



# **ROYAL AIR FORCE HENLOW**

## **FLYING ORDERS**

PUBLISHED UNDER  
MAA REGULATORY ARTICLE 2305(1)

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PRELIMINARIES

RECORD OF AMENDMENTS

AMENDMENT			SECTION A		INCORPORATED	
NUMBER	DATE	SECTION	DATE IN	DATE OUT	BY	DATE
Reissue	Apr 11	Complete Reissue	Order 2/12 dated Sep 12	Jan 14		
1	Sep 11	B and C	Order 1/13 dated Jan 13	Jan 14		
2	Nov 12	B and C	Order 2/13 dated Jan 13	Jan 14		
3	Jan 14	Review and Reissue. Orders 2,4,7,8,9, 20 amended.				
4	Mar 14	Section D3				
5	25 Mar 14	Section D1. Delete 3FTS insert 2 FTS. Amend PCMIO protocols.				
6	18 Aug 14	Change of Stn Cdr. New VGS Section D.				
7	22 May 15	Change of Runway Criteria				
8	16 Nov 15	Section B Order 1, 13.				
9	1 Aug 16	New Stn Cdr. VGS disbanded.				
10	1 Nov 17	Section D part 2 Order 4. Removal of AO responsibilities.				
11						
12						
13						
14						
15						
16						
17						
18						
19						

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## AMENDMENT REQUEST FORM

To: OC Plans, RAF Henlow

### AMENDMENT REQUEST – RAF HENLOW FLYING ORDER BOOK

1. It is proposed that Part\_\_\_\_\_ Order\_\_\_\_\_ Page\_\_\_\_\_ Para\_\_\_\_\_ of RAF Henlow FOB be amended as follows:

2. Amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. References: \_\_\_\_\_

4. Reason for Amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date ..... Signature ..... Name .....

Rank ..... Post ..... Telephone .....

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5. Proposal checked and agreed/not agreed.\*

Date ..... Signature ..... Name .....

Rank ..... Post ..... Telephone .....

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6. To .....

Your proposed amendment to Part\_\_\_\_\_ Order\_\_\_\_\_ Page\_\_\_\_\_ Para\_\_\_\_\_ is approved and will be included in the next amendment AL No ..... of RAF Henlow FOB.

Date ..... Signature ..... Name .....  
OC Plans

\*Delete as applicable

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### PERIODIC SIGNATURES (Sheets to be kept until 31 Dec each year)

[illegible]

Additional copies of this sheet may be made and inserted as required.

## DISTRIBUTION LIST

Distribution:

HQ AIR	RAFRLO
2 Gp	Air Safety
RAF Henlow	Stn Cdr OC Plans Airfield Manager OIC Henlow Aero Club OIC RAF Henlow Model Club OIC Rough Shooting Club CFI Henlow Flying Club

## PREFACE

1. **Purpose.** The purpose of the RAF Henlow Flying Order Book (FOB) is to describe the orders relevant to RAF Henlow airfield as issued at local level by the Stn Cdr RAF Henlow.
2. **Applicability.** The FOB is applicable to all Service Personnel and MOD civilians on the strength of, attached to, or present at the Stn; additionally, members of the RAF Henlow Aero Club, RAF Henlow Model Aircraft Club, RAF Henlow Rough Shooting Club and all other personnel using the airfield for any purpose. Also, the FOB is applicable to Henlow Flying Club personnel when on the ground, operating on the airfield or within the circuit of RAF Henlow. Notwithstanding the contents of these orders, in an emergency situation aircraft captains may vary procedures in order to ensure a safe outcome. Any non-compliance is to be reported to OC Plans through the Airfield Duty Staff (ADS) without delay. If other applicable regulations specify a more restrictive limit then that limit is to be adhered to. All reference to the masculine gender (he, him and his) is to be taken to include the feminine gender (she, her, and hers).
3. **Availability.** The FOB is to be available to all personnel who wish to fly or utilise the airfield at RAF Henlow.
4. **Signing of Orders.** The FOB is to be read and signed by all those personnel outlined above; especially, those who fly from RAF Henlow before their first flight as Pilot In Command (PIC). The FOB is to be signed annually on 1 Jan and thereafter when any amendment is made.
5. **Personal Responsibility.** The FOB and Unit / Club documents do not absolve those involved in flying at RAF Henlow from exercising judgement and initiative to ensure the safety of aircraft and personnel.
6. **FOB Location.** OC Plans is to ensure that the FOB is located and readily available on the RAF Henlow Intranet and RAF Henlow Internet.
7. **Control.** This document when copied, in whole or in part, becomes an uncontrolled copy. The Master FOB is retained on the RAF Henlow MOSS site. All copies of the FOB remain the property of RAF Henlow and are issued for personnel to use in the course of their duties. Hard copies of the document should be held by the personnel listed in the distribution on page viii.
8. **Document Review.** This document is subject to review at least once each year and a record of the review is to be maintained by OC Plans.
9. **Amendment Requests and Process.**
  - a. All amendments and suggested changes to this document are to be forwarded to OC Plans on the form shown on page vi.
  - b. Changes to the document are to be recorded on the amendment record on page iv.
  - c. All amended pages are to be marked with **highlight text** and their latest amendment list (AL) number **is on the front cover.**

## ABBREVIATIONS USED IN ALL PARTS OF THESE ORDERS

ac	aircraft
ADS	Airfield Duty Staff
AFM	Airfield Manager
AIP	Aeronautical Information Publication
AL	Amendment List
ANA	Advanced Notification of Amendment
ANO	Air Navigation Order
AO	Airfield Organisation
ATC	Air Traffic Control
ATSU	Air Traffic Service Unit
AOC	Air Officer Commanding
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
CFI	Chief Flying Instructor
DA	Display Authorisation
DAE	Display Authorisation Examiner
DI	Duty Instructor
DP	Duty Pilot / Person
EU	European Union
FAFA	First Aid Fire Appliance
FD	Force Development
FI	Flying Instructor
FIR	Flight Information Region
FOB	Flying Order Book
FOD	Foreign Object Debris
FPL	Flight Plan
FRFV	First Response Fire Vehicle
ft	feet
GAR	General Aviation Report
Gd Cdr	Guard Commander
H24	Continuous Day and Night
HAC	Henlow Aero Club
HFC	Henlow Flying Club
HLS	Helicopter Landing Site
hr(s)	hour(s)
IC	In Charge
IRP	Incident Response Plan
JSP	Joint Service Publication

**RAF HENLOW**  
**FLYING ORDER BOOK**  
**SECTION A**

m	metre
MCO	Media and Communications Officer
MGR	Main Guard Room
MHz	Mega Hertz
MOD	Ministry of Defence
mph	miles per hour
NCU	National Coordination Unit
nm	nautical mile
OC	Officer Commanding
OIC	Officer in Charge
Ops	Operations
PFL	Practice Forced Landing
PIC	Pilot in Command
PPR	Prior Permission Required
RAFFCA	Royal Air Force Flying Clubs Association
QFE	Altimeter subscale setting to indicate height above either aerodrome elevation, or threshold elevation
QSP	Qualified Service Pilot
ROCC	Radio Operators Certificate of Competence
RT	Radio Telephony
RWY	Runway
SFI	Special Flying Instructions
stn	station
stn cdr	station commander
UFSO	Unit Flight Safety Officer
VHF	Very High Frequency
VRP	Visual Reporting Point

## CONTENTS

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Part 2 (ANA)	Special Flying Instructions (SFI) and Advanced Notification of Amendments

**GENERAL FLYING ORDERS CONTENTS**

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ORDER NO 9	RAF Henlow Circuit Flying
ORDER NO 10	RAF Henlow Separated Operations – (Deleted)
ORDER NO 11	RAF Henlow Airfield Circuit Rejoining
ORDER NO 12	RAF Henlow Take Off Procedures
ORDER NO 13	Noise Reduction Procedures – Moved to Defence Aerodrome Manual
ORDER NO 14	RAF Henlow Emergency Recovery of Aircraft
ORDER NO 15	RAF Henlow Crash and Accident Orders
ORDER NO 16	Parking of Aircraft
ORDER NO 17	Filing of Flight Plans
ORDER NO 18	Mandatory Notification of International Flights
ORDER NO 19	Mandatory Reporting
ORDER NO 20	Flying of Model Aircraft at RAF Henlow
ORDER NO 21	Flying Display Practices at RAF Henlow

**ORDER NO 1 – RAF HENLOW AIRFIELD OPERATING APPROVAL**

1. **OC Plans.** OC Plans, on behalf of the Stn Cdr, is responsible for the provision of appropriate facilities for Airfield Users at RAF Henlow airfield, the coordination of aircraft movements and airfield operational activity. In the event of a Government National Emergency or crisis, OC Plans is authorised to suspend all RAF Henlow flying and airfield activity. He is also responsible for the details concerning RAF Henlow airfield that appear in MOD and civilian Flight Information Publications.
2. **Airfield Manager (AFM).** The AFM is responsible to OC Plans for the day-to-day coordination and planning of airfield activities and the maintenance of airfield facilities. A long term programme and routine orders are to be circulated to all users.
3. **Airfield Duty Staff (ADS).** The responsibility for the day-to-day supervision of flying is delegated through the AFM to the ADS.
4. **Station Flying Orders.** OC Plans is the sponsor for the RAF Henlow FOB and is responsible for its promulgation and amendment.
5. **Unit / Club Flying Orders.** Officer's In Charge (OICs) and Chief Flying Instructors (CFIs) of RAF Henlow airfield organisations are, in addition, to sponsor, promulgate and amend orders specific to their respective organisations which detail how their members are to operate for which they have a responsibility. These orders are to be in addition to the RAF Henlow FOB, are to harmonise with them and are not to contain any limitations which are less stringent than those contained in regulations, rules and Station Orders. OC Plans is to be placed on the distribution list of such flying orders and is to approve them on behalf of the Stn Cdr before promulgation and amendment.
6. **Pilots of Privately Owned Aircraft.** Owners, syndicate members and pilots of privately owned aircraft permanently based at RAF Henlow must be a member of either the Henlow Flying Club or Henlow Aero Club.
7. **Priorities for use of the Airfield.** The organisations utilising RAF Henlow airfield are to adopt the following order of priority when using the airfield (unless temporarily amended by OC Plans):
  - a. Authorised military aircraft movements.
  - b. Authorised military exercises, including parachute drops.
  - c. Henlow Flying Club.
  - d. Henlow Aero Club.
  - e. Model Aircraft Clubs.
  - f. Other Users, ie Rough Shooting Club.



8. **Requests for special use the Airfield.** Any person or organisation requiring special use of the airfield for public, non-public events or flying, other than the day-to-day business, are to provide, at the earliest opportunity, to the AFM or OC Plans an impact statement including the following information so that events may be properly sequenced:

- a. Start / finish time / date.
- b. Activity and method to de-conflict with other activities.
- c. Number of people involved.
- d. Sponsor's department and point of contact names and telephone numbers.
- e. Exercise/Range Action Safety Plans, Admin or Op Orders including Flight Safety, airfield driving considerations and risk assessments.

## ORDER NO 2 – RAF HENLOW AIRFIELD OPERATING HOURS

1. **Operating Times.** The RAF Henlow operating times are as follows unless otherwise specifically approved by the Stn Cdr via OC Plans. All times are local.
  - a. **Opening Time.** 0800 hrs or sunrise minus 30 minutes, whichever is later.
  - b. **Closing Time.** 2100 hrs or sunset plus 30 minutes, whichever is earlier. Night flying may be authorised, but must cease at 2100 hrs.
  - c. **Circuit Flying.** Circuit flying is to cease by 1900 hrs, unless specifically authorised by OC Plans or the Stn Cdr.
  - d. **Military Aircraft.** Military aircraft operations may take place at any time with the prior approval of OC Plans or his delegated representative.
2. **Non-Standard Out of Hours Movements.** Requests for non-standard out of hours movements are to be authorised by OC Plans. Once approved the onus is on the aircraft captain to inform the guardroom staff of intentions, timings and a contact number for the ADS.

### ORDER NO 3 – AUTHORISATION OF FLIGHTS

1. All flights from RAF Henlow must be shown to be authorised and the details recorded in the appropriate documents for each flying organisation. The Flight Authorisation Record is to show, as a minimum, the following information **before flight**:

- a. Daily serial number of flight.
- b. Aircraft type.
- c. Callsign or registration.
- d. Name of Captain.
- e. Name of student(s) or passenger(s).
- f. The nature of the flight (exercise) or destination.
- g. Authorising initials.
- h. Captain's initials.
- i. Time of departure.

2. For flights involving a land-away and return, a contact telephone number is to be provided in the after flight columns, ruling through the remaining columns, and a return-to-base (RTB) entry raised on the next daily serial number or alternatively, the date of the intended return.

3. Flying organisations are to ensure that all flights terminating at RAF Henlow are similarly recorded in the appropriate document. The record is to show as a minimum the following **after flight** information against the departure daily serial number or as an RTB serial number after a land-away:

- a. Time of arrival.
- b. Number of landings.
- c. Captain's initials.

4. All data are to be passed to the AFM as required.

## ORDER NO 4 – SUPERVISION OF FLYING ACTIVITIES – DUTY PERSONNEL

### 1. **Airfield Supervision.**

a. Under the terms of Order B1, OC Plans exercises overall control of flying activities at RAF Henlow on behalf of the Stn Cdr.

b. The responsibility for day-to-day supervision of flying is however delegated through the AFM to the ADS, who is to be the duty officer of the senior flying organisation in the order of precedence shown in Order B1.

### 2. **ADS Responsibilities.** Responsibilities of the ADS are shown at Annex A.

3. **Handover.** When a flying organisation has completed its task for the day, or the operation of the airfield is to be taken by a more senior organisation, the ADS is to make a positive handover to the duty officer of the most senior organisation operating at the airfield. This handover is to be officially recorded in the ADS Log for the day.

4. **Duty Officer.** Each flying organisation is to nominate a daily duty officer to take responsibility for their supervision and remain a point of contact for liaison with or takeover from the ADS. Exceptionally, non-pilots, or pilots whose licences have lapsed, with suitable experience and background may be authorised to act as duty officer.

5. **Nomination of Duty Personnel.** OCs and OICs are to promulgate a list of instructors / pilots / personnel who are suitably experienced to be authorised to act as duty officer.

Annex:

A. Responsibilities of the Airfield Duty Staff.

## 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, **conduct** 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) **Be qualified with a Radio Operators Certificate of Competence (ROCC)**, 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.

## ORDER NO 5 – RAF HENLOW AIRFIELD OPERATING LAYOUT

1. **Airfield Layout.** The airfield layout can be found in Military Flight Information Publications held in the Henlow Flying Club. RAF Henlow airfield is situated 3.8 nm NNE of Hitchin, at datum TL166369. It is a military airfield with 4 grass landing strips 02/20, 13/31 and 08R/26L which are 150 ft wide and 08L/26R which is 75 ft wide. The airfield meets the Code 2 aerodrome criteria as laid down in the MAA Manual of Aerodrome Design & Safeguarding.

2. **Helicopter Landing Sites (HLS).** Use of a HLS must be authorised by OC Plans or the Airfield Manager. There are two HLS at RAF Henlow, they are located as follows:

- a. HLS 1 (Officers Mess) – VIP or light support helicopter use only.
- b. HLS 2 (CAM) – Operational use only.
- c. HLS 3 (Henlow Flying Club) – Between the marked heli-spots for lynx/ puma size helicopters.

## ORDER NO 6 – RAF HENLOW WEATHER LIMITS

1. RAF Henlow is a VFR only airfield. The following weather minima are to be observed by all flying organisations using RAF Henlow unless those organisations set more restrictive limits for their aircraft. Cloud base refers to coverage of 'scattered' or greater:

- a. **Circuit Flying.** The minimum observed weather conditions at RAF Henlow airfield for circuit flying are 3000 m horizontal visibility and 1000 ft agl cloud base. Qualified Service Pilots (QSPs) and qualified and current flying instructors may fly low level circuits with a cloud base not below 800 ft agl.
- b. **Circuit Departure.** For pilots with an IMC or Instrument Rating the weather minima for departure from RAF Henlow airfield are 1800 m horizontal visibility and 1000 ft agl cloud base. For all other pilots the weather minima on departure are 3000 m horizontal visibility and 1000 ft agl cloud base.
- c. **Circuit Rejoins.** The weather minima for all pilots rejoining the RAF Henlow circuit are 3000 m horizontal visibility and 1000 ft agl cloud base.
- d. **Non-Radio Aircraft.** The weather minima for non-radio aircraft rejoining the RAF Henlow circuit are 3000 m horizontal visibility and 2200 ft agl cloud base.
- e. **Maintenance Flights.** The weather minima for Qualified Service Pilots and qualified and current flying instructors to transit aircraft to and from Meppershall airfield for the purpose of maintenance are 3000 m horizontal visibility and 800 ft agl cloud base. All other pilots are to observe the departure and re-join minima detailed above.

**ORDER NO 7 – RADIO PROCEDURES AT RAF HENLOW**

1. Henlow Radio is an Air / Ground Communications Service (AGCS) radio facility that uses the frequency 121.100 MHz for the coordination of traffic within the RAF Henlow aerodrome pattern. Use of the radio by **qualified ROCC** ground operators is to be in accordance with CAP 452 Aeronautical Radio Station Operator's Guide. This document should be read in conjunction with CAP 413 Radiotelephony Manual. Radio traffic is to be concise in order to maintain a suitable learning environment.
2. Pilots flying from RAF Henlow are to transmit the standard position calls in the circuit and on the ground to allow situational awareness to be maintained by those operating on and in the vicinity of the airfield.
3. **Callsigns.** The following callsigns are to be adopted by the respective agencies at Henlow:
  - a. ADS Henlow Radio
  - b. Henlow Flying Club Flyers Base
  - d. AFM Flyco
4. **Calls When Crossing / Entering an Active RWY.** In addition to a good look out, pilots are to make a runway crossing / entering call as appropriate prior to crossing / entering an active runway. The call will not be acknowledged unless there is a possible conflict.
5. **After Landing.** Pilots are to call when they are no longer on the active runway by using the phrase "(callsign) runway (XXX) vacated".



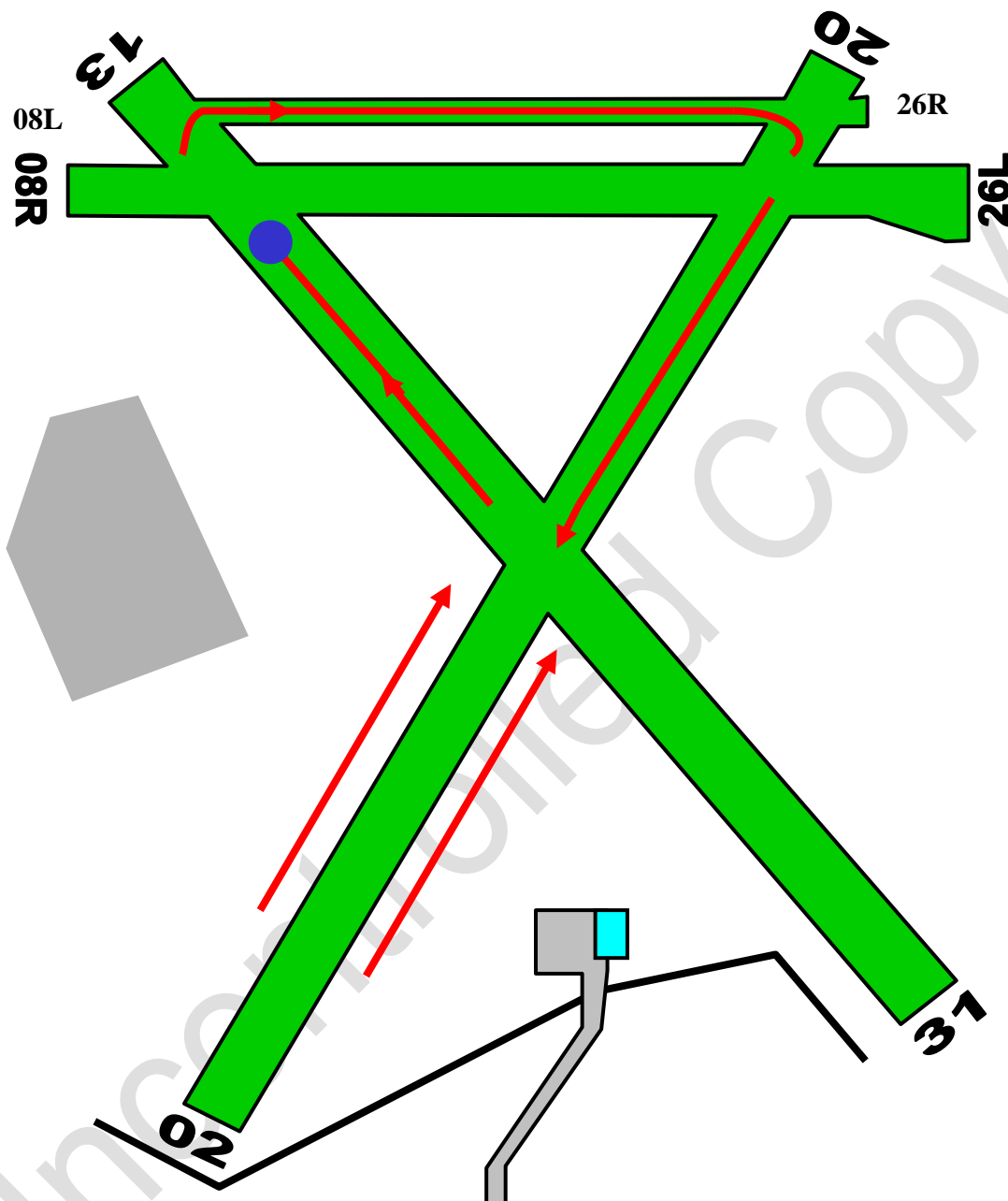
**ORDER NO 8 – AIRCRAFT TAXYING**

1. **Taxiing.** All aircraft are to taxi clear of the marked runways, unless surface conditions prevent normal taxi routes being used. Captains are to ensure that runways are clear before crossing and make radio calls in accordance with Order B7.
2. **Taxi Patterns.** The taxi patterns to be followed are at Annexes A to H. In the event of poor surface conditions or to avoid repetitive over-use, these taxi patterns may be modified at the discretion of the ADS. In order to minimise damage to soft ground, Captains are to avoid repeated taxiing over previous wheel marks.
3. **Pre Take Off.** Captains are to ensure that the active runway is clear on the ground and on the approach before entering for take off. Aircraft that have called, or are observed to be, 'Final' have priority over departing aircraft.
4. **After Landing.** All aircraft are to vacate the active runway as soon as safely possible after landing is complete and are to make a radio call in accordance with Order B7.
5. **Taxiway Between Building 941 Air Traffic Control (ATC) Portacabins and Hangar 189.** Captains are to be aware that several fairways of the RAF Henlow Golf Club cross the taxiway between Building 941 ATC and the manoeuvring area outside Hangar 189. Aircraft Captains are to taxi with care and maintain a good lookout for golfers crossing the taxiway. Golf players are instructed to give way to aircraft and are not to play shots across the taxiway whilst aircraft are taxiing past.

Annexes:

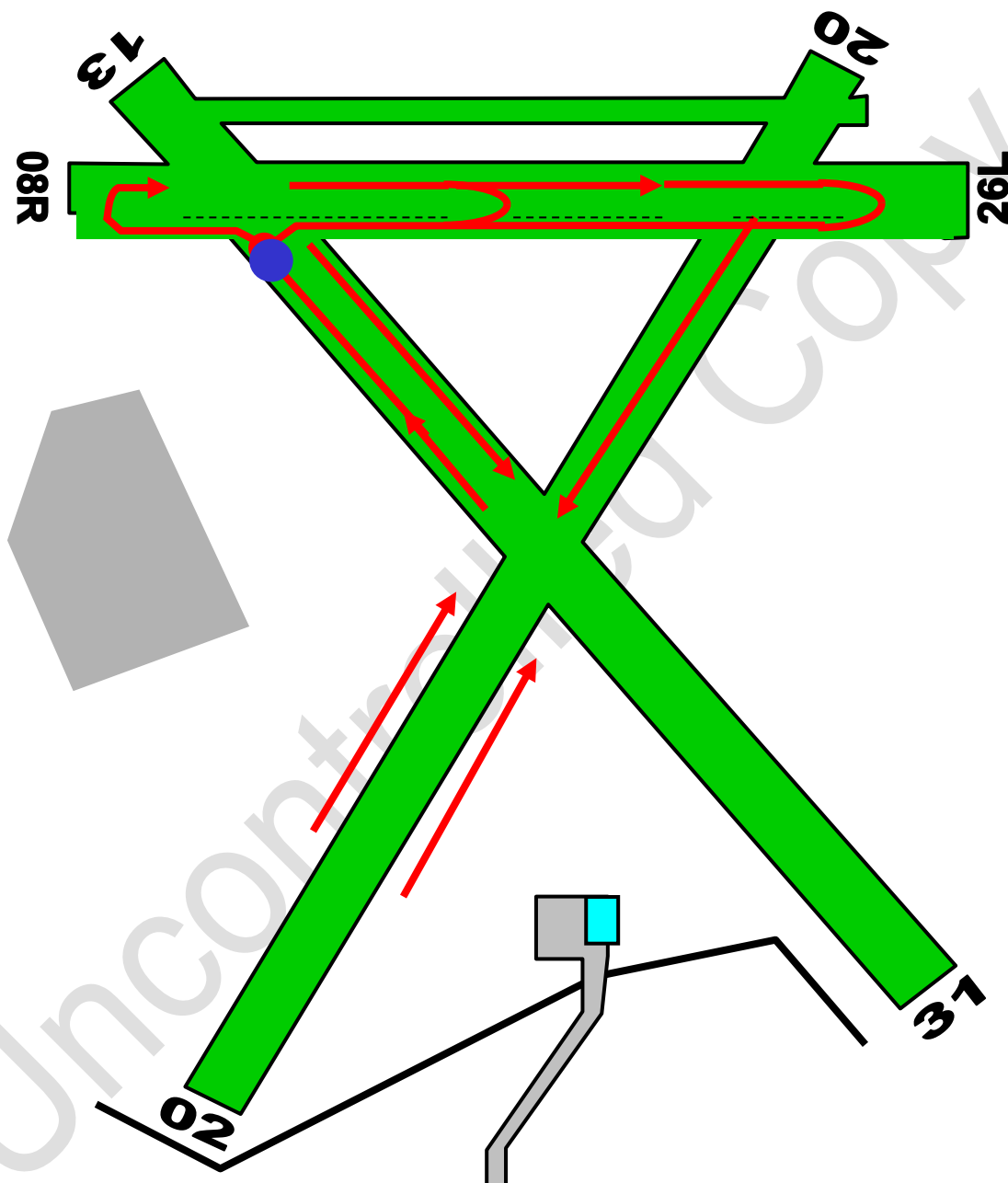
- A. Taxi Pattern Runway 08L.
  - B. Taxi Pattern Runway 08R.
  - C. Taxi Pattern Runway 26L.
  - D. Taxi Pattern Runway 26R.
  - E. Taxi Pattern Runway 02.
  - F. Taxi Pattern Runway 20.
  - G. Taxi Pattern Runway 13.
  - H. Taxi Pattern Runway 31.
- .

TAXI PATTERN RUNWAY 08L



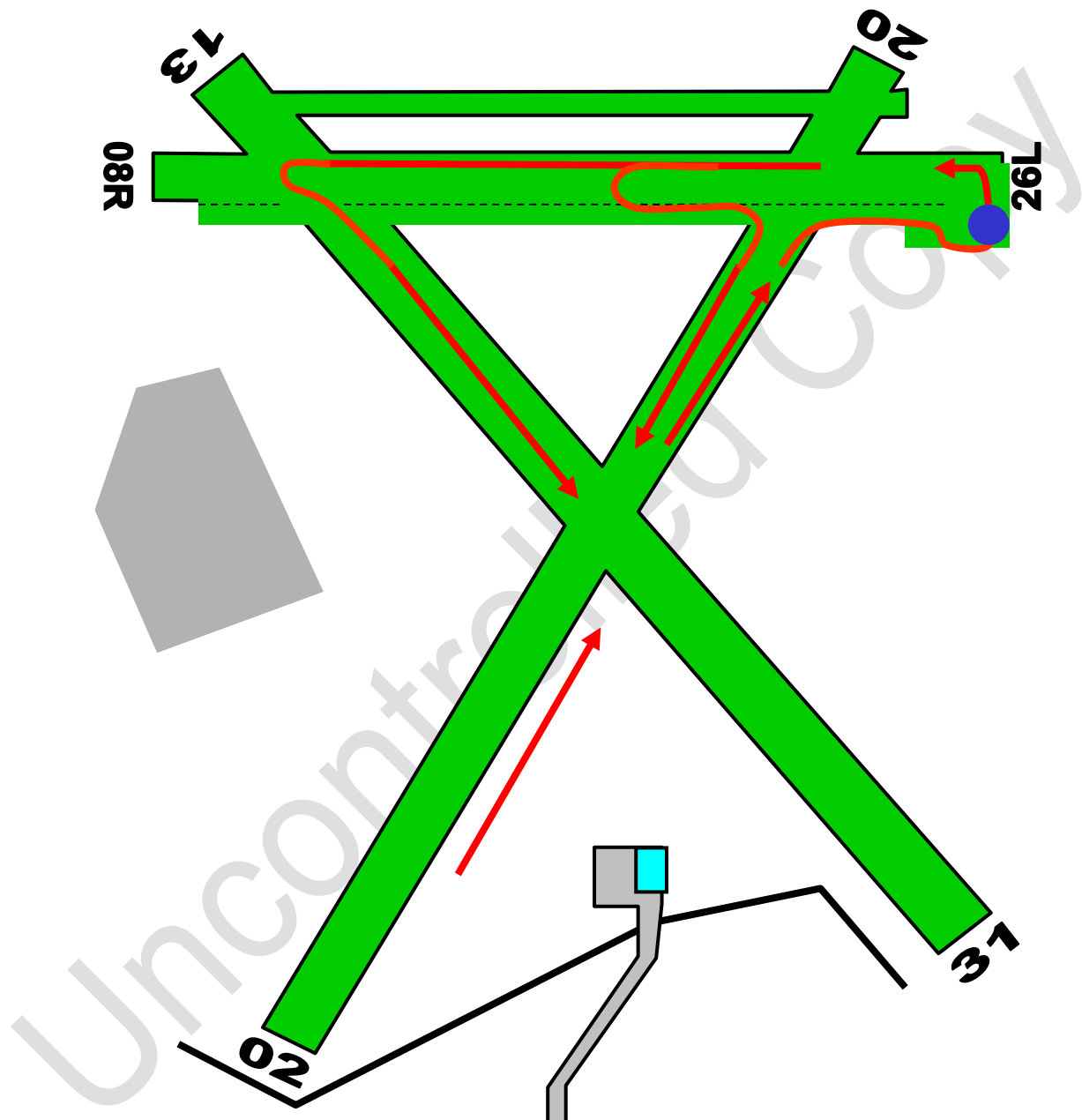
● Pre-Take-Off Holding Point,  
call before crossing RWY 08R

TAXI PATTERN RUNWAY 08R



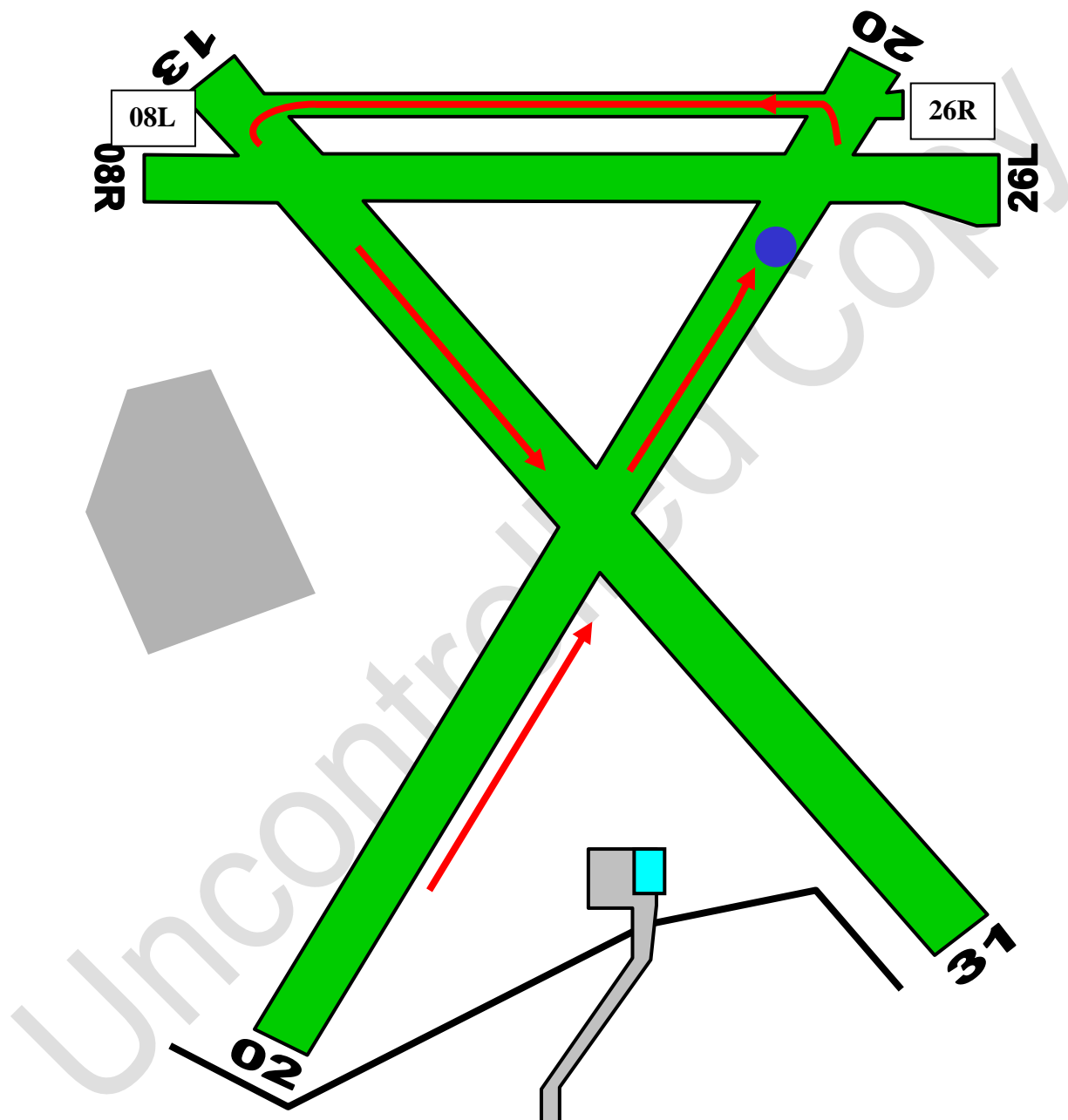
● Pre-Take-Off Holding Point

TAXI PATTERN RUNWAY 26L



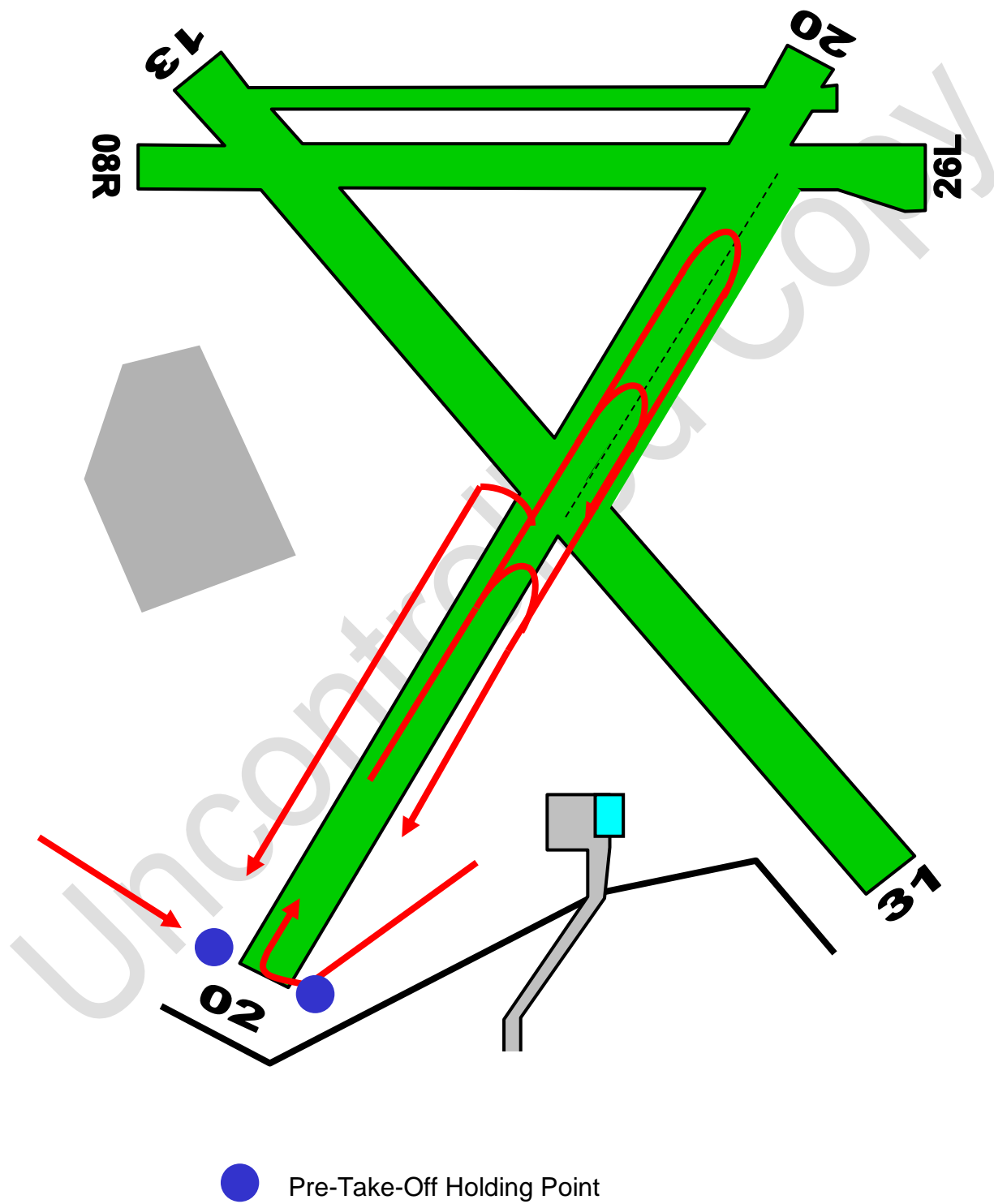
● Pre-Take-Off Holding Point

TAXI PATTERN RUNWAY 26R

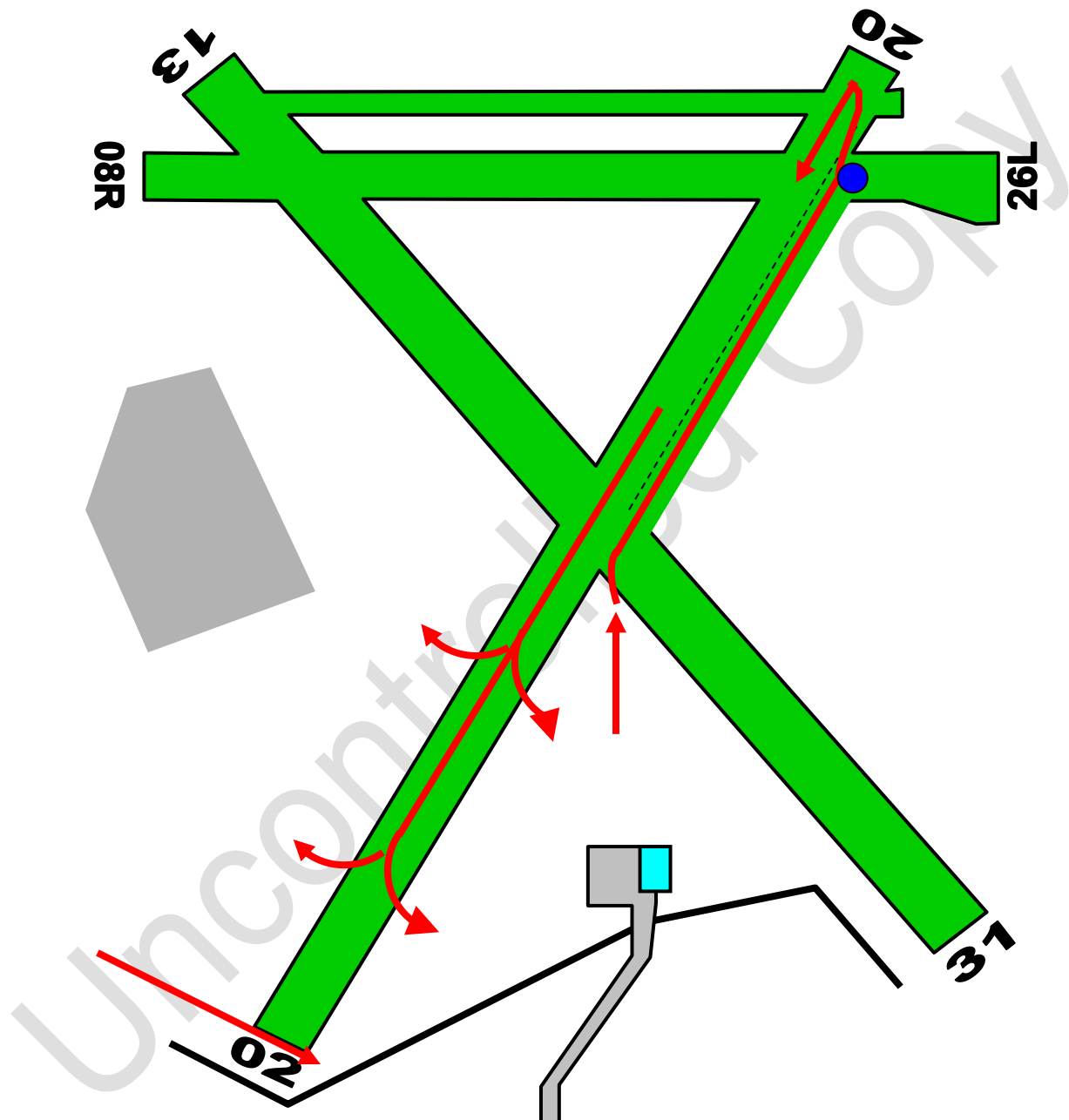


● Pre-Take-Off Holding Point,  
call before crossing RWY 26L

TAXI PATTERN RUNWAY 02

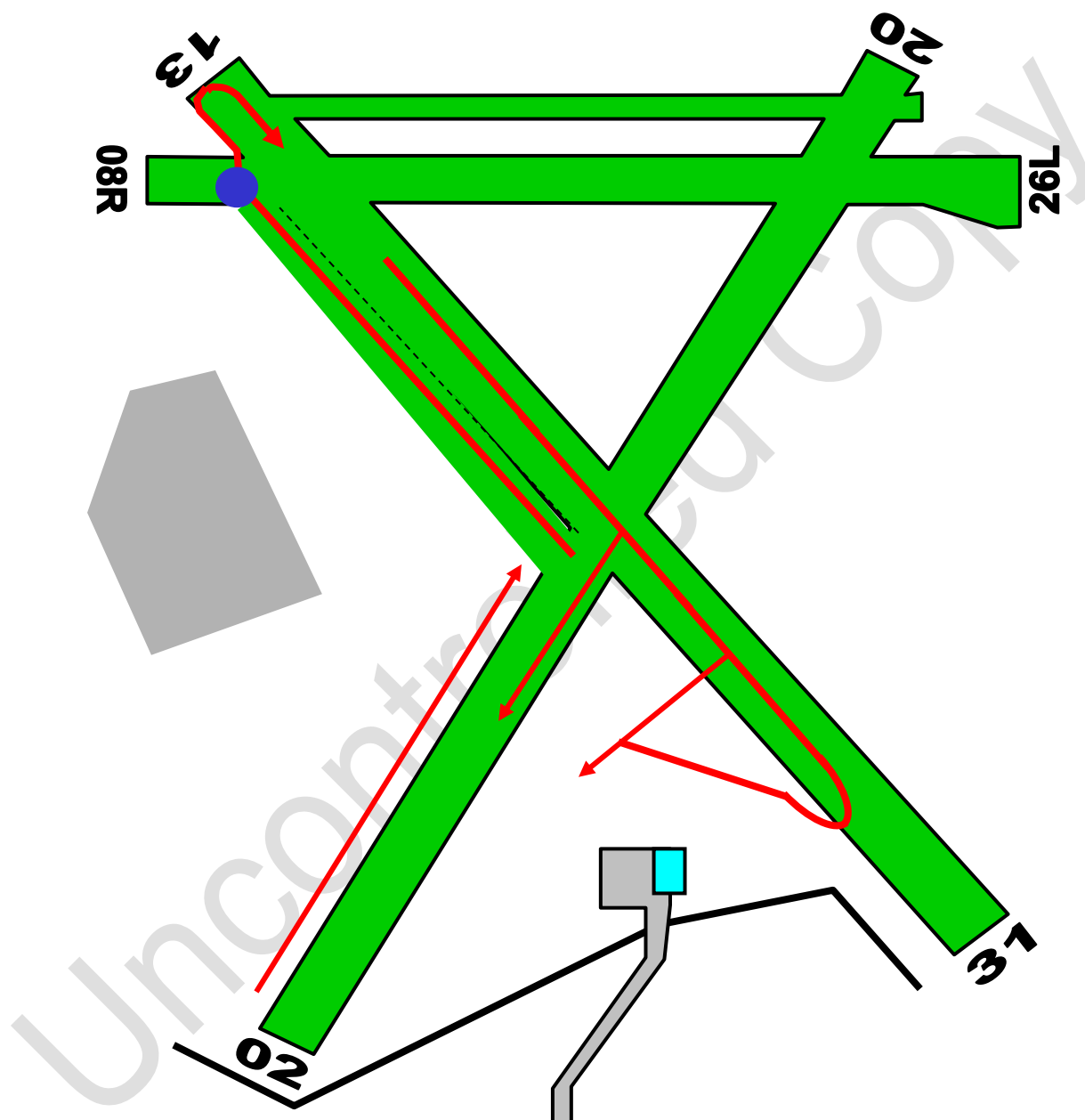


TAXI PATTERN RUNWAY 20



● Pre-Take-Off Holding Point

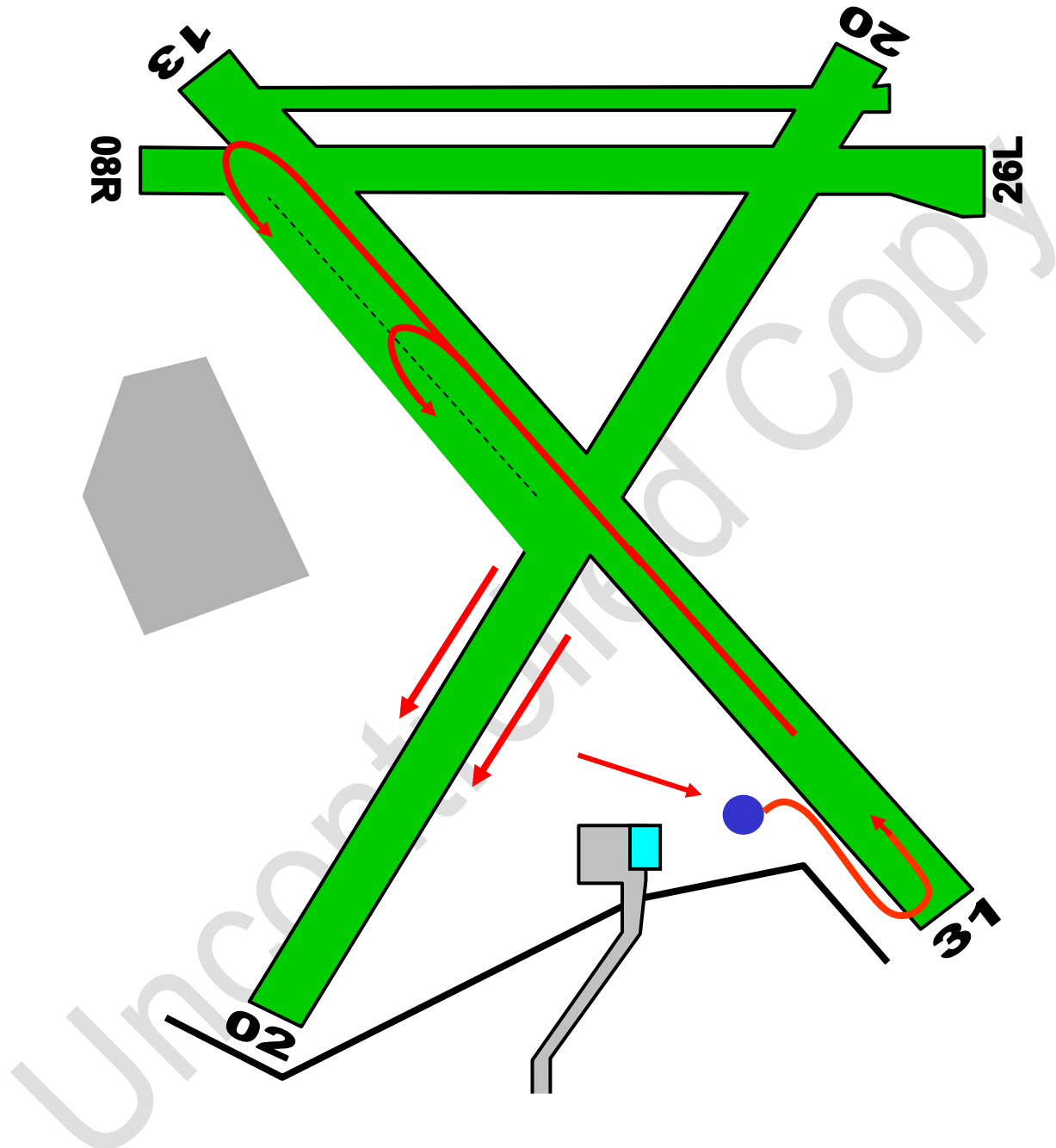
TAXI PATTERN RUNWAY 13



● Pre-Take-Off Holding Point



TAXI PATTERN RUNWAY 31



● Pre-Take-Off Holding Point

## ORDER NO 9 – RAF HENLOW CIRCUIT FLYING

1. All circuit flying at RAF Henlow is to be in accordance with military regulations and the Air Navigation Order (ANO). Aircraft are not to overfly the following location below 500 ft unless during the recovery from an emergency:

- a. MBDA Site TL161366 (Industrial Hazard), see Annex A.

2. **General.** Captains are to observe the following procedures when operating in the RAF Henlow circuit:

a. **In all cases:**

- (1) Captains are to comply with the circuit procedures as directed by the ADS.
- (2) Radio calls are to be made at appropriate points in the circuit to enable pilots to maintain an 'air picture'.
- (3) Outside of the authorised time period for circuit flying, only approaches to land are to be made, followed by a taxi back to the parking area or hangar. Touch and go landings and practice go-arounds are not permitted.
- (4) The maximum number of aircraft permitted in the RAF Henlow circuit is four. This excludes aircraft taking off and immediately departing the circuit.
- (5) The circuit height is 1000 ft QFE for all aircraft.
- (6) Bad weather circuits are to be flown only when absolutely necessary or for training. The maximum number of consecutive bad weather circuits is two. The minimum height is 500 ft in accordance with ANO Rule 5.

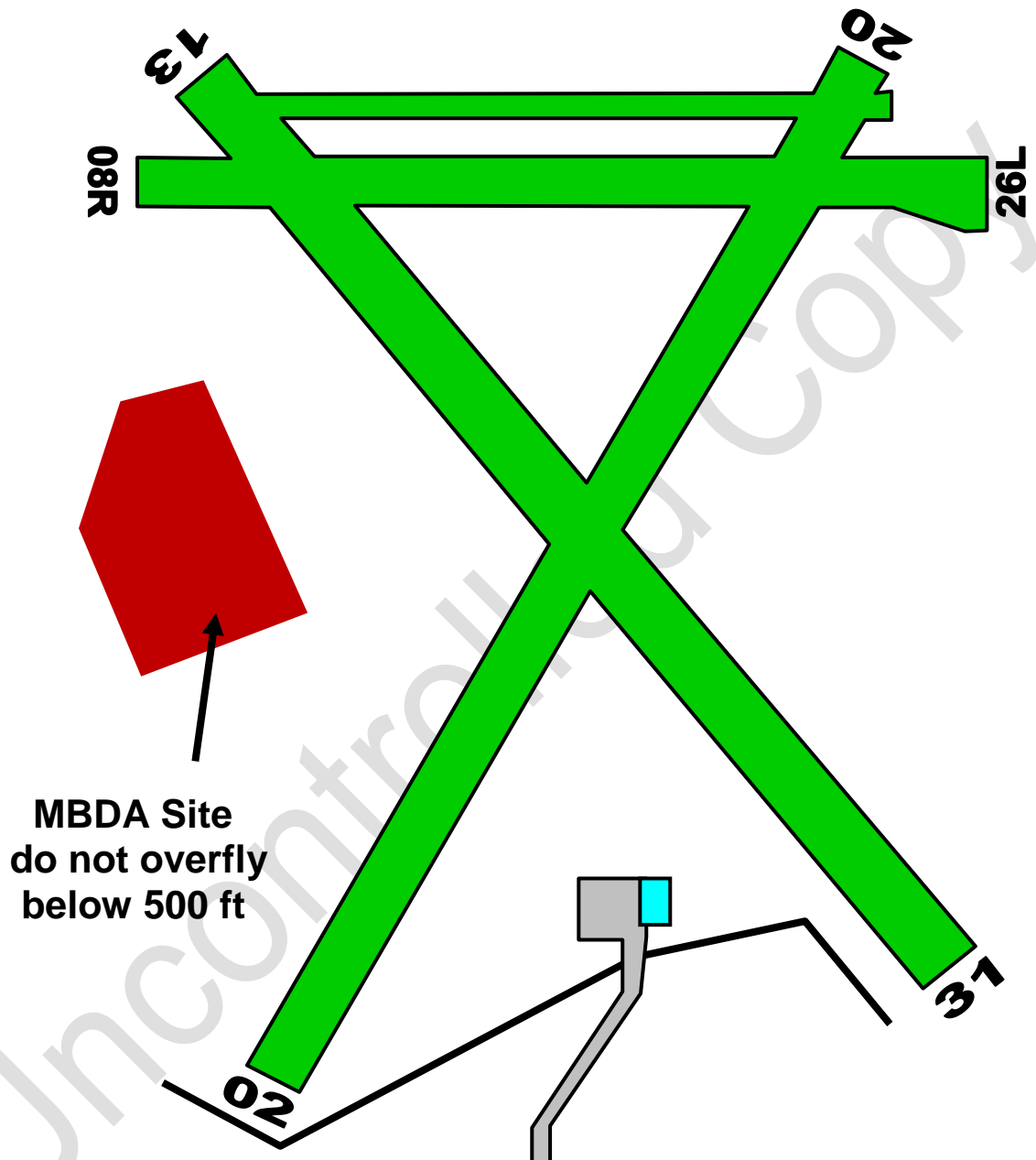
3. **Landing Separation.** Powered aircraft landing on the active runway are not to land until the runway has been vacated by the preceding aircraft, unless authorised by the MAA or CAA.

4. **Night Circuits.** Take offs and landings on RWY 13/31 are prohibited at night for fixed-wing aircraft.

Annex:

- A. MBDA Storage Site Avoidance Area.

MBDA STORAGE SITE AVOIDANCE AREA



**RAF HENLOW**  
**FLYING ORDER BOOK**  
**SECTION B**  
**PART 1**

**ORDER NO 10 – RAF HENLOW SEPARATED OPERATIONS – (DELETED)**

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**ORDER NO 11 – RAF HENLOW AIRFIELD CIRCUIT REJOINING**

1. **Non-Radio Aircraft.** Aircraft without a radio are not to operate at RAF Henlow without specific prior permission from the ADS. The pilot of a non-radio aircraft will be given a time to arrive in the overhead, which is to be adhered to  $\pm 5$  minutes. Once in the overhead the Radio Failure Procedures in Order B14 are to be followed from para 2b onwards.

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**ORDER NO 12 – RAF HENLOW TAKE OFF PROCEDURES**

1. The following requirements are to be met by captains of aircraft taking off from RAF Henlow:
  - a. Downwind take-offs are not permitted.
  - b. Take off is to be commenced as close to the downwind threshold as practicable.
  - c. Pilots calling 'ready for departure' are to be ready for immediate line-up and take off assuming that the conditions remain favourable; otherwise, they must hold away from the runway before retransmitting their intentions.
  - d. Pilots are not to commence a take off until the preceding aircraft is safely airborne.
2. Formation and streamed departures or landings are not permitted, unless authorised by the MAA or CAA.
3. All aircraft departing the circuit are to do so as expeditiously as possible having due regard for other circuit traffic.

**ORDER NO 13 – NOISE REDUCTION PROCEDURES**

**Moved to the Defence Aerodrome Manual**

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**ORDER NO 14 – RAF HENLOW EMERGENCY RECOVERY OF AIRCRAFT**

1. **Aircraft in an Emergency.** Notwithstanding the orders detailed in the FOB, aircraft with a declared or observed emergency are to be given priority in the airfield circuit and landing precedence at RAF Henlow. The ADS is to:

- a. Record in the ADS Log all occasions of aircraft landing at RAF Henlow in an emergency.
- b. Record the details of the pilot and aircraft owner on the ADS Log.
- c. If parking is required, follow the procedures in Order B16.

2. **Recovery of Aircraft with Radio Failure.** Captains of aircraft suffering a total or partial radio failure are to rejoin using the following procedure, whilst maintaining a good lookout and separation from other aircraft:

- a. Pilots are to continue to make standard RT calls and if the aircraft is transponder equipped, select Code 7600.
- b. Fly overhead the active runway, rocking the aircraft wings, at 2000 ft QFE, or at the base of the cloud ceiling, whichever is lower, for a period of 5 mins. Upon recognising the situation the ADS is to advise other circuit traffic to give priority to the radio failed aircraft.
- c. After the 5 min period and when safe to do so, the pilot is to complete a standard overhead join for the runway in use for landing.

**Note:** No light signals will be passed as there is no facility at RAF Henlow for the provision of ground light signals to aircraft.



## ORDER NO 15 – RAF HENLOW CRASH AND ACCIDENT ORDERS

1. **First Response Organisation.** RAF Henlow airfield is not equipped with any military first response Fire & Rescue or Medical resources. However, it is supported by the local authority Fire & Rescue and Ambulance Service, where the need arises, and by a limited first response from RAF Henlow local resources.
2. Aircraft operations are only to take place from RAF Henlow if the appropriate First Response Fire Vehicle (FRFV) facilities are immediately available as follows:
  - a. **Henlow Flying Club (HFC) and Henlow Aero Club (HAC).** A FRFV belonging to HFC is available on the airfield for use by HFC and HAC. The vehicle is equipped in accordance with GAI 1032 and CAP 793.
3. **Training.** Each flying organisation is, in consultation with the Stn Fire Officer, to arrange annual FAFA training for their personnel.
4. **Actions Following Crash or Accident.** The actions to be taken following an aircraft crash, accident or incident are detailed in RAF Henlow Aircraft Incident Response Plan (AIRP) and are to be adhered to by all airfield users. Copies of the AIRP are held by each flying organisation, on-line on the RAF Henlow Intranet and Internet; and a working copy is held in the ADS Log.
5. **AIRP Plan.** Directors HFC and OIC HAC are to ensure that copies of the AIRP Plan are readily accessible in their respective control vehicles, ops rooms and that their supervisory staffs are conversant with the AIRP Plan before taking up such duties.
6. **Summoning Assistance in Emergencies.** Directors HFC and OIC HAC are to ensure that all their personnel are able to summon assistance in any sort of emergency on the airfield.
7. **Military Helicopters.** Visiting military helicopters may operate from RAF Henlow, at their own risk, without the requirement for a FRFV, subject to their Group Orders.

**ORDER NO 16 – PARKING OF AIRCRAFT**

1. Pilots who park their aircraft in the open, either permanently or for short periods, at RAF Henlow are to ensure that they are in a safe condition and secured in a suitable area with due consideration of the forecast weather, other airfield activities and their affect on the environment. Owners are to leave their contact details on display and with the ADS.
2. Aircraft are parked at the owners' risk whilst on MOD property and must be adequately insured an accordance with JSP 360.

## ORDER NO 17 – FILING OF FLIGHT PLANS

Reference:

A. UK AIP En-Route Section (ENR 1.10)

1. Para 1.3 of Reference A details the occasion on which flight plans (FPL) should be filed. This process directs the actions required of pilots in command at RAF Henlow for the filing and closing of FPLs.
2. **Outbound Plans.** The online CAA AFPEX system is to be used to file FPL with Swanwick; unregistered AFPEX users are to send via fax number 01489 612793. AFPEX can be accessed through the website <https://ts1.flightplanningonline.co.uk/>. AFPEX 24 hour Helpdesk, 0845 6010483 or 01489 612792.
3. **Activation of FPL – Departure Message.** The activation of FPLs through the Parent ATSU for aircraft departing RAF Henlow is the responsibility of the captain and it is recommended that the Departure Time is passed to the FIR controllers as detailed in Reference A.
4. **Inbound Plans.** The Communications Centre at RAF Henlow is not able to handle either the transmission or receipt of FPLs. Therefore, to ensure that overdue action is not taken by air traffic services, aircraft captains are to take the following action when completing FPLs:
  - a. **AFPEX.** Enter the home account address for correspondence regarding the FPL.
  - b. **Fax.** In the Remarks box (Item 18) enter the remark:  
**RMK / DO NOT NOTIFY EGWE BY AFTN – SEND FAX FOR THE ATTENTION OF THE AIRFIELD MANAGER TO 01462 857508**
5. **Closing FPLs.** All pilots using FPLs for arrival at RAF Henlow are responsible for closing their own FPLs. This cannot be done via RT; it must be done once the aircraft has landed and is to be completed by telephone through the help desk at Swanwick on telephone number 0845 6010483 / 01489 612792.

## ORDER NO 18 – MANDATORY NOTIFICATION OF INTERNATIONAL FLIGHTS

Reference:

- A. Section 35 of the Customs & Excise Management Act 1979
- B. Section 27 of Schedule 2 of the Immigration Act 1971
- C. Schedule 7 of the Terrorism Act 2000

1. This order applies to all pilots of general aviation aircraft at RAF Henlow who intend to travel to or from the UK.
2. The term 'general aviation' describes international and Channel Islands traffic which travels to or from the UK but does not operate to a specific and published schedule.
3. The pilot of a general aviation aircraft is legally required to provide notification of flights if they are making an international or Channel Islands journey to or from the UK, **unless** they are:
  - a. Travelling directly from the UK to a European Union destination; or
  - b. Using a UK airport or airfield with a designation precluding the requirement to prior advance notification; RAF Henlow is a non-designated airfield within the meaning of the References.
4. Even if pilots are not required to provide notification of a flight, it is helpful if they do provide this notification.
5. To provide notification of flights, pilots must complete a General Aviation Report (GAR) form in accordance with instructions at:  
<https://www.gov.uk/government/publications/general-aviation-operators-and-pilots-notification-of-flights>
6. For arrivals at RAF Henlow from outside the EU a GAR is to be sent 24 hrs in advance of intended arrival.
7. For arrivals under, para 4, a GAR is to be sent 4 hrs prior to intended arrival.
8. The completed GAR is to be sent to the following agents including aircraft registration and EGWE in the address line of emails:
  - a. The National Coordination Unit (NCU) by fax 0970 2403738 or email [ncu@hmrc.gsi.gov.uk](mailto:ncu@hmrc.gsi.gov.uk).
  - b. Special Branch by fax 01582 723352 or email [portoffice@bedfordshire.pnn.police.uk](mailto:portoffice@bedfordshire.pnn.police.uk) 12 hrs in advance if arriving at RAF Henlow from Northern Ireland, the Republic of Ireland, the Isle of Man or Channel Islands.

9. On arrival at RAF Henlow from Northern Ireland, the Republic of Ireland, the Isle of Man or Channel Islands, the aircraft captain is to inform the Guard Service on Ext 7432 of the aircraft type, callsign, name, address and date of birth and that NCU and Special Branch have been notified. The Guard Service will notify the Duty RAF Police NCO.

10. A UK Border Agency helpline is available on 01252 527128 and Special Branch on 01582 723352. The GAR form, reverse, contains instructions for use and compilation.

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## ORDER NO 19 – MANDATORY REPORTING

Reference:

A. Form CA1094

1. **AIRPROX.** Reference A, available from Civil Aviation Authority at link, <http://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=6288> details the procedure for civil pilots to initiate or respond to an AIRPROX occurring within UK airspace.
2. **AIRPROX Reporting.** Where pilots consider that the proximity of another aircraft constituted a danger of collision this is to be reported using the AIRPROX system as described in [RA1410 Issue 7.pdf](#) or UK AIP [ENR 1 14 en 2014-05-01.pdf](#). Directors HFC and OIC HAC are to provide their pilots with copies of the AIRPROX Report Form, readily available, adjacent to the authorisation book. When involved in an AIRPROX, pilots are to complete the following actions:
  - a. **Airborne Actions.** To enable the tracing action to begin, as soon as possible after the AIRPROX the pilot is to make a report by radio to the ATC agency providing the service or to the nearest suitable ATC agency (Farnborough (North) in the Henlow area).
  - b. **Actions after Landing.** On landing civil pilots are to make an AIRPROX report to UKAB by telephone on 01895 815121/2/5/8 or by fax to 01895 815124. Military pilots are to report their AIRPROX using Aviation Safety Information Management System (ASIMS). Instructions on using ASIMS and a detailed user guide can be accessed at [www.asims.r.mil.uk](http://www.asims.r.mil.uk).
3. **Defence Aviation Safety Occurrence Reports (DASORs).** DASORs are to be raised online in accordance with current instructions and forwarded to MAA within timescales. Airfield users unable to submit DASORs electronically via ASIMS, [www.asims.r.mil.uk](http://www.asims.r.mil.uk) are to arrange for hard copies to be immediately available for initial data capture to follow up online asap.
4. **Reporting Culture.** All personnel, civil and military, are encouraged to report any occurrence or near miss, which may affect aviation, using the 'In-Form'. 'In-Forms' are held at HFC or HAC.

## **ORDER NO 20 – FLYING OF MODEL AIRCRAFT AT RAF HENLOW**

1. Permission has been granted by OC RAF Henlow for certain sponsored model aircraft groups to use the airfield for their activities, subject to stringent safety rules governing the co-ordination of all types of flying.
2. The following rules have been formulated to ensure the safety of personnel and equipment whenever a mix of powered aircraft and model aircraft is planned.

### **BRIEFING**

3. The person responsible for the direction of model flying is to contact, in person, the ADS or AFM for a briefing on the following aspects:
  - a. The runway and circuit direction in use.
  - b. Agree with the ADS / AFM the location of the model aircraft flying area, as dictated by the runway and circuit direction in use, indicated in Annexes A-D. The agreed location for Model Flying is to be entered in the ADS log. As per Order B4, the ADS / AFM has the power of veto over all airfield activity and has the authority, in the interests of aviation safety, to decide whether model flying may take place.
  - c. The route for access to the model flying area is either via the access road to Building 941 Portacabins, or to one of the designated areas outlined in Annexes A-D via the perimeter track, or as directed by the ADS / AFM along out of use taxiways. The minimum amount of vehicles commensurate with the task to transport personnel, models and vital equipment are permitted to proceed to the model flying area, subject to drivers having read and signed the Airfield Drivers Brief. At no time are vehicles to be parked on any of the runway surfaces.
  - d. In the unlikely event that the ADS / AFM is not available, the only approved site for model flying is adjacent to Building 941 Portacabins where model flying must not encroach any of the runways. Model flyers are to be aware of the possibility of aircraft movements and reappraise the situation if movements take place.
4. The ADS is to advise all pilots, operating from RAF Henlow, when and where model flying is planned. When model flying is taking place, the Model Flying Board is to be displayed in Station Operations alerting pilots of the intended location of model flying.

### **FLYING**

5. The flying of model aircraft is to be carried out with due care and attention and is restricted to models that are under positive radio control. The launching of free-flight powered-models or free-flight gliders is prohibited whenever planned gliding or flying is or is about to take place at RAF Henlow but free-flight may take place at other times when there is no other planned aircraft activity.
6. Model flying is to take place within the area designated in Annexes A-D and at heights not above 400 ft agl, or as directed to accord with flying requirements.

7. Any person ordered to ground his model by the ADS / AFM, must do so immediately. If a model aircraft should land on the active runway, the ADS / AFM is to be informed immediately; the model is not to be retrieved without the permission of the ADS / AFM.
8. Controls are to be in place to prevent duplicated frequencies and inter-model interference.
9. All model operators are to hold, at least, a BFMA A certificate or are to be supervised by another flier who does hold an A certificate. All operators are to be appropriately insured, ie hold BFMA insurance providing 3<sup>rd</sup> Party Insurance. All model operators must be a member of the RAF Henlow RC Models Flying club or the Henlow civilian model club or RAFMAA.

### **AIRCRAFT EMERGENCY LANDINGS**

10. It is sometimes necessary for any aircraft / motor glider to land, in an emergency or practice emergency, on any runway; this may conflict with the model flying area. In such an event, Hi-vis vested personnel at the model aircraft launching point should vacate the runway. Any model aircraft flying should be landed, with prudence, well clear of the area where the aircraft / motor glider may attempt to land. No further model aircraft is to be launched without the approval of the ADS.

### **SAFETY LOOKOUT**

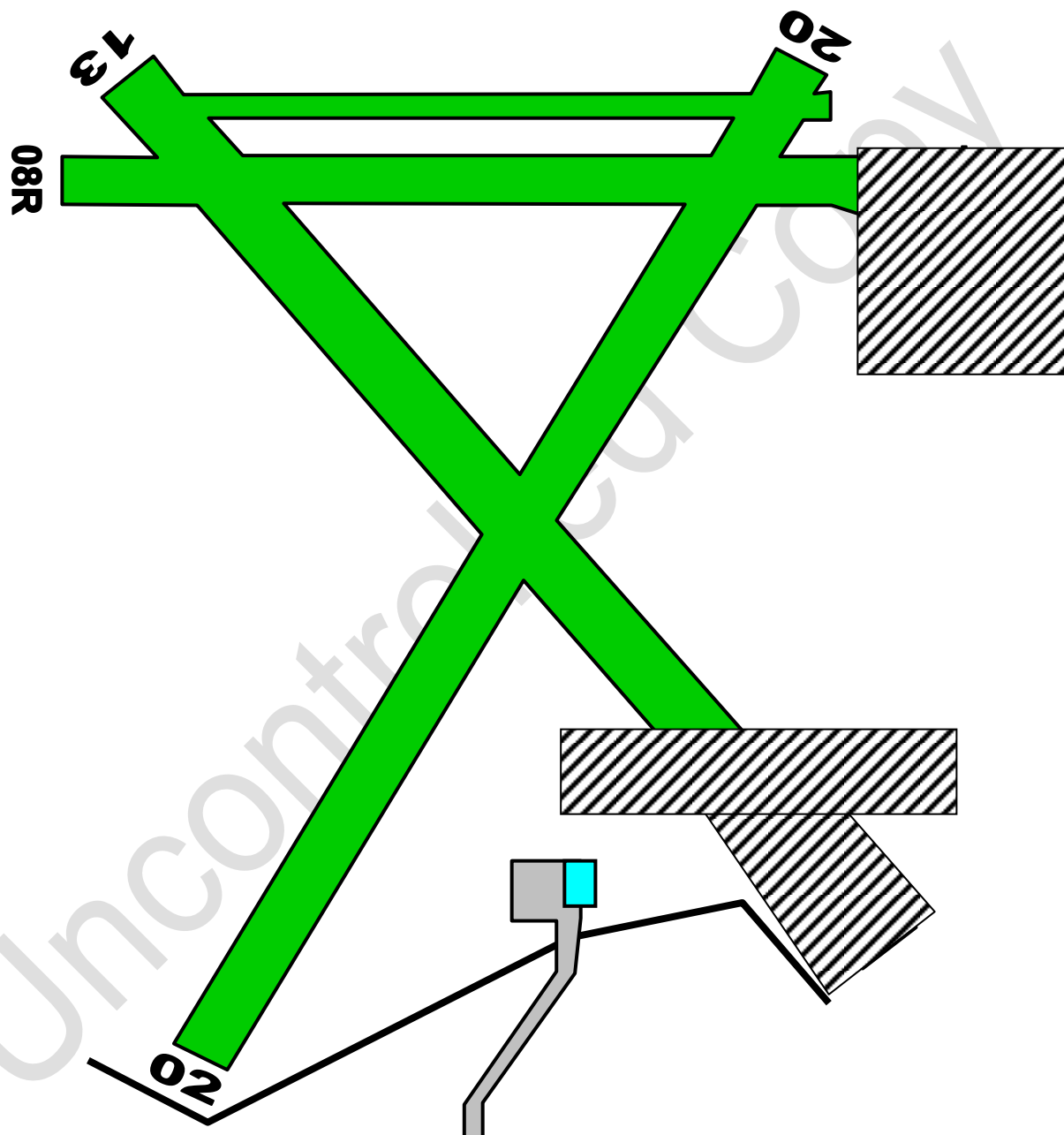
11. At all times when model flying is planned the person responsible for the model flying is to appoint a responsible and competent adult as safety lookout. The lookout is to monitor the position of all aircraft (motor gliders and powered aircraft), for which an icom radio on 121.1 Mhz is available, and advise persons flying the models accordingly. The person detailed as lookout is not permitted to take part in model flying during his duty period. All personnel involved in Model Flying are to wear Hi-vis vests.

#### **Annexes:**

- A. Authorized Model Flying Area RWY 02 Left Hand Circuit / RWY 20 Right Hand Circuit in use.
- B. Authorized Model Flying Area RWY 20 Left Hand Circuit / RWY 02 Right Hand Circuit in use.
- C. Authorized Model Flying Area RWY 13 Right Hand Circuit / RWY 31 Left Hand Circuit in use.
- D. Authorized Model Flying Area RWY 08/26 in use.



AUTHORIZED MODEL FLYING AREA  
RWY 02 LEFT HAND CIRCUIT / RWY 20 RIGHT HAND CIRCUIT IN USE



Model Flying Area

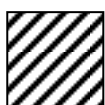
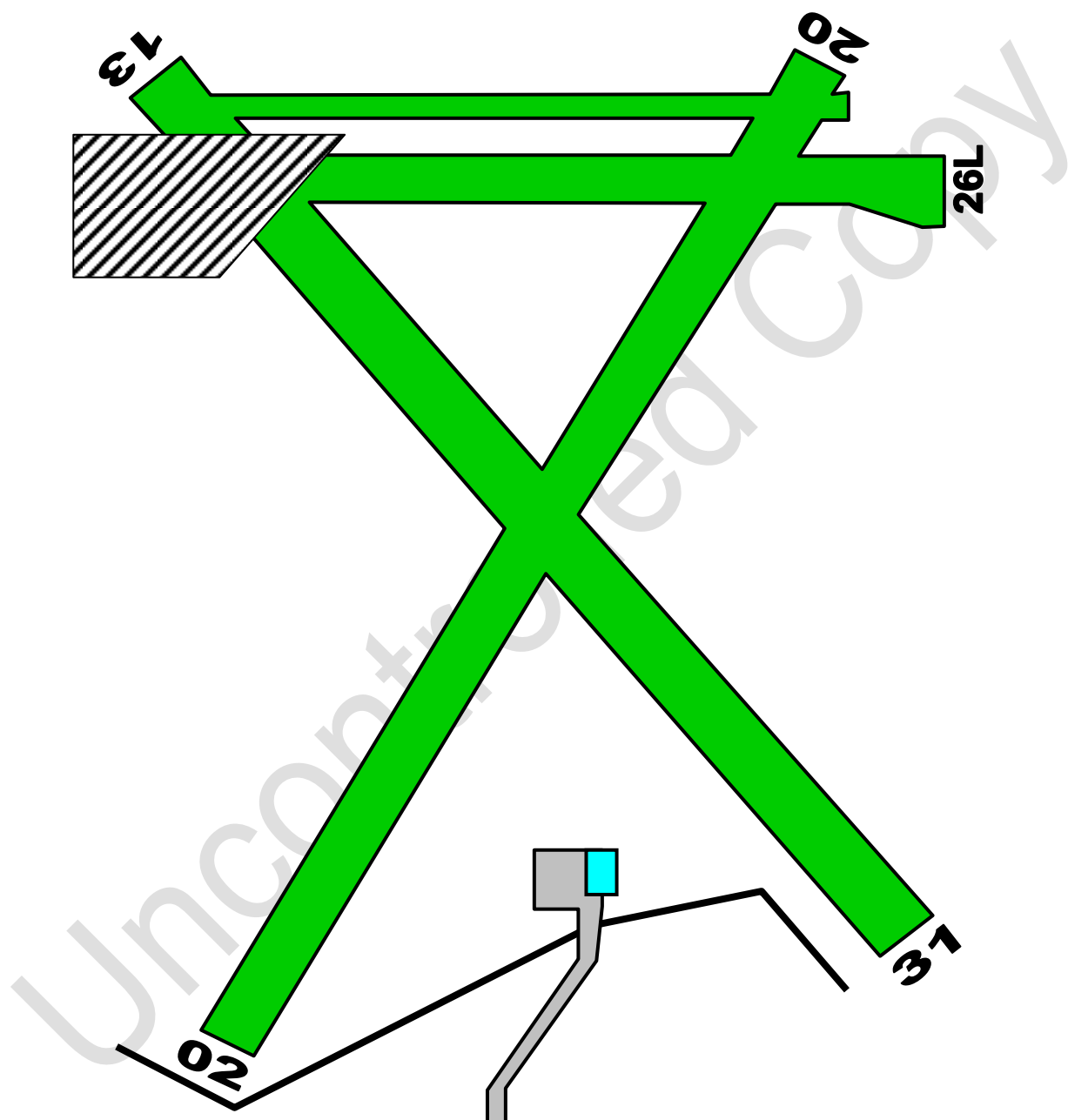
FOB B1

B20-A-1

Sponsor: OC Plans

Authority: Stn Cdr

**AUTHORIZED MODEL FLYING AREA**  
**RWY 20 LEFT HAND CIRCUIT / RWY 02 RIGHT HAND CIRCUIT IN USE**



Model Flying Area

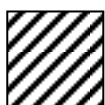
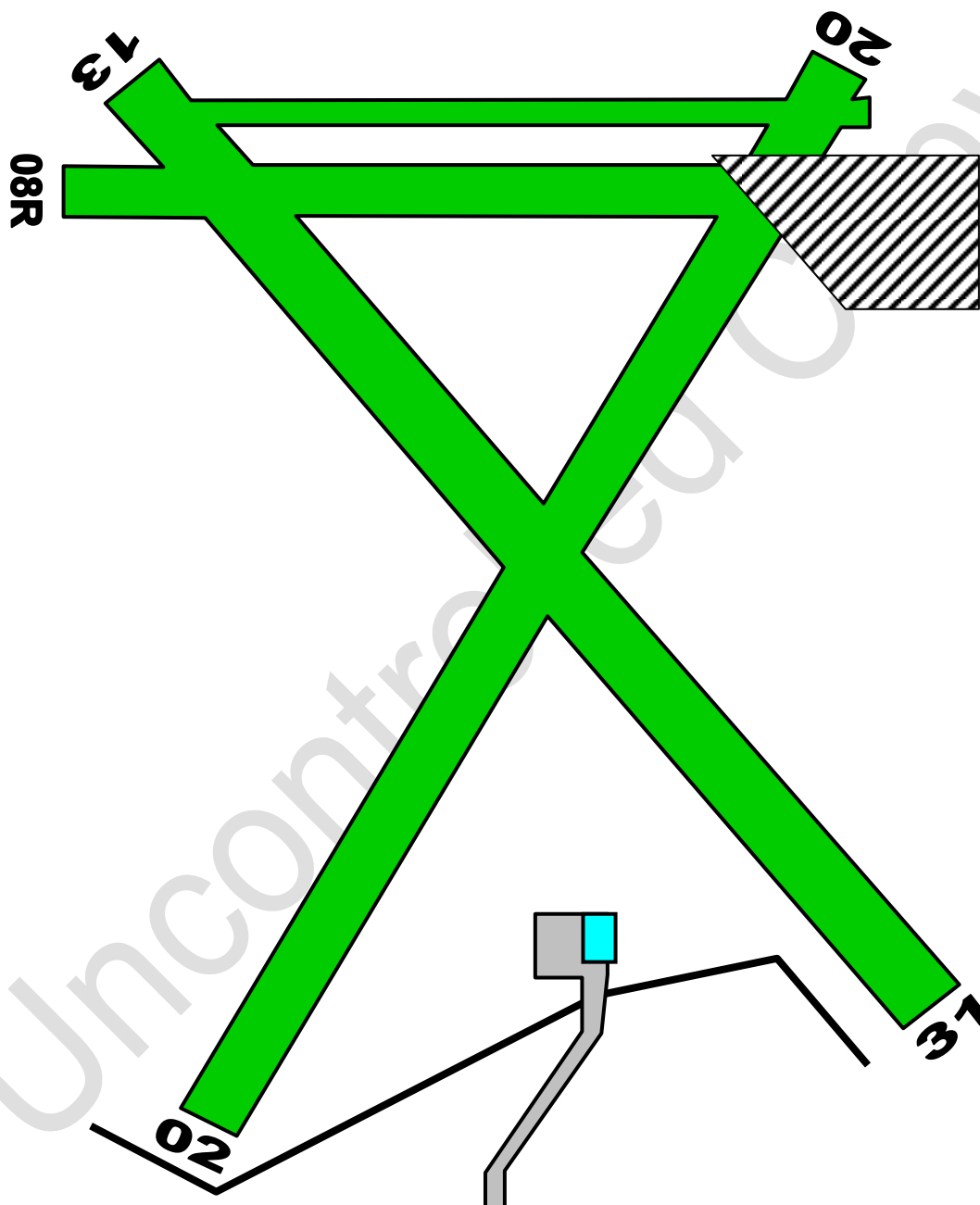
FOB B1

B20-B-1

Sponsor: OC Plans

Authority: Stn Cdr

**AUTHORIZED MODEL FLYING AREA**  
**RWY 13 RIGHT HAND CIRCUIT / RWY 31 LEFT HAND CIRCUIT IN USE**



Model Flying Area

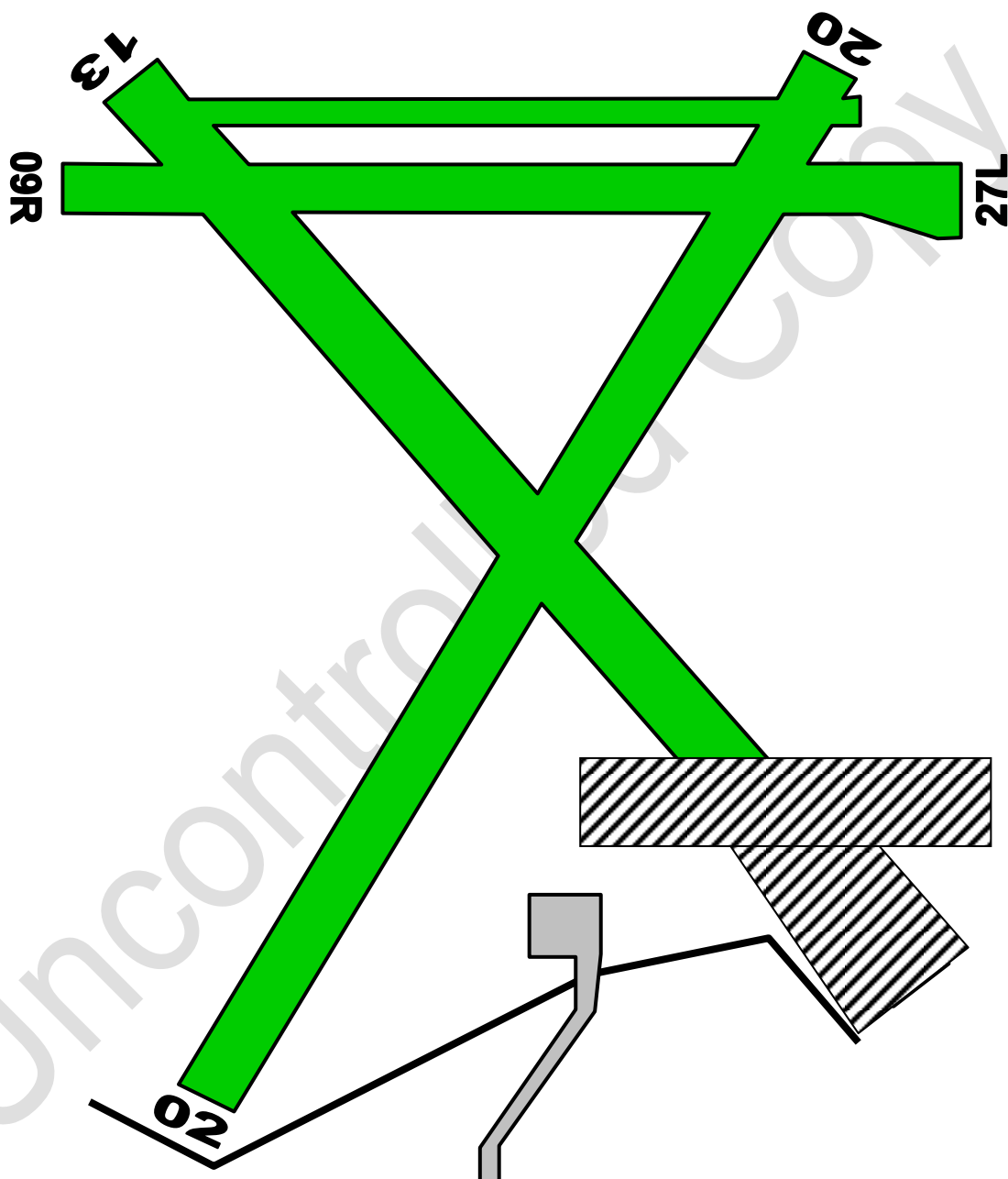
FOB B1

B20-D-1

Sponsor: OC Plans

Authority: Stn Cdr

AUTHORIZED MODEL FLYING AREA  
RWY 08 L/R / RWY 26 L/R IN USE WITH NORTHERLY CIRCUITS



FOB B1

B20-D-1

Sponsor: OC Plans

Authority: Stn Cdr

**ORDER NO 21 – FLYING DISPLAY PRACTICES AT RAF HENLOW**

Reference:

A. MAA Regulation 2335(1)

1. In accordance Reference A, the Civil Aviation authority (CAA) has granted the MoD an annual clearance for civilian pilots holding a CAA Display Authorisation (DA) or CAA letter of exemption to operate below the minima stated in the SERA 5005(f)(2), during a military event at an active government aerodrome. Display practices may be conducted at RAF Henlow subject to the following restrictions:

- a. Only those pilots holding a Display Authorisation (DA) or Display Authorisation Examiner (DAE) or pilots training for a DA, with the permission of their DAE, are permitted to display at RAF Henlow for the purposes of coaching and display practice.
- b. All training and practice should normally take place on a weekday. Training and practice may take place at the weekend when agreed with the ADS. All display practices are to be notified to the AFM at least 24 hours in advance.
- c. All flying is to be supervised as follows:
  - (1) Pilots training to obtain a Display Authorisation (DA) are to be supervised by a Display Authorisation Examiner (DAE).
  - (2) Where no DAE is available, pilots who already hold a DA may conduct continuation training under the supervision of a suitably experienced pilot authorised by the Stn Cdr.

2. OIC Henlow Aero Club is to notify, annually, the personnel and aircraft participating in display training and practice to the Stn Cdr, through the AFM. A list of authorised aircraft and pilots is to be displayed in the RAF Henlow Aero Club authorisation sheets folder.

3. Details of each flight conducted are to be recorded in the RAF Henlow Aero Club authorisation sheets and annotated 'Display Practice'.

**AIRFIELD STANDING ORDERS CONTENTS**

ORDER NO 1	Airfield Security Orders
ORDER NO 2	Handling of Visiting Aircraft - Moved to Defence Aerodrome Manual
ORDER NO 3	RAF Henlow Airfield Visitor Control - Moved to Defence Aerodrome Manual
ORDER NO 4	RAF Henlow Airfield Vehicle Control - Moved to Defence Aerodrome Manual
ORDER NO 5	Use of Hangar 189 - Moved to Defence Aerodrome Manual
ORDER NO 6	Dealing With Low Flying and Noise Complaints
ORDER NO 7	Advice on Enquiries from the Media

## ORDER NO 1 – AIRFIELD SECURITY ORDERS

Reference:

A. RAF Henlow SSO(Sy) Nov 2010.

1. This order details what actions personnel, both Service and civilian, are to take to enhance the security of the airfield at RAF Henlow.
2. **Security.** Reference A provides guidance on all aspects of Security. Security within the areas of responsibility for each airfield organisation should be based on the following principles:
  - a. **Individuals.** Each individual, whether they are Service or civilian, are to be encouraged to contribute to the security of the site, the security of the organisation they represent and should do everything in their power to maximise the security of RAF Henlow.
  - b. **Personal example.** Those personnel in positions of authority should set the right trend, by personal example, in applying security measures with a combination of firmness, common sense and tact.
  - c. **Building Security.** Each Director / OIC of an airfield organisation is to ensure that a procedure is in place to ensure that their area of responsibility is thoroughly checked at start and cease work.
  - d. **Personal ID.** All personnel utilising airfield facilities are to be in possession of a valid ID (military ID, RAF Henlow Social Pass, Flying Club Pass or temporary visitor ID).
3. **Challenging Strangers.** All personnel whether Service or civilian are reminded of the need to challenge strangers (even though strangers may be in uniform), to request proof of identity, and to ascertain the reason for their presence either on the airfield or within any of their areas of responsibility. If any doubt exists, the suspect is to be taken to a safe place and the Military Guard Service informed on Ext 7432. The matter is also to be reported to the AFM on Ext 6150 as soon as possible after contacting the Military Guard Service.

**ORDER NO 2 – HANDLING OF VISITING AIRCRAFT**

Moved to DAM

**ORDER NO 3 – RAF HENLOW AIRFIELD VISITOR CONTROL**

Moved to DAM

**ORDER NO 4 – RAF HENLOW AIRFIELD VEHICLE CONTROL  
RAF HENLOW AIRFIELD DRIVING BRIEF**

Moved to DAM

**ORDER NO 5 – AIRCRAFT PARKING AND USE OF HANGAR 189**

Moved to DAM



**ORDER NO 6 – DEALING WITH LOW FLYING AND NOISE COMPLAINTS**

Reference:

A. [2016DIN03-006.pdf](#)

1. It is essential that all flying complaints are dealt with correctly, speedily and sympathetically in accordance with Reference A. Flying complaints by phone are likely to be received in the first instance by HFC Ops. The Station MCO is to lead in any response to complaints relating to non-Henlow-based aircraft, OC Plans is to lead in any response to complaints relating to Henlow-based aircraft.
2. Personnel handling a flying complaint are to comply with the following guidelines:
  - a. The complaint is not to be referred to another unit.
  - b. A sympathetic and understanding manner is to be adopted but no commitment of any kind is to be made.
  - c. If the call cannot be continued for any reason, e.g. due to an emergency occurring, arrangements are to be made to recall the complainant at the earliest opportunity.
  - d. Try to obtain as much information as possible and fill out the report at Enclosure 1. In particular, it is essential that the following information is recorded:
    - (1) The complainant's name, address, postcode and telephone number.
    - (2) Whether the complainant wishes the MOD to take further action over the alleged incident.
  - e. Copies of the completed form are to be forwarded to the AFM for action.
3. The following information may be of use when answering any questions:
  - a. All pilots must adhere to strict rules and regulations issued by the CAA and MOD as well as local orders issued by RAF Henlow.
  - b. Assure the caller that the details of their complaint will be passed to the appropriate authority at the earliest opportunity and that they will be contacted in due course.

Annex:

- A. RAF Henlow Flying Activity Public Enquiry Form.

# RAF HENLOW FLYING ACTIVITY PUBLIC ENQUIRY FORM

## SECTION 1 – DETAILS OF THE ENQUIRER

Mr/Mrs/Miss/Ms/Other:	Surname:	Forename:
Address:		
Postcode:		
Telephone No:		

## SECTION 2 – LOCATION OF FLIGHT

<input type="checkbox"/>	Address at Section 1 or:

## SECTION 3 – DETAILS OF FLIGHT

Type of aircraft / markings / height estimation / direction of travel / other information:

## SECTION 4 – PARTICULARS OF ENQUIRY

Continue on reverse if necessary.

## SECTION 5 – DETAILS OF INDIVIDUAL RECEIVING ENQUIRY

Rank:	Name:	Signature:	Date:	Ext:

## SECTION 6 – MCO ACTION

Return telephone call / Letter / F953 raised / Other:

**ORDER NO 7 – ADVICE ON ENQUIRIES FROM THE MEDIA**

Reference:

A. JSP 440 Defence Manual of Security.

1. **Orders for Dealing with Unofficial Enquiries.** Unauthorised staff or persons at RAF Henlow are not to comment upon any occurrence or communicate information to an unofficial enquiry in any circumstances. Enquiries are to be redirected to the MCO on 01462 851515 Ext 7207 during normal working hours or to the Orderly Officer outside working hours on 07768 065241.

**UNIT AND CLUB FLYING ORDERS**

Part 1	Henlow Flying Club Orders
Part 2	Henlow Aero Club Orders
Part 3	Rough Shooting Club

Orders in this Part are to be sponsored and promulgated by the respective Directors and OICs of airfield organisations at RAF Henlow.

The Orders in this Part are included for the reference of the ADS and to provide a knowledge base of the operating parameters to other users.

**RAF HENLOW**  
**FLYING ORDER BOOK**  
**SECTION D**  
**PART 1**

P. Tribble – Director/CFI April 2012

**HENLOW FLYING CLUB ORDERS** (In addition to the RAF Henlow Flying Order Book)

**CONTENTS**

Title page, Contents and Amendments  
Introduction  
Generic orders  
Authorisation and Documentation  
General Orders  
Accident/Incident Procedures

<b>Amendments</b>	<b>Date</b>	<b>Signed</b>
Amendment		
New FOB issue	April 2011	P Tribble Director/CFI
Amendment 1	June 2012	P Tribble Director/CFI

FOB D

Sponsor: OC Plans

Authority: Stn Cdr

**HENLOW FLYING CLUB ORDERS (in addition to RAF Henlow Flying Orders)**

These orders apply to all Henlow Flying Club (further referred to as "HFC") aircraft movements in addition to those already set out in the RAF Henlow Flying Order Book and Air Navigation Order. These orders do not supersede anything written in the Pilots Operating Handbook (POH), the Air Navigation Order (ANO), the RAF Henlow Flying Order book or that locally of any other airfield visited or operated from. In the event that there is any conflict between these orders and the current Air Navigation Order, Rules of the Air and RAF Henlow FOB, then these orders are subordinate to the above, except when these orders are more limiting. Pilots are required to abide by the most stringent of the above documents (or any other authoritative document) at all times. In addition to that required of the RAF Henlow Flying Order Book, all pilots and members are required to read and sign these orders before operating under HFC and then every 12 months or following any update (to be promulgated by HFC or RAF Henlow) of these orders.

**GENERIC ORDERS**

**Membership.** All persons flying from RAF Henlow under the auspicious of Henlow Flying Club are required to be members of Henlow Flying Club, this applies to all passengers carried onboard HFC aircraft and those operated by HFC in the form of a temporary membership, allowing up to ten (10) flights per annum. HFC membership runs annually from 1st April each year and being valid for twelve (12) months unless otherwise specified or in the case of pro-rata membership validity, up the 31st March of either the same or following year (but never more that twelve (12) months).

**Instruction.** Only authorised instructors may instruct in HFC aircraft or in aircraft under the auspicious of HFC. Private aircraft based at RAF Henlow may be used for the instruction of their owners i.e. for check and currency flights only by HFC authorised instructors and subject to insurance.

**Aircraft Utilisation.** HFC Club aircraft must not be used for any aerial work, other than that directly by the club i.e. Flight training and aircraft hire. Cost sharing of flights is acceptable so long as CAA guidelines and criteria are met. The pilot in command (PIC) must always occupy the P1 seat (normally the left hand seat). The only exception to this is qualified instructors who may occupy either seat at their discretion (and in accordance with the POH) and personnel authorised by HFC to captain an aircraft from the P2 seat.

**Cancellation Policy.** Cancellation of an instructional flight for reasons other than weather or local restrictions is to be made as early as possible (at least 24 hours) so the aircraft is available to another member or student. Students who fail to show up for a lesson without good reason are to be liable for the cost of the instructors and schools time if cancelation notice is not given more than 24 hours before the booking.

**Aircraft Damage.** It is the PICs responsibility to report any damage or suspected aircraft damage to the club (including hard landings!) as soon as possible to ensure the continued safety of the aircraft. HFC wishes to promote a safe environment with a "no blame" open reporting culture and as such accept that accidental damage does happen. HFC does hold the right to charge the PIC for the insurance excess in the event of an accident/incident.

**Authorisation and Documentation.** Details on the Control of RAF Henlow airfield are contained in RAF Henlow FOB. It is a requirement of HFC that even when another controlling unit is operating the airfield that no HFC movements will take place without HFC Ops staff supervision.

**HFC ops and instructors have discretionary authority over all flights operated under HFC.**

Pilots should be familiar with all current CAA publications relating to the sortie prior to departure Flight Authorisation. All flights are to be authorised prior to departure by ops or the Duty Instructor. (Instructors may self authorise). All solo training flights by students are to be authorised by the supervising instructor. The Club Instructor authorising the flight is responsible for ensuring that the student has been fully briefed for the flight. Where the Club Instructor is a Restricted Flying Instructor, an unrestricted FI (A) is to be briefed on the flight. The pilot in command is to complete the aircraft techlog prior to departure and by signing the techlog signifies that they have checked and confirmed the following:

- a. That they are operating within the constraints of their licence, the aircraft POH and the orders contained within the flying order book and ANO.
- b. That the weather is suitable for the proposed flight (in accordance with Order 3.2).
- c. The aircraft and its equipment are serviceable for the flight and that the Check A has been completed (or will be completed before flight).
- d. There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
- e. All NOTAMs relevant to the proposed flight.
- f. Charts and navigational equipment are available and in date.
- g. All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.
- h. That the aircraft is operating within the weight and balance, and performance schedules.
- i. That they are current.

**Post Flight Actions.** Following the flight, the remainder of the techlog must be filled in. This comprises of the time-off chocks, time-on chocks, chock time, airborne time (Chock time -15 minutes) and any defects. Where there are none the word "nil" should be entered. All times are to be in UK local time and recorded to the nearest five (5) minutes using the 24hr clock.

**Defects.** All defects should be noted in the deferred defect sheet located in the front of the techlog folder. In addition to this ops should be made aware and if the defect renders the aircraft unserviceable then the pilot should make this clearly visible to any other person likely to try and use the aircraft. Post flight all aircraft are to be left secure. This includes, ensuring control locks are fitted, pitot cover fitted with the aircraft parked in a designated area and tied down if necessary.

**Requirements for Solo Flying and Hire of Club Aircraft.** During training before going solo student pilots must have a valid medical certificate and have passed the air law written examination. Pilots flying HFC aircraft for private hire, with or without passengers, must be in possession of a current valid licence, appropriate class rating and a valid Medical Certificate. All pilots are to ensure they are in possession of their licence and flying log-book before they intend to fly. These documents may be inspected in order to authorise the flight. All licensed pilots joining HFC must undertake a check flight with an instructor prior to flying as PIC in Club aircraft, regardless of the pilot's previous experience.

**Currency.** Pilots require a dual check flight if they have not flown for 42 days on type, for a current HFC member flights undertaken on private aircraft or from another airfield are acceptable for maintaining currency. Dual flights for currency must log a minimum of three take-off and landings (touch and go's acceptable). This may be increased at the discretion of the instructor and also include upper air work if deemed necessary.

**Rules for the Carriage of Passengers.** Pilots wishing to carry passengers who are not Club members must inform ops and complete a temporary membership form. This may be used up to ten times in any twelve month period for any passenger after which they must become a member of the club. Pilots must ensure all passengers are properly briefed on the dangers of a propeller, loose articles, procedures for entering and exiting the aircraft, and any likely emergencies on the ground or in the air. Pilots must ensure that passengers do not handle, operate or interfere with aircraft controls. Passengers are only to occupy passenger seats and may not take control of the aircraft unless on a designated instructional flight with a qualified club approved instructor.

## GENERAL FLYING ORDERS

**Weather Minima.** Pilots are responsible for determining that weather conditions for their flight are within the privileges accorded to them by their licence and ratings. Weather will normally be provided by HFC ops though it is the pilots responsibility to ensure the validity of any information.

Club Minima	Cloud Base (BKN)	Visibility	Cross Wind
Private Hire	1200ft	5km or as per licence	As per POH
Private Hire with IF Rating	As per licence	3km or as per licence	As per POH
Private Hire CCTS	1000ft	3km or as per licence	As per POH
Dual Instruction	800ft	3km or as per licence	As per POH
Dual IF Instruction	As per licence	As per licence	As per POH
Dual CCTS	700ft	1.5km or as per licence	As per POH
Solo CCTS	1500ft	8km	½ POH upto 5kts
Solo Nav	2500ft	10km	½ POH upto 5kts



These limits may be superseded by other orders including licence minima and the RAF Henlow FOB in which case the most stringent minima must be observed at all times. In addition to the above minima stalling, spinning and aerobatics is to be carried out at a height that will enable the aircraft to be fully recovered by 3000ft above ground level and height minima stated by the Rules of the Air and Air Traffic Control Regulations are to be observed at all times, unless specific authorisation has been obtained (i.e. display authorisation from the CAA/RAF) and this authorisation is readily available. IFR flights are to be conducted in accordance with IFR rules and minima.

**Personal Safety and Precautions when Starting Engines.** Pilots are reminded that aircraft present a number of potential hazards. Pilots are to ensure that such persons are kept clear or adequately briefed before approaching an aircraft. The following items are examples of the points that would need to be included in a briefing to newcomers:

- a. Propeller and prop wash awareness.
- b. "No Step" and "No Push" points.
- c. Entry and Exit to/from aircraft (normal and emergency).
- d. Use of Harnesses.
- e. Non-Interference with aircraft controls.
- f. Loose Articles.
- g. Assistance with "Look Out" (and what to say)

Aircraft should be operated in accordance with the Pilots operating handbook and an approved checklist at all times. Under no circumstances is an engine to be started or run without a qualified pilot or student pilot authorised by a Club Instructor at the controls. In exception, HFC may approve through management or the CFI non-pilots to taxi/ground handle and aircraft for operational or maintenance purposes. Hand starting/propeller swinging are extremely hazardous. HFC members are not authorised to hand start HFC aircraft and should refer to ops or an approved engineer for help.

**Instrument Flying – Actual and Simulated.** Pilots wishing to fly HFC aircraft in IMC are to hold a valid IMC rating, Instrument Rating or a UK professional pilot's licence with embedded IMC privileges. Students undergoing training may fly in IMC provided they are accompanied by a HFC instructor qualified to give instrument flying instruction. Pilots wishing to practise instrument flying and approaches are to comply with the provisions of Rule 6 and Rule 7 of the Air Navigation Order. When instrument flying practise and instrument approaches are conducted in VMC and the pilot's view is artificially restricted, a safety pilot is to be carried. The safety pilot is to be qualified to act as PIC on the class/type of aircraft being flown. Where the pilot's view is unrestricted, a competent observer is to be carried for lookout purposes.

**Land Always, Over-water/ Foreign Flights.** A pilot landing away from Henlow in a Club aircraft is to bear all the associated charges. Fuel uplifted away from Henlow will be paid for by the PIC and

refunded at the clubs bulk purchase rate. The use of unlicensed airfields or runways by Club aircraft is permitted only when specifically approved by the CFI or club instructors. Student pilot training is not permitted from unlicensed airfields; unless, authorised prior to departure by the CFI. Meppershall airfield is exempt from this requirement. It is the pilots' responsibility to ensure that all required documentation is carried on board the aircraft. When away from base (Henlow) the PIC is responsible for the safety and security of the aircraft at all times. For over-water flights life jackets are to be worn. When flying outside of the UK it may be a requirement to carry a PLB (personnel locator beacon). In order to fly outside of the UK a HFC member must have either completed a cross channel check with an instructor/approved pilot or provide logbook evidence of previous channel crossing training.

**Engine Running Changes.** There is to be no entering or exiting of HFC aircraft whilst the engine is running. In exception to this HFC approved instructors at their own discretion may enter and exit an aircraft without shutting down the engine to facilitate training requirements. At all times a competent student/pilot must be at the controls and it is down to the instructor to ensure that they are fully aware of their responsibilities. Also whilst conducting maintenance, engineers may be exempt from this requirement so long as their own procedures are in place.

**Circuit Procedures.** Details of the circuit procedures at RAF Henlow are detailed in the RAF Henlow FOB; however, in general, during normal operations HFC aircraft may circuit on the in use runway as directed by the duty pilot/ops.

**Use of Transponders.** Where fitted, transponders should be used at all times on board HFC aircraft and set to "alt" (mode C) unless directed by ATC. It is the pilots responsibility to ensure that all transponder requirements including the recently introduced transponder mandatory zones (TMZ's) are complied with.

**Checklists.** Pilots are to operate the aircraft in accordance with the pilot's operating handbook (POH) or an approved checklists at all times.

**Refuelling Procedures.** 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.

**Night Flying.** HFC may operate night flying and training throughout the year with permission from HFC management and the RAF through OC Operations or the Airfield Manager. The decision to go ahead with night operations rests with the CFI who may cancel operations at any time. It is not to be assumed that RAF Henlow is available for night operations or as a night diversion destination.

**Accident, Incident and Other Occurrence Reporting.** Emergency situations should be handled in accordance with the aircrafts "Pilot Operating Handbook (POH)". No information concerning accidents or incidents is to be given to the media without prior permission of HFC. In the event of damage or injury to the property or person of third parties, members or passengers are not to make any admission of liability or offer or promise any payment.

**Fire and Rescue Cover.** RAF Henlow FOB details fire and rescue facilities and requirements and all HFC members should be aware of these. In addition, all HFC aircraft carry both a first aid kit

and fire extinguisher both of which should be checked and verified as serviceable during the pre-flight check. HFC operate a fire truck equipped with both hand held extinguishers and a 90litre foam tank. It is good practice for members to be familiar with this equipment. The refuelling tank has fire extinguishers located next to the pump bay and a separate set of extinguishers are located within the bund, all are suitable for use on aircraft and fuel fires. In addition, there are extinguishers located in both the upstairs and downstairs control tower portacabins. A first aid kit is also located next to the downstairs control tower door, including eye wash facility in the downstairs kitchen. **If there is any doubt the emergency services should be alerted by phoning 999 or 222 on any internal RAF phone.**

**Overdue Action.** When an aircraft operating under or known by HFC is overdue, action is to be taken as follows:

- a. Contact DI or Ops team.
- b. Log all actions in Duty Pilots Log (time, action, result).
- c. Telephone the departure airfield to verify time of departure and ascertain any revision of the pilot's intentions, such as ETA, destination and route (if known). Consider whether further overdue action is appropriate.
- d. Identify likely diversion airfields. Telephone for information.
- e. If a satisfactory outcome results, close the log appropriately and forward it to the Ops Manager.
- f. If the outcome is unsatisfactory, seek advice and/or assistance from any experienced personnel available. Inform D&D as detailed in RAF Henlow FOB.

**Airspace Infringement.** Pilots who inadvertently penetrate controlled airspace without clearance are to immediately leave that airspace by the safest route available. Pilots are to inform the Air Traffic Service Unit responsible for that airspace as soon as possible. If the unit or frequency is unknown then the call should be made to D&D on 121.5 MHz. The matter is to be reported to HFC Ops upon landing.

**Forced Landing.** In the event of a forced landing, the pilot is to ensure that HFC and the Police are notified immediately and, until a representative of either arrives, the security of the aircraft is the pilot's responsibility. The aircraft should not be moved except where necessary to save life/avoid injury until permission has been obtained from the AAIB. Members must not attempt to take-off after a forced landing unless specifically authorised by the CAMO responsible for the aircraft and the CFI. The needs and methods for reporting accidents, incidents and occurrences are covered in the RAF Henlow FOB.

**Breach of Flying Orders and Regulations.** Members who do not abide by the Air Navigation Order, RAF Henlow Flying Orders and the HFC Flying Orders are liable to disciplinary action. This could include suspension of membership.

## RAF HENLOW AERO CLUB FLYING ORDERS

### INTRODUCTION

1. The RAF Henlow Aero Club (RAFHAC) Flying Order Book (FOB) is written in Part 2 to the RAF Henlow FOB. These flying orders detail the operation of aircraft operated by members of RAFHAC. In the event that there is any conflict between these orders and the current Air Navigation Order, Rules of the Air and RAF Henlow FOB, then these orders are subordinate to the above except when these orders are more limiting.
2. **Compliance.** No member RAFHAC shall be absolved from compliance with these orders or any other relevant notices or regulations because of ignorance of their existence, content or effect.
3. **Amendments.** Amendments to these orders will be notified by a sheet placed in the Authorisation Book. The latest version of the FOB will be available in the Ops Room. All amendments to these orders are to be made by reissuing the relevant page(s) and by updating the Amendment Record. The Amendment Record is to be signed by the Chief Flying Instructor or OIC to indicate that it reflects the current revision status of these orders.

### AMENDMENT RECORD

Amendment	Date Issued/Incorporated	Signed
Re-Issued	Mar 14	-
Order No 4	Nov 17	

**RAF HENLOW AERO CLUB FLYING ORDERS**

- Order 1 – Supervision of Club Flying
- Order 2 – Authorisation of Flights
- Order 3 – Personal Safety
- Order 4 – Precautions When Hand Starting Engines
- Order 5 – Manoeuvring of Aircraft
- Order 5 – Overdue action
- Order 7 – Fire and Rescue Cover
- Order 8 – Engineering and Maintenance

### **ORDER NO 1 – Supervision of Club Flying**

1. Details on the Control of RAF Henlow airfield are contained in Section B Order 1. When another flying unit is allocated use of the airfield, the Airfield Duty Staff (ADS) will be appointed by the superior unit as detailed in Section B Order 1.
2. HFC ADS will cover the operations for role for all HAC flying whilst HFC are operating. When HFC are not operating HAC are to nominate an ADS. At the front of the RAFHAC Authorisation Folder is a list of those members who are permitted to carry out ADS duties. The duties of ADS are detailed at Section B Order 4.
3. Members who do not abide by the Air Navigation Order, RAF Henlow FOB and the RAFHAC Flying Orders are liable to disciplinary action. This could include suspension of membership and permission to store their aircraft at RAF Henlow removed.

### **ORDER NO 2 – Authorisation of Flights**

1. All flights are to be authorised, whether in Club or privately owned aircraft. Training flights with an instructor are to be authorised by the instructor. Qualified pilots are all self authorising. The authorisation confirms that the intended flight is in accordance with these orders and the RAF Henlow FOB.
2. The pilot in command is to enter details of the aircraft registration, captain, passengers, sortie profile and destination with estimated timings and initial the flight authorisation sheet before the flight. For flights which land away, a contact telephone number is to be entered in the Remarks Column of the Auth Sheets, along with the return date if different from the outbound date. A specimen authorisation sheet is at the front of the auth sheets. Correct Authorisation signifies that the aircraft captain has checked and confirmed:
  - a. That the weather is suitable for the proposed flight
  - b. The aircraft and its equipment is serviceable for the flight
  - d. All NOTAMs relevant to the proposed flight.
  - e. Charts and navigational equipment are available and in date.
  - f. All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.

**ORDER NO 3 – Personal Safety**

1. Pilots are reminded that aircraft present a number of potential hazards, about which passengers and helpers may have little awareness. Pilots are to ensure that such persons are kept clear or adequately briefed before approaching an aircraft. The following items are examples of the points that would need to be included in a briefing to newcomers:

- a. Propeller and prop wash awareness.
- b. “No Step” and “No Push” points.
- c. Entry and Exit to/from aircraft (normal and emergency).
- d. Use of Harnesses.
- e. Non-Interference with aircraft controls.
- f. Loose Articles.
- g. Assistance with “Look Out” (and what to say).

#### ORDER NO 4 - Precautions When Hand Starting Engines

1. Hand starting procedures for any type of aircraft new to RAF Henlow Aero Club are to be agreed by the CFI and aircraft owner / operator prior to operation from RAF Henlow.

2. Hand starting/propeller swinging is potentially hazardous. Pilots are not to hand start aircraft unless they have been cleared to do so by the CFI and their details recorded in the front of the authorisation sheets. RAFHAC Hand Swinging Safety Guidelines are as follows:

**a. ALWAYS TREAT THE PROPELLER AS LIVE**

b. Aircraft brakes are to be on, if fitted. The cockpit is to be occupied, unless solo starting. Aircraft without brakes are to be securely chocked. If solo starting, it is highly recommended that the aircraft is to be secured (tail tied down or similar) during the start.

c. Wherever possible, it is highly recommended that 2 people are utilised; one occupying the cockpit and the other swinging. The person swinging is to be in charge of the procedure, the other person is to be fully briefed on the procedure.

d. The person swinging is to hold a RAF HAC Certificate of Competence to hand swing propellers, to be renewed annually.

e. Establish the commands and responses, including clear hand signals.

f. Do not allow yourself to be hurried.

g. Keep a set routine and if interrupted start again at the beginning.

h. If you are not completely sure of the competence of the person in the cockpit, make all throttle and switch positions yourself.

i. At all times, when moving the propeller, move your hands and body away from and clear of the propeller arc.

j. The swinger should be stood on solid ground, with no loose articles of clothing or headwear.

k. Once the engine has been started, the aircraft is not to be left unattended.



### **ORDER NO 5 – Manoeuvring of Aircraft**

1. Aircraft parked in the hangar are to be left with the parking brake off. Manoeuvring aircraft in a confined space can be difficult and where any doubt exists as to whether an aircraft can be moved safely without any part of it striking another aircraft or part of the hangar structure, stop and seek assistance.

### **ORDER NO 6 – Overdue Action**

1. When a Club aircraft is overdue (on a long flight, this would be ETA plus endurance, but on a short flight could be much sooner), action is to be taken as follows:

- a. Telephone the pilots mobile, if known.
- b. Telephone the departure airfield to verify time of departure and ascertain any revision of the pilot's intentions, such as ETA, destination and route (if known). Consider whether further overdue action is appropriate.
- c. Telephone likely diversion airfields and all local airfields.
- d. If the outcome is unsatisfactory, seek advice and/or assistance from any experienced personnel available. Inform D&D.

### **ORDER NO 7 – Fire and Rescue Cover**

1. HFC / RAFHAC fire and rescue facilities comprise of a First Response Fire Vehicle (FRFV) containing fire extinguishers, first aid kit and a rescue axe.
2. All club members are to familiarise themselves with these appliances and be capable of using them in an emergency. Members who may be required to use the FRFV are to have training on the equipment; this can be arranged through the AFM.
3. The actions to be taken following an aircraft crash, accident or incident are detailed in RAF Henlow Aircraft Incident Response Plan (AIRP) and are to be adhered to by all airfield users. Copies of the AIRP are held by each flying organisation, on-line on the RAF Henlow Intranet and Internet; and a working copy is held in the ADI / ADP Log.

### **ORDER NO 8 - Engineering and Maintenance**

1. General aircraft maintenance may be carried out in the hangar in normal parking bays. Equipment should be controlled and returned to tool boxes or the engineering room after each maintenance session. In depth maintenance should be carried out in the bay nearest the workshops after liaison with the RAFHAC Engineering Officer. Detailed orders for use of club engineering equipment are contained in RAFHAC Engineering Orders. At all times areas should be left clean and tidy.

## RAF HENLOW AIRFIELD USAGE - ROUGH SHOOTING CLUB

### References:

- A. Map of Shooting Area.
- B. RAF Henlow Rough Shooting Club Risk Assessment
- C. FOB Section Order 4 - RAF Henlow Airfield Driving Brief

1. **Introduction.** The usage of RAF Henlow Airfield by members of the Station Rough Shooting Club (RSC) are outlined in the Club Rules and provide guidelines to ensure the safety of all RSC members, their guests and all other parties who share the Airfield that may be effected by shooting activities. Prior to shooting within the designated Henlow footprint, Reference A refers, members must have read and signed the Club Rules and in doing so, certify that they have also read and are fully conversant with Reference A, B & C.

2. **Airfield Access Protocol & Safety.** RSC members are required to inform the Main Guardroom Staff of their intention to shoot on the Airfield and sign the 'Airfield Shooting Register' accordingly. At the same time they are to liaise with the Airfield Duty Staff at Stn Ops (if the Airfield is active).

3. **Certification/Insurance Requirements.** All RSC members are required to be in possession of an appropriate shotgun/firearms certificate when using the Airfield and have liability insurance (including 3<sup>rd</sup> party) to the sum of £10,000,000 in respect of any single claim to cover the weapons that they use.

4. **Quarry Birds/Mammals.** RSC members are permitted (by licence) to shoot specific birds/mammals on or in vicinity (up to 3km) of the Aerodrome iaw Kill or Take Certain Birds to Preserve Air Safety – WML-CL12.

5. **General Conditions of Use .** All RSC members are to conduct their activities as follows:

- a. Be alert to all other users of the Airfield.
- b. Only fire weapons in a safe direction.
- c. Recover and remove all spent cartridges/shell casings.
- d. Dispose of any quarry.
- e. Remove and safely dispose of any FOD that is found.
- f. Wear Hi-Vis jackets/bibs when operating during daylight hours.
- g. Not park vehicle on or in close proximity to the runways/aircraft operating areas.