall be suspended.

**Annex Y to  
RAF Odiham DAM  
1 May 24**

## **Snow and Ice Operations**

References:

A. [RAF Odiham Op BLACKTOP](#)

1. The RAF Odiham Snow and Ice Operation Plan is at Ref A. RAF Odiham does not routinely clear the Rwy of snow and ice. Snow and ice clearance is authorised by Flt Cdr Ops.

**Annex Z to  
RAF Odiham DAM  
1 May 24**

## **Thunderstorms and strong wind procedures**

References:

- A. [DAP101A-1105-1A - Carriage of Cargo by Helicopters, General Information](#)
- B. [JSP 465 – Defence Geospatial Intelligence Policy](#)
- C. [Manual of Airworthiness Maintenance – Processes \(MAM-P\)](#)

1. **Aircraft parking on Charlie ASP in strong winds.** When strong wind (>30 Kts) precludes the parking of Ac in the marked parking spots on Charlie ASP, Eng Ops will determine the parking heading. They are to ensure that Ac are parked as follows:

a. There are to be a maximum of 6 Ac on the ASP parked on the centre-point of alternate spots<sup>11</sup>, in accordance with Appendix 1:

- (1) Back Row (Spots 1-8): Even spots only (2, 4, 6 & 8)
- (2) Front Row (Spots 9-11) Odd numbers only (9 & 11).

b. The chosen parking heading is to be such that the wind is not from the forward right quadrant to ensure that the start/stop envelope is as favourable as possible. Eng Ops is to consult the Met Forecaster before deciding on the heading. A wind from left of the nose is preferable to allow for small variations in wind direction.

2. **Aircraft refuelling during thunderstorm warnings.** To maintain operational flexibility thunderstorm levels at RAF Odiham are defined<sup>12</sup> as:

a. **Thunderstorm level LOW.** Thunderstorms are not occurring at the present time or are not expected.

b. **Thunderstorm level MODERATE.** Thunderstorms are developing, or have been reported, within about 45KM of the site, but are not expected to affect the site in the immediate future.

c. **Thunderstorm level HIGH.** A thunderstorm is occurring or is expected over the site in the immediate future normally in about 15 minutes.

3. In accordance with Ref C, Ch3.1.4, Ac refuelling is subject to the following:

a. **Thunderstorm level LOW.** Ac can refuel but all involved must be aware of the risk.

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<sup>11</sup> When used, an 'A' designation should be given to the parking spot, e.g., "Spot 9A", "Spot 2A"

<sup>12</sup> This is a deviation from Ref B

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b. **Thunderstorm level MODERATE.** Ac can refuel but with heightened awareness.

c. **Thunderstorm Level HIGH.** Ac cannot refuel. If it is operationally essential OC ELW can override this and give permission.

4. **JHSS Operations on Receipt of a Thunderstorm Forecast.** Joint Helicopter Support Sqn (JHSS) detaches a team to RAF Odiham during the flying week. All Operators are to note that JHSS may not operate in thunderstorm conditions as per the below extract from Ref C:

*“Vertical replenishment operations during thundery conditions should be avoided when operationally possible. Not only do such conditions increase the electrostatic hazards by reason of the high ambient charged atmosphere, in addition the configuration of a hovering helicopter with external load is susceptible to a lightning strike.”*

5. By agreement, JHSS operations may take place at RAF Odiham when a Thunderstorm Warning has been issued under the following conditions:

a. **Thunderstorm Level 1 (High).** Vertical replenishment operations including USL “hooking-up” must cease, with the exception of short duration operations to enable operational tasks, which must be authorised by OC JHSS.

b. **Thunderstorm Level 2 (Moderate).** Vertical replenishment operations including USL “hooking-up” may be undertaken but only on the direct authorisation of the JHSS Ops Officer or their nominated representative of WO rank or higher.

c. **Thunderstorm Level 3 (General).** Vertical replenishment operations to continue as normal.

Appendix 1 to  
RAF Odiham DAM Annex Z  
1 May 24

**Charlie ASP Crosswind Parking Spots**



**Annex AA to  
RAF Odiham DAM  
1 May 24**

## **Civil Aircraft Aerodrome Usage – Terms and Conditions**

References:

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

1. Civil Ac are permitted to use RAF Odiham in accordance with policy in Ref A. Civil Ac movements are accepted through PPR only and must be booked through Stn Ops, RAF Odiham.
2. Any civil users must have adequate resources to pay claims for compensation and they must hold an aviation liability insurance policy. In advance of permission to use RAF Odiham being granted, a copy of the insurance policy certificate must be provided to Stn Ops.
3. **Passenger handling.** There are no passenger handling facilities at RAF Odiham.
4. **Animal handling.** Any Ac carrying animals are not permitted to land at RAF Odiham.
5. **Refuelling services.** There are no refuelling services available for civil users.
6. **Catering.** There are no catering facilities available for civil users.
7. **Aircraft maintenance.** There is no visiting Ac handling sqn at RAF Odiham, and no provision of Ac maintenance for civil users.
8. **Security.** There are no provisions ensuring the security of visiting civil Ac.
9. The Terms and Conditions may be varied at any time by the AO to reflect any changes, amendments, or additions to working practices at RAF Odiham. Whilst the AO will use all reasonable endeavours to advise civilian users of any changes to the terms and conditions, it will be for the civilian users to ensure that they are aware of the extant terms and conditions. The AO shall not be liable for any loss or damage (whether direct or indirect) arising out of any change in the terms and conditions.
10. All civilian users are to operate in accordance with extant DfT NASP and wider Air Transport Security (ATSy) protocols.
11. **Airfield operating hours.** RAF Odiham is open to civil users during airfield operating hours, defined as “service available to meet operational requirements.”
12. **Costs.** Visiting civilian Ac will be charged as per tables at appendix 1 to this Annex.
13. **ICAO crash category.** RAF Odiham is established to meet ICAO crash cat H3.



14. **Flight safety.** Civilian users are to comply with all extant orders and instructions to ensure flight safety is not compromised.

15. **Local and national emergencies.** In the event of a major local or national emergency RAF Odiham may close to civil users.

16. In the event of RAF Odiham being closed to civil users, all access to the aerodrome for any reason may be restricted and no liability is accepted for any losses or damages arising.

17. **Removal of privileges.** Any breaches of the terms and conditions for the use of RAF Odiham will be dealt with on a case-by-case basis by the AO. This may result in the temporary or permanent removal of privileges for the use of RAF Odiham, depending on the severity of the breach. The AO retains the right to remove flight privileges and it is therefore in the best interests of civilian users to be aware of and comply with the appropriate terms and conditions at all times.

**Appendix 1 to  
RAF Odiham DAM Annex AA  
1 May 24**

**Movement, parking, and indemnity fees**

**Approach, Landing & Parking Fees**

MTOM (ton)		Touch & Go (GBP)	Landing Fees (GBP)	Parking <sup>13</sup>
0	1.5	10	20	20
1.501	3.0	20	40	30
3.001	4.5	30	100	60
4.501	6.0	40	160	120
6.001	9.0	80	320	180
9.001	15.0	120	480	240
15.001 +		160	640	360

**Insurance Indemnity Administration Charges**

1. The Indemnity Insurance charge is separate to the mandatory minimum insurance levels required through Pilot's insurers. Charges raised are in line with JSP360 – Civil Use Of MOD Aerodromes and comprise a 'movement fee' with VAT added and an 'Insurance Indemnity Administration Charge'. The details of the indemnity charge are contained in the 3 tables below.
2. The MOD uses the Indemnity Charge to offset the cost of the MOD's insurance policy, which must be increased to cover the cost of non-MOD assets using the aerodrome. This additional cost cannot be paid from public funds and is therefore recovered from Captains either annually (for regular users) or on a per movement basis (for non-regular visitors).
3. Unlike movement fees, this Indemnity Charge is the same across all MOD airfields and without it, aircraft will be unable to make use of those aerodromes.
4. To become a Regular User, email: [Air-DResFin-FinAdminSupport@mod.gov.uk](mailto:Air-DResFin-FinAdminSupport@mod.gov.uk) to request an application form. Once approved, RAF Odiham ATC require a copy and on subsequent bookings, no further Insurance Indemnity Charges would be added whilst the certificate is still in date.

<sup>13</sup> First 2 hours free. Hardstanding parking only. Price per night in GBP.

**All users other than those in the categories shown below.**

MTOM (ton)		Regular User (£)	Casual User (£)
0	0.999	115	11
1	1.999	247	20
2	14.499	429	48
14.5	24.999	528	69
25	49.999	660	82
50	199.999	825	103
200	499.999	990	137
500	+	1155	179

**Private use by those who are members of HM Service but are not members of service flying clubs.**

MTOM (ton)		Regular User (£)	Casual User (£)
0	0.999	66	9
1.001	1.999	115	11
2.001	14.499	165	14
14.500	24.999	214	16
25.000	49.999	264	22
50.000	199.999	330	27
200.000	499.999	379	34
500.000	+	429	55

**Air displays (including conducting circuits, overshoots, and rollers) at the request of the users or non- MOD display organiser.**

MTOM (ton)		Regular User (£)	Casual User (£)
0	0.999	264	16
1.001	1.999	429	31
2.001	14.499	693	42
14.500	24.999	924	47
25.000	49.999	1188	55
50.000	199.999	1402	69
200.000	499.999	1650	76
500.000	+	1897	97

**Annex BB to  
RAF Odiham DAM  
1 May 24**

## **Electrical Ground Power Procedures**

References:

A. [RAF Odiham Aviation Engineering Standing Orders Book 2](#)

1. All electrical power procedures are held in Aviation Engineering Standing Orders (AESOs). Any requirement for ground power must be agreed prior to arrival. RAF Odiham has the following ground power capability:

- a. **Fixed electrical ground power.** Not available at RAF Odiham.
- b. **Mobile Ground Power Units (GPUs).** GPUs are available for use by trained personnel only.
- c. **Auxiliary Power Units.** APUs can be used on all designated parking slots.
- d. **Use of 28 Volt Conversion Units.** RAF Odiham has no 28 Volt Conversion Units.

**Annex CC to  
RAF Odiham DAM  
1 May 24**

## **Aviation Fuel Management Procedures**

References:

- A. [RAF DAP 3150 – Mechanical Transport Instructions \(MTIs\), Part 3, Instr. 8](#)
- B. [JSP 317 – Joint Service Safety Policy for the storage and handling of Fuels, Lubricants and Associated Product.](#)

### **1. Management of bulk fuel installation.**

- a. The Bulk Fuel Installation (BFI) at RAF Odiham is operated by SNCO Fuels & Lubricants (F&L), having received delegated Operating Authority from the Head of Establishment (HoE). SNCO F&L has completed the Fuels Operator and Managers Course.
- b. As the current Maintenance Management Organisation (MMO), Vinci are responsible for maintaining RAF Odiham's fuels infrastructure on behalf of DIO.
- c. The BFI is subject to multiple inspections per year, most notably the Fuel & Gas Safety Assurance Assessment and the Technical Standard Petroleum 03 assessment. Failure of these inspections would result in revocation of the Certificate for Continued Operation (CCO) and require cessation of BFI Ops unless taken at the personal risk of the HoE.

### **2. Fuel storage, quality, and delivery.**

- a. There are 2 fuel storage tanks at RAF Odiham BFI 5. Each tank holds up to 500,000 Litres of F34 AVTUR, with a safe working capacity of 477,000 Litres. One is used for issue of fuels whilst the other is being refilled. Fuel receipts are delivered via road tanker which provides up to 37,500 Litres, the number of receipts is dependent on the predicted usage on Stn and the amount of fuel required to fill the tanks.
- b. The fuel in the tanks is tested daily in accordance with Ref A and B. Any fuel in a bowser which has been stationary for three hours will be subject to a further Contamination Checks (CC).

**3. Serviceability of aircraft refuelling vehicles.** In addition to the normal daily inspection of refuelling vehicles, the operator is responsible for ensuring the vehicle is serviceable. CC are to be conducted, ensuring the fuel is free from water and contamination. Bonding wires / clips and dust caps are to be serviceable and in place. Particular attention is to be paid to the maintenance of correct tyre pressures. Any vehicle defects are to be reported without delay.

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4. **Aircraft refuelling operations.** The following precautions are to be observed by all drivers of Ac refuelling vehicles:

a. **Before refuelling commences.**

(1) The refuelling vehicle is to stop at least 50 metres from the Ac and must not proceed until called forward by the crew, who will be responsible for the marshalling and positioning of the vehicle. The driver is to comply with the signals of the crew unless it becomes apparent it will not be safe to do so. In this case and in the event of the driver losing sight of the crew, the driver is to bring their vehicle to an immediate stop.

(2) The Ac refuelling vehicle is to be positioned in such a way to allow it to be driven away quickly and without obstruction in the event of an emergency. A removable chock is to be positioned to prevent the vehicle inadvertently moving towards the Ac.

(3) The driver is to verify that the vehicle-earthing strap is fitted and is in contact with the ground.

(4) Fire extinguishers of the approved type are to be readily available.

(5) The Ac refueller is to confirm with the crew that all earthing and bonding regulations have been observed.

5. **Refuelling with engines and rotors running (CH47 helicopters).**

a. The hose end pressure couplings of the refuellers are to be fully extended and doubled back approximately 4 metres from the extremities. When the Ac is in position, the refuelling is to be conducted by the ground crew under the supervision of the Ac crewman, with the refueller driver remaining at the pumping compartment during the refuelling operation.

b. On completion of refuelling and before the Ac lifts, the hose is to be doubled back to the pump compartment and the bonding lead fully retracted. The refueller driver is to hold the pump compartment door until the Ac is clear.

6. **Fuel spillage procedures.** In the event of fuel spillage from a refuelling vehicle, whatever the cause, the following precautions are to be taken:

a. The vehicle is to be parked in a safe area.

b. The engine is to be switched off.

c. Battery isolation switch is to be switched off.

d. Isolation switches are to be turned off.

e. The fire and emergency services are to be informed immediately.

f. Implement Unit Spillage Plan.

**Annex DD to  
RAF Odiham DAM  
1 May 24**

## **Hazardous Materials – Spillage Plan**

References:

- A. [JSP 317 – Joint Service Safety Policy for the Storage and Handling of Fuels, Lubricants and Associated Products](#)
- B. [JSP 375 – Management of Health and Safety in Defence](#)
- C. [JSP 418 – Management of Environmental Protection in Defence](#)
- D. [RAF Odiham Spillage Response Plan](#)

1. RAF Odiham holds a Station Spillage plan in accordance with Ref A, B and C, which can be found at Ref D.

**Annex EE to  
RAF Odiham DAM  
1 May 24**

## **Orders for the use of the compass base**

References:

A. [RAF Odiham Aviation Engineering Standing Orders Book 2](#)

1. OC Engineering & Logistics Wing is responsible for the calibration and adjustment of the compass base (conducted by QinetiQ in consultation with ATC) and Ac compasses at RAF Odiham.

2. A compass swing, if required, is normally performed following a compass computer replacement. Ac which have not undergone a compass swing would normally be limited to VMC day flying only.

### **3. Responsibilities**

a. **Sqn line control.** The responsibilities of Sqn rectx control are as follows:

(1) Booking the Compass Calibration Base (CCB) through the Eng Ops Controller and requesting aircrew assistance, as necessary.

(2) Nomination of a compass swinging team which is to comprise:

(a) NCO IC compass swing (A Tech Av).

(b) Watts Datum Compass Operator (A Tech Av).

(c) Runner/Safety man (any suitable trade).

(d) Towing party.

(3) The provision of the following equipment:

(a) A 45kg CO2 trolley to be placed on the CCB.

(b) 40 KVA Ground Power Unit (GPU).

(c) Support equipment as detailed via IADS AP101C-0506-AMM, CH-A-34-23-00-00A-273A-A.

b. **Eng Ops.** Eng Ops is to maintain a booking system for the CCB and is to consult with OC ELW when requesting to arrange aircrew assistance for a compass swing.

4. **Conduct of swing.** When measurements are made during a swing, care is to be taken to ensure that all external ferrous objects are removed from the vicinity of the compass detector and direct reading compass. In the case of Chinooks under tow, this



means that the tow bar and towing vehicle must be removed for every reading. Adjustments are only to be made by use of non-ferrous screwdrivers.

5. **Communications and safety.** Radio comms are to be maintained with ATC throughout a compass swing. Clearance from ATC is to be obtained before movement within active areas of the airfield. No Ac, vehicles or personnel are to cross the hold line for the Rwy from the Compass Base without permission from ATC.

**Annex FF to  
RAF Odiham DAM  
1 May 24**

## **Dangerous Goods (DG) procedures – Loading and Unloading**

References:

A. [DSA03 DLSR – Movement and Transport Safety Regulations – Regulation 6 – Schedule 1: Dangerous Goods Manual \(DGM\)](#)

1. Any request for a routine DG Ac movement (with Category 1.1 explosive on-board) involving landing at RAF Odiham is to be denied. In the event that a contingency Ac movement is requested the tasking agency is to be informed of our limitations. Should the need arise, the following will apply:
  - a. Any DG operations at RAF Odiham are to be conducted in accordance with Ref A, written under the direction of the Transport of Dangerous Goods Sub-working Group (TDGSWG), a specialist working group of the Defence Land Safety Regulator Stakeholder Committee (DLSRSC) that forms part of the MOD top level safety committee structure.
  - b. The Movements and Transport Safety Regulator (MTSR) is the single independent regulatory body for all Defence movement and transport activities. As the 'Regulator,' MTSR is accountable to SofS, through the Defence Safety Authority (DSA) and Defence Land Safety Regulator (DLSR) for providing a regulatory framework for the safe movement and transport of personnel and equipment within the Defence environment.
  - c. MTSR SO1 Assure DG (Chairman of TDGSWG) is the initial point of contact for enquiries in respect of policy for the transport of any MOD-sponsored DG for carriage by RAF Air Transport or (AT) civilian AT Ac.
3. The Regulations are promulgated for the direction and guidance of all personnel concerned with the preparation and movement of DG in RAF AT Ac, and includes the mandatory controls for the safe carriage of hazardous consignments in all such Ac. The carriage of DG by air is a dynamic and changing environment. As such all DG qualified personnel are to ensure that they are fully aware of the most up to date regulations.
4. The carriage of DG by civilian Ac accords to the guidelines issued by the UN Committee of Experts as translated into the 'International Civil Aviation Organisation's Technical Instructions (ICAO TIs) for The Safe Transport of DG by Air.' The ICAO TIs are the legal instrument in respect of the carriage of DG by air. However, the International Air Transport Association (IATA) DG Regulations (DGRs) are published annually to commence use on 1 Jan every year, without any transition period. These regulations include all the requirements of ICAO TIs but apply additional restrictions as required by the membership of IATA. The IATA DGRs incorporate additional operational requirements in an easy-to-use manual, which provides a harmonised system for operators to accept and transport DG safely and efficiently. In view of the increasing use of commercial airlines by the MOD to transport military freight, the TDGSWG has undertaken to adhere to the

requirements of IATA Regulations wherever possible. By so doing the DGM adheres to the spirit of ICAO TIs and the Air Navigation Order DG Regulations (see Para 1.001) wherever practicable, and only deviates to meet specific military requirements for operational or exercise imperatives that are not covered in those civil regulations.

5. Advice on the transport of DG by air may be obtained from the UK Controlling Air Movement Authority (CAMA), during working hours, as follows:

Air Freight Centre JSC

MOD Abbey Wood

Bristol

BS34 8JH

**Telephone:** 030679 81113 or 81114

**Fax:** 0117 9138943

**Annex GG to  
RAF Odiham DAM  
1 May 24**

## **RPAS Orders, Laser Incidents**

References:

- A. [RAF Odiham Drone Notification Log](#)
- B. [Remotely Piloted Air System Manual – Regulatory Process, Categorization, and Compliance](#)
- C. [UK Mil AIP – EGVO RAF Odiham](#)

1. If an Ac has been targeted by lasers (torches etc) or come into conflict with an RPAS UAS or drone, the pilot should attempt to pass the details below to ATC at the time of the incident (ATC will then inform the DOC). If unable to pass details of the incident onto ATC, a crew member from the affected Ac should contact the DOC at the first available point to pass on the details.

2. The details to be passed are:

- a. Position (to be easily understandable by outside agencies).
- b. Time of incident.
- c. What the Ac was doing at the time (Landing, taking off, circuits etc).
- d. What else the crew could see, vehicles, number of people, houses etc.
- e. Is it still going on?
- f. Were/are there any JHSS personnel on the ground?

3. The DOC will then inform the relevant civilian police force (using either 999 or 101 depending on severity) and inform the RAF Odiham Air Safety Team the next working day.

4. The crew should seek medical assistance and submit a DASOR as required.

### **5. RPAS/UAS operations**

a. RAF Odiham is situated in an affluent area where many homeowners/landowners are able to employ the services of professional Drone Operators. A condition of their operating licence is not to fly above 400ft AGL and not within the notified UAS Flight Restriction Zone (FRZ) or associated Rwy Protection Zones (RPZ), as defined in Ref B, unless prior permission from CAA and the aerodrome is sought. Aircrew must also be aware of the increased use of tethered drones which operate with command/data transfer wires attached between the drone system and the ground control point.

b. Through the Stn engagement network drone operators are encouraged to contact the DOC (Ext 7254) if they plan to operate a drone either within the local area or in the vicinity of local fields used by Stn based Ac.

c. Where information about the flight of a drone is received by ATC/DOC – whether directly from the operator, or via the MCO/Engagements – it should be determined if an affect to operations exists. If so, the following information should be obtained and recorded in Ref A:

- (1) Start/Finish Time.
- (2) Location (Lat/Long/OS Grid).
- (3) Observation/Type/Amount/Size.
- (4) Height/Heading/Other.
- (5) Reported by/Drone Operators details.

d. The following agencies should be informed of the drone's details:

- (1) DOC.
- (2) ATC – who will inform Farnborough, Blackbushe, Lasham, Popham, and other Ac via ATIS.
- (3) Sqn Duty Authorisers (DA).
- (4) SMSC – annotate against Fields Directory and generate GMSS Warning.
- (5) Low Flying Ops Flight – to register the activity on CADSATC – who will inform TATCC(S), Farnborough, Blackbushe, Lasham, Popham, and other Ac via ATIS.