



Defence  
Safety  
Authority



# RAF Cosford

## Defence Aerodrome Manual (DAM)

Military Aviation  
Authority

Military Aviation Authority

**MAA**

## Notes for Completion (need not be replicated in DAM)

The management and running of an aerodrome is a Duty Holder (DH)-Facing responsibility. The Defence Aerodrome Manual (DAM), when used in conjunction with the Defence Aerodrome Assurance Framework (DAAF), enables the Aerodrome Operator (AO) to provide assurance to the Head of Establishment (HoE) that the aerodrome is being managed in a way that accommodates the safe operation of Air Systems. The purpose of the DAM is also to provide, in a standardized format, a mechanism to inform both military and civilian operators of accurate aerodrome data, that includes physical characteristics, available services, aerodrome hazards and operating procedures. The DAM is to be easily accessible on the Aerodrome MOD Intranet and Internet sites. The DAM will provide reference material to the AO to ensure that all aerodrome management requirements are being met and assured correctly.

The AO may develop their own cover and 'Foreword', the Template is to be used as a framework for the development of the bespoke unit DAM. The AO is responsible for ensuring that the DAM is up to date and accurate, be a living document, amendments made when changes occur, and the latest version published online. AOs can add chapters and Annexes, dependent upon the complexity of the aerodrome, however the same layout may be used as the Template to ensure consistency across all MOD Aerodromes. If chapters and / or Annexes are added, they may be placed at the end of the DAM and Annexes may be amended without having to reissue the whole document, with changes recorded in the Table of Amendment. Aeronautical Information published in national Aeronautical Information Publications (AIPs)<sup>1</sup> must be identical to that published in the DAM. It is considered good practice that individuals who have responsibility for day to day management, update and review of elements of the DAM, are tasked in writing by the AO to highlight the areas that they are responsible for, review timelines, DAAF responsibilities and actions to be taken when DAM amendment is required. The DAM index and DAM Annexes may be annotated with the Information Owners post / position.

The DAAF may be developed and maintained to cover all chapters and Annexes of the DAM, capturing evidence of the DAM review, content accuracy and recording the DAM Assurance at 1<sup>st</sup> / 2<sup>nd</sup> and 3<sup>rd</sup> party level.

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

- RA 1020(4) - Responsibilities of Aviation Duty Holder-Facing Organizations
- RA 1026 - Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities including Aerodrome and Helicopter Landing Site Assurance Requirements
- RA 1030 - Defence Aeronautical Information Management
- RA 1200 - Air Safety Management
- RA 1205(4) - Responsibilities of Organizations Supporting an Air System Safety Case
- RA 1400 - Flight Safety
- RA 1410 - Occurrence Reporting and Management
- RA 1430 - Aircraft Post Crash Management and Significant Occurrence Management
- RA 2415 - Civil Use of Government Aerodromes
- ATM 3000 - Air Traffic Management Regulations (ATM)
- DSA02 DFRS - Defence Aerodrome Rescue and Fire Fighting Regulation
- JSP 360 - Use of Military Aerodromes by Civil Aircraft
- AP 600 - Royal Air Force Information and CIS Policy<sup>2</sup>
- Manual of Air Safety (MAS)
- Manual of Post-Crash Management (MPCM)
- Manual of Military Air Traffic Management (MMATM)

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

<sup>2</sup> The policies and regulations published as Chapters in this AP are mandatory for personnel at all Air Command Stations. However, other Top-Level Budgets (TLBs) that wish to adopt any policy from this AP are to publish guidance on which Chapters are applicable to their subordinate organizations. Notwithstanding this, owing to CAA regulations and the MOD's self-regulatory position, personnel at all military aerodromes are to adhere to the policies covered in Chapter 3 - Maintenance and Responsibilities and Chapter 6 - Aerodromes.

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Amendment No.	Amendment Date	Date of Incorporation	Name / Role	Signature
Ver 7.0	Jan 21	Feb 21	Pickering/ Airfield Manager	ANP

### 4. Annexes

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<del>Annex FF</del>	<del>Jettison and Fuel Dumping Area</del> (Not applicable)
<a href="#">Annex GG</a>	Compass Swing Area
<del>Annex HH</del>	<del>Explosive Ordnance Disposal Area</del> (Not applicable)
<del>Annex II</del>	<del>Dangerous Goods (DG) Procedures</del> (Not applicable)
<del>Annex JJ</del>	<del>Hydrazine (H70) Leak</del> (Not applicable)
Annex KK	UAS / RPAS Orders

Expand as required for additional Annexes

# Chapter 1: Technical Administration - Aerodrome Location, Layout and Access

## 1.1 Name and Work Address of Aerodrome Operator:

Airfield Manager  
Airfield HQ (Bdg 517)  
RAF Cosford  
Wolverhampton  
WV7 3EX

Mil ☎ 95561 Ext 7778  
Civ ☎ 01902 37778

Email: [adrian.pickering430@mod.gov.uk](mailto:adrian.pickering430@mod.gov.uk)

- 1.2 Aerodrome Operators Authority and Letter of Delegation<sup>1</sup>. [Annex A](#)
- 1.3 Safety Meeting Structure<sup>2</sup>. [Annex B](#)
- 1.4 Aerodrome Key Stakeholders<sup>3</sup>. [Annex C](#)
- 1.5 Aerodrome Operators Hazard Log (AOHL)<sup>4</sup>. [Annex D](#)
- 1.6 Formal Aerodrome Related Agreements<sup>5</sup>. [Annex E](#)
- 1.7 Aerodrome Waivers, Exemptions and Alternative Acceptable Means of Compliance (AAMC)<sup>6</sup>. [Annex F](#)
- 1.8 Aerodrome Location and Control of Entry and Access<sup>7</sup>. [Annex G](#)



## Chapter 2: Aerodrome Data, Facilities and Characteristics

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

### 2.1 LOCATION INDICATOR AND NAME

EGWC – RAF Cosford

### 2.2. AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA

1	Aircraft Readiness Platform Co-ordinates and site at Aerodrome (AD):	N52 38' 25.92" W002 18' 18.95" Mid-point of Rwy 06/24
2	Direction and distance from City / Town:	7nm E of Telford
3	Elevation / Reference Temperature:	272ft / 20°C
4	Magnetic Variation / Annual Change:	0 42' W (OCT 20) / 0 12' decreasing
5	Geoid Undulation at AD Elev Position:	06 – 0.38%U, 24 – 0.38%D
6	AD Administration Address:  Telephone:  Fax: E-mail: Web site:	Air Traffic Control Royal Air Force Cosford Wolverhampton West Midlands WV7 3EX  Mil: 95561 7030 (ATC) Civ: 01902 377030 (ATC) Mil: 95561 7143 Civ: 01902 377143 <a href="mailto:cos-atc-shared@mod.gov.uk">cos-atc-shared@mod.gov.uk</a>
7	Types of Traffic Permitted (IFR / VFR):	VFR, No Instrument Approach Facilities
8	Remarks:	Short grass airfield. Increased bird activity expected throughout the year.

### 2.3. OPERATIONAL HOURS

1	AD:	SR -30 mins (or 0700 Local, whichever earlier) until 2300 Local.
2	Customs and Immigration:	Nil
3	Health and Sanitation:	Nil
4	AIS Briefing Office:	Nil
5	ATS Reporting Office (ARO):	Nil
6	MET Briefing Office:	Nil (At Shawbury)
8	ATS:	ATC normally manned for mil flying 0900-1730 local Sat-Wed (Mon-Fri over Easter, Jul and Aug).
9	Fuelling:	Mil only on request
10	Handling:	HO by request
11	Security:	By request



12	De-Icing:	Not available
13	Remarks:	<p>24 hr PNR for Military aircraft.  24 hr PPR for Civil aircraft. No Civil aircraft Thu - Sun.  ATC manned to operational requirement only, may close at indeterminate times.  When ATC is closed, crews should make blind calls on COS App 135-875.  Visiting Civil aircraft will not be accepted by Cosford if the visibility is less than 5km and cloud base is below 1000 agl.  Light aircraft and microlight flying HJ.  Air ambulance rotary ops SR -30 min - 2300 local.  UBAS and AEF cadet flying operate Sat - Wed (Mon-Fri over Easter and Summer months). Operating area S, W, N and NE of Telford up to 8000ft.  Grass landing area for stn-based ac only.  Intensive bird activity throughout the day.  Restricted visibility to the north from ATC</p>

#### 2.4. HANDLING SERVICES and FACILITIES

1	Cargo Handling Facilities:	Nil
2	Fuel / Oil / Hydraulic Types:	100LL – See remarks
3	Fuelling Facilities / Capacity:	Bowser
4	Oxygen:	Nil
5	De-Icing Facilities:	Nil
6	Starting Units:	Nil
7	Hangar Space for visiting Air Systems:	Limited. By prior arrangement.
8	Repair Facilities for visiting Air Systems:	Nil
9	Remarks:	Available to Elementary Flying Training aircraft only. PNR 24 hrs

#### 2.5. PASSENGER FACILITIES

1	Accommodation:	Nil
2	Medical Facilities:	Nil
3	Remarks:	Rail station adjacent to airfield.

#### 2.6. RESCUE and FIRE FIGHTING SERVICES

1	AD Category for Fire Fighting:	ICAO 1 (Grob Tutor). Ability to increase with suitable notice.
2	Rescue Equipment:	As required for ARFF ICAO 1.
3	Capability for removal of disabled Air Systems:	On a tactical basis by operating units.

#### 2.7. SEASONAL AVAILABILITY - CLEARING

1	Type of Clearing Equipment:	Nil
2	Remarks:	Braking action assessment by mu-meter. Latest available information from ATC.

## 2.8. APRONS, TAXIWAYS AND CHECK LOCATIONS DATA

A detailed list of all apron and taxiway characteristics of all available aprons and taxiways is to be produced:

1	Apron Surfaces:	<b>Apron</b>		<b>Surface</b>	<b>Strength</b>
		Dispersal 1		Concrete	LCG V
		Dispersal 2		Block Paving	LCG VII
		Dispersal 3		Blacktop	LCG VII
		Dispersal 5 (DOTA)		Concrete	LCG VII
		Dispersal 10 (UBAS)		Concrete	LCG VII
		ERPs		Block Paving	LCG IV
2	Taxiway width, surface and strength:	<b>Taxiway</b>	<b>Width</b>	<b>Surface</b>	<b>Strength</b>
		Perimeter	11m	Blacktop	LCG IV
		Crescent	11m	Blacktop	LCG IV
		Dispersal 10 (UBAS)	6m	Blacktop	LCG VI
		Link	11m	Blacktop	LCG V
		Link to 12 Hangar	11m	Blacktop	LCG VII
3	Altimeter Check Location and Elevation:	N/A			
4	VOR Checkpoints:	N/A			
	INS Checkpoints:	N/A			
5	Remarks:	N/A			

## 2.9. SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEM MARKINGS

1	Use of Air System stand ID signs: Taxiway Guidelines and visual docking / parking guidance system of Air System stands:	Nil
		Nil
2	Runway and taxiway markings and lighting:	Runway: Standard markings, no lighting
		Taxiways: Continuous yellow centreline, no lighting
3	Stop Bars and Runway Guard Lights	Stop bars and traffic lights at runway access points
4	Other runway protection measures	Nil
5	Remarks:	Nil

## 2.10. AERODROME OBSTACLES (A link to Measured Height Survey Data is acceptable)

Obstacle ID	Latitude	Longitude	Metres (AMSL)	Feet (AMSL)	Comments <sup>3</sup>
DRDF	523822.87N	0021841.64W	85.72	281.23	
Anemometer	523821.99N	0021845.22W	89.27	292.89	
Windsleeve Mast	523825.05N	0021837.43W	89.31	293.02	

<sup>3</sup> Eg Operationally Essential Obstacles (RA 3590(12)), or obstacles that penetrate the Obstacle Limitation Surfaces or Obstacle Free Zones (RA 3512).

## 2.11. METEOROLOGICAL INFORMATION

1	Associated MET Office:	RAF Shawbury
2	Hours of Service: MET Office outside hours	H24 - See Remarks. RAF Waddington.
3	Office Responsible for Terminal Aerodrome Forecast information: Periods of validity:	RAF Shawbury 9hrs
4	Type of landing forecast: Interval of issuance:	TREND Hourly
5	Briefing / consultation provided:	Self-briefing / telephone.
6	Flight Documentation: Language(s) used:	Charts/TAFs/METARs. Abbreviated plain language text.
7	Charts and other information available for briefing or consultation:	Actual / Forecast surface analyses and upper wind charts, rainfall radar, thunderstorm location
8	Supplementary equipment available for providing information:	PC Data display - MOMIDS
9	ATS units provided with information:	Nil
10	Additional information (limitation of Services etc.):	Met Observer available at all times during opening hours.
11	Remarks:	Weekend forecaster available from RAF Waddington. No forecaster on Public Holidays.

## 2.12. RUNWAY PHYSICAL CHARACTERISTICS

A list of all runway characteristics are to be provided:

Designations Runway Number	True and Mag bearing	Dimensions of Runway (m / ft)	Strength (PCN) and surface of Runway and Stopway	Threshold co- ordinates	Threshold elevation, highest elevation of TDZ of precision APP Runway
1	2	3	4	5	6
06	058 00' 04" True 058 42' 04" MAG	1118 x 45	LCG III Asphalt	N52 38' 16.51" W002 18' 43.72"	258.1ft TDZE 265.6ft
24	238 00' 44" True 238 42' 44" MAG	1118 x 45	LCG III Asphalt	N52 38' 35.34" W002 17' 54.17"	271.6ft TDZE 271.6ft
06 Grass* (operating area – not marked or	058 01' 17" True	1034 x 45	Grass	N52 38' 18.66"	255.5ft

maintained as a RWY)	058 43' 17" MAG			W002 18' 45.93"	
24 Grass* (operating area – not marked or maintained as a RWY)	238 01' 54" True 238 43' 54" MAG	1034 x 45	Grass	N52 38' 36.37" W002 17' 59.28"	270.4ft
Desig and Slope of Rwy / Swy	Stopway Dimensions (m / ft)	Clearway Dimensions (m / ft)	Strip Dimensions (m / ft)	Obstacle Free Zone	
7	8	9	10	11	
06: +0.37%	-	-	-	-	
24: -0.37%	-	-	-	-	
06 Grass: +0.44%	-	-	-	-	
24 Grass: -0.44%	-	-	-	-	
12	Arresting Systems:				
Include normal configuration					
13	Remarks :				

### 2.13. DECLARED DISTANCES

Runway	TORA (m / ft)	TODA (m / ft)	ASDA (m / ft)	LDA (m / ft)	Remarks
1	2	3	4	5	6
06	1118	1271	1118	1098	Nil
24	1118	1178	1118	1118	Nil
06 Grass*	1034	1034	1034	1034	*grass operating area – not maintained or marked as a RWY
24 Grass*	1034	1034	1034	1034	*grass operating area – not maintained or marked as a RWY

### 2.14. APPROACH AND RUNWAY LIGHTING

Runway	Approach Lighting  Type Length Intensity	Threshold Lighting  Colour Wingbars	PAPI VASIS Angle Distance from Thr (Minimum Eye Height Over Threshold)	TDZ Lighting Length	Runway C/L Lighting Length Spacing Colour Intensity	Runway Edge Lighting Length Spacing Colour Intensity	Runway End Lighting Colour Wingbars	Stop Lighting Length Colour
1	2	3	4	5	6	7	8	9
06	nil	nil	nil	nil	nil	nil	nil	nil
24	nil	nil	nil	nil	nil	nil	nil	nil
06 Grass	nil	nil	nil	nil	nil	nil	nil	nil
24 Grass	nil	nil	nil	nil	nil	nil	nil	nil
10. Remarks:		nil						

## 2.15. OTHER LIGHTING, SECONDARY POWER SUPPLY

1	A Bn / I Bn location, characteristics and hours of operation:	Nil
2	Anemometer location and lighting:	On airfield. Red Obstruction Light
3	Taxiway edge and Centreline lighting:	Nil
4	Secondary Power supply: Switch-over time:	Yes UPS / Automatic cut in immediate.
5	Remarks:	Nil

## 2.16. HELICOPTER LANDING AREA

Details of all helicopter landing areas or emergency landing strips on the aerodrome are to be recorded:

HLS1	1	Location:	Adjacent to ATC building
	2	Elevation:	-
	3	Lighting:	nil
	4	Remarks:	Marked landing spot to west of ATC
HLS2	1	Location:	Dispersal 3
	2	Elevation:	-
	3	Lighting:	nil
	4	Remarks:	2x Marked landing spots
HLS3	1	Location:	Midland Air Ambulance
	2	Elevation:	-
	3	Lighting:	nil
	4	Remarks:	

## 2.17. ATS AIRSPACE

Designation and lateral limits		Vertical Limits	Airspace Classification
1		2	3
Cosford ATZ		2000ft AAL	G
Circle of 2nm radius centred on ARP			
4	ATS Unit C/Sign: Language:	Cosford English	
5	Transition Altitude:	3000ft	
6	Remarks:	AD active with RW, light FW and microlights SR -30 mins (or 0700 Local, whichever earlier) until 2300 Local. Pilots wishing to transit the ATZ outside of ATC times are requested to broadcast intentions on Cosford App 135.875.	

## 2.18. ATS COMMUNICATION FREQUENCIES

Service Designation	C/Sign	Frequency MHz	Hours of Operation		Remarks
			Winter	Summer	
1	2	3	4		5
GND	Cosford Ground	278.6750 128.650	HO	HO	When ATC is closed, 135.875 is used by all crews to make blind calls when approaching or operating inside the ATZ.
TWR	Cosford Tower	278.6750 128.650	HO	HO	
APP	Cosford Approach	306.7000 135.875 (ICF)	HO	HO	

## 2.19. RADIO NAVIGATION and LANDING AIDS

Type Category (Variation)	Ident	Frequency	Hour of Operation		Antenna Site co-ordinates	Elevation of DME Transmitting Antenna	Remarks
			Winter #	Summer and by arrangement			
1	2	3	4		5	6	7
Nil	N/A	N/A	N/A	N/A	N/A	N/A	Nil
Remarks: Nil							

## 2.20. LOCAL TRAFFIC REGULATIONS

- 1 **Airport Regs:**
- a. ATC manned to operational requirement only, may close at indeterminate times.
  - b. Aerodrome active SR -30min until 2300 local. Pilots wishing to transit the ATZ outside of ATC times are requested to broadcast intentions on Cosford App 135.875.
  - c. No civil aircraft accepted Thu – Sun
- Helicopter Ops:**
- d. Air Ambulance operating SR -30 mins (or 0700 Local, whichever earlier) until 2300 Local.
- Training:**
- e. Ab-initio pilot training.
- Ground Movement:**
- f. Various jet aircraft towed around manoeuvring area.
- Warnings:**
- g. Full obstacle clearance not met on approach to all runways.
  - h. Railway embankment 20ft high 900ft from threshold of Rwy 24.
  - i. Ravine 60ft deep 300ft from threshold of Rwy 06.
  - j. Up to 12 light aircraft may be operating at any one time.
  - k. Wind shear likely due to airfield structures.
  - l. Intensive bird activity likely.
  - m. HIRTA affects ATZ.
- Use of Runways:**
- n. All circuits are flown to the south: Rotary, Medium & Heavy - 1000ft QFE. Light ac - 800ft QFE. Low level - 500ft QFE. Descend to cct hgt only when visual with ALL cct traffic. Grass Rwy for strn-based aircraft only

## 2.21. NOISE ABATEMENT PROCEDURES

1	Avoid village of Albrighton, 1nm SE of airfield and farm at posn SJ 799 062.
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## 2.22. FLIGHT PROCEDURES

1	Procedures for in bound Air System:	Nil
2	Departures:	Nil
3	Radio Comms Failure:	Nil
4	Missed Approach Procedure:	Nil
5	Aerodrome Operating Minima:	Visiting Civil aircraft will not be accepted if the visibility is less than 5km and cloud base is below 1000 agl.
6	Remarks:	Nil

## 2.23. ADDITIONAL INFORMATION – ATC RESTRICTION & CHARGES

ATC	Restricted view from ATC to the north of the aerodrome.
Landing	Landing fees calculated on Maximum Take Off Mass and applied per landing.
Parking	2 hrs free, thereafter charged per 24-hour period. Exemptions apply for visits to RAF Museum.
Hangarage	Limited availability by prior arrangement only. Mil only.
Other	User Indemnity Insurance charges may apply.

## 2.24. CHARTS RELATING TO THIS AERODROME

TAP Charts	En-Route Charts
AD 2 - EGWC - 1 - 8	UK(L)1, UK(L)2

## 2.25. SPECIAL PROCEDURES

Elev	Var	TA			Date	Chart No.
Nil	Nil	Nil	Nil	Nil	Nil	Nil

**2.26. Noise Abatement Procedure Orders.** See 2.21 or [Annex H](#).

**2.27. Temporary Obstruction Orders<sup>8</sup>.** [Annex I](#)

**2.28. RWY Strip Obstructions.**

Anemometer	523821.99N 0021845.22W	37.27ft AGL
DRDF Bdg	523823.87N 0021839.91W	12.98ft AGL
DRDF Antenna	523822.87N 0021841.64W	19.97ft AGL
Windsock	523825.05N 0021837.43W	29.11ft AGL

**2.29. RWY End Safety Area (RESA)<sup>9</sup>.** Full obstacle clearance cannot be met on the approach to all runways: there is a 60ft ravine 90m into the overshoot of RWY24 and a 20ft railway embankment 280m into the overshoot of RWY06.

**2.30. Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS).**  
N/A

**2.31. Aerodrome Arresting System Orders.** N/A

**2.32 Manoeuvring Area Safety and Control Orders<sup>10</sup>.** [Annex K](#)



## Chapter 3: Emergency and Rescue and Firefighting Orders

3.1 **Emergency Organization**<sup>11</sup>. The CFR ASMP Master Policy Document is attached with the ASMP [here](#) Appendix 1 – CFR ASMS Local Interface Record is [here](#)

3.2 **Emergency Orders / Aerodrome Crash Plan**<sup>12</sup>. [Annex L](#) The RAF Cosford Aircraft and Airfield Incident Response Plan (AAIRP) details the immediate actions to be taken by Stn pers in the event of an incident involving Cosford-based ac on the airfield; the AAIRP is at Annex L. RAF Cosford also has a wider remit to react to ac incidents/accidents within a much wider Area Of Responsibility (AOR), which encompasses the counties of Shropshire, Herefordshire, Worcestershire, Ceredigion, Carmarthenshire, Pembrokeshire and Powys. RAF Cosford's role in such circumstances is detailed within the Aircraft Post Crash Management (APCM) Plan.

3.3 **Aerodrome Rescue and Fire Fighting Services and Training Orders**<sup>13</sup>. [Annex M1](#), [Annex M2](#) [Annex M3](#) and [Annex M4](#).

3.4 **Disabled Air System Removal**<sup>14</sup>. [Annex N](#)

## Chapter 4: Air Traffic Services and Local Procedures (Flying Orders)

### 4.0 ATC Orders. [Annex O1](#)

ATC Orders are to be produced to cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders must also take into account any direction and guidance contained with the MMATM and iaw ATM 3000 (RAs) to ensure compliance and are to be contained at Annex O. Note: ATM admin orders are not required.

ATC Orders	
1	Expand as Required.

### 4.1 Flying Orders. [Annex O2](#)

## Chapter 5: Aerodrome Administration and Operating Procedures

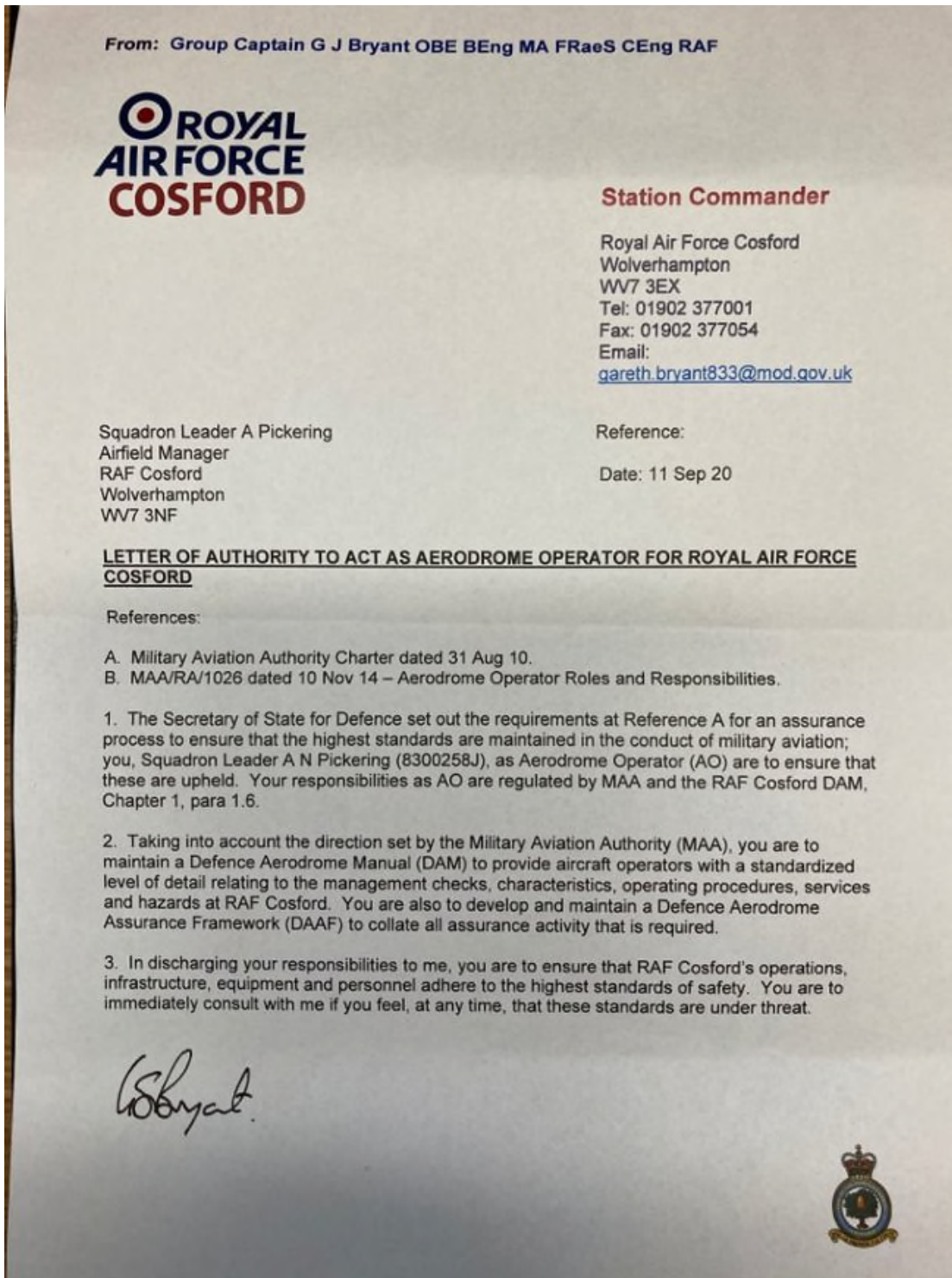
- 5.1 Aerodrome Data Reporting<sup>15</sup>. [Annex P](#)
- 5.2 Aerodrome Serviceability Inspections<sup>16</sup>. [Annex Q](#)
- 5.3. Aerodrome Technical Inspections<sup>17</sup>. [Annex R](#)
- 5.4 Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection<sup>18</sup>. [Annex S](#)
- 5.5. Aerodrome Works Safety<sup>19</sup>. [Annex T](#)
- 5.6. Aerodrome Users - Vehicle and Pedestrian Control<sup>20</sup>. [Annex U](#)
- 5.7. FOD Prevention - Training and Awareness<sup>21</sup>. [Annex V](#)
- 5.8. Aerodrome Wildlife Management<sup>22</sup>. [Annex W](#)
- 5.9. Low Visibility Operations (LVO)<sup>23</sup>. Nil
- 5.10. Snow and Ice Operations<sup>24</sup>. [Annex Y](#)
- 5.11. Thunderstorm and Strong Wind Procedures<sup>25</sup>. [Annex Z](#)
- 5.12. Civil Air System Aerodrome Usage - Terms and Conditions<sup>26</sup>. [Annex AA](#)
- 5.13. Safeguarding Requirements - Waivers and Exemptions<sup>27</sup>. [Annex BB](#)
- 5.14. **Aerodrome Assurance Activity.** The AO will ensure that reports, surveys and assurance documentation, regarding the aerodrome and its facilities are captured within the DAAF. In addition, the AO will determine which 2<sup>nd</sup> Party assurance reports (of those involved in activities on or around the aerodrome) are also captured<sup>4</sup>.
- 5.15. Electrical Ground Power Procedures<sup>28</sup>. [Annex CC](#)
- 5.16. Aviation Fuel Management Procedures<sup>29</sup>. [Annex DD](#)
- 5.17. Hazardous Materials - Spillage Plan<sup>30</sup>. [Annex EE](#)
- 5.18. Jettison and Fuel Dumping Area. Nil.
- 5.19. Compass Swing Area<sup>31</sup>. [Annex GG](#)
- 5.20. Explosive Ordnance Disposal Area. Nil
- 5.21. Dangerous Goods (DG) Procedures. Nil
- 5.22. Hydrazine (H70) Leak. Nil
- 5.23. UAS / RPAS Orders<sup>32</sup>. [Annex KK](#)

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<sup>4</sup> For example, Air Traffic Control BM STANEVAL (ATM) reports.

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## RAF COSFORD DAM – ANNEX B SAFETY MEETING STRUCTURE

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### RAF COSFORD TOTAL SAFETY GOVERNANCE STRUCTURE

1. There is a requirement<sup>5</sup> to bring together Air Safety, Functional Safety and Health, Safety and Environmental Protection (HS&EP) under the Total Safety umbrella; these domains are:
  - a. **Total Safety.** The ‘Total Safety’ concept provides a holistic approach to managing all aspects of safety and encompasses HS&EP, Functional Safety domains and Air Safety.
  - b. **HS&EP.** HS&EP Act (1974 & 1990 respectively) provides the legislative bedrock for both Air Safety and Functional Safety.
  - c. **Air Safety.** Air Safety encompasses Battlespace Management, Flight Safety & Airworthiness.
  - d. **Functional Safety.** Functional Safety encompasses all of the other safety domains outwith Air Safety but within the bedrock of HS&EP.
  
2. The Stn Cdr as Head of Establishment (HoE) and Functional Safety Delivery Duty Holder (DDH) is responsible for the safety of personnel who work or operate at RAF Cosford. Where other Duty Holder (DH) chains have primacy at RAF Cosford, for example UBAS aviation activities, the HoE will be a DH-Facing organisation providing a support function as required.
  
3. **Total Safety Board (TSB) and Battle Rhythm.** The TSB is chaired by the HoE and is the forum by which they manage RAF Cosford specific safety issues. TSBs are attended by SO1 representatives from the relevant organizations at RAF Cosford and are scheduled to inform the DCTT Total Safety governance structure. The aim of the TSB is to evaluate risks and issues pertinent to a particular area ensuring it is accurately captured and integrated within the DCTT Risk Register and DSAE strategic plan. The TSB will cover Air Safety and Functional Safety issues and risks followed by a review of business risks. The TSB is supported by meetings held throughout the year that typically enable the Air and Functional Safety SMEs to identify those risks and issues that require escalating to the DDH-Level at the TSBs.

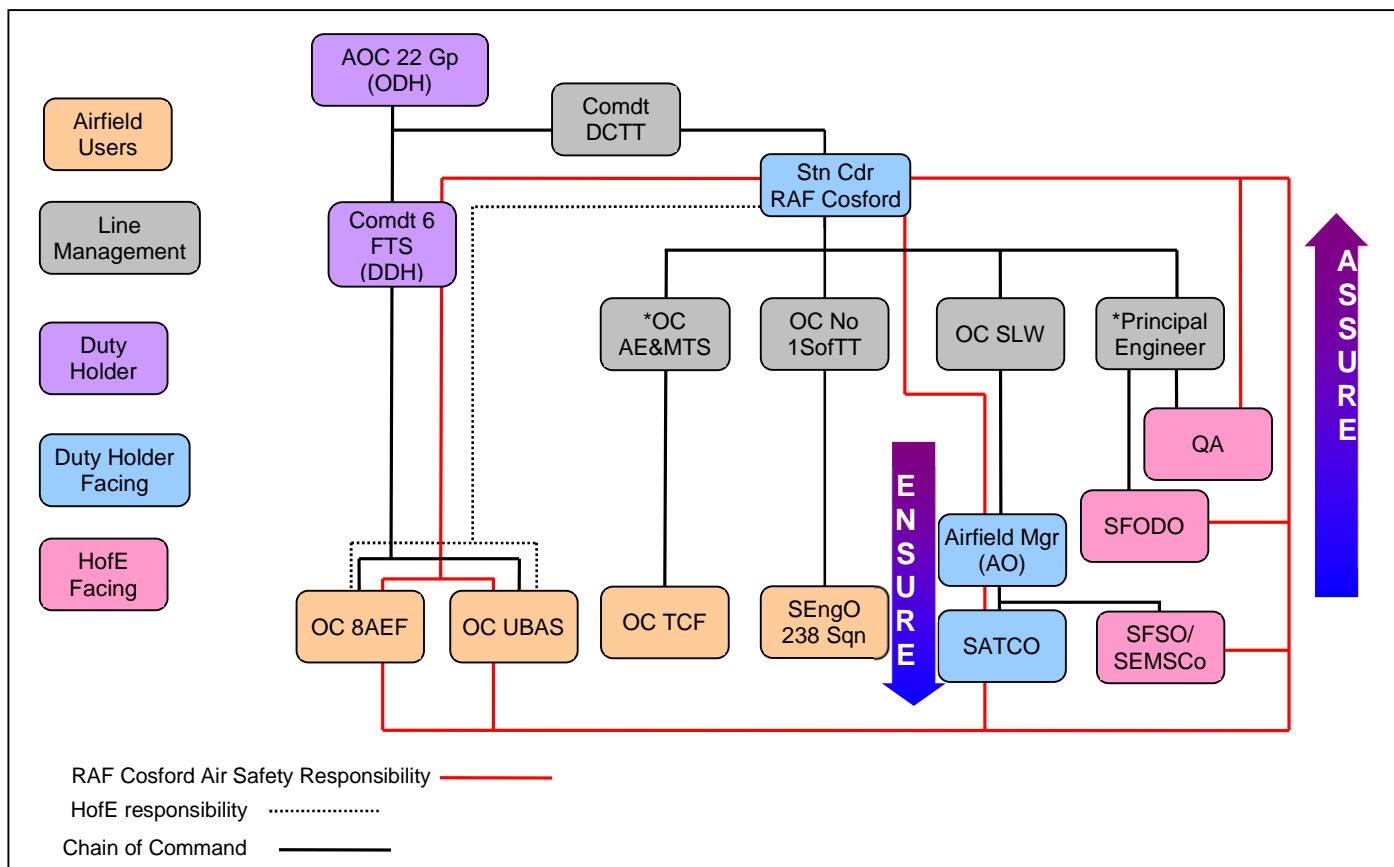
	Q1			Q2			Q3			Q4		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>TSB</b>			◆			◆			◆			◆
DDH RG	★			★			★			★		
SFSM	★			★			★			★		
AUG	★			★			★			★		
SHEP	■			■			■			■		
UQRM		■			■			■			■	
WDoC SG		■			■			■			■	
Road Safety		■			■			■			■	
Other Mtgs	Other meetings to be held at SME discretion prior to TSB			Other meetings to be held at SME discretion prior to TSB			Other meetings to be held at SME discretion prior to TSB			Other meetings to be held at SME discretion prior to TSB		
<b>Key</b>	Total Safety			Air Safety			Functional Safety					

<sup>5</sup> AP8000 – RAF Safety Management System.

# RAF COSFORD DAM – ANNEX C AERODROME KEY STAKEHOLDERS

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## ORGANISATION OF AERODROME OPERATIONS AT RAF COSFORD



\*Currently the same person

Stn Cdr (HoE)	Ext 7001
Airfield Manager (AO)	Ext 7778
OC UBAS (OC Fg)	Ext 7571
OC 8 AEF	Ext 7108
SATCO	Ext 7055
SFSO	Ext 4037
CFI CPFC	Ext 7198
CFI WGC	Ext 4962
Air Ops Mgr Mid Air Amb	Ext 7191
Babcock Chief Eng	Ext 7651

RAF COSFORD DAM – ANNEX D AERODROME OPERATOR’S/AIRFIELD HAZARD LOG

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RAF Cosford Airfield Hazard Log - updated 23 Sep 20													
Serial No.	Nature of hazard	Position of hazard	Permanence of hazard. (Temp/Perm)	Is the hazard affected by season, light or time?	What mitigation has been employed, if any, to reduce its	Hazard Description	Potential Credible Consequence(s)	Further Actions	Last Review Date dd/mm/yy	Next Review Date dd/mm/yy	Related Safety Assessment/ Safety Survey/Report	Closure Date and Reference dd/mm/yy	Input onto DCTT RR
GOS/01	No-Cx-Cat	Airfield	Permanent	No	Temporary Order-in-ATC Order-Book-Part 7-Order-No-1 – Op-Fodient. MRE-contact maintained with Crash-One. Babcock, CPFC and WGC requested to the place their act as standby. Solo UBAS students in the visual circuit instructed to land; they are priority in the circuit. Solo UBAS students outside the visual circuit and others instructed to land at primary diversion. GIA instructed to park and shut down. Airfield placed under VCR. UNMANNED conditions. When advance notification of	No-ARFF at RAF Cosford.	Delay in-ARFF responding to an incident as DFRMO asset required to cover local authority Fire-Service shortfall.	In-consultation with the SFireO and DFRMO, an order-in-ATC Order-Book detailing release of-ARFF and airfield procedure for-Op-FODIENT. FOB and-ATC Order-Book to be reviewed in liaison with UBAS Liaison with local fire authority reference the location.	26 June 2020 – closed-5 Feb-21	N/A – closed	:	Escalated from ATM-BM Hazard Log-24 Nov-14 Closed on-5-Feb-21 –Perm-Order incorporated into ATCOB.	240



					industrial action received, no visitors approved - visitors cancelled.								
COS/02	LGP Non-compliance	Airfield	Permanent	No	ATC trained personnel conduct AWC duties iaw AWCMP and RAF Cosford ATC Order Book. Active AWC unit. Trained ATC personnel utilising SAPPHO equipment, Bird scaring cartridges (air rifle and shotgun unavailable). Periodic pest control for rabbits and moles. Annual FERA inspection. AWCMP updated Aug 19. Annual spraying of herbicide and insecticide (not since 2014). Tutor AS fitted with TAS. Pilot lookout.	Increased risk of birdstrike due to short grass	Airframe damage	New SS required for MAA Waiver renewal required by Mar 17. <b>Aug 19</b> - Short grass policy no longer in MAA RA and to be managed locally within AWCMP.	23 September 2020	22 September 2021	<u>MAA Waiver</u>	Escalated from ATM BM Hazard Log 24 Nov 14. 26 Jun 19 - Waiver no longer required since MADS moved to RA3500. Policy to be worked locally.	498

COS/03	Airfield Incursion	Airfield	Permanent	No	Airfield Driving Regs and Access detailed in RAF Cosford SSO. Airfield signage to indicate correct access points. Airfield access only to permitted personnel with valid Airfield Driving Permit. Airfield Driving Permit database maintained by ATC.	Inadvertent infringement of airfield operating and manoeuvring areas.	Damage to vehicle, airframe, infrastructure or injury to personnel.	New airside road marked between the DOTA and Hangar 16 (Sep 14). New Airfield Driving Regulations (Dec 15). New Airfield Driving Permit tiered system (Dec 15). New Airfield signage being made by GES. SoN to be submitted to CMT for installation on the airfield. Dec 17 - ATC SOP is now to keep the western access traffic lights on red to give positive control to vehicles entering the manoeuvring area.	26 June 2020	26 June 2021			2
COS/04	No Traffic lights on RWY 35 threshold	RWY 35 Threshold	Perm	No	Only drivers who have a valid Airfield Driving Permit are permitted south of airfield and instructed of requirement for increased lookout when in vicinity of RWY 35 THR. Runway Ahead painted on access road before approaching RWY 35 THR.	The absence of traffic lights at the 36 threshold.	Vehicle crosses the 36 threshold in front of an ac either departing or arriving.	RW36 out of use until further notice due to severe damage after 2014 Airshow. Use of RWY suspended TFN. RWY 17/35 no longer exist as operating surfaces at RAF Cosford. Reference of them to be removed from aeronautical publications.	30 November 2015	30 November 2016	-	Escalated from ATM BM Hazard Log 24 Nov 14. CLOSED 30 Jun 16.	-
COS/05	Vehicle RWY Incursion	Airfield	Perm	No	ADB, Traffic lights, signage, pilots 'see and avoid' and controller lookout. Airfield Driving brief & Permit system. Airfield Driving Orders, SSOs, SROs, MT Orders, Airfield Markings, Airfield Signage, Traffic lights sited either side of each THR with the exception of RWY 35 (see COS/04). When RWY 35 is in use, temporary signage is	Due to the proximity of vehicular movement to the runways there is potential for vehicles to come into conflict with ac.	A vehicle crosses in front of a manoeuvring AC. AC is forced to take avoiding action.	New signs being made by GES. Airfield Driving Regulations amended (Dec 15). New Airfield Driving Permit tiered system in force (Dec 15). New ATC SOP to keep Western Access traffic lights on red to give positive control over vehicles entering manoeuvring area. (Dec 17)	26 June 2020	26 June 2021		Escalated from ATM BM Hazard Log 24 Nov 14	764

					positioned at the RWY 35 THR iaw the RAF Cosford Flying Order Book.								
COS/06	Aircraft RWY Incursion.	Airfield	Perm	No	Controller lookout, FICL, Pilot 'see and 'avoid'. Regulated RT. Controllers subject to 6 monthly Std Check - RT and Comms assessed.	An aircraft enters the RWY without permission.	Mis-interpretation of which RWY is in use may lead to the loss of safe separation. Mis-interpretation of clearance given by ATC.	SS on use of FICL at Cosford (15). OC Flying to remind pilots of correct join procedure (FDD Meeting Oct 15).	25 June 2020	25 June 2021			765
COS/07	Vehicular activity on the airfield.	Airfield	Perm	No	ADB, Traffic lights, signage, Pilots 'see and 'avoid' and Controller lookout.	A variety of vehicles manoeuvring on the airfield at all hours.	Safe separation between vehicle and ac is lost.	New system of ADP with Limited and Full permits issued dependant on requirements in force (Dec 15). New Airfield Driving Regulations in force (Dec 15). New Airfield Driving Permit tiered system in force (Dec 15). New ATC SOP to keep Western Access traffic lights on red to give positive control over vehicles entering manoeuvring area. (Dec 17)	25 June 2020	25 June 2021			2

COS/08	Grass cuttings/FOD on airfield	Airfield	Temp	Yes	Sweeping of the hard surfaces on the airfield every 2 weeks (approximately - sweeper is located at RAF Shawbury and sweeping at Cosford is conducted approximately every 2 weeks). Crews check air intakes once shut down. Engineer pre-flight checks. Use of Grass RWYs and other grass surfaces prohibited if grass arisings are left.	The grass arisings at Cosford are not collected and are blown on to all airfield surfaces.	Pilot distraction resulting in losing control of ac while landing or taking off and leaving the runway. Potential for the engine to ingest grass and suffer an engine failure. Helo Ops - grass ingested in to the intakes increasing the likelihood of ac emergencies. Blown grass cuttings also reduce the visibility to RW when making approaches to grassed areas.	Renegotiation of grass cutting contract with DIO in Feb 15. MAA Waiver for LGP Dispensation. ATCO to declare Grass surfaces U/S if doubt exists due to build up of grass arisings. Mar 19 - MAA waiver no longer in force as LGP to be absorbed into local documentation.	08 July 2020	08 July 2021		498
COS/09	Confliction between AS and personnel operating on the airfield.	Airfield	Perm	No	Airfield Driving brief & Permit system. Airfield Driving Orders. SSOs. SROs. MT Orders. Airfield Markings. Airfield Signage. Mandated wearing of Hi-Vis clothing for pedestrians when operating on the Airfield.	A collision between taxiing aircraft and personnel	Damage to airframe, infrastructure or injury to personnel.	New airside road marked between the DOTA and Hangar 16 (Sep 14). New Airfield Driving Regulations (Dec 15). New Airfield Driving Permit tiered system (Dec 15). New Airfield signage installed Dec 15.	25 June 2020	25 June 2021	Escalated from ATM BM Hazard Log 24 Nov 14	2
COS/10	Flight Safety risks within the RAF Cosford ATZ	Airfield	Perm	No	TAS fitted in Tutor AS. ATC lookout. FOB. ATC Order Book. ATM. Aircrew training. ATCO's training. Sp&BM Orders. RA 3000 series. Cross RW ops suspended TFN.	An Airport between two aircraft.	Loss of aircraft and life.	Cross RWY ops suspended when ATC providing ATS. RWY 17/35 out of use TFN.	24 March 2020	23 March 2021	Escalated from ATM BM Hazard Log 24 Nov 14	6

COS/12	Poor VCR Visibility	Airfield	Perm	No	Limitations to number of aircraft in visual circuit iaw FOB. Aircrew are subject to published minimum visibility and meteorological conditions for flying. ATC Staff training. ATM available as an aid to SA. Standard positioning calls are made in the circuit along with additional positioning calls. Additional reporting points used at the weekend to enhance SA.	Unable to maintain positive identification and lookout due to position of ATC building, structure of VCR and airfield layout.	ATC unable to maintain positive lookout.	A SON for a new tower has been submitted many times but rejected on cost grounds. On-going Business Case into the provision of a new ATC building. All flying under positive control now flown to south in view of ATC. No cross-RWY ops when ATC is open. Limitations of the ATC building and VCR to be published in wider air publications, e.g. DAM. VCR blinds replaced Feb 16.	23 September 2020	22 September 2021		Escalated from ATM BM Hazard Log 24 Nov 14	6
COS/13	Medic Emergency Response	Airfield	Perm	No	ATM STANEVAL Report 2011 noted that Medic 1 took approximately 8 minutes to reach an incident (practice or actual) from the instigation by ATC over the crash phone. Medic response procedure changed so that they now access airfield through crash gate 2.	Slow response of Medic 1 to an incident or crash.	Injured personnel receive untimely medical treatment	Action is been taken by the unit to replace the TMV & domestic ambulance with a a suitable vehicle that will be self driven by the medics. New Medic response to airfield incident developed and demonstrated to STANEVAL Dec 14. Response times have reduced significantly.	04 July 2020	04 July 2021		Escalated from ATM BM Hazard Log 24 Nov 14	

COS/14	Damage to grass operating areas.	Airfield	Perm	No	Grass areas used by Station based and DHFS aircraft only. Inspected daily by ATCO and briefed/declared unfit at the daily Aircrew Brief. When used by a third party for a large event, prior to the airfield being handed back to ATC, it is inspected by SATCO/Airfield Mgr/OC Fg. Bad ground markers highlight areas of poor ground.	Injury to personnel or damage to an aircraft caused by damaged grass which has been damaged by third party usage of the airfield.	Damage to vehicle, airframe, infrastructure or personal injury.	Review of procedures for inspection of grass surfaces. Protective matting recommended for large events. Mandate the repair of any damage prior to handing back the airfield to ATC. For large events, a wet-weather contingency plan to minimise damage to grass should be available. Cease grass RWY ops. Cease dispensation from Long Grass policy. Notify aircrew of damaged areas through air publications. Notify event organisers of any areas to remain out of bounds for large events.	04 July 2020	04 July 2021		Escalated from ATM BM Hazard Log 24 Nov 14	
COS/15	MAC	Airfield	Perm	No	Vis-cct priorities and details published in FOB, ATC Order Book.	Sim-based AS on final approach during Mirrored Circuits Ops	Damage or loss of aircraft and personal injury or loss of life.	SATCO to review Mirror-Circuit Ops. On-going discussion with DIO, MAA, Air-Infra, BM Force Cmd, No 22 Op. All flying under ATC conducted to south of ATC building. Mixed flying of powered aircraft and powered flying prohibited.	26 June 2019	25 June 2020	-	CLOSED. MAC is an Air Risk and no longer applies to the HoE. Being a Force wide issues the risk is now closed.	6

COS/16	Aircraft collision on RW	Airfield	Perm	No	Vis cct priorities and details published in FOB, ATC Order Book.	Aircraft collide on parallel RWYs due to RA3500 non-compliance regarding safeguarding of RWYs	Damage or loss of aircraft and personal injury or loss of life.	SATCO to review Visual cct procedures. Ongoing discussion with DIO, MAA, Air-Infra, Sp&BM Force Cmd, No 22Gp. All flying under ATC conducted to south of ATC building. Mixed flying of powered aircraft and powered flying prohibited.	04 July 2020	04 July 2021		Escalated from ATM BM Hazard Log 05 Dec 15	764
COS/17	No AGL at RAF Cosford	Airfield	Perm	No	Flying only permitted during day VFR conditions. Minimum MET conditions published in FOB. Details published in Air publications	Required AGL not installed at RAF Cosford for VFR ops.	Aircraft unable to see airfield from the air or fly correct final approach to RWY in use.	MAA Exemption is not required. MAA/RN/2015/07 allows for legacy non-compliance at airfields when there has been no change to original Service Output.	06 October 2015	06 October 2016	<a href="#">20140601-COS-ATC-SS-14-2-RAF Cosford AGL Noncompliance</a>	Escalated from ATM BM Hazard Log 05 Dec 15. CLOSED 30 UN 16.	-
COS/18	ATC Fatigue	ATC	Perm	No	Recruiting additional personnel. Cancellation of flying.	ATC personnel suffering from fatigue due to prolonged manpower shortage and long working hours/shifts	ATC personnel make serious error during flying ops.	Close monitoring of SATCO and ATC staff for fatigue. Increase manpower at weekends. Controller Manpower increased in Jan 17 at weekends to ensure suitable rest, breaks and redundancy. FOA manpower needs to be increased to 3 without delay in order to make continued ATS provision Tolerable and ALARP.	26 May 2020	26 May 2021		Escalated from ATM BM Hazard Log on 05 Mar 15. Controller manpower increased at weekends in Jan 17. FOA manpower needs to increase to 3 at weekends. <b>MAY 20</b> - ATCO and ASOS manning at 100% and 80% respectively. ATC Sqn manning now sufficient to reduce fatigue, however an ever evident issue and must be continually monitored as per Sp&BM Orders.	118
COS/19	No BCU firearms	Airfield	Perm	No	Request for purchase of shotgun and rifle in order to allow AWC duties in accordance with PSC 2014, 2017 & 2019 report and RA 3000 Series. Request to contract AWC to Safesky - Ongoing.  BC to join Contract accepted by DCTT and	AWC can not disperse birds using pyrotechnics or lethal control. Non-SME personnel carrying out duties due to no military policy.	Increased bird activity on the airfield.	<a href="#">Request for new firearms made. Air Cap will not support provision of firearms. Recommend contractor to provide lethal control. Contract Pest controller conducting lethal control as necessary.</a>  <a href="#">Air Cmd LPO Discussion</a>	04 January 2021	04 January 2022	Nil		498



					awaiting 22Gp acceptance – decision expected Spring 2021			<a href="#">Shotgun SoN Request</a>					
								JAN 20 - BC produced and submitted to contract out RAF Cosford's AWM as per all over RAF bases in the UK.					
COS/20	VCR Visibility	Airfield	Perm	No	Request for Work Services to replace damaged windows.	ATC unable to see aircraft due to increased condensation caused by broken windows (x2).	Pilot initiated abort or avoiding action.	Work Services request submitted on 26-Mar-15. VCR blinds fitted. Windows replaced.	30 November 2015	N/A	Nil.	Escalated from ATM-BM Hazard Log on 26-Mar-15. CLOSED FEB-16.	-
COS/21	Gap in Airfield Perimeter	Airfield	Perm	No	Signs have been positioned on the gaps in the perimeter – on the boundary of the airfield and treeline and in the valley gorge warning pedestrians not to proceed further.	A gap in the airfield perimeter in the form of a treeline and gorge descending from the tree line which leads onto a public footpath.	Member of public wanders onto airfield.	ATC monitors the airfield perimeter while ATC is open. MPGS conduct routine perimeter checks. SATCO conducts weekly perimeter checks.	24-Jan-17	-	Nil.	Closed. The Hazard poses a Security Risk and is owned by OC RAEP Cosford.	-
COS/22	Manoeuvring and Operating Area Surfaces	Airfield	Perm	No	Daily inspections by duty controller. Weekly inspections by SATCO – 6 monthly RWY inspections using Friction Testing equipment. Biennial Surface DIO Surface Inspection. Any irregularities are reported to the Stn-Cdr. Any problems affecting safety of personnel are elevated to SHEP.	The surfaces of the Manoeuvring and Operating Areas are old and in need of repair or resurfacing. The surfaces are become smooth via erosion and wear and tear resulting in a non-stick surface in wet conditions. The strength of the surfaces is weakening and the surfaces will be prone to	Resurface all Manoeuvring Areas in accordance with URS recommendations	Matter discussed at Total Safety Board on 10-Mar-17. HoE requested issue raised on AOHL. Waiting for Plan of Action from DIO on repair work to be undertaken and timescale.	10-Mar-17	10-Sep-17	<a href="#">RAF Cosford Pooling and RWY Friction Plan 2016</a> <a href="#">DIO Biennial Survey Notes 2016</a> <a href="#">DIO Biennial Survey Précis 2014</a>	CLOSED. Resurfacing works completed May 2020	499

						breaking, resulting trip hazards or punctures.							
COS/23	Use of Drones/UAV on RAF Cosford Site and FQs	Airfield/ATZ	Perm	No	The majority of the Low level cct is above the maximum operating height for Drones iaw Cap 722. Direction given to Drone operators on best practice and Corse of Action when using Drones and reminding them of their responsibilities. Details highlighted in SROs, New Arrivals Briefs.	A drone weighing less than 7kgs can be legally operated in the Cosford ATZ. Whilst the majority of the visual cct is above the highest UAV limit, there are critical stages of flight (departure/ arrival or turning final) where aircraft is below the maximum operating height of UAV/Drone	Collision between UAV/Drone and aircraft in the visual cct.	Suitable literature added to FQ C-A Welcome Pack. New Orders added to SSOs. MCCO to engage with Local Parish Councils regularly. SFSO to engage with trainee Cse not subject to std stn arrivals brief. Prohibit use of UAV/Drones on Cosford Site and FQs if necessary. Raise matter at future FS Events, FS Meetings and Airfield User Group Meetings, Media Campaign and new signage in FQs.	25-Jun-20	25-Jun-21	<a href="#">Letter to DDH HoE Drone Guidance</a>  <a href="#">Letter to DDH HoE Drone Guidance Aerodrome Operator</a>		756
COS/24	Non-compliant signage	Airfield	Perm	No	Although the signage is not compliant with MADS, it still expresses the hazard. Traffic lights to prevent airfield users entering the taxiway and rwy.	RA3500 has introduced new signage wording, Cosford has workding from previous documents.	Aircrew/airfield users do not adhere to signs, potential rwy incursion	SoN to be submitted for new, compliant, signs.	23-Sep-20	22-Sep-21	Nil		
COS/25	Increase in movements and AS types during airshow period.	ATC	Perm	Yes	ATCO i/c is to be a permanent member of RAF Cosford ATC that has previously controlled at an airshow.	As RAF Cosford is home to Tutor, PA28 and EC145 AS, it remains a slow and progressive controlling environment. During airshow build up and inclusive of departure day, intensity of movements is almost 10 fold with	ATCO overload and loss of SA.	A record of LI's and 'gotchas' to be readily available to all ATC pers. It's review is also to be part of the ATC trg package.	01-May-20	01-May-21	<a href="#">Airshow 19 SACP</a>		766

						multiplace AS types.							
COS/26	ATC due to be signed off as first airfield as Marshall compliant. No on site Aquilla pers.	ATC	Temp	No	NATS have provided trg for all ATC personnel in COS ATC, and a local order has been created to cover off contacting Aquilla service desk.	RAF Cosford currently has Aquilla personnel on site to complete morning checks. Currently no guidelines within orders as to what Sp&BMFH Q require ATCOs to do in terms of checks or actions on in case of a failure.	Equipment goes physically unchecked to potential failures.	Continue to liaise with Marshall DT and Sp&BM Force HQ for guidance on policy.	24/06/2020	24/06/2021			
COS/27	Fortnightly sweeping	Airfield	Perm	No	ATCO performs an airfield inspection before flying commences and reports it to UBAS ops. If the level of FOD is too great, flying is curtailed until a sweeper can be arranged.	RAF Cosford has a local agreement with RAF Shawbury MT for their AS90 sweeper and driver to attend the airfield every fortnight on a Thursday. They sweep all the manoeuvring area. Due to the 2 weeks between sweeps, often the airfield gets covered in	FOD damages aircraft before flight causing an incident after take off.		24/06/2020	24/06/2021			

						detriment which causes a FOD hazard.						
COS/28	Lack of RWY DTG Marker Boards	Main RWY	Perm	No	A warning to visiting pilots will be made in AIP and other airfield docs. OC Fg to add a note in the FOB. OC Fg to brief his crews iaw 6FTS guidance or how he sees fit.	It was noted on a CFS inspection in 2020 that the Main RWY is not equipped with RWY DTG Marker Boards. Whilst this is technically correct, it was pointed out that the airfield had never had DTG Marker Boards since it was built in the 1930s. CFS pointed out the requirement within MAA 3517 for airfields to establish such infra.	A crew might run out of available RWY on TO or Ldg due to the lack of RWY DTG Marker Boards	Nil. Under MAA RA 3500(1), the HoE/AO retain 'Grandfather Rights' on airfields that do not conform to regs that have been introduced after the aerodrome was built. Moreover, the need for DTG Markers is not felt to be necessary for the benign nature of Tutor/Cosford fg ops. 6FTS and OC Fg have indicated in writing that they are happy to operate without DTG Marker Boards (as they have done for the past decades), and it is felt that the installation of DTG Marker Boards would be nugatory and not cost-effective.	27-Jan-21	27-Jan-22	N/A. after discussion with OC Fg, it is felt that further safety work is not required as the airfield has never had this facility and, therefore, it is not felt to be a deficiency. Emails of support received from 6FTS.	

## RAF COSFORD DAM – ANNEX E FORMAL AERODROME RELATED AGREEMENTS

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1. Letter of Agreement between RAF Cosford SATCO and Officer Commanding School of Physical Education Flight can be found [HERE](#)
2. The Joint Business Agreement between RAF Cosford SATCO and OIC Cosford Kart Club can be found [HERE](#).
3. Letter of Agreement between RAF Cosford SATCO and RAF Shawbury SATCO can be found [HERE](#).
4. Letter of Agreement between RAF Cosford SATCO and OIC RAF Cosford Rough Shooting Club pending ratification.
5. Letter of Agreement between RAF Cosford SATCO and Aerosystems Engineer and Management Training School can be found [HERE](#).

RAF COSFORD DAM – ANNEX F AERODROME WAIVERS, EXEMPTIONS AND ALTERNATIVE  
ACCEPTABLE MEANS OF COMPLIANCE

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Currently nil.

## RAF COSFORD DAM – ANNEX G AERODROME LOCATION AND CONTROL OF ENTRY AND ACCESS

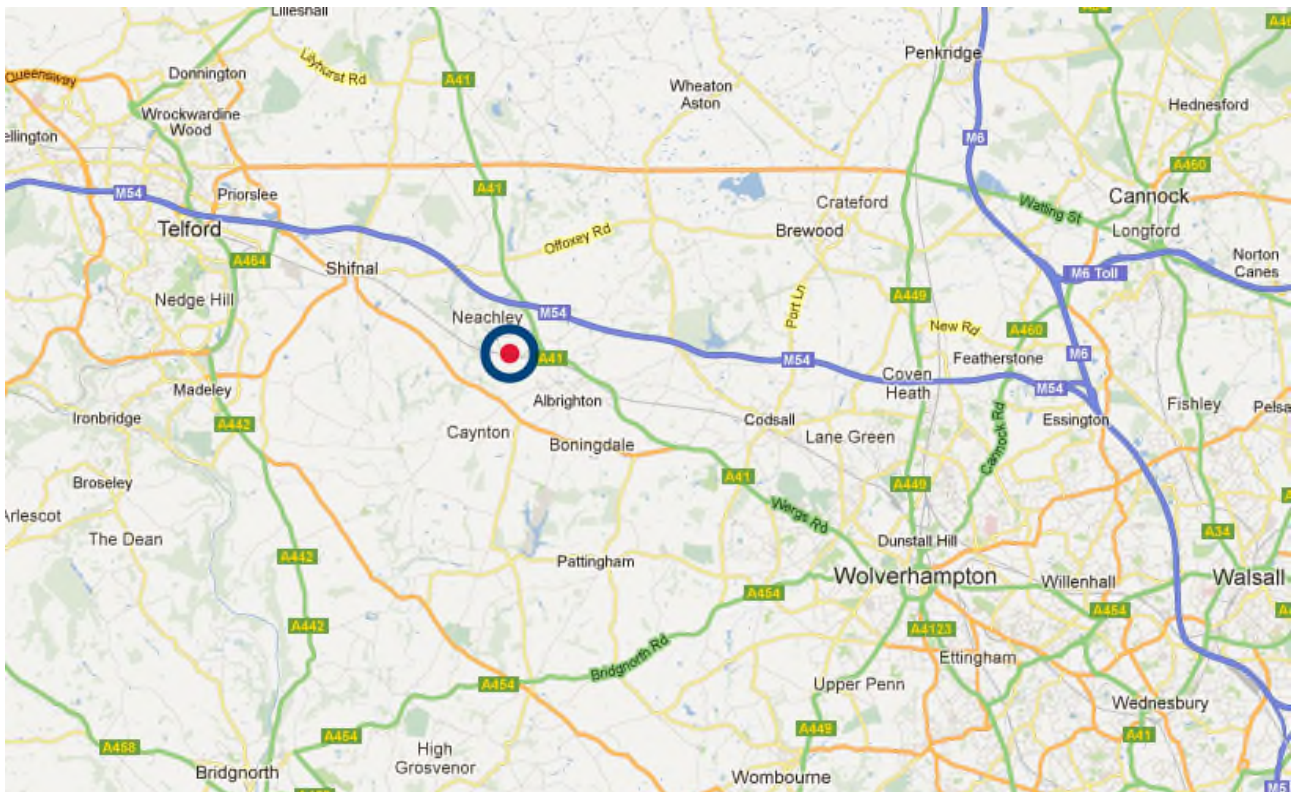
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**Aerodrome Location** - RAF Cosford is set in the countryside of Shropshire, 150 miles north-west of London. Located adjacent to the A41, near Junction 3 of the M54, it has good road connections to the M6/M5 motorways; it also has its own railway station with regular services to Wolverhampton, with onward connections to Birmingham, London and Shrewsbury.

The RAF Cosford Switchboard Operator can be contacted on **01902 372393**. The RAF Cosford website is at <http://www.raf.mod.uk/rafcosford>

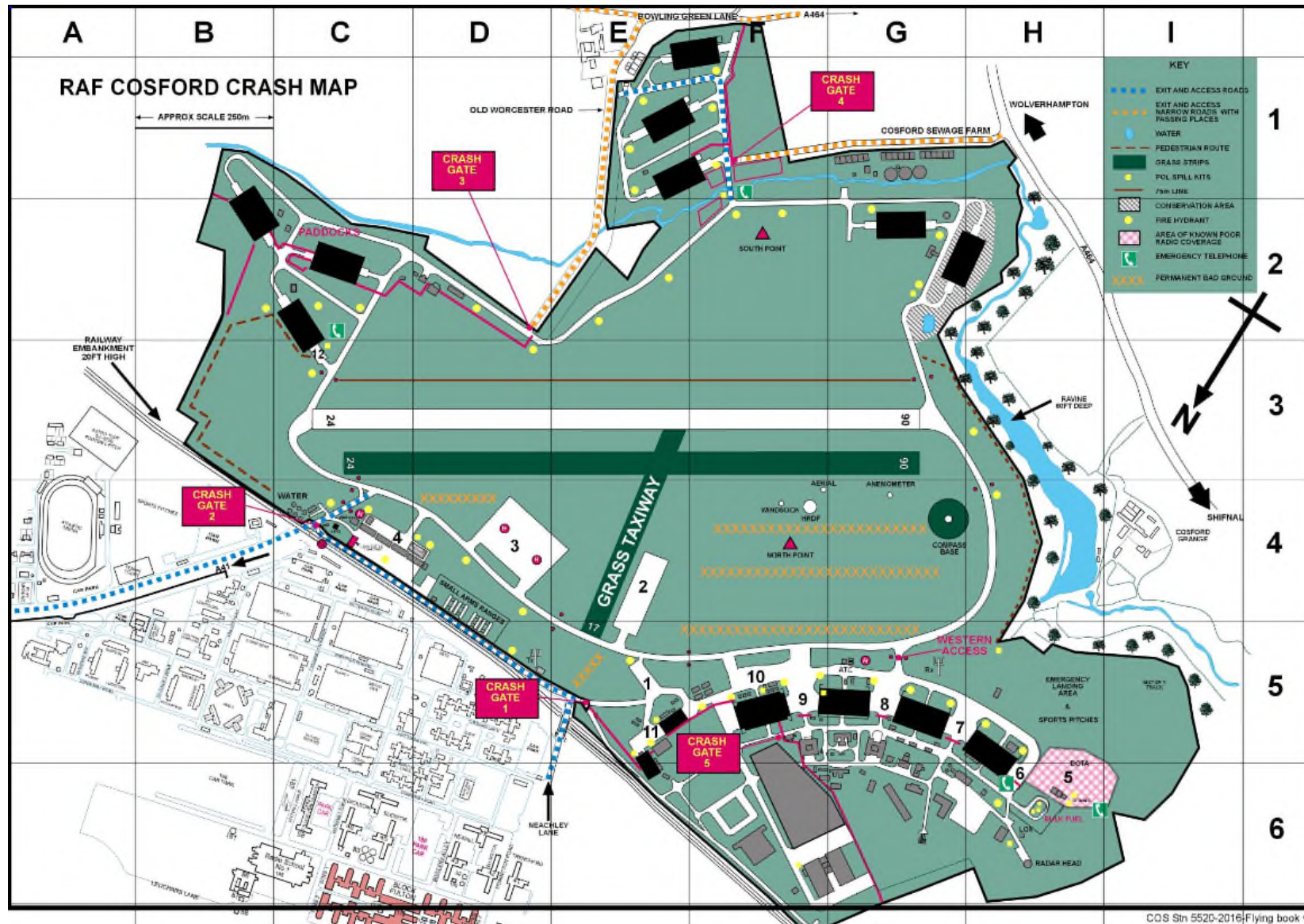
### Local Area Map



Entrance to the Airfield Site is for pass-holders with valid ID only. All visitors who want to transit airside should report directly to Air Traffic Control for authorisation. If ATC is closed, you must not proceed any further onto the airfield. Only MT and other authorised vehicles are permitted to be driven airside and the driver must have a valid Airfield Driving Permit or be escorted by someone who has one. No hats or pets are allowed on the airfield; all personnel should wear a high visibility waistcoat or jacket whilst on the airfield.



Aerodrome Crash Map





RAF COSFORD DAM – ANNEX H NOISE ABATEMENT PROCEDURES

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**As per para 2.21, the Noise Abatement procedures are as follows:**

NOISE ABATEMENT PROCEDURES	
1	Avoid village of Albrighton, 1nm SE of airfield and farm at posn SJ 799 062.

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1. **Identification Markers.** Emergency services, fire, ambulance etc, carry occulting blue lights.
2. **Unserviceability Markers.** Wherever any portion of a taxiway, apron or holding bay is unfit for the movement of air systems but it is still possible for an air system to bypass the area safely, unserviceability markers should be displayed. These markers should be placed at intervals sufficiently close so as to delineate the unserviceable area. A red and white refillable barrier will act as an unserviceability marker and ATC will be responsible for ensuring they are positioned accordingly.
3. **NOTAM Action.** PASOM/ASOS staff 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 report should state:
  - a. Nature and position of the unserviceable area or obstruction.
  - b. Nature of markings.
  - c. Approximate period for which the area will remain unserviceable.
4. **Informing Pilot.** ATC is responsible for informing the air system captain of any unserviceability on the aerodrome that will affect air system taxi patterns. For outbound air systems, the captain will be informed on air system start. For inbound air systems, the captain will be informed after landing prior to taxi. ATC will initiate alternate taxi patterns where appropriate.

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<b>Manoeuvring Area Safety and Control Orders</b>	
1	Arrangements for allocating Air System parking positions. (see below)
2	Arrangements for initiating engine start. <a href="#">CAP413</a> <a href="#">MAA RA3000</a> <a href="#">FOB</a>
3	Ensuring clearance for Air System push-back (if required) / restricted taxiing. N/A
4	Marshalling services. By reservation from SQEP working iaw <a href="#">STANAG 3117</a> and <a href="#">CAP 637</a>
5	'Follow-Me' provision. Only to be conducted by FOAs or ATCOs under the authority of SATCO/ATCO IC during normal ops; driving regs iaw <a href="#">RA3000</a>
6	Orders on operation of the 'Follow-Me' vehicle procedures and Air System marshalling. STANAG 3117 and CAP637 (links above)
<b>Procedures to Ensure Manoeuvring Area Safety</b>	
7	Protection from jet blast. <a href="#">FOB</a>
8	Enforcement of safety precautions during Air System refuelling operations. <a href="#">FOB</a>
9	Orders for Runway and Apron sweeping; Apron cleaning. <a href="#">ATC Orders</a>
10	Arrangements for reporting incidents and accidents on an apron etc. <a href="#">ATC Orders</a>
<b>Procedures to Ensure Manoeuvring Area Safety (Ground Instructional Aircraft (GIA) or aircraft classified as Ground Training Aids (GTA))</b>	
11	The following order, found in the Cosford Aerospace Engineering Standing Orders (AESO), cover detailed procedures for the Safe Parking and Manoeuvring of aircraft within the Cosford MAE: <b>(see next page)</b>

<b>STATION BASED AIRCRAFT</b>	
<b>UBAS</b>	Dispersal 10 (UBAS) (Crash Map Grid F5) during operational activity.
<b>Training Areas</b>	A/s may be parked on Dispersal 1 (Crash Map Grid E5), Dispersal 2 (Crash Map Grid E4), Dispersal 5 (DOTA)/6 (Crash Map Grid H6), Dispersal 7/8 (Crash Map Grid G5) and Dispersal 11 (Crash Map Grid E5) during training activity.
<b>CPFC</b>	A/s may routinely be parked on Dispersal 12 (Hangar 12) (Crash Map Grid C3) or Dispersal 1 (Crash Map Grid E5) and Dispersal 2 (Crash Map Grid E4) subject to operational/training activity.
<b>MidAirAmb</b>	Midlands Air Ambulance will park within the area agreed under formal encroachment arrangements (Crash Map Grid C4)
<b>VISITING AIRCRAFT</b>	
<b>Rotary</b>	Rotary a/s are parked on the 'H' immediately West of the ATC tower (Crash Map Grid G5), the marked spots on Dispersal 3 (Crash Map Grid D4) or on the grass to the South of ATC (Crash Map Grid G5).
<b>Fixed Wing</b>	Light Fixed-Wing a/s are parked on the grass to the South of ATC (Crash Map Grid G5).
<b>NOTE</b>	Unusual events, operational requirement or heavy a/s may preclude to use of normal parking protocol; therefore, parking will be tactically managed by ATC.

SPONSOR: JEngO 238 Sqn

## GROUND HANDLING OF AIRCRAFT

Reference:

- A. MAA Regulatory Article 4054.

### PURPOSE

1. The purpose of this order is to draw the attention of personnel to the regulations concerning the ground handling of aircraft and their interpretation to suit local conditions at RAF Cosford.

### APPLICABILITY

2. This order is applicable to all aircraft engineering personnel.

### RESPONSIBILITY

3. JEngO 238 Sqn is responsible for the development of this order.

### PROCESS

4. The general procedures for the ground handling of aircraft are detailed in Reference A. These general procedures are to be implemented fully at RAF Cosford with the exception of the minor variations detailed in the following paragraphs.

5. **Movement of Aircraft on the Ground – Team Composition.** The composition of the movement team is to be as detailed in Reference A. The supervisor of the movement team for visiting aircraft, all Ground Instructional Aircraft (GIA) or aircraft classified as Ground Training Aids (GTA) is to be the aircraft captain, an Engineering Officer, an Aircraft Engineering NCO or contracted civilian equivalent. Tutor aircraft belonging to UBAS may be towed under supervision by an Aircraft Engineering NCO or civilian equivalent. The nominated Supervisor is to hold MAM-P C315 and must ensure that the Brakeman and Tow driver holds MAM-P B209 and MAM-P B210 respectively by aircraft type.

6. When it is necessary to move an aircraft within restrictive areas the Supervisor is to employ safety personnel at each wing tip. When pushing an aircraft backwards an additional safety person is required for the rear of the aircraft. All team members are to be briefed by the Supervisor on the intended activity and associated danger areas. At no time is the Supervisor to fulfil the role of any other member of the Tow Team.

7. **Movement of GTA(A) – Fitment of Undercarriage Locks.** The ground handling of all GTA(A) is only to be undertaken with the appropriate undercarriage safety locks fitted.

8. **Towing of Aircraft.** With the exception of Tutor aircraft, aircraft are to be towed using a serviceable aircraft tractor. Only Tutor aircraft may be towed using a Landrover.

9. Movement of GTA(A) with Unserviceable Braking Systems. The following additional precautions are to be taken before moving GTA(A) whose braking systems are either inoperative or of unknown serviceability:

- a. Additional safety men are to be detailed to carry main wheel chocks to be readily available for use in an emergency and at the end of the move.
- b. The movement team is to be briefed that the aircraft braking system is unserviceable and briefed on the additional procedures which may be necessary.

10. **Aircraft Lighting.** Reference A requires that, during ground handling/aircraft movement, aircraft navigation and anti-collision warning lights are switched on between sunset and sunrise and during conditions of reduced visibility. In addition, some aircraft at RAF Cosford are fitted with High Intensity Strobe Lights (HISL), including Jaguar and the Tutors of UBAS. On GIA, the HISL are only to be used when switched to "RED". Jaguar aircraft fitted with HISL are to have white strobes inhibited by removal of cables LX14E and LX17E from switches 83L and 87L for training safety in current GTA(A) role. An ADF entry to this effect is to be raised.

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[Aircraft and Airfield Incident Response Plan Version 7.0](#)

# RAF COSFORD DAM – ANNEX M1 AERODROME RESCUE AND FIRE FIGHTING SERVICES AND TRAINING ORDERS

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References:

Defence Fire Safety Regulator

- a. DSA 02: Defence Fire Safety Regulations DFSSR
- b. DSA 03: Defence Fire Safety Regulatory Guidance DFSSR
- c. DSA02 DFSSR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations
- d. SOP
- d. DFR CFOI (Until superseded by Capita)
- e. CFR CFOI
- f. TIPs

## **INTRODUCTION**

1. The Airfield Rescue and Firefighting (ARFF) section provides operational fire and rescue cover in support of authorised airfield users at Cosford.
2. ARFF services are to be organised and operated in such a manner as to ensure their rapid deployment and the effective and efficient use of resources IAW Ref c..

## **ARFF CATEGORIES**

3. Using the critical Area concept, the required level of protection (media and appliances) has been calculated for all UK military aircraft. From these results, aircraft and the aerodromes at which they are established have been cross referenced to Military Aviation Authority (MAA) MAA01 direction. Each Regulatory Article contains Rationale, Regulation, Acceptable Means of Compliance (AMC) and Guidance Material (GM). MAA03: MAA Regulatory Processes describes the processes that enable interaction between the Regulated Community and the MAA amendment process. DSA02 DFSSR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations) regulations is to be used for submission/ratification of Alternative Acceptable Means of Compliance (AAMC) and the process for requesting Regulatory Waivers and Exemptions.
4. A Task & Resource Analysis (TRA) shall be used to assess an aerodromes ARFF response capability and to determine the minimum requirement of rescue and fire fighting equipment, personnel and supervisory grades at aerodromes which have been declared in scope. A TRA shall be completed in consultation between the HoE/AO and DFRMO to ascertain the optimum level of resource required to

effectively manage a credible and foreseeable emergency incident. The outcome of the TRA shall be agreed with the HoE/AO and should be shared with the local Fire and Rescue Authority(s) or Host Nation equivalent and Local Resilience Forums. The completed TRA will be recorded in the unit's Defence Aerodrome Manual (DAM).

5. Until a TRA has been conducted at a unit, the current minimum ARFF resources are to be maintained. ARFF cover for aircraft operating above or below the unit established category will be required to accord with the revised ARFF policy.

6. The minimum ARFF category currently provided at RAF Cosford for UBAS/AEF flying is Category 1, (1 x RIV providing 2275 litres of water, discharge rate of 1000 litres/min with 3 x crew) (Grob Tutor). Ability to increase with suitable notice.

### **TEMPORARY REDUCTIONS IN ARFF COVER**

7. In the event of an unexpected reduction in ARFF capability (eg unserviceability of a vehicle, specialist equipment or unplanned shortage of fire personnel), the senior ARFF Officer on duty will implement the Risk Assessment in accordance with (DFSR Form 061/07.2):

- a. Complete the relevant section of the ARFF Risk Assessment Form;
- b. Detail the nature of the reduction in ARFF capability;
- c. State what ARFF capability remains; and
- d. Provide an estimate of how long the reduced capability is expected to persist.

8. Once completed by the Senior ARFF Officer present, the DFSR Form 06/07 is to be sent to the DATCO/ATCO IC to allow the HoE or AO3 to determine what, if any, action will be taken concerning continuance of flying operations. The decision to stop, restrict or continue flying operations will depend on the nature of the reduction of ARFF capability. The HoE or AO is required to complete DFSR Form 06/07 confirming the decision regarding the status of flying operations, adding caveats as necessary. Completed appendices constitute the formal audit trail of the Risk Assessment and are to be included within the Unit DAM.

### **AERODROME RESPONSE**

9. **States of Readiness for Aircraft Emergencies.** States of readiness for aircraft emergencies are defined as:

- a. **State 1 - Aircraft Accident:** A crash on or seen from an aerodrome.
- b. **State 2 - Full Emergency:** An incident on the aerodrome where doubt exists about the safety of the aircraft or its occupants, or to anticipate a "State 1". The ARFF vehicles and emergency medical services are deployed to the incident or to pre-arranged positions on the aerodrome.
- c. **State 3 - Local Standby:** A precautionary measure to cater for a possible incident on the aerodrome or when an aircraft has crashed off the aerodrome, but the position is unknown. ARFF vehicles are crewed with engines running at their normal locations



## **RESPONSE TO OFF SITE INCIDENTS**

10. When an incident occurs off an aerodrome, the action to be taken depends on whether the exact location of the crash/ditching is known. When the location is known, the DATCO/ATCO IC or other emergency coordinating body will initiate emergency action in accordance with unit orders.

11. If the location of the incident is unknown, the DATCO/ATCO IC or other emergency coordinating body should initiate search activity as soon as possible. This activity should include requesting the assistance of aircraft operating in the vicinity. The DATCO/ATCO IC or other emergency coordinating body must immediately inform the ARFF service and bring them to a State of Readiness by passing a crash message containing whatever information is known.

## **RESPONSE TO STRUCTURAL INCIDENTS**

12. ARFF crews are to respond to all emergency incidents within their areas of responsibility as a priority, when life may be at risk and/or an effective contribution to the incident can be made. Any consequent effect on aerodrome operations, through a reduction or total loss of aerodrome category, should be considered secondary to the saving of life.

13. The duty Crew of the ARFF service is to be placed under the orders of the DATCO/ATCO IC who will be responsible for its deployment and state of readiness during aerodrome operating hours. The DATCO/ATCO IC will be responsible for immediately authorising the response of the ARFF service to attend all emergency incidents or accidents on or near the aerodrome, whether or not an aircraft is involved. The DATCO/ATCO IC is responsible for disseminating the implications of the reduction of ARFF capability.

## **COMMAND & CONTROL**

14. The Senior CFR Manager will retain Incident Command and Control of all deployed ARFF assets until the incident is handed over to an appropriate member of an emergency response agency or the incident emergency response phase is terminated.

## **TACTICAL INFORMATION PLANS**

15. The FSM is to ensure that TIP's are provided for all significant risk premises that fall within his area of responsibility and to ensure that such premises are visited:

- a. Annually.
- b. Where there has been a change to the use of the designated premises.
- c. Where there has been a change to the lay out of the designated premises.
- d. Where there has been a change to the hazardous materials stored in the designated premises.

16. In this respect a significant risk premises are defined as any building which, due to its construction, design, hazardous materials stored and processes or activities undertaken has the potential for an increased risk to Firefighter safety above that normally expected during an incident.

17. CFR members should carry out familiarisation visits of all premises taking note of the TIP content. The FSM should ensure that there is a training element related to the risk i.e:

- a. Lectures.
- b. Practical drills.
- d. Table top exercises.

18. At RAF Cosford, CFR personnel gain familiarisation with all other premises during routine fire safety management activities.

19. A copy of all the TIPS is held by the duty fire warden for handover to Local Authority Fire Brigades if required. A digital copy is maintained on the CFR MOSS site extender.

### **FIRE FACTS, GENERIC RISK ASSESSMENTS AND STANDARD OPERATING PROCEDURES**

20. Some guidance on hazards and risks associated with premises and procedures for managing those risks on FRS operations is provided by HM Government's Chief Fire and Rescue Advisor in Generic Risk Assessments (GRA) and Standard Operating Procedures (SOP). In addition, CFR occasionally provides Defence specific GRA and SOP. Details of relevant GRA and SOP should be included within the TIP. Fire Facts cards providing information for Incident Commanders on a wide range of incidents and scenarios are also produced by DFR and can be found within the Incident Command Wallet found on ARFF vehicles.

## RAF COSFORD DAM – ANNEX M2 AERODROME RESCUE AND FIRE-FIGHTING TRAINING AREA ORDERS AND RISK ASSESSMENTS

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References:

- a. DSA02: Defence Fire Safety Regulations DFSSR
- b. CFR Competency Management System [Link](#)
- c. Capita Accident, Safety, Property & Environmental Report [Link](#)
- d. CFR Cosford TES & TRA
- e. CFR Cosford Fire section standing orders [Link](#)

### **INTRODUCTION**

1. Reference A details the response and intervention responsibilities of CFR. To be effective the key training requirements for CFR are that they must:
  - a. Be familiar with the buildings, facilities and equipment at their establishment and the associated fire safety hazards and risks.
  - b. Be familiar with active and passive fire detection and suppression systems including hydrant systems, booster pumps etc.
  - c. Be familiar with surface drainage systems to minimise any potential environmental issues.
  - d. Have contingency plans (this includes Establishment and County disaster / emergency plans) to cater for possible fire and emergency incidents.
  - e. Rehearse responses to likely fire and emergency incidents by either carrying out tabletop exercises or full joint exercises.
  - f. Train to maintain and develop their Firefighting skills and standards both as individuals and teams.

### **PROVISION OF SUITABLY QUALIFIED AND EXPERIENCED PERSONNEL**

2. The Fire Station Manager (FSM) is responsible for ensuring that sufficient Suitably Qualified and Experienced Personnel (SQEP) are available to deliver FRS outputs at all times. Reference B has been developed by CFR to ensure that personnel are suitably trained and developed to meet the needs of each role.

### **MAINTENANCE OF SKILLS TRAINING PROGRAMME**

3. CFR has developed a Competence Management System and recording system for CFR professional Firefighters at Reference C. The CMS system identifies Core and Site-Specific competences that must be maintained by all CFR personnel and comprises practical Maintenance of Skills (MOS)

objectives and theory Knowledge & Understanding (K&U) objectives and also define the periodicity for demonstrating competence against those objectives

4. The FSM is responsible for ensuring that all FRS personnel are in date for the competences defined within the CMS programme and is required to carry out a monthly check. All Training and Development activities CMS will be subject to Internal Audit as follows:

- a. 1st Line Internal Audits - quarterly by the FSM.
- b. 2nd Line Internal Audits - at least annually by the HQ-CFR Regional Service Delivery Manager (SDM) / Service Support Manager (SSM).
- c. 2nd Line Internal Audits - 6- monthly by the Regional Development Support Manager (DSM) on behalf of HQ-CFR Human Resources and Development business unit.
- d. 3rd Line Internal Audit – periodically (as required) by the HQ-CFR - HQ R&P Internal Audit & Assurance team.

### **FORMAL COURSES**

6. In some instances, personnel may be required to undertake formal training courses at Capita Fire Service College Morton in the Marsh GL56 ORH. These courses may be:

- a. To support the development of individuals in accordance with References B & C.
- b. To achieve MOST objectives that cannot be achieved locally.
- c. To achieve Instructor Qualifications.
- d. For fire safety management development.
- e. For Incident Management or other supporting functions.

7. The FSM is required to review training and development requirements in anticipation to ensure that all relevant personnel are nominated for courses to be included in the subsequent annual Training Task Plan (TTP).

### **SCENARIO BASED TRAINING EVENTS**

8. The achievement of the CMS objectives cannot be always achieved using Naturally Occurring Events (NOE). Consequently, there is a requirement to undertake much of the training and development of CFR personnel using Scenario Based Training Events.

9. RAF Cosford does not currently have any FRS specific training facilities and as such and when ARFF commitments allow, CFR personnel have to use training facilities at other local MoD stations. Currently these are:

- a. Bldg A29 - Breathing Apparatus (BA) training facility at Donnington.
- b. Bldg 131 - BA training facility at Shawbury.
- c. Bldg F251A – Live Fire Training Simulator (Propane fuelled multi-scenario training rig) at RAF Shawbury.

- e. Jet Provost air frame – Located by hanger 2 RAF Cosford
- f. RAF Valley - Live Fire Training Simulator (Propane fuelled multi-scenario training rig)

10. The FSM is responsible for ensuring engagement with local stations to ensure CMS competencies can be renewed.

11. In accordance with reference D, all SBTE must be developed properly and a Training Event Sheet (TES) and Training Risk Assessment (TRA) must be provided for each scenario. The senior CFR manager responsible for each specific training event must ensure that all risk control measures are in place before commencing any SBTE. In addition, all personnel must be fully briefed on the TES and TRA prior to undertaking the specific SBTE.

[Link: to Credible Worst Case Scenarios](#)

[Fire Section Standing Orders](#)

[Fire station risk assessments:](#)

[Response Area assessment](#)

[1000mtr Assessment](#)

[Water Assessment](#)

[Link](#) to DFSS Form 6 Reduction of ARFF Cover Hazard Assessment (DDH)

[Link](#) to DFSS Form 7 Reduction of ARFF Cover Hazard Assessment (AM(MF))

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## **Response Area Assessment**

1. The operational objective of the ARFF service is to achieve response times of two minutes and not exceeding three minutes to any point of each operational runway, as well as to any other part of the operating area (response area), in optimum surface and visibility<sup>6</sup>.
2. Response time is considered to be the time between the initial call to the ARFF service, and the time when the first responding vehicle(s) is (are) in position to apply foam at a rate of at least 50 per cent of the discharge rate required as defined within Table of DSA02 DFRS – Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations

[RAF Cosford Response Area Assessment Link:](#)

## **1000Mtr Assessment**

3. As defined within DSA02 DFRS Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations of the approach and departure areas within 1000m of the runway threshold<sup>7</sup> should be carried out to determine the options available for rescue. In considering the need for any specialist rescue and access routes, the environment of the risk area, in particular the topography and composition of the surface should be considered.
4. Emergency access roads should be provided on an aerodrome where terrain conditions permit their construction to facilitate achieving minimum response times. Particular attention should be given to the provision of ready access to approach areas up to 1000 m from the threshold, or at least within the aerodrome boundary. Where a fence is provided, the need for convenient access to outside areas should be taken into account.
5. Where an aerodrome is located close to uneven ground or difficult terrain, and where a significant portion of approach or departure manoeuvres take place over these areas, the ARFF service will be expected to respond to incidents in these areas and should be appropriately resourced with specialist rescue/firefighting equipment and training.

[RAF Cosford 1000Mtr Assessment Link:](#)

## **Water Assessment**

6. Additional water supplies shall be provided. The objective of providing additional water supplies at adequate pressure and flow is to ensure rapid replenishment of ARFF vehicles. This supports the principle of continuous application of extinguishing media to maintain survivable conditions at the scene of an aircraft incident for far longer than that provided for by the minimum amounts of water defined in. As defined within. DSA02 DFRS Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations Additional water to replenish vehicles may be required in as little as five minutes after an incident.

[RAF Cosford Water Assessment Link](#)

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<sup>6</sup>Optimum visibility and surface conditions are defined as daytime, good visibility, no precipitation with normal response route free of surface contamination e.g. water, ice or snow and aircraft movement restrictions.

<sup>7</sup> If required for rotary wing aircraft all undershoot/overshoot areas for the operating areas.

## RAF COSFORD DAM – ANNEX M4 REDUCTION OF ARFF CATEGORY PROVISION

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1. Circumstances may require that flying is conducted to/from aerodromes with reduced levels of ARFF services. HoE/ADHs may approve such activity following a risk assessment informed by advice from the Defence F&R ARFF provider.
2. The risk assessment is conducted using DSA02 DFSSR Aerodrome Rescue Firefighting Regulations reduction of ARFF which is to be archived once completed as the auditable record of the HoE/ADH's decision. Aircraft Operating Authority are responsible for detailing in their Orders who can make risk-based decisions and to what level of reduced ARFF category will require elevation to the appropriate risk owner.
3. All completed risk assessments are to be retained and can be located by utilising the following hyperlinks:
  - [Link](#) to DFSSR Form 0206 Reduction of ARFF Cover Hazard Assessment (DDH)
  - [Link](#) to DFSSR Form 0207 Reduction of ARFF Cover Hazard Assessment (AM(MF))

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**Disabled Aircraft Removal.** Babcock is contracted to support the EFT aircraft used by the RAF and, specifically, UBAS at RAF Cosford. If an incident occurs at Cosford where an EFT Tutor aircraft is disabled, Babcock will assist in removing the aircraft after it has been established that Mil AAIB/AAIB are content for them to do so. Resident flying units would normally be responsible for clearing their light aircraft from manoeuvring areas, under the guidance of ATC, using their own pers and equipment. Given the lack of a Visiting Aircraft Section, any removal of visiting aircraft will be coordinated by the AO, SATCO and other stakeholders but only after permission from the chain of command has been given.



RAF COSFORD DAM – ANNEX O ATC ORDERS AND LOCAL PROCEDURES (FLYING ORDERS)

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1. [ATC Orders](#). These are held on Sharepoint. If you require access and are unable to access the link, please contact contact SATCO or Deputy SATCO via 01902 377030.
2. [Flying Orders](#).

RAF COSFORD DAM – ANNEX P CHANGES TO AERODROME INFORMATION REPORTING PROCEDURES

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1. Terms of Reference for the ATC Sqn I/C Documents and Displays are held by SATCO; for details contact SATCO or Deputy SATCO via 01902 377030.

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1. The ADC is responsible for carrying out an airfield surface and lighting inspection (traffic lights and obstruction) prior to commencement of flying iaw RA3264. Where doubt exists as to the serviceability, or braking action of a grass runway, the decision to use that runway is to be referred to OC Flying, his nominated Dep. As part of the airfield inspection the ADC may undertake bird control duties and an entry is to be made in the BCU log book1.
2. All inspections are to be logged in the ATC logbook, including any issues raised.
3. Any work requests are to be staffed through the ASOM or their nominated deputy.
4. SATCO is to conduct a weekly management inspection iaw extant Sp&BM Force Orders / Local Orders.

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1. An Aerodrome Inspection Report is undertaken by third parties for DIO every 2 years; these reports are available from the local DIO staff resident in Bdg 154 or from the Airfield Manager.
2. Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance; these reports are available from the local DIO staff resident in Bdg 154.
3. All aerodrome signs are inspected weekly by ATC and monthly by DIO SME.
4. Aerodrome lighting along with other essential equipment is backed up by stand-by power system. DIO is to arrange for the stand-by power system to be inspected daily with a switchover test being carried out weekly.
5. Traffic lights, for the control of airside vehicle control measures, are inspected daily by ATC.
6. DIO may delegate inspections to contractors; however, in all instances, a log is to be maintained and should be available for inspection by 2PA/3PA as required.

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1. The Babcock Airfield Spt Team is responsible for the security, safety, safeguarding and infrastructure of Ground Radio Installations (GRI). This is achieved through controlled access, regular inspections and active involvement with Boards of Officers/Siting Boards in accordance with Royal Air Force CIS Policy.
2. Security of the GRI is achieved by ensuring access to and egress from any GRI is via the ATC office. ATC staff will ensure that only personnel with a valid reason for entering the GRI are permitted entry and all visitors without the relevant level of security clearance will be escorted. Site Integrity Signs instructing personnel to contact ATC are to be clearly visible to anyone approaching the GRI from an approved direction.
3. To ensure the integrity of all GRI, whether manned or unmanned, they are to be subject to a Monthly site check by duty staff. During these inspections, the following actions are to be completed:
  - Check the site infrastructure for signs of building or facility deterioration. Giving consideration to building access, security, cleanliness, heating, cooling, power, water ingress etc.
  - Conduct a 360° sweep of the site safeguarding area as laid down in JSP 604 Leaflet 3032 and detailed on the associated equipment Range Card.
  - Ensure all identified infringements have been annotated a unique reference number and are recorded in the Unit's Master Infringement and Concession Certificate Register and identified on the Site Range Card.
  - Carry out a check for signs of corrosion, annotating corrosion records as necessary. Consider the main equipment, racks, masts, towers and supporting structures (if applicable).
  - Ensure compliance with all relevant Health & Safety instructions. Consider local work instructions, risk assessments, COSHH, fire & first aid safety, electrical safety, tool control, TME, PPE and means of summoning assistance.
  - Ensure that a Site Integrity Sign is displayed and is clearly visible to anyone approaching from an approved direction.
  - Check that relevant First Aid Fire Appliances are present and serviceable and sign the associated check sheet.
  - Conduct a 100% tool check in accordance with extant Tool Control procedures and annotate the relevant MoD Form 757A (Tools).
  - Ensure all test leads, extender cards etc are serviceable.
  - Ensure all Test and Measuring Equipment is serviceable and in date for Calibration.
  - Ensure all Minor GSE is serviceable and its associated maintenance is in date.
  - Check that any Personal Protective Equipment present is serviceable and its associated maintenance is in date.

- Ensure that all spares are retained in their original/primary packaging where practicable, their locations are labelled correctly and that all are labelled with the relevant stock/NATO Stock Number.
- Check any Line Replaceable Units are serviceable.

### Recording

4. On completion of each Monthly Site Check annotate the Site Log Book, in RED ink, to the effect that an inspection has taken place along with details of any associated further action.
5. All GRI are also subject to a Site Check by the Airfield Support Team on a 3-Monthly basis. The check is to comprise a full site inspection and Range Card accuracy check as detailed above as well as ensuring that the monthly checks are being conducted satisfactorily. On completion of these checks the Airfield Support Team is to annotate the Site Log Book, in RED ink, to the effect that an inspection has taken place along with details of any associated further action.
6. The Airfield Support Team is to maintain a central log containing all site safeguarding issues and subsequent actions taken. All Work Services requests are to be recorded along with the date they were requested, hastened and cleared. The ATC staff is responsible for escalating any issues that jeopardise ATC capability through their Chain of Command as necessary.
7. The Airfield Support Team also controls the integrity of GRI through involvement with Boards of Officers/Siting Boards. Any GRI infringements noted, or planned, will be subject to the process defined in JSP 604 Leaflet 3032. Each infringement/potential infringement is also to be recorded in the Unit's Master Infringement and Concession Certificate Register.
8. A copy of RAF Cosfords GRI Infringement and Concession Register can be found at the following link [RAF Cosford Infringement and Concession Register](#).
9. GRI infringements/potential infringements beyond MOD boundaries, within the UK, are administered by Defence Infrastructure Organisation (DIO) safeguarding. For this process the MOD provide the Local Government Planning Officer (LGPO) with relevant safeguarding/restrictions maps, which mark areas with restrictions. The LGPO is required to notify the MOD, through DIO safeguarding, of any planning applications that infringe safeguarded areas so that their impact may be assessed. Any potential infringements believed to be an issue are to be notified to DIO.

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1. DIO or CMT are to notify all contractor works on the airfield, or off-airfield activities that will affect the safety of aircraft/crews, to SATCO, Airfield Manager and, if applicable, H&S prior to works commencing.
2. In accordance with the ATC Order Book Part 3 Order No. 3: All work on the airfield (including grass cutting) must be authorised and controlled by ATC. ADC is to ensure that the drivers of works vehicles have received an appropriate airfield driving brief, the contractor/foreman have been briefed on WIP procedures and details of the Work in Progress are annotated within an ATC logbook. All stn-flying units are to be informed of any work likely to affect their operations. Ac captains are to be advised, prior to taxiing in or out, of any work that may have commenced after the morning brief.
3. A WIP Log is established in accordance with guidelines contained within the Reference. The WiP Log is held in the ATC Admin Office.
4. ATCOs are to brief (and record) working parties accordingly:
  - Limits of the work area.
  - Direction of aircraft movements.
  - Route to be taken by works vehicles.
  - Parking area for works vehicles and equipment.
  - Control to be exercised over works vehicles and workers.
  - Signals to be employed.
  - FOD prevention.
5. Grass Cutting is carried out on a rolling 'as needed' basis in consultation with Site Estates.

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1. **High Visibility Clothing.** It is mandatory for military, civilian and contractor personnel working on, or crossing any part of, the aerodrome intended for the surface movement of aircraft to wear high visibility clothing when outside of a motor vehicle. The Mandatory High Visibility Areas include the Manoeuvring Area, Aprons and any part of the aerodrome provided for the maintenance of aircraft other than inside hangars. Aside from the exemptions listed in para 2 below, staff not complying with this Order should be challenged and may be subject to further action.

2. **Exemptions.** The Stn Cdr has decided that the following exceptions are authorised:

a. One member of staff may escort up to 10 personnel not wearing high visibility clothing; the former being responsible for the latter.

b. Wearing high visibility waistcoats above flying clothing may sometimes be difficult for aircrew to physically achieve. Aircrew (and pax) are, therefore, exempt from this Order when:

(1) Walking directly from/to the aircraft.

(2) Wearing a parachute above flying overalls\*.

\*Under such circumstances, an authorised member of staff wearing high visibility clothing will escort to crew and pax to/from the aircraft. Crews that do not find it difficult to wear a high visibility waistcoat above a flying jacket are encouraged to do so in the interests of Flight Safety.

c. Station guard force personnel in the execution of their duties.

d. Personnel in the immediate vicinity of the Saddle Club, Karting Club and Hangar 5 where there is no risk from aircraft movements.

e. Personnel from EDF, TCF and 238 Sqn walking between Hangar 15 or Hangar 16 and the airfield entry/exit by Hangar 1 on the UBAS walkway, provided that they do not deviate from this route.

3. **Cycling on the Airfield.** In addition to the other Orders governing the use of bicycles at RAF Cosford, the following regulations will be enforced on the airfield (including the Manoeuvring Areas and Aprons):

a. Cyclists should obtain an Airfield Driving Permit and obey all SSOs pertaining to driving on the aerodrome and/or cycling within the bounds of RAF Cosford.

b. Staff may cycle to Hangars 15/16 across the UBAS apron following the standard vehicle route (ingress/egress from between 2/3 Hangars) before 0830 (local) each morning unless told to the contrary by ATC staff.

c. Cyclists are not to cut corners at SW corner of 2 Hangar and should follow the same route that a motor vehicle would take to their destination.

d. Cyclists are to obey the rules of the airfield/road as if they were driving a motor vehicle ie; speed, priority, signage.



e. Cyclists are to wear high vis jackets/tabards at all times and lights where necessary or sensible to do so.

f. In low visibility ie; <100m, cyclists should dismount and push their cycles via the UBAS walkway. If cyclists are unsure about the visibility they are to contact ATC and seek advice.

g. There is to be no cycling in the UBAS walkway.

h. Unless permission is granted by SATCO or the Airfield Manager, cyclists are not permitted on the runway or taxiways at anytime.

4. **Model Aircraft, Kites, Drones/UAVs/RPAS.** Personnel are advised that the flying of model aircraft, kites, drones, UAVs or RPASs at RAF Cosford is prohibited unless prior arrangement has been authorised by SATCO. The airfield may be open outside of normal operating hours and the flying of model aircraft, kites, drones, UAVS or RPASs in the vicinity of the aerodrome, at anytime, constitutes a major flight safety hazard.

5. **Dog Walking on the Aerodrome.** All Cosford personnel and their dependents are to note that the airfield may be active at anytime. Dogs are not to be exercised on the airfield. Any dogs within the airfield boundary must be on a lead at all times.

6. **Airfield Parking Restrictions.** The access areas to airfield crash gates and barriers are no parking areas to enable safety service vehicles an immediate exit from the airfield when responding to an incident. Personnel are to refrain from parking their cars within these areas. Parking is strictly restricted to designated car parking only. Vehicles found left in an unauthorised location will be reported to RAFP and their ADP will be suspended pending airfield re-training.

7. **Airfield Sports Pitches.** The airfield at Cosford is active with flying activities 7 days a week. To ensure that there are no flight safety incidents between vehicles and aircraft, all access to the airfield site for sporting activities is to be through Crash Gate 5. There is no requirement for vehicles to access the airfield between Hangars 1 & 2 to transit along the taxiway to the sports changing rooms and any other location in its immediate vicinity. Sufficient parking is available in the car park north of Hangar 4. The area around the crash barriers either side of Hangar 4 is to not be blocked by vehicles as access is required by the Crash Crews at all times during flying operations.

8. It is policy that all airfield infringement incidents are investigated on Unit and reported back through the appropriate channels as they constitute potential flight safety hazards. An appropriate level of administrative / disciplinary action will be taken by the Unit against any individual who infringes the airfield when it is active.

9. The sports pitches and the grassed area south of Hangar 4 are within the airfield boundary and specifically, are identified as an emergency landing area for all Cosford-based aircraft. In the event an aircraft is planning to make an approach to land on this area, an air-raid siren will be activated (only when ATC open) and all personnel operating on the sports area are to vacate the area immediately. The siren is tested randomly on a weekly basis.

10. **Hazardous Clothing.** Except when approved by the Stn Cdr, it is prohibited to wear music ear-phones, hats or any other item of clothing that will impair sight or sound on the airfield, except in the following circumstances:

a. When a hat or other headdress is securely fixed/attached to an individual i.e. ear defenders when operating on an active Dispersal.

- b. Wearing a securely fastened bicycle or other safety helmet.

## AIRFIELD DRIVING REGULATIONS

### References:

- A. RA 3262.
- B. JSP 800 Defence Movements and Transport Regulations, Vol 5.
- C. CAP 413 – Radiotelephony Manual
- D. CAP 790 – Airfield Driving and Vehicle Operations
- E. SSO Part 2 Order 11.
- F. The Highway Code
- G. The Road Safety Act 2006.
- H. The Road Traffic Act 1991.

### Introduction

1. All drivers on the airfield must have a valid Airfield Driving Permit (ADP). Contractors who do not have a valid ADP but require access to the airfield for operationally essential airfield business, will be given a Work In Progress (WIP) brief, which will apply to the timeframe required on the airfield and limited to the specific area of access required. Access to the airfield by means of a WIP is strictly at the approval of the duty ATCO.
2. The airfield at RAF Cosford may be active at any time during the day or night, on both weekdays and weekends. The airfield is often active when Air Traffic Control (ATC) is closed; therefore, only suitably qualified drivers that hold a valid Cosford Airfield Driving Permit (ADP) are allowed to drive on the airfield in accordance with Refs A, B, C and D. Additionally, all drivers are to comply with Refs E – H and all subsequent amendments and orders. You should always attempt to contact ATC before proceeding onto the Manoeuvring Area.
3. Issue of ADP. All drivers will be given a consolidated briefing on these regulations by a member of staff from ATC. In addition, a multiple choice question paper will be given to each driver in which they are required to pass without any error on the questions. The pass rate is set at 100% to ensure personnel are fully aware of the regulations in which they are expected to comply. Personnel failing the theory exam will be required to re-attend on another day. A second failure will result in non-issue of an ADP for a 1 month period. Individuals who continue to fail will not be issued an ADP for 12 months. New drivers will also be taken for a familiarisation tour of the airfield if required. On completion, the ADP will be signed by SATCO, or his nominated deputy, and will be valid for 12 months afterwards. It is the responsibility of the individual to ensure their ADP is valid prior to driving on the airfield.
4. **Colour Blindness.** All drivers employed within the Movement Area are required to have a colour perception standard of CP2 (normal) or CP3 (defective safe). Before being issued with an ADP, all drivers must provide evidence of their colour perception. Service personnel may bring a printed copy of their JPA records indicating the colour perception standard or make an appointment with the RMC. Civilian personnel must contact the RMC to make an appointment with the medic. Drivers who do not produce evidence, or do not meet the required standard, will not be issued an ADP.
5. Drivers are to be in possession of their ADP at all times while operating on the airfield. Failure to produce a valid ADP when requested, or any breach of airfield driving regulations, may result in the withdrawal of Airfield Driving Permits and or disciplinary action.
6. All airfield users who are required to use MRE to carry out their duties are to be familiar with ATC Radio Telephony. This can be briefed on request as part of the ADP application process

or any other time as required

7. Drivers should familiarise themselves with the MRE Mandatory Area shown at Annex A.  
Definitions

8. **ATC Manned.** ATC is manned and providing an Air Traffic Service to operating aircraft. The traffic lights will be switched on and will be used to coordinate the movement of vehicles. All radio-equipped vehicles are expected to be in contact with ATC using Channel 2. Drivers not radio-equipped are to report to ATC for a brief on current airfield activity before proceeding onto the Manoeuvring Area.

9. **ATC Unmanned.** ATC may be open or closed however they will not provide any services to aircraft or vehicular traffic. Traffic lights will be switched off. All radio-equipped drivers are expected to make blind transmissions using Channel 2. Drivers without MRE are to attempt contact with ATC in the first instance to ascertain which airfield users are active on the airfield and establish contact with those users before entering the airfield. If there is no response from ATC, drivers are to contact MPGS for this purpose. In all cases, drivers must have a valid ADP to enter the airfield under ATC Unmanned.

10. **Manoeuvring Area.** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

11. **Apron or Aircraft Servicing Platform (ASP).** Commonly known as a dispersal, this is defined as an area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, fuelling, parking or maintenance.  
Driving Regulations

12. **Airside Road.** An airside road exists on the north of the airfield and extends from the DOTA to Hangar 16 across the UBAS dispersal. Drivers are to comply with all fixed and painted stop signs. All drivers with a valid ADP may use this road to transit on the north of the airfield under the following circumstances:

- a. **Equipped with MRE.** If a driver is using MRE they are mandated to contact ATC and state details of their intended journey. ATC will no longer give specific permission to enter and transit, although ATC may acknowledge the drivers transmission. This order and possession of a valid ADP permits such activity to occur provided that 'blind' transmissions are being made on MRE. This is the same procedure to be used when ATC is Unmanned as at para 9 above.
- b. **Non-MRE equipped drivers.** When ATC Manned, drivers are to report to ATC before proceeding on the Airside Road. When ATC is Unmanned, drivers with a valid ADP using the Airside Road only may proceed with caution without reporting to ATC beforehand. Access to the airfield is prohibited to drivers without a valid ADP or Work in Progress Brief.

13. **UBAS Dispersal.** Drivers are permitted to cross in front of UBAS on the Airside Road under the following circumstances:

- a. **No aircraft present on the dispersal.** Drivers are to come to a halt at the stop sign and look for any aircraft or aircraft being towed. If none can be seen and there is no Marshaller present on the dispersal, drivers may proceed on the Airside Road and cross the UBAS Dispersal.
- b. **Aircraft present on the dispersal.** In addition to the rules above, drivers are to visually check all aircraft on the dispersal to ensure:

- (1) No aircraft has blades or propellers turning.
- (2) No red strobe lights are flashing.
- (3) No aircraft are manoeuvring on the Dispersal.
- (4) No personnel are crossing the Airside Road between the Dispersal and UBAS buildings.

If any of the above criteria exists then drivers are to wait at the stop sign until a Marshaller has given 'wave' through. If no marshaller is present, drivers are to wait until the aircraft has left the Dispersal or its engine has shut down. Drivers are to be cautious that a hand instruction from a Marshaller is not for an aircraft. If in doubt, remain stationary until a Marshaller gives positive 'wave' instruction. At all times, the Marshalls remain in controller of access to the UBAS Dispersal. For drivers equipped with MRE, ATC can be contacted if doubt exists. For non-MRE equipped drivers, if doubt exists return to ATC for guidance or ring ATC on 7030 or 7582.

14. **Runway in Use.** The runway is to be regarded as active unless briefed otherwise. When ATC Manned, drivers must receive clearance to cross the runways using MRE or the traffic lights. When ATC Unmanned, drivers should contact the relevant flying units to establish expected activity. If no flying is notified when ATC Unmanned, drivers are to proceed with caution when crossing the runway and ensure they vacate as soon as possible.

15. **FOD.** When preparing to enter the airfield drivers are to stop their vehicles in the blue 'FOD Box' located by the barriers and conduct a mandatory FOD check of their vehicle and tyres. After the initial inspection is complete, drivers should move their vehicle forward slightly to allow the unseen part of the tyre, formerly in contact with the ground, to be inspected. Any FOD should be placed within the adjacent FOD receptacle. FOD checks are mandatory for every journey entering the airfield. Drivers who fail to complete mandatory inspections will be the subject of a Defence Aviation Safety Occurrence Report and may have their ADP and/or FMT600 removed.

16. **Encountering Aircraft.** There are a number of different aircraft operating at RAF Cosford:

a. The Midlands Air Ambulance (Mid Air Amb) responds to emergency calls and can be active at any time, although normal flying ops are Sunrise to Sunset + 30 mins. Their base is next to Crash Gate 2 and drivers should be aware of the helicopter operating around them whilst transiting the Northern Taxiway. Vehicles are not to stop on the Northern Taxiway outside the Mid Air Amb base in the area marked by the yellow hatched box, nor should vehicles enter the yellow hatched box if the helicopter rotors are turning.

b. **UBAS aircraft will only operate with ATC Manned.** The aircraft operate off both the Main Runway and the parallel Grass Runway and will taxi along the Northern Taxiway to reach the runway thresholds. The aircraft will carry out engine checks before departure using the taxiway shoulders (run-up areas) or available dispersals. UBAS aircraft may be towed onto the dispersal and ground runs may occur under when ATC Unmanned.

c. Jaguar aircraft are regularly towed between dispersals 2, 3, 6, 7, 8 and DOTA along the Northern Taxiway. Drivers are to ensure they hold at stop signs when transiting in front of the hangars to allow for these aircraft movements. In the event of a vehicle coming head-to-head with an aircraft, the driver is to ensure the taxiway is vacated in a manner which does not cause disruption to the aircraft. If the safest place to vacate is the grassed area, this should be done immediately and a FOD check carried out of the tyres before the vehicle proceeds along the Movement Area. Drivers are to ensure they allow the minimum

safety distance of 50m when following aircraft. Drivers are to use common sense when considering using the grass to avoid aircraft in winter.

d. Cosford Powered Flying Club (CPFC) park aircraft in front of Hangar 12 or outside the Club House. CPFC may operate when ATC is Manned or Unmanned.

17. The following rules must also be adhered to at all times:

a. Drivers are to ensure their vehicle is fully serviceable before entering the Manoeuvring Area. Vehicles should be FOD free.

b. All vehicles are to give way to aircraft. There is only one exception to this rule, namely vehicles towing aircraft are not bound to give way to taxiing aircraft.

c. When ATC Manned, drivers without MRE are to report directly to ATC or contact ATC by telephone on ext 7030 before entering any part of the airfield. When entering the airfield between Hangars 2 and 3, obey all road signs and remain within the painted white road markings.

d. Vehicles are not to proceed onto the Manoeuvring Area until the driver has made sure that no aircraft or vehicles are moving, or are likely to move, near the point of entry.

e. All vehicles are to conform to the normal rules of the road for the UK and obey traffic lights, Aldis Lamp and pyrotechnic signals from ATC:

**Flashing Green** - Light Cleared to proceed

**Steady Red Light** - Stop (A red flare across car bonnet may be used instead)

**Flashing Red Light** - Clear the RWY or taxiway immediately

**Flashing White Light** - Return to start or do as briefed

f. Vehicles are always to give way to aircraft by clearing the taxiway in such a manner as to afford maximum clearance to the aircraft. Vehicles are to be kept at least 50m behind taxiing aircraft. Vehicles should not pull into the run-up areas to allow aircraft to pass.

g. Do not pass a helicopter when its rotors are turning. Drivers are to ensure their vehicle is kept well back from helicopters with running rotors to minimise damage from rotor downwash and allow the aircraft opportunity to manoeuvre.

h. Reversing whilst on the airfield is prohibited unless being marshalled. This does not apply to the parking area outside of ATC.

i. Vehicles are not to be parked on or near the taxiway.

j. Overtaking vehicles on the Manoeuvring Area is strictly prohibited. Vehicles are not permitted to park on taxiways and therefore drivers are to follow slower moving vehicles. Drivers encountering stationary vehicles are to contact ATC as the vehicle may have broken down or may be conducting FOD checks or surveys and therefore may continue its journey without warning or notice to other drivers. Only vehicles responding to an airfield emergency (ATC, Fire, MPGS, MODIO, Medic, RAFF, and TMV) are permitted to overtake on the airfield.

- k. Overtaking slow moving vehicles i.e. the cherry-picker, on the Airside Road is permitted, provided drivers remain inside the Airside Road markings and obey any traffic road signs. Drivers overtaking on the Airside Road do so at their own risk. Slow moving vehicles, e.g. cherry-pickers, are to be mindful of faster moving traffic overtaking on the Airside Road. Overtaking is not permitted on the Airside Road which passes through the UBAS Dispersal or outside TCF.
- l. The speed limit on the Airside Road is 20 MPH. Once through the Western Access traffic lights and onto the Northern Taxiway the speed limit is 30 MPH.
- m. In the event of a breakdown, drivers are not to leave their vehicle unattended. The vehicle's hazard lights are to be selected, the bonnet is to be raised and approaching aircraft are to be warned that the vehicle presents an obstruction by using the most appropriate signals. ATC should be notified as soon as possible via MRE, telephone or by requesting another airfield user relay the message.
- n. Vehicles fitted with amber occulating lights must have these switched on. Emergency vehicles responding to incidents will use blue lights. If the vehicle is not fitted with an amber light, the vehicle's hazard lights are not to be selected.
- o. Vehicles are not to be driven on any part of a RWY without specific permission from the Aerodrome Controller in ATC.
- p. Engines are not to be run unnecessarily in the vicinity of ATC or radio transmitter / receiver stations.
- q. When snow is falling, or has settled on the airfield, the Airfield Snow and Ice Plan will be implemented. The airfield barriers will be closed and all non-essential movement will cease. Vehicles are not to be brought onto the airfield during this time. TCF and EDF are permitted to enter the airfield via Crash Gate 1 direct to hangar 15/16, provided the vehicles proceed no further onto the airfield.
- r. Access to the airfield site is normally through Crash Gate 5 and then left between Hangars 2 and 3, ATC is on the left. Drivers should not transit between these hangars without a valid ADP (unless proceeding directly to ATC only), and must obey all 'Stop Signs' as this route crosses Aircraft Manoeuvring Areas.
- s. The access areas to airfield Crash Gates and barriers are no parking areas. Vehicles left unattended in these areas are likely to be damaged by Crash Crews entering or exiting the airfield in an emergency.
- t. Vehicles are only to be parked in designated or marked areas. Vehicles are not to be left unattended anywhere on the airfield, unless by prior approval from ATC has been given. Vehicles left unattended will be treated as suspicious and reported to the RAFP.
- u. Vehicles are not to be driven on the grass areas surrounding Crash Gates, barriers and the grassed area between Hangars 1 – 4.
- v. When entering or exiting the airfield between Hangars 2 and 3, drivers are to follow the painted road which curves around the red and white barrier, keeping the barrier on your right (as you enter) or on your left (as you leave). No exceptions. This is for driver and passenger safety.

w. Personnel are to be in possession of their ADP at all times when on the Airfield. Failure to produce an ADP when challenged by ATC will result in the individual being instructed to leave the Airfield.

18. **Control of Vehicular Traffic by Night.** For driving on the airfield at night the following additional rules apply:

- a. Vehicles are to be equipped with serviceable hazard warning lights and/or the driver is to carry a red torch for use in the event of a breakdown.
- b. The vehicles lights are to be fully serviceable. Whilst in motion, lights should be switched on in the 'dipped beam' mode. Sidelights may be used when the vehicle is stationary on the airfield or as directed by an aircraft marshal.
- c. Vehicles towing aircraft are to display the correct illuminated triangle sign on the front of the vehicle. A spot light at the rear of the vehicle should be used to illuminate the aircraft wing on the offside of the vehicle.
- c. Vehicles are not to be driven at speeds in excess of 20mph.

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1. The SFODPO is responsible to Stn Cdr via the SFSO for:
  - a. Monitoring and controlling Unit FOD prevention procedures as outlined in MOD and RAF FOD policies.
  - b. Advising all Sqns, Flts and Sections in their understanding and executing of the FOD prevention programme.
  - c. Ensuring that all FOD incidents and finds are investigated and reported in accordance with MOD FOD policy, and that all FOD occurrence reports are properly reported to the RAF FOD PO. In the case of aero-engine FOD damage, this must be reported to the relevant engine PT Engineering Authority.
  - d. Maintaining a record of all FOD incidents on the Unit for reference and local analysis.
  - e. Instigating a system to ensure that all aircraft operating areas and associated technical sites are routinely surveyed to identify possible problem areas and to initiate corrective action.
  - f. Acting as chairman for the Station FOD Working Group (FOD WG) meetings.
  - g. Providing a FOD briefing to Station Flight Safety and FOD Prevention Committee Meeting.
  - h. Advising Unit executives of FOD matters requiring attention.
  - i. Maintaining liaison with the Site Estates Representative (SER) for minimizing the FOD hazard associated with Works Services.



RAF COSFORD DAM ANNEX W AERODROME WILDLIFE MANAGEMENT

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[Aerodrome Wildlife Management Control Plan](#) is held on Sharepoint. If you require access and are unable to access the link, please contact contact SATCO or Deputy SATCO via 01902 377030.

## RAF COSFORD DAM ANNEX Y ORDERS FOR MAINTAINING OPERATIONS IN THE EVENT OF SNOW, ICE AND FROST - OPERATIONS WHITEOUT AND BLACKTOP (AIRFIELD)

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1. The purpose of this Order is to detail the actions required to enable the Unit to continue normal operations in the event of snow, ice and frost. OPERATION WHITEOUT applies to the training and domestic sites; OPERATION BLACKTOP applies to the Airfield (including all ac manoeuvring areas).
2. This Order is applicable to all RAF Cosford Station Personnel including all Contractors. The following RAF Cosford staff have specific responsibilities: Heads of Sections, Building Custodians, OIC's buildings, the Logistic Manager, OC GD Flt, the SATCO and Airfield Manager, OC Police Flt, the Orderly Officer (OO), the Guard Cdr, RPC (C-A) Manager and the SHEP Office via OC SLW.

### **OPERATION BLACKTOP**

3. The decision to activate OPERATION BLACKTOP during working hours (airfield opening hours for flying) lies with the SATCO (or the duty ATCO IC); out of hours the decision sits with the OO, albeit this is limited to the prevention of vehicles entering the Airfield and its manoeuvring areas. The SATCO (or the duty ATCO IC) will formulate and authorise the Tannoy message advising that OPERATION BLACKTOP is in progress.
4. The SATCO, or the Guard Cdr out of hours, is responsible for inhibiting traffic movement on the airfield by placing barriers at all access points. Crash Gate 2 keys are held by specific Midlands Air Ambulance (WMAA) staff which allows them access to the rear of the WMAA buildings only. These restrictions will come into force as soon as possible after snow has started to fall.
5. During OPERATION BLACKTOP the airfield is out of bounds to all vehicles, except emergency vehicles, ATC vehicles, the Airfield Support Team (AST) vehicle and vehicles specifically authorised by the SATCO. Access to the airfield by any other vehicles will not be permitted and all barriers between Hangars 1 – 4 will be closed and locked by ATC. This is an operation to prevent vehicles compacting snow in areas used by towed/taxiing aircraft, particularly between Hangars 2 and 3, the Northern Taxiway and dispersals. RAF Cosford does not have any specific snow/ice clearing equipment and relies on nature taking its course. Personnel with a vehicle who consider it operationally essential or necessary to use the airfield paved surfaces during OPERATION BLACKTOP are to call ATC on Ext 7030/7582 for clearance. Access when ATC Sqn are closed is not permitted.
6. During OPERATION BLACKTOP, the RAF Police are to use the Neachley Road and Museum gates to gain access to the Airfield for routine security checks. They are NOT to use Crash Gate 2 or the perimeter track except in an emergency and only then, wherever possible, should use the grassed areas to avoid compacting fallen snow on the taxiways and hard standings.
7. Snow clearance is to NOT be carried out on the Airfield or aircraft manoeuvring areas without the authority of SATCO.

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1. **Thunderstorm and Strong Wind Warnings.** When Cosford ATC is 'Manned', the Met Office at RAF Shawbury will pass various met warnings. On receipt of a thunderstorm or a strong wind warning, ATC are to inform the following sections:

- a. UBAS Eng.
- b. UBAS/AEF DI.
- c. Aquila.
- d. GIA Sqns.
- e. Armoury.
- f. Midlands Air Ambulance.
- g. Cosford Powered Flying Club.

2. **Severe Weathering Warnings.** Any severe weather warnings are to be broadcast on the Stn tannoy and on MRE to ensure personnel from 238 Sqn, TCF and EDF are made aware.

3. Details on immediate actions for Eng pers are contained in AESO Book 2, Pt1, Ch3, Order 10.

RAF COSFORD DAM ANNEX AA CIVIL AIR SYSTEM AERODROME USAGE - TERMS AND CONDITIONS

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<b>Civil Air System Aerodrome Usage - Terms and Conditions (Expand as Required)</b>	
1	The Terms and Conditions may be varied at any time by the Aerodrome Operator to reflect any changes, amendments or additions to working practices at the specific aerodrome. Factors may include some, or all, of the following.
	1 The use of RAF Cosford aerodrome by civil operators is strictly 24H PPR only
	2 Visitors must prove the aircraft has valid insurance and Crown Indemnity prior to arrival
	3 Charges will be made for landing, parking and any other services rendered
	4 No hangarage is available to visiting aircraft
	5 No handling services are available to visiting aircraft
	6 No fuel is available to visiting aircraft
	7 No maintenance is available to visiting aircraft
	8 The declared Military Crash Category is ICAO 1 and is only available during military flying ops.
	9 No civil visitors Thu-Sun inclusive
	10 Visiting crews and passengers must wear high visibility jackets/waistcoats when airside
	11 RAF Cosford is NOT a designated Port of Entry
12 Late-notice cancellations are possible due to military tasking	
2	Whilst the AO will use all reasonable endeavors 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 extant Terms and Conditions. The AO will not be liable for any loss or damage (whether direct or indirect) arising out of any change in the Terms and Conditions.
3	All Civilian Users are to operate iaw extant Department for Transport National Aviation Security Programme and wider Air Transport Security protocols.
8	Declaration that in the event of a Local or National Emergency whether declared or not the aerodrome may be closed to civilian operators. A non-exhaustive list of potential circumstances includes:
	1 Loss of appropriate Fire or Crash cover.
	2 Repatriation of troops.
	3 Loss of power to all, or parts, of the aerodrome.
	4 Interruptions in communications both within the aerodrome and with external agencies.
	5 Unforeseen natural disaster (Flooding, etc).
6 Unforeseen national epidemics (Swine Flu / Covid-19).	
<b>Note:</b> In the event of such closure all access to the aerodrome for any reason whatsoever may be restricted and no liability is accepted for any loss or damage (whether direct or indirect) arising.	

RAF COSFORD DAM ANNEX BB SAFEGUARDING REQUIREMENTS – WAIVERS AND EXEMPTIONS

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Currently nil.

RAF COSFORD DAM ANNEX CC ELECTRICAL GROUND POWER PROCEDURES

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1. Link to AESOs on RAF Cosford Sharepoint (not accessible on the internet):

[Pt 2 Aircraft Engineering Orders - Ground Power](#)

# RAF COSFORD DAM ANNEX DD AVIATION FUEL MANAGEMENT PROCEDURES (REFUELLING/DEFUELLING OF AIRCRAFT)

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## References:

- A. MAA RA 4055(1) and RA 4055(2), supported by MAP-01, Chap 2.6.
- B. JSP 800 Vol 5 Part 3 Chap 2 Para 3.2.169.

## **PURPOSE**

1. This order details the process applicable to the refuelling and defueling of aircraft at DSAE Cosford and details the precautions to be taken to minimise the hazards inherent during aircraft refuelling/defueling operations.

## **APPLICABILITY**

2. This Order applies to all engineering and tradesmen involved with the refuelling/defueling of aircraft.

## **RESPONSIBILITY**

3. The Babcock Head of Aircraft Maintenance is responsible for the development of this order.

## **DEFINITION**

4. A fuelling zone is defined as the area in which there could be a risk of fire because refuelling/defueling is taking place. The zone exists from the arrival of the bowser at the aircraft until one minute after all refuelling activities have been completed including disconnecting the bowser, refitting caps and covers and mopping up any residual fuel or fuel spillage. The dimensions detailed at Annex A to Reference A vary with the type of fuel in use and geographic location. However, when refuelling/defueling in the open with the safest fuel (AVTUR) the zone comprises the footprint of the aircraft/bowser combination with a 3-metre extension around any fuel vents.

## **IMPLEMENTATION**

### **Precautions**

- 5. The following precautions are mandatory during refuelling/defueling operations:
  - a. The aircraft is to be earthed at all times.
  - b. Bonding between the aircraft and bowser is to be carried out iaw the aircraft Safety and Servicing Notes. Particular attention is to be paid to ensuring that the vehicle's trailing strap is touching the ground before connecting the vehicle bonding cable to the aircraft earth bolt.
  - c. The bowser is to be halted at least 50 ft from the aircraft and must not proceed further until a guide is available who will be responsible for marshalling the bowser into position. Line managers are to ensure that all personnel use the correct hand signals, as published in Reference B when marshalling bowsers into position. The bowser is to be positioned to allow it to be driven away quickly in an emergency. It must never be positioned in front of forward firing weapons or in the danger area of flare systems.
  - d. The tradesman responsible for the refuelling/defueling operation is to confirm verbally with the

bowser driver that the fuel grade marked on the bowser agrees with the fuel carried in the bowser, and that quality control checks have been signed for. Furthermore, he is to satisfy himself that the fuel marked on the vehicle is the correct type for the aircraft to be fuelled.

- e. Fire extinguishers are to be immediately available.
- f. During pressure refuelling, the tradesman is not to leave the hose connection at the aircraft unattended until fuel flow has been established.
- g. During open line refuelling, the nozzle is to be bonded to the aircraft before the fuel tank filler cap is removed. The tradesman is not to leave the nozzle unattended.
- h. Electrical leads, other than those essential for fuelling, are not to be switched on in the fuelling zone except in an emergency.
- i. Vehicles or powered GSE are not to be driven or parked beneath the aircraft.

### **Refuelling/Defueling Aircraft in a Hangar**

6. Only the Principal Engineer (or nominated deputy), may authorise an aircraft to be refuelled or defueled in a hangar (Reference A). Annex A is to be submitted by AMS prior approval and signature. Permission will only be granted if:

- a. Removal of the aircraft from the hangar is unrealistic in man-hour cost and the task justifies the increased risks.
- b. Only AVTUR is involved.

7. The Supervisor of the servicing task is to ensure that all the precautions set out in Reference A and in Annex B, are fully observed throughout the refuelling/defueling operation.

### **Additional Regulations for Special Circumstances**

- 8. Additional regulations to cover the following operational contingencies are contained in Reference A.
  - a. Refuelling during thunderstorms.
  - b. Refuelling aircraft with passengers on board.
  - c. Refuelling aircraft with casualties on board.
  - d. Concurrent Fuelling and Cargo Loading.
  - e. Refuelling Aircraft with Engines running or Rotors Turning\*<sup>8</sup>

These activities are not to take place unless authorised by the Principal Engineer or, in his absence, OC TES&S.

Annexes:

- A. Request for Refuel/Defuel in a Hangar.
- B. Procedure for Aircraft Refuel/Defuel in Hangar.

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<sup>8</sup> Reference B details regulations for the refuelling of certain helicopters with engines running or rotors turning. Other aircraft are not to be refuelled with engines running or rotors turning without prior authorisation and guidance from the appropriate Project Team.



ANNEX A TO AESOs

REQUEST FOR REFUEL/DEFUEL IN A HANGAR

1. Permission is requested to refuel/defuel aircraft number: ..... in ..... hangar.

2. Reason for Request:

.....  
.....  
.....

3. As the Supervisor responsible for the maintenance, I understand that the precautions listed in Annex B to the DSAE Cosford AESOs Bk # Pt # Chap # Order No # are to be complied with.

4. Para 2 justifies refuelling/defueling in ..... Hangar.

Signature: .....

Name: .....  
(BLOCK CAPITALS)

Rank: .....

Appointment: .....

Date: .....

---

CERTIFICATE IN ACCORDANCE WITH AESOS BOOK # PART # CHAPTER # ORDER #

Permission is granted to refuel/defuel aircraft

Number: ..... in ..... hangar.

Date: .....

Principal Engineer  
DSAE Cosford

**PROCEDURE FOR AIRCRAFT REFUEL/DEFUEL IN A HANGAR**

1. The Supervisor of the servicing task is to ensure that:
  - a. The hangar doors are open at BOTH ends of the hangar.
  - b. The refueller is positioned facing the DOWN-WIND DOORS, with an escape lane kept clear of obstructions at all times.
  - c. There is a refueller driver in the cab of the refueller at all times.
  - d. A "Major Foam" producing vehicle is positioned OUTSIDE the hanger at the UPWIND end, positioned so that it can be brought into immediate operation should the need arise.
  - e. All normal bonding/earthing precautions are taken.
  - f. Receptacles are positioned under all fuel overflows.
  - g. The area under and adjacent to the aircraft is clean and clear of all tools, GSE, POL and consumables.
  - h. The rate of flow is one third the normal refuelling/defueling rate.
  - i. All work, in the hangar, other than that directly concerned with the aircraft fuelling, ceases for the duration of the fuelling operation.
  - j. One Tradesman is positioned with a 90 Ltr Foam Fire Trolley adjacent to the aircraft involved.
  - k. Suitable towing vehicles, turning arms and drivers are available within, or immediately outside, the hangar to remove aircraft quickly if the need arises.
2. A fire involving an aircraft inside a hangar is particularly difficult to extinguish. When refuelling/defuelling is taking place the risk is at its highest and the aircraft extremely vulnerable. It is therefore imperative that the above orders are strictly obeyed by all personnel.

RAF COSFORD DAM ANNEX EE HAZARDOUS MATERIALS - SPILLAGE PLAN

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**RAF COSFORD SPILLAGE PLAN**

[Spill Plan - MOD Sharepoint Access](#)

RAF COSFORD DAM ANNEX GG COMPASS SWING AREA

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1. Access to/from the Compass swing area is via tactical control of ATC.
2. The use of the Compass Swing area is to be carried out in accordance with individual user unit SOPs.

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1. Operators of UAS/RPAS/Drones should seek authority of SATCO before operating within the Flight Restriction Zone or Aerodrome Traffic Zone. All flights must be coordinated in advance and comply with any local and all national regulations. SATCO will coordinate the details amongst all station flying units and, if relevant, other stakeholders such as the RAF police/MPGS.
2. Specific orders regarding 'UAS/RPAS/Drones Infringements' are contained in Part 3 of [Annex L](#) in this document.

## Direction and Guidance

<sup>1</sup> The AO is appointed by the HoE to be responsible for actively managing an environment that accommodates the safe operation of Air Systems in accordance with (iaw) RA 1026 . A signed copy of the AO Letter of Delegation is to be contained in the DAM at Annex A.

<sup>2</sup> An organizational aviation safety meeting flow diagram is to be produced and captured at Annex B. The diagram may include the lowest level meetings (weekly / monthly) and flow up to the highest Unit level (monthly, bi-monthly, six monthly etc). Each meeting may include a standing agenda and an attendance list. Minutes or notes of action, dependant on the meeting size and level, may be recorded for audit purposes. Where mixed Civ-Mil installations exist, evidence must be provided that a means for consultation exists to foster coordination and safety responsibilities.

<sup>3</sup> A pictorial representation of the structure that identifies / outlines the Key Stakeholders who have responsibility for, or directly support aerodrome operations, is to be produced and captured at Annex C. It may include their post role and work contact number, identify Aviation DH and DH-Facing organizations and any additional safety organizations that operate from within the site. Where mixed Civ-Mil installations exist, a consultation structure is to be established to foster coordination and to determine limits of responsibilities.

<sup>4</sup> An AOHL must clearly indicate the active aerodrome operating hazards and is to be produced and captured at **Annex D**. Hazards that affect the safe conduct of flight or Air System operations on the ground need to be presented in a standard AOHL format. To ensure that published AOHLs remain standard across Defence, the first 5 columns of the log below are to remain standard and will be the only columns published in the DAM. Additional columns may be added for internal use, to assist Safety Managers and when appropriate, for HoE, Front Line Command, Delivery DH and Operating DH review but are not required to be seen by aerodrome users. The following log format is to be employed:

Aerodrome Operators Hazard Log				
Nature of hazard.	Position of hazard.	Permanence of hazard. Temporary / Permanent?	How is the hazard affected by season / light or time?	What mitigation has been employed, if any, to reduce its impact?

<sup>5</sup> The DAM is to contain copies of all formal aerodrome related agreements in tabular form, showing dates of implementation and review and a link to the documents. Unless otherwise stated, the agreements are to be reviewed at least annually. These agreements are to be captured at Annex E.

<sup>6</sup> Copies of all aerodrome related Waivers, Exemptions and AAMC are to be included in the DAM and captured at Annex F.

<sup>7</sup> A descriptive paragraph is required at Annex G, explaining where the aerodrome is. If relevant, major routes in the aerodrome vicinity and access points to the aerodrome are also required. Information to the nearest rail and bus links are also to be highlighted if applicable. A local area ordnance survey or equivalent type of map at a suitably sized scale, may be produced showing points of entry and an aerodrome crash map may be included. Annex G may also contain orders for the access to aerodrome and its associated manoeuvring area, these out to be reviewed annually. Consideration may be given to educate and brief those individuals or units not directly associated or familiar with flying activities at your specific aerodrome.

<sup>8</sup> Orders, contained at Annex I, are to be produced to cover the actions involved in dealing with temporary obstructions on or around any manoeuvring area that are considered to be a hazard to either Air Systems, vehicles or pedestrians. Obstructions are to be marked iaw extant regulations using approved high visibility markers, tape or fencing with additional red light markers at night. For those aerodromes that operate Air Traffic Control (ATC) for the safe movement of Air Systems, Notice to Airmen (NOTAM's) are to be issued and taxi patterns controlled. If relevant, pilots are to be briefed on landing or when calling for start.

<sup>9</sup> Provide details of the RESA, providing an undershooting or overrunning Air System with a cleared and graded area. Accompanying overhead photographs indicating the RESA dimensions are to be included.

<sup>10</sup> The AO is to ensure that orders, contained at Annex K, are produced for the safe parking, manoeuvring, refuelling and servicing of Air Systems.

<sup>11</sup> The AO is to be familiar with RA 3261(2), RA 3263 and DSA02 DFSA . DSA02 DFSA provides greater detail on Aerodrome Crash / Rescue Fire Services whilst acceptable means of compliance and guidance material are contained within RA 3261(2) and RA 3263. RA 3049 stipulates that all organizations operating MAA-regulated Air Systems must meet the requirements detailed in DSA02 DFSA. The relationship between the AO and the Defence ARFF Service Provider is defined within DSA02 DFSA ARFF Regs and the Business Agreements between Defence ARFF Service Provider and the TLBs. The Defence ARFF Service Provider is a DH-Facing organization and its Fire Stations operate to national good practice providing a service to the AO.

<sup>12</sup> Emergency Orders / Aerodrome Crash Plans are to be produced and contained at Annex L, iaw guidance contained within the MPCM, RA 1400(1) and DSA02 DFSA. Orders are to cover the eventuality of an Air System accident / incident, on the aerodrome or within the 1000 m area assessment from runway thresholds, AOs may also consider the establishment's Post Crash Management Area of Responsibility. The plan is to be exercised by table top or live-ex on alternate years iaw extant regulations. In addition, the Aerodrome Crash Plan may be made available to the local Resilience Forum. Consideration may be given to producing specific orders in the event the runway is declared 'BLACK'.

<sup>13</sup> The Fire Station Manager, iaw DSA02 DFSA, is to ensure that the following information is produced and contained via hyperlinks at Annex M.

<b>Operational Output</b>	
1	Generic Standard Operational Procedures.
2	Local Standard Operational Procedures.
3	FRS Generic Risk Assessments.
4	Defence ARFF Service Provider Chief Fire Officers Instructions.
5	Tactical Information / Response Plans covering site-specific operational requirements.
6	Fire Section Orders.
<b>Task Resource Analysis (TRA)</b>	
7	TRA Report for each ICAO Aerodrome category promulgated at Chapter 2.
<b>ARFF Assessments</b>	
8	DFSA Form 01 - Response Area Assessment.
9	DFSA Form 02 - 1000m Assessment.
10	DFSA Form 03 - Water Assessment.
11	DFSA Form 04 - Category for Specific Hazard Assessment <sup>13</sup> .
12	DFSA Form 06 - Reduction of ARFF cover <sup>13</sup> .
<b>ARFF Training Area Orders and Training Area Risk Assessments</b>	
13	ARFF Training Area Orders.
14	ARFF Training Area Risk Assessments.

<sup>14</sup> The AO is to ensure that orders, contained at Annex N, are in place to cover the requirement to quickly and safely remove an Air System that has caused a temporary closure of a runway, taxiway or Air System Servicing Platform (ASP), but falls beneath the criteria of an accident that would be dealt with separately under the Aerodrome Air System Crash Plan. If there is any doubt as to the status of an incident, advice may be sought from the Defence Accident Investigation Branch Air (Defence AIB Air) if a civilian Air System is involved. At larger units with ATC / Ops facilities the following points may be considered:

<b>ATCO I/C</b>	
1	Notification of the ARFF Services.
2	Air System identification and type.
3	Nature of Air System un-serviceability.
4	Location of Air System.
5	Section of the manoeuvring area affected.
6	Persons on Board (POB).
7	Estimated time of Arrival (ETA) of all Air Systems requiring use of the closed runway.
8	Latest time for affected Air System to divert.
9	Ensure that any unserviceable areas of the manoeuvring area are correctly marked, iaw MAA standards, to provide for safe Air System operation of the remaining areas.
<b>Station Operations (Or equivalent)</b>	
10	Notify ATC of a disabled Air System if not already aware.
11	Ensure the appropriate NOTAM has been raised.
12	If required carry out RUNWAY BLACK plan.
13	Notify OC Ops Wg / OC Ops Sqn (or equivalent), Eng Ops (or equivalent), VASS/Movements (or equivalent), appropriate Sqn (if it affects a station-based Air System).
14	Defence AIB Air, for civilian Air Systems, to verify that the establishment assessment of the incident falls beneath that warranting an Air Accident Investigation Branch (AAIB) investigation <sup>14</sup> .
<b>Station Duty Officer</b>	
15	Obtain and record permission from the owner or duly authorized representative of the owner of the Air System to move the disabled Air System.
16	Notify all Air System operators likely to be affected if "RUNWAY BLACK".
17	For civilian Air Systems, notify the Air System operating authority and AAIB.
<b>Fire Section</b>	
18	Respond iaw DSA02 DFSR – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation and site-specific Incident Plan.
<b>Air System Owner</b>	
19	The Air System owner is defined as the holder of the Certificate of Registration and can be held responsible for the Air System removal and disposal of fuel and other hazardous materials that have been spilt because of an incident (noting the aerodrome will have instigated the Unit Spill Plan). When advised of a disabled Air System, the owner can liaise with Station Operations (or equivalent) to discuss its removal.
<b>VASS / Eng Control (Or equivalent)</b>	
20	Once cleared by Ops, tow the disabled Air System clear.
<b>Note:</b> At smaller establishments without ATC / Ops, AO's or their nominated representatives are to make every effort to comply with the above guidance.	

<sup>15</sup> The AO is responsible for the ownership of the aerodrome data and is to ensure all data provided is correct at all times. Orders for the reporting procedures to advise the relevant agency of any permanent changes to aerodrome information are to be contained at Annex P. Management of these duties can be delegated at larger units, however responsibility for these actions will always remain with the AO. Further guidance on Aerodrome Information and notification is contained in UK Air Information Publication (AIP) / Mil AIP.



Aerodrome Data Reporting Procedures		
1	<b>Legislation, Standards and Technical References.</b> Information relating to the aerodrome serviceability or hazards to air navigation is to be routinely updated through the AIP and NOTAM. (At larger establishments this can be managed by specified Ops or ATC staffs).	
2	<b>Reporting Procedures.</b> Any situation that may have an immediate effect on the safety of Air System operations is to be reported as soon as possible. In the first instance to ATC / Ops (if present) by radio or telephone (01902 37 7030/7582/7055). If no ATC / Ops then to the AO or deputy on 01902 37 7778/4037.	
3	<b>NOTAM<sup>15</sup>.</b> The AO is to ensure that all NOTAM action is recorded for possible 1 <sup>st</sup> / 2 <sup>nd</sup> and 3 <sup>rd</sup> line audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances.	
	1	A change in the serviceability of approach aids and radios.
	2	A change in the operational information contained in the DAM and published in the Mil AIP.
	3	Aerodrome works effecting the manoeuvring area or penetrating the OLS.
	4	New obstacles which affect the safety of Air System operations.
	5	Bird or animal hazards on or in the vicinity of the aerodrome.
	6	A change in the availability of aerodrome visual aids, ie markers and markings, runway lighting, etc.
	7	Any change in aerodrome facilities published in AIP.
	8	Unusual air activities at the aerodrome.

<sup>16</sup> Orders, contained at Annex Q, for the inspection of the Aerodromes are to be produced and conducted iaw RA 3264<sup>16</sup>. Although not exhaustive, as a minimum where ATC is present the following is to be covered:

Aerodrome Serviceability Inspections		
1	Aerodrome Inspections are to be carried out by the Aerodrome Controller (ADC) who is to carry out a comprehensive inspection of the movement area.	
	1	Daily, before the aerodrome is opened for flying on each occasion.
	2	If night flying is to be conducted a further inspection is conducted prior to last light.
	3	Prior to sunset, before any planned night movements.
	4	Check the serviceability of all aerodrome traffic lights.
	5	Controllers are to vacate the vehicle at random intervals and conduct a close-up visual inspection of an area of the runway.
2	All inspections are to be logged in the ATC logbook, including any issues raised.	
3	Any issues are to be reported to the relevant section subject matter expert (SME) Any sweeping requests are to be logged.	
	Any work requests are to be put through the correct channels and a record of the request and subsequent action maintained.	
4	Where ATC is not present the AO can delegate management of inspection to other individuals but not the responsibility.	

<sup>17</sup> Orders, contained at Annex R, for the technical inspection of the aerodrome are to be produced and conducted iaw aerodrome regulations. If present, it is suggested that a technical inspection of aerodrome lighting is to be conducted daily by the qualified SME. At units with established ATC a more in-depth inspection of the aerodrome and

associated equipment is to be conducted each week on behalf of the AO. In addition to these inspections, it is suggested as a minimum routine Maintenance is to be carried out on all surfaces and equipment as follows:

Aerodrome Technical Inspections	
1	Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Air System iaw AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications.
2	Runway, taxiway and obstruction lights, along with PAPIs and aerodrome traffic lights are inspected daily.
3	All earthing points are checked annually.
4	Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance.
5	All aerodrome signs are inspected weekly by ATC (if established) and monthly by DIO SME.
6	Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The stand-by power system is to be inspected daily with a switchover test being carried out weekly.
7	Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily.

<sup>18</sup> Orders, contained at Annex S, for the Maintenance and monitoring of radar, radio and navigation equipment are to be produced iaw extant Support Policy Statements and AP 600. Orders may also contain details for the protection and supervision of access to the radar, radio and navigation aids (including their immediate vicinity). When writing the orders, the following may be considered; equipment inspection regime, remote monitoring actions, security and control of access to buildings (to include H&S briefing for visitors) and SQEP participation at Siting Boards to ensure equipment Safeguarding.

<sup>19</sup> Orders, contained at Annex T, for the control and supervision of work in progress on the aerodrome are to be produced. It is suggested that control of Working Parties is achieved through the use of the following:

Aerodrome Works Safety	
1	<b>Work in Progress (WIP) Records.</b> WIP records are to be maintained iaw RA 3266 <sup>19</sup> . At larger units with ATC / Ops facilities a plan of the aerodrome is to be kept prominently displayed in both ATC and Aerodrome Operations for the purpose of marking all obstacles, nature of obstruction marking and work in progress. At smaller establishments individuals nominated by the AO are to comply with the above but maintain and display the aerodrome plan.
2	<b>WIP Log.</b> A WIP Log is to be established iaw RA 3266. At larger units with ATC / Ops facilities, in addition to an aerodrome plan, WIP Log is to be maintained in the control tower. At smaller units the AO's nominated individual is to maintain a WIP log.
3	<b>WIP Briefings.</b> Supervisors of any working parties are to be fully briefed on their responsibilities. At larger units with ATC / Aerodrome Operations facilities the ATCO in command is responsible for ensuring that the supervisor of the working party is properly briefed. At smaller units' individuals nominated by the AO are responsible for the briefing. The briefing is to include as a minimum the following details:
1	Limits of the work area.
2	Direction of Air System movements.

	3	Route to be taken by works vehicles.
	4	Parking area for works vehicles and equipment.
	5	Control to be exercised over works vehicles and workers.
	6	Signals to be employed.
	7	FOD prevention.
4	<b>Control Measures.</b> When work is to be carried out on the aerodrome and it is not possible to stop flying, special control rules are to be enforced to safeguard the working party. Orders for these control measures to be produced. Note: All aerodrome work is to be clearly marked using approved high visibility markers and lit during hours of darkness.	
5	<b>Grass Cutting.</b> A grass cutting plan is to be established and maintained iaw the aerodrome policy.	

<sup>20</sup> Orders, contained at Annex U, for the control of vehicular and pedestrian traffic on the aerodrome are to be written iaw RA 3262<sup>20</sup>, some key points to consider are the following:

Aerodrome Users - Vehicle and Pedestrian Control		
1	Air System Manoeuvring Area.	
2	Aprons.	
4	Aerodrome Driving Permit (ADP).	
5	Aerodrome Driving Briefs.	
6	Access Routes.	Expand as required.
7	Orders for Airside Vehicle Control.	
8	Additional Orders for Drivers on Aprons (ASPs).	
9	Additional Orders for the Control of Airside Vehicles at Night.	
10	Orders for Pedestrians / cyclists / riders / dog walkers / runners etc.	
11	Signals for the Control of Vehicles and Pedestrians.	
12	Speed Limits.	
13	Annual review of Aerodrome Driving Orders.	

<sup>21</sup> Orders, contained at Annex V, are to be produced with regards to FOD prevention, training and awareness.

<sup>22</sup> At aerodromes without a Wildlife Control Unit (WCU) capability AO's are to ensure known wildlife hazards, on or in the vicinity of the aerodrome, are recorded in the DAM hazard log. Where an established WCU facility exists, the AO is to ensure that comprehensive orders on wildlife management are to be produced and contained at Annex W. In addition to any extant contractual obligations, those units established with a WCU contract are to consider the following requirements be conducted as a basic minimum:

Aerodrome Wildlife Management	
1	Assess and effectively minimize the local bird hazard to Air Systems through a coordinated bird control effort on the Station.
2	Record and collate recorded information on bird concentrations and movement patterns both on the aerodrome and within its safeguarded zone.
3	Liaise with Station executives, DIO Property Management representatives, local authorities and landowners and tenant farmers whose land abuts the aerodrome, concerning such matters as the identification and dispersal of local bird concentrations, and the elimination of bird food sources and other topographical features which might attract birds to the aerodrome vicinity.

4	Coordinate the use of bird dispersal equipment and materials and ensure that their use is properly controlled iaw current regulations.
5	Ensure that all vehicles and wildlife control equipment is properly serviced iaw current servicing schedules and that any un-serviceability is rectified promptly.
6	Ensure that all WCU personnel are correctly trained in the use of bird dispersal equipment and its safe handling.
7	Ensure that bird hazard warnings are issued iaw the procedures published in FLIPs.
8	At Station Safety Management Committee ensure the AO has the latest WCU report that covers any general concerns or wildlife related issues.
9	Ensure all Wildlife Strikes are reported on ASIMS.
10	Seek specialist advice whenever necessary from SO2 ATM Infra or Department for Environment, Food and Rural Affairs.
11	Supervise the maintenance of the bird control log.
12	Consider prevention, any regulation, crop management, grass management, etc.
13	List responsibilities, who manages the wildlife management procedures, who is in charge of the tasks and how they may be performed, etc.
14	Particulars of the procedures to deal with the danger posed to Air System operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following.
15	Arrangements for assessing wildlife hazards.
16	Arrangements for implementing wildlife control programmes.

**Note:** For details concerning RAF Aerodrome WCU policy see Battlespace Management (BM) Force Orders. RN bird control policy is contained at BR 767 Order 500.10.

<sup>23</sup> Orders, contained at Annex X, for Low Visibility Operations are to be produced iaw RA 3274<sup>23</sup>. The orders may be contained within the DAM or referred to and hyperlinked to another document. (It is suggested that the orders need to include all actions taken by control and movements staffs at specific levels of visibility to be determined by each establishment). The AO may consider as a minimum the following:

<b>Low Visibility Operations (LVO)</b>	
1	Authority, restrictions, etc.
2	List responsibilities, who authorizes / cancels LVO.
3	Provide instructions on how to perform LVO (checklists).
4	Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

<sup>24</sup> Snow and Ice Orders, contained at Annex Y, are to be written, exercised and reviewed annually iaw RA 3278 .

<sup>25</sup> Orders contained at Annex Z are to be produced to cover Air System operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds. The following may be considered as a minimum:

<b>Thunderstorm and Strong Wind Procedures</b>	
1	Strong wind and gale procedures.
2	Use of vehicles to protect / shield ac vulnerable to strong winds.
3	Pax loading / unloading limits in strong winds.
4	Lightning Risk Orders.
5	Air System refuelling operations.

<sup>26</sup> Use of MOD Aerodromes by civil Air Systems must be iaw JSP 360<sup>26</sup>. Orders contained at **Annex AA**, governing use by civil Air Systems are to be produced. Orders may also cover the eventuality of a breach of terms and conditions; any breach could constitute grounds for the privilege of operating at the aerodrome being withdrawn temporarily or permanently. Civil Air System captains wishing to operate in and out of a MOD aerodrome must agree to abide by the aerodromes extant Terms and Conditions which must reflect JSP 360 and include the following parameters as a minimum.

<b>Civil Air System Aerodrome Usage - Terms and Conditions (Expand as Required)</b>	
1	The Terms and Conditions may be varied at any time by the Aerodrome Operator to reflect any changes, amendments or additions to working practices at the specific aerodrome. Factors may include some, or all of the following.
	1 Winter Operations.
	2 Operational Support.
	3 Passenger Handling.
	4 Animal Handling.
	5 Refuelling Services.
	6 Catering.
	7 Air System Maintenance.
	8 Security.
	9 Flight Safety.
	10 Air System Handling.
11 Airworthiness.	
2	Whilst the AO will use all reasonable endeavors 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 extant Terms and Conditions. The AO will not be liable for any loss or damage (whether direct or indirect) arising out of any change in the Terms and Conditions.
3	All Civilian Users are to operate iaw extant Department for Transport National Aviation Security Programme and wider Air Transport Security protocols.
4	Opening hours for civilian operators (Including weekdays and public holidays).
5	Confirmation if Charter [Airline] operations are permitted to operate from the aerodrome.
6	Confirmation if Scheduled Air System operations are permitted to operate from the aerodrome.
7	Confirmation if the aerodrome is a designated Port of Entry, and if it has permanent HM Revenue and Customs (HMRC), UK Border Agency or SO15 (CTC) presence.
8	Declaration that in the event of a Local or National Emergency whether declared or not the aerodrome may be closed to civilian operators. A non-exhaustive list of potential circumstances includes:
	1 Loss of appropriate Fire or Crash cover.
	2 Repatriation of troops.
	3 Loss of power to all, or parts, of the aerodrome.
	4 Interruptions in communications both within the aerodrome and with external agencies.
	5 Unforeseen natural disaster (Flooding, etc).
6 Unforeseen national epidemics (Swine Flu / Covid-19).	
<b>Note:</b> In the event of such closure all access to the aerodrome for any reason whatsoever may be restricted and no liability is accepted for any loss or damage (whether direct or indirect) arising.	

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<sup>27</sup> The procedures involved in safeguarding the operational environment of military aerodromes is explained in greater detail in the RA 3500 Series and depends upon whether the obstacle is sited within or outside MOD property. All Safeguarding activities are to be conducted iaw extant regulations and any waivers or exemptions issued by the MAA are to be promulgated at Annex BB to the DAM and a corresponding record of the validity recorded in the DAAF.

<sup>28</sup> Orders, contained at Annex CC, for electrical ground power procedures are to be produced. The following areas may be considered as a minimum:

<b>Electrical Ground Power Procedures</b>	
1	Use of fixed electrical ground power.
2	Use of mobile ground power units.
3	Use of Auxiliary Power Units (APU's).
4	Use of 28 Volt conversion units.

<sup>29</sup> Orders, contained at Annex DD, for aviation fuel management including policy guidance are to be produced. The following areas may be covered as a minimum:

<b>Aviation Fuel Management Procedures</b>	
1	Management of Bulk Fuel installations.
2	Fuel storage, quality and delivery.
3	Safety procedures.
4	Fuelling zone procedures.
5	Bonding and grounding of ac and fuelling equipment.
6	Fuelling with passengers on board.
7	Fuelling with engines running.
8	Fuelling and de-fuelling in hangers.
9	Fuel spillage procedures.

<sup>30</sup> Orders, contained at Annex EE, for Hazardous Materials Spillage are to be produced.

<sup>31</sup> If applicable, Orders, along with site certificate may be contained at Annex GG, stating the use, access to and from designated compass swing areas and unit controlling authority.

<sup>32</sup> If applicable, Orders, contained Annex KK, are to be produced to cover the actions to be carried out if UAS / RPAS are to be operated within the Air Traffic Zone boundary.