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Defence Aerodrome Manual (DAM)

Tern Hill

Relief Landing Ground

Edition 7.4
31 Mar 24



To amend this document the [Generic Amendment Form](#) is to be used and once complete, sent to the [Editor](#)

Aerodrome Operator	SATCO
Owner	Sqn Ldr Ops
Editor	OC Ops Flt

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Foreword

1. This document, the Tern Hill RLG Defence Aerodrome Manual (DAM), describes the airfield at Tern Hill RLG including the management, physical characteristics, services available and operating procedures. The DAM is written to inform both military and commercial aircrew and to provide a reference guide for personnel operating the airfield. This DAM conforms with the guidance provided by the Military Aviation Authority (MAA) Regulatory Article [RA1026](#), Aerodrome Operator. The DAM is issued in conjunction with the [Shawbury Flying Order Book \(FOB\)](#) and Safety Management Plans. It can be considered equivalent to the [CAA CAP 168](#) Aerodrome Manual. The terms 'aerodrome' and 'airfield' are used interchangeably, with 'aerodrome' used in the titles in recognition of [CAP 168](#) nomenclature.
2. This DAM is the primary source of aerodrome information for Tern Hill RLG, but for flight planning and conduct of flight, the appropriate Air Information Publications (AIPs) should be used. Chapter 2 of the DAM contains detailed information regarding the operating procedures and contains the most up to date information. Additional orders for military users are also contained in the Shawbury Flying Order Book (FOB). The DAM outlines some aspects of the RAF Shawbury Air Safety Management System (ASMS); however, full details are contained in the RAF Shawbury [Air Safety Management Plan](#) (ASMP) and [Contingency Plans](#) (CPs).
3. The master copy of the DAM is held by RAF Shawbury Station Operations Flight and is available on the RAF Shawbury Aerodrome Operator Sharepoint site or on request from Station Operations 01939 250351 Ext 7163. If non-military users cannot access electronic links on this document, they should contact Station Operations. Amendments to the DAM will be made on a regular basis and the latest version published online and dated accordingly.
4. This document will be reviewed every 6 months at the Aerodrome Operator's Assurance Board (AOAB) or following any significant interim amendments. Notification of errors within this document and its annexes, or requests for amendment, should be communicated to Station Operations or email SHY-Ops@mod.gov.uk.

<Original signed>

M T PIPKIN
Squadron Leader
SATCO
RAF Shawbury

31 Mar 24

Introduction

Aeronautical Information published in national Aeronautical Information Publications (AIPs)¹ must be identical to that published in the DAM. It is considered good practice that individuals who have responsibility for day-to-day management, update and review of elements of the DAM, are tasked in writing by the AO to highlight the areas that they are responsible for, review timelines, DAAF responsibilities and actions to be taken when DAM amendment is required. The DAM index and DAM Annexes is annotated with the Information Owners post / position. The DAAF has been developed and maintained to cover all chapters and Annexes of the DAM, capturing evidence of the DAM review, content accuracy and recording the DAM Assurance at 1st / 2nd and 3rd party level.

The DAM must be read in conjunction with the following:

[RA 1010](#) – Head of Establishment – Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities.

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

[RA 1030](#) - Defence Aeronautical Information Management.

[RA 1032](#) - Aviation Duty Holder-Facing Organizations and Accountable Manager (Military Flying) – Facing Organizations – Roles and Responsibilities.

[RA 1200](#) - Air Safety Management.

[RA 1205\(4\)](#) - Responsibilities of Organisations Supporting an Air System Safety Case.

[RA 1400](#) - Flight Safety.

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

[RA 1430](#) - Aircraft Post Crash Management and Significant Occurrence Management.

[RA 3000 Series](#) - Air Traffic Management Regulations (ATM).

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

[AP 600](#) - Royal Air Force Information and CIS Policy.²

[DSA02 DFSR](#) - Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation.

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

[Manual of Aircraft Post-Crash Management \(MAPCM\)](#)

[Manual of Military Air Traffic Management \(MMATM\)](#)

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

² The policies and regulations published as Chapters in this AP are mandatory for personnel at all Air Command Stations. However, other Top-Level Budgets (TLBs) that wish to adopt any policy from this AP are to publish guidance on which Chapters are applicable to their subordinate organisations. 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.

Table of Contents

CHAPTER 1: Technical Administration - Aerodrome Location, Layout and Access

Para	Title	Owner	Page
1.1	Name and Work Address of Aerodrome Operator	Sqn Ldr Ops	1 & 2
1.2	Aerodrome Operators Authority and Letter of Delegation	Stn Cdr	1
1.3	Safety Meeting Structure	ASM	1
1.4	Aerodrome Key Stakeholders	Sqn Ldr Ops	1
1.5	Aerodrome Operators Hazard Log (AOHL)	ASM	1
1.6	Formal Aerodrome Related Agreements	SATCO	1
1.7	Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions	SATCO	1
1.8	Aerodrome Location and Control of Entry and Access	Sqn Ldr Ops	1

CHAPTER 2: Aerodrome Data, Characteristics and Facilities

Para	Title	Owner	Page
2.1	Aerodrome Data	Sqn Ldr Ops	3
2.2	Special Procedures	SATCO	3
2.3	Noise Abatement Procedure Orders	SATCO	4
2.4	Temporary Obstruction Orders	SATCO	4
2.5	Runway Strip Obstructions	SATCO	4
2.6	RWY End Safety Area (RESA)	SATCO	4
2.7	Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor Systems (EMAS)	Not applicable	4
2.8	Aerodrome Arresting System Orders	Not applicable	4
2.9	Manoeuvring Area Safety and Control Orders	SATCO	4

CHAPTER 3: Emergency and Rescue and Firefighting Orders

Para	Title	Owner	Page
3.1	Emergency Organisation	Sqn Ldr Ops	5
3.2	Emergency Orders / Aerodrome Crash Plan	Sqn Ldr Ops	5

3.3	Aerodrome Rescue and Fire Fighting (ARFF) Services and Training Orders	FSM	5
3.4	Disabled Aircraft Removal	Sqn Ldr Ops	5

CHAPTER 4: Air Traffic Services and Local Procedures

Para	Title	Owner	Page
4.1	Air Traffic Control Orders	SATCO	6
4.2	Local Flying Procedures	OC 1 FTS Stds	6

CHAPTER 5: Aerodrome Administration and Operating Procedures

Para	Title	Owner	Page
5.1	Aerodrome Data Reporting	Sqn Ldr Ops	7
5.2	Aerodrome Serviceability Inspections	SATCO	7
5.3	Aerodrome Technical Inspections	Aquila	7
5.4	Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection	Aquila	7
5.5	Aerodrome Works Safety	SATCO	7
5.6	Aerodrome Users - Vehicle and Pedestrian Control	SATCO	7
5.7	Foreign Object Damage/Debris (FOD) Prevention - Training and Awareness	SEMSCO	7
5.8	Aerodrome Wildlife Management	SATCO	7
5.9	Low Visibility Operations	SATCO	7
5.10	Snow and Ice Operations	Sqn Ldr Ops	7
5.11	Thunderstorm and Strong Wind Procedures	Met	8
5.12	Civil Aircraft Aerodrome Usage – Terms and Conditions	Sqn Ldr Ops	8
5.13	Safeguarding Requirements - Waivers and Exemptions	SATCO	8
5.14	Aerodrome Assurance Activity	Assurance	8
5.15	Electrical Ground Power Procedures	Not applicable	8
5.16	Aviation Fuel Management Procedures	Not applicable	8
5.17	Hazardous Materials Spillage Plan	SH&SO	8

5.18	Jettison and Fuel Dumping Area	Not applicable	8
5.19	Compass Swing Area	Not applicable	8
5.20	Explosive Ordnance Disposal Area	Not applicable	8
5.21	Dangerous Goods (DG) Procedures	ASM	8
5.22	Hydrazine (H70) Leak	Not applicable	8
5.23	Remotely Piloted Air System (RPAS) Orders	SFSO	9

Amendment Table

Amendment No.	Amendment Date	Date of Incorporation	Name	Post
Original	29 Apr 15	29 Apr 15	WO PJ Llewellyn	OC Ops Flt
V1.0	15 Mar 16	15 Mar 16	WO PJ Llewellyn	OC Ops Flt
V2.0	1 Oct 17	1 Oct 17	Sqn Ldr D Brady	OC Ops Sqn
V3.0	9 Jul 18	9 Jul 18	Sqn Ldr D Brady	OC Ops Sqn
Ed 2	1 Jul 21	1 Jul 21	WO E Partyka	OC Ops Flt
Ed 3	26 Oct 21	26 Oct 21	WO E Partyka	OC Ops Flt
Ed 4	01 Sep 21	01 Sep 21	Flt Lt Wilkie	OC Ops Flt
Ed 5	01 Mar 22	01 Mar 22	Fg Off A Wilson	Holding Off
Ed 6	01 Sep 22	01 Sep 22	Flt Lt S Mason	OC Ops Flt
Ed 7	31 Mar 23	31 Mar 23	Sqn Ldr Smith	OC Ops Sqn
Ed 7.1	30 Jun23	30 Jun 23	MAcr Croisdale	OC Ops Flt
Ed 7.2	30 Sep 23	30 Sep 23	MAcr Croisdale	OC Ops Flt
Ed 7.3	22 Jan 24	22 Jan 24	MAcr Croisdale	OC Ops Flt
Ed 7.4	31 Mar 24	31 Mar 24	MAcr Croisdale	OC Ops Flt

Annexes

<u>Annex A</u>	Aerodrome Operator Letter of Delegation
<u>Annex B</u>	Safety Meeting Structure
<u>Annex C</u>	Aerodrome Key Stakeholders
<u>Annex D</u>	Aerodrome Operators Hazard Log
<u>Annex E</u>	Formal Aerodrome Related Agreements
<u>Annex F</u>	Aerodrome Waivers and Exemptions and Alternative Acceptable Means of Compliance (AAMC)
<u>Annex G</u>	Aerodrome Location and Control of Entry and Access
<u>Annex H</u>	Noise Abatement Procedure Orders
<u>Annex I</u>	Temporary Obstruction Orders
<u>Annex K</u>	Manoeuvring Area Safety and Control Orders
<u>Annex L</u>	Emergency Orders / Aerodrome Crash Plan
<u>Annex M</u>	Aerodrome Rescue and Fire Fighting Services and Training Orders
<u>Annex N</u>	Disabled Aircraft Removal
<u>Annex O</u>	Air Traffic Control Orders
<u>Annex P</u>	Aerodrome Data Reporting Procedures
<u>Annex Q</u>	Aerodrome Serviceability Inspections
<u>Annex R</u>	Aerodrome Technical Inspections
<u>Annex S</u>	Radar, Radio and Navigation Aid Maintenance
<u>Annex T</u>	Aerodrome Works Safety
<u>Annex U</u>	Aerodrome Users - Vehicle and Pedestrian Control
<u>Annex V</u>	FOD Prevention - Training and Awareness
<u>Annex W</u>	Aerodrome Wildlife Management
<u>Annex X</u>	Low Visibility Operations
<u>Annex Y</u>	Snow and Ice Operations
<u>Annex Z</u>	Thunderstorm and Strong Wind Procedures
<u>Annex AA</u>	Civil Air System Aerodrome Usage - Terms and Conditions

[Annex DD](#) Hazardous Materials - Spillage Plan

[Annex JJ](#) Remotely Piloted Air System (RPAS) Orders

[Annex UU](#) Local Flying Procedures

Chapter 1: Technical Administration

1.1 Name and Work Address of Aerodrome Operator:

Sqn Ldr M T Pipkin
Senior Air Traffic Control Officer (SATCO)
RAF Shawbury
Shrewsbury
Shropshire
SY4 4DZ

Mil ☎ 95531 Ext 7231
Civ ☎ 01939 250351 Ext 7231
Email: Mark.Pipkin888@mod.gov.uk

1.2 Aerodrome Operators Authority and Letter of Delegation. The AO is appointed by the Head of Establishment (HoE) to be responsible for actively managing an environment that accommodates the safe operation of Aircraft in accordance with (iaw) [RA1026](#)³. A signed copy of the AO Letter of Delegation is to be contained in the DAM at [Annex A](#).

1.3 Safety Meeting Structure. The unit air safety meeting flow diagram can be found at Fig 10.0 in the [ASMP](#). Additional links can be found at [Annex B](#). The flow diagram includes the lowest level meetings (weekly / monthly) and flow up to the highest Unit level (monthly, bi-monthly, six monthly). Each meeting includes a standing agenda and an attendance list which can be found in Annex C of the ASMP. Minutes or notes of action, depending on the meeting size and level, will be recorded for audit purposes. As a mixed Civ-Mil installation exists, evidence is provided to show that a means for consultation exists fostering coordination and safety responsibilities.

1.4 Aerodrome Key Stakeholders. A pictorial representation of the structure that identifies the Key Stakeholders who have responsibility for, or directly support aerodrome operations, has been produced and captured at [Annex C](#).

1.5 Aerodrome Operator's Hazard Log (AOHL). An AOHL clearly indicates the aerodrome's operating hazards and a link is contained at [Annex D](#). The [AOHL](#) will be reviewed 2-monthly by the Hazard Log Review Group with additional SME input at the 6-weekly Unit Air Safety Meeting. The AOHL is presented at the quarterly Aerodrome Operator's Assurance Board.

1.6 Formal Aerodrome Related Agreements. The DAM contains copies of all formal aerodrome related agreements in tabular form, showing dates of implementation and review and a link to the documents. Unless otherwise stated, the agreements are to be reviewed at least annually. These agreements are to be captured at 'Letters of Agreement' [LOA](#)

1.7 Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions. Copies of all aerodrome related AAMC, Waivers and Exemptions are to be included in the DAM and captured at [Annex F](#).

1.8 Aerodrome Location and Control of Entry and Access. A descriptive paragraph at [Annex G](#), explains where the aerodrome is. Major routes in the aerodrome vicinity and access points to the aerodrome are also Shown. Information to the nearest rail and bus links are highlighted. A local area ordnance survey has been produced showing points of entry and an aerodrome crash map⁴ is included. [Annex G](#), contains orders for access to the aerodrome and its associated manoeuvring area, these are to be reviewed annually.

Consideration may be given to educate and brief those individuals or units not directly associated or familiar with flying activities at their specific aerodrome.

³ Refer to RA 1026 - Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities including Aerodrome and Helicopter Landing Site Assurance Requirements

⁴ Refer to RA 3261(2): Aerodrome Emergency Services.

Chapter 2 – Aerodrome Data, Facilities and Characteristics

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

LOCATION INDICATOR AND NAME

EGOE - Tern Hill

OPERATIONAL HOURS

1	AD:	PPR 24hr. 0845(A)-1700(A) Mon – Fri. Occasional Night Flying.
2	Customs and Immigration:	Nil
3	Health and Sanitation:	Nil
4	AIS Briefing Office:	Nil
5	ATS Reporting Office (ARO):	Nil
6	MET Briefing Office:	At Shawbury
7	ATS:	HO
8	Fuelling:	Nil
9	Handling:	Nil
10	Security:	Nil
11	De-Icing:	Nil
12	Remarks:	RLG Tern Hill does not accept civilian or military fixed wing movements. PNR for military Rotary. Visiting military rotary wing movements by strict 24hr PPR only. PPR for civil rotary. Glider flying outside normal A/D hours up to FL80. For activity call 122.1.

2.2 Special Procedures:

SPECIAL PROCEDURES

Elev	Var	TA			DATE	CHART NO.
271 ft	---	---			---	---

2.3 Noise Abatement Procedure Orders. Contact RAF Shawbury [Station Operations](#) for the [Sensitive Areas List](#) (SAL) and [Daily Brief](#) information.

2.4 Temporary Obstruction Orders. Orders, contained at [Annex I](#), are produced to cover the actions involved in dealing with temporary obstructions on or around the manoeuvring areas that are considered to be a hazard to either Air Systems, vehicles or pedestrians. Obstructions are marked in accordance with regulations using approved high visibility markers, tape or fencing with additional red light markers at night.

2.5 RWY Strip Obstructions. Runways are not maintained/breaking up. No military fixed wing AC is to use TH and only wheeled RW may make approaches to RW10/18, RW04/22, not RW17/35⁵.

2.6 RWY End Safety Area (RESA). A RESA, provides an undershooting or overrunning Air System with a cleared and graded area, as detailed in [RA3511](#).

2.7 Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS). Not applicable.

2.8 Aerodrome Arresting System Orders. Not applicable.

2.9 Manoeuvring Area Safety and Control Orders. The AO will ensure orders, contained at [Annex K](#), are produced for the safe parking, manoeuvring, refuelling and servicing of Air Systems.

⁵ Refer to [RA 3590](#) – Maintenance and Safeguarding.

Chapter 3: Emergency and Aerodrome Rescue and Firefighting Orders

3.1 Emergency Organisation. The AO is familiar with [RA 3261\(2\)](#), [RA 3263](#) and [DSA02 DFSR](#)⁶. DSA02 DFSR provides greater detail on Aerodrome Crash / Rescue Fire Services whilst acceptable means of compliance and guidance material are contained within RA 3261(2) and RA 3263. [RA 3049](#)⁷ stipulates that Defence Contractor Flying organisations operating MAA-regulated Aircraft must meet the requirements detailed in DSA02 DFSR. The relationship between the AO and the Defence ARFF Service Provider is defined within DSA02 DFSR ARFF Regs and the Business Agreements between Defence ARFF Service Provider and the TLBs. The Defence ARFF Service Provider is a DH-Facing organisation and its Fire Stations operate to national good practice providing a service to the AO.

3.2 Emergency Orders / Aerodrome Crash Plan. Emergency Orders / Aerodrome Crash Plans are produced and contained at [Annex L](#), [Link to Contingency Plans](#), iaw guidance contained within the [MPCM](#), RA 1400(1)⁸ and DSA02 DFSR. Orders cover the eventuality of an Aircraft accident / incident, on the aerodrome or within the 1000 m area assessment from runway thresholds. The plan is exercised by table top or live-ex on alternate years iaw extant regulations. In addition, the Aerodrome Crash Plan is made available to the local Resilience Forum

3.3 Aerodrome Rescue and Fire Fighting Services and Training Orders. The Fire Station Manager, iaw [DSA02 DFSR](#), is to ensure that the following information is produced and contained via hyperlinks at [Annex M](#).

3.4 Disabled Air System Removal. The AO ensures that orders, contained at [Annex N](#), are in place to cover the requirement to quickly and safely remove an Aircraft that has caused a temporary closure of a runway, taxiway or Aircraft Servicing Platform (ASP), but falls beneath the criteria of an accident that would be dealt with separately under the Aerodrome Aircraft Crash Plan. If there is any doubt as to the status of an incident, advice may be sought from the Defence Accident Investigation Branch Air (Defence AIB Air) if a civilian Aircraft is involved.

⁶ Refer to [RA 3261\(2\)](#): Aerodrome Emergency Services, [RA 3263](#) – Aerodrome Classification and [DSA02 DFSR](#) – Defence ARFF Regulation.

⁷ Refer to [RA 3049](#) – Defence Contractor Flying Organisation Responsibilities for UK Military Air System Operating Locations.

⁸ Refer to RA 3261(2): Aerodrome Emergency Services, RA 3263 – Aerodrome Classification and DSA02 DFSR – Defence ARFF Regulation.

Refer to RA 3049 – Defence Contractor Flying Organisation Responsibilities for UK Military Air System Operating Locations. Refer to RA 1400(1): Flight Safety.

For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 5 will be used.

For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 7 will be used.

Chapter 4 - Air Traffic Services and Local Procedures

4.1 ATC Orders. ATC Orders are produced to cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders must also take into account any direction and guidance contained with the [MMATM](#) and iaw [ATM 3000](#) (RAs) to ensure compliance and are to be contained at [Annex O](#).

4.2 Local Flying Procedures are held via this [link](#). Tern Hill procedures are held within this document.

Chapter 5: Aerodrome Administration and Operating Procedures

5.1 Aerodrome Data Reporting. The AO is responsible for the ownership of the aerodrome data and ensures all data provided is correct at all times. Orders for the reporting procedures to advise the relevant agency of any permanent changes to aerodrome information are contained at [Annex P](#). Further guidance on Aerodrome Information and notification is contained in [UK Air Information Publication \(AIP\) / Mil AIP](#).

5.2 Aerodrome Serviceability Inspections. Orders, contained at [Annex Q](#), for the inspection of the Aerodromes are produced and conducted iaw [RA 3264](#).

5.3 Aerodrome Technical Inspections. Orders, contained at [Annex R](#), for the technical inspection of the aerodrome are produced and conducted iaw aerodrome regulations. If present, it is suggested that a technical inspection of aerodrome lighting is to be conducted daily by the qualified SME. In addition to these inspections, it is suggested as a minimum routine maintenance is to be carried out on all surfaces and equipment as [Annex R](#)

5.4 Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection. Orders, at [Annex S](#), are intended to give an overview of the processes and procedures in place. Further details can be obtained by contacting the Aquila Service Desk on 01939 722711 or email Servicedesk@aquila-ATMS.com

5.5 Aerodrome Works Safety. Orders, contained at [Annex T](#), for the control and supervision of work in progress on the aerodrome have been produced.

5.6 Aerodrome Users - Vehicle and Pedestrian Control. Orders, contained at [Annex U](#), for the control of vehicular and pedestrian traffic on the aerodrome are to be written iaw [RA 3262](#)⁹

5.7 FOD Prevention - Training and Awareness. Orders, contained at [Annex V](#), have been produced with regards to FOD prevention, training and awareness.

5.8 Aerodrome Wildlife Management. The AO has ensured that comprehensive orders on wildlife management are produced and contained in [RLG Tern Hill AWCMP](#) at [Annex W](#).

Note: For details concerning RAF Aerodrome WCU policy see [Battlespace Management Force Orders](#).

5.9 Low Visibility Operations (LVO). Orders for Low Visibility at Tern Hill are limited due to its remote location and type of airfield, and do not cover the all the requirements in [RA 3274](#). Orders contained at [Annex X](#), are hyperlinked to another document. If required, details of how to measure and report Runway Visual Range are contained within RA 3275.

5.10 Snow and Ice Operations. Orders for snow and Ice operations at Tern Hill are limited due to its remote location and type of airfield and do not cover the all the requirements in [RA 3278](#). A decision will be made by the EFS, after consulting with Met, the DA and possibly the Tern Hill Fire Rescue team as to the usability of the field. Generally, if there is any snow deep enough to cover the surfaces will result in flying ceasing and the RLG closing.

[Annex Y](#), is linked to the RAF Shawbury Contingency Plan 3 that covers Shawbury, Tern Hill and Chetwynd.

5.11 Thunderstorm and Strong Wind Procedures. Orders contained at [Annex Z](#) have been produced to cover Aircraft operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds.

5.12 Civil Air System Aerodrome Usage - Terms and Conditions. Use of MOD Aerodromes by civil registered Aircraft must be iaw [JSP 360](#)¹⁰. Orders are contained at [Annex AA](#). Orders cover the eventuality of a breach of terms and conditions; any breach could constitute grounds for the privilege of operating at the aerodrome being withdrawn temporarily or permanently. Civil registered Aircraft captains wishing to operate in and out of a MOD aerodrome must agree to abide by the aerodromes extant Terms and Conditions which must reflect [JSP 360](#).

No civil fixed wing aircraft are permitted due to the disrepair of maneuvering and runway surfaces.

5.13 Safeguarding Requirements - Waivers and Exemptions. The procedures involved in safeguarding the operational environment of military aerodromes is explained in greater detail in the [RA 3500](#) Series¹¹ and depends upon whether the obstacle is sited within or outside MOD property. All Safeguarding activities are conducted iaw extant regulations and any waivers or exemptions issued by the MAA are promulgated at [Annex F](#) to the DAM and a corresponding record of the validity recorded in the [DAAF](#).

5.14 Aerodrome Assurance Activity. The AO will ensure that reports, surveys and assurance documentation, regarding the aerodrome and its facilities are captured within the [DAAF](#). In addition, the AO will determine which 2nd Party assurance reports (of those involved in activities on or around the aerodrome) are also captured¹². More details are available in the [ASMP](#) and [Ops Wg Assurance Portal](#).

5.15 Electrical Ground Power Procedures. There are no ground power facilities at Tern Hill; therefore, Annex BB is not applicable.

5.16 Aviation Fuel Management Procedures. There are no refuelling facilities at Tern Hill; therefore, Annex CC is not applicable

5.17 Hazardous Materials - Spillage Plan. Orders, contained at [Annex DD](#), for Hazardous Materials Spillage have been produced. [CP06 Spillage Plan](#)

5.18 Jettison and Fuel Dumping Area. There are no jettison or fuel dumping areas; therefore, Annex EE is not applicable.

5.19 Compass Swing Area. There is no Compass Swing Areas at Tern Hill; therefore, Annex FF is not applicable.

5.20 Explosive Ordnance Disposal Area. There are no designated EOD areas at Tern Hill; therefore, Annex GG is not applicable

5.21 Dangerous Goods (DG) Procedures. Orders for the control and management of DG in accordance with extant regulations are contained in this link [Dangerous Goods Manual and IATA Dangerous Goods Regulations](#); however, Dangerous Goods are not to be embarked or disembarked from RAF Tern Hill; therefore, Annex HH is not applicable.

5.22 Hydrazine (H70) Leak. There are no facilities to respond to a hydrazine leak at Tern Hill, therefore air systems containing a hydrazine hazard are not permitted to land at the unit. Annex II is not applicable.

5.23 RPAS Orders. If applicable, orders contained at [Annex JJ](#) are to be produced to cover the authorized operation of RPAS within the Air Traffic Zone Boundary.

⁹ Refer to [RA 3262](#) – Aerodrome Access. The points in this document are to be considered as a minimum.

¹⁰ Refer to [JSP 360](#) - Use of Military Aerodromes by Civil Aircraft. This will need to be made available to civil operators on request.

¹¹ Refer to [RA 3500](#) Series – Aerodrome Design and Safeguarding.

¹² For example, Air Traffic Control BM STANEVAL (ATM) reports.

Annex A - Aerodrome Operator Letter of Delegation

[Letter of delegation via this link](#)

[Letter of response via this link](#)

Previous AOs:

Date From	Date To	AO	Post	HoE
3 Sep 15	4 Oct 16	Wg Cdr N Ibbetson		Gp Capt J L Appleton
4 Oct 16	19 Jan 17	Sqn Ldr A Vine		Gp Capt J L Appleton
20 Jan 17	28 Mar 18	Wg Cdr P O’Kennedy	OC Ops Wg	Gp Capt R S Norris
28 Mar 18	9 Jul 18	Sqn Ldr D Brady	OC Ops Sqn	Gp Capt R S Norris
9 Jul 18	30 Jul 20	Wg Cdr M Jordan	OC Ops Wg	Gp Capt R S Norris
30 Jul 20	02 Dec 22	Wg Cdr L Turner	OC Ops Wg	Gp Capt C Mullen
02 Dec 22	30 Jun 23	Wg Cdr L Turner	OC Ops Wg	Gp Capt A Baron
30 Jun 23	21 Dec 23	Wg Cdr M Kluth	OC Ops Wg	Gp Capt A Baron
20 Dec 23	Present	Sqn Ldr M T Pipkin	SATCO	Wg Cdr A Jones

Annex B - Safety Meeting Structure

1. The safety meeting structure flow diagram can be found at Fig10.0 and the meeting agendas and attendees found in Annex C of the [ASMP](#).

Annex C - Aerodrome Key Stakeholders

Post	Name	Role	Mil Work No:	Civilian Work No:
Stn Cdr	Wg Cdr Alan Jones	Head of Establishment (HoE)	95531 7260	01939 250351 Ext 7260
1 FTS Comdt	Gp Capt Andy Baron	DDH	95531 7100	01939 250351 Ext 7100
1 FTS Mil CAM and CAE	Wg Cdr James Sills	1 FTS Mil CAM and CAE	95531 7498	01939 250351 Ext 7498
PE	Sqn Ldr McIlmurray	Principal Engineer, RAF Shawbury	Via SKYPE	
ASM	Sqn Ldr Chris Pepper	Air Safety Manager	95531 7135	01939 250351 Ext 7135
SFSO	Sqn Ldr Gary James	Stn Flight Safety Officer	95531 6666	01939 250351 Ext 6666
SATCO	Sqn Ldr Mark Pipkin	Aerodrome Operator (AO). Responsible for all aspects of ATC at RAF Shawbury, RLG Tern Hill & Chetwynd RLG, including inspection and maintenance of operating surfaces and lighting	95531 7231/7232	01939 250351 Ext 7231/7232
Sqn Ldr Ops	Sqn Ldr Siobhan Smith	Responsible for the Command of Operations Flight, supervision and management of Stn Operations and Flight Planning, coordination of aerodrome contingency plans, DAM and aerodrome support	95531 7163	01939 250351 Ext 7163
RAF Shawbury Gliding Club	WO Kev Morley	OC RAF Shawbury Gliding Club	95531 7170	01939 250351 Ext 7170
OC 632 VGS	Sqn Ldr Graham Delaney RAFVR(T)	OC 632 VGS (2 FTS) – Tern Hill only	94462 8329	01630 698257 Ext 8329

Annex D - Aerodrome Operators Hazard Log

1. The combined AOHL for RAF Shawbury, RLG Tern Hill and RLG Chetwynd is available on MOD SharePoint via the [link](#). The AOHL is a living document subject to frequent review and amendment, hence it is not copied within this Annex.

Annex E - Formal Aerodrome Related Agreements

1. **Validity.** All Letters of Agreement are subject to 5 yearly review unless otherwise stated. The link attached comprises of Shawbury, Tern Hill, Chetwynd and LFA 9.
[LoAs](#)

Annex F - Aerodrome Waivers, Exemptions and Alternative Acceptable Means of Compliance

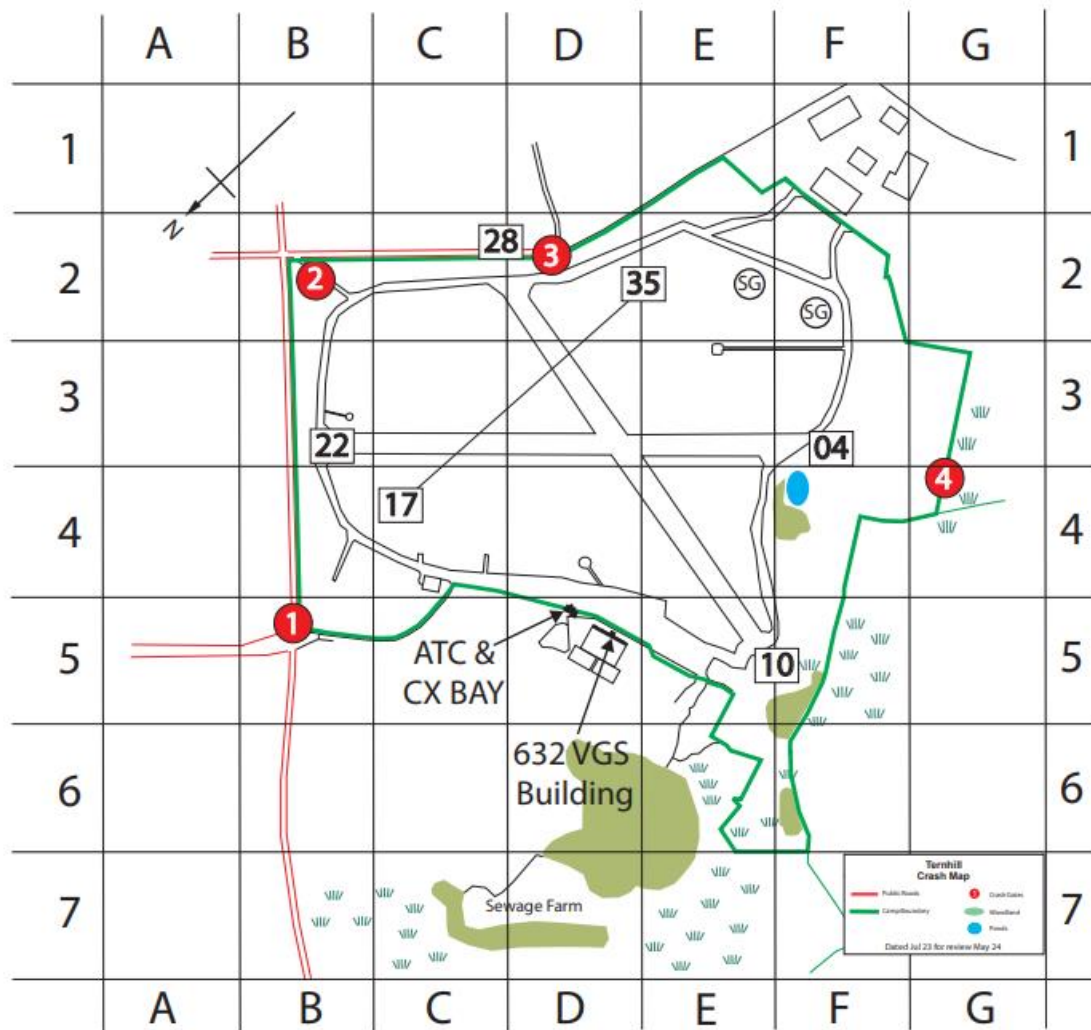
1. **Contents.** Copies of all aerodrome related Waivers, Exemptions and AAMC are captured in the following link [AOHL and Non-Compliance Register \(Tab5\)](#).

Annex G - Aerodrome Location and Control of Entry and Access

1. **Aerodrome Location.** Tern Hill aerodrome is located 15 miles NE of Shrewsbury and 16 miles SW of Stoke-on-Trent.
2. **By Car.** Travelling from the North-West (Chester) A41; North-East (Manchester) M6/A53; West (Wales) A5; South-East (Birmingham) M54/A41; South (Cardiff) A49. Sat Nav TF9 3QE, 'What3words' app, Main Gate – vertical.slimy.highbrow; RV Location, ATC – bogus.onlookers.camera; Via Crash Gate 2 – flies.property.mailboxes
3. **By Train.** The closest train station is in the village of Prees, about 6.5 miles from Tern Hill. From each station a taxi will be required to the camp gates with the fares varying. Alternately, buses are also available with times variable.



Ternhill Crash Map



Annex H - Noise Abatement Procedure Orders

1. There are no specific Noise Abatement Procedures for Tern Hill but users are to read the Shawbury [Sensitive Areas List](#) SAL and the [Daily Brief](#) prior to flight.

Annex I - Temporary Obstruction Orders

1. When dealing with a temporary obstruction on or around the manoeuvring area that is considered to be a hazard to either aircraft or vehicles, ATC should ensure that the area is clearly marked and visible to all airfield users.
2. Obstructions should be marked in accordance with extant regulations using approved high visibility markers, tape or fencing. Not lit at night.
3. The ATC Supervisor should advise Station Operations of the temporary obstruction.
4. Station Operations are to brief details of the obstructions at the morning and night flying briefs.

Annex K - Manoeuvring Area Safety and Control Orders

SPECIAL PROCEDURES		
1	Arrangements for allocating Air System parking positions	There is no parking at Tern Hill
2	Arrangements for initiating engine start	Nil
3	Ensuring clearance for Air System push-back (if required) / restricted taxiing	Nil
4	Marshalling services.	Nil
5	Follow-Me' provision.	Nil
6	Orders on operation of the 'Follow-Me' vehicle procedures and Air System marshalling.	Nil
PROCEDURE to ENSURE MANOEUVRING AREA SAFETY		
7	Protection from jet blast.	Nil
8	Enforcement of safety precautions during Air System refuelling operations.	There are no refuelling facilities at Tern Hill
9	Orders for Runway and Apron sweeping; Apron cleaning	Nil
10	Arrangements for reporting incidents and accidents on an apron etc	Incidents or accidents are to be reported to the appropriate authorities and followed up with the correct reporting procedure for trending and H&S purposes through the RAF Shawbury SFSO.

1. The information below is intended to give an overview of the processes and procedures in place. For full details, please contact the AMSU Engineering Manager on 01939 250351 Ext 7464.
2. **Ground Handling Procedures.** Procedures for the ground handling of visiting aircraft can be found in the Babcock Shawbury Local Procedures SH-LP-OP-02. The procedures identify the general precautions and actions to minimize the safety risk to both aircraft and personnel when ground handling aircraft, other than taxiing. It includes the precautions and actions required when operating Ground Support Equipment (GSE) and vehicles around aircraft. It details additional precautions to be taken in particular environments, including aircraft arrival and departure. Although the detail of the procedures can be found in the Local Procedure above, a general description is as follows:
 - a. RAF Shawbury operates general dispersal precautions which include approaching aircraft in full view of the pilot when a clear signal has been received from the aircrew that is safe to proceed; keeping all dispersal

and landing areas clean; securing all loose items or clothing and operating vehicles strictly within the Airfield Regulations.

- b. Aircraft towing will be carried out in accordance with the OEM Maintenance Manual. Aircraft towing shall only be carried out by trained personnel who have been assessed as competent and authorised by the MAOS Engineering Manager. At night or in poor weather, additional precautions will be taken such as maximum permissible lighting (NVG compatible if appropriate), including floodlighting, aircraft navigation lights and tractor lights. All personnel will be appropriately dressed in distinctive Hi-Viz garments and light wands will be used. Handling will be conducted at a pace appropriate to the prevailing circumstances and conditions.
3. **De-icing.** Babcock Shawbury does not use any chemical anti-icing or de-icing. The only recognised method of de-icing for Babcock is to place the aircraft into a warm environment and allow de-icing naturally.

Where possible, aircraft are to be parked in enclosed structures during icing conditions. If this is not possible, but icing has occurred and aircraft are expected to fly, the de-icing procedure above is to be carried out prior to flight. If frost, snow or ice build-up is unavoidable, the de-icing procedure is to be completed as close as possible to the time that aircrew will accept the aircraft.

Consideration shall be given to preventing the aircraft being placed in a potential icing condition (i.e. from a warm environment into a sub-zero environment). This should be avoided but, when operationally necessary, the exposure time to sub-zero temperatures should be as short as possible to reduce the risk of aircraft icing.

For further details of the procedures utilised contact the AMSU Engineering Manager (Ext 7464) or Babcock Site Manager (Ext 7078).

Annex L - Emergency Orders / Aerodrome Crash Plan

1. The RAF Shawbury (combined) Crash and Major Incident Plan, Contingency Plan 02 (CP02) is available via this link [Link to Contingency Plans](#). If you are unable to access the documents, contact Stn Ops on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.
2. The procedures for the recovery of an unserviceable aircraft (“**DOWNBIRD**”) are detailed in [Contingency Plan 07 \(CP07\)](#).

Annex M - Aerodrome Rescue and Fire Fighting Services and Training Orders

OPERATIONAL OUTPUT		
1	Generic Standard Operational Procedures.	HQ Air DFR Portal
2	Local Standard Operational Procedures.	SSOs Part III Fire Station Orders – V7 link
3	FRS Generic Risk Assessments	GRAs folder link
4	Defence ARFF Service Provider Chief Fire Officers Instructions.	HQ AIR DFR Portal - CFOIs
5	Tactical Information / Response Plans covering site-specific operational requirements.	TiPs Folder link
6	Fire Section Orders.	FSOs are in 8 Parts. Section one review complete see link . Parts 2-8 are under review and will be added to the link idc. See FSM.
TASK RESOURCE ANALYSIS (TRA)		
7	TRA Report for each ICAO Aerodrome category promulgated at Chapter 2	link
TASK RESOURCE ANALYSIS (TRA)		
8	DFSR Form 01 - Response Area Assessment.	link
9	DFSR Form 02 - 1000m Assessment.	link
10	DFSR Form 03 - Water Assessment.	link
11	DFSR Form 04 - Category for Specific Hazard Assessment ¹³	link
12	DFSR Form 06 - Reduction of ARFF cover ¹⁴ .	link
TASK RESOURCE ANALYSIS (TRA)		
13	ARFF Training Area Orders.	link
14	ARFF Training Area Risk Assessments.	link

¹³ For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 5 will be used.

¹⁴ For Aerodromes operating under RA 3049: Defence Contractor Flying Organisation responsibilities for UK Military Air System Operating Locations, Form 7 will be used.

Annex N - Disabled Aircraft Removal

ATC Supervisor or ATCO I/C Actions

1	Notification of the ARFF Services (and Med Centre if there is a risk of casualties/injuries), with the information laid out in lines 3-7 as appropriate. In the event of an Emergency State, immediate emergency actions should be followed in the standard format.
2	Notify Station Operations and AMSU of the incident, with the information laid out in lines 3-9 as appropriate.
3	Aircraft identification and type.
4	Nature of Aircraft unserviceability (if known).
5	Location of Aircraft.
6	Section of the manoeuvring area affected and consideration if Airfield/Runway is BLACK.
7	Persons on Board (POB).
8	Estimated time of Arrival (ETA) of all Aircraft (if the Airfield/Runway is BLACK).
9	Latest time for affected Aircraft to divert (if the Airfield/Runway is BLACK).
10	Ensure that any unserviceable areas of the manoeuvring area are correctly marked, iaw MAA standards, to provide for safe Aircraft operation of the remaining areas.
11	Post incident, ensure section of area affected cleared/swept.
STATION OPERATIONS Actions	
12	Notify ATC and AMSU of a disabled aircraft if not already aware. (Consider notifying SMC if there are casualties/injuries)
13	Notify SO, AO, 1 FTS Mil Cam (CAE), SFSO and the appropriate Sqn (if it affects a station-based Aircraft).
14	Ensure the appropriate NOTAM has been raised (if required).
15	Contact Defence AIB Air, if applicable or if clarification is required that the Station assessment of the incident falls beneath that warranting an Air Accident Investigation Branch (AAIB) investigation ¹⁵
16	Obtain and record permission from the owner or duly authorized representative of the owner of the Aircraft to move the disabled Aircraft.
17	Notify all Aircraft operators likely to be affected if "AIRFIELD BLACK"
18	For civilian Aircraft, notify the Aircraft operating authority and AAIB.
19	Confirm with Engineering Authority or owner (or authorized representative) that the aircraft is airworthy post incident.
FIRE SECTION Actions	
20	Respond iaw DSA02 DFSR – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation and site-specific Incident Plan.
AIRCRAFT OWNER Actions	

21	The Aircraft owner is defined as the holder of the Certificate of Registration and can be held responsible for the Aircraft removal and disposal of fuel and other hazardous materials that have been spilt because of an incident (noting the aerodrome will have instigated the Unit Spill Plan). When advised of a disabled Aircraft, the owner can liaise with Station Operations to discuss its removal.
VASS / ENG CONTROL Actions	
22	Once cleared by Stn Ops and/or ATC, tow/lift/fly the disabled Aircraft clear.

¹⁵ If the AAIB elect to conduct an on-scene investigation, the disabled aircraft cannot be removed until authorized by the AAIB. AAIB will require Air System identification and type; nature of un-serviceability; location; section of the manoeuvring area affected and POB.

2023DIN06-024 - The Defence Accident Investigation Branch contains additional information on when and by what method Accidents and serious Incidents are to be reported to the DAIB.

Annex O - Air Traffic Control Orders

1. The information below gives an overview of the processes and procedures in place. For full details see the ATC Order Book available under 'Controllers Order Book' via this link [ATCOB Part 4](#). If you are unable to access the documents, contact Station Operations on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.
2. This order deals with matters which are specific to control of aircraft operating at RAF Shawbury, Tern Hill RLG and Chetwynd RLG. They complement, but do not replace, orders, regulations and instructions issued by higher authority: The Military Manual of Air Traffic Management, [Regulatory Article Series 3000](#) and Air Traffic Management Force Orders. Should situations arise which do not fall precisely within the provisions of these orders, the orders are to be interpreted in the best interests of the Service. Additionally, any cases of doubt are to be referred to the SATCO.

3. Controllers and Air Systems Operations Specialists carry out their duties in accordance with the operational orders.
4. [Annex UU of the Shawbury DAM](#) details the capacities permitted at Tern Hill dependant on ATC opening and provision of ARFF.

Annex P - Aerodrome Data Reporting Procedures

Reference:

A: [Manual of Military Air Traffic Management \(MMATM\)](#).

1. **AO.** The Aerodrome Operator (AO) is responsible for ensuring aerodrome data is accurate. The AO ensures that procedures are established, and resources provided to report changes to aerodrome physical characteristics or any other changes that may affect the safety of Aircraft operations.
2. **SATCO.** SATCO has overall responsibility for ensuring that information provided and published by AIDU for RAF Shawbury is correct.

3. **Authority to Amend.** In order to ensure amendments to AIDU documentation are correct, the following posts, as per AIDU direction, have been created to control change:
- a. **Delegated Authority (DA).** A post which has been given authority by the AO (typically SO2 or SO3 equivalent) to authorise the change of aeronautical information on their behalf, for the UK MIL AIP. The following posts are DAs at RAF Shawbury:
 - (1) Sqn Ldr Ops
 - (2) DSATCO
 - (3) WO ATC (Mr Buckley)
 - b. **Support Contacts (SC).** SCs are posts which are involved with the change request submission process, they act on behalf of the DAs. The following posts are SCs at RAF Shawbury:
 - (1) SHY-ATC Ctrl 18 (DSATCO)
 - (2) SHY-OC Ops Flt
 - (3) SHY-Ops Flt ASOS2 (AS1 Holt)
4. All changes to Flight Information Publications (FLIPs) are to be passed to No 1 AIDU in accordance with Ref A.

ATCO I/C	
1	Legislation, Standards and Technical References. Information relating to the aerodrome serviceability or hazards to air navigation is routinely updated through the AIP and NOTAM.
2	Reporting Procedures. Any situation that may have an immediate effect on the safety of Aircraft operations is reported as soon as possible. In the first instance to ATC / Stn Ops Flt (if present) by radio or telephone. If no ATC /Stn Ops Flt then to the AO or DA. .
3	<p>NOTAM¹⁶. The AO will ensure that all NOTAM action is recorded for possible 1st / 2nd and 3rd party audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances:</p> <ul style="list-style-type: none"> • A change in the serviceability of approach aids and radios. • A change in the operational information contained in the DAM and published in the Mil AIP. • Aerodrome works effecting the manoeuvring area or penetrating the OLS. • New obstacles which affect the safety of Aircraft operations. • A change in the availability of aerodrome visual aids, ie markers and markings, runway lighting, etc. • Any change in aerodrome facilities published in AIP. • Unusual air activities at the aerodrome.

¹⁶ NOTAM information must be provided by email. Where urgent advice can be given by telephone, it must be confirmed by email as soon as possible. Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy.

5. A record of all changes made relating to aerodrome changes is to be recorded in the [SHY Stn Ops Flt Assurance Portal](#)

6. Should anyone believe a change to the DAM is required then the following [Request for Change Form](#) should be completed and returned to [SHY-OC Ops Flt.](#)

Annex Q - Aerodrome Serviceability Inspections

AERODROME SERVICEABILITY INSPECTIONS		
1	Daily and weekly Aerodrome inspections are to be carried out by a Suitably Qualified and Experienced Person (SQEP) as specified by FLC.	
2	Daily, before the aerodrome is opened for flying on each occasion. If initial inspection is carried out in darkness, then a further inspection should be carried out after first light.	Yes

3	If the Aerodrome has been open for day flying and night flying is planned a further inspection is to be carried out before last light and is to include another functional test of Aerodrome lighting.	Yes
4	Where ATC is staffed on a 24-hour basis, an inspection is to be undertaken as soon as practicable after first light and again before last light and is to include a functional test of Aerodrome lighting.	Yes
5	Check the serviceability of all aerodrome traffic lights.	No traffic lights fitted
6	Controllers are to vacate the vehicle at random intervals and conduct a close-up visual inspection of an area of the grass landing area.	Yes
7	If doubt exists on the reliability of the aerodrome surfaces or its facilities.	Yes
8	After Work In Progress (WIP).	Yes
9	All inspections are logged in the ATC logbook, including any issues raised. It is at the ATCO IC's discretion which route they take, as a majority of the grassed landing area is inspected and relevant time is spent conducting the checks.	Yes
10	Any issues are to be reported to the relevant section subject matter expert (SME) and a record of the request and subsequent action maintained. Any sweeping requests are to be logged.	No sweeper on site
11	ATC is not present, the AO delegates management of inspection to other individuals but not the responsibility.	Yes
12	Before commencing the aerodrome inspection, the ATCO IC is to ensure that the Secure Management Radio Equipment (SMRE) is selected to the correct channel and a suitably qualified Information Specialist is present in the Visual Control Room (VCR) before entering the airfield. The ATCO IC is to broadcast all relevant movements on SMRE as per CAP413.	Yes
13	All grassed areas and sloping ground are to be inspected thoroughly for the following:	
14	Degradation	Yes
15	Wear and tear.	Yes

16	Drainage	Yes
17	Deficiencies in WIP	Yes
18	FOD	Yes
19	All lighting is to be inspected and any unserviceability reported immediately to the airfield electricians via the ATC Supervisor.	Other than obstruction lights, Tern Hill has no lighting
20	A weekly inspection is to be conducted by SATCO or an appointed deputy. This is also to be logged in the ATC Watch Log.	Yes

R - Aerodrome Technical Inspections

AERODROME TECHNICAL INSPECTIONS		
1	Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Air System iaw AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications.	Transmitters & receivers & WAM (Aquila)

2	Runway, taxiway and obstruction lights, along with PAPIs and aerodrome traffic lights are inspected daily.	Obstruction lights only - Aquila
3	Main earth points are to be tested every 24 months. The resistance is to be as low as possible but is not to exceed 10 ohm. Temporary earth points are to be tested at regular intervals (at least annually) and must not exceed 10,000 ohm.	Aquila
4	Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance.	SATCO, DIO, VIVO
5	All Aerodrome signs are inspected weekly by a SQEP and monthly by DIO SME.	SATCO
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 monthly. Where the alternative input power supply is provided by independent generators, they must run for at least 15 min under full load when carrying out this check.	DIO, VIVO
7	Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily.	Not fitted

Annex S - Radio, Radar & Navigation Maintenance

Not all equipment referenced below are available at Tern Hill

1. All Maintenance and monitoring of Radar, Radio and Nav Aids is the responsibility of AQUILA. All queries can be raised through the AQUILA Helpdesk
ServiceDesk@aquila-atms.com

2. All local safeguarding, protection and inspections of Radar, Radio and Navigational Aids at RAF Shawbury is done in line with AP600 Order 2.1.2 as follows: [AP600 ORDER 2.1.2 - GROUND RADIO INSTALLATIONS - INTEGRITY](#)
3. In particular, the Airfield Support Team (AST) at RAF Shawbury is responsible for 3-Monthly Inspections iaw AP600 Order 2.1.2 under the HADES contract

Annex T - Aerodrome Works Safety

AERODROME WORKS SAFETY	
1	Work in Progress (WIP) Records. WIP records are maintained iaw RA 3266 ¹⁷ . In ATC / Ops a plan of the aerodrome is kept prominently displayed in both ATC and Aerodrome Operations for the purpose of marking all obstacles, nature of obstruction marking and work in progress. In ATC it is the overall responsibility of the ATCO IC to ensure that the information displayed on the plan is always

	fully up to date. In Station Operations the responsibility rests with the Duty Ops Controller.
2	WIP Log. A WIP Log is to be established iaw RA 3266 . In ATC, in addition to an aerodrome plan, WIP Log is to be maintained in the control tower. In order to certify that the extent of the work area and ATC briefing has been fully understood, each entry is signed by the both the ADC and supervisor of the working party. This is to be completed before any work commences
3	WIP Briefings. Supervisors of any working parties are fully briefed on their responsibilities. In ATC / Aerodrome Operations the ATCO in command is responsible for ensuring that the supervisor of the working party is properly briefed. The briefing is to include as a minimum the following details:
4	Limits of the work area.
5	Direction of Aircraft movements.
6	Parking area for works vehicles and equipment.
7	Control to be exercised over works vehicles and workers
8	Signals to be employed.
9	FOD prevention.
10	<p>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 are to be produced. All aerodrome work is clearly marked using approved high visibility markers. The works supervisor is to be issued with an SMRE radio or the ATC duty driver is to be tasked to accompany the working party.</p> <p>The works supervisor or ATC driver is to maintain radio contact with ATC and ensure the work party moves clear of the manoeuvring area prior to any aircraft movement in their vicinity. The ATC supervisor/ ATCO IC is responsible for issuing orders and instructions to the work party. Aircraft captains are to be informed of any WIP that may affect aircraft operations, including any unique taxi instructions or procedures</p>
11	Grass Cutting. A grass cutting plan is established and maintained in accordance with the aerodrome policy. When grass cutting is taking place in the vicinity of the EOL Strips, the grass cutter is to wear a headset and be contactable on SMRE at all times.

¹⁷ Refer to RA 3266 – Aerodrome Maintenance

Annex U - Aerodrome Users - Vehicle and Pedestrian Control

- Orders contained in this annex are for the [control of vehicular and pedestrian traffic](#) on the aerodrome are written iaw [RA 3262](#).

PROCEDURE to ENSURE MANOEUVRING AREA SAFETY

1	Aircraft Manoeuvring Area.	Included in the Airfield Brief
2	Aprons	Included in the Airfield Brief
3	Aerodrome Driving Permit (ADP).	<p>1. Access to and egress from the Station is via the Main Gate only. Only those with a valid reason for entering are permitted entry, if in possession of the correct passes and (for non-sy cleared personnel), if escorts are available.</p> <p>2. Personal Passes. Non-permanent pass holders can be processed at the Main Guardroom (MGR), 24/7/365, for a temporary personal pass. Permanent passes are only issued to entitled personnel during normal working hours.</p> <p>3. Vehicle Passes. All vehicles entering the Stn must have an approved vehicle pass. Permanent private vehicle passes issued at other MOD Stns/Units or establishments will not be accepted. Service vehicles will be authorised access on production of MT paperwork (F658/A) which must be displayed at all times whilst the vehicle is on the Stn.</p>
4	Aerodrome Access Permits (AAP)	AAP are issued after an Aerodrome Driving Brief and must be reissued yearly
5	Aerodrome Access Briefs	Airfield brief is delivered weekly or if required by appointment (WiP)
6	Data Protection	Records of visitors and vehicle pass issues are held electronically in accordance with the Data Protection Act 1998.
7	Health & Safety	All visitors, whether Service or Civilian, on their first visit to the Stn are to familiarise themselves with the H&S brief. The brief is printed on the back of the vehicle pass and copies are on display in the MGR Reception Area.
8	Escorting	Visitors will be afforded unescorted access if they possess the relevant level of security clearance. All visitors that do not possess the relevant level of security clearance will be escorted.
9	Access Routes.	Included in the Airfield Brief

10	Orders for Airside Vehicle Control.	Anyone who has a requirement to access the airfield and is not in possession of an airfield permit issued at RAF Shawbury is to: a. Prior to the visit, inform their sponsor of the need for a brief from ATC. b. Wait for their visit sponsor to escort them to ATC, to receive an airfield brief. c. Obtain an airfield permit and airfield access card from ATC.
11	Additional Orders for Drivers on Aprons (ASPs).	Included in the Airfield Brief
12	Additional Orders for the Control of Airside Vehicles at Night.	Included in the Airfield Brief
13	Orders for Pedestrians / cyclists / riders / dog walkers / runners etc.	Included in the Airfield Brief and additionally in SSOs.
14	Signals for the Control of Vehicles and Pedestrians.	Included in the Airfield Brief
15	Speed Limits.	30mph day and night
16	Annual review of Aerodrome Driving Orders.	Annually

2. RAF Shawbury regulations are contained within this link [AIRFIELD DRIVING REGULATIONS](#) . Although Ternhill does not have specific driving regulations, the regulations at Shawbury are to be taken in spirit and abided by if vehicle or pedestrian access is required to the Ternhill airfield.
3. The full Control of Entry Policy for RAF Shawbury is OFFICIAL – SENSITIVE. This document is an abridged and sanitised version of that policy. For access to the complete Control of Entry Policy, please contact the SSyO on 01939 250351 Ext 7371 or email RAFP-SHYPS@mod.gov.uk.
4. **Access.** Access to and egress from the Station is via the Main Gate only. Only those with a valid reason for entering are permitted entry, if in possession of the correct passes and (for non-sy cleared personnel), if escorts are available.
5. **Personal Passes.** Non-permanent pass holders can be processed at the Main Guardroom (MGR), 24/7/365, for a temporary personal pass. Permanent passes are only issued to entitled personnel during normal working hours.
6. **Vehicle Passes.** All vehicles entering the Stn must have an approved vehicle pass. Permanent private vehicle passes issued at other MOD Stns/Units or establishments will not be accepted. Service vehicles will be authorised access on production of MT paperwork (F658/A) which must be displayed at all times whilst the vehicle is on the Stn.

7. **Data Protection.** Records of visitors and vehicle pass issues are held electronically in accordance with the Data Protection Act 1998.
8. **Health & Safety.** All visitors, whether Service or Civilian, on their first visit to the Stn are to familiarise themselves with the H&S brief. The brief is printed on the back of the vehicle pass and copies are on display in the MGR Reception Area.
9. **Escorting.** Visitors will be afforded unescorted access if they possess the relevant level of security clearance. All visitors that do not possess the relevant level of security clearance will be escorted.
10. **Airfield Access.** Anyone who has a requirement to access the airfield and is not in possession of an airfield permit issued at RAF Shawbury is to:
 - a. Prior to the visit, inform their sponsor of the need for a brief from ATC.
 - b. Wait for their visit sponsor to escort them to ATC, to receive an airfield brief.
 - c. Obtain an airfield permit and airfield access card from ATC.

Annex V - FOD Prevention - Training and Awareness

1. The RAF Shawbury FOD Prevention and Recovery Plan is an inclusive plan which covers Shawbury, Tern Hill and Chetwynd. The FOD Prevent and Recovery Plan can be found [20230401-RAF Shawbury FOD Prevention & Recovery Plan V2 dated 01 Apr 2023-.pdf](#). If you are unable to access this link, please contact the RAF Shawbury FOD Officer on 01939 250351 ext 6660.

Annex W - Aerodrome Wildlife management

1. The AO has ensured that comprehensive orders on wildlife management are produced and contained in [RLG Tern Hill AWCMP](#) .

Note: For details concerning RAF Aerodrome WCU policy see [Battlespace Management Force Orders](#).

Annex X - Low Visibility Operations

1. A decision will be made by the EFS, after consulting with Met, the DA and possibly the Tern Hill Fire Rescue team as to the usability of the aerodrome.
2. The information below is intended to give an overview of the processes and procedures in place. For full details see the [ATC Order Book Part 2](#) . If you are

unable to access the document, contact Station Operations on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk

Annex Y - Snow and Ice Operations

1. Orders for snow and Ice operations at Tern Hill are limited due to its remote location and type of airfield and do not cover the all the requirements in [RA 3278](#). A decision will be made by the EFS, after consulting with Met, the DA and possibly the Tern Hill Fire Rescue team as to the usability of the field. Generally, if there is any snow deep enough to cover the surfaces will result in flying ceasing and the RLG closing.

2. [Here](#), is linked to the RAF Shawbury Contingency Plan 03 that covers Shawbury, Tern Hill and Chetwynd.

Annex Z - Thunderstorm and Strong Wind Procedures

1. Precautionary procedures **shall** be followed in adverse weather conditions.
2. In the event of forecast and/or deteriorating weather conditions the Executive Flying Supervisor (EFS) **should** determine whether restrictions should apply to flying operations.

3. If a general recall is necessary, the EFS **should** decide whether the recall is to be to RAF Shawbury or an appropriate alternative.

THUNDERSTORM AND STRONG WIND PROCEDURES		
1	Strong wind and gale procedures.	Strong Winds. Wind speeds (steady or gusting) >25kts for Juno and >30kts for Jupiter, impact on aircraft operations. The EFS, in consultation with Airbus engineers, should determine whether restrictions should apply to flying operations in such conditions.
2	Use of vehicles to protect / shield ac vulnerable to strong winds	Unless the AS is disabled there are no contingencies for shielding AS at Chetwynd
3	Pax loading / unloading limits in strong winds.	N/A
4	Lightning Risk Orders.	<p>1. Thunderstorm Activity.</p> <p>a. Thunderstorm level categories are defined as:</p> <ul style="list-style-type: none"> i. HIGH. A thunderstorm is occurring or is expected over the site in the immediate future (normally within 15 minutes). ii. MODERATE. Thunderstorms are developing, or have been reported, within 40km of the site, but are not expected to affect the site in the immediate future. iii. LOW. Thunderstorms are not occurring at the present time or are not expected. <p>b. If the Met Office declares Thunderstorm Level HIGH:</p> <ul style="list-style-type: none"> i. Underslung load operations should cease. ii. Air System refuelling operation – No refuelling facilities

Annex AA - Civil Registered Aircraft Aerodrome Usage - Terms and Conditions

Disclaimer.

1. Whilst the AO will use all reasonable endeavours to advise Civilian Users of any changes to the Terms and Conditions (T&Cs), it will be for the civilian users to

ensure that they are aware of extant T&Cs. The AO shall not be liable for any loss or damage (whether direct or indirect) arising out of any change in the T&Cs.

Tern Hill will not accept fixed wing AS of any kind due to the poor condition of the runway and manoeuvring surfaces.

CIVIL REGISTERED AIRCRAFT AERODROME USAGE - TERMS AND CONDITIONS		
1	The Terms and Conditions may be varied at any time by the Aerodrome Operator to reflect any changes, amendments or additions to working practices at the specific aerodrome.	
2	Winter Operations.	<p>No aircraft de-icing available</p> <p>Procedures for winter operations are detailed in Contingency Plan 03 (CP03) Operation BLACKTOP. If you are unable to access the document, contact Station Operations on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.</p>
3	Operational Support.	Flight planning
4	Passenger Handling.	<p>Nil</p> <p>Military units are not responsible for providing accommodation or messing, telephone services, transportation facilities or car parking for civil aircrew or their passengers, except in emergency at the AO's discretion, or where special arrangements have been provided by the MOD.</p>
5	Animal Handling.	No handling
6	Refuelling Services.	Nil
7	Catering.	Nil
8	Aircraft Maintenance.	<p>Nil</p> <p>RAF Shawbury personnel will not undertake aircraft maintenance, servicing, handling or loading of civil aircraft, except, at the discretion of the AO, or where special arrangements have been approved by the MOD, assistance can be given to an aircraft which lands in emergency or for reasons of National importance.</p>
9	Security.	Nil

10	Flight Safety	<p>Station Flight Safety Officer</p> <ul style="list-style-type: none"> a. Appropriate ATC and safety services will be in readiness whenever flying takes place. b. All civilian visitors must comply with ATC instructions and not conflict with Defence operations. c. The declared ICAO crash category may change with no notice. d. In the event of any critical safety failings a NOTAM will be sent out detailing the occurrence and impact.
11	Aircraft Handling.	<p>Limited, prior notification required</p> <ul style="list-style-type: none"> a. Tern Hill is only equipped to handle aircrew. b. Catering facilities are available to 'crews only'. c. No HM Customs services available. d. Additional security will not be added for the protection of a civilian aircraft.
12	Whilst the AO will use all reasonable endeavours to advise Civilian Users of any changes to the Terms and Conditions, it will be for the Civilian Users to ensure that they are aware of extant Terms and Conditions. The AO will not be liable for any loss or damage (whether direct or indirect) arising out of any change in the Terms and Conditions.	
13	All Civilian Users are to operate iaw extant Department for Transport National Aviation Security Programme and wider Air Transport Security protocols.	
14	Opening hours for civilian operators (Including weekdays and public holidays).	A/R by RAF Shawbury

15	Confirmation if Charter [Airline] operations are permitted to operate from the aerodrome.	No
16	Confirmation if Scheduled Aircraft operations are permitted to operate from the aerodrome.	Prior notification required and dependant on number of flights per year
17	Confirmation if the aerodrome is a designated Port of Entry, and if it has permanent HM Revenue and Customs (HMRC), UK Border Agency or SO15 (CTC) presence.	Prior notification required
18	Declaration that in the event of a Local or National Emergency whether declared or not the aerodrome may be closed to civilian operators. A non-exhaustive list of potential circumstances includes:	<ol style="list-style-type: none"> 1. Loss/Reduction of Crash category 2. Repatriation of troops. 3. Loss of power to all, or parts, of the aerodrome 4. Interruptions in communications both within the aerodrome and with external agencies. 5. Unforeseen natural disaster (Flooding, etc). 6. Unforeseen national epidemics (Swine Flu / Covid-19)
Note:	In the event of such closure all access to the aerodrome for any reason whatsoever may be restricted and no liability is accepted for any loss or damage (whether direct or indirect) arising.	

Annex DD - Hazardous Materials - Spillage Plan

1. The RAF Shawbury (includes Tern Hill) Spillage Response Plan is linked here ([CP 06 Fuel Spillage Plan](#)). Due to the size of the content, it is not repeated in this Annex. If you are unable to access the link, please contact Station Operations on 01939 250351 Ext 7163 or email SHY-Ops@mod.gov.uk.

Annex JJ – Remotely Piloted Air Systems (RPAS) Orders

1. Presently no Military UAS / RPAS operate within the Combined RAF Shawbury and Tern Hill Military Air Traffic Zone boundary. Protection is offered to our airfields in the form of Flight Restricted Zones (FRZ) and Runway Protection Zones (RPZ) around RAF Shawbury, as well as Tern Hill and Chetwynd (FRZ only) RLGs but the rest of the DUA is Class G airspace.

2. The point of contact for informing Shawbury of a drone flight is Stn Ops 01939 250351 x7163 or email shy-ops@mod.gov.uk. Details of the pilot and flight will be taken, plotted, and then passed on to the Station Flight Safety Officer (SFSO).
3. If the request is within the FRZ or RPZ or near to Tern Hill, then a discussion will take place with ATC before any permission is granted or refused. Shawbury is not mandated to give permission and will deal with each request on a case-by-case basis.
4. If permission is given, the SFSO will write a formal letter to the drone operator and send it as a pdf for the operator to pass to the manufacturer of their drone to get the geofencing unlocked. RAF Shawbury does not have the ability or a code to remove the geofencing.
5. Aircrew will be informed of the activity by the Daily Brief (if time permits) or transmitted by ATC radio.
6. If the notification to fly a drone falls within the DUA but outside the FRZ and RPZ then the SFSO will have a discussion with the operator and inform the aircrew via the Daily Brief (if time permits) or via ATC radio.

Annex UU - Local Flying Procedures

1. **Local Flying Procedures.** Tern Hill procedures are held within this document. [link](#).

