Military Aviation Authority

MAA

Royal Air Force Henlow

Defence Aerodrome Manual

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TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION

CHAPTER 2: TECHNICAL ADMINISTRATION

CHAPTER 3: AERODROME LOCATION AND LAYOUT

CHAPTER 4: AERODROME DATA, CHARACTERISTICS & FACILITIES

CHAPTER 9: SNOW & ICE OPERATIONS

CHAPTER 10: FORCE PROTECTION RESPONSIBILITIES

2. Table of Figures

3. Table of Amendment

Amendment No.	Amendment Date	Date of Incorporation	Name	Signature
Issue 5.1	1 Feb 17	1 Feb 17	Flt Lt G B Nicholson	
Issue 6	1 Oct 17	1 Oct 17	Flt Lt G B Nicholson	
Issue 7	1 Jan 18	1 Jan 18	Flt Lt G B Nicholson	

4. Annexes

Annex HH	Thunderstorm & Strong Wind Procedures – Orders
Annex II	Electrical Ground Power Procedures – Orders - Not applicable.
Annex JJ	Aviation Fuel Management Procedures - Orders
Annex KK	Jettison Area - Orders (Where present) – Not applicable.
Annex LL	Compass Swing Area - Orders (Where present) – Not applicable.
Annex MM	Explosive Ordnance Disposal Area - Orders (Where present) - Not applicable.
Annex NN	FOD Prevention, Training and Awareness – Station Standing Orders
Annex OO	Dangerous Goods (DG) Procedures - Loading /Unloading – Orders - Not applicable.
Annex PP	Hydrazine (H70) Leak (Where present) – Orders - Not applicable.
Annex QQ	Air System Arresting Mechanisms (Rotary Hydraulic Arrestor Gear (RHAG) / Portable Hydraulic Arrester Gear (PHAG) / Barriers) etc – Orders - Not applicable.
Annex RR	Snow and Ice Operations - Orders
Annex SS	Force Protection Responsibilities – Station Standing Orders
AnnexTT	RAF Henlow Obstacle Data.
Annex UU	Task Resource Analysis – Not applicable.
Annex VV	ARFF Assessment Requirements – Not Applicable.
Annex WW	Reduction of ARFF Category Provision – Not Applicable

RAF Henlow Operational Orders available at
http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/RAF/Organisations/Locations/Henlow/Pages/OpOrders.aspx

FOREWORD

1. **Military Aviation Authority**. The Military Aviation Authority (MAA) is the single independent regulatory body for all Defence aviation activity. As the 'Regulator', Director MAA (D MAA) is accountable to SofS, through the Defence Safety Authority (DSA) for providing a regulatory framework, given effect by a certification, approvals and inspection process for the acquisition, operation and airworthiness of air systems within the Defence aviation environment. Through Director General (DG) DSA, D MAA is responsible for providing assurance to SofS that the appropriate standards of military Air Safety are maintained. DG DSA is the Convening Authority for Service Inquiries into aircraft occurrences.

2. **Regulatory Structure**. D MAA is the owner of the MAA Regulatory Publications (MRP) and has the authority to issue them on behalf of the SofS. There are 3 levels of documentation within the MRP, as outlined below:

a. Overarching documents:

(1) MAA01: MAA Regulatory Policy.

(2) MAA02: MAA Master Glossary.

(3) MAA03: MAA Regulatory Processes.

b. Regulatory Articles (RA):

(1) 1000 Series: General Regulations (GEN).

(2) 2000 Series: Flying Regulations (FLY).

(3) 3000 Series: Air Traffic Management Regulations (ATM).

(4) 4000 Series: Continuing Airworthiness Engineering Regulations (CAE).

(5) 5000 Series: Type Airworthiness Engineering Regulations (TAE).

c. MAA Manuals:

(1) Manual of Air Safety.

(2) Manual of Post-Crash Management.

(3)

(4) Manual of Military Air Traffic Management.

(5) Manual of Aerodrome Design and Safeguarding.

(6) Display Flying Handbook.

(7) Defence Aerodrome Manual.

(8) Manual of Maintenance and Airworthiness Process-01.

(9) Manual of Maintenance and Airworthiness Process-02.

The contents of each series are published on the MAA website, www.gov.uk/maa.

3. **Applicability**. Unless specifically excluded, the MRP documents, RAs and Manuals apply to any personnel be they civilian or military involved in the certification, design, production, maintenance, handling, control or operation of Air Systems on the UK Military Aircraft Register (MAR) and associated equipment[1], under MAA regulations, in accordance with Chapter 4 of MAA01.

4. **Scope of Activity**. The MAA has full oversight of all Defence aviation activity and undertakes the role of the single regulatory authority responsible for regulating all aspects of Air Safety across Defence.

5. **Military Applicability**. The RAs within the MRP (also referred to as "the Regulations") are Orders within the meaning of the Armed Forces Act. The MRP has primacy over all other Defence aviation orders or instructions, except insofar as any regulation therein have been superseded by a Regulatory Notification.

6. **Equal Opportunities Statement**. All reference to the masculine gender (he, him and his) is to be taken to include the feminine gender (she, her and hers).

7. **Responsibilities**. The Regulations contained within the MRP do not absolve any person from using their best judgement to ensure the safety of Air Systems and personnel. Where safety or operational imperatives demand, the Regulations may be deviated from provided that a convincing case can be offered in retrospect. Where authorized individuals issue their own amplifying orders or instructions, they must be based on the Regulations and they must not be more permissive.

8. **Regulatory Notifications**. Where the routine amendment process for the MRP is not sufficiently agile, to effect timely communication of regulatory changes, the MAA will employ one of 2 types of notification, dependent upon the nature of the information conveyed:

   a. **Regulatory Notice**. A Regulatory Notice (RN) will notify changes in structures, procedures, regulations, or provide operational or engineering guidance.

   b. **Regulatory Instruction**. A Regulatory Instruction (RI) will provide mandatory operational or engineering direction.

9. Notifications will be approved at the appropriate level within the MAA depending on type, complexity and whether the Notification is contentious. They will be promulgated to those with delegated/contracted responsibility for Air Safety such as Aviation Duty Holders (ADH) within the Services and Accountable Managers within Industry. Recipients will be required to acknowledge receipt and copies of the notifications will also be published on the MAA website. Receiving organizations are responsible for cascading notifications internally in an effective way.

10. **Regulatory Waiver/Exemption**. Temporary waivers (for a specified period) or permanent exemptions from extant regulations may be employed[2] at the request of a Regulated Entity. For regulatory waivers or exemptions, the process outlined in MAA03 is to be used.

11. **Alternative Acceptable Means of Compliance (AAMC)**. Where the Regulated Entity believes there is an alternative way of satisfying the intent of a Regulation, it may utilise the AAMC process outlined in MAA03 to apply to the MAA for approval.

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[1] Including Air Traffic Management (ATM) and Aerospace Battle Management (ABM).
[2] When approved by the Regulator.

12. **Commercial Implications**. The MRP will be applied through contract to those commercial organizations designing, producing, maintaining, handling, controlling or operating Air Systems on the UK MAR and associated equipment[1]. Compliance with these Regulations will not in itself relieve any person from any legal obligations imposed upon them. These Regulations have been devised solely for the use of the UK Ministry of Defence (MOD), its contractors in the execution of contracts for the MOD and those organizations that have requested to operate their Air Systems on the UK MAR. To the extent permitted by law, the MOD hereby excludes all liability whatsoever and howsoever arising (including, but without limitation, liability resulting from negligence) for any loss or damage however caused when these Regulations are used for any other purpose. Contractors should be aware of the risks associated with following legacy Regulation and policy which is obsolescent and therefore no longer supported. All future contracts and contractual amendments should ensure that the requirement to comply with the extant MRP is captured at date of contract let or amendment. The MAA will continue to monitor this situation through audit and inspection.

13. **Amendment**. Sponsorship of the MRP and the authorization of amendments are the responsibility of D MAA. Proposals for amendments to the MRP can be made in accordance with Chapter 4 of MAA01 - MAA Regulatory Policy and MAA03 - MAA Regulatory Processes.

< *Original signed* >

J C DICKSON
Group Captain
Deputy Head (Regulation)
Military Aviation Authority
3 Jan 16

FOREWORD BY COMMANDING OFFICER RAF HENLOW

1. This document, the RAF Henlow Defence Aerodrome Manual (DAM) describes the airfield[3] at RAF Henlow including the management, physical characteristics, services available and operating procedures. This DAM is a mandated document through Regulatory Article (RA) 1026 which is intended to inform and provide reference to all aircrew and support personnel who operate at RAF Henlow. The RAF Henlow DAM conforms to regulatory requirements and should be read in conjunction with other MAA documents and regulations, in addition to other policy documents as referenced in the DAM template. It also contains detailed information regarding the airspace, runway and aviation procedures at RAF Henlow, including the RAF Henlow Flying Order Book and detailed information regarding Safety Management in the RAF Henlow Air Safety Management Plan

2. The master copy of the RAF Henlow Defence Aerodrome Manual is available on the RAF Henlow Intranet, RAF Henlow Internet and on request from the RAF Henlow Airfield Manager (01462 851515 Ext 6150) or Hlw-airfieldmanager@mod.uk. Amendments to the DAM will be made on a regular basis and the latest version published online.

3. Receiving organizations are responsible for cascading notifications internally in an effective way.

4. This document makes reference to “aircraft,” however this should be read as representing all Air Systems, manned and unmanned, iaw MAA guidance.

< *Original signed* >

M Clulo
Wg Cdr
Station Commander
RAF Henlow
1 Feb 17

[3] The terms aerodrome and airfield are used interchangeably with aerodrome used in the titles in recognition of CAP 168 nomenclature.

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 DH-Facing Organizations
RA 1200	-	Defence Air Safety Management
RA 1205(2)	-	Air System Safety Cases (Responsibilities of DH-Facing Organizations)
RA 1026	-	Aerodrome Operator
RA 1410	-	Occurrence Reporting
RA 1430	-	Aircraft Post Crash Management and Significant Occurrence Management
RA 1400	-	Flight Safety
RA 2415	-	Third Party Use Of Military Airfields
ATM 3000	-	Air Traffic Management Regulatory Articles (RAs)
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)
Formerly JSP360	-	Use of Military Aerodroems by British and Foreign Civil Aircraft
JSP 426	-	MOD Fire Safety Manual
AP 600	-	Royal Air Force Information and CIS Policy[4]

1.2. **Purpose** - The purpose of the Defence Aerodrome Manual (DAM) is to provide, in a standardized format, a mechanism to inform both military and civilian operators of accurate aerodrome data that includes physical characteristics, available services, aerodrome hazards and operating procedures. It will also provide enhanced reference guidance to the Aerodrome Operator (AO/AIRFIELD MANAGER) 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 (as amended at Annex Va)[5] and is to be read in conjunction with the documents set at Chapter 1 Para 1.1 of the DAM template.

1.3 **Scope** – A Defence Aerodrome Assurance Framework (DAAF) has been developed in line with the RAF Henlow DAM. The DAAF has been used by the RAF Henlow AO/AIRFIELD MANAGER to develop this Aerodrome Manual. The DAM is intended to be a living document that will be updated and amended as required. The DAAF covers all chapters and sub paras of the developed DAM to allow a record of full assurance at 1st / 2nd / and 3rd party level. The AO/AIRFIELD MANAGER is responsible for 1st party assurance.

1.4 **Information Accuracy.** The AO/AIRFIELD MANAGER is to ensure that information contained in the DAM is up to date and accurate. Where Aeronautical Information published in national Aeronautical Information Publications (AIPs)[6] is also published in the DAM, the information must be identical. The AO/AIRFIELD MANAGER is responsible for ensuring changes to Aeronautical

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

5. Users are directed to the consolidated version of Regulation EC 216/2008.

6. The AIP is the primary source for Aeronautical Information.

7. The Military AIP is amended through No.1 Aeronautical Information Documents Unit. The Civilian AIP is subject to a separate amendment process.

Information are published according to relevant procedures, and that these changes are mirrored in the DAM[7]. Both the DAM and the AIP have legal authority.

1.5 **Master Copy** - The master copy of the DAM is available on MOSS, with a copy on the internet to provide civilian access. Amendments will be made when changes occur and the latest version published online.

1.6 **Responsibilities of an Aerodrome Operator**. The AO/AIRFIELD MANAGER will actively manage an aerodrome environment such that it accommodates the safe operation of Air System iaw with the requirements laid down in RA 1026 Aerodrome Operator. The DAM provides the basic framework upon which additional areas may be added. It is acknowledged that many of these functions may not necessarily fall under the direct authority of the AO/AIRFIELD MANAGER and as such appropriate interfaces should be established. Ultimately the AO/AIRFIELD MANAGER is responsible for providing assurance to the Head of Establishment and Aviation DH regarding a safe operating environment.

a. Aerodrome Operator Responsibilities:

i. The AO/AIRFIELD MANAGER will establish formal relationships with Aviation DHs and/or Accountable Managers (Military Flying (AM(MF)) in order to ensure that any decisions made which affect the aerodrome or its facilities are made with due regard to the impact on Air Safety. Areas to be considered will include, but are not limited to, facilities, personnel, equipment and materiel. The AO/AIRFIELD MANAGER will undertake assurance of activities regarding the documentation of tasks, roles, responsibilities, procedures, access to relevant data and record-keeping, in accordance with the MRP and related reference documents referred to at Chapter 1 Para 1.1.

ii. The AO/AIRFIELD MANAGER will provide assurance to verify that the DAM requirements are complied with at all times taking appropriate measures to ensure hazards are identified and highlighted to Duty Holders (DH) and civilian operators.

iii. The AO/AIRFIELD MANAGER will ensure that an appropriate aerodrome wildlife risk management programme (Annex AA/BB) is established and implemented in accordance with the Manual of Aerodrome Design & Safeguarding (MADS).

iv. The AO/AIRFIELD MANAGER will 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 RA 3262 – Aerodrome Access.

v. The AO/AIRFIELD MANAGER will 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 iaw RA 3274 – Low Visibility Procedures.

vi. The AO/AIRFIELD MANAGER will ensure that arrangements with other relevant organizations including, but not limited to, Air Systems operators, air navigation & ground handling service providers whose activities or products may have an effect on Air Systems safety are established, to ensure continuing compliance with extant aerodrome regulations.

vii. The AO/AIRFIELD MANAGER will 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.

viii. The AO/AIRFIELD MANAGER will 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 AP 600 – Royal Air Force Information CIS. (Note: The maintenance policy for an individual item of technical equipment, including software, is detailed in a Support Policy Statement (SPS) or equivalent Naval Ship Support Publication. The SPS is the executive document specifying the support arrangements for equipment throughout its in-service life and reflects the broad policy contained in this leaflet and other relevant instructions within AP600, QRs Chapter 11 and specialist APs).

ix. The AO/AIRFIELD MANAGER will ensure that the maintenance of aerodrome lighting and aircraft arresting equipment covers servicing information, troubleshooting, inspection procedures and repair instructions, in accordance with extant support policy statements.

x. The AO/AIRFIELD MANAGER will ensure that all personnel who need to enter the movement area, as part of their TORs, are both trained and qualified to do so with the appropriate authority (line manager, ATC, etc).

xi. The AO/AIRFIELD MANAGER will ensure that an aerodrome emergency plan is developed in accordance with the MPCM, RA 1430 and JSP 426.

xii. The AO/AIRFIELD MANAGER will ensure that adequate aerodrome rescue and fire-fighting services are provided in accordance with JSP 426 – Defence fire safety and Fire Risk Management. (Note: This is laid out in the Joint Business Agreement (JBA) or Internal Business Agreement (IBA) between DFRMO and the TLBs and should be contained within Annex F of the DAM).

xiii. The AO/AIRFIELD MANAGER will ensure that Obstacle Limitation Zones around aerodrome movement areas be safeguarded from obstacles, in accordance with MADS.

xiv. The AO/AIRFIELD MANAGER will ensure that an effective Safety Management System (SMS), linked to the respective FLC or DH SMS is established and maintained in accordance with guidance laid down in MAA RA 1200(1) Defence Air Safety Management.

xv. The AO/AIRFIELD MANAGER will 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).

xvi. The AO/AIRFIELD MANAGER will strive to engender an engaged safety culture is established, developed and maintained.

CHAPTER 2: TECHNICAL ADMINISTRATION

2.1 **Name and Work Address of Aerodrome Operator.** RAF Henlow no longer has an Aerodrome Operator. However, an Airfield Manager, the subject matter expert, continues with the day to day administration of the airfield. The Airfield Manager's line manager, Sqn Ldr Operations and Force Development Squadron, acts as authority for airfield operations, when required.

Sqn Ldr Em Rogers
Sqn Ldr Ops and FD Sqn
Royal Air Force Henlow
Bedfordshire SG16 6DN

Mil ☎ 95381 + Ext: 6395
Civ ☎ 01462 851515 + Ext: 6395
Email: HLW-OPSFDSOC@mod.uk

Flt Lt Gavin Nicholson
Airfield Manager
Royal Air Force Henlow
Bedfordshire SG16 6DN

Mil ☎ 95381 + Ext: 6150
Civ ☎ 01462 851515 + Ext: 6150
Email: hlw-airfieldmanager@mod.uk

2.2 **Aerodrome Operators Authority.** RAF Henlow is a Government Aerodrome as defined in the Air Navigation Order, and as such, falls under the regulatory responsibility and authority of the MAA. Consequently, the airfield operates under the overall provisions of the MAA Regulatory Publications, the Manual of Military Air Traffic Management (MMATM) and Policy Statements/Directives issued by the MAA. The AO/AIRFIELD MANAGER is responsible for actively managing an environment that accommodates the safe operation of Air Systems in accordance with RA 1026. The management and running of the aerodrome is a Duty Holder Facing (DHF) responsibility.

2.3 **Letter of Delegation.** In accordance with RA 1026 and as RAF Henlow Head of Establishment, Station Commander RAF Henlow has nominated Officer Commanding Operations and Force Development Squadron as the RAF Henlow authority for operations; although, not the Aerodrome Operator. A copy of the Letter of Delegation is contained at Annex A.

2.4 **Safety Meeting Structure.** A full hierarchy of safety meetings is held at RAF Henlow. The structure is shown at Annex B.

2.5 **Organizational Structure.** The integrated military and civilian organization structure that identifies/outlines the organization of aerodrome operations is captured at Annex C. It identifies ADH and DH-Facing Organizations and any additional safety organizations that operate from within the site.

2.6 **Key Post Holders.** A list of aerodrome key post Holders including their post role and work contact numbers is to be produced and captured at Annex D.

2.7 **Aerodrome Operating Hazard Log (AOHL).** The RAF Henlow AOHL is actively managed by the Airfield Manager and can be viewed on the RAF Henlow MOSS site. The DAM only lists the hazards relevant to visiting aircrew that affect the safe conduct of flight to aerodrome users and can be found at Annex E. The following log format is to be employed:

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

Note: The MAA has no objections for the working Hazard log to contain more columns than those suggested. However, for the purposes of standardization within the DAM the AO/AIRFIELD MANAGER is to ensure published DAM hazard logs are confined to the mandated format.

2.8 **Formal Aerodrome Related Agreements.** There are a number of formal aerodrome agreements and contracts relating to other agencies captured at Annex F, as follows:

a. Henlow Flying Club, rolling contract

b. Private aircraft licence, JSP 360 Appendix 2, rolling contract.

c. Henlow Aero Club, service flying club, rolling contract.

d. Henlow Model Aircraft Club, rolling contract.

e. Henlow Mowing licence, rolling contract.

In general terms, each organisation should be self-sufficient and self-reliant. However, it is acknowledged that Henlow Flying Club may assist Henlow Aero Club pilots and private aircraft pilots with suitably qualified Aerodrome Duty Staff (ADS) when Henlow Flying Club operations are in force. However, when Henlow Flying Club have ceased their operations, it remains the responsibility of Henlow Aero Club pilots and private aircraft pilots to ensure there is a suitably qualified ADS available. To that end, Henlow Aero Club pilots and private aircraft pilots shall ensure Henlow Flying Club are kept fully informed, with contact numbers, of any sorties that may involve an early start, late finish or unscheduled activity, ie a diversion or an un-serviceability on a land away etc.

2.9 **Aerodrome Waivers, Exemptions and AAMC.** The procedures involved in safeguarding the operational environment of military aerodromes are explained in greater detail in Chapter 16 of the Manual of Aerodrome Design and Safeguarding (MADS). RAF Henlow has no waivers or exemptions to these orders. Copies of all aerodrome related Waivers, Exemptions and approved AAMC are to be included in the manual and captured at Annex **G**.

2.10 **Orders.** All separate orders, requested in the DAM, are to be located as an Annex 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 will be produced in order to facilitate ease of communication in urgent or emergency scenarios (such as fuel or water contamination and major infrastructure works affecting serviceability). RAF Henlow has the following Air System operators listed in order of most airfield utilisation, as follows:

a. Henlow Flying Club.

b. Henlow Aero Club.

c. Henlow Model Aircraft Club.

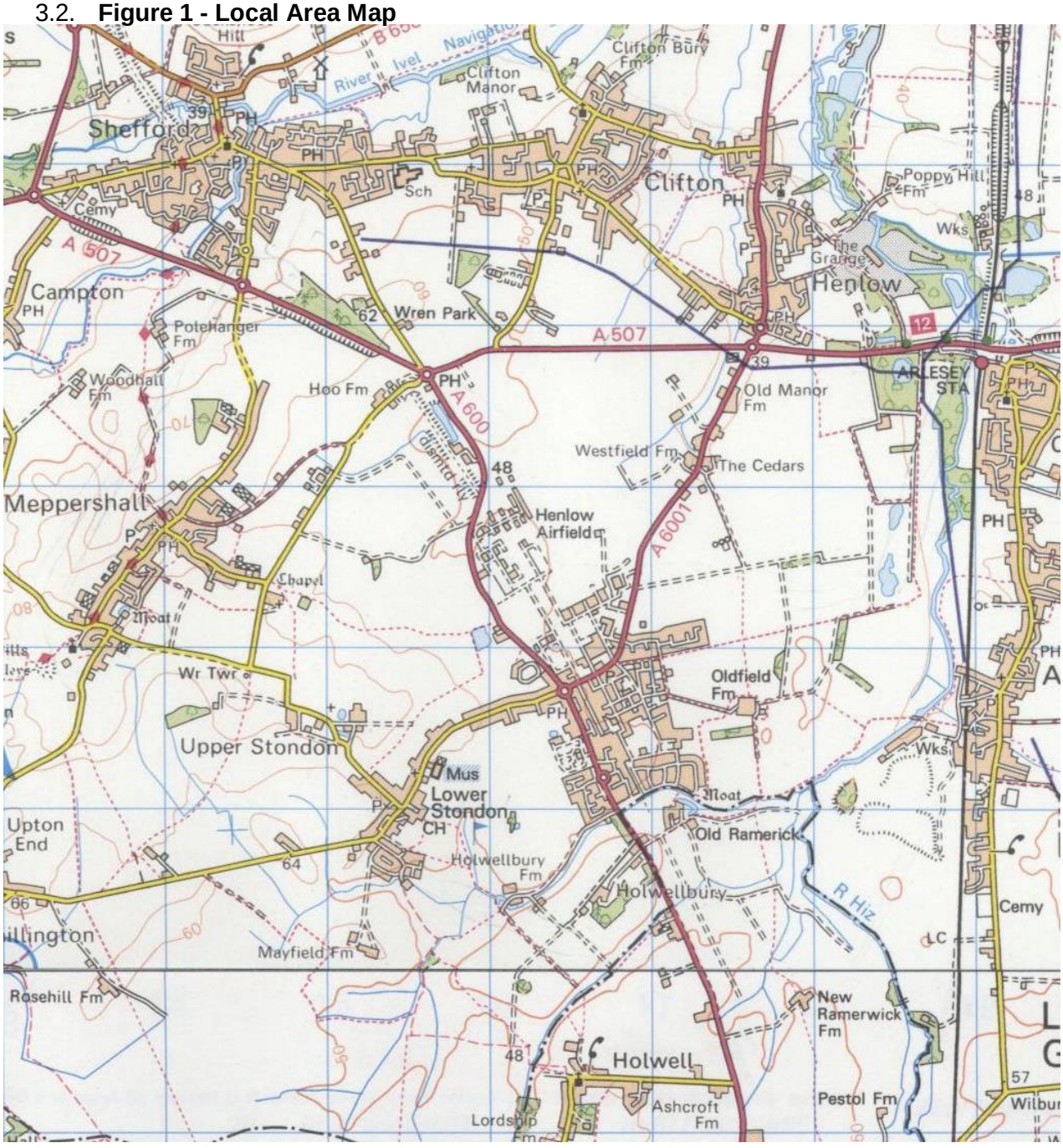
d. Joint Helicopter Command.

e. 22 (Trg) Group.

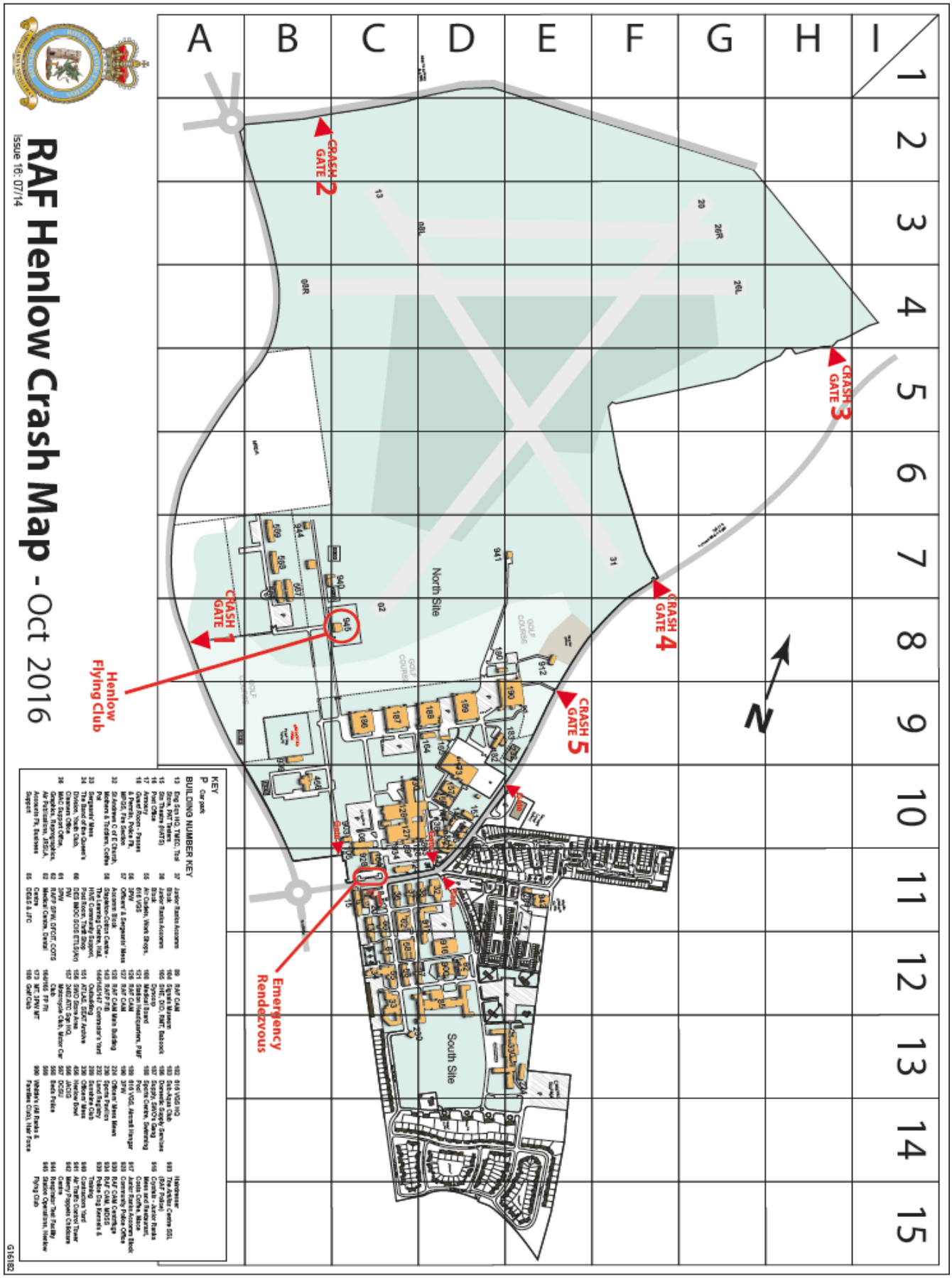
CHAPTER 3: AERODROME LOCATION AND LAYOUT

3.1. **Aerodrome Location** - Henlow Aerodrome is a grass airfield located 9nm SE Bedford. Situated between the M1 and A1(M) south of the A507, RAF Henlow is bisected by a main road. The Airfield is located through the North Gate and Station Operations and Henlow Flying Club are well signposted within the Station. The nearest railway stations are Arlesey and Hitchin, a bus service is also available from Hitchin.

3.2. **Figure 1 - Local Area Map**



3.3 **Aerodrome Crash Map** - The format and standards are in accordance RA 3261(2) - Aerodrome Emergency Services.


RAF Henlow Crash Map - Oct 2016
Issue 16: 07/14
CRASH GATE 1
CRASH GATE 2
CRASH GATE 3
CRASH GATE 4
CRASH GATE 5
Henlow Flying Club
Emergency Rendezvous
North Site
South Site
KEY
P Car park
BUILDING NUMBER KEY
G16182

CHAPTER 4: AERODROME DATA FACILITIES & CHARACTERISTICS

4.0. The AO/AIRFIELD MANAGER is to ensure all aerodrome data provided is accurate. The Aerodrome Manual is to be considered the primary source document that feeds other military aviation publications. The following information is set up to duplicate current AIP format to allow for easier amendment to both documents.

4.1 LOCATION INDICATOR AND NAME		
ICAO Descriptor – EGWE. RAF Henlow.		
4.2 - AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA		
4.2.1	ARP Co-ordinates and site at AD:	N52 01 10·37 W000 18 06·55
4.2.2	Direction and distance from City:	9nm SE of Bedford
4.2.3	Elevation/Reference Temperature:	168ft / -
4.2.4	Magnetic Variation/Annual Change:	0° 55'W (AUG 15) / 0° 09' decreasing
4.2.5	Geoid Undulation at AD Elev Position:	----
4.2.6	AD Administration: Address: Telephone: Fax: E-mail: Web site:	 Royal Air Force Royal Air Force Henlow Henlow Bedfordshire SG16 6DN Mil: 95381 7505 Civ: 01462 851515 Hlw-airfieldmanager@mod.uk http://www.raf.mod.uk/rafhenlow/
4.2.7	Types of Traffic Permitted (IFR/VFR):	VFR
4.2.8	Remarks	Nil
4.3 - OPERATIONAL HOURS		
4.3.1	AD:	PPR. 0800(A) - 1800(A) / SS daily.
4.3.2	Customs and Immigration:	Customs 4 hrs PNR. 01474 35069 (Fax). Immigration 01582 405215 (Fax)
4.3.4	Health and Sanitation:	Requests considered during these times 0800(A) - 1700(A) Mon - Fri.
4.3.5	AIS Briefing Office:	Nil.
4.3.6	ATS Reporting Office (ARO):	Nil.
4.3.7	MET Briefing Office:	Nil.
4.3.8	ATS:	HO – Air Ground provision only.
4.3.9	Fuelling:	HO – Service available to meet requirements.
4.3.10	Handling:	Nil.
4.3.11	Security:	H24.

4.3.12	De-Icing:	Nil.
4.3.13	Remarks:	24 hrs PNR for Military aircraft. 24 hrs PPR for Civil aircraft.
4.4 - HANDLING SERVICES & FACILITIES		
4.4.1	Cargo Handling Facilities:	Nil.
4.4.2	Fuel / Oil / Hydraulic Types:	100LL, AVGAS, W100/W80.
4.4.3	Fuelling Facilities / Capacity:	Bowser 10,000 litres.
4.4.4	Oxygen:	Nil.
4.4.5	De-Icing Facilities:	Nil.
4.4.6	Starting Units:	Nil.
4.4.7	Hanger Space for visiting Air Systems:	Very limited. PPR.
4.4.8	Repair Facilities for visiting Air Systems:	Nil. Meppershall light aircraft maintenance airfield 2nm W from Henlow.
4.4.9	Remarks:	Nil.
4.5 - PASSENGER FACILITIES		
4.5.1	Accommodation:	Service accommodation only in Service messes.
4.5.2	Medical Facilities:	Civil Emergency Services only, 999 or 111.
4.5.3	Remarks:	Civil accommodation locally.
4.6 - RESCUE & FIRE FIGHTING SERVICES		
4.6.1	AD Category for Fire Fighting:	Special (90litre Foam extinguisher). Crash Cover by arrangement.
4.6.2	Rescue Equipment:	Limited to basic tools.
4.6.3	Capability for removal of disabled Air Systems:	Nil.
4.7 - SEASONAL AVAILABILITY - CLEARING		
4.7.1	Type of Clearing Equipment:	Nil.
4.7.2	Remarks:	

4.8 - APRONS, TAXIWAYS AND CHECK LOCATIONS DATA

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

4.8.1	Aprons Surfaces:	**Apron**		**Surface**	**Strength**
				Grass Not known - See Rmks	Grass Not known - See Rmks
4.8.2	Taxiway width, surface & strength:	**Taxiway**	**Width**	**Surface**	**Strength**
				Grass Not known -	Grass Not known -
4.8.3	Altimeter Check Location & Elevation:	N/A			

4.8.4	VOR Checkpoints:	N/A
	INS Checkpoints:	N/A
4.8.5	Remarks:	Nil

4.9 - SURFACE MOVEMENT GUIDANCE & CONTROL SYSTEM MARKINGS		
4.9.1	Use of Air Systems stand ID signs: Taxiway Guidelines & visual docking / parking guidance system of aircraft stands:	Nil. Nil.
4.9.2	Runway & taxiway markings & lighting:	Runway: White markers set in side-lines. Nil lighting
4.9.3	Stop Bars:	Nil.
4.9.4	Remarks:	Nil.

4.10 - AERODROME OBSTACLES					
Obstacle ID	**Latitude**	**Longitude**	**Metres (AMSL)**	**Feet (AMSL)**	**Comments**
The measured heights survey giving details of all obstructions on the airfield and in the vicinity can be requested via the Airfield Manager on 01462 851515 Ext 6150 or at AnnexTT					
Any temporary obstacles affecting the aerodrome at RAF Henlow will be published in NOTAMs as required.					

4.11 - METEOROLOGICAL INFORMATION		
4.11.1	Associated MET Office:	Odiham 95235 7883.
4.11.2	Hours of Service: MET Office outside hours	H24 * Brize Norton.
4.11.3	Office Responsible for TAF information: Periods of validity:	No TAF. N/A
4.11.4	Type of landing forecast: Interval of issuance:	N/A N/A
4.11.5	Briefing / consultation provided:	Nil.
4.11.6	Flight Documentation: Language(s) used:	Nil N/A
4.11.7	Charts and other information available for briefing or consultation:	Metform 214, 215 and Met Office TAFs and METARs for UK airfields available from Club on request.
4.11.8	Supplementary equipment available for providing information:	----
4.11.9	ATS units provided with information:	----
4.11.10	Additional information (limitation of	* 2200(A) Sun - 1700(A) Fri. Sat, Sun 0730(A)

	Services etc.):	- 1700(A). No forecasting function at weekends. Closed Public Holidays.
4.11.11	Remarks:	Nil.

4.12 - RUNWAY PHYSICAL CHARACTERISTICS

A list of all runway characteristics are to be provided:

Designations Runway Number	True and Mag bearing	Dimensions of Runway (m)	Strength (PCN) and surface of runway and stopway	Threshold co-ordinates	Threshold elevation, highest elevation of TDZ of precision APP Runway
4.12.1	4.12.2	4.12.3	4.12.4	4.12.5	4.12.6
02	018.01 GEO 018.92 MAG	1199x48	Nil	N520051.92 W0001816.27	156.2ft TDZE156.2
20	198.01 GEO 198.92 MAG	1199x48	Nil	N520128.82 W0001756.83	147.9ft TDZE152.9ft
13	129.97 GEO 130.88MAG	1157x48	Nil	N520126.90 W0001838.69	167.8ft TDZE167.8ft
31	309.97GEO 310.88MAG	1157x48	Nil	N520102.84 W0001752.18	138.2ft TDZE163.2ft
08R	082.37GEO 083.28MAG	979x48	Nil	N520123.18 W0001836.46	166.3ft TDZE166.3ft
26L	262.38GEO 263.30MAG	979x48	Nil	N520127.38 W0001745.58	140.8ft TDZE164.4ft
08L	082.12GEO 083.03MAG	736x28	Nil	N520127.54 W0001835.59	166.8ft TDZE166.8ft
26R	262.12GEO 263.03MAG	736x28	Nil	N520130.80 W0001757.37	147.7ft TDZE166.8ft

Desig & Slope of Rwy/Swy	Stopway Dimensions (m)	Clearway Dimensions (m)	Strip Dimensions (m)	OFZ	
4.12.7	4.12.8	4.12.9	4.12.10	4.12.11	
02 20 13 31 08R 26L 08L 26R	Nil Nil Nil Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil Nil Nil Nil			

4.12.12	Arresting Systems:	Nil
4.12.13	Remarks:	Nil

4.13 - DECLARED DISTANCES

Runway	TORA (m)	TODA (m)	ASDA (m)	LDA (m)	Remarks
4.13.1	4.13.2	4.13.3	4.13.4	4.13.5	4.13.6
02	1199	1199	1199	1199	
20	1199	1199	1199	1199	
13	1157	1157	1157	1157	
31	1157	1157	1157	1157	
08R	979	979	979	979	
26L	979	979	979	979	
08L	736	736	736	736	
26R	736	736	736	736	

4.14 - APPROACH AND RUNWAY LIGHTING

Runway	**Approach Lighting** Type Length Intensity	**Threshold Lighting** Colour Wingbars	**PAPI VASIS** Angle Distance from Thr (MEHT)	**TDZ Lighting** Length	**Runway C/L Lighting** Length Spacing Colour Intensity	**Runway Edge Lighting** Length Spacing Colour Intensity	**Runway End Lighting** Colour Wingbars	**Stop Lighting** Length Colour
4.14.1	4.14.2	4.14.3	4.14.4	4.14.5	4.14.6	4.14.7	4.14.8	4.14.9
NIL	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Remarks:		Nil						

4.15 - OTHER LIGHTING, SECONDARY POWER SUPPLY

4.15.1	A Bn / I Bn location, characteristics & hours of operation:	Nil
4.15.2	Anemometer location & lighting:	Nil
4.15.3	Taxiway edge & C/Line lighting:	Nil
4.15.4	Secondary Power supply: Switch-over time:	Nil
4.15.5	Remarks:	Nil

4.16 - HELICOPTER LANDING AREA

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

4.16.1	Location:	a. ATC; b. CAM; c. Sports field south of Officers Mess
4.16.2	Elevation:	Advisory QFE from ATC. 168’ airfield elevation.
4.16.3	Lighting:	Nil
4.16.4	Remarks:	Nil

4.17 - ATS AIRSPACE

Designation and lateral limits		Vertical Limits	Airspace Classification
4.17.1 Nil		4.17.2 Nil	4.17.3 Nil
4.17.4	ATS Unit C/Sign Language	Henlow Radio. English.	

4.17.5	Transition Altitude:	3000ft
4.17.6	Remarks:	1. Avoid overflying the MBDA complex. 2. In the vicinity of Biggleswade/Old Warden airfield, and Cardington Danger area (EG D206). 3. Meppershall light acft strip 258°/2nm. 4. Aircraft transiting the area outside hrs of activation are requested to make blind calls on 121·1. 5. Expect OOH rotary events H24.

4.18 - ATS COMMUNICATION FREQUENCIES

Service Designation	C/Sign	Frequency MHz	Hours of Operation Winter	Summer	Remarks
4.18.1	4.18.2	4.18.3	4.18.4		4.18 5
A/G Stn	Henlow Radio	121.100	HO	HO	PPR. 0800(A) - 1800(A) / SS daily.

4.19 - RADIO NAVIGATION & LANDING AIDS

Type Category (Variation) 4.19.1	Ident 4.19.2	Frequency 4.19.3	Hour of Operation Winter 4.19.4	Summer # and by arrangement 4.19.4	Antenna Site co-ordinates 4.19.5	Elevation of DME Transmitting Antenna 4.19.6	Remarks 4.19.7
NIL	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Remarks: Nil

4.20 - LOCAL TRAFFIC REGULATIONS

4.20.1

Standard MOD/RAF regulations modified by local flying orders.

Warnings:

Avoid overflight of MBDA complex.

Full obstacle clearance criteria no met on all runways.

Helicopter Operations
By prior notification – various helicopter landing zones in addition to airfield apron.

Use of runways
Runways 02 and 31 have displaced thresholds.

Training
Circuit training only available to non-Henlow based aircraft with PPR.

4.21 - NOISE ABATEMENT PROCEDURES

4.21.1	Rwy 02 maintain rwy heading to 700ft agl before any turn. Rwy 31 turn left by 15deg at 300ft agl.

4.22 – FLIGHT PROCEDURES

4.22.1	Procedures for in bound ac:	Call when 10 mins away for standard civil joining procedures. e.g. O/H or direct circuit joins.
4.22.2	Departures:	Follow noise abatement routes.
4.22.3	Radio Comms Failure:	Standard – no light signals available. If no contact

		transmit intentions blind and proceed with caution.
4.22.4	MAP:	As per departures above.
4.22.5	Aerodrome Op Minima:	As per RAF Henlow Flying Order Book
4.22.6	Remarks	Nil

4.23 – ADDITIONAL INFORMATION	
4.23.1	Nil

4.24 - CHARTS RELATING TO THIS AERODROME	
Terminal Approach Procedure Charts	En-Route Charts
Nil	UK(L)1

4.25 - SPECIAL PROCEDURES						
Elev	Var	TA			DATE	CHART NO.
Nil						

4.26 – MEDICAL RESPONSE EQUIPMENT		
4.26.1	Number & type of Medical Response Vehicles	First Aiders. Civil Emergency Services, 999 or 111.

4.27. Noise Abatement Procedures Orders. Orders, contained at Annex H, are to be produced to cover all noise abatement procedures, including high power ground running.

4.28. Temporary Obstructions Orders. Orders, contained at **Annex I,** deal with temporary obstructions on or around any manoeuvring area that are considered to be a hazard to either Air Systems or vehicles. Obstructions are to be marked in accordance with extant regulations using approved high visibility markers, tape or fencing with additional red light markers at night. The Airfield Manager may instruct, for the safe movement of aircraft, NOTAM's are to be issued and taxi patterns controlled. If relevant, pilots are to be briefed on landing or when calling for start. Currently, there are not any temporary obstructions on the RAF Henlow manoeuvring area.

4.29. RWY Strip Obstructions. Rwy strip obstructions are detailed in AnnexTT.

4.30. RWY End Safety Area (RESA). Not applicable.

4.31. Light Aggregate (Lytag) Arrestor Beds. Not applicable.

4.32. Rotary Hydraulic Arrestor Gear (RHAG) Orders. Not applicable.

4.33. Barrier Orders. Not applicable.

4.34 Manoeuvring Area Safety and Control Orders. The AO/AIRFIELD MANAGER is to ensure that orders, contained at Annex L, are to be produced for the safe parking, manoeuvring, refuelling and servicing of Air Systems. Items to be considered as a minimum are as follows:

Manoeuvring Area Safety and Control Orders		
4.34.1	Evidence of Manoeuvring Area Safety & Control Orders at - Annex L	
Minimum Requirements - Arrangements between ATC and the Supply & Movements Organization		
4.34.2	Arrangements for allocating Air Systems parking positions.	Contact Air/Ground Operator
4.34.3	Arrangements for initiating engine start.	Contact Air/Ground Operator

4.34.4	Ensuring clearance for Air Systems push-back (if required) / restricted taxing.	Contact Air/Ground Operator
4.34.5	Marshalling services.	Nil
4.34.6	'Follow-Me' provision.	Nil
4.34.7	Orders on operation of the 'Follow-Me' vehicle procedures and ac marshalling.	Nil
Procedures to ensure manoeuvring area safety.		
4.34.8	Protection from jet blasts.	N/A
4.34.9	Enforcement of safety precautions during Air Systems refuelling operations.	Contact Air/Ground Operator, see Annex L.
4.34.10	Orders for Rwy & Apron sweeping; Apron cleaning.	Nil
4.34.11	Arrangements for reporting incidents and accidents on an apron etc.	Contact Air/Ground Operator. Submit DASOR, In-Form, through the Airfield Manager in addition to any CAA/company/club SOP's,.

Chapter 5: EMERGENCY ORDERS – (AERODROME CRASH PLAN)

5.1 **Emergency Orders / Aerodrome Crash Plan.** Crash Plan Orders are produced and contained at Annex M, in accordance with guidance contained within the MPCM, RA 1400(1) and JSP 426. Orders are to cover the eventuality of an Air Systems accident, either on the aerodrome, near the aerodrome or within the establishment's Post Crash Management area of responsibility. The plan is exercised either by table-top or through the use of a live-ex annually in accordance with extant regulations, focussed around the RAF Henlow Families and Flying Display Day. The Airfield Manager is the focal point for the upkeep of the Henlow Aircraft Incident Response Plan. The Henlow Aircraft Incident Response Plan is made available to the following Authorities: Bedfordshire Police, Bedfordshire Fire and Rescue Service, East of England Ambulance Service, Bedfordshire and Luton Local Resilience Forum, RAF Marham Sqn Ldr Ops, 7(Inf) Bde JRLO and RAFRLO.

5.2. **Disabled Air Systems Removal.** There are no facilities for the removal of a disabled Air Systems out with the criteria of an accident that would be dealt with separately under the Henlow Aircraft Incident Response Plan. If there is any doubt as to the status of an incident, advice should be sought from the Defence Accidents Investigation Branch (DAIB), or the Civilian Air Accidents Investigation Branch (AAIB), if a civilian ac is involved. The AO/AIRFIELD MANAGER, together with ATC/Ops facilities, are to make every effort to comply with the following guidance:

ATCO I/C	
5.2.1	Notify the ARFF Services.
5.2.2	Air Systems identification and type.
5.2.3	Nature of Air Systems un-serviceability.
5.2.4	Location of Air Systems.
5.2.5	Section of the manoeuvring area affected.
5.2.6	People On Board (POB).
5.2.7	Estimated time of Arrival (ETA) of all Air Systems requiring use of the closed runway.
5.2.8	Latest time for affected Air Systems to divert.
5.2.9	Ensure that any unserviceable areas of the manoeuvring area are correctly marked, in accordance with MAA standards, to provide for safe Air Systems operation of the remaining areas.
Station Operations (Or equivalent)	
5.2.10	Notify ATC of a disabled Air Systems if not already aware.
5.2.11	Ensure the appropriate Notice to Airmen (NOTAM) has been raised.
5.2.12	If required carry out RUNWAY BLACK plan.
5.2.13	Notify.
5.2.14	OC Ops Wg / OC Ops Sqn (or equivalent).
5.2.15	Eng Ops (or equivalent).
5.2.16	VASS/Movements (or equivalent).
5.2.17	XX Sqn (if it affects a station based Air Systems).
5.2.18	Defence AIB Air, for civilian Air Systems, to verify that the establishment assessment of the incident falls beneath that warranting an Air Accident Investigation branch (AAIB) investigation.[5] AAIB will require Air Systems

[5] If the AAIB elect to conduct an on-scene investigation, the disabled aircraft cannot be removed from the movement area until authorised by the AAIB.

	identification and type; nature of Air Systems un-serviceability; location of Air Systems; section of the manoeuvring area affected and POB.
Station Duty Officer.	
5.2.19	Obtain and record permission from the owner or duly authorized representative of the owner of the Air Systems to the movement of the disabled aircraft.
5.2.20	Notify all Air Systems operators likely to be affected if “RUNWAY BLACK”.
5.2.21	For civilian Air Systems, notify the Air Systems operating authority and AAIB.
Fire Section	
5.2.22	Respond iaw JSP426, Volume 3, Leaflet 2 and site specific Crash Plan.
Aircraft Owner	
5.2.23	The Air Systems owner is defined as the holder of the Certificate of Registration and can be held responsible for the Air Systems removal and disposal of fuel and other hazardous materials that have been spilt because of an incident (noting the aerodrome will have instigated the Stn Spill Plan). When advised of a disabled Air Systems, the owner should liaise with Station Operations (or equivalent) to discuss its removal.
VASS / Eng Control (Or equivalent)	
5.2.24	Once cleared by Ops, tow the disabled Air Systems clear with the appropriate towing arm or ‘universal dolly.’

CHAPTER 6: RESCUE & FIRE FIGHTING SERVICE ORDERS

The AO/AIRFIELD MANAGER is to be familiar with the following documents and requirements:

RA 3263 Aerodrome Classification
RA 3261(2)Aerodrome Emergency Services
JSP 426 Defence Fire Safety and Fire Risk Management

6.1 Emergency Organization. The AO/AIRFIELD MANAGER is to be familiar with RA 3261(2): Aerodrome Emergency Services, , RA 3263 – Aerodrome Classification and JSP 426 Defence Fire Safety and Fire Risk Management (specifically Volume 3 Leaflet 02 - ARFF Requirements (Apr 16)). JSP 426 Volume 3 Leaflet 02 provides greater detail on Aerodrome Crash / Rescue Fire Services whilst Acceptable Means of Compliance and Guidance Material are contained within RA 3261(2): Aerodrome Emergency Services and , RA 3263 – Aerodrome Classification. Note: RA 3049 – Defence Contractor Flying Organization responsibilities for UK Military Air System Operating Locations stipulates that all organizations operating MAA-regulated Air Systems **shall** meet the requirements detailed in JSP 426 Volume 3 Leaflet 02.

6.2 AO/AIRFIELD MANAGER/DFRMO Relationship. The relationship between the AO/AIRFIELD MANAGER and the DFRMO Fire Section is defined within JSP 426, Volume 3, Leaflet 02 and the Joint Business Agreement / Internal Business Agreement between DFRMO and the TLBs. The Fire Section is a service delivery component of the DFRMO which is operated under the direction of DFRMO and provides a DH-Facing service to the AO/AIRFIELD MANAGER. Note: All orders are to be contained at separate Annexes.

6.3 Aerodrome Rescue and Fire Fighting Services Orders. In addition to Standard Operational Procedures, FRS Generic Risk Assessments, Fire Facts and DFRMO Chief Fire Officers Instructions, detailed Tactical Information Plans covering site specific operational requirements are to be produced, by the Fire Station Manager, in accordance with DFRMO direction. These together with Fire Section Orders are contained at Annex O. RAF Henlow has no organic ARFF capability. For limited capability for a specific task, the Airfield Manager is to be consulted for further guidance. Refer to 'Henlow Aircraft Incident Response Plan', Annex M.

6.4 Aerodrome Rescue and Fire Fighting Training Orders. ARFF Training area risk assessments and orders are to be produced and contained at Annex P. For Units that do not have onsite training facilities this annex is to provide details of how all Mandated Core Competencies required by ARFF personnel are maintained. RAF Henlow has no ARFF Training Area. A limited number of personnel have some training on the 90 litre foam extinguisher, but none are on official standby for this duty and therefore it cannot be expected to be readily available.

6.5 Task Resource Analysis (TRA). ARFF minimum staffing levels are to be calculated by the completion of the TRA process defined within JSP 426 Volume 3 Leaflet 2. The Aerodrome Operator/ Airfield Manager endorsed TRA complete with all required assessments is contained at Annex UU.

6.6 ARFF Assessment Requirements. To ensure that ARFF Services are operationally prepared for the provision of service, they are required as defined within JSP 426 Volume 3 Leaflet 2 to carry out the following assessments: Response Area Assessment, 1000Mtr Assessment and Water Assessment. These assessments are contained at Annex VV.

6.7 Reduction in ARFF Category Provision. Circumstances may require that flying is conducted to/from aerodromes with reduced levels of ARFF services. HoE/ADHs may approve such activity following a risk assessment informed by advice from the Defence F&R ARFF provider. JSP 426 Volume 3 Leaflet 2 Appendix 2 to Annex A contains this risk assessment form. All completed risk assessments are contained at Annex WW.

CHAPTER 7: AIR TRAFFIC SERVICES AND LOCAL PROCEDURES

7.0 **Air Traffic Control Orders.** There is **no** ATS provision at RAF Henlow. During the opening hours as detailed in Chapter 4.20 (0800A-1800A/SS), an Air-Ground facility is provided on 121.1 MHz in accordance with CAP413.

7.1 **Henlow Flying Order Book.** The Henlow Flying Order Book is at Annex Q which provide Operational Management Orders that cover all Air System procedures for the safe and expeditious flow of traffic.

CHAPTER 8: AERODROME ADMINISTRATION & OPERATING PROCEDURES

8.1 Aerodrome Reporting

Aerodrome Reporting		
8.1.1	**Purpose.** The AO/AIRFIELD MANAGER is responsible for the ownership of the aerodrome data and is to ensure all data provided is correct at all times.	
8.1.2	**Responsibilities.** The AO/AIRFIELD MANAGER is responsible for notifying permanent changes of Aerodrome Information and to advise the relevant agency of any permanent changes to aerodrome information that are contained at Annex R. Responsibility for these actions will always remain with the AO/AIRFIELD MANAGER. Further guidance on Aerodrome Information and notification is contained in UK AIP/Mil AIP.	
8.1.3	**Legislation, Standards and Technical References.** Information relating to the aerodrome serviceability or hazards to air navigation is to be routinely updated through the Aeronautical Information Publications (AIP) and NOTAM.	
8.1.4	**Reporting Procedures.** Any situation that may have an immediate effect on the safety of Air System operations is to be reported as soon as possible. In the first instance to the Airfield Duty Staff (info@henlowflyingclub.co.uk), then the Airfield Manager (HLW-AirfieldManager@mod.uk) or in his absence OC Plans (HLW-PlansOC@mod.uk) and submit a DASOR at In-Form.	
8.1.5	**NOTAM**[6] - The AO/AIRFIELD MANAGER is to ensure that all NOTAM action is recorded for possible 1st / 2nd and 3rd line audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances.	
	8.1.5.1	A change in the serviceability of the manoeuvring area.
	8.1.5.2	A change in the operational information contained in this manual and published in the Mil AIP.
	8.1.5.3	Aerodrome works effecting the manoeuvring area or penetrating the OLS.
	8.1.5.4	New obstacles which effect the safety of Air System operations.
	8.1.5.5	Bird or animal hazards on or in the vicinity of the airport.
	8.1.5.6	A change in the availability of aerodrome visual aids, i.e. markers and markings, runway lighting, etc.
	8.1.5.7	Any change in aerodrome facilities published in AIP.

8.2 **Aerodrome Serviceability Inspections.** Orders, contained at Annex S, pertain to the inspection of RAF Henlow Airfield iaw RA 3264 – Aerodrome Inspections. Although not exhaustive, it is suggested that Airfield Duty Staff consider the following:

Aerodrome Serviceability Inspections - Orders		
8.2.1	Aerodrome Inspections are to be carried out by the Airfield Duty Staff who is to carry out a comprehensive inspection of the movement area.	
	8.2.1.1	Daily, before the aerodrome is opened for flying on each occasion.
	8.2.1.2	When night flying, a further inspection is to be conducted prior to last light.

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

	8.2.1.3	Prior to sunset, before any planned night movements.
	8.2.1.4	Check the serviceability of all aerodrome traffic lights.
	8.2.1.5	Controllers are to vacate the vehicle at random intervals and conduct a close up visual inspection of an area of the runway.
8.2.2	All inspections are to be logged in the Airfield Duty Log, including any issues raised.	
8.2.3	Any issues are to be reported to the AO/Airfield Manager. Any sweeping requests are to be logged.	
	Any work requests are to be put through the correct channels and a record of the request and subsequent action maintained.	
8.2.4	The AO/AIRFIELD MANAGER can delegate management of inspection to other individuals but not the responsibility.	

8.3. **Aerodrome Technical Inspections.** RAF Henlow has limited technical equipment; thus, a limited requirement for aerodrome technical inspections. Orders, contained at Annex T, for the technical inspection by relevant staff of the aerodrome are produced and conducted in accordance with aerodrome regulations. In addition to these inspections, it is suggested that a minimum routine maintenance is carried out on all surfaces and equipment as follows:

Aerodrome Technical Inspections - Orders	
8.3.1	Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Air System accordance with AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications – N/A.
8.3.2	Runway, taxiway and obstruction lights, along with PAPIs and aerodrome traffic lights are inspected daily – N/A.
8.3.3	All earthing points are checked annually – Defence Infrastructure Organisation.
8.3.4	Manoeuvring Areas and drainage are inspected, maintained and repaired in accordance with DIO guidance – AO/AIRFIELD MANAGER or Airfield Manager.
8.3.5	All aerodrome signs are inspected monthly by AO/AIRFIELD MANAGER.
8.3.6	Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The stand-by power system is to be inspected daily with a switchover test being carried out weekly – N/A.
8.3.7	All ARFF vehicles and equipment are to be inspected and tested in accordance with manufacture's instructions and MOD policy – N/A.
8.3.8	The Crash Ambulance and associated equipment is inspected and tested in accordance with manufacture's instructions and MOD policy - N/A.
8.3.9	If established, Bird Control Unit equipment and vehicle is inspected daily with vehicle maintenance carried out in accordance with manufacturer's recommendations – N/A.
8.3.10	Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily – N/A.
8.3.11	Annual review of Aerodrome Driving orders – AO/AIRFIELD MANAGER.

8.4 **Protection of Radar and Navigation Aids.** RAF Henlow does not have any Radar or Navigation Aids.

8.5 **Surveillance Equipment Maintenance & Monitoring.** RAF Henlow does not have any Surveillance Equipment on the airfield.

8.6 **Navigation Equipment Maintenance & Monitoring.** RAF Henlow does not have any Navigation Equipment.

8.7. **Aerodrome Works Safety.** Orders, contained at Annex X, for the control and supervision of work in progress on RAF Henlow Airfield are produced. It is suggested that control of Working Parties is achieved through the use of the following:

Aerodrome Works Safety – Orders		
8.7.1	**Work in Progress (WIP) Records** - WIP records are to be maintained in accordance with RA3266 – Aerodrome Maintenance. At larger units with ATC/Ops facilities a plan of the aerodrome is to be kept prominently displayed in both ATC and Aerodrome Operations for the purpose of marking all obstacles, nature of obstruction marking and work in progress. At smaller establishments individuals nominated by the AO/AIRFIELD MANAGER are to comply with the above but maintain and display the aerodrome plan.	
8.7.2	**WIP Log** - A WIP Log is to be established in accordance with RA3266– Aerodrome Maintenance. At larger units with ATC/Ops facilities, in addition to an aerodrome plan, WIP Log is to be maintained in the control tower. At RAF Henlow the AO/AIRFIELD MANAGER's nominated individual is the ADS, who maintain a WIP log in the Airfield Duty Log.	
8.7.3	**WIP Briefings** - Supervisors of any working parties are to be fully briefed on their responsibilities. At larger units with ATC/Aerodrome Operations facilities the ATCO IC is responsible for ensuring that the supervisor of the working party is properly briefed. At smaller units individuals nominated by the AO/AIRFIELD MANAGER are responsible for the briefing. The briefing is to include as a minimum the following details:	
	8.7.3.1	Limits of the work area.
	8.7.3.2	Direction of Air System movements.
	8.7.3.3	Route to be taken by works vehicles.
	8.7.3.4	Parking area for works vehicles and equipment.
	8.7.3.5	Control to be exercised over works vehicles and workers.
	8.7.3.6	Signals to be employed.
	8.7.3.7	FOD prevention.
8.7.4	**Control Measures**. When work is to be carried out on the aerodrome and it is not possible to stop flying, special control rules are to be enforced to safeguard the working party. Orders for these control measures to be produced. Note: All aerodrome work is to be clearly marked using approved high visibility markers and lit during hours of darkness.	
8.7.5	**Grass Cutting**. A grass cutting plan is to be established and maintained in accordance with the aerodrome policy. At RAF Henlow, the civil contractor to the MoD holds the grass cutting plan.	

8.8. **Control of Entry and Access.** Control orders, contained at Annex Y, for the access to the base aerodrome and its associated manoeuvring area are to be produced. Consideration should be given to educate and brief those individuals or units not directly associated or familiar with flying activities at your specific aerodrome. Force Protection responsibilities are addressed separately at Chapter 10.

8.9. **Aerodrome Users - Vehicle and Pedestrian Control.** Orders, contained at Annex Z, for the control of vehicular and pedestrian traffic on to RAF Henlow are written iaw RA 3262– Aerodrome Access, considering these key points as follows:

Aerodrome Users - Vehicle and Pedestrian Control		
8.9.1	Air System Manoeuvring Area.	
8.9.2	Apron.	
8.9.3	Aerodrome Driving Permit (ADP).	

8.9.4	Aerodrome Driving Briefs.	
8.9.5	Access Routes.	
8.9.6	Orders for Airside Vehicle Control.	
8.9.7	Additional Orders for Drivers on Aprons (ASPs).	
8.9.8	Additional Orders for the Control of Airside Vehicles at Night.	
8.9.9	Orders for Pedestrians.	
8.9.10	Orders for Pedal Cyclists.	
8.9.11	Orders for riders / dog walkers / runners / etc	
8.9.12	Signals for the Control of Vehicles and Pedestrians.	
8.9.13	Speed Limits.	

8.10. **Aerodrome Wildlife Management (Birds).** At RAF Henlow there is not any Bird Control Unit (BCU). The AO/AIRFIELD MANAGER has ensured known bird hazards, in the vicinity of the aerodrome, are recorded in the DAM hazard log, Annex E, and Airfield Wildlife Control Management Plan, Annex AA/BB. The AO/AIRFIELD MANAGER has ensured that comprehensive orders on bird management are produced and contained at Annex AA/BB**.** For details concerning RAF Aerodrome BCU policy see Battlespace Management (BM) Orders.

8.11. **Animal Management.** The AO/AIRFIELD MANAGER has ensured that the Estates Manager produces comprehensive orders, contained at Annex AA/BB, on wildlife management. Items for consideration are as follows:

Aerodrome Wildlife **(**Animal) Management		
8.11.1	Consider prevention, any regulation, crop management, grass management, etc.	
8.11.2	List responsibilities, who manages the wildlife management procedures, who is in charge of the tasks, etc.	
8.11.3	Provide instructions on how to perform the tasks.	
8.11.4	Particulars of the procedures to deal with the danger posed to Air System operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following.	
	8.8.4.1	Arrangements for assessing wildlife hazards.
	8.8.4.2	Arrangements for implementing wildlife control programmes.

8.12. **Handling of Hazardous Materials (Spillage Plan).** Orders, contained at Annex CC, for the Handling of Hazardous Materials (Spillage Plan) are produced and detailed in an Establishment Spillage Plan.

8.13 **Air System Parking.** Orders, contained at Annex DD, for the co-ordinated parking of ac are produced.

8.14 **Low Visibility Operations (LVO).** RAF Henlow is a VFR only aerodrome. Although, the minima varies depending on criteria, the lowest operable cloud base is 1000’ agl and the minimum visibility (for an IMC qualified pilot or an IRT) is 1800m horizontal visibility. There are not any LVOs at RAF Henlow.

8.15 **General Conditions (Terms and Conditions).** Use of MOD Aerodromes by civil aircraft shall be in accordance with the document formerly known as JSP 360[7], Formerly JSP360, ‘Use of Military Aerodromes by British and Foreign Civil Aircraft’. Orders (Terms and Conditions),

[7] JSP 360 will need to be made available to civil operators on request.

contained at Annex FF, governing use by civil aircraft are to be produced. Civil aircraft captains wishing to operate in and out of a MOD aerodrome must agree to abide by the aerodromes extant Terms and Conditions, the Flying Order Book, Annex Q.

8.16 **Breach of Terms and Conditions – Orders.** Annex GG covers the eventuality of a breach of Terms and Conditions. Any breach of Terms and Conditions could constitute grounds for the privilege of operating at the aerodrome being withdrawn on temporarily or permanently.

8.17 **Safeguarding Requirements - Waivers and Exemptions.** The procedures involved in safeguarding the operational environment of military aerodromes is explained in greater detail in Chapter 16 of the Manual of Aerodrome Design and Safeguarding (MADS) and depends upon whether the proposed obstacle is sited within or outside MOD property. All Safeguarding activities are to be conducted in accordance with extant regulations and any waivers or exemptions issued by the MAA are to be promulgated at **Annex G** to the manual and a corresponding record of the validity recorded in the DAAF. RAF Henlow does not have any waivers or exemptions to these orders. Full obstacle clearance cannot be met on all runways.

8.18 **Standards Checks / SQEP (Qualified personnel).** All personnel involved in activities on or around the aerodrome, are to be suitably trained, standardized and assured (SQEP)[8]. The below list is not exhaustive and will expand or contract dependent upon what the AO/AIRFIELD MANAGER wishes to maintain assurance of. Details of the assurance process and associated reports related to each role should be contained within the DAAF.

Standards Checks / SQEP (Qualified personnel)	
8.18.1	ATC/ABM Controllers (If present).
8.18.2	ATC/ABM/FOA/ASO (If present).
8.18.3	Aircrew.
8.18.4	Ground Radio Engineers (Or equivalent).
8.18.5	Firefighters
8.18.6	Medics.
8.18.7	Armourer / Supply & Movement Staff/Aerodrome Electrician (Or equivalent) etc.
8.18.8	Expand as required.

8.19 **Safety Management System.** A functioning Safety Management System is available, which is reviewed and updated and is based upon the lead FLC document at HQ AIR, 2 Group, 2GpASMP and RAF Henlow, RAFHenlowASMP.

8.20 **Thunderstorm & Strong Wind Procedures.** Orders, contained at Annex HH are to be produced to cover Air System operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds. The following should be considered as a minimum:

Thunderstorm & Strong Wind Procedures	
8.20.1	Strong wind and gale procedures.
8.20.2	Use of vehicles to protect /shield ac vulnerable to strong winds.
8.20.3	Pax loading/unloading limits in strong winds.
8.20.4	Lightning Risk Orders.

[8] The assurance processes detailed in the DAAF should be related to a role and not related to specific individuals i.e the assurance process for ATC staff is carried out through complying with BM STANEVAL (ATC) orders.

8.21 **Electrical Ground Power Procedures.** RAF Henlow does not have any electrical ground power units; as a consequence, procedures are not necessary.

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

8.23 **Jettison Area.** Not applicable.

8.24 **Compass Swing Area.** Not applicable.

8.25 **Explosive Ordnance Disposal area.** Not applicable.

8.26 **FOD Prevention, Training and Awareness.** Orders, contained at Annex NN, are to be produced with regards to FOD prevention, training and awareness. Guidance and instructions are contained within RA 1400.

8.27 **Dangerous Goods (DG) Procedures - Loading / Unloading.** Not applicable.

8.28 **Hydrazine (H70) Leak.** Not applicable.

8.29 **Air System Arresting Mechanisms (Rotary Hydraulic Arrestor Gear (RHAG) / Portable Hydraulic Arrester Gear (PHAG) / Barriers) etc – Orders**. Not applicable.

CHAPTER 9: SNOW & ICE OPERATIONS

9.1 **Snow and Ice Operations**. Snow and Ice Orders, contained at Annex RR, are to be available, exercised and reviewed annually in accordance with RA 3278 – Snow and Ice Operations.

CHAPTER 10: FORCE PROTECTION RESPONSIBILITIES

10.1 **Force Protection Responsibilities**. Force Protection (FP) Orders, contained at Annex SS are produced, exercised and activated as required. Due to the nature of the task and security classification, the orders are saved and linked separately to the DAM for military personnel only.

10.2 **National / Multinational Security Responsibilities**. In the event that the Aerodrome, either due to its geographical position, or its strategic importance, has host nation or multi nation aerodrome security responsibilities; a comprehensive formal agreement, which clearly describes each countries Force Protection roles and responsibilities, is to be produced to assure the AO/AIRFIELD MANAGER that the level of Force Protection is sufficient to accommodate the safe operation of the Air Systems within his AoR. It is suggested that the formal agreement is signed off at FLC SRO level. Note: FP activities will have DHF responsibilities

LETTER OF DELEGATION

RAF Henlow does not have any station based military aircraft; therefore, the role of an Aerodrome Operator is not required.

ANNEX B TO
DAM DATED
1 JAN 18

SAFETY MEETING STRUCTURE

1. Air Safety Meetings. A well-structured meeting programme enables both **ensurance[9] and assurance[10] activity**. It is important that the meeting programme forms an effective battle rhythm in order to ensure the information flow is timely and efficient. This is particularly important in the assurance role and the RAF Henlow battle rhythm must be DH-facing, thereby providing timely assurance to the DH assurance cycle. All meetings must be output focussed, work to set TORs and be formally minuted. There are 3 core meetings: the Station Risk Management Meeting (SRMM), Health & Safety Meeting (HSM) and the Henlow Airfield Users Group (HAUG), all are held bi-annually and on adjacent months, and are timed to feed the Stn Command Board (SCB); which in turn will discuss Flight Safety and Health & Safety under a 'Total Safety' construct. The battle rhythm is shown in Figure 3.02.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		HSM	SRMM (Risk Register Review)	HAUG	SCB			HSM	SRMM (Risk Register Review)	HAUG	SCB

Air Safety Meeting Battle Rhythm

a. **Station Risk Management Meeting (SRMM)**. The aim of the RAF Henlow SRMM is to provide a bi-annual update on Stn risks and hazards including all air operations, in order to ensure a Safe Operating Environment (SOE) and provide assurance to the HoE and AO/AIRFIELD MANAGER. The SRMM has a mandatory attendance[11] and will be chaired by the Stn Cdr or Deputy.

b. **Henlow Airfield Users Group (HAUG)**. The aim of the HAUG is to provide a forum where information can be disseminated, and issues discussed, that affect both military and civilian aviation at RAF Henlow. Together with the SRMM, the HAUG presents the AO/AIRFIELD MANAGER with his primary means of assuring and ensuring Air Safety amongst all operators from RAF Henlow. This forum is used to discuss al airfield matters and may include safety matters if required. The HAUG has a mandatory attendance[12] and a set agenda, which will be chaired by the AO/AIRFIELD MANAGER or Deputy; the Adjt will act as the Sec or delegated representative. The standing agenda is detailed as follows:

(1) Introduction.

(2) Record of previous decisions.

(3) Matters arising.

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[9] Ensurance – is command/guidance/orders pushed down the command chain.

[10] Assurance – is re-assurance back up the command chain that the command/guidance/orders have been carried out.

[11] Mandatory: Stn Cdr, OC Plans, OC TFM, OC Eng, SSHEA, OC BSS, Stn Fire O.

[12] Mandatory: Stn Cdr, OC Plans, Airfield Manager, OC 616 VGS, Henlow Flying Club, OIC Model Flying Club, OC Henlow Aero Club, SSHEA.

(4) Mandatory reports:

(i) Airfield Manager's report.

(ii) FOD report.

(iii) Flight Safety report.

(iv) Safety Management report.

(v) Safety Management Target review

(5) Risk register / Hazard Log Review.

(6) Human Factors.

(7) Grounds Maintenance Review.

(8) Health and Safety.

(9) AOB.

c. **Stn Command Board (SCB)**. The aim of the RAF Henlow SCB is to ensure and assure the safe and efficient delivery of all outputs from RAF Henlow, and to direct and allocate resources in order to optimise future outcomes.

d. **Health & Safety Meeting (HSM).** The aim of the HSM is to provide a forum for all Station and Lodger Unit representatives to discuss any aspect of aviation and functional safety. The standing agenda is as follows:

(1) Introduction.

(2) Record of previous decisions.

(3) Matters arising.

(4) SHE Advisors Report

(i) Accident Statistics.

(ii) SSO amendments.

(iii) MoD Policy.

(iv) Environmental Protection.

(v) SHE Mgt Plan.

(5) SHE Coordinators Report.

(6) Flight Safety.

(7) Road Safety / Snow and Ice plan.

(8) Fire Safety.

(9) Waste Mgt.

(10) Publicity.

(11) Conservation.

(12) Energy Mgt.

(13) AOB.

d. **Station Weekly Execs**. The weekly forum of Station Execs, chaired by the Stn Cdr, will formally address emerging and ongoing safety issues, prior to addressing routine

management issues. All subordinate exec meetings should have safety as their 1st formal agenda item.

14. **Risk and Hazard Management**. As the AO/AIRFIELD MANAGER has a duty to *ensure* a safe airfield, in order to *assure* the relevant DHs that they can safely operate their aircraft at RAF Henlow. Any identified airfield risks and hazards therefore need to be proactively managed, to enable DHs to maintain risks to their aircraft at a tolerable and ALARP level. Further detail on how to manage risk and hazards are contained within the No 2 Gp ASMP and RA 1210. However in simplistic terms risk and hazard management is a cyclical process:

15. **Hazard Logs**. An Aerodrome Operating Hazard Log (AOHL), is maintained at RAF Henlow in order to inform DHs and other aircraft operators of what hazards exist here, and what preventative measures are in place. The RAF Henlow AOHL is managed by the Airfield Manager and follows the DAM format and is promulgated for all Accountable Managers and DHs planning to operate from RAF Henlow to perform their own Risk Analysis. Aviation risks are based on the worst credible outcome[13]; however, care should be taken to ensure that DHs are aware of the full range of outcomes when considering appropriate mitigations. As a result, RAF Henlow assesses both the 'Most Likely' and 'Worst Credible' outcome from each particular hazard, iaw No 2 Gp ASMP.

16. **Management of Change**. It is important to understand the potential for unwanted consequences of changes at RAF Henlow. The ability to maintain a safe Airfield can be compromised by a number of factors that we must remain cognizant of, as follows:

a. **Tasking and Personnel**. The current environment of decreasing resource to meet increasing task has the potential to allow the focus to stray away from the maintenance of Air Safety. Organisational change is often required to mitigate this task/resource disparity; however, this needs to be managed carefully.[14]

b. **Regulatory Changes**. Regulatory changes include those for any Aviation related orders such as MAA RA which have the potential to change the nature of the task.

c. **Hazard Changes**. Furthermore, any changes to Hazard Logs are to be communicated to relevant DHs and other aircraft operators at RAF Henlow as soon as possible, to ensure

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[13] MAA RA 1210 Annex D Footnote 8 refers.

[14] JSP 375 Vol 2 Leaflet 58 – Managing Safety and Organizational Change.

that their risks remain valid. This communication is usually via the RAF Henlow SRMM minutes; however, important changes regarding airfield hazards should be notified to the DH chain at the earliest opportunity.

17. **Reporting and Investigation of Occurrences**. All reporting and investigation of occurrences is to be conducted in accordance with RA 1410. An important part of any safety system is the ability to record and analyse the number and type of safety incidents that occur during the organisation's operations. This requires the organisation to have a safety reporting system (SRS). A successful SRS must engender the trust of those for whom it works. To do this the SRS must:

a. Record all relevant data.

b. Have a system for actioning reports received.

c. Be reliable and can be audited.

d. Be easily accessed by those who need access.

e. Not apportion blame or fault.

18. **RAF Henlow Reporting**. For every accident there are numerous occurrence and many of these could well have ended in an accident, were it not for providence. The large majority of General Aviation (GA) Occurrence Reports are reports of infringements of controlled airspace but this gives an unbalanced view of what is going on in GA which is brought about because it is mandatory on Air Traffic to report infringements but voluntary on GA pilots and engineers to report occurrences within their respective disciplines. However, as the opening page of OCCURRENCE LISTING says: *YOUR REPORT COULD SAVE SOMEONE ELSE'S ACCIDENT*. Put simply, sharing your incident, however trivial it might seem to you, with the rest of us could keep us safer. If you are worried about potential problems with authority then consider a confidential report instead. There are a variety of reporting mechanisms in use at RAF Henlow including the EASA/CAA administered Mandatory Occurrence Reporting System (MORS), the MAA Defence Aviation Safety Occurrence Reporting System (DASOR) and joint CAA/MAA AIRPROX system; for which the EASA/CAA systems always take primacy for EASA/CAA registered aircraft and the MAA ones for military aircraft. That said, if the lessons from the EASA/CAA MORS are pertinent to Defence then they will be mirrored onto ASIMS by the Airfield Manager. There is now a mechanism for DASORs to be submitted to the CAA in lieu of MORS – the Airfield Manager knows how to do this. There are also lesser systems in place like the RAF Flying Clubs' Assoc Safety Occurrence Report, CHIRP and others that would <u>not</u> benefit the wider CAA or MAA community but could benefit those organisations in particular.

AIRPROX	MORS	CHIRP / Safety Rep	DASOR	Near-Miss / DAEMS	HSE Safety Reports
Submit CAA CA 1094 (Clubs) or via ASIMS (JSGC/613 VGS). **Do not submit duplicate CAA or MOD form.**	Submit CAA SRG1601 form. Consider DASOR	Submit CHIRP form. Consider DASOR	**Is this a lesson that MOD will only benefit from?** Submit DASOR via Airfield Manager or via ASIMS. **NB. The Airfield Manager may <u>mandate</u> some DASOR reports as well as MORS**	**Is this a 'near miss' or error?** Submit a RAF Henlow 'Near-Miss / DAEMS' Report	Some RAF Henlow Airfield accidents or incidents may need to be reported under Health and Safety Exec forms. See SSHEA and Airfield Manger for further info.

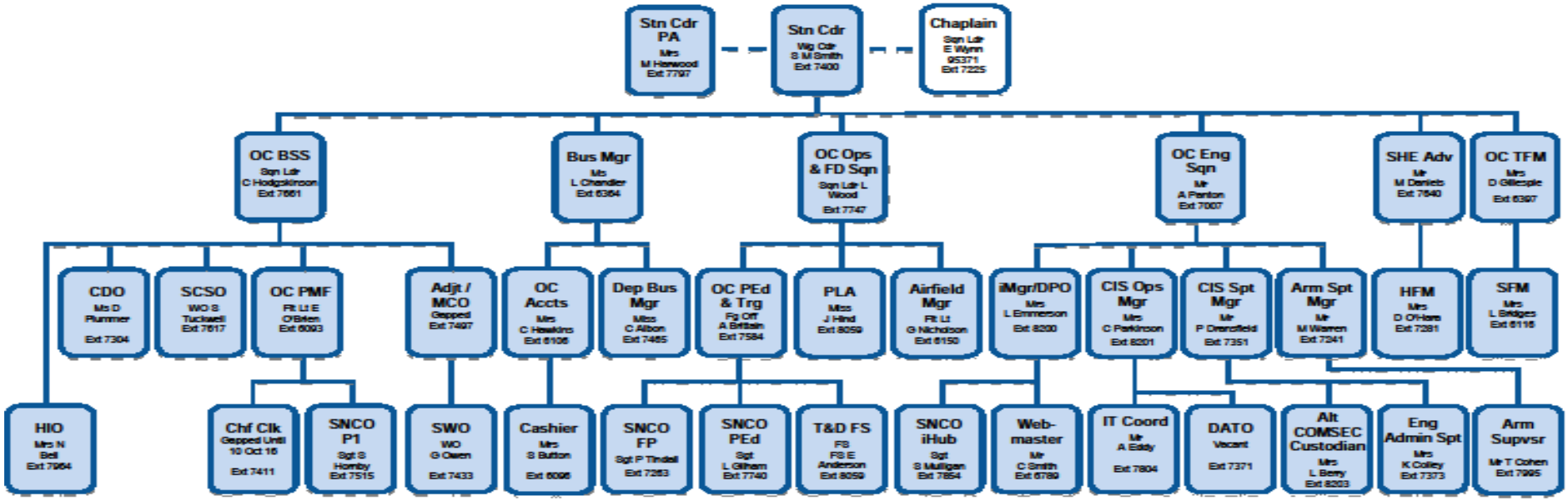
19. **Defence Aviation Error Management System (DAEMS)**. The DAEMS project is an MOD-wide initiative to promote better Air Safety and operating efficiency by more effective reporting, better investigation and better lessons learned. It uses the existing ASIMS computer-based reporting system, database and analysis tool, and includes the training that you will need to understand how you can play your part. More information on DAEMS may be found within the MAA Manual of Air Safety. All personnel, Civilian or Military, will be encouraged to use RAF Form 7454 'Near-Miss' iForms to report safety concerns, where the near miss is more specific to aviation matters then a DAEMS report is preferable, however, either form will start the process. At RAF Henlow the DASOR remains the preferred reporting method for Air Safety incidents/accidents, which is now augmented by the ability to inform the CAA. Timely feedback to reporters is key to widespread acceptance of DAEMS.

20. **Air Safety Promotion and Publicity**. Dissemination of safety policy, procedures, occurrences, issues and lessons is necessary to raise Air Safety awareness and spread good practice. It is therefore essential that Air Safety receives a high level of publicity at RAF Henlow and her flying organisations. This can be achieved in a variety of ways, from Air Clues to Air Safety notice boards; additionally, full attendance at Air Safety meetings enables lessons to be identified and good practice to be spread.

21. **Emergency Arrangements**. An AIRP for RAF Henlow is maintained by OC Plans. In both cases, a training/live exercise of the AIRP should be held at least every 2 years, with table top exercises held annually as a minimum. Furthermore, OC Plans is to ensure that liaison with the Civil Emergency Services (CES) occurs and that regular airfield familiarisation is given and recorded within the Defence Airfield Assurance Framework (DAAF) within the Defence Aerodrome Manual.

ORGANIZATIONAL STRUCTURE AND LIST OF KEY POST HOLDERS

SSU HENLOW ORGANISATIONAL STRUCTURE



AERODROME HAZARD LOG

1. Please use hyperlink to access Aerodrome Hazard Log And Issues Log..

FORMAL AERODROME RELATED AGREEMENTS

1. There are a number of aerodrome related agreements that are held at either stn level or with the MOD; copies held by RAF Henlow are managed by the AO/AIRFIELD MANAGER. Further detail to the list below can be obtained through the RAF Henlow Airfield Manager on 01462 851515 Ext 6150.

FORMAL AERODROME RELATED AGREEMENTS		
No	Title	Review/Expiry Date
1	Henlow Flying Club	Henlow Flying Club, rolling contract
2	Private aircraft licence.	Private aircraft licence, JSP 360 Appendix 2, rolling contract.
3	Henlow Aero club	Henlow Aero Club, service flying club, rolling contract.
4	Henlow Model Aircraft Club	Henlow Model Aircraft Club, rolling contract.
5	Henlow Mowing Licence	Henlow Mowing licence, rolling contract.

2. In general terms, each organisation should be self-sufficient and self-reliant. However, it is acknowledged that Henlow Flying Club may assist Henlow Aero Club pilots and private aircraft pilots with suitably qualified Aerodrome Duty Staff (ADS) when Henlow Flying Club operations are in force. However, when Henlow Flying Club have ceased their operations, it remains the responsibility of Henlow Aero Club pilots and private aircraft pilots to ensure there is a suitably qualified ADS available. To that end, Henlow Aero Club pilots and private aircraft pilots shall ensure Henlow Flying Club are kept fully informed, with contact numbers, of any sorties that may involve an early start, late finish or unscheduled activity, ie a diversion or an un-serviceability on a land away etc.

ANNEX H TO
DAM DATED
1 JAN 18

ORDERS TO COVER ALL NOISE ABATEMENT PROCEDURES, INCLUDING HIGH POWER GROUND RUNNING

1. **General**. All pilots are to conduct their flights so as to cause the minimum disturbance to the surrounding general public.

2. **Noise Sensitive Areas**. Pilots should be cognisant of the following noise sensitive areas and circumvent the areas by the margins shown at the map below, wherever possible:

   a. Clifton Village.

   b. Shefford.

   c. Meppershall.

   d. Lower Stondon.

   e. Shillington Riding Stables.

   f. Holwellbury. Holwellbury has a vociferous resident is that is sensitive to aircraft noise; therefore, every effort to avoid this small community would ease neighbourhood relations.

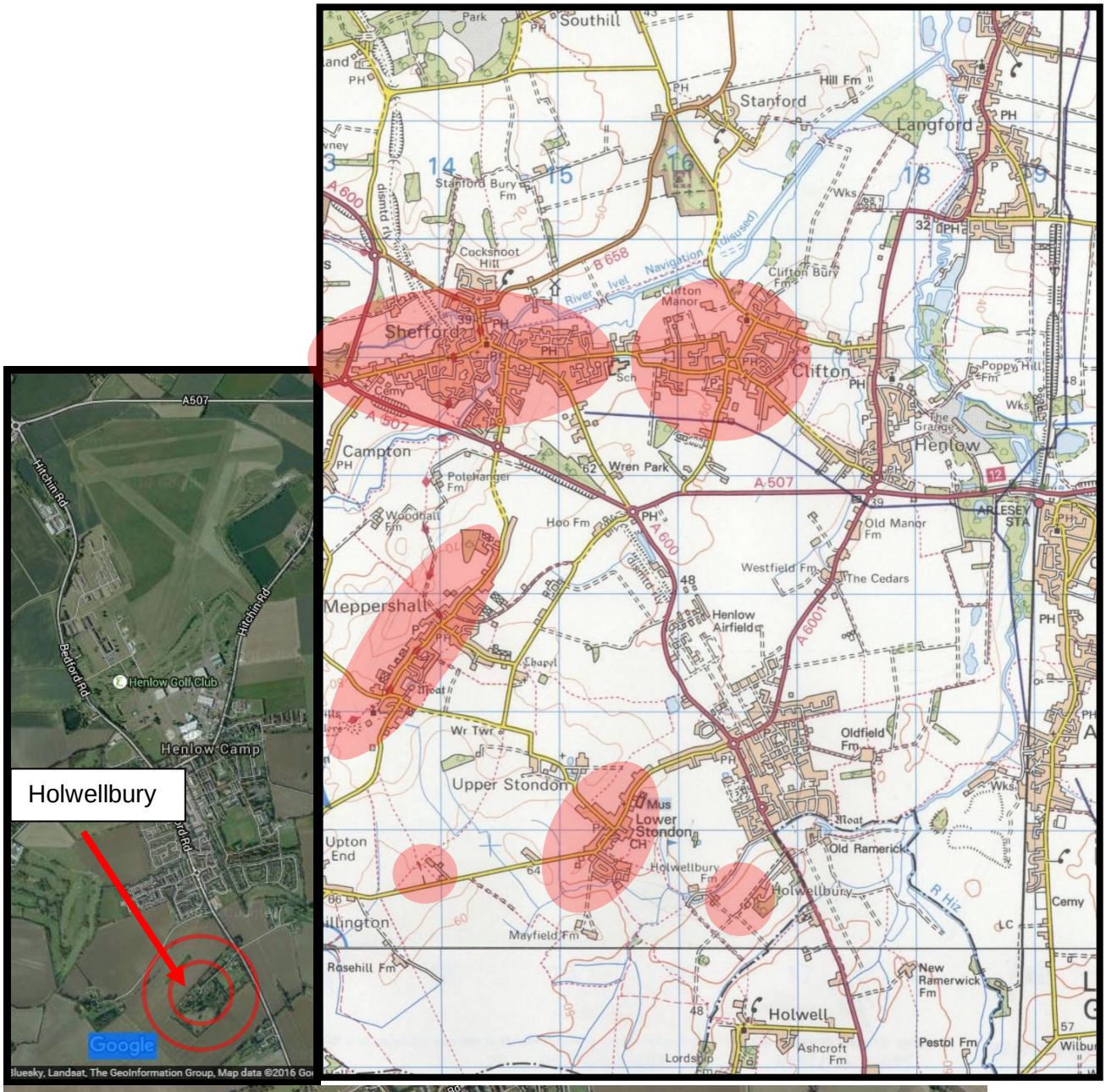
A map showing the locations of these areas is at Annex A.

3. **Climb Out**. Departures from the airfield should be made at best rate of climb to 800 ft QFE.

   a. Rwy 02 maintain rwy heading to 700ft agl before any turn.

   b. Rwy 31 turn left by 15° at 300ft agl.

4. **Runway in Use**. If conditions permit, the ADS should give consideration to changing the runway in use or circuit direction to reduce the persistent effect of aircraft noise when predominantly circuit flying is taking place.


Holwellbury
Holwellbury

ANNEX I TO
DAM DATED
1 JAN 18

ORDERS FOR TEMPORARY OBSTRUCTIONS ON OR AROUND ANY MANOEUVRING AREA THAT ARE CONSIDERED TO BE A HAZARD TO EITHER AIR SYSTEM OR VEHICLES

1. Currently, there are not any temporary obstructions on the RAF Henlow manoeuvring area.

ORDERS FOR THE SAFE PARKING, MANOEUVRING, REFUELLING AND SERVICING OF AIRCRAFT

1. Henlow Flying Club receives certification from the Fuel Safety and Gas Regulator for their fuel installation at Building 945, Station Operations and Henlow Flying Club. In order for personnel to operate safely from this facility it will be necessary to adhere to the following procedures:

a. Receive Fire Training to comply with CAP 748.

b. In the vicinity of the fuel installation do not smoke, do not use naked lights and do not have a mobile telephone.

2. In accordance with Flying Order Book Section B Order 1, it is a requirement to be a member of either the Henlow Flying Club or Henlow Aero Club.

3. Taxiing towards and away from the facility will be conducted as follows, see diagram below:

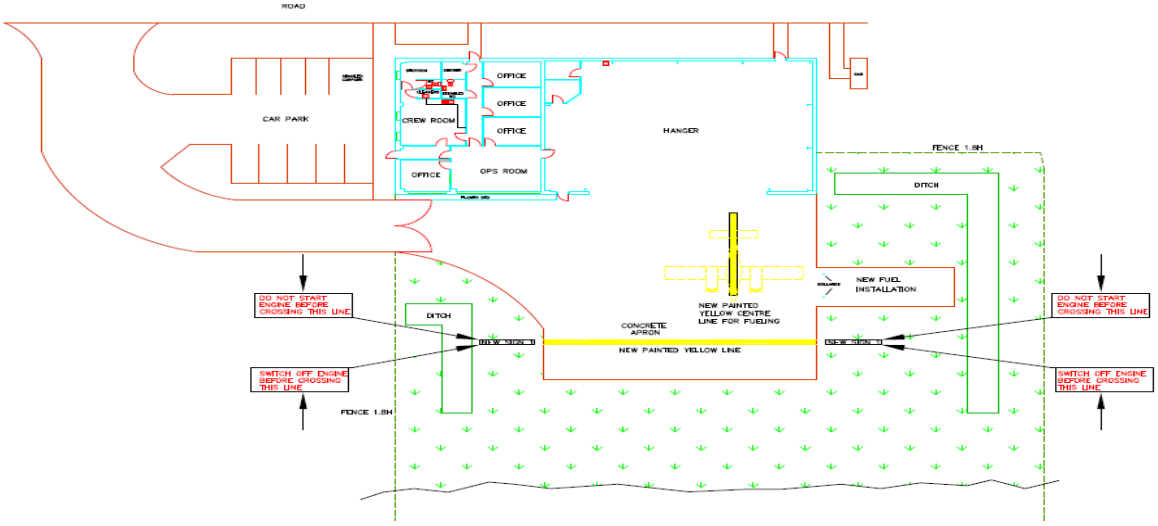
a. Taxi towards Building 945 by keeping on the left-hand side of the taxi way. Caution for the ditch on the left as you approach.

b. Stop at bollard 'Switch off engine before crossing this line' (The yellow taxiway lines will soon be marked).

c. Manually manoeuvre the aircraft to the refuelling point positioning the port wing next to the facility. Do not place the aircraft nose-on.

d. After refuelling, manually manoeuvre the aircraft forward to the bollard 'Do not start engine before crossing this line' (The yellow taxiway lines will soon be marked). Caution for the rough ground to the left of the taxiway as you taxi out.

e. All refuelling is to be undertaken in accordance with HFC procedures as laid down in the ops refuelling manual. All fuel uplifts should be entered into the fuel sheet located within the bowser cab.



EMERGENCY ORDERS / AERODROME CRASH PLAN

1. The RAF Henlow Emergency Orders / Aerodrome Crash Plan can be found at Henlow Aircraft Incident Response Plan.

ORDERS FOR THE REPORTING PROCEDURES TO ADVISE NO 1 AIDU OF ANY PERMANENT CHANGES TO AERODROME INFORMATION

1. Any request for reporting permanent changes to Aerodrome information to No 1 AIDU shall be approved by OC Plans or his nominated deputy, Airfield Manager.

2. Thereafter, notification of errors, omissions, amendments or suggested changes to RAF Henlow information, contained in any No 1 AIDU product, shall be forwarded to No 1 AIDU by any of the following means:

a. 'Contact Us' on the No 1 AIDU website: https://www.aidu.mod.uk/Milflip/index.php

b. Customer Services 0208833 8591/8209

c. Address.
AFTN: EGVCYOYX
DCN: 1 RAFAIDU
Website: http://www.milflip.com
Email: terminalchartsmail@aidu.mod.uk
LCDN: http://www.northolt.raf.r.mil.uk/live/aidu
Postal: No 1 AIDU (RAF), RAF Northolt, West End Road, Ruislip, Middlesex, HA4 6NG

AERODROME SERVICEABILITY INSPECTIONS – ORDERS

RESPONSIBILITIES OF THE AIRFIELD DUTY STAFF (ADS)

1. The ADS is the Stn Cdr's representative of the day and has the power of veto over all activities on the airfield and in the Henlow circuit on behalf of the AFM. The more specific supervisory responsibilities of the ADS are as follows:

a. **General Responsibilities**. All ADSs are to:

(1) Remain readily available and in the vicinity of the airfield during the nominated period and ensure the ADS Logbook is compiled from the time the airfield is opened until it is closed or the task handed over to another ADS. If the Log is unavailable the ADS is to assume that the airfield is inoperable and must remain closed until confirmed otherwise with OC Plans or the AFM; if this is not the case a temporary log can be raised for incorporation at a later date.

(2) Remain aware of any restrictions of flying (NOTAM) and local weather conditions which may affect suitability of operations.

(3) Open the airfield, after the daily airfield inspection, in accordance with the suitability of the weather, ground condition and infrastructure, and determine runway in use. If conditions permit, consideration should be given to changing the runway in use or circuit direction to reduce to persistent effect of aircraft noise when predominantly circuit flying is taking place.

(4) Ensure at the beginning of the flying day and periodically during the day, that the airfield is free from FOD and is suitable for use by all expected aircraft.

(5) Maintain a listening watch on the Henlow Radio frequency and pass advisory information such as runway and airborne activity. Ascertain the PPR of visiting aircraft and deter casual visitors.

(6) Act as liaison point between airfield organisations to coordinate with the aim of the best use of the airfield and airspace.

(7) Maintain a reference record of daily events noting them in the ADS Log. Record the registration and contact telephone number of every visiting aircraft captain for follow-up action by the AFM.

(8) Close the airfield after flying operations and return the ADS Log to the AFM's office and ensure that the Air Traffic Control building is secure.

AERODROME TECHNICAL INSPECTIONS

1. RAF Henlow has limited technical equipment; thus, a limited requirement for aerodrome technical inspections. These orders contain the technical inspection requirement for the relevant staff at the Station. **I**t is suggested that as a minimum routine maintenance is to be carried out on all surfaces and equipment as follows:

Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Air System accordance with AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications – N/A.
Runway, taxiway and obstruction lights, along with PAPIs and aerodrome traffic lights are inspected daily – N/A.
All earthing points are checked annually – Defence Infrastructure Organisation.
Manoeuvring Areas and drainage are inspected, maintained and repaired in accordance with DIO guidance – AO/AIRFIELD MANAGER.
All aerodrome signs are inspected monthly by AO/AIRFIELD MANAGER.
Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The stand-by power system is to be inspected daily with a switchover test being carried out weekly – N/A.
All ARFF vehicles and equipment are to be inspected and tested in accordance with manufacture's instructions and MOD policy – N/A.
The Crash Ambulance and associated equipment is inspected and tested in accordance with manufacture's instructions and MOD policy - N/A.
If established, Bird Control Unit equipment and vehicle is inspected daily with vehicle maintenance carried out in accordance with manufacturer's recommendations – N/A.
Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily – N/A.
Annual review of Aerodrome Driving orders – AO/AIRFIELD MANAGER.

ANNEX X TO
DAM DATED
1 JAN 18

AERODROME WORKS SAFETY

1. Aerodrome Works Safety Orders are contained within the Station Health & Safety and Environmental Orders, Bdg 945 Hazard Register.

CONTROL OF ENTRY AND ACCESS ORDERS

1. Control of entry and access orders are covered in Station Standing Orders. Relevant details include, but are not limited to the following:

a. Personnel are to enter or leave the Station only by way of the authorised entrances. RAF Police, MOD Guard Service (MGS) control entry to the Station.

2. The Station comprises the following areas:

a. North and South sites. The Airfield is included in the bounds.

3. The following areas and buildings are out of bounds to all ranks unless on duty or authorised to be there:

a. Messes and Clubs.

b. Social clubs, staff quarters and work areas.

c. SHQ Registry.

d. The kitchen and rear premises of the Junior Ranks' Mess.

e. Power houses and other installations, including the Contractors' offices and contractors' yards.

f. Armoury and ammunition store.

g. MT Flights, POL bulk storage areas and the Supply Sub-Stores.

h. Unoccupied buildings.

i. Workshops.

j. Station Medical Centre.

k. All families quarters areas (including private garages), except by invitation of the occupant.

l. Other places as detailed in SROs.

m. Playing fields except for organised games or other authorised activity.

n. Air raid shelters.

o. Airfields.

p. Any building area under construction or major works.

4. Personnel are not to walk or drive across the Station gardens, grass or flowerbeds.

5. Personnel bringing visitors onto the Station are to book them in at Passes and Permits; if at all possible the Main Guardroom is to be notified at least 24 hrs in advance of any visit. Hosts are reminded to inform guests that identification (passport/driving licence) is to be produced by the guest on arrival at the Passes and Permits Office. Once access is granted, the host is at all times responsible for the behaviour and conduct of their visitors and for ensuring that the visitors only have access to protectively marked material of a level for which they are cleared. The RAF Police enforce current Control of Entry policy; therefore, visitors may be refused access accordingly. Passes and Permits may issue Office Social Visitors' passes, with the authority of the Station Commander.

6. Service and civilian personnel are to be in possession of a current and valid identity card when within the Station perimeter. For RAF personnel this is the MOD Form 90; for Civil Servants For 2185 or a Generic MOD Civilian Identity Card; for Married Dependants Form 7400 or a RAF Henlow Dependant's pass. All personnel are to produce their passes when requested to do so by the RAF Police or any other authorised person.

ANNEX Z TO
DAM DATED
1 JAN 18

RAF HENLOW AIRFIELD VISITOR AND VEHICLE CONTROL

VISITOR CONTROL

1. This order details what actions personnel, whether Service or civilian, are to take if a member of the public visits their airfield organisation.

2. **Registration of Visitors**. All visitors, Service or civilian, are to report to the Main Guardroom on arrival in order to obtain the appropriate passes (including vehicle pass). Visit sponsors are to complete a RAF Henlow Visitor Form and submit it to the Main Guardroom by e-mail, hlw-reception@mod.uk, or in person prior to the arrival of the visitors. Additionally, Directors, OICs, Course Leaders or visit sponsors are to ensure that the AFM is provided with details of individual visitors, number of course attendees or details of work contractors.

3. **Sponsor**. The Course Leader or visit sponsor is to ensure that visitors are met at the RAF Henlow Main Guardroom or the Main Gate.

4. **Civilian Members**. Civilian members of the airfield organisations are entitled to book onto the Stn up to two visitors at a time, who must be **escorted** by the member at all times.

AIRFIELD VEHICLE CONTROL

5. This order details the vehicle control processes to be followed by all personnel, whether Service or civilian, on RAF Henlow airfield.

6. **Car Parking**. Private vehicles are not to be parked on aircraft manoeuvring areas or on any grass surface, excepting those vehicles that have a task to perform on the airfield, ie contractors and model aircraft owners. Vehicles may be parked in the following areas:

   a. A single row in front of Building 941 Portacabins or Building 945 Henlow Flying Club Car Park; if this area is full then vehicles are to be parked:

   b. In the marked bays between Hangars 189 and 190.

7. **Movement of Vehicles on Aircraft Manoeuvring Areas**. Only essential vehicular traffic is to enter the grass manoeuvring area. Drivers are to have read and signed the Driving Brief and are to have permission of the ADS. Signed Driving Briefs are to be retained by the AFM. In the vicinity of aircraft, vehicles are to be driven at a walking pace and are to give way to moving aircraft and are not to be driven at or under the wings of aircraft.

8. **Awareness of Vehicle Control**. Directors and OICs are responsible for ensuring that members and personnel within their airfield organisation are aware of and adhere to the parking and driving restrictions.

9. **Insurance**. It is recommended that drivers' insurance policies include airside risks.

RAF HENLOW AIRFIELD DRIVING BRIEF

10. To ensure the safety of vehicle drivers and aircraft whilst driving on RAF Henlow airfield, this brief is for all drivers bringing a vehicle onto the airfield beyond Building 941 Portacabins or Building 945 Station Operations and Henlow Flying Club.

11. The following rules must be observed at all times:

a. A brief must be received from the ADS on the runway in use.

b. The airside speed limit is 20 mph on concrete areas and 15 mph on the grass.

c. In the vicinity of aircraft the speed limit is 5 mph.

d. Aircraft always have right of way.

e. Do not drive along the runways unnecessarily.

f. Before crossing a runway, stop well clear and confirm that the runway and approach are clear. Proceed with care.

g. Remain clear of farmers' crops.

h. Do not drive over bad / muddy ground.

i. Only manoeuvre in reverse with a lookout.

j. Contractors' vehicles carrying out works on the airfield and vehicles associated with model flying are exempt parking restrictions but must never park on a runway.

ANNEX AA/BB TO
DAM DATED
1 JAN 18

WILDLIFE MANAGEMENT

INTRODUCTION

References:

A. CAP772 Issue1.pdf
B. MAA RA3270 Issue 2.pdf
C. MAA MADS Chapter 16 Issue 7.pdf
D. TradeGroup9Documents.aspx

1. RAF Henlow Airfield Management conducts all aspects of aviation safety cognisant of the contents at References A, B and C. The staff includes an SO2 FD & Ops, together with an Airfield Manager and an on-duty radio operator provided by Henlow Flying Club. The Airfield Manager, Flt Lt Gavin Nicholson has completed the Bird Habitat Management Course. Whilst the Airfield may be considered minor compared with other units, the normal task and aircraft movements are similar to a 'standard' airfield. Henlow Aero Club, a service flying club, is active with membership steadily growing and Henlow Flying Club membership also steadily increases. Henlow Model Aircraft Club membership increases and Henlow Rough Shooting are proactive in wildlife control on the airfield. Military training on the airfield continues with regular Army Fitness Testing and personnel conducting personal fitness. With that in mind, the unavailability of a dedicated Aerodrome Wildlife Control Unit means that the Henlow airfield staff has the responsibility for minimising the risk of bird strikes by controlling the bird habitat. Henlow maintains an enviable bird-strike record with no recorded bird strikes in 2016 thus far. Nevertheless, with a sensible and well-structured strategy, bird control measures should be enhanced and improved with whatever resources are made available.

SCOPE

2. In accordance with the policy detailed at Reference, in an effort to minimise the presence of flocks of birds on or around the airfield, Henlow Airfield Wildlife Management will adopt a logical, pragmatic and proactive approach to wildlife management through this Airfield Wildlife Control Management Plan. Details of the plan will be made available to all RAF Henlow airfield users through the RAF Henlow Intranet and Internet sites. Aerodrome Wildlife Control habitat management will form part of the ToR for the Airfield Manager.

HANDLING OF HAZARDOUS MATERIALS (SPILLAGE PLAN)

References:

A. JSP 375 – Management of Health and Safety in Defence
B. JSP 418 – Management of Environmental Protection in Defence
C. JSP 317 – Safety Regulations for the Storage and Handling of Fuels and Lubricants

MOD POLICY

1. MOD policy is to conduct activities in accordance with the Government's overall environmental and safety policy, and to ensure compliance with the letter and the spirit of the legislation. This policy is defined within References A-C.

2. All MOD personnel have a responsibility to prevent pollution and may be held responsible in cases of negligence or contravention of legislation or MOD policy. Commanding Officers and Heads of Establishments take overall responsibility for pollution incidents from units or establishments under their control and may be held liable, under criminal or civil law, if it is deemed that they caused or knowingly permitted the pollution to occur.

3. It is MOD policy that establishments where hazardous or potentially polluting substances are used or stored, including petroleum products, are to have a Unit Spillage Response Plan in place to deal with any emergency incident involving these substances. Such a plan is essential in order to ensure an establishment can prevent, contain and minimise any pollution resulting from the spillage of a hazardous substance.

RAF HENLOW AIRCRAFT PARKING

AIRCRAFT PARKING AND USE OF HANGAR 189

1. This order details the manner in which aircraft are to be stored and parked in Hangar 189 and gives general guidance to users of the hangar. The AFM, Directors and OICs of airfield organisations are responsible for the implementation of this order. All private aircraft users are to comply with this order and are reminded that use of the hangar is a privilege.

2. **General**. All aircraft in Hangar 189 are to be stored safely and in accordance with good husbandry and engineering practices. Caution is to be exercised when taxiing through the Golf Course as Tee-Off areas are situated either side of the taxiway.

3. **Hangar Layout**. Normally, the hangar layout is as follows:

b. **Henlow Aero Club and Private Aircraft**. Henlow Aero Club and private aircraft are to be parked with due regard to neighbouring aircraft in Hangar 189. Notional parking areas may be allocated by the AFM but may be changed subject to operational requirements or reallocation of parking areas.

c. **Aircraft Access and Fire Lanes**. Aircraft access and fire lanes are to remain clear down the centre and both sides of the hangar to enable safe movement of personnel. The side doors to the Hangar should be kept accessible for personnel to evacuate in the event of fire. HFC aircraft may use the centre of both hangars during inclement weather.

4. **Permission**. Aircraft are kept in the hangar only after the Stn Cdr has granted permission. The AFM is to maintain a waiting list for the hangar. Priority on the waiting list will be given to aircraft owned by military personnel.

5. **Aircraft and Equipment Storage**. The following actions or precautions must be taken:

a. The fuel and ignition switches are to be switched off.

b. Parking brakes, if fitted, are to be off and the aircraft chocked.

c. Drip trays are to be positioned under engines as required.

d. Care is to be taken in the movement of any aircraft within the hangar to avoid damage to other aircraft. Any damage must be reported to the AFM as soon as practicable.

e. Running of engines is not permitted in the hangar.

f. Motor vehicle movements are to be kept to an absolute minimum – maximum speed is 4 mph (walking speed). Vehicles shall stop at the hangar entrance and the horn shall be sounded prior to entering or leaving the building.

g. Non-aviation related equipment and materials are not to be stored without written permission from the AFM.

h. Only small amounts of flammable material (e.g. fuel, spirit, oil, paint) may be kept in the hangar and must be placed in a lockable metal container. The container is to be marked externally with an appropriate content and/or warning notice.

i. Aircraft parking inside or outside the hangar is to be conducted with due consideration to other building users.

6. **Maintenance**. All maintenance activities are to comply with the Control of Substances Hazardous to Health Regulations (COSHH). In particular, maintenance activities are to comply with the following:

a. Refuelling and de-fuelling is not to be carried out in the hangar.

b. When carrying out aircraft engine ground runs, the person in charge of the ground run is to ensure that the aircraft is clear all round, that there is no danger to personnel or animals and that the aircraft is attended at all times. All aircraft performing ground runs are to be chocked and/or restrained and brakes are to be applied. Propeller wash is to be directed away from the hangar.

c. Limited maintenance or rectification work of private aircraft may be undertaken in owners' bays provided that no other user is inconvenienced.

d. Tools, materials and equipment are to be appropriately safeguarded to ensure that all items are accounted for.

e. Parts removed during servicing and rectification work are to be kept in localised areas and not spread around the hangar.

f. Aircraft are not to be washed in the hangar.

7. **Tidiness**. The hangar areas including the central access / fire lane is to be kept tidy and swept at all times. All private aircraft owners are responsible for ensuring that their respective areas are kept in a swept and satisfactory condition. All rubbish bins are to be emptied into the BIFFA bins located adjacent to Hangar 190. Any associated aircraft equipment is to be kept neatly stowed behind the respective aircraft and be marked with the owner's name and / or aircraft registration. **The hangar is not to be used as a repository for non-aviation related items**. Cleanliness of users' bays will be the subject of discussion at Stn Cdr's inspections.

8. **Fire Prevention**. All users of the hangar are to familiarise themselves with the Building Fire Orders which are on display in both sides of the hangar. Particular attention is drawn to the daily close down checks which are to be carried out whenever the hangar is left unoccupied.

9. **Hangar 189 Interim Safety Order**. An interim safety order is in place for Hangar 189 limiting the use of the building during high winds or heavy snow falls. All users of the hangar are to be familiar with this order and act in accordance with the 'Action Levels'. If there is any doubt as to whether an 'Action Level' is in force, the situation is to be clarified with the MGR prior to opening doors or entering the building.

10. **Precautions When Starting Aircraft Engine outside Hangar 189**. Before starting the aircraft engine outside Hangar 189, pilots are to check that the aircraft is positioned so that the slipstream is not directed into a hangar and will not cause damage to persons, property or other aircraft. The surface around and ahead of the propeller should be clear of stones and other foreign objects and the intended taxi path should be clear. Hand starting / propeller swinging is potentially hazardous. Pilots are not to hand start aircraft unless they have been cleared to do so by the Henlow Aero Club CFI, with an entry in their personal logbook and their details recorded in the front of the authorisation sheet.

GENERAL ORDERS – TERMS AND CONDITIONS / USE OF MOD AERODROMES BY CIVIL AIRCRAFT

1. Captains of aircraft, other than those based at RAF Henlow, are to obtain prior permission request, at least 24 hours, before visiting RAF Henlow. The aircraft movement is to be subjected to Air Transport Security, and the movement is to be entered in the visiting aircraft log. Landing fees are to be levied as appropriate by the AFM.

2. **Prior Permission Required (PPR)**.

a. **Requirement**. Captains of visiting civilian and military aircraft are required to request prior permission to visit RAF Henlow at least 24 hrs before arrival. PPR requests during working hours are to be made with the AFM or OC Plans. RAFFCA members may contact the HFC directly to obtain PPR. The AFM is to be notified of any such occurrences and an entry is to be made on the relevant page of the ADS Log. Please see RAF Henlow website, flying information, for further details, RAFHenlow/flyinginfo/index.cfm.

b. **Exceptions**. Aircraft in emergency, gliders / balloons 'landing out' and glider recovery tugs are exempt from the 24 hr PPR requirement.

c. **Requests at Weekends**. At weekends the ADS may grant PPR if visitors are on bona fide business at RAF Henlow. Details of such occurrences are to be notified in accordance with para 4 below. All visitors must be in possession of suitable personal ID, as detailed in Flying Order Book, Section C Order 1.

3. **Visiting Aircraft Details**. The AFM is to ensure that a record of all visiting aircraft details is kept.

4. **Action by the ADS**. The ADS is to annotate the ADS Log with the aircraft callsign, registration (if different), aircraft type and contact telephone number of the captain. The aircraft captain is to receive an arrivals, taxi and departure brief and be instructed to book in and out through HFC Ops. The ADS is to make copies of any waiver documentation and forward it to the AFM.

5. **Collection of Landing Fees**. The appropriate fees for visiting aircraft are to be administrated by the AFM in accordance with JSP 360, unless a waiver applies and is produced. There is no facility at RAF Henlow for receiving landing fees by cash, cheque or card. Bills will be raised on a MOD Form 400 and processed through Business Support.

BREACH OF TERMS AND CONDITIONS – ORDERS

1. **Removal of Privileges.** Any breaches of the terms and conditions for the use of the Henlow Airfield will be dealt with on a case-by-case basis by the AO/AIRFIELD MANAGER. This may result in the temporary or permanent removal of privileges for use of the Henlow Airfield, depending upon the severity of the breach. The AO/AIRFIELD MANAGER retains the right at all times to remove flight privileges and it is therefore in the best interests of civilian users to be aware of and comply with the appropriate terms and conditions at all times. If further information is required please see Annex FF or contact the Airfield Manager hlw-airfieldmanager@mod.uk or 01462 851515 Ext6150.

ANNEX HH TO
DAM

DATED

1 JAN 18

THUNDERSTORM AND STRONG WIND PROCEDURES

SHEF INTERIM SAFETY ORDER – BELFAST TRUSSES – 3rd EDITION

Introduction

1. A professional structural appraisal of the Belfast Trusses to buildings 156, 157, 173, 186, 187, 188 and 189 was carried out by ajb Consulting Engineers Limited on behalf of Scott Wilson EWC. The inspection to establish the condition of the Belfast Trusses highlighted various defects that affect their structure and ability to transfer load to foundations. The appraisal recommended that remedial works to these defects are required to ensure the structural integrity of the trusses, and strengthening works are required to bring the structure up to acceptable standards. Remedial works have been completed on four of the buildings but concerns remain over the adequacy of the designs for the remedial works. The replacement and strengthening of the wood is a major improvement, but until told by Defence Estates that the designs of the remedial works are adequate safety procedures for periods of high wind and heavy snow loadings will remain in place. Interim safety procedures for buildings 156, 157, 173, 186, 187, 188 and 189 are detailed in this SHEF Interim Safety Order – Belfast Trusses 3rd Edition.

Conditions requiring action

2. Action is required on 3 levels depending on local prevailing weather conditions and is detailed below in the following table:

ACTION LEVEL	CONDITION			ACTION REQUIRED
	Mean Hourly Wind Speed mph	**Gust wind Speed mph**	**Snow Loading**	
1	20	30		**Close dominant openings***: **Building 157 –** large opening to ATC building **Building 173** – vehicle entrance to MT and MTMS **Building 186** – roller doors to barrack stores and climate controlled stores **Building 187** – roller doors to technical stores **Building 189** – Hangar doors
2	40	60		**Evacuate Buildings 156, 157, 173, 186, 187, 188 & 189.**
3			7” deep across entire span	**Evacuate Buildings 156, 157, 173, 186, 187, 188 & 189.**

* Pedestrian doors may continue to be used for access and egress.

Interim Safety Procedures

3. The Hangar doors to Building 189 are to remain closed unless aircraft are being moved in and out of the Hangar.

4. To measure wind speed and direction a sensor is mounted on top of Building 189 and data is fed back to the Main Guardroom, Building 18. The data is relayed to a computer in the Guard force HQ.

5. Should local weather conditions prevail such that action levels 1 or 2 are reached an alarm will sound and display on the computer.

6. Should the alarm sound and display the following action is to be taken:

Action Level 1

7. The Guard Commander (Grd Cdr) is to initiate action in accordance with Action Level 1 as follows:

a. The Gd Cdr is to arrange for the following Tannoy message to be broadcast:

"Wind-speed readings have reached Action Level 1, dominant openings on Buildings 157, 173, 186, 187 and 189 are to be closed. I say again, wind-speed readings have reached Action Level 1, dominant openings on Buildings 157, 173, 186, 187 and 189 are to be closed."
This is to be followed up with a telephone call to bldg contacts (see table para 9).

b. OIC Bldg 157, 173, 186, and 187 and Duty Instructor Flying Hangar 189 are to ensure dominant openings are closed and confirm closure to Gd Cdr ext 7205.

c. If the OIC Building/Duty Instructor fails to confirm the closure of doors within 5 minutes of tannoy message being broadcast, the Gd Cdr is to ensure a visual check is made to confirm that the dominant openings are closed. When confirmation of door closures has been completed, a suitable record is to be made in the Daily Log and OC Site Coord/Dep OC Site Coord (Orderly Officer outside normal working hours) shall be informed of actions taken.

d. Following the decision to close dominant openings the Gd Cdr shall monitor wind speed monitoring equipment (graphs on computer). When alarm Action Level 1 has not been breached over a continuous 1-hour period, the Gd Cdr is to contact, OC Site Coord/Dep OC Site Coord (Orderly Officer) seeking authority to lift Action Level 1.

e. On lifting of Action Level 1, the Gd Cdr is to arrange for following Tannoy message to be broadcast:

"In accordance with Belfast Trusses Interim Safety Order, dominant openings on Buildings 157, 173, 186, 187 and 189 may now be opened. I say again, in accordance with Belfast Trusses Interim Safety Order, dominant openings on Buildings 157, 173, 186, 187 and 189 may now be opened."

f. On lifting of Action Level 1, the Gd Cdr is also to phone the Duty Instructor Flying (Ext 7505) with instruction "in accordance with SHEF Interim Safety Order – Belfast Trusses, Hangar 189 doors may now be opened".

Action Level 2

g. Gd Cdr to arrange for following Tannoy message to be broadcast:

"Wind-speed readings have reached Action Level 2, Buildings 156, 157, 173, 186, 187, 188 and 189 are to be evacuated. I say again, wind-speed readings have reached Action Level 2, Buildings 156, 157, 173, 186, 187, 188 and 189 are to be evacuated."

This is to be followed up with a telephone call to building contacts (see table para 9).

h. Outside of normal working hours the Gd Cdr is to ensure Bldg 188 and Hangar 189 are evacuated and locked.

i. OIC Buildings 156, 157, 173, 186, 187 and 188 and Duty Instructor Flying for Hangar 189 are to ensure buildings are evacuated in accordance with local fire evacuation process and assembly points. OIC Buildings and the Duty Instructor Flying are to ensure building keys are returned to Main Guardroom.

j. Within 15 minutes of tannoy message, the Gd Cdr is to confirm that the keys to Bldgs 156, 157, 173, 186, 187, 188 and 189 have been returned to the Main Guardroom, and is to make a suitable record in the Daily Log and shall inform OC Site Coord/Dep OC Site Coord (Orderly Officer) that the actions are completed. If keys have not been returned within 15 minutes the Gd Cdr is to investigate.

k. Following the decision to evacuate buildings the Gd Cdr shall monitor wind speed monitoring equipment (graphs on computer). When alarm Action Level 2 has not been breached over a continuous 1-hour period, the Gd Cdr is to contact OC Site Coord/Dep OC Site Coord (Orderly Officer) seeking authority to lift Action Level 2.

l. On lifting of Action Level 2, the Gd Cdr is to arrange for following Tannoy message to be broadcast:

"In accordance with Belfast Trusses Interim Safety Order, Buildings 156, 157, 173, 186, 187, 188 and 189 may now be occupied. Action Level 1 is still in force and dominant openings on Buildings 157, 173, 186, 187 and 189 are to remain closed. I say again in accordance with Belfast Trusses Interim Safety Order, Buildings 156, 157, 173, 186, 187, 188 and 189 may now be occupied. Action Level 1 is still in force and dominant openings on Buildings 157, 173, 186, 187 and 189 are to remain closed."

m. On lifting of Action Level 2, the Gd Cdr is also to phone Duty Instructor Flying ext 7505 with instruction "in accordance with SHEF Interim Safety Order – Belfast Trusses, Hangar 189 may now be occupied. Action Level 1 is still in force and the Hangar doors are to remain closed."

n. The Gd Cdr is to continue to monitor wind speed monitoring equipment until Action Level 1 can be lifted.

Action Level 3

8. OC Site Coord/Dep OC Site Coord (Orderly Officer) is to initiate action in accordance with Action Level 3, snow loading, as follows:

a. On the authority of OC Site Coord/Dep OC Site Coord (Duty Officer) the Main Guardroom will broadcast the following tannoy message:

"Action Level 3, Snow loading has been reached and in accordance with Belfast Trusses Interim Safety Order, Buildings 156, 157, 173, 186, 187, 188 and 189 are to be evacuated. I say again, Action Level 3, Snow Loading - has been reached and in accordance with Belfast Trusses Interim Safety Order, Buildings 156, 157, 173, 186, 187, 188 and 189 are to be evacuated."

This is to be followed up with a telephone call to building contacts (see table para 9).

b. OIC Buildings 156, 157, 173, 186, 187 and 188 the Duty Instructor Flying for Hangar 189 are to ensure buildings are evacuated in accordance with local fire evacuation process and assembly points. OIC Buildings are to ensure building keys are returned to Main Guardroom.

c. Outside of normal working hours the Gd Cdr is to ensure Bldg 188 and Hangar 189 are evacuated and locked.

d. Within 15 minutes of tannoy message the SNCO Guard force is to confirm keys to Bldgs 156, 157, 173, 186, 187, 188 and 189 have been returned to the main guardroom, is to make a suitable record in the daily log and shall inform OC Site Coord/Dep OC Site Coord of actions taken. If keys have not been returned within 15 minutes the Gd Cdr is to investigate.

e. Once evacuated the Buildings are to remain vacated until OC Site Coord/Dep OC Site Coord (Orderly Officer) gives authority for keys to Buildings 156, 157, 173, 186, 187, 188 and 189 to be issued.

Contacts

9. A table of contacts relevant to this Interim Safety Order is provided below.

Appointment	**Tel No**
OC Site Coord	7646 (H)
SER (H)	7940 (H)
Orderly Officer	
Gd Cdr	7205 (H)
OIC Bldg 156	Building not occupied
OIC Bldg 157	8042 (H)
OIC Bldg 173	7518 (H) or 7340 (H)
OIC Bldg 186	7321 (H) or 7568 (H)
OIC Bldg 187	7321 (H) or 7568 (H)
OIC Bldg 188	6191 (H) or 7099 (H)
Airfield Manager	6150 (H)
Duty Instructor Flying Bldg 189	7505 (H)

10. OIC Buildings are to ensure the contents of this interim safety order are brought to the attention of all their personnel.

Review

11. The Stn SHEF Adviser is to review this Interim Safety Order during Jul 08.

ANNEX JJ TO
DAM

DATED

1 JAN 18

RAF HENLOW AVIAITON FUEL MANAGEMENT PROCEDURES

AIRCRAFT FUELLING OPERATIONS

1. This order details what actions personnel, whether Service or civilian, are to take in order to conduct aircraft fuelling operations:

a. Open fuel cabinet.

b. Check last meter reading against meter total (alert ops of any discrepancies).

c. Reset meter.

d. Apply earth bonding link to aircraft exhaust / undercarriage.

e. Turn on fill valve (in line with hose).

f. Turn on motor with foot switch.

g. Remove nozzle and insert into aircraft fuel tank.

h. When uplift complete (AUTO SHUTOFF SHOULD NOT BE RELIED UPON) replace nozzle back in holder.

i. Turn off motor using foot switch.

j. Turn off fill valve (across hose direction).

k. Replace hose in fuel cabinet.

l. Record delivery in fuel delivery book.

m. Close cabinet.

2. In addition, HFC Ops staff and qualified instructors are authorised to conduct training in the use of AVGAS facility for re-fuelling operations only, to new and student members.

BULK TRANSFER PROCEDURES

3. This order details what actions personnel, whether Service or civilian, are to take in order to conduct bulk transfer procedures:

a. Notify Guardroom of impending delivery.

b. Ensure car park area is clear of vehicles around tanker delivery area.

c. Secure area when tanker arrives.

d. Verify tank ullage (using gauge).

e. Verify delivery quantity and that ullage sufficient.

f. Check delivery fuel grade (AVGAS 100LL).

g. Check to ensure seal intact for compartment to be transferred from.

h. Check conformity documents against tank and order and obtain relevant copies.

i. Perform visual inspection of sample and place into storage.

j. Ensure electrical connection to installation is off (pump switch off switch at power unit).

k. Connect bulk transfer pipe work between tank and delivery vehicle.

l. Bulk transfer process as per fuel company SOP's.

m. **ENSURE POSITIVE PRESSURE IS MAINTAINED TO STORAGE TANK WHILST BULK VALVE IS IN OPEN POSITION.**

n. During transfer ensure tank is venting correctly 9vapors visible from man-lid vent).

o. Ensure bulk valve is closed prior to hose disconnect.

p. Replace bulk transfer Camlock cover and lock.

q. Verify delivery quantity using gauge.

r. Check for obvious signs of leaks and spills.

s. Ensure roadway is clear prior to allowing tanker to reverse to turnaround point.

t. Perform extra sump drain after settlement period.

u. Re-open instillation for fuelling only after bulk transfer is complete.

DAILY OPENING PROCEDURES

4. This order details what actions personnel, whether Service or civilian, are to take in order to conduct aircraft fuelling daily opening procedures:

a. Perform visual inspection of facility looking for signs of leakage and evidence of tampering.

b. Contents check using gauge and meter reading (look for unauthorised use or signs of leaks).

c. Ensure all fire-fighting kit is in place.

d. Open tank dispensing valve.

e. Dispense a nozzle sample of 0.5 litres into appropriate glass jar for day. Check sample for clarity, colour and any sediment or water droplets. Place sample into storage and log in fuel sheet.

DAILY CLOSING PROCEDURES

5. This order details what actions personnel, whether Service or civilian, are to take in order to conduct aircraft fuelling daily closing procedures:

a. Note and check record of meter and contents gauge reading.

b. Ensure tank and dispense valves are closed and locked.
c. Visually check for signs of leaks / spillage.

d. Ensure all dispensing equipment is in pump unit and lock.

e. Turn off electrical supply and remove key.

SPILLAGE – INITIAL ACTIONS

6. This order details what actions personnel, whether Service or civilian, are to take in order to conduct aircraft fuelling spillage, initial actions and operations:

a. Immediately cease all fuelling operations. Do not attempt to move vehicles or aircraft.

b. Clear area of all persons if any risk to life is deemed to exist.

c. Shut-off pumps by isolating electrical supply at power unit.

d. Ensure fire equipment is prepped and ready.

e. If possible attempt to stem flow.

f. If spillage outside of bund area use spillage kit to contain.

g. Alert fire department (Ext 222 on internal phone and 999 to alert general emergency service – ask for fire brigade).

h. Consider shutting off tank outlet valves.

i. Do not re-enter area or attempt to move aircraft / vehicles until told safe to do so by emergency services.

j. Alert HFC management as soon as reasonably possible.

k. Complete incident log / report as necessary.

7. In the event of a minor spillage notify HFC operations immediately and, if necessary, use spill kit.

ANNEX NN TO
DAM DATED
1 JAN 18

FOD PREVENTION TRAINING AND AWARENESS

FOD PREVENTION

1. The aim of this order is to define those steps which are to be taken to prevent the ingress of FOD and are to be strictly adhered to at all times.

AIRCRAFT PARKING AND MANOEUVRING AREAS

2. Before entering the aircraft parking and manoeuvring areas, all personnel are to stop and carry out the following actions:

a. When on foot or bicycle ensure that any items they are carrying are secure.

b. When driving a vehicle:

(1) Ensure tyre treads are free from stones.

(2) Ensure that all loose articles, both within the vehicle and on any trailers, are secure.

c. Items of FOD that are found during these inspections should be removed from the airfield.

d. The wearing of headdress is inappropriate on all operating surfaces and those areas designated as the airfield as it can cause a FOD hazard.

RUNWAY CROSSING

3. Personnel are to limit the occasions when they cross the active runway commensurate with their professional task. If they see an item of FOD which is on the runway but notimmediately accessible, they are to contact Henlow Flying Club 01462 851515 Ext 7505 ASAP and not attempt to retrieve the item themselves.

MANOEUVRING AREA

4. Whilst within the aircraft manoeuvring area all personnel are to:

a. Avoid driving on unpaved areas wherever possible.If vehicles are driven off the paved surfaces, tyre treads are to be inspected for stones etc before the vehicles are driven back onto the paved area. Any mud or other debris brought onto the paved surface is to be cleaned up immediately.

b. Check their vehicles regularly for foreign objects and security of loads. Should any item fall from a vehicle or trailer it is to be retrieved immediately.

c. Pick up any items that could cause FOD. All such items should be sent to the Airfield Manager with a description of where and when it was found.

ACTIVE PREVENTION MEASURES

5. The FOD Prevention Programme consists of 3 active measures:

a. **FOD Evaluations.** A FOD Evaluation (FODEVAL) is to take place at each Airfield Users Meeting at least annually. Station wide FOD Plods are to take place when ordered by the Stn Cdr; especially, after the Stn Families' Day.

b. **FOD Sweeps.** FOD sweeps of aircraft parking, servicing and manoeuvring areas are to take place daily. A FOD sweep is also to take place around an aircraft prior to start-up.

SNOW AND ICE OPERATIONS

SNOW AND ICE CLEARANCE PLAN - HENLOW

SITUATION

1. On experiencing adverse snow and ice conditions, or on receipt of an Adverse Weather Warning, it will be necessary to implement gritting/clearance operations to enable the Unit to function normally. Responsibility for managing and implementing the plan sits with the Grounds Maintenance Contractor[15], who will treat main arterial routes and footpaths but not car parks, parking bays, or roads and pathways in Service Families Accommodation (SFA). The snow and ice clearance plan is limited to the office accommodation and technical sites however, salt bins and grit will be provided to the SFA site. Building Custodians must also check their orders for gritting the immediate area surrounding their building to facilitate safe access/egress. It should be noted that the gritting medium only activates when driven or walked upon, therefore care must be exercised by drivers and pedestrians alike at all times during adverse weather conditions.

AIM

2. The aim of this plan is to detail the operational control, activation procedures, resources and the snow and ice clearance priorities to be adopted within the office accommodation and technical sites.

OPERATIONAL CONTROL AND ACTIVATION

3. **Operational Control.** The Grounds Maintenance Contractor is responsible for managing and implementing the snow and ice clearance plan at RAF Henlow.

4. **Activation**. The plan is to be activated when the contractor receives a weather warning from the Met Office, or in the absence of a warning, when icing is apparent on roads/pathways. The Grounds Maintenance Contractor is to inform the guardroom when the plan is activated.

5. In the event of a snow or ice warning being received during working hours, TFM OC will request a tannoy via the Stn Adj/SWO who is to authorise the broadcast of a suitable tannoy message to advise all staff. A specimen tannoy message is at Appendix 1 to this plan.

RESOURCES

6. Snow and ice clearance for the technical site, is undertaken as part of the Regional Prime Contract. Manpower, equipment and materials are provided by the Grounds Maintenance Contractor. The contractor will provide gritting salt and salt bins located around the station, including the Service Families Accommodation site detailed at Appendix 2 to this plan.

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[15] Grounds Maintenance Contractor at RAF Henlow is ISS.

RESPONSIBILITIES

7. **Responsibilites.** In nearly all cases preventative gritting will be programmed within normal working hours. The Contractor shall issue a standby call out rota to the CarillionAmey Help Desk no later than 1 November and provide a 24 hour contact number.

a. **Response times.** The Contractor shall respond within one hour of any severe weather warning and ensure that all priority one routes[16] are clear and/or treated within four hours.

b. **Timing.** Routes are to be treated prior to the end of normal working hours following identification of an impending fall in temperature.

c. **Gritting.** Where preventative gritting takes place the contractor shall ensure that ample quantities of grit are applied and are sufficient to keep all surfaces free from snow and ice.

d. **Responsibility of the Building Custodian – Self help**. Building custodians are to take action as advised in their Terms of Reference and implement self-help snow and ice clearance measures for their buildings and surrounding pathways in the event of sudden or severe weather conditions.

e. Sa**lt bins and rock salt.** The Grounds Maintenance Contractor is responsible for ensuring (before the winter season) that there are adequate stocks of rock salt/grit. Supplies of rock/grit should be monitored throughout the winter period and replenished promptly. The location of salt bins is detailed at Appendix 2.

f. **Biffa bin areas.** The biffa bin area next to building 121 will be gritted, all other bin areas are not included in the plan.

SNOW AND ICE CLEARANCE PRIORITIES

8. Following activation, Grounds Maintenance Contractor is to commence clearing roads and pathways.

9. Once snow and ice clearance has been initiated, routine preventative gritting is to be carried out on a regular basis. To prevent flooding during thaw conditions, building Custodians should pro-actively report any blockages to drains and soak ways to the CarillionAmey Help Desk 0800 707 6000 (option 2).

Priority List of Tasks

10. Roads are to be cleared in the following order of priority:

a. MT Compound to the A6001 via the north site main gate.

b. Main access routes on station as detailed on the map at Appendix 3

c. Roads linking places of work.

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[16] Shown in red on Appendix 3

d. Access/Egress strip in car park opposite Bldg 121

e. Any other roads as decided by the HOE for operational or safety reasons.

11. Pathways are to be cleared in the following order of priority

a. North Site

b. South Site

REVIEW

12. The snow and ice plan is to be reviewed annually by TFM OC, in conjunction with Carillion Amey and the Grounds Maintenance Contractor and key station personnel, in sufficient time for it to be updated by the first working day in November. Following the review:

a. The Stn Adjt is to review the Orderly Officer's orders.

b. MGS CSO4 to brief MGS personnel on the tannoy requirements.

c. Grounds Maintenance Contractor is to review the Local Snow and Ice Clearance Plan for accuracy.

d. TFM to brief key station personnel.

Appendix:

1. Specimen Tannoy Message
2. Location of salt bins
3. RAF Henlow Site Plan

ANNEX SS TO
DAM DATED
1 JAN 18

FORCE PROTECTION RESPONSIBILITIES

INTRODUCTION

1. The Force Protection Responsibilities are contained within Station Standing Orders. The items below are an extract of those Orders.

SECURITY

2. All personnel are to read and comply with Station Standing Orders (Security). Station Standing Orders (Security) encompass all aspects of day to day security, in particular physical and personal security and security of information.

ENTRY TO AND EXIT FROM THE STATION

3. Personnel are to enter or leave the Station only by way of the authorised entrances. RAF Police, MOD Guard Service (MGS) control entry to the Station.

BOUNDS

4. The Station comprises the following areas:

   a. North and South sites. The Airfield is included in the bounds.

5. The following areas and buildings are out of bounds to all ranks unless on duty or authorised to be there:

   a. Messes and clubs.

   b. Social clubs, staff quarters and work areas.

   c. SHQ Registry.

   d. The kitchen and rear premises of the Junior Ranks' Mess.

   e. Power houses and other installations, including the Contractors' offices and contractors' yards.

   f. Armoury and ammunition store.

   g. MT Flights, POL bulk storage areas and the Supply Sub-Stores.

   h. Unoccupied buildings.

   i. Workshops.

   j. Station Medical Centre.

   k. All families quarters areas (including private garages), except by invitation of the occupant.

   l. Other places as detailed in SROs.

m. Playing fields except for organised games or other authorised activity.

n. Air raid shelters.

o. Airfields.

p. Any building area under construction or major works.

6. Personnel are not to walk or drive across the Station gardens, grass or flowerbeds.

VISITORS

7. Personnel bringing visitors onto the Station are to book them in at Passes and Permits; if at all possible the Main Guardroom is to be notified at least 24 hrs in advance of any visit. Hosts are reminded to inform guests that identification (passport/driving licence) is to be produced by the guest on arrival at the Passes and Permits Office. Once access is granted, the host is at all times responsible for the behaviour and conduct of their visitors and for ensuring that the visitors only have access to protectively marked material of a level for which they are cleared. The RAF Police enforce current Control of Entry policy; therefore, visitors may be refused access accordingly. Passes and Permits may issue Office Social Visitors' passes, with the authority of the Station Commander.

FOREIGN NATIONALS

8. Personnel are to report the visit of foreign nationals to the Station to OC RAFP & Sy Flt before commencing any visit.

IDENTITY CARDS

9. Service and civilian personnel are to be in possession of a current and valid identity card when within the Station perimeter. For RAF personnel this is the MOD Form 90; for Civil Servants For 2185 or a Generic MOD Civilian Identity Card; for Married Dependants Form 7400 or a RAF Henlow Dependant's pass. All personnel are to produce their passes when requested to do so by the RAF Police or any other authorised person.

PRIVATE CARS, MOTORCYCLES, PEDAL CYCLES AND PEDESTRIANS

10. No person to whom these Orders apply is to use or keep any private motor vehicle on the Station unless they apply to the RAF Police Flight for registration of the vehicle through the Passes and Permits office. The applicant is to certify that the vehicle is currently taxed, insured and MOT tested in accordance with the current regulations of the Road Traffic Act and that they hold a current driving licence. Documentary evidence may be requested.

11. When a vehicle has been registered in accordance with para 3, a vehicle permit will be issued to the registered owner or user of a vehicle. Any such permit is to be prominently displayed whilst the vehicle is within the confines of the Station. Vehicle permits are to be returned to the RAF Police Flight when the registered owner or user of the vehicle is posted form the Station or when the vehicle ceases to be kept or used on the Station. Vehicle permits are not transferable and are only valid for the vehicle and owner or user for which they were originally intended. Any such issued pass remains the property of the issuing authority and must be surrendered upon request.

12. Authority to use a vehicle on Station may be withdrawn at any time by the Commanding Officer.

13. Drivers are to comply with all road traffic signs, signals and road markings when parking a vehicle on Station.

14. Drivers are to park their private vehicles in authorised parking spaces only. Authorised car parking spaces are:

a. Designated car parks (marked by white lines).

b. Allocated parking spaces as authorised by the Stn Cdr (marked by white lines).

c. Allocated parking spaces as authorised by Carillion-Ameyfor the use of FMQ occupants.

15. Marching troops have right of way over vehicles at all times. A vehicle meeting marching troops is to pass them with the greatest of care. If the driver has any misgivings about passing the marching troops safely, he is to stop his vehicle and give them a free passage. Personnel in charge of marching troops are to be vigilant and are to ensure that after dark red lights are carried by guides or markers so as to be conspicuous to drivers. Conspicuous 'Hi-Vis' clothing is to be worn when available.

SPEED LIMITATIONS

16. Drivers of Service or private vehicles are to ensure that they do not exceed the Station speed limits. Any breach of these limits will be reported to the Station Commander and will result in Disciplinary Action being taken. The speed limits are:

a. Technical and operation areas: 20 mph.

b. Families quarter areas: 20mph.

FOUND PROPERTY

17. Any property of a Service or personal nature which is found within or near the Station is to be handed in to the RAF Police Office.

DISCOVERY OF AN IED/SUSPICIOUS OBJECT

18. If a suspicious object is discovered that could be an IED and its presence cannot be readily explained, it is to be treated as a genuine device and must not be touched or moved. Either an object is suspicious or it is not. There is no such thing as a possible suspect IED. Attempts to establish ownership of the object or the identity of the person who placed it should continue but is not to take precedence over immediate response drills.

Immediate Response Drills

19. **Confirm the presence of a suspicious object**.

a. If a reliable witness reports a suspect IED inside the establishment perimeter accept the information. Do not wait until someone has been to check. Gather all available information, including the exact nature of the device and its precise location.

b. If a patrol discovers a suspect IED they should immediately withdraw tocover out of line of sight and send an incident report to the MGS Mgr.

20. **Clear.** Having confirmed the presence of a suspect IED, all personnel are to be evacuated from the surrounding area. The size of the area to be cleared will depend upon the nature and size of the object, together with any secondary hazards that may be present; as a guide the following distances should be observed:

a. Device placed by hand -at least 100m.

b. Suspect vehicles -at least 400m.

21. **Cordon.** A cordon is to be established around that area that has been cleared, to prevent personnel entering into the danger area.

22. **Control.** The MGS Mgr shall exercise control over the incident until relieved by a civil police incident officer.

23. **Concurrent Actions.** In addition to controlling activities at the scene, the incident commander is to:

a. Continue attempts to identify the owner or person who placed the object. Consideration should be given to making suitable public address system broadcasts.

b. Hold all available witnesses at some suitable location for interview by the civil police and EOD. It is particularly important that the person who discovered the device, or any other person, who has closely observed it, should be present.

c. Issue suitable briefings to the Civil Police, EOD, OO, OC RAFP, on coming duty SGF.

ANNEX UU TO
DAM DATED
1 JAN 18

TASK RESOURCE ANALYSIS

1. As defined within JSP 426 Volume 3 Leaflet 2 RAF Henlow has carried out a Task Resource Analysis (TRA) to assess the aerodrome ARFF response capability and to determine the minimum requirement of rescue and fire fighting equipment, personnel and supervisory grades.

2. This TRA was completed in consultation between the HoE/AO/AIRFIELD MANAGER and DFRMO to ascertain the optimum level of resource required to effectively manage a Credible Worst Case Scenario (CWCS). The outcome of the TRA has been agreed with the HoE/AO/AIRFIELD MANAGER and should be shared with the local Fire and Rescue Authority(s) or Host Nation equivalent and Local Resilience Forums.

3. Dependent upon the role of the aerodrome it may be necessary to have carried out TRAs for a number of ICAO Aircraft Categories. TRA reports endorsed by the AO/AIRFIELD MANAGER complete with all assessments are available via the hyperlinks below:

- ICAO Aircraft Category Special AO/AIRFIELD MANAGER endorsed TRA Report is located TBN.
  - CWCS Workload Assessment for Scenario 1 is located TBN.
  - CWCS Time Line Assessment for Scenario 1 is located TBN.
  - CWCS Workload Assessment for Scenario 2 is located TBN.
  - CWCS Time Line Assessment for Scenario 2 is located TBN.

If required, copy above for each ARFF Category to be promulgated at the Unit.

ARFF ASSESSMENT REQUIREMENTS

Response Area Assessment

1. The operational objective of the ARFF service is to achieve response times of two minutes and not exceeding three minutes to any point of each operational runway, as well as to any other part of the operating area (response area), in optimum surface and visibility[17].

2. Response time is considered to be the time between the initial call to the ARFF service, and the time when the first responding vehicle(s) is (are) in position to apply foam at a rate of at least 50 per cent of the discharge rate required as defined within Table of JSP 426 Volume 3 Leaflet 2.

RAF Henlow Response Area Assessment is located TBN, not applicable.

1000Mtr Assessment

3. As defined within JSP 426 Volume 3 Leaflet 2 assessment of the approach and departure areas within 1000m of the runway threshold[18] should be carried out to determine the options available for rescue. In considering the need for any specialist rescue and access routes, the environment of the risk area, in particular the topography and composition of the surface should be considered.

4. Emergency access roads should be provided on an aerodrome where terrain conditions permit their construction to facilitate achieving minimum response times. Particular attention should be given to the provision of ready access to approach areas up to 1000 m from the threshold, or at least within the aerodrome boundary. Where a fence is provided, the need for convenient access to outside areas should be taken into account.

5. Where an aerodrome is located close to uneven ground or difficult terrain, and where a significant portion of approach or departure manoeuvres take place over these areas, the ARFF service will be expected to respond to incidents in these areas and should be appropriately resourced with specialist rescue / fire fighting equipment and training.

RAF Henlow 1000Mtr Assessment is located TBN, not applicable.

Water Assessment

6. Additional water supplies shall be provided. The objective of providing additional water supplies at adequate pressure and flow is to ensure rapid replenishment of ARFF vehicles. This supports the principle of continuous application of extinguishing media to maintain survivable conditions at the scene of an aircraft incident for far longer than that provided for by the minimum amounts of water defined in JSP 426 Volume 3 Leaflet 2 Table 1. Additional water to replenish vehicles may be required in as little as five minutes after an incident.

RAF Henlow Water Assessment is located TBN, not applicable.

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[17]Optimum visibility and surface conditions are defined as daytime, good visibility, no precipitation with normal response route free of surface contamination e.g. water, ice or snow and aircraft movement restrictions.

[18] If required for rotary wing aircraft all undershoot/overshoot areas for the operating areas.

ANNEX WW TO
DAM DATED
1 JAN 18

REDUCTION OF ARFF CATEGORY PROVISION

1. Circumstances may require that flying is conducted to/from aerodromes with reduced levels of ARFF services. HoE/ADHs may approve such activity following a risk assessment informed by advice from the Defence F&R ARFF provider.

2. The risk assessment is conducted using JSP 426 Volume 3 Leaflet 2 Appendix 2 to Annex A which is to be archived once completed as the auditable record of the HoE/ADH's decision. Aircraft Operating Authority are responsible for detailing in their Orders who can make risk based decisions and to what level of reduced ARFF category will require elevation to the appropriate risk owner.

3. All completed risk assessments are to be retained and can be located by utilising the following hyperlinks:

- RAF Henlow Reduction of ARFF Category, not applicable.