

Royal Air Force Woodvale



Flying Order Book

Section D

Woodvale Aircraft Owners' Ltd Orders

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FOB Section D – WAOL Orders

ORDER WDV D1 – WAOL Aerodrome Manual

References:

- A. Operating Agreement issued by SoS for Defence to Woodvale Aircraft Owners Ltd.

Rationale

To promote a safe environment for Woodvale Aircraft Owners Ltd (WAOL) flying operations and ensure that flying operations are supervised and conducted in accordance with correct operational procedures.

Contents

D1 (1): WAOL Aerodrome Manual
D1 (2): Operating Agreement
D1 (3): Flying Operation Procedures

Flying Order WDV D1 (1)

WDV D1 (1) In accordance with the Operating Agreement (OA) at Reference A, WAOL members **shall** operate in accordance with instructions contained within a WAOL Aerodrome Manual.

Acceptable Means of Compliance WDV D1 (1)

WAOL Aerodrome Manual

- General.** Section D of the RAF Woodvale Flying Order Book (FOB) constitutes the WAOL Aerodrome Manual. Complementary to Section B (Standing Orders Flying – General), Section D contains additional regulation such as CAA fuel, crash, fire and spill response procedures.
- Familiarisation.** Before undertaking flying operations from RAF Woodvale, WAOL members **should** familiarise themselves with the relevant sections of the RAF Woodvale FOB.
- Revision.** WAOL members **should** pay particular attention to relevant operational rules and flying orders and should refresh their knowledge of these at least every six months; or whenever an order is issued or amended.
- Acknowledgement of Changes/Amendments.** The OA states that evidence **should** be provided, on a six monthly basis, that WAOL members have acknowledged relevant flying orders and regulations. WAOL members **should** maintain a suitable system for recording individual acknowledgement of changes to flying orders, such as a 'red/green cardex' system.
- OC's Examination and Approval.** Section D Orders and the evidence of acknowledgement of changes/amendments, **should** be available to the Officer Commanding for examination and approval at any time.
- Bi-annual Inspection.** 1 Jan and 1 Jul are the dates stipulated in the OA for examination of WAOL Orders by the appropriate RAF authority, including acknowledgement of changes/amendments. Section D Orders **should** also be available for inspection by officials representing the CAA.

Guidance Material WDV D1 (1)

7. Nil.

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Flying Order WDV D1 (2)	WDV D1 (2) WAOL members shall operate in accordance with the Operating Agreement at Reference A.
Acceptable Means of Compliance WDV D1 (2)	Operating Agreement 8. Operating Agreement. A copy of the Operating Agreement is presented within the Woodvale DAM Chapter 2 Annex F (Formal Related Agreements). 9. Further guidance material is at the Operating Agreement within the Woodvale DAM Chapter 2 Annex F (Formal Related Agreements).
Guidance Material WDV D1 (2)	
Flying Order WDV D1 (3)	WDV D1 (1) WAOL members shall operate in accordance with correct operational procedures.
Acceptable Means of Compliance WDV D1 (3)	Flying Operation Procedures 10. Operational Procedures. Flying operations are subject to the regulations relating to the use of RAF airfields by civil aircraft and appropriate regulations laid down in the UK AIP relating to the use of Government airfields. Flights should be conducted in accordance with CAA regulations for the use of the airfield and facilities and in accordance with regulation within the RAF Woodvale FOB. 11. Controlling Regulations. In the context of operating from RAF Woodvale, WAOL members should comply with the more restrictive regulation as defined by the CAA or RAF (ie. RAF Woodvale FOB). 12. Log of Aircraft Movements. All flight movements should be entered in the Movements Log (sample at Annex A) prior to departure and, during RAF airfield operating hours, booked out by telephone through Air Traffic Control. 13. Guidance material is at Reference A.
Guidance Material WDV D1 (3)	

Annex:

A. WAOL Movements Log.

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Annex A to Order WDV D1

WAOL Movements Log

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ORDER WDV D2 – Security

Contents	D2 (1): Security
Flying Order WDV D2 (1)	WDV D2 (1) WAOL members shall be proactive in maintaining security of premises, retention of personal ID, escorting of visitors and for the reporting of damage.
Acceptable Means of Compliance WDV D2 (1)	<p>Security</p> <ol style="list-style-type: none">1. Physical Security. The WAOL hangar and premises should be kept locked when no members are present.2. Overnight parking. Aircraft are not to be left outside the hangar overnight.3. Airfield Access. WAOL members should be in possession of a valid civilian or MOD ID Card. Members who intend to drive any vehicle airside, including the FRV Land Rover without an ATC/MGR escort vehicle should be in possession of an in-date FMT600a (Airfield Driving Permit). WAOL members' guests should be escorted at all times within RAF Woodvale.4. Aircraft Access. If an aircraft is removed to allow access to another, it should not be left outside, other than at the specific request of the aircraft's owner.5. Smoking. Smoking is prohibited anywhere on the airfield, except within officially designated smoking shelters.6. Reporting of Damage. Damage to the structure of the hangar, premises or any WAOL property should be reported to the Chairman, Secretary, Treasurer or any other WAOL Committee Member.7. Damage to Aircraft. Damage of any nature, no matter how minor it may seem, to another aircraft should be reported to the aircraft's owner(s) and recorded in the WAOL/WPA Accident Book.8. Nil.
Guidance Material WDV D2 (1)	

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ORDER WDV D3 – Operations Out Of Hours – Negative Control

References:

- A. Operating Agreement issued by SoS for Defence to Woodvale Aircraft Owners Ltd.
- B. CAP 393 – Air Navigation – The Order and the Regulations.
- C. RAF Woodvale FOB Order B1 (3) - Flying Weather Limits.

Rationale

To promote a safe environment for Woodvale Aircraft Owners Ltd (WAOL) flying operations and ensure that flying operations are supervised and conducted in accordance with correct procedures when ATC is closed.

Contents

D3 (1): Permitted Operating Hours

D3 (2): Weather Minima

D3 (3): WAOL Duty Officer

Flying Order WDV D3 (1)

WDV D3 (1) Flying operations **shall** only be conducted within hours of operation stipulated in the Operating Agreement at Reference A.

Acceptable Means of Compliance WDV D3 (1)

Permitted Operating Hours

1. **Permitted Operating Hours.** Flying operations **should** only be conducted from RAF Woodvale between 0830(L) and 2100(L) or Sunrise and Sunset, whichever is the more restrictive.
2. **Exemptions.** Permission **should** be sought from SATCO for a specific departure or arrival outside these times. This does not extend to flying circuits outside of permitted times. Maximum use of noise abatement procedures **should** be employed. These include flying the Runway 03 and 21 'departure jinks' defined within RAF Woodvale FOB Section C¹ and straight-in approaches to land.
3. **Circuit flying.** Circuit flying practice **should not** be conducted after 1900(L).
4. **Night Flying.** Night flying is prohibited.
5. Nil.

Guidance Material WDV D3 (1)

Flying Order WDV D3 (2)

WDV D3 (2) WAOL Pilots flying within the Woodvale ATZ under negative control **shall** operate in accordance with WAOL weather minima.

Acceptable Means of Compliance WDV D3 (2)

Weather Minima

6. **Visual Flight Rules.** WAOL pilots **should** operate in accordance with visual flight rules (VFR) defined at Reference B. These VFR define the absolute weather minima for WAOL operations.

¹ The 'departure jink' procedures are described at Order WDV C4 (2) with illustrations provided at Annexes B and D to Order WDV C4.

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7. **Recommended Weather Minima.** Pilots **should** consider weather conditions equivalent to *Tutor Flying Phase 3²* as the 'recommended weather minima' for routine WAOL operations from RAF Woodvale:

Lowest base of significant cloud ...	1000ft (See Note).
Minimum visibility	4000 m.
Maximum wind strength	Aircraft flight manual (AFM) limit.
Maximum crosswind component ...	Aircraft flight manual (AFM) limit.

Note: In this context, significant cloud is 'scattered' (SCT) or greater (3-4 oktas or more).

Guidance Material WDV D3 (2)

8. Guidance material is at References B and C.

Flying Order WDV D3 (3)

WDV D3 (3) A Duty Officer (DO) **shall** be available at RAF Woodvale when WAOL aircraft are operating under negative control within the RAF Woodvale ATZ.

Acceptable Means of Compliance WDV D3 (3)

WAOL Duty Officer

9. **Duty Officer's Attendance.** The Duty Officer (DO) **should** be in attendance at the airfield not less than 15 minutes before the intended flight departure or arrival. The DO **should** be in attendance whenever aircraft remain within the vicinity of the airfield or on a local flight and not less than 15 minutes after the departure of a land-away flight.

10. **Persons Qualified to Act as DO.** All WAOL pilots who are in current flying practice and are in possession of an in-date airfield-driving permit may carry out the duty.

11. **WAOL Flying Members.** Current WAOL flying members are listed at Annex A (correct at date of publication).

12. **Responsibilities of Pilots.** Due to the ad hoc nature of WAOL flying, aircraft commanders **should** ensure that satisfactory arrangements are made to have a DO in attendance at least 15 minutes before any aircraft movements take place.

13. **Orders for the Duty Officer.** Orders for the DO, when WAOL are the sole operators of the airfield (ie. UAS/AEF/VGS are not operating) are defined at Annex B.

14. **Documents Available for DO.** The DO **should** locate Order D4: (Emergency Procedures under Negative Control). Additionally, the separate manual 'RAF Woodvale DAM - Emergency Orders (Aerodrome Crash Plan)' **should** be readily available. It contains the Airfield Crash Map and telephone numbers of the RAF Woodvale Executive Officers. All are situated in the FBU Operational Library.

² The Tutor Flying Phase Chart is at Annex D to Order WDV B1

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**Guidance
Material
WDV D3 (3)**

15. Guidance material is at Annexes A and B.

Annexes:

- A. WAOL Members.
- B. Orders for the WAOL Duty Officer.

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FOB Section D – WAOL Orders**Annex A to Order WDV D3****WAOL Members as of 01 Nov 18**

Aircraft	Surname	Name
G-BCVJ	Billington	David
G-BCVJ	Burke	Chris
G-BCVJ	White	Terence
G-BCVJ	Newton	Derek
G-BCVJ	Pope	Simon
G-BCVJ	Rothwell	James
G-BCVJ	Serlin	Matthew
G-BGPJ	Connolly	Paul
G-BGPJ	Dixon	Eric
G-BGPJ	Dixon	Jim
G-BGPJ	Dunn	David
G-BGPJ	Houghton	Gary
G-BGPJ	Manley	Roger
G-BGPJ	Moran	Peter
G-BGPJ	Wood	Roger
G-BGVZ	Walsh	Bill
G-GORV	Dooley	Steve
G-GORV	Yates	Mike
G-GORV	Zmyslowski	Andrzej
G-BTFO	Beswick	Peter
G-BTFO	Maguire	John
G-BTFO	Marsh	Ian
G-BTFO	Thomas	Phil
G-CKSR	Maher	Chris
G-CFTJ	Flood	Cedric
G-CCVM	Small	Jim
G-CCVM	Mothershaw	Michael
G-FKNH	Mothershaw	Mike
G-CLBT	Thompson	Bill
G-JUDE	Baker	Steve
G-JUDE	Cavey	Mike
G-JUDE	Davies	Neil
G-JUDE	Downes	Clive
G-JUDE	Lees	Gordon
G-JUDE	Minards	Bill
G-JUDE	Ridings	Peter
G-JUDE	Scott	Cliff
G-JUDE	Tinsley	David
G-JUDE	Wray	John

Honorary & Associate members		
Hon.	Burns	Alf
Hon.	Jones	Nigel
Hon.	Lonzardi	Primo
Hon.	Mercer	Jim
Hon.	Rothwell	Ed
Hon.	Sheldon	Ray
Assoc.	Brown	Kevin
Assoc.	Fleming	Ken
Assoc.	Harris	Norman
Assoc.	Harvey	Dave
Assoc.	McMullen	James
Assoc.	Brackell	Roger

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Annex B to Order WDV D3 (3)

Orders for the WAOL Duty Officer

1. **Applicability.** These orders apply under negative control when WAOL is the sole operator at RAF Woodvale.
2. **Radios.** The DO **should** Switch on Base radio and the DO's handheld *icom* transceiver. Select 121.00MHz and verify sufficient volume is set by listening to squelch.
3. **Meteorological Information.** The DO **should** select and maintain an Internet weather information service, using the FBU anemometer and the airfield windsock to select the duty runway.
4. **Main Guardroom.** The DO **should** inform the MGR supervisor of pending airfield inspection and WAOL flying operations. He **should** consult the MGR supervisor for any information on contractors likely to be present on the aircraft manoeuvring area during the period of WAOL operations.
5. **Airfield Inspection.** The DO **should**:
 - a. Conduct a detailed inspection of relevant aircraft manoeuvring areas, checking that surfaces clear of birds, obstructions and debris.
 - b. Select Land Rover lights and beacon ON.
 - c. Transmit intentions to enter and vacate aircraft manoeuvring areas on 121.00MHz.
 - d. Maintain diligent lookout and a listening watch through the *icom* radio.
 - e. Report equipment/airfield unserviceabilities. Airfield unserviceabilities should be reported to RAF Woodvale SATCO or OC Fg as soon as practicable.
6. **Briefing.** The DO **should** brief WAOL pilots on:
 - a. Ensuring that the pilot has acknowledged any recent changes to flying orders or local information as detailed in the WAOL '*in the red/green*' change log.
 - b. WIP on the airfield, including grass cutting, or issues arising from airfield inspection.
 - c. Weather tendencies including windspeed and direction. *Recommended* weather minima are: cloudbase (SCT or greater) 1000ft, visibility 4km.
7. **Movements Log.** The DO **should** check that aircraft commanders have made an entry in the Movements Log prior to flight and maintain a log of all visiting civilian aircraft movements.
8. **Woodvale Radio (A/G).** The DO **should** maintain a listening watch for all aircraft in the airfield circuit, or departing/arriving on 121.00MHz. The DO **should** retain the *icom* radio if required to leave the FBU.
9. **Emergency Action.** The DO **should** follow the Out of Hours Emergency Procedures at Order D4 and coordinate action in the event of a flying incident or accident, pending the arrival of the appropriate RAF personnel, in accordance with Annex M to RAF Woodvale DAM. The DO **should** inform other pilots of potential danger or change to expected runway, or a recommendation to divert.

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10. **Completion of Flying.** On completion of WAOL flying, the DO **should:**
- a. Advise MGR staff.
 - b. Switch off radios and ensure *icom* is returned to charging cradle. (Cradle will switch itself off after 3 hour charging cycle.)
 - c. Conduct security check of doors and windows and heaters, etc. before leaving the premises.

ORDER WDV D4 – Emergency Procedures under Negative Control

Reference:

A. Annex M to Chapter 5 of the RAF Woodvale DAM – Woodvale Air System Post Crash Management Plan.

Rationale

To provide guidance in dealing with an aircraft incident or accident, in accordance with correct procedures.

Contents

Flying Order WDV D4 (1)

Acceptable Means of Compliance WDV D4 (1)

D4 (1): Emergency Procedures under Negative Control

WDV D4 (1) The WAOL DO **shall** ensure that the correct procedure is followed in the event of an aircraft incident or accident.

Emergency Procedures

1. **Emergency Procedures.** In the event of an aircraft accident or incident, the WAOL Duty Officer **shall**:

ASSESS • Assess incident from Flight Briefing Unit (FBU)

CALL • 999 for FIRE and AMBULANCE services:

STATE: • Nature of Emergency and Location of Incident – see
Station Aerodrome Crash Plan at Reference A.
• Number of persons involved (if known).
• Your name and contact number - FBU: 01704 573900.

INFORM • Main Guardroom on extension 7777 or 7210.
• RAF Woodvale Station Duty Officer.

STATE: • Confirmation whether 999 services have been alerted.
• Nature of Emergency.
• Location of Incident – see Station Crash Plan.
• Your name and contact number - extension 7221.

ADVISE • Advise airborne WAOL aircraft of situation.
• Aircraft commanders **should** HOLD OFF in consultation with DO, but should make a contingency plan to divert, should this be necessary.

ASSIST • Dispatch any colleague(s) present for first assist.
They should **ONLY** approach incident if appropriate and **ONLY** if effective help can be given safely.

The Duty Officer **should** remain in FBU and monitor telephones and radio.

RECORD • As the situation permits, record significant events and times.

2. **Further Guidance.** Further guidance is at Reference A.

Guidance Material WDV E4 (1)

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ORDER WDV D5 – Fuel and Oil Procedures

Reference:

A. CAA Publication CAP 748 – Aircraft Fuelling and Installation Management.

Rationale *To define the correct handling procedures when dealing with aviation gasoline (AVGAS) and engine oil.*

Contents

D5 (1): Fuel and Oil Procedures

Flying Order WDV D5 (1)

WDV D5 (1)WAOL pilots **shall** follow correct procedures when handling AVGAS and aero-engine oils.

Acceptable Means of Compliance WDV D5 (1)

Fuel and Oil Procedures

1. **Risks.** The guidance material describes how personnel involved in fuel handling should take every effort to minimize the attendant risks associated with the handling of aviation fuel: fire & explosion, fuel quality and environmental from spills and leaks.
2. **Designated Fuelling Point.** The approved site for the WAOL bowser is the concrete hard-standing adjacent to the apron on the north side of the hangar.
3. **Fire Prevention.** Due to the highly inflammable nature of petroleum products, a FUELLING ZONE of at least 16m (50ft) **should** exist around the designated refuelling point. Sources of ignition are prohibited within this zone. A FOAM Fire Extinguisher **should** be available and re-fuelling personnel **should** be fully conversant with its operation.
4. **Fire Hazards.** Smoking is prohibited except in designated shelters on the Station. Other potential sources of ignition include:
 - Sparks from exposed battery connections.
 - Operating electrical switches.
 - Metal shoe studs on concrete.
 - Electronic devices, including mobile phones.
 - Thunderstorm Level High warning or risk of lightning.
 - Static electricity build-up.
5. **Bonding.** Static Electricity can build up quickly especially in cold dry weather. Every piece of refuelling equipment **should** be bonded (earthed) including the aircraft itself. Operators **should** ensure that the bonding wire is clipped to an unpainted area of the airframe eg. an exhaust stub.
6. **Refuelling with Persons on Board.** Refuelling personnel **should** ensure that no persons are on board an aircraft during refuelling.
7. **Recording of Fuel Delivery.** All fuel loaded from the WAOL Bowser **should** be recorded in the Fuel Loads Log at Annex A, which **should** be retained in the *Land Rover*.
8. **Oil Storage.** Individual aircraft oil supplies **should** be stored within a bunded container such as a large plastic box that will contain any oil spillage.

FOB Section D – WAOL Orders

**Guidance
Material
WDV D5 (1)**

9. **Detailed Guidance.** Detailed guidance on AVGAS handling and storage is at Reference A.

Annex:

- A. Woodvale Aircraft Owners' Ltd Fuel Delivery Log.

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Sheet
Number:

Annex A to Order WDV D5(1)

Woodvale Aircraft Owners' Ltd Fuel Delivery Log

Date	Aircraft Reg	Meter Start	Meter Finish	Litres	Loaded by

Please ensure that there are **no gaps** in meter readings

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WAOL Spill Response Plan