RAF Gibraltar Defence Aerodrome Manual
FOREWORD

The RAF Gibraltar Defence Aerodrome Manual describes the airfield at RAF Gibraltar including the management, physical characteristics, services available and operating procedures. The Manual is written to inform and direct military and civilian aircrew using the airfield and to provide orders for personnel operating on the airfield or providing airfield services. The Defence Aerodrome Manual conforms to the guidance provided by the Military Aviation Authority (MAA) in Regulatory Article (RA) 1026. It is issued in place of a Flying Order Book and can be considered equivalent to the CAA CAP 168 Aerodrome Manual.

<Original signed>

A Doherty
Wing Commander
Station Commander
RAF Gibraltar
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The Defence Aerodrome Manual will undergo review as required, and at least annually, by OC Ops on behalf of XO, who is responsible for amending and re-issuing updated versions of the DAM. If amendments are required prior to this date, then an AL to the current version will be issued. Personnel should submit proposed amendments to OC Ops for approval. (GIB-RAF-OCOPS@MOD.UK)

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### Notable Changes

1. General changes. e.g. Terminology, Formatting etc.
2. Changes to reflect new Aerodrome Operator.
3. Inclusion of notable changes in Table of Amendments.

### 4. Annexes

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Annex QQ  Not held
Annex RR  Not held
Annex SS  Force Protection Responsibilities
Annex TT  Aeromed Requirement at RAF Gibraltar

5. Abbreviations

AAIB  Air Accident Investigation Branch
AAMC  Alternative Acceptable Means of Compliance
ACC  Area Control Centre
ACN  Aircraft Classification Number
ADF  Automatic Direction Finding
ADP  Airfield Driving Permit
AENA  Aeropuertos Españoles y Navegación Aérea
AFRS  Gibraltar Airport Fire & Rescue Service
AGL  Aeronautical Ground Lighting
AGSU  Airfield Ground Support Unit
AGL  Above Ground Level
AIS  Aeronautical Information Circular
AIP  Air Information Publication
ALARP  As Low As Reasonably Practicable
AMR  Airfield Medical Response
AMS  Aerodrome Manual Supplement
AMSL  Above Mean Sea Level
ANSP  Air Navigation Service Provider
AO  Aerodrome Operator
APPS  Approach Surface
ARFF  Aerodrome Rescue and Fire Fighting Services
ASDA  Accelerated Stop Distance Available
ASU  Armed Support Unit
ATC  Air Traffic Control
ATCO  Air Traffic Control Officer
ATCA  Air Traffic Control Assistant
ATC WM  Air Traffic Control Watch Manager
ATD  Air Terminal Director
AWCU  Aerodrome Wildlife Control Unit
BGTW  British Gibraltar Territorial Waters

CA(AN)R  Civil Aviation (Air Navigation) Regulations
CAP  Civil Aviation Publication
CBF  Commander British Forces
CDA  Continuous Descent Approach
CDO  Command Duty Officer
CEO  Chief Executive Officer
COSP  Chemical and Oil Spill Plan
CTR  Control Zone

RAF Gibraltar Defence Aerodrome Manual

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Issue 1.6
CHAPTER 1: INTRODUCTION

1.1 Regulatory Cross-Reference. This Manual supports and must be read in conjunction with the following MAA Documents & Regulations, and other policy documents:

- RA 1020(4) - Responsibilities of Aviation Duty Holder-Facing Organisations
- RA 1026 - Aerodrome Operator Responsibilities
- RA 1205(2) - Air System Safety Cases (Responsibilities of DH-Facing Organisations)
- RA 1400 - Flight Safety
- RA 1410 - Occurrence Reporting
- RA 1430 - Air Crash Management and Significant Occurrence Management
- RA 3261(2) - Aerodrome Emergency Services
- MAS - Manual of Air Safety (MAS)
- MPCM - Manual of Post Crash Management (MPCM)
- MMATM - Manual of Military Air Traffic Management (MMATM)
- MADS - Manual of Aerodrome Design & Safeguarding (MADS)
- CAP168 - Licencing of Aerodromes - CAA
- JSP 426 - MOD Fire Safety Manual
- AP 600 - Royal Air Force Information and CIS Policy

1.2 Purpose. The purpose of the RAF Gibraltar Defence Aerodrome Manual (DAM) is to provide, in a standardised 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. It also provides enhanced reference guidance to the Aerodrome Operator (AO) to ensure that all aerodrome management requirements are being met and assured correctly. The DAM acknowledges the essential requirements of EC legislation EC 216/2008 and is to be read in conjunction with the documents set at Chapter 1 Para 1.1 of the DAM.

1.3 Scope. The RAF Gibraltar DAM is a living document that is developed in conjunction with the RAF Gibraltar Defence Aerodrome Assurance Framework (DAAF). The DAAF is a separate document covering all chapters and Annexes of the DAM to allow a record of full assurance at 1st / 2nd / and 3rd party level.

1.4 Information Accuracy. The information contained in this DAM is up to date and accurate and is identical to Aeronautical Information published in national Aeronautical Information Publications (AIPs).

1.5 Master Document. The RAF Gibraltar DAM is the primary source of up to date aerodrome information and the AO is responsible for ensuring No 1 Aeronautical Information Documentation Unit (AIDU) is notified of any permanent changes. The master hard copy of the DAM is held in RAF Air Operations and it is available on the RAF Gibraltar DII Intranet site and Station Website. Amendments to the Manual will be made when required and the latest version published online.

1.6 Responsibilities of the Aerodrome Operator. The AO is to actively manage the aerodrome environment such that it accommodates the safe operation of Air Systems. The RAF Gibraltar DAM provides the basic framework upon which additional areas may be added. Familiarity with regulatory cross referenced material will assist the AOs in meeting the following responsibilities:
a. The AO is to establish formal relationships with Aviation Duty Holders (ADH) in order to ensure that any decisions made which affect the aerodrome or its facilities are cognisant of the impact on Air Safety. Areas to be considered are to include, but are not limited to, facilities, personnel, equipment and material. In addition, it is essential that the AO ensures that assurance activities regarding the documentation of tasks, roles, responsibilities, procedures, access to relevant data and record-keeping, are conducted in accordance with the MAA Regulatory Procedures (MRP) and related reference documents referred to at Chapter 1 Para 1.1.

b. The AO will provide assurance that the DAM requirements are complied with at all times taking appropriate measures to ensure hazards are identified and highlighted to ADHs and civilian operators.

c. The AO is to ensure that an appropriate aerodrome wildlife risk management programme is established and implemented in accordance with MADS.

d. The AO is to ensure that movements of vehicles and persons in the movement area and other operational areas are coordinated with movements of air systems in accordance with guidance laid down in the MMATM.

e. The AO is to ensure that procedures to reduce the hazards associated with aerodrome operations in winter, adverse weather conditions, reduced visibility, or at night, if applicable, are established and implemented.

f. The AO is to ensure that arrangements with other relevant organisations including, but not limited to, air system operators, air navigation & ground handling service providers whose activities or products may have an effect on air system safety are established, to ensure continuing compliance with extant aerodrome regulations.

g. The AO is to ensure that procedures exist to provide air systems with fuel which is uncontaminated and of the correct specification, either through service means, or by means of contracts with third parties.

h. The AO is to ensure that the maintenance of aerodrome Communication, Navigation and Surveillance (CNS) equipment covers repair instructions, servicing information, troubleshooting and inspection procedures in accordance with extant support policy statements and the AP 600 – Royal Air Force Information and CIS policy.

i. The AO is to ensure that the maintenance of aerodrome lighting and air systems arresting equipment covers servicing information, troubleshooting, inspection procedures and repair instructions, in accordance with extant support policy statements.

j. The AO is to ensure that all personnel who need to enter the movement area, as part of their Terms Of Reference (TOR), are both trained and qualified to do so with the appropriate authority (line manager, ATC, etc).

k. The AO is to ensure that an aerodrome emergency plan is developed in accordance with the Manual of Post Crash Management, RA 1430, CAP 168 and JSP 426.

l. The AO is to ensure that adequate aerodrome rescue and fire-fighting services are provided in accordance with CAP 168 and JSP 426 - MOD Fire Safety Manual.
m. The AO is to ensure that DFRMO regulates and assures the Aerodrome Rescue and Fire Fighting (ARFF) Service response personnel as part of their Duty Holder-Facing responsibilities.

n. The AO is to ensure that any person permitted unescorted access to the movement area or other operational areas are adequately trained and authorized for such access.

o. The AO is to ensure that Obstacle Limitation Zones around aerodrome movement areas be safeguarded from obstacles, in accordance with MADS.

p. The AO is to ensure that an effective Safety Management System (SMS), linked to the respective DH SMS is established and maintained in accordance with guidance laid down in MAA 1200(1) Defence Air Safety Management.

q. The AO is to ensure that an occurrence reporting system using the Air Safety Information Management System (ASIMS) and the associated Defence - Air Safety Occurrence Reports is in place, in accordance with MAA RA 1410(1).

r. The AO is to ensure that an engaged safety culture is established, developed and maintained.
CHAPTER 2: TECHNICAL ADMINISTRATION

2.1 Name and Work Address of Aerodrome Operator.

Wing Commander A Doherty
Station Headquarters
Mouchotte Building
Spitfire Way
RAF Gibraltar
BFPO 52

Mil 📞 9231 98531 3522
Civ 📞 +350 2005 3522
Mob 📞 +350 5838 7000
Fax: +350 2005 3345
Email: GIB-RAF-STNCDR@mod.uk

2.2 Aerodrome Operators Authority. The AO is responsible for actively managing an environment that accommodates the safe operation of air systems in accordance with RA1026. The management and running of the aerodrome is a Duty Holder Facing (DHF) responsibility.

2.3 Letter of Delegation. A copy of the Letter of Delegation is at Annex A.

2.4 Safety Meeting Structure. Details of the RAF Gibraltar safety meeting structure, agenda items and attendance lists are found in the RAF Gibraltar Air Safety Management Plan (ASMP). If you are unable to access, please contact the Air Safety Manager: +350 2005 3365.

2.5 Organisational Structure. An organisation structure is at Annex C.

2.6 Key Post Holders. A list of aerodrome key post holders including their role and work contact numbers is at Annex D.

2.7 Aerodrome Operating Hazard Log (AOHL). The AOHL is updated quarterly by the ASM. The latest version at the time of DAM publication is available at the link at Annex E or on request from RAF Gibraltar Air Operations.

2.8 Formal Aerodrome Related Agreements. All formal aerodrome related agreements are at Annex F.

2.9 Aerodrome Waivers, Exemptions and AAMC. Copies of all aerodrome related Waivers, Exemptions and approved AAMC are at Annex G.

2.10 Orders. All separate orders are to be located as Annexes so that they can be amended without having to reissue the whole document following any amendment.

2.11 Frequent Aerodrome Users. A list of Air System operators (both civil and military) that utilise the aerodrome frequently is available on request from RAF Air Operations. This is to facilitate ease of communication in urgent or emergency scenarios (such as fuel or water contamination and major infrastructure works affecting serviceability).
CHAPTER 3: AERODROME LOCATION AND LAYOUT

3.1 Aerodrome Location. RAF Gibraltar is located on the northern end of the Gibraltar peninsula, situated between the Spanish border and the Rock of Gibraltar itself. The airfield has a 5830 ft runway (LDA 5013 ft), running from east to west, with about a third of it projecting outwards into the sea to the west. It is unusual in having a four lane public road (the main road into Spain) bisecting the runway.

3.2 Local Area Map. A map of Gibraltar is depicted below.
3.3 **Aerodrome Crash Map.** A copy of the crash map taken from Gibraltar Airport Emergency Orders is depicted below.
### 4.1 LOCATION INDICATOR AND NAME

LXGB - GIBRALTAR

### 4.2 - AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA

<table>
<thead>
<tr>
<th></th>
<th><strong>Description</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARP Co-ordinates and site at AD:</td>
<td>N36 09 04.20  W005 20 58.80  Mid-point of Runway 09/27</td>
</tr>
<tr>
<td>2</td>
<td>Direction and distance from City:</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Elevation/Reference Temperature:</td>
<td>12ft / 28°C Measured from the Alicante Datum</td>
</tr>
<tr>
<td>4</td>
<td>Magnetic Variation/Annual Change:</td>
<td>1° 19’W (APR 16) / 0° 07’E per year.</td>
</tr>
<tr>
<td>5</td>
<td>Geoid Undulation at AD Elev Position:</td>
<td>----</td>
</tr>
<tr>
<td>6</td>
<td>AD Administration:</td>
<td>Royal Air Force</td>
</tr>
</tbody>
</table>
|   | Address:                                                                         | Air Operations  
Mouchotte Building  
Spitfire Way  
RAF Gibraltar  
BFPO 52                                                       |
|   | Telephone:                                                                       | Mil: 9231 98531 3353  
Civ: +350 2005 3353  
Duty Mob: +350 56467000                                       |
|   | Fax:                                                                             | Mil: 9231 98531 3455  
Civ: +350 2005 3455                                            |
|   | E-mail:                                                                          | gib-raf-ops@mod.uk                                           |
|   | Web site:                                                                        | www.raf.mod.uk/rafgibraltar                                   |
|   | MilEAMS                                                                          | LXGBYWYO                                                    |
| 7 | Types of Traffic Permitted (IFR/VFR):                                           | IFR/VFR                                                     |
| 8 | Remarks                                                                           | Nil                                                          |

### 4.3 - OPERATIONAL HOURS

<table>
<thead>
<tr>
<th></th>
<th><strong>Description</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
</table>
| 1 | AD:                                                                              | Airfield opening hours: 0945 – 2300 Mon-Sat. 0915-2300 Sun  
(All times local) 24hrs PPR, OOH on request.  
Due to the Gibraltar Frontier Access Tunnel, the airfield will close 15 minutes after the last planned movement. Aerodrome is closed to all air systems on 25 Dec. |
| 2 | Customs and Immigration:                                                         | HO                                                           |
### Health and Sanitation:
Nil

### AIS Briefing Office:
HO

### ATS Reporting Office (ARO):
HO

### MET Briefing Office:
HO

### ATS:
0930L – 2315L Mon to Sat
0900L – 2315L Sun

### Fuelling:
HO

### Handling:
HO

### Security:
H24

### De-Icing:
Nil

### Remarks:
All air systems are to give at least 24hrs PPR. Civil air system PPR requests are to contact GibAir Handling via email: Handling@gibair.gi. Military air systems are to contact Air Operations via email: Gib-RAF-Ops@MOD.UK. Foreign Military will require diplomatic clearance through their own Embassies, UK / Great Britain diplomatic clearance is not valid for Gibraltar. Military office hours:
0800 – 1700 Mon-Thu.
0800 – 1400 Fri.

### 4.4 - HANDLING SERVICES & FACILITIES

<table>
<thead>
<tr>
<th></th>
<th>Cargo Handling Facilities:</th>
<th>Atlas 2K, 4535Kg forklift, 1864Kg forklift.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fuel / Oil / Hydraulic Types:</td>
<td>PX24, OM15, OM33 (Limited supplies), AL39, F35.</td>
</tr>
<tr>
<td></td>
<td>Fuelling Facilities / Capacity:</td>
<td>2 x Bowers 1x 38,000 &amp; 1 x 33,000 litre capacity + 6 x trailers (Temp Fuel Farm) 219,000 litre capacity. Total capacity 290,000 litres.</td>
</tr>
<tr>
<td></td>
<td>Oxygen:</td>
<td>(subject to prior arrangement and minimum 10 days 5PNR).</td>
</tr>
<tr>
<td></td>
<td>De-Icing Facilities:</td>
<td>Nil.</td>
</tr>
<tr>
<td></td>
<td>Starting Units:</td>
<td>4 x 90kVA GPUs + 2 x 260 Coolspools, nil Air Start Trollies.</td>
</tr>
<tr>
<td></td>
<td>Hanger Space for visiting air systems:</td>
<td>Limited. Subject to prior arrangement through OC Operations.</td>
</tr>
<tr>
<td></td>
<td>Repair Facilities for visiting air systems:</td>
<td>Limited equipment only. Parent unit to provide specialist manpower.</td>
</tr>
<tr>
<td></td>
<td>Remarks:</td>
<td>Nil.</td>
</tr>
</tbody>
</table>

### 4.5 - PASSENGER FACILITIES

|   | Accommodation: | Limited on base accommodation available for Service personnel and entitled passengers only, booked through Air Ops. |
# 4.6 - RESCUE & FIRE FIGHTING SERVICES (RFFS)

<table>
<thead>
<tr>
<th>1. AD Category for Fire Fighting:</th>
<th>RFFS Category ICAO 7. (ICAO 8 available on request, 24hrs notice required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Rescue Equipment:</td>
<td>As required by ICAO.</td>
</tr>
<tr>
<td>3. Capability for removal of disabled air systems:</td>
<td>Extremely limited resources available to remove air systems from runway. Depending on circumstances, support from the UK may be required.</td>
</tr>
</tbody>
</table>

## 4.7 - SEASONAL AVAILABILITY - CLEARING

Nil

## 4.8 - APRONS, TAXIWAYS AND CHECK LOCATIONS DATA

<table>
<thead>
<tr>
<th>Apron Surfaces:</th>
<th>Apron</th>
<th>Surface</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Apron</td>
<td>Concrete</td>
<td>PCN 52/R/A/W/T</td>
<td></td>
</tr>
<tr>
<td>North Apron</td>
<td>Blacktop</td>
<td>PCN 28/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete</td>
<td>PCN 50/R/A/W/T</td>
<td></td>
</tr>
<tr>
<td>South Apron</td>
<td>Blacktop (W)</td>
<td>PCN 45/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blacktop (E)</td>
<td>PCN 24/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete</td>
<td>PCN 45/R/A/W/T</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taxiway width, surface &amp; strength:</th>
<th>Taxiway</th>
<th>Width</th>
<th>Surface</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>19m</td>
<td>Blacktop</td>
<td>PCN 50/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>19m</td>
<td>Blacktop</td>
<td>PCN 50/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>-</td>
<td>Blacktop</td>
<td>PCN 45/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>-</td>
<td>Blacktop</td>
<td>PCN 40/F/A/W/T</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>19m</td>
<td>Blacktop</td>
<td>PCN 50/F/A/W/T</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Altimeter Check Location &amp; Elevation:</td>
<td>N/A</td>
</tr>
<tr>
<td>4. VOR Checkpoints:</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>5. Remarks:</td>
<td>Nil</td>
</tr>
</tbody>
</table>
### 4.9 - SURFACE MOVEMENT GUIDANCE & CONTROL SYSTEM MARKINGS

<table>
<thead>
<tr>
<th></th>
<th><strong>Use of Air systems stand ID signs:</strong></th>
<th><strong>Civil Apron.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Taxiway Guidelines &amp; visual docking / parking guidance system of air systems stands:</td>
<td>All air systems ground marshalled as required.</td>
</tr>
</tbody>
</table>
| 1 | **Runway & taxiway markings & lighting:** | **Runway:** Standard markings.  In addition Western runway end marked with black and yellow chequer pattern, Eastern runway end marked with red and white cones whilst RESA has been removed.  
**Taxiway:** Standard markings with addition of solid Yellow edge lines. |
| 2 | **Stop Bars:** | **Nil.** |
| 3 | **Remarks:** | **Nil.** |

### 4.10 - AERODROME OBSTACLES

Please refer to the “Measured Height Survey” data found on the MilFLIP website. Details also available on request from Air Ops.

### 4.11 - METEOROLOGICAL INFORMATION

<table>
<thead>
<tr>
<th></th>
<th><strong>Associated MET Office:</strong></th>
<th><strong>Gibraltar</strong></th>
</tr>
</thead>
</table>
| 1 | **Hours of Service:** | Forecaster – 0600(A)- AD Closure  
JOMOC, Northwood  H24 |
| 2 | **Office Responsible for TAF information:** | **Gibraltar**  
**Periods of validity:** 9 hour |
| 3 | **Type of landing forecast:** | **None** |
| 4 | **Briefing / consultation provided:** | Personal / telephone |
| 5 | **Flight Documentation:** | Charts / TAFs / METARs  
English/Spanish (Limited).  Abbreviated plain language text. |
| 6 | **Charts and other information available for briefing or consultation:** | Actual / Forecast surface analyses and upper wind charts, rainfall radar, tephigrams, satellite imagery, thunderstorm location, computer model forecast, Sig Weather Charts. |
| 7 | **Supplementary equipment available for providing information:** | PC Data display - SWIIFT / MMS |
### 4.12 - RUNWAY PHYSICAL CHARACTERISTICS

<table>
<thead>
<tr>
<th>Designations Runway Number</th>
<th>True and Mag bearing</th>
<th>Dimensions of Runway (m)</th>
<th>Strength (PCN) and surface of runway and stopway</th>
<th>Threshold co-ordinates</th>
<th>Threshold elevation, highest elevation of TDZ of precision APP Runway</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 087.32° GEO 088.45° MAG</td>
<td>1777 x 45</td>
<td>PCN 65/F/A/W/T Blacktop</td>
<td>N36 09 03.18 W005 21 29.17</td>
<td>10.73 ft TDZE 11.88 ft</td>
<td></td>
</tr>
<tr>
<td>27 267.32° GEO 268.45° MAG</td>
<td>1777 x 45</td>
<td>PCN 65/F/A/W/T Blacktop</td>
<td>N36 09 05.30 W005 20 28.21</td>
<td>11.25 ft TDZE 11.88 ft</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desig &amp; Slope of Rwy/Swy</th>
<th>Stopway Dimensions (m)</th>
<th>Clearway Dimensions (m)</th>
<th>Strip Dimensions (m)</th>
<th>OFZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 09 – 0.03% U</td>
<td>Nil</td>
<td>840 x 150</td>
<td>1777 x 150</td>
<td>-</td>
</tr>
<tr>
<td>27 – 0.03% D</td>
<td>Nil</td>
<td>814 x 150</td>
<td>1777 x 150</td>
<td>-</td>
</tr>
</tbody>
</table>

12 Arresting Systems:

Rwy 09 PAAG________________________________________________________ PAAG Rwy 27 (1450ft) (1500ft)

Normal Operations - Derigged, 10 Working days PNR for FJ.

13 Remarks:
**Portable Aircraft Arresting Gear (PAAG).** Normally de-rigged. When rigged in the UP position, hook equipped acft will not be permitted to land until the preceding landing acft is:

a. **Rwy 09.** Clear of the pull–out area of the "UP" PAAG.
b. **Rwy 27.** Clear of the pull–out area of the "UP" PAAG, and cleared to hold on the N or S area of the W turning circle.

The runway longitudinal slope is assessed to be non-compliant due to a minimum radius of curvature of 6000m caused by a 400 mm depression at the eastern end of the runway (MAA/WAIVER/2014/40).

### 4.13 - DECLARED DISTANCES

<table>
<thead>
<tr>
<th>Runway</th>
<th>TORA (m)</th>
<th>TODA (m)</th>
<th>ASDA (m)</th>
<th>LDA (m)</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 09     | 1680     | 2520     | 1680     | 1528    | TORA = RW End 09 to Thr 27 lights  
        |          |          |          |         | TODA = RW End 09 to 1.5 x TORA  
        |          |          |          |         | LDA = Thr 09 to Thr 27 lights  
        |          |          |          |         | ASDA =RW End 09 to Thr 27 lights |
| 27     | 1628     | 2442     | 1628     | 1528    | TORA = RW End 27 to Thr 09 lights  
        |          |          |          |         | TODA = RW End 27 to 1.5 x TORA  
        |          |          |          |         | LDA = Thr 27 to Thr 09 lights  
        |          |          |          |         | ASDA =RW End 27 to Thr 09 lights |

**Note:** Easternmost 50m of Eastern RESA is not available due to tunnel works (MAA/AWE/2015/024).

### 4.14 - APPROACH AND RUNWAY LIGHTING

<table>
<thead>
<tr>
<th>Runway</th>
<th>Approach Lighting</th>
<th>Threshold Lighting</th>
<th>PAPI VASIS</th>
<th>TDZ Lighting</th>
<th>Runway C/L Lighting</th>
<th>Runway Edge Lighting</th>
<th>Runway End Lighting</th>
<th>Stop Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type Length</td>
<td>Colour Wingbars</td>
<td>Angle From Thr (MEHT)</td>
<td>Length Spacing Colour Intensity</td>
<td>Length Spacing Colour Intensity</td>
<td>Colour Wingbars</td>
<td>Colour Wingbars</td>
<td>Length(m) Colour</td>
</tr>
<tr>
<td>09</td>
<td>See Remarks</td>
<td>Green LI Green Wingbars</td>
<td>PAPI 3° ---- (31ft)</td>
<td>Nil</td>
<td>Nil</td>
<td>Flush White HI Omni, 90m</td>
<td>Red</td>
<td>Nil</td>
</tr>
<tr>
<td>27</td>
<td>See Remarks</td>
<td>Green LI Green Wingbars</td>
<td>PAPI 3° ---- (31ft)</td>
<td>Nil</td>
<td>Nil</td>
<td>Flush White HI Omni, 90m</td>
<td>Red</td>
<td>Nil</td>
</tr>
</tbody>
</table>
### Remarks:

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rwy 09.</td>
<td>Single Yellow flashing light on yellow marker buoy 1372m/4500ft from sea wall marks the extended centreline. Strobe lights angled to coincide with air systems position at 3nm, Switched off when air systems at 1nm unless required by pilot.</td>
</tr>
<tr>
<td>Rwy 27.</td>
<td>Strobe lights, switched off when air systems at 1nm unless required by pilot.</td>
</tr>
</tbody>
</table>

*Caution - Airfield surrounded by urban lighting.*

### 4.15 - OTHER LIGHTING, SECONDARY POWER SUPPLY

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A Bn / I Bn location, characteristics &amp; hours of operation:</td>
<td>Not provided <em>(MAA/EXEMPTION/2013/06).</em></td>
</tr>
<tr>
<td>2</td>
<td>Anemometer location &amp; lighting:</td>
<td>N36 09 09-10 W005 21 26-40 Lit with red obstruction lights. N36 09 10-50 W005 20 29-20 Unlit. N36 09 09-70 W005 20 53-60 Lit with red obstruction lights.</td>
</tr>
<tr>
<td>3</td>
<td>Taxiway edge &amp; C/Line lighting:</td>
<td>Taxiways A, B, C, D and E: blue side lighting.</td>
</tr>
<tr>
<td>4</td>
<td>Secondary Power supply: Switch-over time:</td>
<td>Yes. 15 seconds.</td>
</tr>
<tr>
<td>5</td>
<td>Remarks:</td>
<td>Stadium lights: Civil and South Apron only. LE58 and limited portable sodium lights to mark parked air systems.</td>
</tr>
</tbody>
</table>

### 4.16 - HELICOPTER LANDING AREA

*Nil*

### 4.17 - ATS AIRSPACE

<table>
<thead>
<tr>
<th>Designation and lateral limits</th>
<th>Vertical Limits</th>
<th>Airspace Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Nil - absence of ATZ/MATZ may result in uncontrolled air systems in vicinity of airfield.</td>
<td>N/A</td>
<td>G</td>
</tr>
<tr>
<td>4</td>
<td>ATS Unit C/Sign: Language:</td>
<td>Gibraltar. English.</td>
</tr>
<tr>
<td>5</td>
<td>Transition Altitude:</td>
<td>6,000ft.</td>
</tr>
<tr>
<td>6</td>
<td>Remarks:</td>
<td>Air systems within Class G airspace receiving an ATS from Gibraltar ATC will be provided with a service in accordance with UK CAP 774.</td>
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### 4.18 - AS COMMUNICATION FREQUENCIES

<table>
<thead>
<tr>
<th>Service Designation</th>
<th>Callsign</th>
<th>Frequency MHz</th>
<th>Hours of Operation Winter</th>
<th>Hours of Operation Summer</th>
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<tbody>
<tr>
<td>RAD</td>
<td>Gibraltar Radar</td>
<td>264.875</td>
<td>HO</td>
<td>HO</td>
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<tr>
<td></td>
<td></td>
<td>122.800</td>
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<td></td>
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<tr>
<td>T/D</td>
<td>Gibraltar Talkdown</td>
<td>235.050</td>
<td>HO</td>
<td>HO</td>
<td>* NATO common frequency. Available on request only.</td>
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<td></td>
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<td>123.300*</td>
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### 4.19 - RADIO NAVIGATION & LANDING AIDS

<table>
<thead>
<tr>
<th>Type Category (Variation)</th>
<th>Ident</th>
<th>Frequency</th>
<th>Hour of Operation Winter # and by arrangement</th>
<th>Antenna Site co-ordinates</th>
<th>Elevation of DME Transmitting Antenna</th>
<th>Remarks</th>
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<tr>
<td>TACAN</td>
<td>GBR</td>
<td>113.600</td>
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<td>N36 08 34.18 W005 20 34.46</td>
<td>1,397 ft</td>
<td>Chan 83X</td>
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### 4.20 - LOCAL TRAFFIC REGULATIONS

1. **Airfield regulations**
   - RAF Gibraltar is owned and operated by the Ministry of Defence and regulated by the Military Aviation Authority. No guarantee can be given that this airfield meets the requirements of ICAO Annex 14 Volume I and II. Operators are to satisfy themselves that they have met all the requirements of the Gibraltar Civil Aviation (Air Navigation) Regulations 2009 and EU-OPS.
   - All personnel to wear high profile jackets when on manoeuvring area.

2. **Ground Movement**
   - See Terminal Charts and NOTAMS.

3. **CAT II/III Operations**
   - Nil

4. **Warnings**
   - 1. Overflight of Rock and harbour installations prohibited.
   - 2. Major migration routes pass over Gibraltar and heavy concentrations of large birds may be encountered at all times.
   - 3. Heavy Wind turbulence can also be an issue. See Approach Charts.
   - 4. Due to the lack of regulated airspace around RAF Gibraltar there is a possibility of unknown act in the immediate vicinity of the A/O.
   - 5. All areas of A/D other than designated Rwys, Turning Circle, Twys and Aprons are to be treated as non-load bearing surfaces.
5 Helicopter Operations
Mil helo ops as briefed by ATC according to operational requirements. Routine local Helo flights as directed by ATC. Civilian sight-seeing helo fights operate daily from the Civilian Dispersal; flights remain under the control of Gibraltar Air Traffic while in the ATZ.

6 Use of Runways
Main road crosses Rwy 09 / 27 at mid-point. ATC requires 6 minutes to secure runway for use. Over flights of the runway below 500ft require 6 minutes’ notice for the road to be closed.

4.21 - NOISE ABATEMENT PROCEDURES
Nil.

4.22 – FLIGHT PROCEDURES

| 1 | Procedures for in bound ac: | See TAP Charts |
| 2 | Departures: | See TAP Charts |
| 3 | Radio Communication Failure: | See TAP Charts |
| 4 | Missed Approach Procedure: | See TAP Charts |
| 5 | Aerodrome Operating Minima: | See TAP Charts |

4.23 – ADDITIONAL INFORMATION
Nil

4.24 - CHARTS RELATING TO THIS AERODROME

<table>
<thead>
<tr>
<th>Terminal Approach Procedure Charts</th>
<th>En-Route Charts</th>
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<tr>
<td>Special Procedures (1).............AD 2 - LXGB - 1 - 11</td>
<td>EU ( L ) 9</td>
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<td>Special Procedures (2).............AD 2 - LXGB - 1 - 12</td>
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<td>Special Procedures (3).............AD 2 - LXGB - 1 - 13</td>
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<td>Special Procedures (4).............AD 2 - LXGB - 1 - 14</td>
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<td>Special Procedures (5).............AD 2 - LXGB - 1 - 15</td>
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<td>Aerodrome Chart.....................AD 2 - LXGB - 1 - 16</td>
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<td>Taxi Chart..........................AD 2 - LXGB - 1 - 17</td>
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<td>Ramp Chart..........................AD 2 - LXGB - 1 - 18</td>
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<td>Arrivals (Civilian)..................AD 2 - LXGB - 1 - 19</td>
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<td>Arrivals (Military)...............AD 2 - LXGB - 1 - 20</td>
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<td>Radar (Civil Procedure) Rwy 27...AD 2 - LXGB - 1 - 23</td>
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<td>Radar (Mil Procedure) Rwy 09.....AD 2 - LXGB - 1 - 24</td>
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<td>Radar (Mil Procedure) Rwy 27.....AD 2 - LXGB - 1 - 25</td>
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<td>Radar Vector Chart.................AD 2 - LXGB - 1 - 26</td>
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<td>Coding RNP AR App Rwy 09........AD 2 - LXGB - 1 - 28</td>
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<td>RNAV Rwy 09 Airfield Detail........AD 2 - LXGB - 1 - 29</td>
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<td>RNAV (RNP) Rwy 27.................AD 2 - LXGB - 1 - 30</td>
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<td>Coding RNP AR App Rwy 27........AD 2 - LXGB - 1 - 31</td>
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<td>RNAV Rwy 27 Airfield Detail........AD 2 - LXGB - 1 - 32</td>
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### 4.25 - SPECIAL PROCEDURES

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<td>B4</td>
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<td>2(^{\circ})W</td>
<td>6000</td>
<td>28 JUL 11</td>
<td>B5</td>
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</table>

4.26 **Medical Response Equipment.** One Medical Response Vehicle is available during operating hours. The AWCU vehicle carries additional supplies and triage kit to offer supplementary support.

4.27 **Ground Noise Abatement Procedures Orders.** Orders covering all noise abatement procedures, including high power ground running, are at Annex H.

4.28 **Temporary Obstructions Orders.** Construction in Gibraltar is constant, and cranes in view of the runway are common. For the safe movement of an air system, a NOTAM will be issued and taxi patterns will be controlled by ATC and briefed to pilots on landing or when calling for start.

4.29 **Runway Strip Obstructions.** There are no infringements to the MADS Runway Strip.

4.30 **Runway End Safety Area (RESA).** RAF Gibraltar has RESAs 90m long by 45m wide, provided at each end of the Runway Strip and depicted below. The Easternmost 50m of the Eastern RESA is not available due to tunnel works iaw waiver MAA/AWE/2015/024/extended.

4.31 **PAAG Operating Orders.** Orders for the safe operation of the PAAG (including standard operating configurations) are at Annex J.
4.32 Manoeuvring Area Safety and Control Orders. Orders for the safe parking, manoeuvring, refuelling and servicing of air systems are at Annex L.
CHAPTER 5: GIBRALTAR AIRPORT EMERGENCY ORDERS / AERODROME CRASH PLAN

5.1 **Emergency Orders.** In accordance with guidance contained within the MPCM, RA1400 (1) and JSP 426 RAF Gibraltar maintains Gibraltar Airport Emergency Orders in conjunction with the Government of Gibraltar. A link to the Orders is available at Annex M.

5.2 **Disabled Air System Removal.** It may be necessary to quickly and safely remove an air system that has caused a temporary closure of a runway, taxiway or apron. If there is any doubt as to the status of an incident, advice should be sought from the Air Accident Investigation Branch (AAIB) or Defence Accident Investigation Branch Air (Defence AIB Air). For civilian air system, the form at Annex N (Indemnity and Release Form for Disabled Air System) should be signed and returned to RAF Air Operations ASAP. In the event of military necessity the air system may be moved without the desired clearances being received.
CHAPTER 6: RESCUE & FIRE FIGHTING SERVICE ORDERS

6.1 **AO Responsibilities.** The AO responsibilities regarding Aerodrome Emergency Services are detailed in RA 3261(2).

6.2 **AO / AFRS Relationship.** The relationship between the AO and the AFRS Fire Station is defined within JSP426, Volume 3, Leaflet 2, the MOD and Government of Gibraltar MOU Concerning the Provision of Fire and Rescue Services at RAF Gibraltar and in the Customer Supplier Agreement between DFRMO and the TLBs. The Fire Station is a Duty Holder Facing organisation which is operated under the direction of the Air Terminal Managing Director to national good practice and provides a service to the AO.

6.3 **Aerodrome Rescue and Fire Fighting Services Orders.** All Fire Fighting Orders and Documentation listed within chapter 6 is available on request from the AFRS Senior Fire Officer. His contact details can be found at Annex O. The following documents are available:

a. Operational Procedures.

b. FRS Generic Risk Assessments.

c. Fire Facts.

d. DFRMO Chief Fire Officers Instructions.

e. Tactical Information Plans.


6.4 **Aerodrome Rescue and Fire Fighting Training Area Orders.** The following documents are available from the Senior Fire Officer:

a. Training Orders.

b. Training SOPs.

c. Site Risk Assessments.

d. Training Risk Assessments.

6.5 **Policy.** RAF Gibraltar is equipped and resources its ARFF to meet MoD/ICAO Crash Category 7 with the additional resources and manpower to operate when required at MOD/ICAO Cat 8. As Gibraltar has no unit-based air system but is used for support and exercise training, the MoD provides facilities based on the largest military air system expected to operate into and from Gibraltar. RAF Gibraltar will not normally permit air system movements to take place without the requisite level of crash category being available at the time. In the event of the crash category being reduced to zero, the airfield will be unavailable until an appropriate crash category is established. Exceptionally, at the discretion of the RAF DO, following consultation with the Duty Stn Exec, military air system having a priority operational or SAR task may elect to operate without fire cover.

6.6 **Compliance with Regulatory Requirements.** The MOD JSP 426 Fire Safety Manual, details the requirements and methodology to be met for the provision of the ARFF and the responsibilities of the air system operating authorities. It applies to all UK military air system,
operating worldwide. JSP 426 aligns itself with the methodology used by ICAO for the categorisation of airfields. Using these regulations, RAF Gibraltar is categorised as a military Category 7 airfield. The AFRS are organised, equipped, crewed and trained to ensure that their rapid deployment and the use of their facilities are employed to maximum effect in the event of a survivable incident involving an air system appropriate to the airfield’s crash category.

6.7  **Safety Responsibilities.** Further details of responsibilities and succession are given in JSP 426 and in the ARFF Operational & Training Manual.

6.8  **Category of Cover Provided.** RAF Gibraltar is normally Crash Category 7, which requires a minimum manning of nine fire fighters in accordance with the extant Task Resource Analysis (TRA), 3 Major Foam Vehicles and 1 Command Vehicle. These vehicles hold a minimum of 12,100 litres water on wheels, a foam solution discharge rate of 3800 LPM and a 225 kg minimum of dry powder complementary agent. Further details of media carried on vehicles can be found in the RFFS Operational & Training Manual.

6.9  **Depletion of Category.** Exceptionally unforeseen circumstances, such as vehicle, personnel or equipment deficiencies, may prevent the aerodrome meeting the correct category. Flying operations may continue at a reduced category following the completion of a documented Hazard Assessment. This should be conducted by the air systems operating authority and airfield management, in consultation with DFRMO and the AFRS Senior Fire Officer. The detailed Hazard Assessment guidance to be used to assess the appropriateness of temporary reductions in category is contained in Vol 3, leaflet 2, Annex A, Appendix 2 of JSP 426.

a.  **Response to Structural/ Domestic Incidents.** The duty AFRS Station Officer is under the operational control of the ATC WM who will be responsible for its deployment and state of readiness during airfield operating hours in accordance with JSP 426 Vol 3 Leaflet 2 Chap 2, Para 2.3. The ATC WM will be responsible for authorising all or a part of the AFRS to attend all emergency incidents/ accidents on or near the airfield, whether or not an air system is involved. Procedural arrangements to enable this are contained within the ARFF Operational & Training Manual. In the event of an unforeseen temporary depletion of airfield fire cover the following will occur:

b.  **Depletion Affecting Air System Movements.** Should an incident at a MoD site require the attendance of further ARFF units or if there is a fire, or serious risk of fire:

   i.  At any MoD installation or ship or;

   ii. At any MoD or civilian building at the airfield, or;

   iii. Anywhere in Gibraltar which is classed as life threatening and the civilian authorities request assistance from AFRS or AMR.

Crash vehicles may be deployed at the discretion of the ATC WM in consultation with the AFRS Station Officer, unless an inbound air system has declared an emergency or is low on fuel. In this case, the crash cover may be maintained until after the air system has landed. The RAF DO is to be notified as soon as possible.

c.  **Depletion Causing Airfield Closure.** Exceptionally, at the discretion of the RAF DO, military air system having a priority operational or SAR task may elect to operate without fire cover. The AFRS will attempt a call-out of additional staff in accordance with their standard operating procedure in order to raise the Crash Category as rapidly as possible.
Until the AFRS are able to return to the Crash Category appropriate for air system movements, ATC WM or SCOD is to:

i. Advise all air systems that the airfield is unavailable due to the reduction in the crash category and ascertain intentions.

ii. Advise the RAF DO.

iii. Inform Seville ACC and request they advise inbound air systems.

iv. Inform the ATC General Manager.

v. Inform GIBAIR and Terminal Management.

6.10 **Procedures for the Monitoring of Air Systems Movement Areas For The Purpose Of Alerting the RFFS.** This function is primarily carried out by ATC and supported by the AFRS control room. In the event of the AFRS Control Room being unmanned, the AFRS Station Officer is to ensure that ATC are advised, and that alternate contact arrangements are in place. The primary method of alerting AFRS is via the Crash Phone or the direct telephone lines from the ATC or GDP Control Room.

6.11 **Depletion of Specialist Equipment.** Specialist equipment such as Self Contained Breathing Apparatus, Hydraulic Rescue /Cutting Equipment and Air Lifting Bags is provisioned to enable fire crews to operate safely and effect rescue operations. Should this equipment be declared unserviceable and until replacement equipment is available, the Airfield Category may be reduced depending on any risk assessment undertaken by the AFRS Senior Fire Officer. Such assessments will be undertaken in liaison with RAF Operations and will take into account any urgent military operations. The minimum equipment to be available is specified by Defence Fire and Rescue Head Quarters and ICAO and should also include any equipment required to meet the assessment of the airfield risk.

6.12 **Reliance on Other Organisations to Provide Equipment or Personnel.** Under mutual assistance agreements, the Gibraltar Fire and Rescue Service will provide assistance and support to the AFRS with equipment and personnel for any air system incident as required. The Gibraltar Fire and Rescue Service are automatically informed of all State One or State Two alerts by GDP.

6.13 **Competence of RFFS Personnel.** Fire & Rescue Service Continuation Training is carried out at AFRS Gibraltar and is made up of a combination of generic and station specific training requirements. The Maintenance Of Skills Training (MOST) electronic programme records competence levels and is held by the AFRS SFO. His contact details are at Annex O.

6.14 **AFRS Area of Responsibility.** Under existing agreements between the MOD and Government of Gibraltar, the AFRS are responsible for extinguishing fires and protecting life and property in the areas specified below:

a. Airfield Runway.

b. All Air system Parking Areas.

6.15 **Difficult Environments.** The western end of the runway and the eastern threshold are
surrounded by the sea, an environment identified as particularly difficult for fire and rescue purposes. The AFRS are not solely responsible for sea rescues and these services are aided by non-airfield agencies as detailed in Gibraltar Airport Emergency Orders.

6.16 Additional Water Supplies. Overhead water tanks can be used directly by fire vehicles to gravity feed and replenish their internal water tanks and ferry water to the scene of operations. Additional water is available from three sources:

a. Two overhead water storage tanks East and West of Winston Churchill Avenue.


c. From the sea along the western runway perimeter, via vehicles’ hard suction pump inlets

6.17 Training and Competence of Medical Response Team.

a. Senior Emergency Medical Technician (SEMT). SEMT must ensure that the medical cover provided complies with the requirements established in the contract between the Air Traffic Provider and the MOD. This requires the attendance of at least one medic to any air system incident. The SEMT will:

i. Co-ordinate appropriate re-certification training in conjunction with Air Traffic Provider Occupational Health and External Verifier Paramedics.

ii. Liaise with external agencies as required and will hold safety accountabilities ensuring clinical governance is maintained and will be accountable to the Air Traffic Provider General Manager.

b. Emergency Medical Technician - Advanced (EMT–A). An EMT-A is an EMT with Advanced Life Support Skills. Each EMT-A is responsible for keeping in date with skills and drug protocols. To maintain the required standard, EMT-As must demonstrate skill and leadership abilities, with assessments made during annual re-certification. The primary role of the EMT-A is to lead the Airfield Medical Response during an incident and provide initial Command and Control and, if necessary, a rapid triage capability. The Emergency Medical Technician initial training course is held at a UK Training Centre, certification is for two years. Re-certification can be carried out yearly by an External Paramedic Instructor on an annual basis. It is the responsibility of the EMT to ensure that they maintain their proficiency throughout the year.

6.18 Medical Equipment. A Medical Response Vehicle is manned and equipped to meet the requirements of the task in accordance with guidelines set out by the Joint Royal Colleges Service Liaison Committee.

6.19 Aeromed. Should an Aeromedical evacuation be required from RAF Gibraltar, orders on can be found at Annex TT.
CHAPTER 7: AIR TRAFFIC SERVICES AND LOCAL PROCEDURES

7.1 **Air Traffic Control Orders.** ATC Operational Management Orders are contained in MATS Part 2. The document is Commercial in Confidence and available on request from SATCO. His contact details are as follows:

a. Email: trevor.hammond@nats.co.uk

b. Work telephone: +350 20053357

c. Mobile: +350 58008730.
CHAPTER 8: AERODROME ADMINISTRATION & OPERATING PROCEDURES

8.1 Aerodrome Reporting. The AO is responsible for the ownership of the aerodrome data and is to ensure all data provided is correct at all times.

   a. Responsibilities. OC Operations Flight is responsible for informing No1 AIDU of any permanent changes to aerodrome information.

   b. Legislation, Standards and Technical References. Information relating to the aerodrome serviceability or hazards to air navigation is routinely updated through the Aeronautical Information Publications (AIP) and NOTAM.

   c. Reporting Procedures. Any situation that may have an immediate effect on the safety of air system operations is to be reported to ATC or RAF Operations by radio or telephone.


      iii. RAF Operations – 9231 98531 (00350 2005) Ext 3352/3353 or 00350 58009715.


   d. NOTAM. All NOTAM action is recorded for possible 1st/2nd and 3rd line audit. NOTAMs are originated in the standard NOTAM format using the following procedures:

      i. Premeditated. This concerns information changing as a consequence of planned changes to infrastructure, equipment, services, or procedures. The promulgation of this information is typically, although not exclusively, via the UK Military AIP but for temporary changes or as an interim measure may be promulgated via NOTAM.

      ii. Un-premeditated. When any unplanned changes occur to published equipment, services, or procedures. The promulgation of this information is typically via NOTAM or RTF.

      iii. Procedure. Such changes are to be made as follows: The Watch Manager or Senior Controller on Duty will request that a NOTAM is issued. RAF Operations will issue a request for a NOTAM by FAX or email to ATC. The Watch Manager or Senior Controller on Duty may instruct that the information is broadcast via RTF.

      iv. Records. NOTAM copies are retained on file in ATC for a month after their expiry date in accordance with the AIS.

      v. Responsibilities. The Watch Manager or Senior Controller on Duty is responsible for: The issue of NOTAMs concerning unplanned changes to the availability of equipment, systems, the movement area and aerodrome environs and the ARFF. Checking the currency of issued NOTAMs at least weekly. Notifying ATCOS when urgent changes to information are required to be communicated via the RTF. Recording any actions in the Watch Log as required.
8.2 **Aerodrome Serviceability Inspections.** Aerodrome Serviceability Inspections are carried out in accordance with MATS Part 2 and the guidance laid down in the RA3264. Orders are at Annex S.

8.3 **Aerodrome Technical Inspections.** Orders for the technical inspection of the aerodrome are at Annex T.

8.4 **Protection of Radar and Navigation Aids.** All activity on the airfield is monitored by ATC. Any personnel requiring access to any of the airfield navigation aids or areas in their immediate vicinity are to be directed to NATS Engineering who will provide an escort. Contact details can be found at Annex U. All radar and navigational aids are installed with signs warning of any hazards, including microwave radiation. These are checked as part of NATS Engineering maintenance plan and replaced when necessary.

8.5 **Surveillance Equipment Maintenance & Monitoring.** NATS Engineering personnel carry out daily and scheduled servicing in accordance with AP 600 (CIS Policy), the NATS Engineering Quality Manual, NATS Engineering Work Orders and the RAF Gibraltar Quality Management System.

8.6 **Navigation Equipment Maintenance & Monitoring.** NATS Engineering personnel carry out daily and scheduled servicing in accordance with AP 600 (CIS Policy), the NATS Engineering Quality Manual, NATS Engineering Work Orders and the RAF Gibraltar Quality Management System.

8.7 **Aerodrome Works Safety.** Orders for the control and supervision of work in progress on the aerodrome are at Annex X.

8.8 **Control of Entry and Access.** Control orders for the access to the aerodrome and its associated manoeuvring area are at Annex Y.

8.9 **Vehicle and Pedestrian Control.** Orders for the control of vehicular and pedestrian traffic on the aerodrome are at Annex Z.

8.10 **Bird Management.** Comprehensive orders on bird management are at Annex AA.

8.11 **Wildlife Management.** Any incursion or infestation of wildlife will be managed on a case by case basis with support from the DIO Environmental Advisor and Environmental Health Teams as required. The initial POC is ATC (SAPHO).

8.12 **Handling of Hazardous Materials (Spillage Plan).** Orders for the Handling of Hazardous Materials (Spillage Plan) are at Annex CC.

8.13 **Air System Parking.** Orders for the co-ordinated parking of air systems are at Annex DD.

8.14 **Low Visibility Operations (LVO).** There are currently no orders for Low Visibility Operations at RAF Gibraltar.

8.15 **General Conditions (Terms and Conditions).** Use of MOD Aerodromes by civil Air Systems shall be in accordance with Use of Military Aerodromes by British and Foreign Civil Aircraft. Orders (Terms and Conditions), contained at Annex FF, governing use by civil Air Systems are to be produced. 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 should reflect Use of Military Aerodromes by British and Foreign Civil Aircraft and should include the following parameters as a minimum.

8.16 **Breach of Terms and Conditions.** Orders covering the eventuality of a breach of terms and conditions are contained at Annex GG. Any breach of terms and conditions could constitute grounds for the privilege of operating at RAF Benson being withdrawn temporarily or permanently.

8.17 **Safeguarding Requirements - Waivers and Exemptions.** All Safeguarding activities are conducted in accordance with the Manual of Aerodrome Design and Safeguarding (MADS). All waivers and exemptions issued by the MAA are at Annex G.

8.18 **Standards Checks / Suitably Qualified and Experienced Personnel (SQEP).** All personnel involved in activities on or around the aerodrome are suitably trained, standardised and assured. Details of the assurance process and associated reports related to each role are contained within the DAAF.

8.19 **Safety Management System.** Full details of the RAF Gibraltar Safety Management System (SMS) are contained within the RAF Gibraltar Air Safety Management Plan (ASMP). The SMS is regularly reviewed and updated in conjunction with and under direction from JFC.

8.20 **Thunderstorm & Strong Wind Procedures.** Orders to cover air system operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds are at Annex HH.

8.21 **Electrical Ground Power Procedures.** Orders for electrical ground power procedures are at Annex II.

8.22 **Aviation Fuel Management Procedures.** Orders for aviation fuel management including policy guidance are at Annex JJ.

8.23 **FOD Prevention Plan.** Orders for FOD prevention, training and awareness are at Annex NN.

8.24 **Dangerous Goods (DG) Procedures - Loading / Unloading.** Orders for the control and management of DG are available on request from SNCO Eng Flt/Explosive Safety Representative or OC Movements Flt.

8.25 **Portable Aircraft Arrestor Gear (PAAG) Maintenance.** All PAAG maintenance is undertaken by 5001 Sqn iaw AP119J-1408-12.
CHAPTER 9: FORCE PROTECTION RESPONSIBILITIES

9.1 Force Protection Responsibilities. The Gibraltar Defence Police (GDP) is responsible for the Force Protection of the airfield and managing both vehicle and pedestrian traffic across Winston Churchill Avenue (WCA). The GDP assets, including Dog Team, Police Launch, Patrol Vehicles and Armed Support Unit, are used when required to provide Force Protection to all visiting air system. Additionally, 24 hour force protection of military air systems is provided in line with the current JPSO policy. Force Protection Orders and Operations are classified and permission to view them should be sought from the GDP Chief Police Officer whose details are at Annex SS.
CHAPTER 10: MILITARY FLYING ORDER BOOK

10.1 Command & Control. Detachment Commanders are to ensure their operations comply with their Group Instructions and with local requirements detailed in this Chapter. The RAF Gibraltar Operations Team is available to aid with liaison for all matters relating to airfield operations including ATC, Security and Met.

10.2 RAF Gibraltar Duty Officer. The RAF Gibraltar Duty Officer can be contacted on the duty mobile number +350 58009715. The following personnel are authorised to carry out the duty:

- Executive Officer (XO)
- OC Operations Flight (OC Ops)
- OC Engineering Flight (OC Eng)
- Air Safety Manager (ASM)
- SNCO Engineering Flight (SNCO Eng)
- Quality System Coordinator (QSC)

- Air Ops are contactable on ext 3352 / 3353 or out-of-hours on +350 56467000.
- HQBF Gibraltar Command Duty Officer may be contacted on +350 58383000.

10.3 Detachment Briefings. Detachment Commanders and crews operating from Gibraltar will be given an ATC and Ops briefing prior to commencing flying operations. The briefing will be arranged by RAF Gibraltar Air Ops. All detachment personnel are to receive a Security Brief detailing local threats and walking out regulations on arrival in Gibraltar. The brief will be arranged by RAF Gibraltar Air Ops.

10.4 Local Operating Procedures. Standard and special operating procedures, including aerodrome characteristics can be found in the UK Military AIP and Chapter 4 of the RAF Gibraltar Defence Aerodrome Manual. Due to ongoing large construction projects and a number of unique features associated with the airfield, it is recommended that crews familiarise themselves with the documents before arrival.

a. Flypasts and Run and Breaks. Flypasts and Run and Breaks may be conducted not below 100 ft QFE or the minimum cleared height in the appropriate GASOs, whichever is the higher. Any over flight of the runway below 500ft agl will require the closure of the road. ATC may direct flypasts and Run and Breaks to be conducted above 500ft agl to alleviate traffic congestion during busy periods. Gibraltar airfield may only be flown along the runway centreline.

b. Circuits. Military air systems are allowed a maximum of 2 visual circuits to roll before a circuit must be flown above 500ft agl. This is to enable traffic and pedestrians to cross the runway. There is no dead-side at RAF Gibraltar. Flights below 1000ft AMSL over Gibraltar and its harbour area are not permitted without formal clearance. This may be arranged, by exception, through RAF Gibraltar Air Ops to the DCA and the Queen's Harbour Master for areas of the military port facility.

c. Formation Take-Offs and Landings. Formation take-offs and landings are permitted at the discretion of the Detachment Commander. Hook fitted air systems are not permitted to make formation take-offs when the PAAGs are rigged but may make streamed take-offs provided individual air systems roll only when the preceding air system is airborne.
d. **Use of Reheat.** The runway surface at RAF Gibraltar is susceptible to damage when subjected to jet engine reheat from stationary air systems. Pilots of air systems fitted with a reheat capability are, where possible, to release brakes before engaging reheat on commencing roll to take off. On occasions when maximum power is required before rolling, engagement of reheat against brakes is to be kept to a minimum.

e. **Diversion Airfields.** Spanish airfields are not to be nominated as diversions on flight plans but can be used in an emergency. Tangier is the primary diversion when en-route to and operating from Gibraltar however, practice diversions to Tangier are subject to normal Dip Clear procedures which require at least 5 working days notice to arrange.

f. **Flight Plans.** Flight plans may be submitted through ATC for sorties if required.

g. **Runway Occupancy.** Multiple runway occupancy at RAF Gibraltar is permitted provided that:

   i. The preceding landing air system has progressed past the location of the upwind PAAG. For hook-fitted air systems the preceding air system is to be clear of the pull out of a PAAG that is rigged and raised.

   ii. Preceding air systems have been instructed to vacate onto the turning circle to hold.

   iii. No emergency or precautionary call has been transmitted by the air system occupying the runway.

   iv. Both air systems are military and have a wingspan no larger than 20m.

   v. Wake Vortex Turbulence criteria is applied.

h. **Air Systems Fitted with Flares and Dangerous Cargo.** All flare-fitted countermeasure (CM) air systems operating from RAF Gibraltar will be parked on specific pre-authorised spots dependent on air system type and armament. Crews will be directed where to park on arrival.
10.5 **Flying Exercise Areas.** The Navy exercise areas known as the GIBEX Areas to the east of the Gibraltar can be booked for Air Combat Training, air to air gunnery, air to surface gunnery and general handling. They are depicted below and can be booked through Navy Ops with a minimum of 48 days notice.
### AREA

<table>
<thead>
<tr>
<th>AREA</th>
<th>CO-ORDINATES</th>
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10.6 **Control of RN Air Systems.** All British Military flying activity within 50nm of Gibraltar is co-ordinated by RAF Gibraltar. The following is an extract from BRd 9424(2) Order 0717.

a. **Air System Operations.** RAF Gibraltar sits within the Sevilla TMA and has no MATZ or other protected airspace. Any RN air systems operating within 50nm of Gibraltar are to make contact with Gibraltar ATC for co-ordination. Ships wishing to operate air systems within this area are to obtain clearance in accordance with current FLIPS. COs are to ensure that all pilots and air system controllers are fully briefed on local flying and airspace restrictions. When flying activities other than an initial ship/shore transit are envisaged, pilots and controllers are to get a brief by Air Operations Staff and ATC at RAF Gibraltar.
b. **Flight Safety.** Severe turbulence and frequently strong vertical air currents are likely to be encountered within 0.5 nm of the lee side of the Rock when there are strong westerly or easterly winds, particularly in winter. Bird activity in the vicinity of the Rock is considerable and the consequent risk of a bird strike is higher than normal. ATC will provide advisory calls on reported large concentration of birds.

c. **Airspace Restrictions.** Full details of restrictions in the vicinity of Gibraltar are in current FLIPS. Particular attention is to be given to ensure air systems do not enter Prohibited Areas.

d. **Flying Operations Alongside.** Rotary assets on board ships may conduct rotors running ground checks while alongside with permission from QHM. Flying Operations whilst alongside are prohibited.

e. **Operations in BGTW.** Ships are to embark/disembark helicopters outside Gibraltar TW’s to minimise congestion in the Bay of Gibraltar. Helicopters operating in the Bay, Harbour or Airfield areas are to be under control of ATC.

10.7 **Helicopter Operations.** The standard circuit height for helicopters is 700ft agl but may be higher with the approval of ATC. Helicopters may be instructed to hold low level in Catalan Bay or to the west of the detached mole, or on the airfield clear of the runway and associated shoulders in order to provide separation from fixed wing traffic. Helicopter flights below 700ft agl over Gibraltar landmass (other than the airfield) and its harbour area are not permitted without formal clearance. This may be arranged, by exception, through RAF Gibraltar Air Ops to the DCA and the Queen's Harbour Master for areas of the military port facility.

a. **Taxiing.** Helicopters are not to ground taxi in proximity to aircraft, vehicles, pedestrians or equipment unless operationally essential.

b. **Arrival and Departures.** Helicopters may be cleared to depart from the runway thresholds provided they route away from the road or cross it at 500ft QFE or above. Helicopters may land with the road open provided they have been advised that the road is open to vehicles and pedestrians and they are given precise instructions to land on the relevant runway threshold. Helicopters may over fly the road not below 500ft agl when the road is open to vehicles and pedestrians.

c. **Under-slung Loads.** Helicopters carrying under-slung loads should not be flown over the road when it is open, or flown over any other air system or vehicle. If it becomes operationally necessary to over fly the runway when occupied by an air system or vehicles then the helicopter must cross at not below 500 ft agl.

10.8 **Closure of RAF Gibraltar.** The airfield may be closed if there are no further movements planned for that day. Military movements into Gibraltar therefore require prior permission to be granted at least 24 hrs before planned arrival.

10.9 **Passenger Flying.** All sorties operating from RAF Gibraltar with passengers on board are to adhere to relevant Group Instructions for the flying of passengers, and are to coordinate with RAF Gibraltar HQ.
10.10 **Drone Operations.** No drone, not even drones weighing under 250 grams (i.e. toy drones); can be flown in Gibraltar airspace, whether being flown for leisure or commercial purposes, without being issued a licence from the Director of Civil Aviation (DCA). The licence will only be issued once all key airfield stakeholders have been consulted.
LETTER OF APPOINTMENT FOR AERODROME OPERATOR

1. Commander JFC has appointed me as Operating Duty Holder for all Risk to Life activities under my control. JFC is not a Duty Holder for aviation but is regarded as Duty Holder Facing and so is required to support the Aviation Duty Holder to ensure that air operations are conducted at a level of safety that is at least ALARP and TOLERABLE.

2. JFC has identified the arrangements for aviation safety¹ in accordance with MAA requirements.² Each Duty Holder and Duty Holder Facing Organisation is required to nominate Suitably Qualified Experienced (SQEP) crown servant Aerodrome Operator for each “in scope” aerodrome. I am appointing you as Aerodrome Operator for RAF Gibraltar aerodrome.

3. As an Aerodrome Operator I expect you to:

   a. support Aviation DHs and DH-Facing Organizations by ensuring that the requirements of MAA RA 1200 are applied to the management and operation of the aerodrome;

   b. establish formal mechanisms to ensure robust communication of any hazards and/or issues relevant to Aviation DHs and other aerodrome users;

   c. establish formal relationships with Aviation DHs in order to ensure that any decisions made which affect the aerodrome or its facilities are cognisant of the impact on Air Safety: areas for consideration in this regard include - but are not limited to - facilities, personnel, equipment and materiel;

   d. establish formal mechanisms to ensure the monitoring and the assurance of all activities, operating procedures, standards and flight safety within their AoR and interfacing areas;

   e. conduct Aerodrome Management activities in accordance with the Defence Aerodrome Manual (DAM);

¹ JFC SOP 0014 - JFC Aviation Safety Management System.
² MAA RA1020 - Roles and Responsibilities: Duty Holder (DH) and DH-Facing Organizations, and MAA RA1026 - Aerodrome Operator.
f. maintain a comprehensive record of aerodrome assurance activities through the use of the Defence Aerodrome Assurance Framework (DAAF);

g. ensure the accuracy of aerodrome data and notification of all aerodrome hazards at all times;

h. ensure that relevant inspections / audits take place and that any recommendations / actions are acted upon within the required timescale.

4. JFC will host an annual JFC Aerodrome Operators Working Group to compare risks, issues, incidents, changes to policy etc so as to develop a TLB-wide view, identify any lessons learned and share best practice in risk management. I expect you to attend this meeting.

5. You should consult with JFC or the MAA Regulator if you are unsure of any regulatory issues, keeping me informed.

6. You are to acknowledge receipt of this letter and acceptance of this appointment.

T M Henry
Cdre RN
Commander British Forces
LETTER OF APPOINTMENT DELIVERY DUTY HOLDER

1. Commander JFC has appointed me as the Operating Duty Holder for high risk military/Defence Risk-to-Life activities under my control. I accept the responsibilities that come with this appointment and recognise the enabling and sustaining role that good safety management can play in our operations.

2. In accordance with the JFC Duty Holder Construct, I am required to appoint Delivery Duty Holders to manage the high risk military/Defence Risk-to-Life activities under their control. So, in parallel with your more general Health, Safety & Environmental Protection responsibilities as Commanding Officers/Heads of Establishment, I am appointing you as Delivery Duty Holder to manage the high risk military/Defence Risk-to-Life activities that you have under your control.

3. As a Delivery Duty Holder I expect you to:
   a. Identify all high risk military/Defence Risk-to-Life activities within your areas of control.
   b. Identify suitably qualified and experienced subject matter experts to advise you on the operating and technical aspects of the high risk military/Defence Risk-to-Life activities within your areas of control.
   c. Ensure that effective safety management arrangements are resourced, implemented and appropriately managed for the high risk military/Defence Risk-to-Life activities under your control.
   d. Ensure that relevant inspections/audits take place and that any recommendations/ actions are acted upon within the required timescale.
   e. Subject to operational circumstances, discuss any excursions from defined safe operating conditions involving the high risk military/Defence Risk-to-Life activities under your control with your suitably qualified and experienced subject matter experts and document those discussions with the rationale for any risk mitigation decisions made.
   f. Escalate any risks that cannot be mitigated to As Low as is Reasonably Practicable and tolerable to me as the Operating Duty Holder and copied to CESO (JFC).
4. I will look to you to support me as the Operating Duty Holder when I attend the JFC Command Board/Executive Committee to discuss the management of high risk military/Defence Risk to Life activities in JFC. Any specific DDH concerns should be fed to CESO (JFC) for discussion at the appropriate Functional Safety Committee.

5. If you require further guidance on JFC Duty Holder Construct please refer to JFC SOP 0013. Further advice can be sought from JFC CESO (9352 30248).

6. You are to acknowledge receipt of this letter and acceptance of this appointment.

T M Henry
Cdre RN
Commander British Forces
Squadron Leader Andrew Clime Royal Air Force  
Officer Commanding Engineering  
Royal Air Force Gibraltar  
BFPO 52  
03 Jul 2019

LETTER OF APPOINTMENT FOR PRINCIPAL ENGINEER

1. Principal Engineers (PEs) are authorised by the relevant Front Line Command or PTL and will be the senior engineers responsible for the engineering standards and practices within a ship, unit, station, establishment or theatre of operation. They shall have direct access to the appropriate commander to whom they are responsible for all professional engineering matters and act as the single point of contact for engineering advice for the scope of their responsibility, including activity not necessarily under their direct command.

2. I am appointing you as the PE responsible for the following areas within British Forces Gibraltar:
   a. RAF Gibraltar
   b. Gibraltar Defence Police Marine Section
   c. British Forces Gibraltar MT Section
   d. Royal Gibraltar Regiment Vehicle Maintenance Section

3. As the PE, your responsibilities are as detailed in Queen’s Regulations. ¹

4. Please confirm receipt of this Letter of Authority.

[Signature]
T M Henry OBE  
Cdre RN  
Commander British Forces

¹ Queen’s Regulations for the Royal Air Force, Chapter 11, Section 2, QRJ640

RAF Gibraltar Defence Aerodrome Manual

Issue 1.6
## ANNEX D: KEY POST HOLDERS

<table>
<thead>
<tr>
<th>POST</th>
<th>Email Address</th>
<th>TELEPHONE NUMBER</th>
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<tr>
<td>Station Commander &amp; Aerodrome Operator</td>
<td><a href="mailto:GIB-RAF-STNCDR@mod.uk">GIB-RAF-STNCDR@mod.uk</a></td>
<td>0035020053522</td>
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<tr>
<td>Executive Officer</td>
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<td>Gibraltar Defence Police Control Room</td>
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<tr>
<td>NATS General Manager</td>
<td><a href="mailto:trevor.hammond@nats.co.uk">trevor.hammond@nats.co.uk</a></td>
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<td>NATS Engineering Manager</td>
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<tr>
<td>Principal Met Officer</td>
<td><a href="mailto:GIB-RAF-PMETO@mod.uk">GIB-RAF-PMETO@mod.uk</a></td>
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<tr>
<td>Air Terminal Director</td>
<td><a href="mailto:terence.lopez@gibraltarairport.gi">terence.lopez@gibraltarairport.gi</a></td>
<td>0035020012322</td>
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<tr>
<td>Senior Fire Officer</td>
<td><a href="mailto:nicky.vinales@gibraltarairport.gi">nicky.vinales@gibraltarairport.gi</a></td>
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<tr>
<td>GibAir Manager</td>
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ANNEX E: AERODROME OPERATING HAZARD LOG

The Aerodrome Operating Hazard log can be found [here](#).
ANNEX F: FORMAL AERODROME RELATED AGREEMENTS

The following agreements relate to RAF Gibraltar and are reproduced in below.

a. LOA between NATS Gibraltar and Seville ACC.

b. Operational Agreement between Gibraltar Port Authority and RAF Gibraltar.

c. Operational Agreement between Ocean Village Marina and RAF Gibraltar.

d. Operational Agreement between Gibraltar Sports and Leisure Authority and RAF Gibraltar.
NATS Gibraltar

Letter of agreement

NATS – Seville ACC
LETTER OF AGREEMENT

Between

LXGB ATC and
AREA CONTROL CENTRE
OF SEVILLA
(SEVILLA ACC)

Effective: 2nd August 2010

1. General.

1.1. Purpose.

The purpose of this letter of agreement is to define the co-ordination and
hand over procedures to be applied between LXGB ATC and SEVILLA ACC
when providing ATS to General Air Traffic (IFR/VFR).

These procedures are supplementary to those specified in ICAO, Eurocontrol
and National Documents.

1.2. Operational Status.

Both units shall keep each other advised of any changes in the operational
status of their facilities and navigational aids which may affect the procedures
specified in this Letter of Agreement.

1.3. These rules and procedures and any activity performed or measure taken to
implement them or as a result of such rules and procedures, will be
understood to be without prejudice to the respective legal positions of Spain
and the United Kingdom with regard to the dispute on sovereignty and
jurisdiction over the territory where the airport of Gibraltar is situated

1.4. Definitions for General Air Traffic

1.4.1. General Air Traffic (GAT).

Flights conducted in accordance with the rules and provisions of ICAO and/or
the relevant national civil aviation regulations and legislation

2. Procedures

2.1. The procedures to be applied by LXGB TWR and SEVILLA ACC are detailed in the
Annexes to this Letter of Agreement.

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<thead>
<tr>
<th>Annex</th>
<th>Description</th>
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<tbody>
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<td>A</td>
<td>Definitions and Abbreviations.</td>
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<tr>
<td>B</td>
<td>Section of Madrid FIR Airspace Structure.</td>
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<tr>
<td>C</td>
<td>Exchange of Flight Data.</td>
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<td>D</td>
<td>Procedures for Co-ordination.</td>
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<tr>
<td>E</td>
<td>Transfer of control and transfer of Communications.</td>
</tr>
</tbody>
</table>

LoA between LXGB ATC and SEVILLA ACC
Annex F: Contingency Procedures

2.2 These procedures shall be promulgated to the operational staff of the ATS units concerned.

3 Revisions and Deviations.

3.1 Revisions of the letter of Agreement.

The Revision of the present Letter of Agreement, including Annexes, requires the mutual consent of the signatory authorities.

3.2 Revision of the Annexes to the Letter of Agreement.

The revision of the Annexes to the present Letter of Agreement requires the mutual consent of the Signatory Authorities.

3.3 Temporary Deviations.

When necessary, the watch Supervisors of the ATS Units concerned may introduce, by mutual agreement and for a specified time period, temporary modifications to the procedures laid down in the Annexes to the present Letter of Agreement.

3.4 Incidental deviations.

Instances may arise where incidental deviations from the procedures specified in the Annexes to this Letter of Agreement may become necessary. Under these circumstances Air Traffic Controllers are expected to exercise their best judgement to ensure the safety and efficiency of air traffic.

4 Cancellation.

4.1 Cancellation of the present Letter of Agreement by mutual agreement of the respective Signatory Authorities may take place at any time.

4.2 Cancellation of this Letter of Agreement by either Signatory Authority is possible at any time, provided that the cancelling party declares its intention to cancel the Letter of Agreement with a minimum of pre-notification time of THREE (3) MONTHS before the date the cancellation is to take effect.

5 Interpretation and Settlement of Disputes.

5.1 Should any doubt or diverging views arise regarding the interpretation of any provision of the present Letter of Agreement or in case of dispute regarding its application, the parties shall endeavour to reach a solution acceptable to both of them.

5.2 Should no agreement be reached, each of the parties shall refer to a higher level of both ANSP’s, to which the dispute shall be submitted for settlement.

LoA between LXGB ATC and SEVILLA ACC
6 Validity.

This Letter of Agreement becomes effective on 2nd August 2010

Agreed By:

AENA

NATS

Andres Torrecilla Rippoll
Director of Operations

Juliet Kennedy
Director Operations (Airports)
NATS Services

Julio Martinez Molina
Head of Division
South Region

Trevor Hammond
General Manager
NATS Services Gibraltar

LoA between LXGB ATC and SEVILLA ACC

Page 3 of 3
ANNEX A

Definitions and Abbreviations.

Effective: 2nd August 2010
Revised: 

A.1. Definitions.

A.1.1. Area of common interest.

A volume of airspace as agreed between two ATS units, within which airspace structure and related activities may have an impact on air traffic coordination procedures.

A.1.2. Approval Request.

Request from ATS unit concerned for an approval of:
- an aircraft not yet airborne, whenever the flying time to the transfer of control point is less than the agreed minimum notification time, or
- an aircraft in flight intending to operate under conditions other than those described in mutually agreed procedures.

A.1.3. Expedite Clearance.

An urgent clearance request from an ATS unit to the ATS unit concerned for an aircraft in flight whenever the flying time to the transfer of control point is less than agreed minimum notification time.

A.1.4. Division Flight Level (DFL).

The flight level dividing two super-imposed areas of responsibility for the provision of ATS.

A.1.5. Known Traffic

Traffic, the current flight details and intentions of which are known to the controller concerned through direct communications or co-ordination

LoA between LXGB ATC and SEVILLA ACC
A.1.6. Release.

A.1.6.1. Release of Climb.

An authorisation from the accepting unit to climb (a) specified aircraft before the transfer of control.

Note: The transferring unit remains responsible for separation until the transfer of control.

A.1.6.2. Release Descent.

An authorisation from the accepting unit to descent (a) specific aircraft before the transfer of control.

Note: The transferring unit remains responsible for separation until the transfer of control.

A.1.6.3. Release to Turn.

An authorisation for the accepting unit to turn (a) specific aircraft before the transfer of control.

Note: The transferring unit remains responsible for separation until the transfer of control.
### Abbreviations

<table>
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<tr>
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<td>ABI</td>
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<td>Estimated Time Over Significant point</td>
</tr>
<tr>
<td>FIR</td>
<td>Flight Information Region</td>
</tr>
<tr>
<td>FLAS</td>
<td>Flight Level Allocation</td>
</tr>
<tr>
<td>FMP</td>
<td>Flow Management Position</td>
</tr>
<tr>
<td>GAT</td>
<td>General Air Traffic</td>
</tr>
<tr>
<td>ICAO</td>
<td>International Civil Aviation Organisation</td>
</tr>
<tr>
<td>IFR</td>
<td>Instrument Flight Rules</td>
</tr>
<tr>
<td>LoA</td>
<td>Letter of Agreement</td>
</tr>
<tr>
<td>MEA</td>
<td>Minimum Enroute Altitude</td>
</tr>
<tr>
<td>MFC</td>
<td>Multi Frequency Coding (Telephone System)</td>
</tr>
<tr>
<td>MNT</td>
<td>Mach Number Technique</td>
</tr>
<tr>
<td>NM</td>
<td>Nautical Mile</td>
</tr>
<tr>
<td>OAT</td>
<td>Operational Air Traffic</td>
</tr>
<tr>
<td>ORCAM</td>
<td>Originating Region Code Assignment Method</td>
</tr>
<tr>
<td>RNAV</td>
<td>Area Navigation</td>
</tr>
<tr>
<td>RTF</td>
<td>Radio Telephony</td>
</tr>
<tr>
<td>RVSM</td>
<td>Reduced Vertical Separation Minimum</td>
</tr>
<tr>
<td>SAR</td>
<td>Search and Rescue</td>
</tr>
<tr>
<td>SSR</td>
<td>Secondary Surveillance Radar</td>
</tr>
<tr>
<td>TBD</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>TCP</td>
<td>Transfer of Control point</td>
</tr>
<tr>
<td>TSA</td>
<td>Temporary Segregated Area</td>
</tr>
<tr>
<td>TWR</td>
<td>Aerodrome Control Tower</td>
</tr>
<tr>
<td>UIR</td>
<td>Upper Flight Information Region</td>
</tr>
<tr>
<td>VFR</td>
<td>Visual Flight Rules</td>
</tr>
</tbody>
</table>

LoA between LXGB ATC and SEVILLA ACC

Page A 3 of 3
ANNEX C

Exchange of Flight Data

Effective: 2nd August 2010

C.1. General.


Basic Flight Plan Data should normally be available at both units.


The transferring unit shall forward messages to the accepting unit, including current flight plan data, by telephone to the appropriate sector/position.

C.1.2.1 Verbal Estimates.

A verbal estimate shall be passed to the appropriate sector at the accepting unit at least fifteen (15) minutes prior, but not earlier than thirty (30) minutes before the aircraft is estimated to pass the TCP, and shall contain:

- COP,
- Callsign,
- SSR Code,
- ETO for the appropriate COP as laid down in Annex D to this LoA,
- Cleared flight level specifying climb or descent conditions if applicable, at the TCP.
- Requested flight level if different from cleared flight level
- Other information, if applicable.

C.1.3. Non-availability of Basic Flight Plan Data.

If the accepting unit does not have basic flight plan data available, additional information including type of aircraft, departure and destination airport, 8,33 equipment, RVSM approval, etc., has to be sent by the transferring Unit to supplement the verbal estimates.

C.1.4. Revisions.

Any significant revisions to the flight data are to be transmitted to the accepting unit. Time difference of three (3) minutes or more are to be advised.

C.2. Means of Communications and Their Use.

LoA between LXGB ATC and SEVILLA ACC

Page C 1 of 3
C.2.1. Equipment.

The following line is available between LXGB ATC and SEVILLA ACC:
- Direct speech line as primary mean of co-ordination.

C.2.2 Telephone Co-ordination.

In the event of failure of the direct speech line, exchange of flight plan data, estimates and revisions by telephone shall be carried out in accordance with the tables below:

C.2.2.1 From LXGB ATC to SEVILLA ACC.

<table>
<thead>
<tr>
<th>Receiving Sector</th>
<th>Message</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIMOS</td>
<td>Flight Data and Estimates including Control Messages, ATC Clearances, Approval Requests and Revisions.</td>
<td>Chief OPS Room: ++ 34 954 555416 ++ 34 954 555437 Supervisor: ++ 34 954 555416 ++ 34 954 555434 Controller: ++ 34 954 402 389 34 954 402 389</td>
</tr>
</tbody>
</table>

C.2.2.2 From SEVILLA ACC to LXGB ATC

<table>
<thead>
<tr>
<th>Receiving Sector</th>
<th>Message</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>LXGB ATC</td>
<td>Flight Data and Estimates including Control Messages, ATC Clearances, Approval Requests and Revisions.</td>
<td>Control Position 1 +350 20053684 Control Position 2 +350 20053676 ATC Switchboard Request transfer to a Controller +350 20053383</td>
</tr>
</tbody>
</table>

C.3. Failure of Ground/Ground Voice Communications.

C.3.1. Fall-Back Procedures for Co-ordination.

In the event of failure of the direct line and other telephone communications as detailed in 2.2.1 and 2.2.2 above, between the co-ordinating partners, co-ordination may be effected via:
- Auto transfer. See C.3.1.1.
- Recorded documented telephone line. See C.2.2.1. and C.2.2.2
C.3.1.1 Auto transfer Procedures.

a) Pilot shall be instructed, at least ten (10) minutes prior to TCP, to pass flight data on the appropriate frequency of the accepting unit for the purpose of obtaining an ATS entry clearance from the accepting unit.

b) If the accepting unit cannot issue an entry clearance to the pilot upon his initial contact, the pilot shall be instructed to inform the transferring unit accordingly via RTF.

c) The transferring unit shall hold the aircraft within its AoR and after a minimum of five (5) minutes instruct the pilot to re-establish RTF contact with the accepting unit.

d) This procedure shall be repeated until an onward clearance has been obtained from the accepting unit.

e) Auto transfer aircraft shall be transferred once established at a flight level appropriate to the route to be flown.

f) The accepting unit shall not change such flight level until the aircraft has passed the TCP.
ANNEX D

Procedures for Co-ordination

Effective: 2nd August 2010

D.1. General Conditions for Acceptance of Flights.

D.1.1. Co-ordination of flights shall take place by reference to the COP for the relevant route and in accordance with the appropriate flight levels.

D.1.2. Flights shall be considered to be maintaining the co-ordinated flight level at the TCP unless climb or descent conditions have been clearly stated by subsequent verbal co-ordination.

D.1.3. If the accepting Unit cannot accept a flight in accordance with the conditions specified above, it shall clearly indicate its inability and specify the conditions under which the flight will be accepted.

D.1.4. For any proposed deviation from the conditions specified in this Annex, the transferring unit shall coordinate with the accepting unit.

D.1.5. The accepting Unit shall not notify the transferring unit that it has established ground-air communications with the transferring aircraft unless specifically requested to do so.

D.1.6. Gibraltar ATC is responsible for traffic separation between departing traffic and the transferred arriving traffic under the unit’s control.

D.1.7. Sevilla ACC is responsible for traffic separation between the transferred departing traffic and non-transferred arriving traffic under the unit’s control.

D.1.8. Known Traffic in the Common Area of Interest which might conflict with arriving traffic or departing traffic will be co-ordinated by the units.

D.2

D.2.1 ARRIVING TRAFFIC TO LXGB:

2.1.1 Sevilla ACC will provide Gibraltar ATC with the arrival estimate at least 15 minutes before appropriate COP.

2.1.2 Arriving traffic will be transferred at or before the COP, released for descend.

2.1.3 In the case of successive arrivals, Sevilla ACC will coordinate and agree transfer conditions with Gibraltar ATC.

2.1.4- Gibraltar ATC will report to Sevilla ACC in case of "MISSED APPROACH", unless the traffic is joining the visual circuit at Gibraltar. Sevilla ACC will...
maintain successive arrivals on frequency until a new coordination can be
established for the affected traffic.

<table>
<thead>
<tr>
<th>COP</th>
<th>FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIMOS</td>
<td>90</td>
</tr>
<tr>
<td>LINTO</td>
<td>To be coordinated</td>
</tr>
</tbody>
</table>

- D.2.2. DEPARTING TRAFFIC FROM LXGB:

2.2.1 Gibraltar ATC will coordinate departing traffic with Sevilla ACC.

2.2.2 Sevilla ACC will provide Gibraltar ATC with the necessary ATC clearance,
SSR code and any other relevant information affecting departing traffic.

2.2.3 Gibraltar ATC will report to Sevilla ACC at the appropriate time in order to
obtain a Release for departing traffic.

2.2.4 Sevilla ACC will provide Gibraltar ATC, as soon as possible, the RELEASE
clearance and could modify if needed the departure ATC clearance.

2.2.5 Gibraltar ATC will request release no more than 3 minutes prior to issuing
take off clearance. Release will be void after 3 minutes and a subsequent
release should be sought from Sevilla ACC.

2.2.6 Gibraltar ATC will transfer the departing traffic after take off, at or before the
COP, released for climb, to the appropriate Sevilla frequency, proceeding as
cleared.

<table>
<thead>
<tr>
<th>COP</th>
<th>FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIMOS</td>
<td>90</td>
</tr>
<tr>
<td>LINTO</td>
<td>To be coordinated</td>
</tr>
</tbody>
</table>

LoA between LXGB ATC and SEVILLA ACC

Page D 2 of 2
ANNEX F
Other Information
Supplementary Procedures.
Contingency Procedures

Effective: 2nd August 2010
Revised: 

F.1. TYPES OF CONTINGENCY

a. Contingency Type A:
The total inoperability of the providing Air Traffic Services Unit (Sevilla ACC).

b. Contingency Type B:
The Unit providing Air Traffic Services (Sevilla ACC) has capacity enough to maintain ground/air and ground/ground communications.

c. Contingency Type C:
The Unit providing Air Traffic Services (Sevilla ACC) in addition to having ground/air communications to the specified minimum contingency type B, radar data available.

F.2. CONTINGENCY PROCEDURES

a. SEVILLA ACC SUPERVISOR

b. LXGB ATC SUPERVISOR

c. As soon as the contingency situation at SEVILLA ACC starts all the operating procedures will be coordinated between the Supervisors of the both ATC Units.

1º To ask for extra Slots through Sevilla ACC.

2º To require Approval Request.

LoA between LXGB ATC and SEVILLA ACC
Operational Agreement
Gibraltar Port Authority and RAF Gibraltar

Abbreviations
ANSP  Air Navigation Service Provider
AO    Aerodrome Operator
AOOT  Anthem of the Seas
ATC   Air Traffic Control
ATCO  Air Traffic Control Officer
BGTW  British Gibraltar Territorial Waters
ETA   Estimated Time of Arrival
ETD   Estimated Time of Departure
GPA   Gibraltar Port Authority
GVTS  Gibraltar Vessel Traffic Services
MATS  Manual of Air Traffic Services
RAF   Royal Air Force
R/T   Radio Telephony
VCR   Visual Control Room

Introduction
With the location of RAF Gibraltar adjacent to the Bay of Gibraltar, a busy shipping area, there is a need to identify and mitigate against any safety implications on aircraft created by the movement of shipping. Additionally, the movement of helicopters from motor yachts or vessels within British Gibraltar Territorial Waters must be carefully co-ordinated by ATC and GVTS.

Purpose
The aim of this procedure is to establish a safe system of operation between the Gibraltar Port Authority and RAF Gibraltar.

GVTS Schedule and execute the movement of vessels.

This Operational Procedure is the source document from which the MATS Part 2 derives the procedures to be followed.

NATS Services is responsible for the publication of procedures in the MATS part 2.

Any additional agreements with outside agencies shall be in accordance with this agreement.

Management of the Agreement
The AO is responsible for obtaining agreement of operating practices with the GPA. The AO shall consult with NATS regarding the impact to ATC service of any representations or proposed changes made by the GPA. Copies of any agreements shall be provided to NATS Services.

Definitions
For the purpose of this document the following definitions apply:

Air Draught  Distance from waterline to the top of all structures and fittings.
Large Vessel  Vessel with an air draught equal to or exceeding 45m (149 ft) and in communication with GVTS.

22/06/2015  Page 1 of 7  Issue 6
No Anchoring Zone
The Area immediately to the west and to the east of the Aerodrome and delineated on Admiralty Charts as a No Anchoring Zone (see Appendix 1).

Restricted Area
The area immediately to the West of the Aerodrome and defined on the Admiralty Charts as a Restricted Area (see Appendix 1).

Vessel
Vessel with an air draught equal to or exceeding 10m (66 ft) and in communication with GVTS.

1. Vessels in the Restricted Area
The passage of Vessels within the Restricted Area must be appropriately monitored and the ATC operation managed by NATS.

Where there is doubt as to whether such shipping has entered the Restricted Area, the vessel will be assumed to have entered the Area.

The occurrence of such Vessels during airport operational hours is rare but in order to facilitate movements, the following procedures have been agreed.

1.1 General Procedures
a) ATC will email the schedule of civilian aircraft movements each morning to GVTS as part of its opening checks to email address ops@port.gov.gi. This is for information only and is not intended to place any additional burden of responsibility on GVTS.

b) ATC will pre-note the VTS Manager on 56001731 when military exercises are expected to take place for information purposes and to convey an appreciation that the number of aircraft movements will be significantly greater than normal. This call should provide 24hrs notice.

c) All Captains of Vessels subject to a Pilot Exemption Certificate will receive a briefing from the GPA which will include information on the Restricted and No Anchoring Zones prior to the issue of the certificate.

d) Where a Vessel is anchored in a manner where any part of the vessel is within the restricted Area and where the vessel is judged likely to affect aircraft operations, ATC shall contact GVTS by telephone on number +35057334000, requesting that the vessel be moved and providing timings of the next expected aircraft movement.

e) Vessel movements are monitored by the GVTS by GPA Officers who are in R/T contact with the vessels.

f) Vessels that enter the Restricted Area, which are unable to be sequenced between aircraft movements at RAF Gibraltar will result in a cessation of aircraft movements until such time as the vessel has transited the Restricted Area. Departures from Runway 09 may be permitted.
Operational Agreement RAF Gibraltar and Gibraltar Port Authority

2. Large Vessels in the No Anchoring Zone

Large Vessels transiting the No Anchoring Zone may interfere with airfield operations. GVTS shall contact ATC at least 20 minutes in advance of a transit using telephone number +35020053383. The Tower ATCO and RAF Air Operations are to be informed.

Where a Large Vessel is anchored in a manner where any part of the vessel is within the No Anchoring Zone and where the vessel is judged likely to affect aircraft operations, ATC shall contact GVTS by telephone on number +35057334000, requesting that the vessel be moved and providing timings of the next expected aircraft movement.

GVTS shall try and arrange for potentially disruptive vessel movements to be made out of airfield operational hours.

Details of vessels with an air draught of 45 metres or more which are scheduled to berth at the North Mole Western Arm must be notified to Gibraltar ATC by GVTS 24 hours in advance of their ETA and ETD. Gibraltar ATC must also be notified immediately of any updates to the ETA or ETD of these vessels should they be subject to change.

3. Anthem of the Seas

AOTS has been authorised to use an extendable gondola situated at the top of its superstructure under the following specific conditions anytime that it is at, or within 400m of, the berth at North Mole.

a) ATC shall receive specific notification from the GPA for days on which AOTS is in port and intending to operate its gondola. This notice may form part of the standard 24hrs notice for vessels over 45m but must make additional reference to use of the gondola.

b) VTS shall contact ATC 30 minutes prior to the first use of the Gondola that day to seek specific approval from the Tower ATCO. This same notice shall be provided if AOTS intends to operate its Gondola within 400m of its berth. Once this initial approval is given by ATC, the gondola may be operated subject to these further provisions.

c) ATC shall contact VTS 30 minutes prior to the black or red times of an arriving aircraft, or from the time a departing aircraft calls for pushback until 15 minutes after its departure, requesting the gondola be lowered into the resting position and any further use ceased.

d) Once an aircraft has landed or 15 minutes after a departure ATC shall contact VTS to permit the gondola to resume activity.
e) No aircraft may be cleared to land or take off if communications have not been established between ATC and VTS or if an ATCO is in any doubt that gondola activity has ceased.

f) In order to avoid unnecessary operational distraction, ATC may apply a degree of discretion on timings where it appears times between aircraft movements will not permit use of the gondola.

4. Helicopter Movements from Motor Yachts and Civilian Vessels in BGTW

Some large motor yachts or vessels may be equipped with helicopters and any requests for their movement either on or off the vessel must be managed to ensure flight safety, the safety of other vessels and of the public.

The Civil Aviation (Rules of the Air) Regulations 2009 Section 6 (a) (ii) allow for take-offs from motor yachts and provides exemption from the 500ft low flying rule “when landing and taking-off in accordance with normal aviation practice or air-taxiing”.

For the purpose of this Regulation a helicopter being operated from a motor yacht or civilian vessel when in BGTW in order to transfer personnel from the yacht to an approved landing site, or vice versa, constitutes normal practice; helicopter captains will be expected to operate to their own operations manual, to have adequate separation from other vessels and to liaise with Gibraltar ATC to ensure deconfliction from aircraft operating into or out of the Airport.

Within Gibraltar, only RAF Gibraltar or another vessel located in accordance with the provisos set out below constitutes an approved landing site unless specific written permission for the use of an alternative site has been issued by the Regulator and notified in writing to both the Port Authority and ATC.

Helicopter operations from inside the marinas within Gibraltar are not considered normal aviation practice and will not be authorised.

Motor yachts or vessels requesting permission from GVTS for helicopter movements should be passed to Gibraltar ATC with the proviso that they must move into clear waters away from other vessels, areas of population and hazardous areas such as yacht refuelling facilities.

Should the initial request for a helicopter movement be received by ATC, contact must be made with GVTS to advise them of the intended flight and to ensure deconfliction from vessels operating or anchored in the vicinity of the launch area.

5. Seaplanes

Seaplane landings and take offs are not permitted inside the harbour or marinas.

Seaplanes requesting permission from GVTS to take off or land within BGTW should be passed to Gibraltar ATC with the proviso that they must move into clear waters away from other vessels, areas of population and hazardous areas such as yacht refuelling facilities.

22/06/2015  Page 4 of 7
Should the initial request for a seaplane movement be received by ATC, contact must be made with GVTS to advise them of the intended flight and to ensure deconfliction from vessels operating or anchored in the vicinity of the take off or landing area.

Seaplane captains will be expected to operate to their own operations manual, to have adequate separation from other vessels and to liaise with Gibraltar ATC to ensure deconfliction from aircraft operating into or out of RAF Gibraltar.

6. Aircraft Emergency Response at Sea

JSP425 Volume 3, Leaflet 02 paragraph 24 requires that the airfield provide an aircraft rescue capability to a radius of up to 1000m from the airfield boundary at sea. It is agreed that the discharge of this capability is provided by the Gibraltar Port Authority as detailed in the Gibraltar Air Crash Response Plan.

7. Contacts

**ATC**
- Switchboard: +35020053383
- ATC Watch Supervisor: +35020058276
- ATC General Manager: +35020053357
- ATC Emergency Line: +35020053333

**RAFAA**
- Operations: +35020053352
- Operations Duty Mobile: +35020053353
- Operations Duty Mobile: +35056467000

**GVTS**
- Duty Port Officer: +35057334000
- VTS Manager: +350 56001731
- Switchboard: +350 20046254
- Emergency Number: +35020061743

22/06/2015
Appendix 1 - Extract from Admiralty Chart 1448 (Dated 15 July 2010)

Crown Copyright United Kingdom Hydrographic Office

22/06/2015
Operational Agreement RAF Gibraltar and Gibraltar Port Authority

Issue 6 of this agreement becomes effective on 22nd June 2015 and is valid for 5 years.

Agreed By

RAF Gibraltar

Gibraltar Port Authority

Wing Commander Greg Smith
Station Commander

Commodore Bob Sanguinetti
Captain of the Port of Gibraltar

22/06/2015
Page 7 of 7
Issue 6
Operational Agreement
Ocean Village Marina and RAF Gibraltar

Copy Number | Location
--- | ---
1 | Royal Air Force Operations
2 | Ocean Village Marina
3 | Air Traffic Control

Abbreviations

ANSP: Air Navigation Service Provider
AO: Aerodrome Operator
ATC: Air Traffic Control
MATS: Manual of Air Traffic Services
OLS: Obstacle Limitation Surface
OVM: Ocean Village Marina
RAF: Royal Air Force

Introduction
With the location of OVM adjacent to RAF Gibraltar, there is a need to identify and mitigate against any safety implications to aircraft created by the berthing of vessels within the Marina and penetrating the OLS of the airfield.

Purpose
The aim of this agreement is to establish a safe system of operation between OVM and RAF Gibraltar.

Ocean Village Marina plan the arrangements for the berthing of vessels within the Marina.

This Agreement is the source document from which the MATS Part 2 derives any procedures to be followed by ATC.

NATS Services, as the ANSP, is responsible for the publication of procedures in the MATS part 2.

Any additional agreements made by the signatories to this document with third parties not subject to this agreement shall, where appropriate, be in accordance with this agreement.

Management of the Agreement
The AO is responsible for obtaining agreement of operating practices with OVM. The AO shall consult with NATS regarding the impact to ATC service of any representations or proposed changes made by OVM. Copies of any agreements shall be provided to NATS Services.

Definitions
For the purpose of this document the following definitions apply:

Air draft: Distance from waterline to the top of all structures and fittings.
1. Berthing Plan

OVM is responsible for producing a plan of the Marina which clearly indicates which vessels may be berthed in which locations so as to account for their respective air drafts, ensuring that under normal circumstances, the plan provides that no berthed vessel shall penetrate the OLS of the airfield.

The plan is included as Appendix 1 to this agreement.

OVM is responsible for vessels operating in compliance with the plan produced.

2. Exceptions

From time to time OVM may receive requests for vessels to berth which would not conform to the berthing plan. While these occasions shall not be routinely planned, it is recognised that they might occur. The AO is to be contacted immediately on receipt of such a request by OVM to provide notice of these occurrences and allow appropriate notification to airmen to take place. Where the AO is not available then OVM should liaise directly with ATC.

In all such circumstances the AO retains the right to refuse such permission should the request be deemed to pose a significant hazard to aviation.

Contacts

**ATC**
- Switchboard +35020053383
- ATC Watch Supervisor +35020053276
- ATC General Manager +35020053357
- ATC Emergency Line +35020053333

**AO**
- Operations +35020053352
  +35020053353
- Operations Duty Mob +35056467000

**OVM**
- Director: Ed Allison-Wright +447762746380
- Director: William Bowman +447815892688
- Manager: Karl Bisset +35020073300
  +35056463000
- Pier Master: Brian Young +35020073300
- Glenn Escalona Mob +35058009812
- Fax +35020042656

Agreed By

Wing Commander John Kane
Station Commander

For and on behalf of
RAF Gibraltar

For and on behalf of
Ocean Village Marina

05/07/19
Operational Agreement
Gibraltar Sports and Leisure Authority and RAF Gibraltar

Abbreviations
AO        Aerodrome Operator
ATC       Air Traffic Control
ATC WM    Air Traffic Control Watch Manager
BSC       Bayside Sports Centre
ETA       Estimated Time of Arrival
ATD       Actual Time of Departure
GJBS      Gibraltar Joinery and Building Services
MADS      Manual of Aerodrome Design and Safeguarding
NATS      National Air Traffic Services
GSLA      Gibraltar Sports and Leisure Authority

Introduction
With the proximity of the Bayside Sports Centre (BSC) to RAF Gibraltar, specifically the runway, it is recognised that certain activities may take place within the BSC which have a direct impact on the safe operation of aircraft at the Airfield.

Purpose
The aim of this agreement is to establish a safe system of operation between the GSLA and the Airfield in areas of mutual interest.

The key areas of mutual interest are:
1. Perimeter fence between the BSC and the Airfield
2. Operation of cranes within the BSC
3. Floodlight use at the hockey pitches within the BSC

It may be deemed necessary by either the AO or GSLA management to amend this document by mutual agreement. Any additional agreements made with third parties shall be in accordance with this agreement.

Management of the Agreement
The AO is responsible for obtaining agreement of operating practices with the GSLA. The AO shall consult with NATS regarding the impact to ATC service of any representations or proposed changes made by the GSLA. Copies of any agreements shall be provided to NATS Services.

Definitions
For the purpose of this document the following definitions apply:
1. Perimeter Fence
   a) Maintenance of the perimeter fence is the responsibility of the GSLA.
   b) Inspection of the perimeter fence for defects is primarily the responsibility of the GSLA, however, the airfield will conduct routine visual inspections of the fence and report any defects found to the GSLA.

13 November 2015

Issue 2
Page 1
c) Any planned maintenance scheduled to take place on the fence, which may involve the removal of sections of the fence shall be notified to the airfield with at least 7 days notice. Timings of works and security requirements shall then be agreed between the two agencies prior to commencement of works.

2. Operation of Cranes

a) The operation of any mobile crane anywhere within the BSC shall be subject to coordination with and approval from the AO.

b) The GSLA should notify the AO of the request for such activity at the earliest opportunity in order for the request to be facilitated with minimum delay. In any event, at least 4 hours notice of the activity should normally be provided. Where it is not possible to contact the AO, ATC may be contacted directly.

c) The AO will coordinate with ATC and may delegate the function of approving the operation to the ATC WM.

d) Both the AO and ATC will make best endeavour to facilitate such requests made by the GSLA. This shall be achieved by notifying the GSLA of where opportunities within the flying programme exist to allow the use of mobile cranes. The use of mobile cranes will not normally be permitted while flying is in progress.

e) Flying shall be considered to be in progress from 30 minutes before any aircraft ETA until it lands and from the time an aircraft starts engines for departure until 15 minutes after its ATD.

f) Nothing in this document prevents an ATCO from passing information to an aircraft Captain where deemed necessary in the interest of flight safety.

3. Hockey Pitch Floodlights

a) The hockey pitch floodlights adjacent to the Airfield penetrate the obstacle limitation surface of the runway and have been designed to fold to mitigate this hazard. It is the responsibility of the GSLA to ensure that the floodlights shall always be in the folded position during aircraft movements.

b) The GSLA will co-ordinate use of the Hockey Pitch floodlights using the latest commercial flight schedule as provided by ATC. Notwithstanding, ATC shall provide the GSLA with a daily list of aircraft movements outside those in the pre-existing commercial aircraft schedule. The GSLA will need to adjust/cancel hockey pitch schedules daily should the need arise depending on the information provided. It should be noted that aircraft times may still vary and confirmation that there is no flying to take place must be received prior to operation of the floodlights.

c) If the floodlights require lowering ATC will notify the BSC Centre Manager of this requirement at the earliest opportunity. This will normally be no later than 20 minutes prior to an aircraft movement.
d) ATC will have the capability to lower the floodlights remotely. This facility should only be used in cases of emergency or where communications between the airfield and the BSC have failed. The Health and Safety of those in the vicinity of the floodlights remains the responsibility of the GSLA at all times.

e) After being lowered, the GSLA should once again seek permission from ATC prior to raising the floodlights again.

4. Contacts

**ATC**
- Switchboard: +35020053383
- ATC Watch Supervisor: +35020053276
- ATC General Manager: +35020053357
- ATC Emergency Line: +35020053333

**AO**
- Operations: +35020053352
- Operations Duty Mobile: +35056467000

**Gibraltar Sports and Leisure Authority**
- Centre Manager: +35058007539/58008897
- Assistant Facilities Manager: +35054005080
- Head of Facilities, Sports Development and Training: +35054804000
- Chief Executive Officer: +35056587000

Issue 1 of this agreement becomes effective on 13 November 2015.

Agreed By

**RAF Gibraltar**

[Signature]

**GSLA Management**

[Signature]

Wing Commander
Station Commander

13 November 2015
ANNEX G: AERODROME WAIVERS, EXEMPTIONS & AAMC

Air Vice-Marshall M A Clark
MBA BSc(Eng) CEng FRAeS FIET RAF
Director (Technical)

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Wg Cdr J Holland
Station Commander
RAF Gibraltar
BFPO 52

20130812-Exemption GIB Ident Beacon-U

28 August 2013

Dear Station Commander,

MAA FORMAL AUTHORISATION OF EXEMPTION APPLICATION (MAA/EXEMPTION/2013/06) – REMOVAL OF AERODROME IDENTIFICATION BEACON

1. Your staff sought approval of an Exemption to meet the regulatory requirement to provide an aerodrome identification beacon (IB) for aerodromes intended for use at night.

2. The comprehensive safety assessment included with the request considered the risk of removing the Gibraltar IB and included supporting comments from ATM Force Command. I note that the current location of the IB is non-compliant with the MRIP and the IB has been unserviceable for sometime. I note also that the unique geographic position and topography of Gibraltar, as well as the provision of radar monitoring for visual approaches, ensures mis-identification of the aerodrome is unlikely. Therefore, I am content to approve a Regulatory Exemption from the requirements of RA 3016(3).

3. Removal of the Gibraltar IB must be included on the Gibraltar aviation risk register and should be detailed within the Gibraltar Defence Aerodrome Manual. Any changes to details concerning this Exemption approval should be immediately notified to the MAA.

Copy to:
AOBM

2. RA 3016(3) and MADS Chap 6 Para 25 (Table 4-6) and 26.
MAA FORMAL AUTHORISATION OF WAIVER APPLICATION (MAA/WAIVER/2014/40) – RUNWAY LONGITUDINAL SLOPE NON-COMPLIANCE

1. RAF Gibraltar sought¹ approval of a Waiver against the published requirements for Runway Longitudinal Slopes². The RAF Gibraltar Runway Resurfacing Project commencing in Sep 15 will deliver an improvement to the current Longitudinal Slope Non-Compliance; however, it is recognised that full compliance will not be achieved.

2. The unit are to be commended for the comprehensive safety assessment submitted, which included supporting comments by key stakeholders³ and acceptance by relevant Aviation DH’s that all identified risks are ALARP. Furthermore, it is noted that, due to operational constraints, the works are limited to overnight closures and that achieving full compliance under these conditions is neither feasible or cost effective. It is also noted that other work being undertaken as part of the Runway Refurbishment project will include an upgrade to the Runway Surface through utilising Grooved Marshal Asphalt and that improvements to the Aerodrome Ground Lighting will also be made. Therefore, having considered the submission in detail, I am content to approve a Regulatory Waiver from the requirements of Regulatory Article 3016(3), Military Aerodrome Design and Safeguarding Criteria.

3. Notification of the Runway Longitudinal Slope Non-Compliance should be recorded on appropriate Risk Registers, included within the appropriate flight information publications and incorporated into the RAF Gibraltar Defence Aerodrome Manual. This Waiver is valid until 1 Jan 2035 or until a full Runway Resurfacing is carried out, whichever is the sooner. Stn Cdr RAF Gibraltar is to review this Waiver at least one month prior to the expiry date. Any changes to details concerning this Waiver approval should be immediately notified to the MAA.

Copy to:
JFC – Def Res
ATM Force Cdr – Dep Cdr

¹ Gibraltar dated 10 Jun 14
² Regulatory Article 3016(3), Military Aerodrome Design and Safeguarding Criteria and the Manual of Aerodrome Design and Safeguarding Chapter 4 Table 4-1 Runway Longitudinal Slopes.
³ ATM Fce Cdr, RAF Gibraltar SATCO, Government of Gibraltar Director of Civil Aviation, 1 & 2 Gp STARS, JFC Infrastructure Overseas Works and DIO Head of Airfield Pavements.
MAA AUTHORITY OF EXTENSION TO WAIVER MAA_AWE_2015_024

1. Your staff requested an extension to MAA_AWE_2015_024 relating to reduced Runway End Safety Area (RESA) length during the tunnel construction project.

2. I understand that the completion of the project has been delayed owing to circumstances outside the control of RAF Gibraltar, but that all Stakeholders remain content with the hazard analysis, which is unchanged by the project delay.

3. I am therefore content to approve an extension to the Waiver until 31 Dec 19 as requested. Details of this extension must be appended to existing promulgated information about the RESA and associated Waiver.

Copy to:

JFC DACOS JCOS
1 Gp BM Force Cdr

1 Email: 20180920-MAA Waiver Extension.
ANNEX H: NOISE ABATEMENT PROCEDURES

1. **Ground Running of Air System Engines.** Ground running of air system engines is only permitted when both ATC and the AFRS are operational.

2. **Idle Powered Engine Runs.** Low powered engine runs at idle power may be permitted at any time the aerodrome is open subject to the following conditions:
   a. ATC are advised. ATC will advise the AFRS.
   b. Air systems are parked on concrete.
   c. The air system remains in RT contact with ATC during the engine run.
   d. A ground handler is in attendance at all times and is responsible for ensuring that there is no damage to persons or property, and that vehicle movements behind an air system on the civilian apron MT route are stopped.
   e. ATC are advised when the engine runs are completed.

3. **Engine Runs Using Above-Idle Power.** Engine runs above idle power are normally only permitted between 0800 and 2300 hrs local. There are no dedicated engine run-up areas. High powered engine runs outside this period may only be carried out when operationally essential and with the approval of the Stn Cdr/RAF DO. The following conditions are to be applied:
   a. Engine runs do not interfere with other air system movements.
   b. ATC are advised. ATC will advise the AFRS.
   c. The air systems are parked on the runway threshold with the tail of the air system pointing out to sea.
   d. The air system remains in RT contact with ATC during the engine run.
   e. ATC are advised when the engine runs are completed.
ANNEX J: PORTABLE AIRCRAFT ARRESTOR GEAR (PAAG)
MAINTENANCE AND OPERATING ORDERS

References:
A. AP119J-1400-2(R).
B. DAP119J-1408-12.

1. It is a requirement of Reference A that PAAG operation is restricted to TG5 (GTM) personnel holding the Trade Qualification Annotation (TQA), Q-GE-PAAG.

2. Engagement. Post engagement of the PAAG, under certain conditions it may be found that the air system hook is still connected to the cable and will require disengaging by an Air System Recovery Party. The procedure for disengaging an air system from the cable is detailed at chapter 2-2 of Reference B.

3. Composition of Air System Recovery Party. The recovery of an air system and restoration of the PAAG system will be carried out by:
   a. Duty Crash Crew. The Crash Crew Commander is in charge of the incident and is responsible for ensuring that the air system is safe prior to being approached by the Air System Recovery Team.
   b. Air System Recovery Team. The Air System Recovery Team is responsible for, either, moving the air system to be provided by the detachment.
   c. PAAG Restoration Team. Provided by 5001 Sqn, the PAAG Restoration Team is responsible for recovering the arrester cable back to its original position, and ensuring serviceability of the system.

4. Initial Response. Once informed by ATC that a PAAG engagement has taken place, or is imminent, the Recovery Team Leader is to assemble the Recovery Team at the engagement end of the Runway. The recovery team radio is to be monitored on the ATC frequency at all times. Once on site, and cleared by the Crash Crew Commander, the team will carry out the procedures listed at Chapter 2-2 of Reference B.

5. Safety Precautions. The following safety precautions are to be observed at all times:
   a. Extreme caution must be exercised when approaching an air system that has been arrested and is still attached to the cable. At the end of the arrest cycle, the cable system tapes will stretch by at least 10%, and if the air system is braked or cannot roll back, this tension must be released before attempting to disengage the air system.
   b. Under no circumstances are personnel to enter the ‘V’ formed by the air system hook and the cable that stretches to the tapes.
   c. The nylon tape will be rendered unserviceable if a vehicle drives over a fold in the tape. Vehicles are only to cross a tape when attending a genuine emergency, and in this situation a section of tape that lies flat on the runway or surrounding area is to be chosen. If a driver crosses a fold in the tape, the fact is to be reported to ATC immediately, in order that the tape can be replaced.
d. There is a danger that the cable may jam in the air system hook. This is particularly likely to happen when an air system with a narrow hook throat engages one of the thicker diameter cables used on PAAG. Personnel are not to approach or touch the cable until it can be clearly seen that the tension has been released, equally, on both sides of the air system.

6. **Recovery Procedures.** The Crash Crew Commander retains overall control of the incident. Under his control, the Air System Recovery Team and PAAG Restoration Team are to be aware of the requirements of the following situations:

   a. **Air System with Hook Raising Facility.** Under normal circumstances, when the air system disengages itself from the cable, the Crash Crew Commander will instruct the pilot, “Hook up”. Once the hook is raised the pilot will be advised, “Clear to taxi”, by the Crash Crew Commander. Should the air system be unable to taxi under its own power, the pilot will be instructed to “Shut down” the air system engines and it will be towed away by the Air System Recovery team in accordance with Reference C.

   b. **Air System without Hook Raising Facility.** Under normal circumstances, when the air system disengages itself from the cable, the Crash Crew Commander will instruct the pilot to “Shut down” the air system engines. The Crash Crew Commander is responsible for securing the hook prior to the air system being towed away by the Air System Recovery Team.

7. Should the air system require disengaging from the cable, the Air System Recovery Team Leader is, when directed by the Crash Crew Commander, to:

   a. Confirm the armament state of the air system.

   b. Confirm that the air system brakes are applied.

   c. Chock the nosewheel of the air system.

   d. Attach the towing arm to the air system and ensure that all appropriate safety pins/ground locks are fitted as necessary.

   e. Ensure that no personnel are behind the air system or inside the ‘V’ formed by the PAAG cable.

   f. Remove the chocks.

   g. Ascertain that the air system is safe to move.

   h. Instruct the pilot or brakeman to release the air system brakes.

   j. Direct the tractor to push the air system rearwards, until there is sufficient slack in the system to allow the cable to be removed from the air system hook. Under no circumstances are mechanical aids to be used to remove the cable from the hook, unless such aids have been approved by HQ Air.

   k. Ensure that the arrester hook is stowed/secured.
I. After consultation with the air system pilot and Crash Crew Commander, either tow the air system back to the dispersal or remove the towing arm and allow the air system to taxi away under its own power.
ANNEX L: MANOEUVRING AREA SAFETY & CONTROL ORDERS

1. **Personal Protection.** The following items of personal protective clothing are mandatory:

   a. **High Visibility Clothing.** All personnel must wear a high visibility waistcoat, jacket or equivalent when airside and outside of any building. When worn, the waistcoat or jacket must be properly fastened to provide maximum prominence to the front and rear of the garment. High visibility clothing must be manufactured to the recognised British Standard BS EN 471:2003.

   b. **Ear Protection.** All personnel must wear ear defenders when airside and around an air system with engines running.

   c. **Foot Protection.** All personnel are required to wear safety shoes when airside during all operations.

2. **Chocking.** The following procedures apply to chocking:

   a. **Overheated/ smoking brakes/ undercarriage.** If notified of such problems do not attempt to approach the air system until advised it is safe to do so by the fire service.

   b. **Removing chocks.** Never remove the chocks from the air system without the permission of the headset operator.

   c. **Placing chocks.** Never place your hand between the chocks and the air system tyre.

   d. **Vehicle and equipment positioning.** No vehicles or equipment are to approach an air system until the chocks are in place.

   e. **Minimum chocks requirement.** Two chocks on the nose wheel; one chock forward and one aft of the same nose wheel-in contact with, but not forced hard against the wheel. Two chocks on the inner wheels of the main landing gear; two forward and two aft of the same wheel.

   f. **Storage.** After removal, chocks must be returned to the designated storage area.

3. **Civil Apron.** Air system stands on the Civil Apron are predominantly of a Taxi-In-Push-Out layout, requiring the air system to be pushed out by a tractor or tug on departure. For this to happen safely a set of rules and procedures must be understood by all concerned, and followed correctly.

   It is the responsibility of the tug drivers to ensure that:

   a. The tow vehicle, tow bar and associated equipment are serviceable for use and that towing is in accordance with Gibair Company procedures. (Headset, Towing and Pushback Manual QMS-MAN-1-001).
b. Whilst towing in confined areas or around air system or other obstacles, the tug driver is responsible for wing tip clearance or assisted by a designated wing walker, in accordance with Rule 42 of the Air Navigation Order.

c. When air systems are to be moved during periods of bad visibility or at night, the air system must be adequately illuminated at each extremity, i.e. navigation lights ‘on’ and the tractor must display headlights and an anti-collision beacon.

d. ATC permission must be obtained before all air system tows.

4. **Pushbacks.** The following conditions apply to all pushbacks:

   a. Pilots must get the clearance for pushback from ATC before giving the okay to push back to the Push Back Crew.

   b. Pilots must inform ATC if they do not have communication with the push back crew.

   c. In cases where communication does not exist, Gibair will be advised to send out the push back crew.

   d. The standard pushback is now an ‘L’ shaped push to abeam the next stand, unless ATC request a ‘long’ push to accommodate an inbound air system onto a certain stand.

   e. ATC are advised of parking stands by Gibair.

   f. Any information given as part of the pushback instruction that relates to the direction in which an air system must be facing (for example "facing west") is applicable to the air system and not the pushback tug.

   g. The procedures provided herewith cover all designated stands excluding the North and South Military aprons.

   h. Prior to commencing the push, a positive confirmation must be made between the air system commander, the headset operative and the pushback tug driver concerning any specific details of the pushback instruction.

   i. Should there be a requirement for a military air system to utilise the civilian dispersal, these procedures still apply, however, the aircraft will be handled by AGSU.

5. **Cross Bleed Starts.** Cross Bleed / Coupled engine starts on the Civil Apron may be approved by ATC subject to the following conditions:

   a. The air system Captain confirms that the ground handling staff will ensure that the area behind the air system is clear of personnel and equipment.

   b. The ground handling staff are observed by ATC to have closed the MT route across the civil apron behind the air system starting.

   c. ATC stops air system movements on taxiway Bravo behind the air system starting.

6. **Stand Specific Procedures.** Stand-specific pushback procedures are published by Gibair in the form of a table showing the stand and the specific manoeuvres to be followed for that stand.
Where applicable, there are variations according to air system type. These specific procedures comply with the generic rules given elsewhere in this instruction. This table is a ‘live’ document that will be updated regularly due to temporary and permanent changes that occur from time to time, due usually to airside works in the vicinity. When a revised table is produced it will be promulgated in this document. It is essential that all organisations involved in pushbacks ensure that they are in possession of the current version.

7. Pushing to Apron Areas. For ‘push and park’ at apron locations the air system is to be pushed back as per normal operations and will taxi on its own accord to the designated apron where a marshaller will be waiting to signal the air system in and, if required, reposition the air system for a self-manoeuvring departure. It is advisable to also have a wing walker on the apron as a precautionary measure to help guide the air system in a blind spot. Once the air system has been positioned, the ground crew should ensure the stand area is clear of FOD, equipment and obstacles. When air systems are repositioned to apron areas due to unforeseen circumstances, the following procedures are to be followed:

a. Air systems should have the parking brake set (some operators also require the air systems to be chocked). In such cases, the handling agent should advise the flight crew that the air systems has been chocked on arrival at the push and park stand.

b. This can be done via the headset communication system, or using recognised hand signals.

c. The ground crew must be satisfied the flight deck understand the air system has been chocked.

d. The use of chocks is prohibited at ‘remote holding locations’ or on taxiways.

e. If the air system has been chocked, an engineer or ground crew member must be present for engine start at apron locations.

f. Start-ups are to be conducted only after the Handling Agent has inspected the stand and its vicinity for equipment and personnel who may be affected by jet blast.

g. Pilots are to call for start-up as per normal published procedures but to state clearly to ATC on first call that they are parked ‘nose-out’.

h. Upon receipt of taxi clearance air systems may taxi directly off stands using minimum breakaway power.

8. GibAir Training. The following section stipulates the relevant training to be completed by GibAir employees.

a. Ramp Safety Training. Regulatory requirements dictate that Ramp Safety Training be given to employees carrying out any type of ramp functions every 36 months. Gibair is committed to meeting this requirement. This will ensure employees receive this mandatory training in good time. Training is regulated under the Gibraltar Civil Aviation Act 2009 and is carried out under the guidance of the UK Civil Aviation Authority CAP 642 Airside Safety Management and the recommendations of IATA Airport Handling Manual. The syllabus includes the following subjects:

(1) Potential Hazards on the Apron.
(2) Vehicles Striking air system and/or people.
(3) Hazards to passengers and staff on the Apron.
(4) Moving Air system.
(5) Engine Hazards
(6) Fall and falling objects.
(7) Manual Handling.
(8) Human Factors.
(9) Incident reporting.
(10) Work Equipment (including machinery).
(11) Slips and trips.
(12) Foreign Object Damage.
(13) Personal Protective Equipment.
(14) Correct Driving procedures/precautions.
(15) Electrical Hazards.
(16) Adverse weather conditions.

Examinations have a minimum pass mark of 80%. Any employee failing to obtain the minimum pass mark will be asked to undertake the exam again. If a second failure is achieved, that employee will not be considered suitable to perform his work functions within the minimum safety requirements. Failure to remove this employee from his work functions could result in having an employee who is a danger, not only to themselves, but to their work colleagues and clients. New employees will undergo the full ramp safety course before commencement of any work activities.

b. **Dangerous Goods Training.** It is mandatory for this training to be carried out every 24 months. Gibair is committed to meeting this target. New entrants will undergo the full course before commencing any work activities. Training is regulated by Gibraltar Civil Aviation (Dangerous Goods) Regulations 2009 and is based on the guidance provided by UK Civil Aviation Authority CAP 483 Training in the Safe Transport of Dangerous Goods by Air. All employees receive training which is relevant to their responsibilities as per Table 1

Content of Training Courses in CAP 483. Mandatory topics include:

(1) General Philosophy; Limitations
(2) General requirements for shippers
(3) Classification
(4) List of Dangerous Goods
(5) General Packing Requirements
(6) Packing Instructions
(7) Labelling and marking
(8) Shippers Declaration and other relevant documentation
(9) Acceptance Procedures
(10) Recognition of undeclared Dangerous Goods
(11) Storage and loading procedures
(12) Pilots Notification
(13) Provisions for passengers and crew
(14) Emergency Procedures

Examinations will have a minimum pass mark of 80% and marking will be done strictly based on accuracy and understanding. Staff failing to obtain the minimum pass mark will be asked to undertake the exam again. If a second failure is recorded, that employee will not be considered suitable to perform their work functions within the minimum safety or regulatory
requirements. Failure to do this could result in having a staff member who is a danger, not only to themselves, but to their work colleagues and clients.

c. **Ground Service Equipment Training.** Carried out tri-yearly as complementary to, and interfacing with, the Ramp Safety course. The objective is to ensure employees are fully competent to operate all the Ground Handling Equipment they are certified to work on and do so within the parameters of the manufacturers operating instructions and/or the findings of a risk assessment carried out on that equipment. Employees will be asked to demonstrate their ability to operate the different equipment and conform to all safety criteria. If successful, they will be given a certificate of competence which permits them to operate that particular equipment. This certificate will show type of vehicle authorised, name, date of training and expiry date. Training is based on CAA Cap642 Airside Safety Management guidelines and IATA AHM Airside Management and Safety.

d. **Miscellaneous Training.** Other training that relevant GibAir and AGSU employees are required to complete is as follows:

1. **Marshalling Training.** This consists of training in the correct marshalling signals between an operator and an air system commander. The signals are based on established international standards as specified in the IATA Airport Handling Manual AHM631-Air system marshalling and regulated by Gibraltar Civil Aviation (Rules of the Air) Regulations 2009. This course is practical and consists of staff demonstrating their abilities and knowledge in marshalling an air system onto a parking position. It is carried out every 24 months.

2. **Triple “A” Training.** This is a mandatory course for all airport handling employees as dictated by the UK DfT and consists of staff training in accounting and authorising of hold baggage. This course ensures that employees are fully versed in the rules and regulations required for the safe carriage of baggage on air system. It is carried out every 13 months.

3. **Manual Handling of Passengers with Reduced Mobility.** This a one day course undertaken by all employees who are employed in the handling of passengers with disabilities. This includes Customer Service PRM and Air system handling Operatives. It is carried out by the St. John Ambulance Brigade and teaches staff the correct procedures and techniques for lifting and moving disabled passengers. It is done every three years.

4. **First Aid Training.** A number of employees from both the Customer services and Baggage handlers department undertake First Aid Training courses to ensure we have the minimum number required. These courses are undertaken by the St. John Ambulance Brigade (3 day course) and Heart Starterz (1 day course). They both cover the minimum first aid requirements for staff at the workplace. It is carried out every three years.

5. **Air System Departure Qualification.** This is a three day course aimed at staff undertaking air system headset procedures during push-backs. It includes minimum checks that have to be carried out on the air system prior to departure to ensure no visible signs of damage. In addition, it defines the actions necessary to guarantee a safe push-back procedure and how to deal with any incident / accident. This course is given by Duty Managers who are trained and certified to carry out this function. The qualification has a validity of three years.
(6) **Supervising Air System Loading.** Supervisory loading staff (Head Loaders and Team Leaders), undertake this three day course which is designed to teach the minimum procedures required to ensure a safe air system turnaround operation. It focuses on factors such as air system danger zones, regulatory requirements, air system damage reporting, FOD etc. This course is given by British Airways and is undertaken every three years.

9. **Audits and Inspections.** As an organisation that has established performance criteria, one of the processes in place to measure compliance with these standards and procedures are audits. Audits and inspections play an important role in the identification of unsafe practices or trends and system and personnel failures. These ensure that control measures and procedures are being effectively carried out. Audits are carried out both internally and externally as follows:

   a. **Gibraltar Basic Turn Round Audit (Form GA-1-011).** This is a twice weekly audit carried out during the turn round of an air system. It includes 24 points which have to be followed in order to comply with standard operating procedures and which are essential in maintaining minimum safety standards. All these audits are carried out by the Safety Manager, Duty Managers and senior staff engaged in ramp functions (Supervisors, Team Leaders and Turn-round Coordinators). By including all these senior employees to undertake these audits, we can ensure that the safety culture is expanded. These employees are aware of what the minimum safety procedures are to guarantee a safe operation. This audit form will be continuously monitored and updated to reflect any changes in any regulatory or specific airline requirements. All negative findings are recorded on an audit control sheet (form GA-1-53) and then analysed for possible trends when compared to previous similar findings. It will also record what action was taken in response to the nonconformities found. To assist in the evaluation of these nonconformities we have an established Audit Corrective Action Plan (form GA-1-014). This plan is summarised as follows:

   (1) **Level of findings – LOW.** Isolated minor infringement to established working procedures. Minimum risk to health and safety and air system safety not compromised.

      (a) Corrective Action: Recorded verbal reminder.

      (b) Timescale: Within one week of infringement.

   (2) **Level of findings – LOW.** Repeated minor infringements to established working procedures identifying a trend. Corrective action MEDIUM is to be followed.

   (3) **Level of findings – MEDIUM.** Risk to the health and safety of the individual but not safety critical to the air system, other employees or passengers.

      (a) Corrective Action: read and sign memo enforcing the established procedure or introducing a new one. Disciplinary procedures may be considered if the non-conformance is repeated.

      (b) Timescale: immediate.

   (4) **Level of findings- HIGH.** Safety Critical and Life Critical.
(a) Corrective Action: Operation stopped immediately. An investigation and the risk assessment to be reviewed to confirm the level of risk and the necessary mitigation required to maintain operation within safety parameters. Retraining to be considered and conducted if necessary. Disciplinary procedures may be followed if the nonconformity was as a result of premeditated actions.

(b) Timescale: Immediate.

Note: The auditor has the authority to stop any part of the operation should it be identified, by observation, that the continuance of such has a high probability of failure or a significant risk to employees or clients.

b. Gibair Monthly Ramp Audit (Form GA-1-004). This audit is undertaken by the BGI Compliance Manager on a monthly basis. It is a more comprehensive and detailed audit than the Basic Turn-round audit with 60 points and procedures to be checked. This monthly audit provides a snap shot in time of our entire handling operation seen through one specific air system turnaround. It will serve as a point of reference as to what level of safety the operation is situated at and highlight what needs to be changed or improved. Moreover, it will comprehensively review, complement and verify whether our Basic Turn-round audits are proving successful in continuously maintaining safety standards.

c. Handled Carriers Audits. Each carrier that we handle carries out frequent audits of every facet of our handling operation. These audits assist our organisation in verifying safety performance and rectifying any identified instances of sub-standard performance. They form an important component of our SMS by providing a completely objective perspective of our standards and performance. The findings from these audits are generally classified in four different categories:

1. Level One Non-conformities. These are classified as serious deficiencies in procedures or practices which could have an impact on the safety of the entire operation or parts thereof. The Carrier has the right to stop the operation and require us to immediately implement a corrective process.

2. Level Two Non-conformities. These are considered less of a threat to the immediate safety of the handling operation but nonetheless require a corrective process or changes to procedures. Normally Carriers will allow a timescale of 30 days to implement this corrective process.

3. Level Three Non-conformities. These are classified as having a minimum threat to the safety of the handling operation. Carriers will allow a three month time scale to implement the corrective process.

4. Observations. These are not classified as non-conformities but are usually recommendations made to the Handling Company to carry out changes based on those carriers’ specific operating procedures.

Note: Gibair is committed to effecting all changes required by the findings of the carriers’ audits. Observations from carriers which are seen to be useful in improving the organisations safety performance will be incorporated.
d. **Contracted External Audits.** In addition to our internal audits, Gibair contract an independent company (Ashington Aviation Consultancy Ltd) to conduct a thorough audit of our entire handling operation annually. This company will highlight deficiencies and non-conformities as well as recommend changes to established safety procedures in order to improve safety performance. In addition, it will provide input into the safety training programme so that it meets industry best practice and minimum regulatory requirements.
ANNEX M: GIBRALTAR AIRPORT EMERGENCY ORDERS / AERODROME CRASH PLAN

For a PDF of the Gibraltar Airport Emergency Orders, please use this link.
ANNEX N: INDEMNITY & RELEASE FORM FOR DISABLED AIR SYSTEM

To: Aerodrome Operator

1. I, the undersigned, being the owner or the duly authorised representative of the owner of the air system described below hereby agree to provide this indemnity and release on the conditions set out below.

2. I agree and consent to the Aerodrome Operator, its servants, agents, contractors and employees to move at any time required the air system at my sole cost and expense.

3. In consideration of the Aerodrome Operator moving the air system I agree to indemnify and keep indemnified the Aerodrome Operator against all and any loss damage cost charge expense or other liability however suffered paid or incurred by or threatened against the Aerodrome Operator in relation to or arising out of or in consequence of any action, proceeding, claim or demand which is or may be brought made or prosecuted or threatened against the Aerodrome Operator in respect of any loss of or damage to property, loss of life or personal injury or other loss that may arise in any way from the moving of the air system by the Aerodrome Operator.

4. I further agree to release the Aerodrome Operator from all claims actions, causes of actions, proceedings and demands which I and or the owner now has or but for this indemnity and release would or might at any time in the future have against the Aerodrome Operator and from all present and future liability of the Aerodrome Operator to me and or the owner however caused in relation to or arising out of or in consequence of the moving of the air system.

5. I confirm that it is the intention of this indemnity and release that each servant, agent, contractor and employee of the Aerodrome Operator obtain the benefits expressed in their favour under this indemnity and release and be entitled to enforce such benefits.

6. I confirm that I and the owner have abided and will abide by all applicable laws including without limitation acts, regulations, bylaws, directions and determinations relating to or made by the Civil Aviation Authority, the Aircraft Accident Investigation Branch, the Aerodrome Operator and any other relevant authority or body which has authority in relation to interference with or movement of an air system.

Description of Air system:

Type of Air system:

Registration No:

Full name:

Signed by:

Date:
ANNEX O: AFRS OWNED DOCUMENTATION

1. **AFRS Documentation.** To ensure document control and avoid inconsistencies, all AFRS owned documentation is available on request from the SFO. His contact details are as follows:

   a. Email: nicky.vinales@gibraltarairport.gi

   b. Work telephone: +350 20011774.

   c. Mobile: +350 54001040.
ANNEX S: AERODROME SERVICEABILITY INSPECTIONS

1. **Policy.** Inspection of the airfield infrastructure forms a key part of the Safety Management System. Inspections are a regulatory requirement, mandated by both Military and Civilian Regulators. NATS, on behalf of AO, will meet at least the minimum requirement established by the regulators; these requirements are in many cases exceeded. Inspections of all types form an essential link in the safety chain and their importance must never be underestimated. Where inspections indicate deterioration in the air system operating environment, a high priority will be given by all appropriate stake holders to the mitigation of any associated risk and subsequent rectification of the problem.

2. **Routine Runway Inspections.** Runway surface inspections are conducted in accordance with the requirements established in RA3264 for a non-24 hour aerodrome. NATS ATC are responsible for conducting runway surface inspections and one is carried out prior to the airfield opening with another mandated inspection taking place before the commencement of night flying. The ATC WM may require additional inspections to take place when considered necessary. The purpose of these inspections will be to prevent, as far as reasonably practicable, the presence of FOD and to ensure the runway surface; markings and lighting are conducive to the safe operation of air system. All routine inspections will be noted in the ATC watch log.

3. **Reactionary Runway Inspections.** A reactionary inspection of runway surfaces will be undertaken:
   a. Whenever a report of FOD is received.
   b. After an emergency landing.
   c. Whenever it is considered the surface state has changed.
   d. Following a report of a bird-strike.
   e. Following a rejected take-off by a turbine-engine air system due to engine malfunction, or by any air system due to burst tyres.

   Reactionary inspections remain the responsibility of NATS ATC and in such cases, the runway will not be used until ATC have carried out an inspection and are satisfied the runway is clear, serviceable and safe for use by air system. All reactionary inspections will be noted in the ATC watch log.

4. **Taxiways and Holding Point Inspections.** The ATC WM is responsible for instigating taxiway inspections and ensuring appropriate follow-up action is taken when necessary. These inspections will routinely be conducted simultaneously with the runway inspection. Particular attention is to be paid to the following:
   a. Runway /Taxiway Holding Points.
   b. Contamination, Surface Integrity and FOD.
   c. Pavement defects.
   d. Integrity/serviceability of signage and aeronautical ground lighting.
e. Infringement of Taxiway Strips i.e. Equipment/Vehicle/Air system Obstructions.

f. Condition of Surface Markings.

g. All inspections will be noted in the ATC watch log.

5. **Apron Inspections.** The ATC WM is responsible for instigating apron inspections and ensuring appropriate follow-up action is taken when necessary. These inspections will routinely be conducted once per day before the airfield is open. Once this initial inspection is completed, responsibility for management of FOD on aprons and the reporting of contamination or other conditions which might impose a risk on air system operations becomes the responsibility of the air system marshaller. In the case of the civil apron, if ATC are unable to commence or complete the inspection of the apron prior to the aerodrome opening and the establishment of the security critical part, they are to liaise with the Air Terminal Duty Manager in order to obtain approval to conduct the surface inspection. Once this initial inspection is completed, responsibility for management of FOD on the civil apron and the reporting of contamination or other conditions which might impose a risk on air system operations becomes the responsibility of the air system handling agency.

6. **Reporting Defects.** As part of the RAF Gibraltar Safety Management System, all airside users are encouraged to report defects relating to buildings, services and facilities to the appropriate authority. Anything involving the civilian apron or terminal should be reported to the Air Terminal Duty Manager. All other defects should be reported to OC Operations Flight. Such defects could include, but are not limited to:

   a. Damage to buildings or fixed structures.

   b. Apron Lighting Failures.

   c. Stand Entry Docking Guidance System Failures.

   d. Surface Contamination – e.g. Spillages or FOD.

   e. Damaged or defective surfaces.

7. **Preventative Maintenance.** All defect reports and the details of remedial action taken must be recorded. The information recorded is used to audit and review airport-wide maintenance standards and contribute to the overall development of a ‘Preventative Maintenance Programme’. This programme aims to limit the frequency of unplanned outages, operational restrictions and any degradation in airfield safety standards.

8. **Safety Critical Defects.** Safety critical defects which have the potential to compromise the safety of air system, passengers and/or personnel should, in the first instance, be reported to RAF DO or the Air Terminal Duty Manager (for civil apron only).

9. **Accidents, Incidents & Emergencies.** Defects arising from accidents, incidents or emergencies should be reported to RAF Operations or the Air Terminal Duty Manager if on the civilian dispersal. The RAF DO or their nominated deputy is responsible for inspecting the scene of an incident and reporting any known defects for remedial action.
ANNEX T: AERODROME TECHNICAL INSPECTIONS

1. **Runway Inspections.** In addition to the inspection regime outlined in Annex S, regular visual engineering inspections of each runway will be carried out in order to assess the condition of the runway surface and any associated infrastructure (i.e. AGL fittings, markings, drainage features etc). These inspections are conducted on a monthly basis by a qualified pavements engineer and a Technical Inspection Report is produced and distributed to RAF Operations, SATCO, DIO and the MoD Infrastructure Service Provider.

2. **Military Apron Inspections.** For those areas of the movements area which constitute part of RAF Gibraltar, regular visual engineering inspections runway will be carried out in order to assess the condition of the surfaces and any associated infrastructure (i.e. AGL fittings, markings, drainage features etc). These inspections are conducted on a monthly basis by a qualified pavements engineer and a Technical Inspection Report is produced and distributed to RAF Operations, SATCO, DIO and the MoD Infrastructure Service Provider.

3. **Civil Apron Inspections.** The GATL Facilities manager is responsible for inspection of the Civil Apron and carries out monthly inspections of the apron surface, roads, floodlighting, boundary fences, fluid interceptors and power pits. The Scarecrow Bird Scaring System, on the Terminal roof, is inspected and tested every Friday.

4. **Runway Friction Measurement.** Runway surface friction assessments are essential to ensure the safe operation of air systems. To ensure that the runway surface friction level does not fall below an acceptable level, friction assessments will be carried out in accordance with the minimum standards set down in MMATM.

   a. **Operation of Mu-Meter.** The Mu-meter must be towed by the authorised ATC vehicle. The braking conditions should be taken along the full length of the runway on a line between 2 and 10 meters either side of the centre line.

   b. **Routine Tests.** If any doubt exists as to the braking conditions of the runway Mu-meter measurements are to be made before flying commences. Additional measurements are to be made when it is suspected that the surface state of the runway has changed due to weather or contamination. A full runway braking action evaluation is to be made at least once every 6 months in wet weather to assess any deterioration in runway conditions.

   c. **Accident/Incident.** In the event of an accident/incident on the runway, where a possibility exists that the surface conditions may have been a contributing factor, a full evaluation of those sections of the runway considered to be associated with the incident/accident is to be carried out and records of reading and traces are to be retained.

   d. **Reporting and Recording.** The average braking condition for the total runway length will be passed except where significant differences occur. A log is to be kept of all Mu-meter runs and retained by ATC.

   e. **Responsibilities.** The RAF is responsible for ensuring the friction measuring equipment is maintained as specified by the manufacturer. ATC is responsible for ensuring that all personnel involved in friction measuring are trained and competent in all aspects of the operation. Operators are responsible for operating the Mu-meter in accordance with the manufacturer’s instructions and for reporting faults to the RAF without delay.
ANNEX U: PROTECTION OF RADAR AND NAVIGATION AIDS

1. Protection of Radar and Navigation Aids. Any personnel requiring access to any of the airfield navigation aids or areas in their immediate vicinity are to be directed to NATS Engineering Manager, Steve Bees, who will provide an escort. Contact details are:

a. Email: Stephen.Bees@Nats.co.uk
b. Work telephone: +350 20053350.
c. Mobile: +350 58007806.
ANNEX X: AERODROME WORKS SAFETY

1. **Policy.** The ASM has responsibility for the safety assurance of airside development and will determine the strategy and the extent of operational safety management in liaison where necessary with the XO and OC Ops Flt which will apply to each project in accordance with its scope. Any proposed new airfield infrastructure will be carefully assessed for its safety integrity at the concept stage. Only when it is clear that the proposal meets regulatory requirements and an acceptable level of safety will it proceed to detailed planning and implementation. Significant changes in the project will be measured against these requirements. Airside works in progress will be managed with a bias towards the highest levels of safety which may reasonably be expected. This will be achieved through a partnership approach with the contractor, through good design, risk assessment, a permit system and active monitoring of safety performance. RAF Gibraltar will aim to demonstrate at least best practice in the management of airside development works.

2. **Management of Airside Development.** Any external organisation (tenant, service partner, contractor, etc) or internal department wishing to carry out any works on the Movement Area must inform the relevant operating Authority for the area in the first instance so that the project may be properly conducted. Airside development projects will be managed through the Work In Progress (WIP) system whereby work will be approved and contractors referred to Air Traffic Control for co-ordination and briefing.

3. **Operational Planning and Approval Requirements.** The Project Manager or co-ordinator must inform RAF Operations of the proposed works or development with sufficient notice in order that the process detailed below may be followed. Where the project management role has been sub-contracted, the sub-contractor must ensure that the consultation takes place. However, it is ultimately the RAF who is accountable for the safe management of these processes – safety accountability may not be delegated to contractors.

4. Where the entirety of works are intended to take place within the area of the Air Terminal, consultation and approval for the works must first be sought from the agents of the Government of Gibraltar. If the works require access to, or will take place on the air system movement area of the Air Terminal, then prior to commencement of the works, consultation will take place with ATC to ensure compliance with regulations and for purposes of safety assurance, albeit safety accountability for the works remains with the agents of the Government of Gibraltar.

5. **Failure to properly consult may result in works being delayed or commencing without authorisation.** Unauthorised works are liable to immediate cessation by ATC, RAF Operations personnel or, in the case of the Air Terminal, agents of the Government of Gibraltar until the due consultation, planning and approvals are in place.

6. All airside development and maintenance works require prior consultation in order that they can be assessed against the Aerodrome safety and regulatory requirements and managed. The Project Manager is responsible for ensuring liaison with appropriate airfield agencies during the planning phase; those agencies then assume responsibility for notification of the works. RAF Operations or agents of the Government of Gibraltar as appropriate will advise the Project Manager of the likely approval timescales in order that these can be programmed. The scope of the consultation and planning will be commensurate with the nature and scale of the project. The period of notice will similarly be dependent on the scope and impact of the works.

7. **Airside Works Planning Approval Summary.** The scope of airside works planning shall include the following requirements:
a. Compliance with MADS or CAP168 requirements for works on land forming a part of RAF Gibraltar or the Air Terminal respectively.

b. Compliance with Gibraltar Airport Safety Policies and Principals.

c. Assessment and management of operational safety risks.

d. Minimum operational disruption.

e. Provision of appropriate safety assurance documentation.

f. Promulgation of information.

8. **Major Projects.** Examples of major projects are listed below. This list is not exhaustive but does indicate the scale or nature of projects which a likely to be considered major projects and will require substantial operational planning. An RAF SME or agents of the Government of Gibraltar will provide representation at works planning meetings and will invite representatives from NATS as considered appropriate.

   a. Construction of a taxiway.

   b. Runway maintenance works other than routine activities.

   c. A new building with airside frontage.

9. Sufficient design data and works methodology must be provided by the project management team in order that safety and operational assessments can be made by an RAF SME or agents of the Government of Gibraltar. Design and operating philosophy cannot be approved until all necessary assessment and consultation have been completed. Timescales for such approvals will vary according to the scope of the project.

10. An RAF SME or agents of the Government of Gibraltar will co-ordinate the level of hazard analysis required. Changes to design and methodology may be required as a result of Hazard Analysis and a record of the Hazard Analysis and any associated Airside Operating Instructions will be retained. Where the scope of the work requires, a further Safety Statement might be produced in support of the works by either an RAF SME or agents of the Government of Gibraltar. Once design and methodology has been approved and Hazard Analysis completed, the project can proceed to construction and implementation.

11. **Minor Projects.** Planning and approval of minor projects will follow the same principals as for major projects but the scope and level of consultation will be smaller and will be determined by RAF Operations or agents of the Government of Gibraltar. Minor works will still be subject to briefing by ATC and will require final ATC approval if taking place on the manoeuvring area or on any location which can only be accessed via the manoeuvring area. A minor project will involve work such as:

   a. Limited scale pavement reconstruction and repair.

   b. Changes to road layout.

   c. Small building construction airside.
d. Other works requiring the closure or restricted use of an airside facility such as a stand or roadway.

12. **Cranes.** Works involving the use of cranes are of particular interest and raise unique concerns. Cranes can represent hazardous obstacles to air systems on or in the vicinity of the airfield. Works involving the use of cranes and taking place in the vicinity of the airfield should be notified to RAF Operations and consultation should take place to detail how these works can best be conducted without affecting flying at RAF Gibraltar. Guidance on the use of cranes in the vicinity of RAF Gibraltar is published on the Government of Gibraltar [Town Planning Website](#) and specific advice can be sought from the ASM. Where no consultation has taken place, either the Stn Cdr or the SATCO (holding the relevant Safety Accountabilities) may cease flying operations until the cranes have been removed and consultation has taken place.

13. **Permits of Work.** All airside development works require the issue of an airside works permit. The works permit must be completed prior to the commencement of airside works but after completion of the operational planning phase. The works permit will be brought to ATC by the contractor, after RAF Operations have signed and stamped their relevant sections of the permit approving the works in principal. Final approval is dependent on the following stages taking place. ATC and the contractor will together complete ‘Further instructions’ of the permit and when agreement is reached both will sign the acceptance. Permission to enter the manoeuvring area and clearways must always be obtained by the contractor in accordance with the agreement made in ‘Further instructions’ of the permit.

14. **Routine Maintenance Works.** Routine maintenance work includes airfield markings, signage, lighting and weeding. The routine nature of many maintenance functions can lead to complacency and consequent incidents and occurrences. It is of paramount importance that the planning, promulgation and execution of such works is detailed and carried out in a manner which attends meticulously to all relevant airside procedures. Some maintenance and repair tasks can be accomplished during air system operations. Other tasks can only be undertaken when the area is closed to air system activity or when such activity is light. It is sometimes desirable for operational expediency to carry out works within an active runway strip. Such work includes essential inspections and surveys which can be carried out by one or two people on foot using light tools. Very often this work cannot reasonably be carried out outside of airfield operating hours. Denying runway strip access for this type of work may prevent tasks essential to aerodrome maintenance from being completed.

15. **Responsibilities.** ATC are responsible for ensuring the safety of air systems and personnel when works are taking place on the manoeuvring area. Where works are taking place on the runway, all personnel and their equipment and associated materials will be removed from the runway, and the runway inspected for FOD, prior to its use by air systems. Where works are not under the positive control of ATC, as in the previous case, responsibility for the safety of air systems and personnel rests with the persons carrying out the works, on the basis that:

   a. Prior agreement for the works has been achieved between RAF Operations or agents of the Government of Gibraltar in the case of the Civil Apron, and ATC.

   b. The terms of the airside works permit has been accepted by signature of the person carrying out the works or their employer.
## 16. Conditions Applying to Works Within the Runway Strip.

<table>
<thead>
<tr>
<th>WIP Zone</th>
<th>Nature of Work</th>
<th>Tetra requirements</th>
<th>Special requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zone 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Runway strip &amp; RESA</td>
<td>Essential maintenance</td>
<td>Must be TETRA equipped. The radio operator MUST remain with the working party for the duration of the works.</td>
<td>Failure of the TETRA or inability of the operator to communicate clearly will result in work authorisation being cancelled and removal of the workers from the airfield.</td>
</tr>
<tr>
<td>This includes the full length of the runway from seawall to seawall extending 75M laterally from the runway centreline</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Taxiway &amp; Taxiway Strip</strong></td>
<td>Emergency Repairs</td>
<td>In exceptional circumstances Following agreement between the ATC and RAF Operations work parties may be permitted to work without TETRA</td>
<td>The contractors MUST be escorted to and from the WIP site by a TETRA equipped vehicle.</td>
</tr>
<tr>
<td>Extending 40.5M laterally from the Taxiway centreline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clearways</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of both runways, regardless of runway in use</td>
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</tbody>
</table>

Normally only one working party will be permitted access to the manoeuvring area at any one time, although exceptionally the ATC WM may authorise additional parties.

Procedures detailed below the table are to be applied in their entirety, except where specific exemptions are made.

| Zone 2                          |                      |                                    |                                                                                       |                                                                                       |
| All other areas of the Airfield | All works            | Not required                        | Where ATC consider it necessary to remove workers from the airfield prior to air system movements it should be co-ordinated with the relevant authority. The RAF DO for MOD estates, and GATL Duty Manager for the Civil Apron. |

WIP procedures sections 1 and 6 detailed below are applicable.

Note: WIP outside these Zones may still affect Air system movements if high sided vehicles, cranes or tall structures are involved. If any doubt exists then advice should be sought from RAF Air Operations.
17. **Procedures for Post Planning Approval.** WIP authorisation form will be brought by the contractor from RAF Operations, who will have signed their section of the form approving the works in principal. This does not constitute final approval for the works. ATC and the contractor will complete their relevant parts of the form together, and when agreement for the works is reached both parties will sign acceptance. Two copies of pages 1 and 2 of the form will be made and issued to the contractor. ATC will retain the complete original. Permission to enter the active must still be obtained either by ATC approval during Airfield opening hours or the GDP when the airfield is closed. Where work is planned to take place over a number of days the Supervisor/Foreman is to be instructed to visit the VCR each morning to receive any briefing updates. It will not be necessary to complete a separate WIP authorisation form for these updates. How the works area is to be defined and marked off from the airfield is to be detailed in the form.

18. **Emergency Repairs.** Defined as works carried out in order to make essential repairs to, or correct a fault, which is impacting on the safe operation of the Airfield. Clearly it is unrealistic that the procedure describes above for planned maintenance can be used for emergency repairs in response to a failure of a Taxiway or Runway Surface where immediate action is required in order to make the area safe for operations. Works of this nature may be approved and exempted from the full WIP procedures subject to agreement between the RAF DO and the ATC WM or NATS General Manager and conditional on the commencement procedures detailed below. Closure of any parts of the aerodrome manoeuvring area due to either the fault, or the associated works will be subject to NOTAM action.

19. **Commencement of Work - Emergency Repair Work Parties (Non Radio).**

   a. No WIP will commence until 15 minutes after any air system departure. Working parties will be escorted to the site by a TETRA equipped vehicle.

   b. The Aerodrome Controller will monitor the WIP from the VCR and may stop the WIP if FOD is observed, and not being managed correctly in the area.

   c. The Aerodrome Controller, in co-ordination with the AWCU, will assess whether or not the WIP is attracting bird activity.

   d. Working parties will be instructed to vacate the manoeuvring area in sufficient time for the area to be made available and in suitable condition for air system movements at least 1 hour prior to the next planned air system movement. The timing should be based upon either Black or Red times as available.

   e. Working parties will be instructed to vacate by the dispatch of a TETRA equipped vehicle, which will provide an escort until the working party has vacated.

   f. Once the working party has vacated, the area must be inspected by ATC, AWCU or RAF DO.

   g. Inspections by AWCU must not prejudice their primary task.

   h. The Aerodrome Controller will notify the ATC WM of any issues during WIP. The ATC WM will bring any issues to the immediate attention of the RAF DO.

   i. Works are not to be permitted in Zone 1 if RAF Gibraltar is acting as a flight planned nominated diversion.
20. **Commencement of Work - Emergency Repair Work Parties (Radio Equipped).**

   a. No WIP will commence until 15 minutes after any air system departures.

   b. Working parties must contact ATC on TETRA and request permission to enter the manoeuvring area and commence WIP.

   c. The Aerodrome Controller will monitor the WIP from the VCR and may stop the WIP if FOD is observed, and not being managed correctly in the area.

   d. The Aerodrome Controller, in co-ordination the AWCU, will assess whether or not the WIP is attracting bird activity.

   e. Working parties will be instructed to vacate the manoeuvring area in sufficient time for the area to be made available and in suitable condition for air system movements at least 45 minutes prior to the next planned movement. The timing should be based upon either Black or Red times as available.

   f. Once the working party has vacated, the area must be inspected by ATC, AWCU or RAF DO.

   g. Inspections by AWCU must not prejudice their primary task.

   h. The working party must advise ATC on TETRA when the WIP is completed and the manoeuvring area vacated.

   i. The Aerodrome Controller will notify the ATC WM of any issues during WIP. The ATC WM will bring any issues to the immediate attention of the RAF DO.

21. **Key Protocol with GDP.** ATC will retain the keys to all airside gates throughout the operational hours of the airfield. The ATC WM will pass the keys to a GDP officer when the Airfield closes, or at other times with appropriate co-ordination. Both parties will sign for the exchange on GIB/Form/013. The GDP will arrange the on-site access for working parties. If active airfield access is required during airfield operating hours approval as detailed above must still be obtained from ATC. Prior to the Airfield opening the GDP will return all keys to the ATC WM. Both parties will sign for the exchange. GDP will sign as having determined that the airside site is clear of personnel and equipment. The morning ATC inspection will corroborate this and ascertain that the area is fit for air system operations. The airfield will not be opened for air system movements until both procedures are complete.

22. **Access to the Civilian Apron.** All access for works on the Civilian Apron will be arranged through the GATL Duty Manager. He will consult with the GibAir Apron Manager and ATC if works are likely to impact on air system operations.

23. **Suspension of Works.** Subject to the location of the works, the appropriate authority may suspend the works without notice if it is believed to constitute a hazard to aviation. Any member of staff concerned about the safety of any works is to contact either RAF Operations or GATL Duty Manager immediately.
ANNEX Y: CONTROL OF ENTRY & ACCESS

1. **Policy.** Access to operational areas is strictly controlled by legislation and additionally by local procedure in order to maintain security and safety of operations. Personal vehicles are not to be driven airside, however, in exceptional circumstances prior permission may be sought from the Stn Cdr via Air Ops.

2. **Approval of Airside Access.** Approval to operate on those parts of RAF Gibraltar which exclude the manoeuvring area is the responsibility of RAF Air Operations. Out of hours this task falls to the RAF DO who is to ensure that when authorising access personnel hold the required airfield driving permits. Airside access to the Civil Apron can be gained via the Air Terminal providing the required level of security screening is undertaken. Unauthorised persons are prohibited from entry to airside areas.

3. **Manoeuvring Area.** Any access to the manoeuvring area during airfield opening hours is subject to the approval of ATC without exception. Access to the airside sections of the Air Terminal is subject to the possession of the appropriate passes. Where any doubt exists the Air Terminal Duty Manager should be consulted. Access to the critical part of the Air Terminal will be subject to mandatory security screening. In all cases reference should be made to the “Gibraltar Airport Security Programme” for detailed information on airside access for the Air Terminal.

4. **Approved MT Route Access Points.** Vehicle airside access to the MT Route (marked in blue on the map below) from the south is via the Vasco Barrier at RAF Gibraltar HQ or, from Winston Churchill Avenue, via the GDP Guard Post at South Barrier. The Vasco Barrier is unmanned and secured by a padlock with access controlled by the GDP or RAF Air Ops. South Barrier is permanently manned by GDP who control access and check personal ID, vehicle passes and Airfield Driving Permits.

5. **Approved Vehicle Access Points.** Vehicle airside access to the airfield for airfield support services is permitted through the AGSU Barrier onto North Dispersal. The AGSU Barrier is unmanned and secured by a padlock with access controlled by AGSU or RAF Air Ops. Access from the north is permitted through the GibAir Gate. The GibAir Gate provides access directly onto the critical part and is controlled by the Borders & Coastguard Agency. When the Civil Terminal is closed access can be arranged through GDP. Occasional access through other points of the airfield perimeter, such as Crash Gates, can be approved for specific tasks, in particular to facilitate Work in Progress. Such approval and access will be notified to the GDP who will manage the security arrangements.

6. **Approved Pedestrian Access Points.** Pedestrian Access to the airfield from Winston Churchill Avenue is permitted via North and South Barrier only and is controlled by GDP who check personal ID. Pedestrians accessing via South Barrier are to follow the pedestrian walkway around Western Hangar at all times and remain clear of the MT Route unless strictly necessary. All other pedestrian access should be coordinated by ATC or RAF Air Ops.
7. **Access to Rock Gun and Spyglass.** Access to the Rock Gun and Spyglass transmitter and receiver sites is controlled by the ATC Engineering Manager. Personnel who need access should contact ATC Engineering as soon as the requirement is known but no later than 5 days in advance. Prior to entering the site personnel are to receive the Health & Safety Brief for Rock Gun and Spyglass from ATC Engineering.
ANNEX Z: VEHICLE & PEDESTRIAN CONTROL

1. **Airfield Driving Policy.** Driving in airside areas presents many specific challenges requiring different knowledge and skills from those required for public roads. Furthermore, poor discipline and lack of competence by airside drivers provide one of the greatest hazards to air system operations. Holding a valid driving licence does not in itself make a person competent to be in charge of a vehicle in an airside area. For these reasons, the aerodrome requires airside drivers to undergo specific training and to regularly refresh these skills.

2. **Airfield Driving Permit (ADP) Procedures.** A permit system, code of conduct and a disciplinary process underpins the objective of ensuring safe airside driving. As well as meeting statutory requirements, procedures for obtaining a permit and operating a vehicle airside, will follow the guidelines provided by the MMATM and Appendix C of the European Action Plan for the Prevention of Runway Incursions. There is in addition, a stretch of road between the main apron and the terminal administered exclusively by GATL who are wholly responsible for driver training and issue of driving permits for this area. The possession of a driving permit issued by GATL is specific to this area and does not entitle the holder to drive anywhere else on the aerodrome.

a. **Permit Requirements.** No person is permitted to drive airside without the appropriate ADP for the area they are driving in. Persons not in possession of an ADP will require an escort by an ADP holder. Permits will be issued in accordance with page 155/ S 11 of the MMATM. Drivers of service and privately owned vehicles (including civilian contractors), who, in the course of their duties, require access to the movement area are to be in possession of an Airfield Driving Permit in accordance with JSP 800, Volume 5, Defence Movements and Transport regulations (Chapter 15, 15.046 -15.048).

b. **Driver Training.** Following confirmation of the requirement to hold an ADP, all drivers are to attend a Flight Safety Awareness Brief delivered by the Airfield Safety Manager. ADP training is conducted by ATC in accordance with the requirements of CAP790. The successful candidate will return to ATC to collect an ADP. Where drivers will only require limited access onto specific areas of the movement area (Aprons, MT access routes, etc) the SATCO or SATCO’s nominated representative may issue a ‘limited’ Airfield Driving Permit, tailoring the required brief, exam and practical training as appropriate.

c. **Exceptions.** Vehicles being escorted on to the Manoeuvring Area by a vehicle driven by an appropriate permit holder are not required to hold an ADP.

d. **Permit Types.** The following permit types are issued at RAF Gibraltar:

   i. **All Areas.** Allows drivers of Tetra equipped vehicles to drive on any part of the Manoeuvring Area including the runway with ATC approval. This permit is to be renewed annually.

   ii. **MT Route.** Allows drivers to drive along the MT route only, this permit is to be renewed annually.

   iii. **Restricted.** Allows driver to drive within specifically defined areas as authorised.

   iv. **Civil Apron Permit.** Only valid for use within the Critical Parts of the Civil Apron: Stands 1 -5; Ring Road on the North, East and West of Stands 1-5; Area of road outside of the Old Air Terminal; by agreement with the MOD, the Apron Driving Permit is also valid on the MT Route between the Old Terminal Building and the GibAir
Engineering Building. Note: This agreement is only valid for personnel with an operational reason to drive to the engineering facility or operate an air system off the North Military Apron. AN AERODROME DRIVING PERMIT ISSUED BY THE MOD IS REQUIRED TO DRIVE ON ANY OTHER AREA OF THE AERODROME.

e. **Training and Administration.** ATC will provide the training and administer the ADP scheme. This includes the following: airfield driving brief for both the MT Route and All Areas driving permits; administration of mandatory tests (written and practical); issue of ADP and associated documentation on phraseology and driving regulations; collating and updating database of ADP holders.

f. **Application for ADP.** All applicants must complete ADP application form and return it to ATC. These are available from ATC. All applicants for the issue or renewal of an ADP must meet the following requirements: hold a valid driver’s licence; have a colour perception standard of CP2 (normal) or CP3 (defective safe); be in date for Flight Safety Awareness training (two year lifetime); pass the ADP written test with 100% pass mark; be able to demonstrate that they can recognise and understand written safety instructions of the type issued periodically by ATC or other relevant airport authorities.

g. **Applying Agencies.** Agencies that employ personnel needing to drive on the airfield are responsible for: ensuring that drivers are fully prepared for passing both written and practical tests; ensuring that their drivers maintain the highest standards of airfield driving.

h. **Renewal of ADP.** ADPs are to be renewed at intervals not exceeding 3 years for all area permits and 5 years for MT route permits. Following confirmation of continued requirement a refresher briefing and exam is to be given. Following any period of disqualification, the full application procedure will be required, including retaking driver training. The applicant must also be in date for Flight Safety Awareness training (one year lifetime).

i. **ADP Penalty Scheme.** In accordance with the MMATM Chapter 18.9 the SATCO is required to draw up traffic rules for the aerodrome Movement Area (which includes the Manoeuvring Area and Apron Areas) and should make arrangements for all drivers to be briefed on these rules. As part of this requirement it has been deemed appropriate that a clearly defined list of driving offences and consequences should be published to ensure both a fair and consistent application of the rules for airfield driving. The SATCO remains the authority for the issue of ADPs and nothing in these rules prevents the SATCO from disqualifying a person from driving on the airfield if that person is not deemed fit to do so. The Tower ATCO is authorised to act as the SATCO’s nominated deputy and has the authority to issue a yellow or red card. The following is a list of contraventions of the ADP scheme, it is not intended to be exhaustive and may be added to from time to time at the request of the Stn Cdr or SATCO.
j. Yellow or Red cards will be issued and retained in the ATC database (until the written test is retaken) should any contravention of a rule take place. Where a driver receives a yellow card this should act as a warning, receipt of a second yellow will result in withdrawal of the ADP for a period of time to be determined by SATCO or his nominated deputy. The issue of a red card will result in the removal of the ADP for a minimum of four weeks but could be permanent if the offence committed is considered to be sufficiently grave. A period of re-training will be required prior to re-issue of an ADP. Some offences carry an automatic red card and as such result in automatic withdrawal of the ADP. It should be noted that some offences might carry a yellow or red card dependent on the severity of the particular incident. Where an ADP is withdrawn, SATCO will endeavour to notify the line manager of the affected individual.

3. Airfield Driving Procedures. General rules for airfield driving are as follows:

- Inspect your vehicle before driving it.
- Drive only where your ADP allows.
- Give way to air systems including air systems under tow at all times.
- Display the vehicle flashing obstruction light(s).
- Use dipped headlights at night and in reduced visibility.
- Observe the relevant Movement Area speed limits at all times.
- Comply with the standard rules of the road when overtaking and passing other vehicles.
- Carry only the ‘permitted’ number of passengers in the vehicle.
• All passengers must be seated.
• Ensure that all loads are safe and secure. Doors and shutters must be closed when operating airside.
• Do not leave vehicles unattended with engines running (unless there is a justifiable need for the engine to be running).
• Apply the handbrake when the vehicle is parked.
• Do not leave vehicles unattended with engines running (unless there is a justifiable need for the engine to be running).
• Ensure that all loads are safe and secure. Doors and shutters must be closed when operating airside.
• Do not leave vehicles unattended with engines running (unless there is a justifiable need for the engine to be running).
• Apply the handbrake when the vehicle is parked.
• Personnel in vehicles must remain entirely inside the vehicle unless permission has been given to leave the vehicle.
• Do not park underneath an air systems wing unless you have an operational requirement to do so.
• Report all vehicles that become unserviceable without delay.

a. **Vehicle Manoeuvring or Parking under Air Systems Wings.** Manoeuvring and parking vehicles under an air systems wing presents a safety hazard should an air system vent fuel for example. It also impinges on the safe separation distance between vehicles and air systems and raises the potential for an incident. Only vehicles that have an operational requirement to park under an air systems wing may do so. Examples of such vehicles might include those of air system refuellers or air system maintenance companies. All other vehicles must manoeuvre at a safe distance from air system wings.

b. **Towing of Air System Steps.** It is a requirement that all trailed equipment is towed in a safe manner. It is the responsibility of the operator to ensure air system steps are maintained in good working order and that operatives carry out a walk around check prior to the steps being used. Prior to a tow commencing, the stabilisers must be fully raised to prevent grounding and all loose or detachable items must be removed. Whilst towing, consideration must be given to the speed of travel, particularly when manoeuvring air system steps in confined spaces or around corners. In cases of adverse weather conditions, e.g. strong winds, vehicle and equipment operatives must ensure air system steps are in the fully lowered position before commencing a tow, as the likelihood of them toppling significantly increases with height. Furthermore, slower towing speeds will be necessary as the likelihood of air system steps becoming unstable increases with stronger wind conditions. Steps must be parked in designated bays with the parking brake applied and stabilisers lowered such that they cannot move inadvertently.

4. **Vehicle Standards.** All vehicles operating on the Civil Apron must have an airside vehicle permit issued by GATL. This Permit must be displayed at all times when the vehicle is operating airside. All vehicles operating on the apron must be maintained to a standard that ensures that the vehicle is fit for its intended use and that its condition will not endanger vehicle users, pedestrians, air system or property. As a general rule, all vehicles should be maintained to a standard which meets the requirements for the grant of a Department of Transport MOT Certificate. All drivers must be aware of the limitations imposed by the manouevrability or size of the vehicles they are driving. Vehicles must be inspected on a daily basis and records of the checks are to be kept for 3 months. All faults are to be reported and rectified before the vehicle is used on the air system apron. All drivers must be aware of the hazards to air system caused by foreign objects. As such vehicle windows should normally be shut when operating on the apron. Drivers must ensure that vehicle loads cannot fall off the vehicle. All vehicles operating on the apron must display a flashing yellow obstacle light, as described in CAP 168. The use of hazard warning lights for this purpose is unacceptable. At night or in low visibility, all vehicles are required to comply with the lighting regulations prescribed by the Road Traffic Act. Dipped headlights are to be used whenever the vehicle is moving at night on the apron.
5. **Speed Limits.** The speed limit on the airfield is 50kph and 25kph on the MT route south of the Civil Apron. At night the speed limit is reduced to 30kph except where the 25kph limit on the MT route south of the Civil Apron remains in force.

6. **Using Mobile Phones Airside.** The Gibraltar Airport Policy on the use of mobile phones describes the instructions to personnel working airside in relation to using mobile phones and driving airside. The use of hand held mobile phones by drivers of moving vehicles airside, including when supervising or escorting anyone who does not hold an airfield driving permit, is prohibited. Under no circumstances should mobile phones be used within the air system refuelling zone unless the handset is intrinsically safe. A fuelling zone is established when air system fuelling operations are in progress. It must extend at least 6 metres radially from the air system filling and venting points, and from any part of the fuelling vehicle and equipment, including hoses. It is the responsibility of all airside users to ensure passengers embarking or disembarking air system whilst re - fuelling is taking place, comply with this safety procedure. The only permitted use of a hand-held mobile phone whilst driving is for a genuine emergency call to Gibraltar ATC Emergency ext 2005 3333 and only if it would be unsafe for a driver to stop. Any person using a mobile phone whilst driving on the airfield will have their driving permit revoked and have to undertake the full driver training syllabus.

7. **Vehicle Ignition Keys.** It is the responsibility of all airside vehicle and equipment operators, to ensure that an unauthorised driver cannot use a vehicle or piece of equipment. To prevent vehicles fitted with a key ignition being moved without consent, such vehicles must have their ignition keys removed whilst parked unattended on air system stands, head of stand roads, or other locations authorised for the parking of vehicles. Vehicles must always be accessible via the driver’s door in the event that the vehicle needs to be moved for safety reasons.

   a. **Exemptions.** Vehicles and equipment that depend on engine power to carry out their function (when using hydraulic lifts for example), and airfield operations vehicles, where the driver is carrying out duties close to the vehicle (when air system marshalling for example), are exempt from this notice.

8. **Driving on the Manoeuvring Area.** All drivers are to request permission to enter the Manoeuvring Area from ATC, there are no exceptions. All vehicles are to give way to air systems. The exception to this rule is; vehicles towing air systems have priority over taxing air systems. Vehicles are not to proceed on to the Manoeuvring Area before the driver has ensured that no air systems or vehicle is moving, or is likely to move, near the point of entry. Vehicles being driven on the airfield are to conform to the normal rules of the road for Gibraltar. Vehicles are always to give way to air systems by clearing the taxiway in such a manner as to afford the maximum clearance to the air system. This does not absolve aircrews or ATC staff from taking all the necessary precautions to prevent collisions. Vehicles are to be kept at least 50 metres behind taxing air systems. Whilst on the manoeuvring area, vehicles are not to be driven in reverse unless being directed by a marshaller, nor are they to overtake moving vehicles. They are also to be halted as infrequently as possible. Vehicles are not to be parked on or near a taxiway. Engines are not to be run unnecessarily in the vicinity of the control tower or radio transmitter/receiver stations. In the event of a breakdown, the driver must on no account leave the vehicle unattended and is to indicate by suitable signals to approaching air system that the vehicle constitutes an obstruction. The driver is to notify ATC by Tetra, phone or by contacting a passing vehicle as soon as safely possible. Vehicles are not to be driven on the runway, runway shoulders, or on any taxiway without the specific permission of the Aerodrome Controller. Drivers are to report to the Aerodrome Controller when leaving the runway, runway shoulders or a taxiway. Vehicles are not to proceed through traffic lights unless they are green or a flashing green lamp signal is received.
from ATC. If the traffic lights are not working they are to be treated as red until contact has been established with ATC.

9. **Driving on the Runway Shoulders.** The Runway Shoulders are slurry sealed with asphalt which could be damaged by aggressive vehicle manoeuvres. When driving on the shoulders any aggressive turns or manoeuvres should be avoided, particularly by larger vehicles such as fire engines and sweepers.

10. **Radio Procedures.** Holders of ALL AREAS ADPs must be able to operate TETRA handsets competently and be able to use and understand standard RTF phraseology. ATC provide phraseology booklets with commonly used phrases for any ALL AREAS ADP holders that require them. The following radio disciplines must always be observed when using the RTF on the Manoeuvring Area at RAF Gibraltar:

   a. Use TETRA channel 712.
   b. Use standard RTF phraseology at all times.
   c. Listen carefully to instructions.
   d. Use the Vehicle Call sign on every RTF transmission.
   e. Read back appropriate ATC instruction.

11. **Radio Failure Instructions.** If TETRA fails whilst a vehicle is on the Manoeuvring Area the driver is to:

   a. Clear the manoeuvring area immediately without crossing the runway or taxiways and contact ATC by other methods, such as mobile phone, or fixed landline phone to confirm he has vacated to a safe location.
   b. Attract attention by flashing lights or signalling.
   c. Watch for light signals from the Tower.
   d. Await the arrival of a TETRA fitted vehicle.
   e. Attempt to contact ATC by mobile phone on 200 53383 or 200 53333 (ATC emergency).

12. **Pedestrian Control on Access to the Airfield.** Pedestrian Access to the airfield from Winston Churchill Avenue is permitted via North and South Barrier. North Barrier provides access to the Fire Section only and South Barrier provides access to Spitfire Way. Pedestrians accessing via South Barrier are to follow the pedestrian walkway around Western Hangar at all times and remain clear of the MT Route unless strictly necessary. The map below depicts the MT Route in blue and the pedestrian walkway in green.
13 **Pedestrian Control on the Airfield.** Access to the MT Route and dispersals by authorised persons is approved providing the required level of security screening is undertaken and a high visibility jacket is worn at all times. If it is necessary to leave the MT Route or a dispersal and access the manoeuvring area approval is required from ATC. GDP Dog Patrols routinely take place along the length of the MT Route and across the front of the Civil Apron when there are no airliners on stand. The area marked on the map above in black and yellow, to the north of Western Hangar bounded by the red and white concrete barriers and MT Route, is out of bounds to personnel when air systems are operating from South Dispersal.
ANNEX AA: WILDLIFE (BIRD) MANAGEMENT

1. **Policy.** Aerodromes attract birds and wildlife for a variety of reasons. The large open spaces and hard standing are ideal for many species as a source of fresh water while also affording clear views of potential predators. It is therefore essential that the landscape is managed in such a way that a wildlife-attractive habitat is discouraged. Furthermore, the surrounding environment has an influence on the type and level of wildlife activity in the vicinity of the aerodrome. The requirements to manage the bird hazard are set out in RAF ATM Force Orders, CAP 168 and CAP 772. In complying with these requirements, RAF Gibraltar will ensure active control of the bird hazard on the airfield through the use of an Aerodrome Wildlife Control Unit (AWCU), together with a longer-term, multi-agency approach to managing the off-airport bird hazard environment. Bird activity and bird strike data will be actively monitored as a key safety performance indicator.

2. **Introduction.** Effective wildlife control measures are an important aspect of airfield operations. Bird strikes involving ingestion into air system engines and breaking through cockpit glass have caused numerous major air system accidents causing loss of life, damage to property, disruption of airport activities and claims for damages against the airport and others. The identification of the local bird hazard, development of control procedures and detailed record keeping, form the basis of an effective Wildlife Control Hazard Management Plan developed, reviewed and implemented by the Air Traffic Provider AWCU.

3. **Issues.** Birds, by virtue of their mobility, adapt to exploit all suitable environments. They migrate seasonally, with the problematic species increasing greatly in autumn and winter. Daily commuting flocks cross the aerodrome, and the exploitation of short-term sources of food, shelter or water may cause sudden unpredictable influxes. Airfield operations must therefore be prepared to interpret potential bird attractants and react accordingly. The activity cycles of birds are regulated by daylight and darkness, with busy “commuting periods” occurring around dawn and dusk. Personnel engaged in bird control duties must ensure that they spend the maximum time possible on the airfield during these hours to counter mass movement and the redistribution of birds from roosts to feeding sites, as these are the activities that create the greatest risk of bird strike on and around the aerodrome.

   a. **Local Bird Attractants.** Gibraltar is a stopping point for birds migrating between the continents of Africa and Europe. This results in heavy concentrations of a wide variety of species crossing the area and landing on the rock during the spring/early summer and autumn seasons. There are numerous nesting areas on the rock in addition to the Bay of Gibraltar and Mediterranean Sea with their associated food sources in close proximity to RAF Gibraltar. Additionally, fishing activity, landfill sites and any areas of standing fresh water also serve to attract birds.

   b. **Safeguarding.** Consideration is to be given to any effect on bird activity of any developments within the vicinity of RAF Gibraltar.

   c. **Problem Species.** The main problem species at RAF Gibraltar are: Yellow Legged Gulls (in particular juveniles); Cormorants; Buzzards; Swifts.

4. **Habitat Management.** Habitat Management is conducted in accordance with CAP 772 recommendations.

5. **Bird Control Schemes.** Birds are to be dispersed by one of the methods recommended in CAP 772. These consist of: distress calls; culling; bird scaring cartridges; vehicle lights (night time
The correct use of distress calls and bird scaring cartridges is of paramount importance. Bird control duties at Gibraltar Airport are conducted by the Air Traffic Provider AWCU.

a. **Scarecrow.** The scarecrow system is operated from the VCR and used to manage birds on the roof of the terminal. It comprises CCTV monitoring of the roof with distress calls projected through a PA system of speakers on the roof. The VCR ATCA is trained in Aerodrome Wildlife Control (AWC) and normally is the system operator, working in coordination with the VCR ATCO and the mobile AWC unit via TETRA to ensure both a safe and effective use of the system.

b. **Culling.** It is the responsibility of the Government of Gibraltar to manage the bird population outside of the perimeter of RAF Gibraltar. The Gibraltar Ornithological and Natural History Society conduct routine culling around Gibraltar throughout the year, this focuses on the Yellow Legged Gull population.

c. **Racing Pigeons.** Racing pigeons are not routinely released in Gibraltar, and as such present no increased risk of a bird strike. Any requests to release racing pigeons in Gibraltar are subject to authorisation by the Director of Civil Aviation and approval from ATC.

6. **Considerations and Responsibilities.**

The Air Traffic Provider Support Manager is responsible for:

a. The bird hazard when planning any development, maintenance or repairs which could impact on the same.

b. The overall management of the Wildlife Hazard Control Programme.

c. Creating the Wildlife Management Plan on an annual basis.

d. Management of all related training including use of firearms.

e. Developing and implementing the Wildlife Control Training Programme.

f. Reviewing and implementing wildlife control procedures.

g. Ensuring habitat management and bird activity audits are undertaken.

h. Assessing management information statistics and implementing remedial action.

i. Researching new technologies and practices.

j. Investigating bird strikes.

k. Maintaining the standards of the AWCU.

The duty AWC operator is responsible for:

a. The daily management of wildlife control operations.
b. Maintaining the Wildlife Control Log.

c. Completing a ‘self-briefing’ exercise prior to commencing duties to familiarise themselves with the airfield operational status and current wildlife hazard problems.

d. Regular inspections of the aerodrome throughout Gibraltar Airport operating hours, to detect and then to disperse any bird concentrations using the relevant scaring equipment and techniques. To correctly detect birds the AWC Operator must inspect all parts of the airfield frequently, at close range and from several different vantage points. This should include alighting from the vehicle, walking round sufficiently to observe through 360°, using a binocular if necessary, and listening.

e. Monitoring possible new roosting or resting areas and recording this information.

f. Briefing oncoming staff concerning current issues and predominant areas of activity.

g. Monitoring activity outside but in close proximity to the airfield. E.g. Eastern Beach.

h. Daily briefing with VCR ATCO.

i. Warn pilots through ATC of any bird activity prior to any air system movement that could pose a risk.

j. Monitoring areas of WIP particularly work involving excavation of earth.

k. Dealing with bird strikes.

l. Achieving an effective and uninterrupted approach to bird hazard control by completing handovers in a location agreed between AWC operatives.

m. Maintaining knowledge of local aerodrome ornithology, bird behaviour and habitat.

n. Use of Osprey or Medic 1 as a backup AWC vehicle if there is a significant issue.

7. **Bird State Reporting.** The following threat assessments are normally made by the AWCU on completion of a patrol. Should ATC assess the threat as worse than that offered by the AWCU then the appropriate report to air system should be upgraded, and the AWC operator advised. Should ATC assess the threat as lower than that reported by the AWCU then the bird activity assessment should be passed on to the air system. However if time permits the AWCU may be asked to reassess the threat prior to informing air systems. ATC cannot unilaterally reduce the threat level without consultation with the AWCU.

a. **Bird State – Normal.**

   i. The normal state for Gibraltar, with gull colonies in the vicinity and individual birds flying in the local area but not directly in the flight-path of the air system.

   ii. The AWCU will carry out inspections and position as normal. The AWC Operator will report runway vacated but no bird report to the tower will be made unless an earlier
report was made of a higher category of threat, which has now reduced. The ACU Operator will continue to monitor the situation and report any increased threat.

iii. ATC will make no report to air systems, but will maintain a look out both visually and using radar to identify any increased threat.

iv. Pilots are recommended to keep a good look out at all times when flying in the vicinity of Gibraltar.

b. **Bird State – Activity Reported**

a. When flocks of birds are seen transiting the approach paths or outbound routes the AWCU will report **Bird Activity** to the VCR using Bird Activity and Location

b. When the position of the air system and birds is in conflict ATC will advise pilots of the threat using the phraseology “Bird Activity” followed by position and details. Outbound air systems should be offered a delay in departure until the threat diminishes. ATC will monitor bird movements and update pilots when necessary.

c. If Bird Activity is reported from on or adjacent to the manoeuvring area, if time permits the AWCU will be instructed to conduct dispersal methods in co-ordination with ATC. Pilots of departing air systems should be offered a delay until the threat is reduced. Pilots of arriving air systems should keep a good look out and consider the possibility of avoiding action, delay or if necessary a go around to avoid bird concentrations.

d. ATC will continue to monitor bird movements and update pilots where necessary.

8. **Staffing Procedures.** The AWCU is staffed in accordance with the Gibraltar Air Traffic Provider Support Staff Roster. At least one bird control operator is present when RAF Gibraltar is open.

9. **Birdstrikes.** When a bird strike is observed, reported by a pilot, or a carcass found during a runway inspection, the following procedure is to be followed:

a. Recover the bird remains (using appropriate Health and Safety precautions).

b. Inform ATC, who will in turn contact the AWCU.

c. Attempt to identify the likely air system if a bird strike has not been reported.

d. Inform the Gibraltar Ornithological and Natural History Society if the carcass carries any identification (e.g. a leg ring).

e. The AWCU will Record the bird strike (even when no carcass is found) and take appropriate reporting actions to the CAA.

f. The AWCU will take actions as per RAF ATM Force orders.

10. **Wildlife Hazard Control Records.** Comprehensive records assist with development of the Wildlife Hazard Control Programme; they also demonstrate the integrity of existing wildlife control
mechanisms. The following details are to be recorded in the Wildlife Control Log (As per RAF ATM Force Orders):

a. Duty Bird Controller (name of).
b. Patrol areas.
c. Bird activity observed and dispersed.
d. Significant weather conditions.
e. Habitat issues.
f. Mileage driven.
g. Bird strike records.
h. Record of Bird Scaring Cartridges used.
i. Birds culled.
j. Any other factors.


a. The Wildlife Control Log is maintained in the AWCU vehicle.
b. A monthly report is generated detailing the quantity of ammunition used, total mileage driven by the AWCU vehicle, the number of birds culled and the location the cull took place.
c. Data is compiled in varies forms on a day to day basis which forms part of the monthly report leading to monthly / yearly historical data. This can be presented in graphical data where trend analysis can be used.
ANNEX CC: HANDLING OF HAZARDOUS MATERIALS (SPILLAGE PLAN)

For the Unit Spillage Response Plan, please use this link.
ANNEX DD: AIR SYSTEM PARKING

References:

A. MAP-01 Chap 2.5.
B. DSA 03.OME (JSP 482) Chap 10 Sect 5.
C. MAP-01 Chap 14.7.

1. This order details local regulations regarding the parking of air systems at RAF Gibraltar and the Air Terminal during peacetime operations in accordance with Reference A.

2. Civil Apron. Civil air systems using RAF Gibraltar in accordance with the Commercial User Agreement between the Ministry of Defence and the Government of Gibraltar will be parked on the Civil Apron and marshalled by GibAir.

3. South Dispersal. Available for scheduled transport air systems except C17. Use of this dispersal allows quicker and easier access to Movements Flight in Western Hangar without having to cross the runway with pallets of freight. Air systems may be parked on South Dispersal for the duration of their detachments. Eastern Hangar is available for overnight storage and the minor servicing of air systems. Details of air systems parking and available equipment can be requested from Air Ops on Ext 3352/3353.

4. North Dispersal. Available for scheduled transport air systems and capable of hosting C17. Air systems may be parked on North Dispersal for the duration of their detachments.

5. Marshalling of Fixed Wing Aircraft. Marshalling services for the military dispersal are routinely provided by AGSU, however, military air systems may elect to self position without the aid of a marshaller. Visiting detachments may also bring their own marshalls. GibAir routinely provide civilian marshalling. ATC or RAF Air Ops should be notified if AGSU are not required at the earliest opportunity. Prior to the arrival/departure of a fixed wing aircraft marshalls are to ensure that:

   a. The area is free of FOD and any loose items which may be affected by jet efflux or propeller wash.

   b. The area is clear of any obstruction which may cause damage to an air system.

   c. Appropriate fire extinguishers and air system chocks are prepositioned for use.

   d. The roadway barrier is in the down position, and all vehicle movements cease whilst air systems taxi onto or off the dispersal.

   e. Air systems are not to be parked with wings protruding over the Yellow Brick Road.

6. Marshalling of Rotary Wing Aircraft. Rotary Wing aircraft may self position under the control of ATC. A rotary wing aircraft may depart from the threshold of RWY 27, on a bearing 090, without the closure of the road. The aircraft may also transit across the road above 500ft without the road closing, providing the airsysyem does not have an underslung load.
7. **Armed Air Systems and Air Systems Carrying Explosives.** Reference B states the requirement for licensed facilities, and safety distances, on airfields for the parking of armed air systems and explosives cargo air systems. Reference C sets out the safety precautions to be observed when operating with armed air systems and details the armament safety precautions applicable to the housing of armed air systems. Armed air systems and transport air systems landing at RAF Gibraltar are to be parked in accordance with the following instructions:

a. Air systems carrying internal/external explosive stores are to be parked on the licensed DAC Pan at either North Dispersal, South Dispersal or the Western end of the runway dependant on Nett Explosive Quantity (NEQ). Details of current regulations are to be sought from SNCO Eng/ESR.

b. Air systems carrying HD 1.2, 1.3, or 1.4 as explosive freight are to be parked on the licensed DAC Pan at either North Dispersal, South Dispersal or the Western end of the runway dependant on NEQ. Details of current regulations are to be sought from SNCO Eng/ESR.

c. Air systems armed with countermeasure stores are to be parked on the licensed DAC Pan at either North Dispersal, South Dispersal or the Western end of the runway subject to Flare Danger Areas (FDA) being achieved. Details of current regulations are to be sought from SNCO Eng/ESR.

d. HD 1.1 is not permitted at RAF Gibraltar.

e. There are no forward firing slots at RAF Gibraltar.

f. All personnel are to be aware that movement of personnel and vehicles immediately in the vicinity of armed air systems is to be restricted to the minimum necessary for operational purposes.

g. The air systems crew are responsible for restricting access to visiting armed air systems and is to ensure that Aircraft Armed / Explosive Freight notices are displayed in accordance with Reference C.

8. **Detachments.** Visiting air systems detachments are to comply with Engineering Orders issued by their parent Unit/Command. In addition, the visiting Detachment Engineering Officer, or civilian equivalent is to ensure that the instructions contained in this order are complied with.

9. **RADHAZ.** SNCO Eng Flt/ESR is to ensure that armed air system servicing teams are aware of RADHAZ restrictions in place at RAF Gibraltar.

10. **Servicing.** Housing and servicing of air systems fitted with explosives or dangerous goods are to be strictly in accordance with Reference C.

11. **Concessions.** In the event of situations such as Transition to War or in preparation for an Armament Practice Camp, local current explosive regulation may be insufficient. Before any concession is made, advice must be sought from Navy Safety-Explosives SO1, via OC Eng Flt/ESR.

12. **Emergencies.** In the event of an armed air system making an emergency diversion to RAF Gibraltar, it is to be parked iaw the procedures in para 6.
ANNEX FF: GENERAL CONDITIONS (TERMS AND CONDITIONS)

1. All matters relating to Civil Air Systems use of RAF Gibraltar are governed by JSP 360.

2. These General Terms and Conditions are applicable to all civilian registered Air Systems operating to/from RAF Gibraltar. The Aerodrome Operator reserves the right to alter or cancel these Terms and Conditions at any time.

3. Civilian Air Systems operations to/from RAF Gibraltar are in accordance with the guidance laid down in JSP 360.

4. RAF Gibraltar operates a PPR airfield. Movement requests are to be submitted at least 24 hours in advance of the scheduled landing/departure time. Military movements are to be submitted to RAF Gibraltar Ops (Gib-RAF-Ops@MOD.UK). All civilian requests should be made through GibAir (handling@gibair.gi).
ANNEX GG: BREACH OF TERMS AND CONDITIONS - ORDERS

1. Any breaches of the guidelines directed within JSP360 or locally arranged procedures will be brought to the attention of the AO who shall decide on an appropriate response.
ANNEX HH: THUNDERSTORM & STRONG WIND PROCEDURES

1. **Policy.** Weather has a profound influence on the safety and expediency of air systems and airport operations. In addition to the various statutory requirements, RAF Gibraltar will ensure that accurate and timely weather information is available and promulgated by the most appropriate means to airport users. RAF Gibraltar is principally dependent upon the services of the Meteorological Office for forecast information. However, this does not preclude the use of information derived from ATCO observation, particularly when the need arises to relay any deterioration of real-time actual weather data. RAF Gibraltar is also committed to providing meteorological information to support safe air system operations in adverse conditions, and to provide warning bulletins to airport users in the event of these conditions.

2. **Weather Observations.** Weather observations (METARS) at RAF Gibraltar are made by Meteorological Office staff in compliance with standard UK Meteorological Office protocols.

3. **Met Office Responsibilities.** The Met Office is responsible for:
   a. The provision of Met observations using the “Human Observer” method.
   b. Submitting METARS to the Met Office.
   c. Ensuring that adverse weather warnings are issued in a timely manner to all relevant agencies.
   d. Issuing Local Area Forecasts (LAFS) at 0530Z and 1300Z.

4. **ATC Responsibilities.** ATC is responsible for:
   a. Monitoring the surface wind, and if present notifying pilots of waterspouts in the approach.
   b. Ensuring that accurate runway surface state reports are promulgated.
   c. Inputting the QNH from the METAR into the master flight data processing position.

5. **GibAir Responsibilities.** GibAir is responsible for:
   a. Providing appropriate training for all its staff for operations during adverse weather conditions, including heavy rain and strong winds.
   b. Ensuring Standard Operating Procedures are in place for operations during adverse weather conditions.
   c. Ensuring Duty Managers liaise with met office to ascertain actual and forecasted conditions.
   d. Ensuring Duty Managers anticipate and advise all GibAir staff about any adverse weather conditions which could impact on the handling operation.

5. **Adverse Weather Warnings.** Adverse weather such as strong winds, waterspouts, and thunderstorms can be expected at reasonably frequent intervals. They have the potential to disrupt airport operations and present risks to the safety of air systems and people working airside.
RAF Gibraltar will ensure that a system is in place for the timely receipt of weather warnings, and also for the subsequent dissemination of these by competent persons. The potential effects of such weather conditions will also be taken into consideration when risks are assessed for developments on the airfield.

a. **Distribution of Warnings.** The Met Office is responsible for distributing adverse weather warnings via fax to all the necessary agencies. Once ATC receives the faxed warning, the Switchboard ATCA is responsible for its distribution to the ATCO i/c. ATCOs will disseminate the information to air systems under their control.

b. **Thunderstorm Warnings.** Thunderstorm Warnings are issued by the Met Office when thunderstorms have formed, or are forecast to occur, within 40KM of Gibraltar. They will be issued as early as possible and will contain details of timing, duration and movement as appropriate. There are three levels of warning issued:

   i. **Thunderstorm Level High.** Thunderstorms are occurring or are expected over Gibraltar in the immediate future (normally within 15 minutes). Met Office will advise GibAir Duty Manager by mobile phone (+350 56457000) when at Thunderstorm Level High. GibAir Duty Manager will then advise all ramp personnel, aircrew and refuellers to ensure no refuelling takes place. Once Thunderstorm Level High has passed Met Office will advise GibAir Duty Manager accordingly so refuelling can commence/resume.

   ii. **Thunderstorm Level Moderate.** Thunderstorms are developing or have been reported within 40 km of Gibraltar, but are not expected to affect Gibraltar in the immediate future.

   iii. **Thunderstorm Level Low.** Thunderstorms are not occurring at the present time or are not expected.

d. **Refuelling.** Air systems are not permitted to refuel when Thunderstorm Level High.

e. **Strong Winds.** The Met Office issue Strong Wind and Gale Warnings direct to the necessary agencies by Fax. Wind conditions are defined as:

   i. **Strong Wind.** Mean speed 24+ kts.

   ii. **Gale Force Wind.** Mean speed 34+ kts.

   iii. **Severe Gale Force Wind.** Mean speed 44+ kts.

   iv. **Storm Force Wind.** Mean speed 52+ kts.

   v. **Violent Storm Force Wind.** Mean speed 60+ kts.

f. **Waterspouts.** The presence of waterspouts in the vicinity of the airfield is to be reported by ATC.
ANNEX II: ELECTRICAL GROUND POWER PROCEDURES

1. Air systems electrical ground power will be supplied and connected on request from the air systems crew by the air systems handlers on arrival. A qualified member of the air systems crew must be present before connection or disconnection can take place.

2. **Use of Mobile Ground Power Units (GPU).** Fixed Electric Ground Power is not available in Gibraltar, thus mobile GPU are used. Constantly running GPUs can cause high noise levels on the apron, are an additional obstruction to free movement around a parked air system and if poorly maintained, may spill oil on the stand. When the use of mobile GPU is necessary, the following procedures are to be observed:

   a. They are to be used in a manner consistent with necessity and in accordance with operating procedures drawn up by the Handling company and must be shut down when not required.

   b. They are to be parked so that they can be driven 'away' from a running engine and not towards the engine.

   c. Operators are to ensure when GPU are in use, that the connection cable between the GPU and the air system is routed, so that as far as is reasonably practicable it does not present a trip hazard to persons.

   d. Operators are to ensure that the GPU are maintained so that they do not present a safety or environmental hazard (i.e. emissions). In addition, all associated cabling must be adequately shielded.

3. **Auxiliary Power Units (APU).** Air system APU generate high levels of noise and significant fumes. The noise of an APU can mask the sound of approaching vehicles. It is the responsibility of airlines and air system handlers to ensure that APU are used in a manner consistent with necessity, and run for the absolute minimum time necessary.
ANNEX JJ: AVIATION FUEL MANAGEMENT ORDERS

1. **Policy.** Responsibility for the management of the aviation fuel installation at RAF Gibraltar including (but not limited to); aviation fuel storage, distribution (both to the installation and from the installation to air systems), quality and fitness of fuel for use in air systems and the activity of fuelling to air systems, rests with the respective fuel suppliers as detailed in this order. IATA is responsible for the monitoring and audit of the management, quality control and delivery procedures of the fuelling activities. Fuelling activities at Gibraltar Airport are undertaken by the fuel suppliers in accordance with CAP 748 (Aircraft Fuelling and Fuel Installation Management), in conjunction with Explosive Atmospheres (ATEX) and Dangerous Substances Explosive Atmosphere Regulations (DSEAR). Guidance material published by the fuel industry Joint Inspection Group (JIG) is also applied.

2. **Management of Installations.** The aviation fuel installation, comprises of (but is not limited to) a receipt and storage facility, and is jointly owned and operated by GibOil and Cepsa. The management of the aviation fuel installation is carried out by Intoplane Services on behalf of GibOil and Cepsa under a joint venture. An Operations Manager is on twenty four hour call for the fuel storage depot.

3. **Fuel Storage, Quality & Delivery.** Details of fuel and oils availability at RAF Gibraltar are found in the UK Mi AIP and FLIPs.

   a. JET A-1 (AVTUR) is stored in a temporary Fuel Farm on the north side of the airfield. JET A-1 does not contain Fuel System Icing Inhibitor additives. AVGAS (100LL) is not available.

   b. At all times, fuel grade and quality must meet the specification fit for use in air systems, and must be in accordance with the requirements of the Air Navigation Order and CAP748.

   c. JET A-1 is delivered from the storage facility by tanker bowsers. Fuel is supplied to air systems by Intoplane Services and is delivered to air systems directly by tanker bowsers.

   d. Any potential disruption to the normal supply of aviation fuel must be notified to the RAF Gibraltar Air Operations and the Gibraltar Air Terminal Duty Manager immediately by telephone and then confirmed in writing.

4. **Safety Principals.** The fuelling of air systems will normally be carried out in the open air and is only to be carried out in approved areas.

   a. Only personnel that have been suitably trained and assessed as competent may carry out air system fuelling.

   b. Fuelling areas will be sited so as to avoid bringing fuelling equipment or air system fuel tank vents to within 15 metres of any building other than those parts constructed for the purpose of direct loading or unloading of air systems.

   c. Refuelling vehicles are not to approach air systems until the air systems engines have stopped and anti-collision lights have been switched off.
d. Refuelling vehicles are to be parked so as to enable freedom to exit the area in the event of an emergency.

e. All personnel engaged in refuelling procedures are to ensure that serviceable fire extinguishers are available.

f. All personnel engaged in refuelling procedures are to be aware of the method of summoning the Airport Fire and Rescue Service.

g. Vehicles and equipment must not be parked under any part of the air system during refuelling, with the exception of refuelling equipment.

h. Replenishment of air systems oxygen systems is not to take place when fuelling is in progress.

5. Fuelling Zone Procedures. During fuelling operations, air and fuel vapour are displaced from the air systems tanks through vent points, which are usually situated at the air systems wingtips. This presents a hazard of fuel vapour being ignited. For this reason, additional rules are required within an area known as the fuelling zone. The fuelling zone is established when air systems fuelling operations are in progress, it extends at least 6 metres radially from the air systems filling and venting points and from any part of the fuelling vehicle and equipment including hoses. Particular requirements must be adhered to in the fuelling zone as below:

a. All personnel must avoid any activity involving the risk of fuel vapour ignition. These include smoking, use of naked lights, operation of electrical systems and activity creating sparks from exposed iron or steel studs on footwear or from tools or other equipment or vehicles.

b. Vehicle engines must not be left running in the fuelling zone. This includes GPU. Hot vehicle exhausts are a major hazard and are prohibited inside the fuelling zone.

c. Non-intrinsically safe equipment, including Portable Electronic Devices such as mobile telephones, pagers, radios and any other electronic or electrically operated equipment are prohibited.

d. Only authorised persons and vehicles are permitted within the fuelling zone and the number of these should be kept to a minimum.

e. Airlines must ensure that passengers do not enter the fuelling zone whilst embarking or disembarking. Baggage and passenger reconciliation checks must be carried out away from the fuelling zone.

f. Air systems APU which have an exhaust efflux discharging into the fuelling zone should, if required to be in operation during fuelling, be started before filler caps are removed or fuelling connections made. APUs must not be switched on during any refuelling operation.

g. Photographic flash bulbs or electronic flash equipment must not be used within 6 metres of the fuelling equipment or any filling or venting points of the air system.
h. The airline or air systems operator should ensure that all personnel working on the inside of a cabin, hold, or equipment compartment of an air system are made aware that fuelling is taking place.

i. If the Fuelling Overseer considers that a hazard exists, refuelling should be stopped immediately until conditions permit resumption.

6. **Bonding & Grounding – Air Systems & Refuelling Equipment.** It is essential that air systems, fuelling vehicles and over-wing nozzles, where applicable, should be electrically bonded together throughout fuelling operations to ensure that no difference in electrical potential exists between the units. Bonding is to be maintained until all hoses have been disconnected or tank filler caps replaced.

7. **Fuelling with Passengers on Board.** Passengers should be disembarked prior to the commencement of air systems fuelling. Commencement of fuelling is defined as 'connection of the bonding clip.' Completion is defined as 'when the bonding clip has been removed'. In circumstances where it is not possible to complete fuelling without passengers on board, airline operators of fixed wing aircraft may allow passengers to embark, disembark or remain on board during fuelling operations. Airlines are required to develop their own safety procedures in such circumstances, to manage the risks associated. Suggested guidance includes:

a. Cabin attendants, passengers and other relevant staff are to be warned that fuelling will take place and that they must not smoke, operate electrical equipment or other potential sources of ignition.

b. The air system’s ‘No Smoking’ signs are to be switched on together with sufficient interior lighting to enable emergency exits to be identified.

c. The ‘Fasten Seat Belts’ sign must be switched off and passengers are to be briefed not to fasten their seatbelts.

d. Provision should be made via at least two of the main passenger doors (or main passenger door plus one emergency exit when only one door is available), preferably at opposite ends of the air system, for safe evacuation in the event of an emergency.

e. Designated escape doors to be on the opposite side of the air system to the fuelling activity.

f. Fuelling is not to be permitted on both sides of the air system. Air system doors are to be constantly manned by cabin attendants whilst fuelling is taking place.

g. Whenever an exit with an inflatable escape slide is designated to meet the requirements in the above paragraph, the ground area beneath that exit and the slide deployment area must be kept clear of external obstructions.

h. Ground servicing activities and work within the air system, such as catering and cleaning must be conducted in such a manner that they do not create a hazard or obstruct air system exits.

i. Inside the air system cabin, aisles, all exit areas and exit access areas must be kept clear of obstructions.
j. The ability of any passenger to effect a rapid evacuation from the air system, most particularly those whose mobility is impaired, is to be taken into account.

8. **Fuelling with Engines Running.** Refuelling with engines running is only permitted when:
   a. Air systems are engaged in casualty evacuation procedures.
   b. Search & Rescue Helicopters are operational.
   c. Air Ambulances are operating.
   d. Required by the Military.
   e. Other Air Systems engaged in fire fighting.

It is the responsibility of the fuel supplier to have a written agreement with the operator on procedures to be used by all parties during such an operation.

9. **Fuelling & De-Fuelling in Hangars.** Fuelling activities inside hangars are only permitted in circumstances where it is not possible for the operation to take place in the open air. Any such activity is to be risk assessed and carried out in accordance with the fuelling company’s procedures. Under no circumstances is fuelling or de-fuelling of AVGAS to take place inside any hangar or any other building. The Airport Fire and Rescue Service is to be in attendance, positioned outside the building.

10. **Fuel Spillages.** The procedures to be used in the event of a fuel spillage are detailed in Annex CC.

11. **Out of Hours Refuels.** Fuelling activities must only take place within the airfield operational hours. During extreme circumstances, to prevent an air system being left unfuelled overnight and the risk of potentially explosive vapours, the airfield is to extend its operational hours until fuelling activities cease. However any overtime charges incurred as a result will be the responsibility of the relevant party.

12. **Responsibilities of Managers.** Aviation fuel installation managers are responsible for:
   a. Ensuring compliance with the CA (AN) R, and CAP748 and all other relevant statutory and regulatory requirements relating to the handling and storage of bulk aviation fuels.
   b. Ensuring that the grade and quality of fuel product meets the required specification at all times.
   c. Notifying the airport company about any potential disruption to the normal supply of aviation fuel immediately by phone followed by confirmation in writing.

13. **Responsibilities of Suppliers.** The aviation fuel suppliers are responsible for:
   a. Ensuring compliance with the CA (AN) R, and, CAP748 and all other relevant regulatory requirements relating to the handling of aviation fuels and the fuelling of air systems.
b. Ensuring that at all times, the fuel delivered to air systems meets the required specification, including the grade and quality of fuel product.

c. Ensuring that refuelling tanker bowsers and refuelling equipment access and exit from the air system stands in an approved manner.

d. Training and competence of refuelling operatives.

e. Ensuring that all vehicle drivers possess a HGV Class 1 driving licence.

14. **Audits.** Organisations that store, dispense or handle aviation fuel at RAF Gibraltar will be subject to an annual audit in order to ensure that they comply with the relevant legislative requirements. An appropriately qualified person from or working on behalf of IATA will carry out this audit. The audit report will be made available to those being audited together with any recommendations of changes that may be required to procedures or equipment. In addition, audit reports may be made available to the DCA or MAA or other regulatory bodies. A reasonable time will be given to remedy any shortcomings found by the audit but the Aerodrome Operator reserves the right to withdraw permission for the facility or fuelling activity to continue if it is found to be dangerous or if remedy to the shortcoming is not completed within the agreed reasonable time. Airline customers typically undertake fuelling audits once or twice per year.
ANNEX NN: FOD PREVENTION PLAN

For the FOD Prevention Plan, please use this [link](#).
ANNEX OO: DANGEROUS GOODS (DG) PROCEDURES – LOADING / UNLOADING

1. When notified that a DAC flight containing explosives is programmed to operate from RAF Gibraltar, Movements Flight is to confirm with OC Engineering Flight the Net Explosive Quantity (NEQ) and Hazard Division (HD) of the explosive.

2. The NEQ is to be checked against the current explosive licence of the DAC Pans and handled on DAC Pan West, DAC Pan North or DAC Pan South as appropriate.

3. The loading and off-loading of air systems is to be conducted as follows:
   a. **UN CLASS 1.** The loading and off-loading of UN Class 1 consignments in the approved licensed area is to be supervised by a RAF TG18 Logs (Mov) NCO with a valid Logistic Movements |Dangerous Goods by Air |RAF| qualification.
   b. **UN CLASS 2-9.** The loading and off-loading of UN Class 2 to 9 is to be supervised by a nominated RAF TG18 (Logs) tradesman holding a valid Logistics Movements |Explosives Authorised Representative (AR) |RAF| qualification.
   c. **Checks.** On the completion of loading and prior to off-loading, the RAF TG18 Logs (Mov) NCO loading supervisor is to ensure that all consignments are still undamaged and free from leakage.
ANNEX SS: FORCE PROTECTION RESPONSIBILITIES

Force Protection Responsibilities. Force Protection Orders and Operations are classified and permission to view them should be sought from the GDP Chief Police Officer, Rob Allen. Contact details are:

a. Email: GIB-GDP-CPO@MOD.UK
b. Work telephone: +350 20055169.
c. Mobile: +350 5838 6000
ANNEX TT: AEROMED OPERATIONS AT RAF GIBRALTAR

Aeromed - Airfield Open (0930L – 2315L Mon to Sat, 0900L – 2315L Sun.)

1. Fixed Wing and Rotary Wing (FW and RW). Aircraft wishing to conduct Aeromed operations from RAF Gibraltar are, in the first instance, to contact RAF Gibraltar Air Ops to book in. Whilst following SOP, the following agencies are also to be informed.

   - Requesting Unit to contact RAF Air Ops (5646 7000).
   - Inform RAF Stn Cdr 5838 7000
   - Inform AGSU 2005 3278
   - Inform Princess Royal Medical Centre (PRMC) 2005 3052/3399.
   - AMR to inform Gibraltar Ambulance Service (GAS) 190.

2. The Airfield Medical Response (AMR) Team. Will inform the GAS emergency control (190) and request an ambulance to position at the airfield immediately/as required. The AMR team will treat and stabilise the casualty before conducting a handover to the GAS clinician on arrival.

3. Gibraltar Ambulance Service (GAS). On arrival at the South Barrier, Gibraltar Defence Police (GDP) will liaise with Air Traffic Control (ATC) and Air Ops before escorting the GHA ambulance to an appropriate location abeam the relevant military dispersal. An RAF Air Ops or Movements representative will coordinate the transit of the GAS onto the dispersal.
Aeromed - Out of Hours (OOH) (2315L – 0930L Mon to Sat, 2315L – 0900L Sun.)

4. **FW Aeromed (to the UK).** Planned Aeromed operations should be conducted during airfield opening hours. However, following direction from JCCC, the airfield, where possible, will be re-opened to accommodate OOH FW Aeromed operations. OOH movements cannot be guaranteed and are subject to callback of necessary personnel.

5. **RW Aeromed (from RN Ship).** For short-notice inbound casualties via RW, with Airfield Operator approval, RAF Gibraltar can conduct closed airfield ops.

a) When ATC is closed the road barriers cannot be controlled therefore RW are to land and depart via Runway 27 only, transiting no further west than Taxiway Delta.

b) The transfer of patients should take place on the runway abeam the air terminal. On arrival of the GAS at the South Barrier, GDP are to escort the ambulance to an appropriate location at a safe distance (minimum 10m) abeam the runway and wait to be called forward by the aircrew.

c) At 0730 the following morning, RAF DO is to inform the Airfield Ground Support Unit (AGSU) and ATC in order for a thorough FOD inspection to be completed before normal daily flying.