



Defence
Safety
Authority

RAF Gibraltar Defence Aerodrome Manual (DAM)



Military Aviation
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MAA

Foreword

The RAF Gibraltar Defence Aerodrome Manual (DAM) describes the airfield at RAF Gibraltar including the management, physical characteristics, services available and operating procedures. The Manual is written to inform and direct military and civilian aircrew using the airfield and to provide orders for personnel operating on the airfield or providing airfield services¹. The Defence Aerodrome Manual (DAM) conforms to the guidance provided by the Military Aviation Authority (MAA) in Regulatory Article (RA) 1026. It is issued in place of an RAF Flying Order Book and can be considered equivalent to the CAA CAP 168 Aerodrome Manual.

This manual contains detailed information regarding the taxiways, runway, aerodrome facilities and local area procedures. This manual is mandated reading for ATC, Ops, Movements, and contracted personnel working on the airfield. The DAM outlines aspects of the RAF Gibraltar Air Safety Management Plan (ASMP), however, full details can be found in RAF Gibraltar's Safety Management Plan and Gibraltar Air Emergency Orders.

Notification of errors within this document and annexes should be sent to Operations, RAF Gibraltar at gib-raf-ops@mod.gov.uk.

<Original signed>

Station Commander
RAF Gibraltar

08 Aug 25

¹ Including NATS, DIO, Mitie, and Aquila.

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2.1	20 Feb 23		OC Ops	E-signed
2.2	20 Oct 23		OC Ops	E-signed
2.3	01 Oct 24		OC Ops	E-signed
3	07 Aug 25		OC Ops	E-signed

4. Annexes

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Annex AA	Civil Aircraft Aerodrome Usage - Terms and Conditions	
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Annex EE	Jettison and Fuel Dumping Area	(not in use)
Annex FF	Compass Swing Area	(not in use)
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Chapter 1: Technical Administration - Aerodrome Location, Layout and Access

1.1 Name and Work Address of Aerodrome Operator:

Station Commander
RAF Headquarters
Mouchotte Building
Spitfire Way
RAF Gibraltar
BFPO 52

Mil ☎ 9231 98531 3522
Civ ☎ +350 2005 3522
Mob ☎ +350 5838 7000
Fax -
Email gib-raf-ops@mod.gov.uk

1.2 Aerodrome Operators Authority and Letter of Delegation. The AO is appointed by Commander British Forces Gibraltar to be responsible for actively managing an environment that accommodates the safe operation of Aircraft iaw RA 1026². A signed copy of the AO Letter of Delegation is contained at [Annex A](#). The management and running of the aerodrome are a Duty Holder Facing (DHF) responsibility.

1.3 Safety Meeting Structure. An organizational aviation Safety meeting flow diagram is available at [Annex B](#). Details of the RAF Gibraltar safety meeting structure, agenda items and attendance lists are found in the RAF Gibraltar Air Safety Management Plan, available [here](#). If you are unable to access, please contact the Air Safety Manager: +350 2005 3365.

1.4 Aerodrome Key Stakeholders. A pictorial representation of the structure that identifies / outlines the Key Stakeholders who have responsibility for, or directly support Aerodrome operations, is available at [Annex C](#).

1.5 Aerodrome Operators Hazard Log (AOHL). The AOHL is a live document and is formally reviewed quarterly by the ASM³. It clearly indicates the active Aerodrome operating Hazards and is available at [Annex D](#) or on request from RAF Gibraltar Operations.

1.6 Formal Aerodrome Related Agreements. All formal aerodrome-related agreements are available at [Annex E](#).

1.7 Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions (AWEs). Copies of all Aerodrome related AWEs are available at [Annex F](#).

1.8 Aerodrome Location and Control of Entry and Access. See [Annex G](#).

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² Refer to RA 1026 – Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities.

Chapter 2: Aerodrome Data, Facilities and Characteristics

2.1 **Aerodrome Data.** The AO will ensure all Aerodrome data provided is accurate. The Gibraltar AIP contains detailed data and contained in the [RAF Gibraltar Mil AIP](#).

Aerodrome Administrative Data		
1	Location Indicator and Name:	LXGB - GIBRALTAR
2	Airfield Reference Point:	N36 09 04.21 W005 20 59.10 Mid-point of Runway 09/27.
3	Direction & distance from city:	Immediately North of Gibraltar.
4	Elevation / Reference Temperature:	12ft / 28°C.
5	AD Administration Address: Telephone: Email: Website:	Royal Air Force Air Operations Mouchotte Building Spitfire Way RAF Gibraltar BFPO 52 Mil: 9231 98531 3352/3 (Station Ops) Civ: +350 2005 3352/3 (Station Ops) Duty Ops Mob: +350 5600 1216 ATC: +350 2005 3383 gib-raf-ops@mod.gov.uk https://www.raf.mod.uk/our-organisation/stations/raf-gibraltar/
6	Opening Hours:	0800 – 2345 Mon – Sun (all times local). 4hrs PPR, OOH on request. PPR requests are to contact: Civil Aircraft. GibAir Handling, Handling@gibair.gi . Military aircraft. Air Ops, Gib-RAF-Ops@mod.gov.uk . Aerodrome is closed to all Air Systems on 25 Dec.
7	Remarks:	Local Traffic Regulations – Warnings 1. Overflight of the Rock & harbour installations prohibited. 2. Major bird migration routes pass over Gibraltar: heavy concentrations of large birds may always be encountered. 3. Possible Heavy Wind turbulence: see Approach Charts . 4. Absence of ATZ/MATZ may result in uncontrolled aircraft in immediate vicinity of AD. 5. All areas of AD other than Rwy's, Turning Circles, Twys and Aprons are to be treated as non-load bearing surfaces. 6. A road crosses Rwy's at mid-point. ATC requires 6 minutes to secure runway for use, including for over flights of the Rwy below 500ft.

2.2 SPECIAL PROCEDURES

Elev	Var	TA			Date	Chart No.
12	0°	6000			3 Oct 24	B1
12	0°	6000			3 Oct 24	B2
12	0°	6000			3 Oct 24	B3
12	0°	6000			10 Jul 25	B4
12	0°	6000			10 Jul 25	B5

2.3 **Noise Abatement Procedure Orders.** Orders, contained at [Annex H](#), cover all noise abatement procedures, including high power ground running.

2.4 **Temporary Obstruction Orders.** Orders, contained at [Annex I](#), cover the actions involved in dealing with temporary obstructions on or around any manoeuvring area that are considered a Hazard to Aircraft, vehicles or pedestrians.

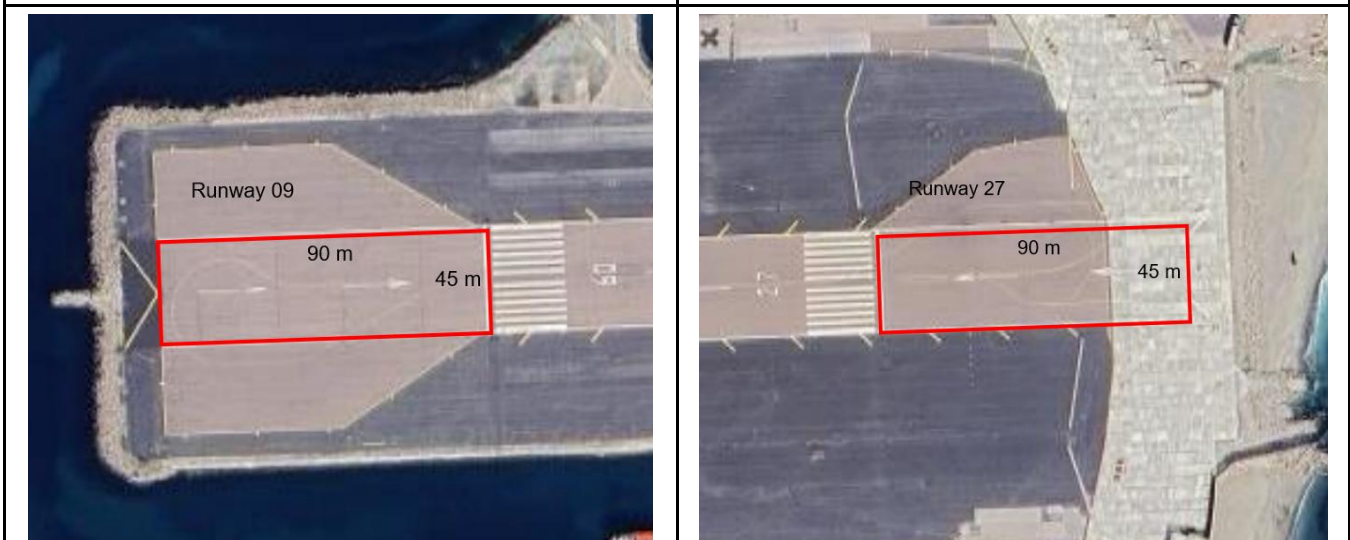
Construction in Gibraltar is constant, and cranes in view of the runway are common. Obstructions are to be marked iaw extant Regulations using approved high visibility markers, tape or fencing with additional red-light markers at night. NOTAMs will be issued for temporary obstructions that penetrate the Obstacle Limitation Surfaces (OLS)³. If relevant, pilots are to be briefed on landing or when calling for start.

2.5 **Runway Strip Obstructions.** There are no infringements to RA 3500 (compliant Runway Strip).

2.6 **Runway End Safety Area (RESA).** The RESA provides an undershooting or overrunning Aircraft with a cleared and graded area. The RAF Gibraltar RESA dimensions are as follows:

2.6.1 RUNWAY END SAFETY AREA DIMENSIONS

Rwy 09	Rwy 27
Length 90 m Width 45 m	Length 90 m Width 45 m



³ In accordance with [MAA RA 3512](#).

2.7 Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS).
N/A.

2.8 Aerodrome Arresting System Orders. Orders for the safe operation of the PAAG (including standard operating configurations) are contained at [Annex J](#) iaw extant Support Policy Statements (SPS) and RA 3268⁴.

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

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⁴ Refer to RA 3268 – Aircraft Arresting Systems.

Chapter 3: Emergency and Aerodrome Rescue and Firefighting Orders

3.1 Emergency Organization.

- a. The AO must be familiar with [RA 3261\(2\)](#), [RA 3263](#), [RA 3311](#) and [DSA02 DFSR](#)⁵. [RA 3049](#)⁶ stipulates that Defence Contractor Flying Organizations operating MAA-regulated Aircraft must meet the requirements detailed in DSA02 DFSR.
- c. The relationship between the AO and the Defence ARFF Service Provider is defined within DSA02 DFSR, [CAP 699](#) and the Business Agreements between the Defence ARFF Service Provider and the TLBs.
- d. The Defence ARFF Service Provider is a DH-Facing Organization, and its Fire Stations operate to national good practice providing a service to the AO.
- e. The [Gibraltar Airport Emergency Orders](#) are managed by RAF Gibraltar, with the master hard copy of the Orders held in RAF Gibraltar Air Operations.

3.2 Emergency Orders / Aerodrome Crash Plan.

- a. Emergency Orders and Aerodrome Crash Plans are produced and contained at [Annex L](#), iaw guidance contained within the [Manual of Post Crash Management](#) (MAPCM), [RA 1400\(1\)](#)⁷ and [DSA02 DFSR](#).
- b. Orders cover the eventuality of an Aircraft Accident or Incident, on the Aerodrome or within the 1000 m area assessment from Runway thresholds.
- c. AOs may also consider the establishment's Post Crash Management Area of Responsibility. The plan is to be exercised by tabletop or live-ex on alternate years iaw extant Regulations. Additionally, the Aerodrome Crash Plan may be made available to the local Resilience Forum.
- d. If the runway is declared 'BLACK', actions are found in the [RAF Gibraltar Business Continuation Plan](#) to support and enable HQ and respective sections to continue to function until recovery can be achieved.

3.3 Aerodrome Rescue and Fire Fighting (ARFF) Services and Training Orders. The Fire Station Manager, iaw DSA02 DFSR, must ensure that orders, contained via hyperlinks at [Annex M](#), are published.

3.4 Disabled Aircraft Removal. The AO is to ensure 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.

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⁵ Refer to RA 3261(2): Aerodrome Emergency Services, RA 3263 – Aerodrome Classification, RA 3311 – Aircraft Emergency and Crash Procedures and DSA02 DFSR – Defence ARFF Regulation.

⁶ Refer to RA 3049 – Defence Contractor Flying Organization Responsibilities for UK Military Air System Operating Locations.

⁷ Refer to RA 1400(1): Flight Safety.

Chapter 4: Air Traffic Services and Local Procedures

4.1 **ATC Orders.** ATC Orders cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders consider any direction and guidance contained with the MMATM and iaw the RA 3000 Series and any other relevant MAA and CAA regulations to ensure compliance; any variance will be notified in the MATS Part 2. Further details are contained at [Annex O](#).

4.2 **Operational Management Orders.** Under Project MARSHALL, Air Traffic Management at RAF Gibraltar is provided by National Air Traffic Services (NATS). NATS conduct their operations in accordance with the following:

- a. [CAP 493](#) – Manual of Air Traffic Services - Pt 1.
- b. [CAP 670](#) – Air Traffic Services Safety Requirements.
- c. [MAA RA 3000 series](#) – Air Traffic Management.

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Chapter 5: Aerodrome Administration and Operating Procedures

- 5.1 **Aerodrome Data Reporting.** The AO is responsible for the ownership of the Aerodrome data and is to ensure all data provided is always correct. Orders for the reporting procedures to advise the relevant agency of any permanent changes to Aerodrome information are contained at [Annex P](#). Management of these duties can be delegated at larger units, however responsibility for these actions will always remain with the AO. Further guidance on Aerodrome Information and notification is contained in the UK Civilian 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](#). Surface Inspections are conducted by ATC personnel and are carried out prior to the airfield opening to accept aircraft. An additional surface inspection is carried out by ATC prior to night flying taking place.
- 5.3. **Aerodrome Technical Inspections.** Orders, contained at [Annex R](#), for the technical inspection of the Aerodrome are produced and conducted iaw Aerodrome Regulations.
- 5.4 **Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection.** Orders, contained at [Annex S](#), for the Maintenance and monitoring of radar, radio and navigation equipment are published iaw extant Support Policy Statements and AP 600.
- 5.5. **Aerodrome Works Safety.** Orders, contained at [Annex T](#), for the control and supervision of work in progress on the Aerodrome are to be 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 iaw [RA 3262](#). Aerodrome users must hold a valid and in date airfield driving permit obtained from ATC prior to entering the airfield.
- 5.7. **FOD Prevention - Training and Awareness.** RAF Gibraltar follow the guidance and instructions contained within [RA 1400](#) and [AP 8000](#). Orders, contained at [Annex V](#), cover FOD prevention, training, and awareness.
- 5.8. **Aerodrome Wildlife Management.** The AO provides comprehensive orders on wildlife management at [Annex W](#). Any incursion or infestation of wildlife will be managed on a case-by-case basis with support from the DIO Environmental Advisor and Environmental Health Teams as required. The initial POC is ATC (C/S SAPPHO).
- 5.9. **Low Visibility Operations (LVO).** RAF Gibraltar is a VFR airfield only and does not employ Low Visibility Operations. Details can be found at [Annex X](#).
- 5.10. **Snow and Ice Operations.** There are currently no Snow and Ice Orders at RAF Gibraltar. Details can be found at [Annex Y](#).
- 5.11. **Thunderstorm and Strong Wind Procedures.** Orders, contained at [Annex Z](#), cover Aircraft operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds.
- 5.12. **Civil Registered Aircraft Aerodrome Usage - Terms and Conditions.** Use of MOD Aerodromes by civil registered Aircraft must be iaw JSP 360 ([part 1](#), [part 2](#)). Orders at [Annex AA](#) govern use by civil registered Aircraft. Civil registered Aircraft Captains wishing to operate at a MOD Aerodrome must agree to abide by the Aerodrome's Terms and Conditions (which reflect JSP 360).
- 5.13. **Safeguarding Requirements - Waivers and Exemptions.** The procedures involved in safeguarding the operational environment of military Aerodromes is explained in the RA [3500 Series](#) and depends upon whether the obstacle is sited within or outside MOD property. All Safeguarding activities are conducted iaw extant Regulations and any MAA-issued Waivers or Exemptions. These are promulgated at [Annex F](#) and a corresponding record of the validity is 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 captured (e.g. Air Traffic Control BM STANEVAL (ATM) reports).

- 5.15. **Electrical Ground Power Procedures.** Orders, contained at [Annex BB](#), for electrical ground power procedures are to be produced.
- 5.16. **Aviation Fuel Management Procedures.** Orders, contained at [Annex CC](#), for aviation fuel management including policy guidance are to be produced.
- 5.17. **Hazardous Materials - Spillage Plan.** Orders, contained at [Annex DD](#), for Hazardous Materials Spillage are to be produced.
- 5.18. **Jettison and Fuel Dumping Area.** RAF Gibraltar does not have a jettison or fuel dumping area.
- 5.19. **Compass Swing Area.** RAF Gibraltar does not have a compass swing area.
- 5.20. **Explosive Ordnance Disposal (EOD) Area.** RAF Gibraltar does not have an EOD area.
- 5.21. **Dangerous Goods (DG) Procedures.** Orders contained at [Annex HH](#) direct the control, loading, unloading and management of DG iaw extant Regulations.
- 5.22. **Hydrazine (H70) Leak.** RAF Gibraltar does not hold the capability to respond to a hydrazine leak and therefore does not declare the ability to accept F-16 aircraft or other aircraft types operating with H70. Considering the close proximity of the densely populated City of Gibraltar and La Linea to RAF Gibraltar, a diversion of an aircraft operating with H70 should only be considered in extremis.
- 5.23. **RPAS / Laser Orders.** Limited orders at [Annex JJ](#) cover the authorized operation of RPAS and lasers around the Aerodrome.
- 5.24. **Meteorological Services.** [Annex KK](#) contains information on meteorological services at RAF Gibraltar.

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Annex A to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex A: Aerodrome Operator Letter of Delegation

From: General Sir James Hockenhull KBE ADC Gen



**Strategic
Command**

Commander Strategic Command
Northwood Headquarters
Sandy Lane
Northwood
Middlesex
HA6 3HP

Mil: 9360 58502
Tel: 01923 958502
Email: James.Hockenhull938@mod.gov.uk

Gp Capt John Kane
HQBF COS
British Forces Gibraltar
John.Kane280@mod.gov.uk

Date: 07 Aug 25

Dear John,

Head of Establishment (HoE) Letter of Appointment (LoA)

1. As TLB Owner, I appoint you, John Kane, as the Head of Establishment (HoE) of British Forces Gibraltar. This letter sets out your responsibilities as HoE and the authority and accountability that is delegated to you to exercise these responsibilities. It does not cover the responsibility and authority that you may hold as Commanding Officer¹ for military personnel at your establishment.²

HoE Responsibilities

2. **Health Safety & Environmental Protection.** In accordance with [UKStratCom Standing Order 001 – UKStratCom Health, Safety and Environmental Protection Policy](#) you are appointed as the MOD's Accountable Person for HS&EP for your establishment. As such, you have a personal duty of care for people working within that area, whilst the functional chain of command may also have delegated responsibility and accountability, on behalf of the Secretary of State, as the employer³. You are to identify and manage HS&EP risks, maintain appropriate management systems, and report all Accidents, Incidents and Near Misses via the Command's mandated system – [MySafety](#). In addition, you are to provide regular HS&EP performance and risk reports as required by the Safety Centre. The HoE responsibilities are further defined in [SO 001, Annex 1E](#).

3. **Security and Resilience.**⁴ You are responsible for all aspects of security and resilience within your establishment, including the coordination between any lodger units and the effective management of all security risks.⁵ In addition, you are accountable for

¹ Encompassing discipline, Service Complaints, military personnel support, trustee of messes, welfare provision (including Executive Carers and VRM), and ceremonial duties. More information is available here: [2020DIN01-114.docx \(sharepoint.com\)](#)

² 2024DIN04-165 Head of Establishment (HoE) Infrastructure Function Roles and Responsibilities.

³ The Operational Chain of Command has responsibility for the 'supervision or control of activities' for all their people, and hence have the responsibility for their activity, within the assets for which they have sole occupancy.

⁴ HoE's security responsibilities are detailed in [JSP 440, Part 1](#) and [UKStratCom Security Direction Notice \(SDN\) 2024/0011](#).

⁵ Security Risk Management arrangements are detailed in [SDN 2024/0007](#).

maintaining appropriate security orders, contingency plans, and site-level resilience plans.⁶ As the HoE you are to:

- a. Implement Departmental and UKStratCom security policy across the establishment, maintaining an intelligence-led, risk balanced, and agile approach to security.
 - b. Appoint an Establishment Security Officer, Information Security Officer, and Establishment Resilience Officer.
 - c. Change the local Counter Terrorism Response Level, Guarding Level, and Arming State of your establishment if you believe there is an **immediate, specific, and direct** threat. However, you must seek retrospective authority through the Chain-of-Command and maintain an audit trail of decision making.
 - d. Conduct immediate upward reporting of those security incidents that require a mandatory response.⁷ In addition, you are to expeditiously report all security and resilience incidents, including cyber incidents, directly to the [UKStratCom Warning, Advice, and Reporting Point \(WARP\)](#).
 - e. Conduct regular assurance of security arrangements, including the arrangements to manage and investigate security incidents.⁸ In addition, you are to submit an annual security self-assessment.⁹
4. **Risk.** You are responsible for ensuring risk assessments and an Establishment Risk Register are in place for your establishment, guidance can be sought from the [TLB Performance and Risk Team](#).
5. **Infrastructure.** As HoE, you are responsible for ensuring that site infrastructure is managed throughout its lifecycle by the Delivery Agent (either the DIO or otherwise) to enable related military capabilities and meet Defence priorities and regulations. You will need to engage regularly with colleagues within your HLB Infrastructure branch and UKStratCom Infrastructure desk officers who can provide advice, guidance, and policy direction:
- a. **UKStratCom Infrastructure Team.** Support is available across all elements of infrastructure planning and delivery from the TLB Infrastructure team. Your nominated Desk Officer will act as the main POC and can direct queries to the relevant part of the team. Further information can be found on the UKStratCom Infrastructure [HOE Portal](#)
 - b. **Facilities management.** You are responsible for identifying and prioritising infrastructure requirements for your establishment, including the requirements for lodger units, and for assuring the delivery of Hard and Soft Facilities Management (HFM / SFM) services by the DIO and their industry partner.
 - c. **As the duty holder for compliance of the establishment,** you are responsible for assuring that DIO (or the relevant Delivery Agent) are undertaking necessary

⁶ This includes conducting site level resilience planning, including maintaining and routinely rehearsing a Business Continuity Plan in accordance with UKStratCom Resilience Policy ([SDN 2024/0012](#)).

⁷ [JSP 440](#), Pt 1 Chapter 5 refers.

⁸ The UKStratCom Security Investigation Policy is contained in [SDN 2024/001](#)

⁹ In accordance with the Strategic Command Security Resilience and Assurance Framework ([SAN_2024/0002](#)) and an annual Threat & Vulnerability Assessment Review (TVAR-CT).

actions to exercise these duties on your behalf including upkeep of registers and management plans where appropriate (e.g., Asbestos, Legionella).

d. **Risk.** Infrastructure risks should be recorded on a separate risk register with mitigation plans agreed between yourself, capability owners and your infra delivery agent. Where risks cannot be mitigated to tolerable levels you might consider closure of the asset as a last resort. Any residual risk sits with yourself to hold as the duty holder for infrastructure across your establishment.

e. **Building custodians.** You should appoint a building custodian for each asset within your establishment who can support you with various activities such as monitoring reactive maintenance, undertaking fire alarm testing, fire extinguisher replacement and supporting good behaviours of building occupants.

f. **Major Projects.** You should familiarise yourself with any major infrastructure projects taking place within your establishment to ensure any inter-dependencies can be managed.

g. **Service Families Accommodation (SFA).** If applicable, you are responsible for ensuring that a DIO accommodation management plan is current and to assist Service Personnel (SP) in resolving SFA issues with DIO / the industry partner.

6. Communication & Information Systems (CIS) You have the following CIS responsibilities.

a. **Site Co-ordinating Installation Design Authority (SCIDA)**¹⁰. You are to hold the position of SCIDA for the installation of information communications technology in consultation with enabling / supporting organisations.

b. **CIS change.** You are responsible for the site level coordination of change programmes delivered by Defence Digital.

Personnel

7. **Welfare and safeguarding.** You are to ensure sufficient provision and delivery of welfare services and chaplaincy support. You are responsible for safeguarding in accordance with JSP834 and any subsequent TLB directives or guidance. Further information can be obtained from the Armed Forces Families and Safeguarding Team or site welfare teams.

8. **Physical fitness.** You are responsible for the provision, within policy and regulations, of physical development activities, primarily for Service Personnel but also for whole force personnel within irreducible spare capacity.

9. **Climate Change and Sustainability.** You are responsible for engaging and collaborating effectively with your TLB / HLB, CC&S & Infra leads, DIO, Suppliers and other relevant stakeholders to:

a. Ensure that CC&S is incorporated into your risk management process, business continuity and resilience. You are to subscribe to the national climate risks alerts and ensure that valid Climate Impacts Risk Assessment Methodology (CIRAMs) are maintained for your site(s) [A Climate Resilient Estate- Estate Stewardship](#)

¹⁰ In accordance with [JSP 453](#)

- b. Work with UKStratCom TLB Infra team to support prioritisation of CC&S opportunities, risks and [Greening Government Commitments \(GGC\)](#).
 - c. Support the integration of CC&S into your site(s) processes, procedures, plans, projects and programmes to drive sustainable behaviour and culture across your establishment.
10. **Civil engagement.** You are responsible for the planning, coordination, and delivery of civil engagement activity within the immediate confines of your establishment and across the local area.
11. **Events.**¹¹ You are responsible for the oversight of the organisation and arrangements for any event held at your establishment; this will include the safety of defence personnel participating, contractors, exhibitors, and members of the public.¹²

HoE Authority

12. As HoE you have the following authorities to enable you to exercise the responsibilities listed (in paragraphs 3 -11) above.
- a. **Issue Orders and Directives.** To all units / organisations at your establishment relating to the routine functioning of your site which are to be complied with by all site users.
 - b. **Service Level Agreements.** To co-author site specific Service Level Agreements with all organisations / HQs based at your establishment.
 - c. **Access.** Direct and control the access to and egress from the establishment.¹³
13. **Health, Safety & Environmental Protection.** To meet your responsibilities at para 2 and those detailed in [UKStratCom Standing Order 001 – UKStratCom Health, Safety and Environmental Protection Policy](#), you have the authority to:
- a. Stop any or all activities, either planned or conducted, or to close facilities, anywhere on your establishment where the safe place or safe activity is compromised.¹⁴
 - b. Direct lodger units / HQs to appoint Building Custodians for buildings, or parts of buildings, for which they are the principal occupier. The HoE does not have the authority to direct contracted organisations to make such appointments but should liaise via DIO to broker solutions.
 - c. Require lodger units / HQs to maintain suitable HS&EP management arrangements to satisfy HOE requirements / policy.
 - d. Require lodger units / HQs to provide HS&EP and fire representatives and require their attendance at regular site meetings.

¹¹ [JSP 375 Vol 1 Chapter 37. Local JSA](#).

¹² This includes providing adequate security controls and submitting the Public Military Event notification.

¹³ [JSP 375, Chapter 34](#).

¹⁴ [JSP 375, Chapter 8](#).

- e. Require lodger units / HQs to provide mandated monthly and annual reports to establishment HS&EP representatives.
 - f. Require lodger units / HQs to conduct 1LOD HS&EP Assurance inspections of all assets and activities (in addition to that activity conducted by the DIO Contract Monitoring Team as the Delivery Agent's local team) to assure compliance with legal, policy and contractual obligations for contractor engagements, and to direct all organisations to conduct required HS&EP inspections, training and risk assessments.
 - g. Direct the reporting, investigation and management of all HS&EP accidents, incidents and near misses affecting their staff because of site deficiencies to the Unit HS&EP Advisor and in accordance with [UKStratCom SO 001](#)
14. **Accountability.** You are accountable for the exercising of your responsibilities through routine performance reporting to your HLB and the TLB and for ensuring that appropriate assurance arrangements are in place:
- a. **First Line of Defence.** You are to ensure that 1LOD activity is conducted for your areas of responsibility.
 - b. **Second Line of Defence** You must ensure that 2LOD assurance is facilitated through formal SLAs / MoUs as required and that action plans are developed to resolve any issues arising from assurance reports.
 - c. **MoEs / KPIs.** Measures of effectiveness and Key Performance Indicators will be set either at TLB or HLB level and must be reflected at Unit level.
 - d. **Performance and Risk.** You are required to provide routine performance and risk reports to your HLB and or TLB when requested.
15. **Support, Training and Resourcing (Capacity and Capability) Risk / Issue elevation.** Risks or issues that cannot be managed effectively at site level should be elevated:
- a. Infrastructure risks and issues should be raised to the delivery and capability team in UKStratCom infrastructure branch.
 - b. Security and resilience risks should be raised with the PSyA and managed in accordance with the UKStratCom policy.¹⁵
 - c. All other risks should be elevated via HLB channels to the appropriate owner¹⁶ with Duty Holder risks to life elevated directly to the Operating Duty Holder iaw [SO 001 Chapter 4](#)
16. **TLB Responsibilities:** The TLB will be responsible for:
- a. Ensuring that you as HoE have access to the required information and to competent advice to deliver your duties and have completed all necessary training.
 - b. Ensuring that you have the resources, funding and authority needed for the acceptance or escalation of risk.

¹⁵ SDN 2024/0007 refers.

¹⁶ In accordance with UKStratCom SOP0100.

17. **Resources.** You are to highlight to your HLB chain of command any resource constraints that will prevent the delivery of the responsibilities outlined above.
18. **Climate Change and Sustainability:** You should be aware of the following strategies and policies in support of your CC&S responsibilities in para 9:
- a. [UKStratCom Climate Change and Sustainability Sub-Strategy](#) – sets out UKStratCom’s CC&S vision and priority objectives.
 - b. [DIO Sustainability Strategy](#) – sets out DIO’s ambition for achieving an Adaptable and Resilient Defence Estate.
 - c. [Net Zero DIN](#) – provides the policy direction for achieving Net Zero (NZ) carbon emissions during the whole life management and operation of the Defence estate by 2050.
 - d. [JSP 850 – Section 7](#) - provides MOD’s policy on how to complete a site Climate Impact Risk Assessment Methodology (CIRAM).
 - e. [National Risk Register](#) - Page 21 sets out how to sign up for flood alerts.
19. **Acknowledgement.** Complete Annex A to acknowledge your acceptance of the authorities, responsibilities, and accountabilities that I have outlined in this letter and return it no later than three weeks from the date of this letter.

Yours sincerely,



Gen Sir James Hockenull KBE ADC Gen
Comd UKStratCom

Annex:

A. HoE [LoA acceptance](#)

Copy to: [UKStratCom – Fin Gov & Ctrl](#)
Defence Infrastructure Organisation

**Annex A to
20250807-HoE LoA**

HoE – Letter of Appointment Acceptance

Dear Comd UKStratCom,

Acknowledgement of Receipt of Head of Establishment Authority

1. I acknowledge receipt of my personal letter of appointment as Head of Establishment for British Forces Gibraltar.
2. I confirm that I have read and understood my Head of Establishment responsibilities which are valid only whilst I hold my present post.
3. I commit to informing my HLB chain of command of my successor's details on change-over of my post or on the temporary appointment of a stand in HoE due to extended absences.
4. Please select the appropriate response:
 - I have completed the Conflicts of Interests (COI), Declaration of Outside Interests form and declared all my outside interests and submitted to Corporate Governance team for inclusion in the COI register;
 - or
 - I confirm I have no Conflicts of Interests to Declare.

Yours sincerely,

Signature: *J Kane*

Date: 11 Aug 25

Copy to: [UKStratCom – Fin Gov & Ctrl](#)



British Forces Gibraltar

Group Captain John Kane
Head of Establishment
Headquarters British Forces
The Tower
Gibraltar
BFPO 52

Military Network: 9231 98531 5002
Telephone: 00350 200 55002

Wing Commander Thomas Harvey
Station Commander
Royal Air Force Gibraltar
BFPO 52

1 Dec 2025

References:

- A. UKStratCom SOP 014 UKStratCom Air Safety Management Plan.
- B. MAA RA1020 - Roles and Responsibilities: Duty Holder (DH) and DH-Facing Organisations.
- C. MAA RA1026 - Aerodrome Operator.

Dear Wg Cdr Harvey,

LETTER OF AUTHORITY FOR AERODROME OPERATOR

1. Commander CSOC has appointed me as Head of Establishment for all Risk to Life activities under my control. CSOC is not a Duty Holder for aviation but is regarded as Duty Holder Facing and is therefore required to support the Aviation Duty Holder to ensure that air operations are conducted at a level of safety that is at least ALARP and Tolerable.
2. Reference A identifies the arrangements for aviation safety in CSOC in accordance with the requirements of References B and C. Each Duty Holder and Duty Holder Facing Organisation is required to nominate Suitably Qualified Experienced (SQEP) crown servant Aerodrome Operator for each "in scope"¹ aerodrome.

Therefore, in accordance with the Reference A, I am appointing you as Aerodrome Operator for RAF Gibraltar aerodrome.

3. As an Aerodrome Operator I expect you to:
 - a. Support Aviation DHs and DH-Facing Organisations by ensuring that the requirements of MAA RA 1200 are applied to the management and operation of the aerodrome.
 - b. Assist with the creation of the local Air Safety Management Plan.
 - c. Manage the Defence Aerodrome Manual and Aerodrome Operator's Hazard Log.
 - d. On appointment and quarterly, review the Aerodrome Operator's Hazard Log for accuracy.
 - e. Monitor the aerodrome for any new or modified aviation hazards. Where a new or modified hazard is identified, inform the CoC using the CSOC ADH-Facing Note format.

¹ An "in scope" MOD aerodrome is one from which aircraft that an Aviation DH has responsibility for Risk to Life (RTL) operate on either a permanent or frequent basis. This also includes the flight decks of any RN/RFA Ship capable of having aviation assets embarked.

- f. Establish formal relationships with Aviation DHs in order to ensure that any decisions made which affect the aerodrome or its facilities are cognisant of the impact on Air Safety. Areas for consideration in this regard include, but are not limited to, facilities, personnel, equipment and material.
 - g. Establish formal mechanisms to ensure the monitoring and the assurance of all activities, operating procedures, standards and flight safety within their AOR and interfacing areas.
 - h. Conduct Aerodrome Management activities in accordance with the Defence Aerodrome Manual (DAM).
 - i. Maintain a comprehensive record of aerodrome assurance activities through the use of the Defence Aerodrome Assurance Framework (DAAF).
 - j. Ensure the accuracy of aerodrome data and notification of all aerodrome hazards at all times.
 - k. Ensure that relevant inspections/audits take place and that any recommendations/actions are acted upon within the require timescale.
4. You should consult with CSOC Safety Centre or the MAA if you are unsure of any aspect of References B and C, ensuring that I am conversant with any correspondence.
5. Please confirm receipt of this Letter of Authority.



J Kane
Gp Capt
Head of Establishment
British Forces Gibraltar

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Annex B to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex B: Safety Meeting Structure

Sponsor: Air Safety Manager.

The Air Safety Meeting Hierarchy is shown below. Further detail can be found in Chap A4 of the RAF Gibraltar ASMP, available [here](#).

RAF Gibraltar Safety Meeting Structure			
Item	Forum	Schedule	Details
1	Air Safety Working Group	6 Monthly	Review Stn Cdr's AS Priorities and Objectives
2	Airport Executive Committee	Quarterly	Co-chaired meeting with Gibraltar Intl Airport.
3	Risk Register Review	Quarterly	Review and manager the units risk established to link with the BF(G) safety review board.
4	DASOR Review	Monthly	3rd Mon of each month
5	Air Safety Committee	Bi-Monthly	Last Tue of every other month
6	Eng and Logs Committee	Weekly	Forum to raise Eng / Logs issues or concerns
7	Aerodrome Operating Hazard Log	Quarterly	Review, manage and publish AOHL
8	Station CAG	Weekly	AS updates provided to the Stn Cdr.

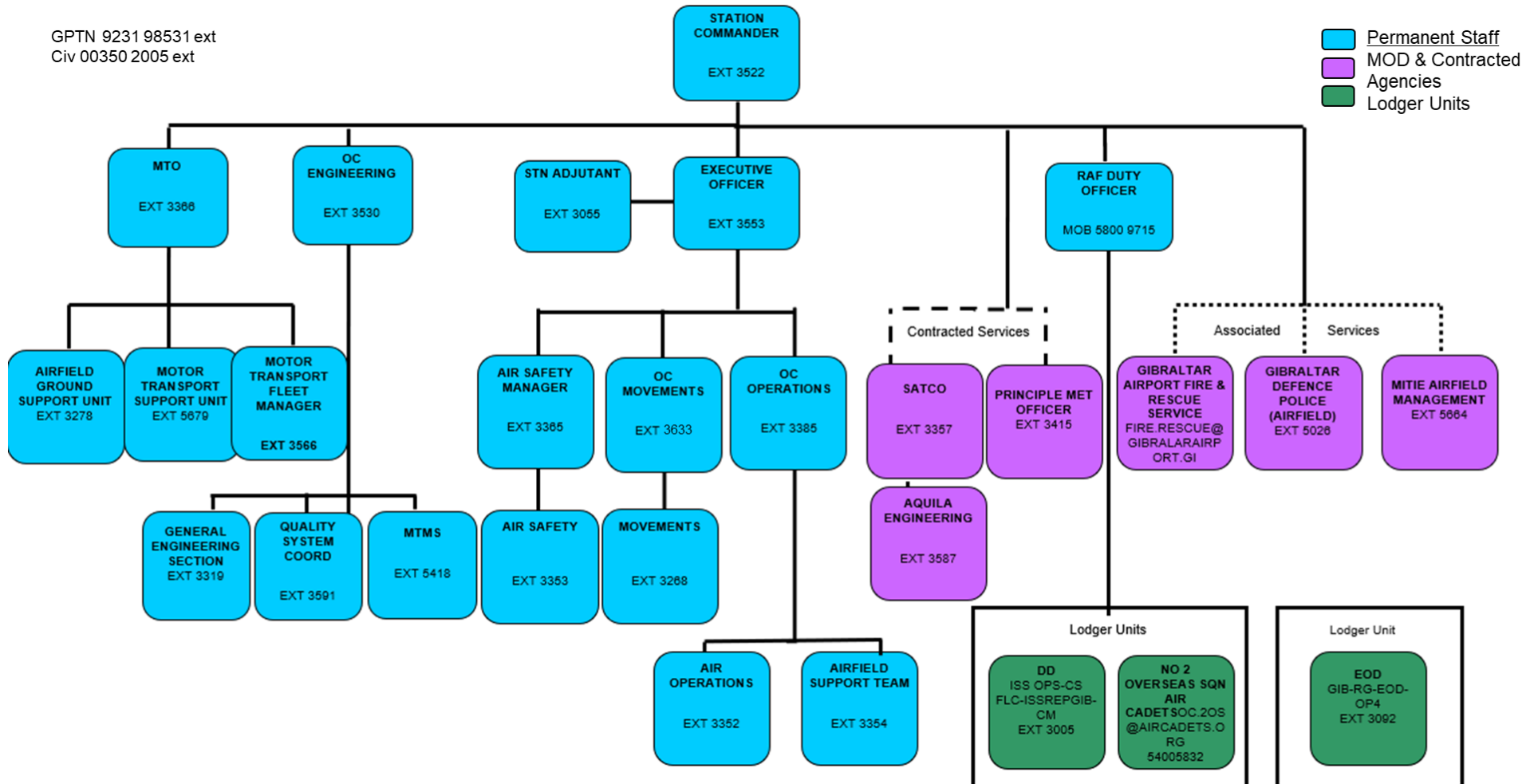
Return to [contents](#).

Annex C to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

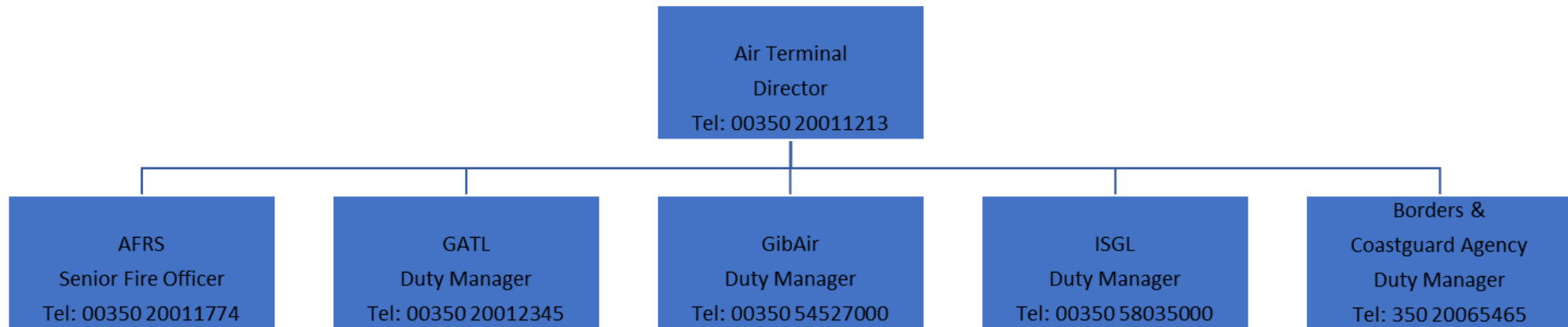
Annex C: Aerodrome Key Stakeholders

1. Royal Air Force Gibraltar.

GPTN 9231 98531 ext
Civ 00350 2005 ext



2. Gibraltar Air Terminal Limited.



Return to [contents](#).

Annex D to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex D: Aerodrome Operators Hazard Log

1. RAF Gibraltar promulgates an Aerodrome Operators Hazard Log (AOHL) in accordance with [MAA RA 1026](#).
2. RAF Gibraltar's full AOHL can be found [here](#).
3. If any issues arise from the above link, or for external-MOD access, please email gib-raf-ops@mod.gov.uk.

Return to [contents](#).

Annex E to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

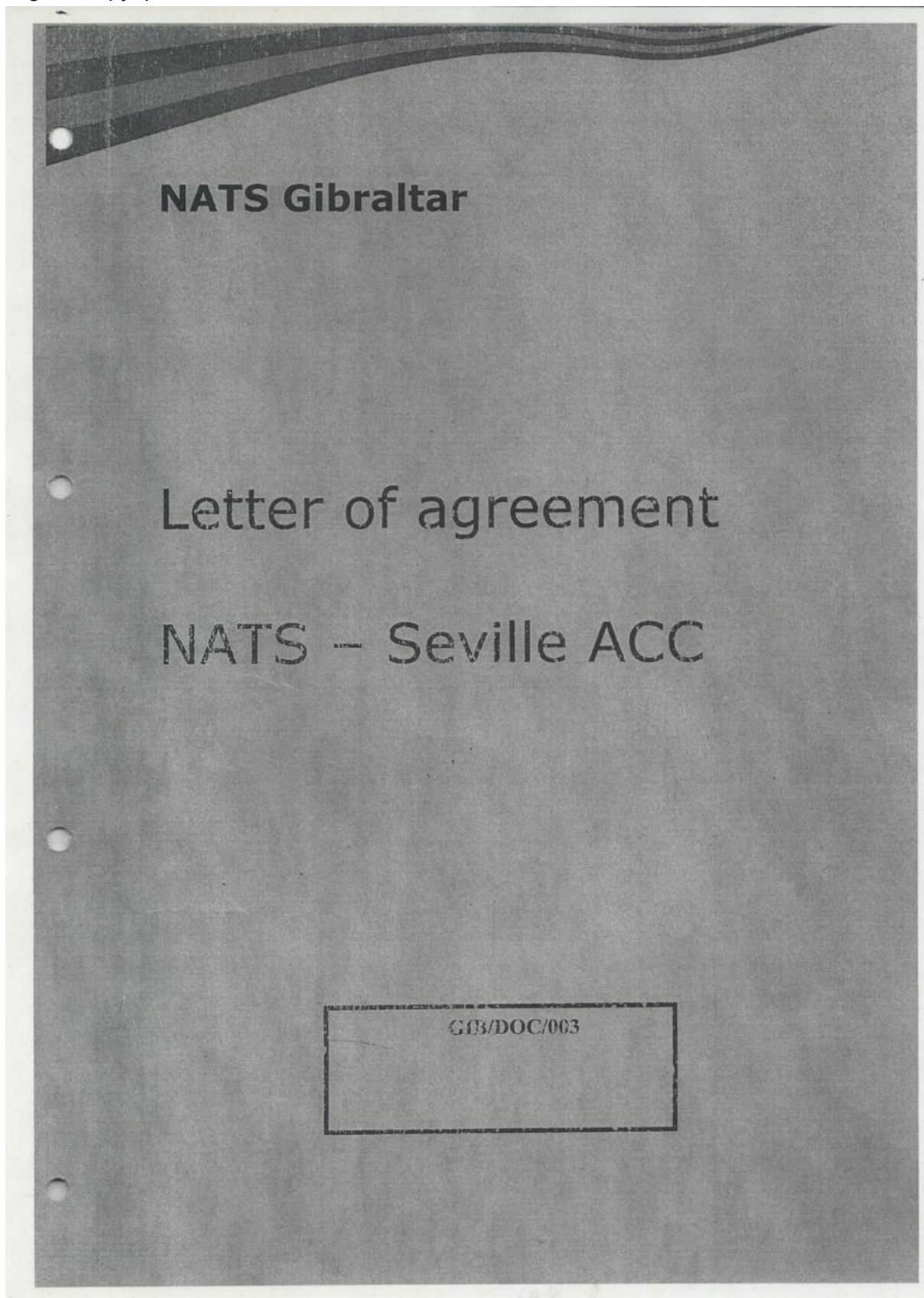
Annex E: Formal Aerodrome Related Agreements

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

Formal Aerodrome Related Agreements			
Item	Agreement	Date of Implementation	Next Review Date
1	LOA between NATS Gibraltar and Seville ACC*. Pages E-2 – E-15.	02 Aug 2010	Extant until further notice.
2	Operational Agreement between Gibraltar Port Authority and RAF Gibraltar. Pages E-16 – E-23.	Issue 8 01 Aug 2025	3 years / change of Stn Cdr.
3	Operational Agreement between Ocean Village Marina and RAF Gibraltar. Pages E-24 – E-26.	01 Jan 2026	3 years / change of Stn Cdr.
4	Operational Agreement between Gibraltar Sports and Leisure Authority and RAF Gibraltar. Pages E-27 – E-30.	Issue 2 Jan 2025	3 years / change of Stn Cdr.
5	Operational Agreement between Gibraltar Football Association and RAF Gibraltar. Pages E-31 – E-34.	Issue 2 Jan 2025	3 years / change of Stn Cdr.
6	Remarks:	*The 2010 Agreement remains extant until further notice. Please contact Air Ops at gib-raf-ops@mod.gov.uk for further information. A signed copy is held by SATCO Gibraltar.	

E.1 LOA between NATS Gibraltar and Seville ACC.

For a signed copy, please contact SATCO, RAF Gibraltar.



LETTER OF AGREEMENT

Between

LXGB ATC

and

AREA CONTROL CENTRE
OF SEVILLA
(SEVILLA ACC)

Effective: 2nd August 2010**1. General.****1.1. Purpose.**

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

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

1.2. Operational Status.

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

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

1.4. Definitions for General Air Traffic**1.4.1. General Air Traffic (GAT).**

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

2. Procedures

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

Annex A: Definitions and Abbreviations.
Annex B: Section of Madrid FIR Airspace Structure.
Annex C: Exchange of Flight Data.
Annex D: Procedures for Co-ordination.
Annex E: Transfer of control and transfer of Communications.

LoA between LXGB ATC and SEVILLA ACC

Page 1 of 3

Annex F: Contingency Procedures

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

3 Revisions and Deviations.

3.1 Revisions of the letter of Agreement.

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

3.2 Revision of the Annexes to the Letter of Agreement.

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

3.3 Temporary Deviations.

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

3.4 Incidental deviations.

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

4 Cancellation.

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

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

5 Interpretation and Settlement of Disputes.

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

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

6 Validity.

This Letter of Agreement becomes effective on 2nd August 2010

Agreed By:

AENA

NATS

Andres Torrecilla Rippoll
Director of Operations

Juliet Kennedy
Director Operations (Airports)
NATS Services

Julio Martinez Molina
Head of Division
South Region

Trevor Hammond
General Manager
NATS Services Gibraltar

ANNEX A

Definitions and Abbreviations.

Effective: 2nd August 2010
Revised:

A.1. Definitions.

A.1.1. Area of common interest.

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

A.1.2. Approval Request.

Request from ATS unit concerned for an approval of:

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

A.1.3. Expedite Clearance.

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

A.1.4. Division Flight Level (DFL).

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

A.1.5. Known Traffic

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

LXGB ATC

SEVILLA ACC

A.1.6. Release.

A.1.6.1. Release of Climb.

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

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

A.1.6.2. Release Descent.

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

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

A.1.6.3. Release to Turn.

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

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

LXGB ATC

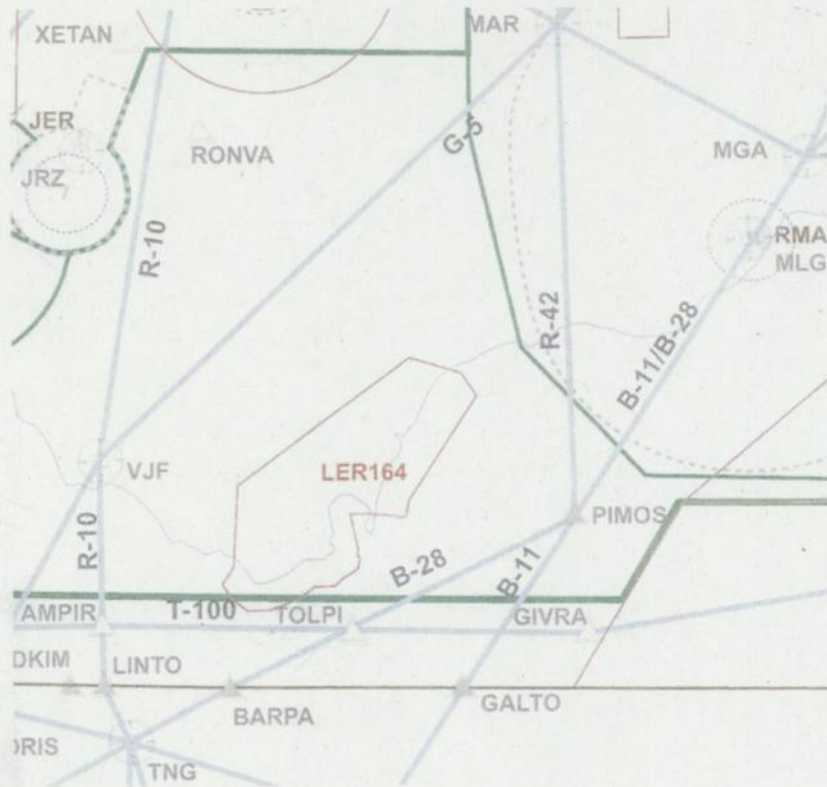
SEVILLA ACC

A.2.	Abbreviations.
ABI	Advanced Boundary Information
ACT	Activation Message
AFTN	Aeronautical Fixed Telecommunication Network
AIP	Aeronautical Information Publication
AMC	Airspace Management Cell
ATC	Air Traffic Control
CBA	Cross Border Area
CDR	Conditional Route
COP	Co-ordination Point
CRAM	Conditional Route Availability Message.
CVS	Conventional Vertical Separation.
DFL	Division Flight Level
EAT	Expected Approach Time
ETA	Estimated Time of Arrival
ETO	Estimated Time Over Significant point
FIR	Flight Information Region
FLAS	Flight Level Allocation.
FMP	Flow Management Position
GAT	General Air Traffic
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
LoA	Letter of Agreement
MEA	Minimum Enroute Altitude
MFC	Multi Frequency Coding (Telephone System)
MNT	Mach Number Technique
NM	Nautical Mile
OAT	Operational Air Traffic
ORCAM	Originating Region Code Assignment Method
RNAV	Area Navigation
RTF	Radio Telephony
RVSM	Reduced Vertical Separation Minimum
SAR	Search and Rescue
SSR	Secondary Surveillance Radar
TBD	To Be Determined
TCP	Transfer of Control point
TSA	Temporary Segregated Area
TWR	Aerodrome Control Tower
UIR	Upper Flight Information Region
VFR	Visual Flight Rules

ANNEX B

Section of Madrid FIR Airspace Structure

Effective: 2nd August 2010
Revised:



LoA between LXGB TWR and SEVILLA ACC

Page B 1 of 1

ANNEX C

Exchange of Flight Data

Effective: 2nd August 2010
Revised:

C.1. General.

C.1.1. Basic Flight Plans.

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

C.1.2. Current Flight Plan Data.

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

C.1.2.1 Verbal Estimates.

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

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

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

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

C.1.4. Revisions.

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

C.2. Means of Communications and Their Use.

C.2.1. Equipment.

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

C.2.2 Telephone Co-ordination.

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

C.2.2.1 From LXGB ATC to SEVILLA ACC.

Receiving Sector	Message	Position
PIMOS	Flight Data and Estimates including Control Messages, ATC Clearances, Approval Requests and Revisions.	Chief OPS Room: ++ 34 954 555415 ++ 34 954 555437 Supervisor: ++ 34 954 555416 ++ 34 954 555434 ✓ Controller: ++ 34 954 402 386

*DM
QAR
26 JAN 13*
34 954 402 386

C.2.2.2. From SEVILLA ACC to LXGB ATC

Receiving Sector	Message	Position
LXGB ATC	Flight Data and Estimates including Control Messages, ATC Clearances, Approval Requests and Revisions.	Control Position 1 +350 20053684 Control Position 2 +350 20053676 ATC Switchboard Request transfer to a Controller +350 20053383

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

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

In the event of failure of the direct line and other telephone communications as detailed in 2.2.1 and 2.2.2 above, between the co-ordinating partners, co-ordination may be effected via:

- Auto transfer. See C.3.1.1.
- Recorded documented telephone line. See C.2.2.1. and C.2.2.2

C.3.1.1

Auto transfer Procedures.

- a) Pilot shall be instructed, at least **ten (10) minutes** prior to TCP, to pass flight data on the appropriate frequency of the accepting unit for the purpose of obtaining an ATS entry clearance from the accepting unit.
- b) If the accepting unit cannot issue an entry clearance to the pilot upon his initial contact, the pilot shall be instructed to inform the transferring unit accordingly via RTF
- c) The transferring unit shall hold the aircraft within its AoR and after a minimum of **five (5) minutes** instruct the pilot to re-establish RTF contact with the accepting unit.
- d) This procedure shall be repeated until an onward clearance has been obtained from the accepting unit.
- e) Auto transfer aircraft shall be transferred once established at a flight level appropriate to the route to be flown.
- f) The accepting unit shall not change such flight level until the aircraft has passed the TCP.

ANNEX D

Procedures for Co-ordination

Effective: 2nd August 2010
Revised:

D.1. General Conditions for Acceptance of Flights.

- D.1.1. Co-ordination of flights shall take place by reference to the COP for the relevant route and in accordance with the appropriate flight levels.
- D.1.2. Flights shall be considered to be maintaining the co-ordinated flight level at the TCP unless climb or descent conditions have been clearly stated by subsequent verbal co-ordination.
- D.1.3. If the accepting Unit cannot accept a flight in accordance with the conditions specified above, it shall clearly indicate its inability and specify the conditions under which the flight will be accepted.
- D.1.4. For any proposed deviation from the conditions specified in this Annex, the transferring unit shall coordinate with the accepting unit.
- D.1.5. The accepting Unit shall not notify the transferring unit that it has established ground-air communications with the transferring aircraft unless specifically requested to do so.
- D.1.6. Gibraltar ATC is responsible for traffic separation between departing traffic and the transferred arriving traffic under the unit's control.
- D.1.7. Sevilla ACC is responsible for traffic separation between the transferred departing traffic and non transferred arriving traffic under the unit's control.
- D.1.8. Known Traffic in the Common Area of Interest which might conflict with arriving traffic or departing traffic will be co-ordinated by the units.

D.2

D.2.1 ARRIVING TRAFFIC TO LXGB :

- 2.1.1. Sevilla ACC will provide Gibraltar ATC with the arrival estimate at least 15 minutes before appropriate COP.
- 2.1.2. Arriving traffic will be transferred at or before the COP, released for descend.
- 2.1.3. In the case of successive arrivals, Sevilla ACC will coordinate and agree transfer conditions with Gibraltar ATC.
- 2.1.4. Gibraltar ATC will report to Sevilla ACC in case of "MISSED APPROACH", unless the traffic is joining the visual circuit at Gibraltar. Sevilla ACC will

maintain successive arrivals on frequency until a new coordination can be established for the affected traffic.

COP	FL
PIMOS	90
LINTO	To be coordinated

• **D.2.2- DEPARTING TRAFFIC FROM LXGB:**

- 2.2.1 Gibraltar ATC will coordinate departing traffic with Sevilla ACC.
- 2.2.2 Sevilla ACC will provide Gibraltar ATC with the necessary ATC clearance, SSR code and any other relevant information affecting departing traffic.
- 2.2.3 Gibraltar ATC will report to Sevilla ACC at the appropriate time in order to obtain a Release for departing traffic.
- 2.2.4 Sevilla ACC will provide Gibraltar ATC, as soon as possible, the RELEASE clearance and could modify if needed the departure ATC clearance.
- 2.2.5 Gibraltar ATC will request release no more than 3 minutes prior to issuing take off clearance. Release will be void after 3 minutes and a subsequent release should be sought from Sevilla ACC.
- 2.2.6 Gibraltar ATC will transfer the departing traffic after take off, at or before the COP, released for climb, to the appropriate Sevilla frequency, proceeding as cleared.

COP	FL
PIMOS	90
LINTO	To be coordinated

ANNEX F
Other Information
Supplementary Procedures.
Contingency Procedures

Effective: 2nd August 2010
Revised:

F.1. TYPES OF CONTINGENCY

- a. **Contingency Type A:**
The total inoperability of the providing Air Traffic Services Unit (Sevilla ACC).
- b. **Contingency Type B:**
The Unit providing Air Traffic Services (Sevilla ACC) has capacity enough to maintain ground /air and ground/ground communications.
- c. **Contingency Type C:**
The Unit providing Air Traffic Services (Sevilla ACC) in addition to having ground/air communications to the specified minimum contingency type B, radar data available.

F.2. CONTINGENCY PROCEDURES

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

1° To ask for extra Slots through Sevilla ACC.

2° To require Approval Request.

E.2 Operational Agreement between Gibraltar Port Authority and RAF Gibraltar.

OPERATIONAL AGREEMENT GIBRALTAR PORT AUTHORITY AND RAF GIBRALTAR**Abbreviations**

ANSP	Air Navigation Service Provider
AQ	Aerodrome Operator
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
BGTW	British Gibraltar Territorial Waters
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
GEVs	Gondola Equipped Vessels
GPA	Gibraltar Port Authority
GVTS	Gibraltar Vessel Traffic Services
LNG	Liquefied Natural Gas
MATS	Manual of Air Traffic Services
RAF	Royal Air Force
R/T	Radio Telephony
VCR	Visual Control Room

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

Air Draught	Distance from waterline to the top of all structures and fittings.
Large Vessel	Vessels with an air draught equal to or exceeding 45m (149 ft) and in communication with GVTS.
No Anchoring Zone	The area immediately to the West and to the East of the aerodrome and delineated on Admiralty Charts as a No Anchoring Zone (see Appendix 1).
Restricted Area	The area immediately to the West of the aerodrome and defined on the Admiralty Charts as a Restricted Area (see Appendix 1).
Vessel	Vessels with an air draught equal to or exceeding 10m (66 ft) and in communication with GVTS.
Not in Communication with GVTS	<ol style="list-style-type: none"> 1. Vessels transiting to Spanish Anchorage zone and not calling to Port of Gibraltar. 2. Vessels exempt from reporting to VTS as mandatory and not actively contacting GVTS.

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

Purpose. The aim of this agreement is to establish a safe system of operation between the Gibraltar Port Authority and RAF Gibraltar in areas of mutual interest.

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Issue 8

Key areas:

1. GVTS Schedule and execute the movement of vessels.
2. NATS are responsible for the publication of procedures in its MATS part 2. It may be deemed necessary by either the AO or GPA to amend this document by mutual agreement. Any additional agreements made with third parties shall be in accordance with this agreement.

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

1. Vessels in the Restricted Area.

- a. The passage of vessels within the Restricted Area must be appropriately monitored and the ATC operator managed by NATS.
- b. Where there is doubt as to whether such shipping has entered the Restricted Area, the vessel will be assumed to have entered the area.
- c. The occurrence of such vessels during airport operational hours is rare but in order to facilitate movements, the following procedures have been agreed.

1.1 General Procedures

- a. NATS distribute the following days flying schedule (via email) each afternoon; updates to the flying programme are distributed as required. This is for information only and is not intended to place any additional burden of responsibility on GVTS.
- b. Captains of vessels subject to a Pilot Exemption Certificate will receive a briefing from the GPA which will include information on the Restricted Area and No Anchoring Zones prior to the issue of the certificate.
- c. Where a vessel is anchored in a manner where any part of the vessel is within the Restricted Area and where the vessel is judged likely to affect aerodrome operations, ATC shall contact GVTS by telephone on number +35020046254, ext. 2003, requesting that the vessel be moved and providing timings of the next expected aircraft movement.
- d. Vessel movements are monitored by the GVTS by GPA Officers who are in R/T contact with the vessels.
- e. Vessels that enter the Restricted Area, which are unable to be sequenced between aerodrome movements will result in a suspension of aerodrome movements until such time as the vessel has transited the Restricted Area. Departures from Runway 09 may be permitted.
- f. Where a vessel enters the Restricted Area after an aircraft has been cleared to land, or is within six miles from touchdown, the captain of the aircraft is to be passed

Page 2 of 7

Issue 8

essential aerodrome information by ATC. The decision whether or not to break off the approach rests with the captain of the aircraft.

g. Nothing in this document prevents an ATCO from passing information to an aircraft captain where they deem it necessary in the interest of air safety.

h. ATC to be aware that maritime movements take time and will not be immediate due to the nature of vessels. As an indication, anchored vessels can take a minimum of 60 minutes to be able to comply with moving / re-anchoring instructions.

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

Where a large vessel is anchored in a manner where any part of the vessel is within the No Anchoring Zone and where the vessel is judged likely to affect aerodrome operations, ATC shall contact GVTS by telephone on number +35020046254 Ext, 2003, requesting that the vessel be moved and providing timings of the next expected aircraft movement.

GVTS will aspire to arrange potentially disruptive vessel movements outside of aerodrome operational hours.

Details of vessels with an air draught of 45 m (149ft) or more which are scheduled to berth at the North Mole Western Arm must be notified to ATC by GVTS 24 hours in advance of their ETA and ETD. ATC must also be notified immediately of any updates to the ETA or ETD of these vessels should they be subject to change.

3. **GEVs.** GEVs have been authorised to use an extendable gondola situated at the top of their structures under the following specific conditions anytime that it is at, or within 400m of, the berth at North Mole.

a. ATC will receive specific notification from the GPA for days on which a GEV is in port and intending to operate its gondola. This notice may form part of the standard 24hrs notice for vessels over 45m (149ft) but must make additional reference to use of the gondola.

b. GVTS will contact ATC 30 minutes prior to the first use of the Gondola that day to seek specific approval from ATC. This same notice shall inform of vessels intending to operate their gondola within 400m of its berth. Once this initial approval is given by ATC, the gondola may be operated subject to these further provisions.

c. ATC will contact GVTS 30 minutes prior to the landing time of an arriving aircraft, or from the time a departing aircraft calls for pushback until 15 minutes after its departure, requesting the gondola be lowered into the resting position.

d. Once an aircraft has landed or 15 minutes after a departure ATC will contact GVTS to permit the gondola to resume activity.

e. No aircraft may be cleared to land or take-off if communications have not been established between ATC and GVTS or if an ATCO is in any doubt that gondola activity has ceased.

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

4. **Helicopter Movements in and around the vicinity of BGTW.** Some large motor yachts or vessels may be equipped with helicopters and any requests for their movement either on or off the vessel must be managed to ensure air safety, the safety of other vessels and the public.

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

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

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

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

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

To assist GVTs in maintaining situational awareness, ATC are to inform GVTs of all helicopters and aircraft conducting exercises or operational activity in BGTW. This does not apply to transiting helicopters.

5. **Seaplanes.** Seaplane landings and take-offs are not permitted inside the harbour or marinas.

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

Should the initial request for a seaplane movement be received by ATC, contact must be made with GVTs to advise them of the intended flight and to ensure deconfliction from vessels operating or anchored in the vicinity of the take-off or landing area.

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

6. **LNG Storage Facility Vessel Movements.** All vessels arriving or departing the LNG Storage Facility berth will be under the control of the GVTS.

GVTS shall coordinate with ATC regarding flight times using telephone number +35020053383 and arrange berthing and unberthing of LNG vessels at the LNG Terminal outside of commercial flight times. ATC and RAF Air Operations are to be informed.

Molgas Energy Group are to ensure no ship to shore LNG transfers are permitted while the airfield is open.

7. **Aircraft Emergency Response at Sea.** DSA02 DFSR¹ Volume 3, paragraph 16 requires that the airfield provide an aircraft rescue capability to a radius of up to 1000m from the airfield boundary. The Gibraltar Port Authority shall carry out this duty as per the Maritime (Search and Rescue) Act 2005 and the Gibraltar Aerodrome Emergency Orders (GAEOs).

8. **Firefighting Operations.** ATC will advise GVTS when aircraft are operating in the bay for the purpose of firefighting operations.

9. **Contacts.** Contact information included within the agreement are detailed below:

GVTS	Duty Port Officer	+35020046254, ext. 2003
	VTS Manager	+35020046254, ext. 2009
	Switchboard	+35020046254
	Emergency Number	+35020061743
	Operations (standard communications)	ops@port.gov.gi
	Document changes/review	VTSM@port.gov.gi SPO@port.gov.gi CEO@port.gov.gi
AO	RAF Operations	+35020053352/3352
	RAF Ops Duty Mobile	+35058001216
	RAF Duty Officer	+35058009715
ATC	Switchboard (Primary)	+35020053383
	ATC Contingency (Secondary)	+35020064792
	ATC Contingency Line 2 (Tertiary)	+35058007806
	ATC Emergency Line	+35020053333
	ATC Watch Supervisor	0AllGIBRALTARAIRPORT@nats.co.uk

Issue 8 of this agreement becomes effective on **1 August 25** and will be reviewed no less than once every 36 months, on changeover of Stn Cdr and/or as a result of any major organisational changes.

¹ DSA 02 DFSR - Defence Aerodrome Rescue & Fire Fighting Regulations

Agreed By

RAF Gibraltar



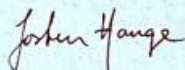
Wg Cdr
T Harvey
Station Commander

Gibraltar Por. Authority

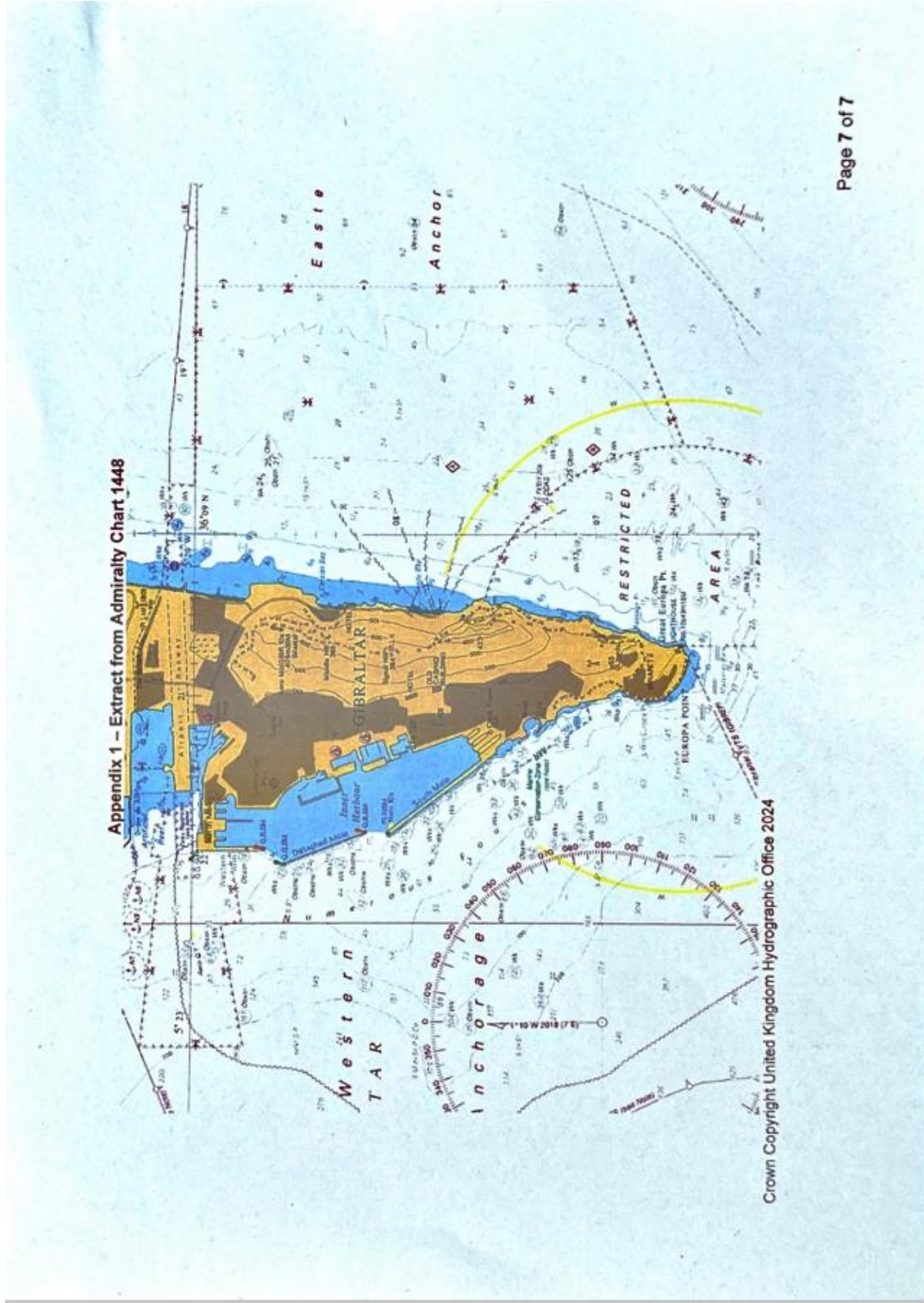


John Ghio
Captain of the Fort of Gibraltar

Molgas Energy Group (LNG Terminal Authority)



Jostein Hauge
Director Production & Asset integrity



E.3 Operational Agreement between Ocean Village Marina and RAF Gibraltar.

OPERATIONAL AGREEMENT OCEAN VILLAGE MARINA AND RAF GIBRALTAR**Abbreviations**

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

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

Air Draught Distance from waterline to the top of all structures and fittings.

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

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

Key areas:

1. Ocean Village Marina plan the arrangements for the berthing of vessels within the Marina.
2. This Agreement is the source document from which the MATS Part 2 derives any procedures to be followed by ATC.
3. NATS Services, as the ANSP, is responsible for the publication of procedures in the MATS part 2.
4. Any additional agreements made by the signatories to this document with third parties not subject to this agreement shall, where appropriate, be in accordance with this agreement.

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

1. Berthing Plan.

- a. OVM is responsible for producing a plan of the Marina which clearly indicates which vessels may be berthed in which locations so as

to account for their respective air draughts, ensuring that under normal circumstances, no berthed vessels shall penetrate the OLS.

- b. The plan is included as Appendix 1 to this agreement.
- c. OVM is responsible for vessels operating in compliance with the plan produced.

2. **Exceptions.** From time-to-time OVM may receive requests for vessels to berth which would not conform to the berthing plan. While these occasions shall not be routinely planned, it is recognised that they might occur. The AO is to be contacted immediately on receipt of such a request by OVM to provide notice of these occurrences and allow appropriate Notice to Airmen to take place. Where the AO is not available then OVM should liaise directly with ATC. In all such circumstances the AO retains the right to refuse such permission should the request be deemed to pose a significant hazard to aviation.

3. **Contacts.** Contact information included within the agreement are detailed below:

AO	RAF Operations	+35020053352/3352
	RAF Ops Duty Mobile	+35056001216
	RAF Duty Officer	+35058009715
ATC	Switchboard (Primary)	+35020053383
	ATC Contingency (Secondary)	+35020064792
	ATC Contingency Line 2 (Tertiary)	+35058007806
	ATC Emergency Line	+35020053333
OV	Ed Allison-Wright (Director)	+447762746380 eaw@oceanvillage.gi
OVM	William Bowman (Director)	+447815892688 william.bowman@oceanvillage.gi
	Marina Office	+35020073300
	Karl Bisset (Manager)	+35056463000
	Duty Work Mobile	+35058009812

Issue 4 of this agreement becomes effective on **1 January 2026** and will be reviewed no less than once every 36 months, on changeover of Stn Cdr and/or as a result of any major organisational changes.

Agreed By

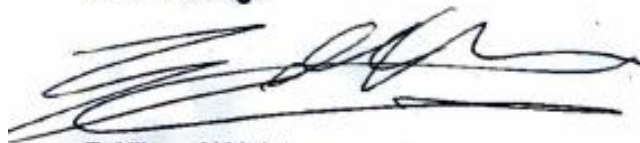
RAF Gibraltar



Wg Cdr
T Harvey
Station Commander

26/11/2025

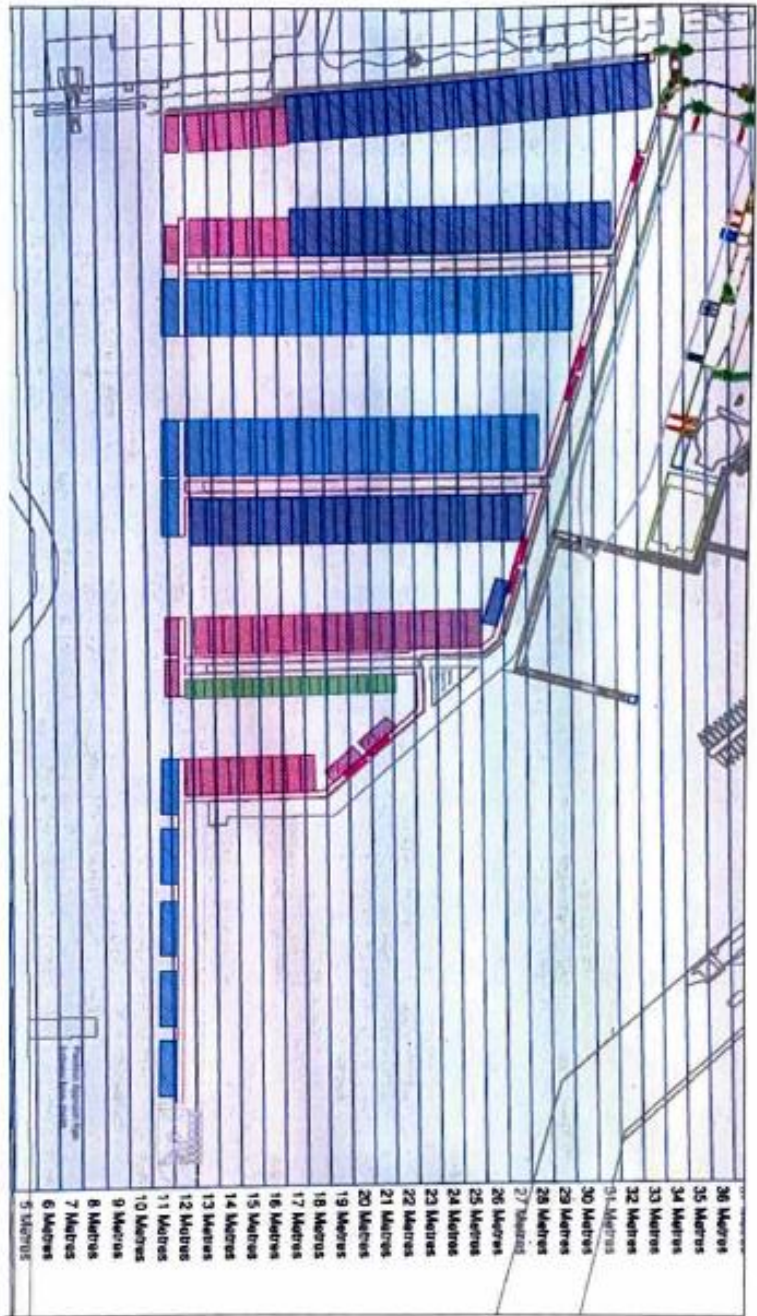
Ocean Village



E Allison-Wright
For and On Behalf of
Ocean Village

20/11/2025

Appendix 1 – Air Draught Compliance



This Air Draught Compliance appendix illustration is from Issue 2, dated 2019. Ocean Village have been tasked to produce a new figure to show infrastructure updates including the post Marina Club layout that will replace the above. This action was triggered Sep 25.

Issue 4

Page 4 of 4

E.4 Operational Agreement between Gibraltar Sports and Leisure Authority and RAF Gibraltar.

**OPERATIONAL AGREEMENT GIBRALTAR SPORTS AND LEISURE AUTHORITY AND
RAF GIBRALTAR****Abbreviations**

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

Introduction. With the proximity of Bayside Sports Centre (BSC) to RAF Gibraltar, specifically the runway, it is recognised that activities that take place within BSC could have a direct impact on the safety of aerodrome operations.

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

Key areas:

1. Perimeter fence between BSC and the aerodrome.
2. Operation of cranes within BSC.
3. Floodlight use at the hockey pitches within BSC.

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

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

1. **Perimeter Fence.** The fence line serves as the dividing boundary between the sports pitches and the aerodrome (see Appendix 1).
 - a. Maintenance of the perimeter fence is the responsibility of the GSLA.
 - b. Inspection of the perimeter fence for defects is the responsibility of the GSLA. RAF Gibraltar will conduct routine visual inspections of the fence and report any defects to the GSLA.
 - c. Any planned maintenance scheduled to take place on the fence, which could involve the removal of sections of the fence, shall be notified to RAF Gibraltar at least 7 days' prior. Timings of works and security requirements shall then be agreed between the two agencies prior to commencement of works.

2. **Operation of Cranes.** The operation of mobile cranes within BSC shall be subject to coordination with and approval from the AO. Guidance on the information required by the AO for the operation of cranes can be found on the Gibraltar Government [website](#).

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

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

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

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

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

3. **Hockey Pitch Floodlights.** The hockey pitch floodlights adjacent to the aerodrome penetrate the obstacle limitation surface of the runway and have been designed to fold to mitigate this hazard. It is the responsibility of the GSLA to ensure that the floodlights shall always be in the folded position during aerodrome movements.

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

b. If the floodlights require lowering ATC will notify the GSLA of this requirement at the earliest opportunity. This will normally be no later than 20 minutes prior to an aircraft movement.

c. ATC will have the capability to shut off the floodlights remotely. This facility should only be used in cases of emergency or where communications between the aerodrome and BSC have failed. The Health and Safety of those in the vicinity of the floodlights remains the responsibility of the GSLA at all times.

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

4. Points of Contact Table.

Gibraltar Sports and Leisure Authority	Centre Manager	+35058008897
	Assistant Facilities Manager	+35054005080
	Facilities Manager	+35054804000
	Chief Executive Officer	+35056587000
AO	RAF Operations	+35020053352/3352
	RAF Ops Duty Mobile	+35056001216
	RAF Duty Officer	+35058009715
ATC	Switchboard	+35020053383
	ATC Watch Supervisor	+35020053276
	ATC General Manager	+35020053357
	ATC Emergency Line	+35020053333

Issue 2 of this agreement becomes effective on **Jan 25**. This document will be reviewed no less than once every 36 months, on changeover of Stn Cdr and/or as a result of any of any major organisational changes.

Agreed by

RAF Gibraltar



Wing Commander
T Harvey
Station Commander

GSLA Management



Reagan Lima
Chief Executive

Appendix 1 - Areas of Responsibility



E.5 Operational Agreement between Gibraltar Football Association and RAF Gibraltar.

OPERATIONAL AGREEMENT GIBRALTAR FOOTBALL ASSOCIATION AND RAF GIBRALTAR**Abbreviations**

AO	Aerodrome Operator
ATC	Air Traffic Control
ATC WM	Air Traffic Control Watch Manager
ATD	Actual Time of Departure
ETA	Estimated Time of Arrival
GFA	Gibraltar Football Association
NATS	National Air Traffic Services
VS	Victoria Stadium

Introduction. With the proximity of VS to RAF Gibraltar, specifically the runway, it is recognised that activities that take place within the VS could have a direct impact on the safety of aerodrome operations.

Purpose. The aim of this agreement is to establish a safe system of operation between the GFA and RAF Gibraltar areas of mutual interest.

Key areas:

1. Perimeter fence between VS and the aerodrome.
2. The operation of cranes within VS.

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

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

1. **Perimeter Fence.** The fence line serves as the dividing boundary between the VS and the aerodrome (see Appendix 1).
 - a. Maintenance of the perimeter fence is the responsibility of the GFA.
 - b. Inspection of the perimeter fence for defects is the responsibility of the GFA. RAF Gibraltar will conduct routine visual inspections of the fence and report any defects to the GFA.
 - c. Any planned maintenance scheduled to take place on the fence, which could involve the removal of sections of the fence, shall be notified to RAF Gibraltar at least 7 days' prior. Timings of works and security requirements shall then be agreed between the two agencies prior to commencement of works.

2. **Operation of Cranes.** The operation of any mobile crane within VS shall be subject to coordination with and approval from the AO. Guidance on the information required by the AO for the operation of cranes can be found on the Gibraltar Government [website](#).

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

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

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

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

e. Nothing in this document prevents an ATCO from passing information to an aircraft captain where deemed necessary in the interest of air safety.

3. **Points of Contact Table.**

Gibraltar Football Association	Switchboard	+35020042941
	Gareth Latin	+35058009147
AO	RAF Operations	+35020053352/3352
	RAF Ops Duty Mobile	+35056001216
	RAF Duty Officer	+35058009715
ATC	Switchboard	+35020053383
	ATC Watch Supervisor	+35020053276
	ATC General Manager	+35020053357
	ATC Emergency Line	+35020053333

Issue 2 of this agreement becomes effective on **Jan 25**. This document will be reviewed no less than once every 36 months, on changeover of Stn Cdr and/or as a result of any major organisational changes.

Agreed by

RAF Gibraltar

GFA Management



Wg Cdr
T Harvey
Station Commander

Gareth Latin
Stadium and Facilities Manager

Appendix 1 - Areas of Responsibility



Return to [contents](#).

Annex F to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex F: Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions (AWEs)

The following pages contain RAF Gibraltar's AWEs. Please email gib-raf-ops@mod.gov.uk for any questions.

Aerodrome Acceptable Means of Compliance, Waivers and Exemptions			
Item	AWE	Date of Implementation	Next Review Date
1	2013/006 Removal of aerodrome identification beacon. Page F-2.	20 Aug 2013	30 Jan 2022
2	2014/040 Runway longitudinal slope non-compliance. Page F-3.	7 Jul 2014	30 Jan 2022
3	2016/021 AAMC to allow for a bespoke safeguarding map. Page F-4.	2 Dec 2021	2 Dec 2022
4	Amendment to AWEs held by RAF Gibraltar. Page F-5.	30 Jan 2021	-
5	2020/155 OLS infringement (Stadium). Pages F-6 – F-7.	10 Dec 2020	10 Dec 2021
6	2021/088 Permanent infringement of OLS (TACAN & Radar installations). Page F-8.	25 May 2021	25 May 2022. Expires 31 Mar 2037
7	2023/022 SALS non-compliance with RA 3515. Page F-9.	5 Apr 2023	5 Apr 2024
8	2024/172 OLS infringement (football stadium). Pages F-10 – F-11.	23 Jan 2025	23 Jan 2026
9	2024/189 OLS infringement (meteorological anemometer). Pages F-12 – F-13.	23 Jan 2025	23 Jan 2026
10	Remarks:	-	

F.1 2013/006 Removal of aerodrome identification beacon.



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

Military Aviation Authority
Juniper 1 #5102
MOD Abbey Wood North
Bristol
BS34 8QW

Military Network: 9679 81729
Telephone: 030 679 81729
Email: MAA-Tech-D@mod.uk

Wg Cdr J Holland
Station Commander
RAF Gibraltar
BFPO 52

20130812-Exemption GIB Ident Beacon-U

20 August 2013

Dear Station Commander,

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

1. Your staff sought¹ approval of an Exemption to meet the regulatory requirement to provide an aerodrome identification beacon (IB) for aerodromes intended for use at night².
2. The comprehensive safety assessment included with the request considered the risk of removing the Gibraltar IB and included supporting comments from ATM Force Command. I note that the current location of the IB is non-compliant with the MRP and the IB has been unserviceable for sometime. I note also that the unique geographic position and topography of Gibraltar, as well as the provision of radar monitoring for visual approaches, ensures mis-identification of the aerodrome is unlikely. Therefore, I am content to approve a Regulatory Exemption from the requirements of RA 3016(3).
3. Removal of the Gibraltar IB must be included on the Gibraltar aviation risk register and should be detailed within the Gibraltar Defence Aerodrome Manual. Any changes to details concerning this Exemption approval should be immediately notified to the MAA.


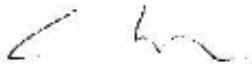
Yours,
Martin Clark

Copy to:

AOBM

¹ 20130603-MADS Exemption Request_Ident Beacon-U email dated 4 Jun 13.
² RA 3016(3) and MADS Chap 6 Paras 25 (Table 4-6) and 26.

F.2 2014/040 Runway longitudinal slope non-compliance.

	<p>Gp Capt C Muir BSc MBA MA RAF MAA Regulations Deputy Head Military Aviation Authority Abbeywood (North) Juniper (Wing 4) Mail Point #5104 MOD Abbey Wood BRISTOL BS34 8QW Military Network: 9679 84232 Telephone: 0306 679 84232 Email: MAA-Reg-Deplhd@mod.uk</p>
<p>Wg Cdr G Smith MA RAF Stn Cdr RAF Gibraltar BFPO 52</p>	<p>Reference: 20140707-Gibraltar Waiver Request for Runway Longitudinal Slope Non- Compliance</p>
<p>7 Jul 14</p>	
<p>MAA FORMAL AUTHORISATION OF WAIVER APPLICATION (MAA/WAIVER/2014/40) – RUNWAY LONGITUDINAL SLOPE NON-COMPLIANCE</p>	
<p>1. RAF Gibraltar sought¹ approval of a Waiver against the published requirements for Runway Longitudinal Slopes². The RAF Gibraltar Runway Resurfacing Project commencing in Sep 15 will deliver an improvement to the current Longitudinal Slope Non-Compliance; however, it is recognised that full compliance will not be achieved.</p>	
<p>2. The unit are to be commended for the comprehensive safety assessment submitted, which included supporting comments by key stakeholders³ and acceptance by relevant Aviation DH's that all identified risks are ALARP. Furthermore, it is noted that, due to operational constraints, the works are limited to overnight closures and that achieving full compliance under these conditions is neither feasible or cost effective. It is also noted that other work being undertaken as part of the Runway Refurbishment project will include an upgrade to the Runway Surface through utilising Grooved Marshal Asphalt and that improvements to the Aerodrome Ground Lighting will also be made. Therefore, having considered the submission in detail, I am content to approve a Regulatory Waiver from the requirements of Regulatory Article 3016(3), Military Aerodrome Design and Safeguarding Criteria.</p>	
<p>3. Notification of the Runway Longitudinal Slope Non-Compliance should be recorded on appropriate Risk Registers, included within the appropriate flight information publications and incorporated into the RAF Gibraltar Defence Aerodrome Manual. This Waiver is valid until 1 Jan 2035 or until a full Runway Resurfacing is carried out, whichever is the sooner. Stn Cdr RAF Gibraltar is to review this Waiver at least one month prior to the expiry date. Any changes to details concerning this Waiver approval should be immediately notified to the MAA.</p>	
	
<p>Copy to:</p>	
<p>JFC – Def Res ATM Force Cmd – Dep Cdr</p>	
<p>¹ GIB/0402/44 dated 10 Jun 14. ² Regulatory Article 3016(3), Military Aerodrome Design and Safeguarding Criteria and the Manual of Aerodrome Design and Safeguarding Chapter 4 Table 4-1 Runway Longitudinal Slopes. ³ ATM Foe Cmd, RAF Gibraltar SATCO, Government of Gibraltar Director of Civil Aviation, 1 & 2 Gp STARS, JFC Infrastructure Overseas Works and DIO Head of Airfield Pavements.</p>	

Refer to RAF Gib Dam Para 2.5. No Rwy Strip Obstructions iaw RA 3500 F.3
allow for a bespoke safeguarding map.

2016/021 AAMC to



Gp Capt G J J Currie OBE MA RAF
 MAA Regulations Deputy Head
 Military Aviation Authority
 Abbey Wood (North)
 Juniper (Wing 4) Mail Point #5104
 MOD Abbey Wood
 BRISTOL
 BS34 8QW

Skype number: +443001552889
 Telephone: 03067984232
 Email: DSA-MAA-Reg-DepHd@mod.gov.uk
 www.gov.uk/maa

Wg Cdr A Doherty MBE MA MBA BSc RAF
 Station Headquarters
 Mouchotte Building
 Spitfire Way
 RAF Gibraltar
 BFPO 52

Reference: 20211104-RAF Gibraltar_AAMC
 Review

02 Dec 21

Dear Nel

MAA AMENDED AUTHORIZATION FOR ALTERNATIVE ACCEPTABLE MEANS OF COMPLIANCE (AAMC) - MAA_AWE_2016_021

1. RAF Gibraltar hold an authorized AAMC¹ to maintain a bespoke aerodrome safeguarding plan. This authorization was issued due to topographical and political considerations which make compliance with the RA3500 series impractical.
2. Due to concerns over a potential conflict of interest from the safeguarding plan producers, Eddowes Aviation Safety Ltd, the Director of Civil Aviation (DCA) led a review into the safeguarding plan process. The MAA requested a review of this AAMC once the DCA led review was complete².
3. Through conversation with your staff³ it has been confirmed that the review was completed by Osprey, who are content with the 2016 Safeguarding Plan and the standard of work that was conducted by Eddowes Aviation Safety Ltd. It was concluded that the safeguarding plan was still required as it can be used for town planning purposes and as a means to ensure and enable visual reference for aircraft. However, Osprey have recommended the safeguarding plan may be simplified as there is no requirement or availability for aircraft to conduct visual circuits at RAF Gibraltar.
4. Therefore, I am content that MAA_AWE_2016_021 is still required and that RAF Gibraltar and the DCA have completed appropriate assurance of the safeguarding plan.

¹ Refer to MAA_AWE_2016_021

² Refer to: 20210130-MAA_AWE_Review_RAF Gibraltar.

³ Email: 20211104-RAF Gibraltar_AAMC Review

5. This AAMC provides a pragmatic course of action towards the MAA's aim and your aim of enhancing air safety. This AAMC remains valid under the conditions stipulated in the original authorization. Details of this updated authorization must be appended to existing promulgated information about the safeguarding plan.

Yours sincerely

Gerard Currie
 Digitally signed
 by Gerard Currie
 Date: 2021.12.02
 21:14:36 Z

Copy to:

2 Gp Sp&BM Force Cdr*
 UKStratCom DirOB Ops&Sp DH*
 MAA Dep Hd Op Assure Op*
 MAA Dep Hd Op Assure Eng*

F.4 Amendment to AWEs held by RAF Gibraltar.



Air Cdre C Egan BEng(Hons) MA CEng MIET
CMgr FCMI MAPM RAF
Head Regulation and Certification

Military Aviation Authority

Abbey Wood (North)
Juniper (Wing 1) Mail Point #5102
MOD Abbey Wood
BRISTOL
BS34 8QW

Telephone: 07971 893425
Email: christopher.egan383@mod.gov.uk
www.gov.uk/maa

Wg Cdr A Doherty MBE MA MBA BSc RAF
Station Commander
Station Headquarters
Mouchotte Building
Spitfire Way
RAF Gibraltar
BFPO 52

Reference: 20201215-
MAA_RA3500_AWE_Review-O

30 Jan 21

Dear Nel,

MAA AMENDMENT TO WAIVERS AND EXEMPTIONS HELD BY RAF GIBRALTAR

1. As part of the MAA transition from the Military Manual of Aerodrome Design and Safeguarding (MADS) and RA 3016 to the RA 3500 series, the MAA has conducted a review of the current Waivers and Exemptions in circulation. This review was conducted in consultation with your Unit personnel.

2. The Waivers and Exemptions in force at RAF Gibraltar have been reviewed and the details in the original safety cases or assessments remain valid, which show that the Risk to Life was accepted as ALARP and Tolerable by the ADH at the time of application. Therefore, assuming you remain supportive of this position, I am content to amend the following Waivers and Exemptions to reflect the changes in Regulation:

- a. MAA_Exemption_2013_006: Exemption against non-compliant Aeronautical Identification Beacon. This is now valid against RA 3515(4).
- b. MAA_Waiver_2014_040: Waiver against runway longitudinal slope non-compliance due to political and geographical issues during the full Airfield Operating Surfaces resurface. This is now valid against RA 3511(4).
- c. MAA_AWE_2016_021: Alternative Acceptable Means of Compliance (AAMC) to allow for a bespoke safeguarding map. This is now valid against RA 3500(9).

(1) I note the safeguarding map process is under review, led by the Director of Civil Aviation (DCA), due to concerns over a potential conflict of interest from Eddowes Aviation Safety Ltd. This AAMC is valid until 30 Nov 21 and should be reassessed post completion of the DCA-led review.

3. These Waivers and Exemptions remain valid under the conditions specified in the original letter.

Chris Egan
Digitally signed
by Chris Egan
Date: 2021.01.30
10:01:27 Z

Copy to:

MAA Dep Hd Op Assure*
MAA Dep Hd Regs*

Please note that MAA amended AAMC letter dated 2 Dec 21, contained on page F4 in this document, supersedes paragraph 2.c.

F.5 2020/155 OLS infringement (Stadium).



Air Cdre C Egan BEng (Hons) MA CEng
MIET CMgr FCMI MAPM RAF
Head Regulation and Certification

Military Aviation Authority
Abbey Wood (North)
Juniper (Wing 1) Mail Point #5102
MOD Abbey Wood
BRISTOL
BS34 8QW

Telephone: 07971 893425
Email: christopher.egan383@mod.gov.uk
www.gov.uk/maa

Wg Cdr A Doherty MBE MA MBA BSc RAF
Station Headquarters
Mouchotte Building
Spitfire Building
RAF Gibraltar
BFPO 52

Reference: 20201111-MAA_AWE_2020_155

10 Dec 20

Dear Nel

**MAA FORMAL AUTHORIZATION OF EXEMPTION APPLICATION
MAA_AWE_2020_155: PERMANENT INFRINGEMENT OF OBSTACLE LIMITATION
SURFACE CAUSED BY REDEVELOPMENT OF THE GIBRALTAR NATIONAL
STADIUM**

1. RAF Gibraltar sought¹ approval of an Alternative Acceptable Means of Compliance (AAMC) associated with the regulatory requirement whereby Obstacle Limitation Surfaces (OLS) are established to limit the extent to which objects may project into airspace².
2. I understand that the Gibraltar Football Association (GFA) is currently in the planning stage of the re-development of the Gibraltar National Stadium. A review of the stadium design by UEFA determined that it would not meet UEFA standards for illuminance therefore, the GFA have requested RAF Gibraltar seek consideration for the revised design that will infringe the OLS of Rwy 27/09 by 2.5m.
3. It is noted that the current stadium imposes a more severe OLS infringement in excess of 20m, considered to be a legacy infringement by the MAA. The new stadium design reduces not only the height of the OLS infringement but also the number of obstacles presented as a hazard (one lighting tower replacing 3), however it still contravenes RA 3512(1).
4. I note that RAF Gibraltar staff have conducted a Safety Assessment of the proposed development, and you as HoE, are content that the penetration of the OLS will not increase RtlL at the airfield or affect airfield operations. This analysis was supported by all key stakeholders with a vested interest in RAF Gibraltar aviation operations.
5. As HoE, you raised concerns that acceptance of this application could set a precedence whereby it would be cited by future construction projects requesting similar dispensations. I can assure you that all AWE requests received by the MAA will be

¹ 20201104-RAF Gibraltar_AAMC_Application_National_Stadium_OLS Penetration-08.

² RA 3512(1) – Regulation.


considered on an individual basis and therefore, no precedent will be set by this application. Furthermore, for all future construction applications the MAA would expect the HoE, with support from the Directorate of Overseas Bases team within UK StratCom, to challenge any future projects which they consider present a risk to flight safety, prior to a submission for waivers or exemptions being presented to the MAA.

6. Further concern was raised of a potential conflict of interest from Eddowes Aviation Safety Ltd, who completed both the RAF Gibraltar Bespoke Safeguarding Plan and the aeronautical survey for the new stadium installation. However, correspondence³ with staff at RAF Gibraltar has shown this concern is being addressed by the Director of Civil Aviation and that this conflict of interest will be removed for future projects. Your staff are to be commended for their work to improve Aviation Safety.

7. Having considered the application fully and noting the concerns raised over potential embarrassment for the GFA and, by extension, to HMGoG, I am content to approve MAA_AWE_2020_155. However, rather than issue an AAMC, I will in this case issue a Regulatory Exemption against RA3512(1) AMC Para 5. This is deemed more appropriate on the basis that the stadium is unlikely to change in design/size for a considerable length of time.

8. Details of the Exemption must be published and promulgated in the appropriate documentation, including within the RAF Gibraltar Defence Aerodrome Manual, Aerodrome Operating Hazard Log and Mil AIP. In time, the ICAO OLS Task Force may change regulation relating to OLS infringements, therefore, the Exemption must be reviewed regularly. Any changes to the circumstances concerning the Exemption must be immediately notified to the MAA.

Chris
Egan



Digitally signed
by Chris Egan
Date: 2020.12.10
11:56:41 Z

Copy to:

2Gp Sp&BM Force Cdr*
UK StatCom DirOB Ops&Sp DH*
COS HQBF Gibraltar*
MAA Dep Hd Op Assure*
MAA Dep Hd Regs*

³ 20201111-MAA_AWE_2018_021_AAMC Extension

F.6 2021/088 Permanent infringement of OLS (TACAN & Radar installations).



Gp Capt G J J Currie MA RAF
MAA Deputy Head Regulations

Military Aviation Authority
Abbey Wood (North)
Juniper (Wing 4) Mail Point #5104
MOD Abbey Wood
BRISTOL
BS34 8QW

Skype number: +443001552889
Telephone: 03087984232
Email: DSA-MAA-Reg-DepHd@mod.gov.uk
www.gov.uk/maa

Wg Cdr A Doherty MBE MA MBA BSc RAF
Station Headquarters
Mouchotte Building
Spitfire Way
RAF Gibraltar
BFPO 52

Reference: 20210514-MAA_AWE_2021_088

25 May 21

Dear Nel

**MAA FORMAL AUTHORIZATION OF WAIVER APPLICATION MAA_AWE_2021_088:
PERMANENT INFRINGEMENT OF OBSTACLE LIMITATION SURFACE CAUSED BY
NEW TACAN AND RADAR INSTALLATIONS**

1. RAF Gibraltar sought¹ a Waiver to meet the published regulatory requirement whereby Obstacle Limitation Surfaces (OLS) are established to limit the extent to which objects may project into the airspace around the aerodrome².
2. I understand that Programme MARSHALL equipment roll-out requires the installation of a new TACAN and STAR NG / MSSR at RAF Gibraltar and as part of the Programme a Feasibility Study was conducted by AQUILA that looked at multiple siting locations. It is agreed that the proposed sites cause the least disruption to airfield operations, however, I note that the proposed installations infringe the Inner Horizontal Surface by 15m (TACAN) and 10m (STAR NG / MSSR).
3. Personnel at RAF Gibraltar have conducted a hazard analysis and any additional Risk to Life, due to this infringement, has been mitigated and accepted by you as the HoE. Therefore, I am content to approve Waiver MAA_AWE_2021_088, for the lifespan of the Programme MARSHALL contract, end date 31 Mar 2037.
4. Details of the Waiver must be published and promulgated as appropriate, including within the RAF Gibraltar Defence Aerodrome Manual and Aerodrome Hazard Log. The Waiver must be reviewed regularly and at least one month prior to expiry, with the MAA being notified of any changes to the circumstances that may affect the conditions of its approval.
5. Please feel free to engage with me or my staff should you require further assistance.

Yours Sincerely,

Gerard Currie
Digitally signed
by Gerard Currie
Date: 2021.05.25
17:24:13 +01'00'

Copy to:

2 Gp Sp&BM Force Cdr*
UK StratCom DirOB Ops&Sp DH*
COS HQBF Gibraltar*
MAA Dep Hd Op Assure Op*
MAA Dep Hd Op Assure Eng*

F.7 2023/022 SALS non-compliance with RA 3515.



Gp Capt N Robson MSc MA BSc(Econ)
DipESA FInstLM RAF
Deputy Head Regulations

Military Aviation Authority
Abbey Wood (North)
Juniper (Wing 4) Mail Point #5104
MOD Abbey Wood
BRISTOL
BS34 8QW

Skype number: +443001656600
Email: DSA-MAA-Reg-DepHd@mod.gov.uk
www.gov.uk/maa

Colonel BHG Campbell-Colquorn
COS/HoE British Forces Gibraltar
RAF Gibraltar
BFPO 52

Reference: MAA_AWE_2023_22

05 Apr 23

Dear Colonel Cambell-Colquorn,

MAA Authorization of Exemption Application MAA_2023_22 – RAF Gibraltar Simple Approach Lighting System (SALS) Non-Compliance with RA 3515

1. As the Head of Establishment (HoE) for RAF Gibraltar, you sought¹ approval for an Exemption against the published regulatory requirement to ensure that all AGL fittings are of construction and height that their presence does not endanger Air Systems², due to the SALS for RW09/27 containing non-frangible elements.

2. It is understood that RAF Gibraltar has installed a SALS for RW09/27, following an AAIB safety recommendation to do so and that, due to the unique topography around the aerodrome, some parts of the SALS are installed in the sea. I further understand that those elements must hold a degree of environmental survivability that is not normally required by standard installations on land and, as such, several stanchions and lighting barettes are not frangible as required under RA3515³.

3. I acknowledge the significant air safety benefits that the SALS is providing, due to the difficulty of the approaches and cultural lighting in the vicinity of RAF Gibraltar. In respect of the risk presented by the non-frangible elements of the SALS, your team has provided a safety assessment and you, as the HoE, have accepted the non-compliance and stated, via your Aerodrome Operator, that a Safe Operating Environment is being maintained. As I anticipate the frangibility of obstructions in the vicinity of the runway to be an enduring regulatory requirement, an Exemption is appropriate. I am content therefore to approve an Exemption for the SALS against the frangibility requirements under RA3515(28).

¹ 20220330-SA2022-01_3515_Non-Compliance-OS.

² RA 3515 – Permanent Fixed Wing Aerodrome – Lighting, Sub-reg 3515(28).

³ RA 3515 – Permanent Fixed Wing Aerodrome – Lighting, AMC 3515(28) para 126a.

4. Details of this Exemption must be published and promulgated appropriately, including within the RAF Gibraltar Defence Aerodrome Manual and Aerodrome Operators Hazard Log. Furthermore, the MAA should be notified of any changes to the circumstances that may affect the conditions of its approval.

5. Should you require further assistance then please do not hesitate to contact me or my staff.

Yours aye,

Nick

Nick
Robson

Digitally signed
by Nick Robson
Date:
2023.04.05
14:28:23 +01'00'

Copied to:

2 Gp - SASO
RAF Gibraltar - Aerodrome Operator
- RAF XO
MAA - Dep Hd Op Assure Op
- Dep Hd Op Assure Eng

F.8 2024/172 OLS infringement (football stadium).



Gp Capt N Robson MSc MA BSc(Econ)
DipESA FInstLM RAF
Deputy Head Regulations

Military Aviation Authority
Abbey Wood (North)
Juniper (Wing 4) Mail Point #5104
MOD Abbey Wood
BRISTOL
BS34 8QW

Skype number: +443001656900

Email: DSA-MAA-Reg-DepHd@mod.gov.uk

www.gov.uk/maa

Reference:

MAA_AWE_2024_172

Group Captain J Kane MA MSc BA
Dip.RSA Cert Ed RAF
Chief of Staff British Forces (Gibraltar)
RAF Gibraltar
BFPO 52
BF1 2AR

23 Jan 25

Dear Kano,

**MAA Authorisation of Exemption application MAA_AWE_2024_172– RAF Gibraltar
OLS Infringement – Football stadium**

1. Your Aerodrome Operator sought approval¹ for an Exemption against the published regulatory requirement under RA 3512(3)² prohibiting the establishment of new obstacles that penetrate the transitional surface, pursuant to Host Nation (HN) plans to redevelop the national football stadium adjacent to RAF Gibraltar.
2. First, I commend the positive engagement that has taken place between our respective teams on this topic, which has enabled a proportionate and pragmatic approach that recognises your need to balance Air Safety requirements with wider interests in country. Key to the safety arguments presented is the demonstration that the proposed development meets a societal need that goes beyond commercial gain, and the convincing evidence that the new development offers a net improvement to your Safe Operating Environment. Whilst it will still present an infringement, I acknowledge that it will be a significant reduction to that already being tolerated, with concurrent improvements to the hazards posed by the existing fence line and floodlights.
3. I further applaud your team's robust interactions with the developers to ensure that the building design presents the minimum amount of infringement while still being able to meet its aims. This has been complemented by a thorough and comparative risk analysis,

¹ MAA_AWE_Application_Form_Victoria Stadium OLS dated 27 Nov 24

² Refer to RA 3512 - Permanent Fixed Wing Aerodrome – Obstacle Limitation Surfaces

which was rigorously pursued and goes beyond the generic Collision Risk Modelling originally offered by the developers.

4. As Head of Establishment, you have supported this exemption application and are satisfied that the risks presented by the planned infringement are ALARP and lower than that being tolerated now; therefore the Safe Operating Environment will be improved. I note the supporting comments from the Gibraltarian Director of Civil Aviation and am content to approve MAA_AWE_2024_171, as an Exemption to RA 3512(3).

5. I note that further work will be undertaken to ensure that updated analysis on the local wind phenomenon and turbulence is conducted, and that the results of this will inform further activities to maintain the Safe Operating Environment. I applaud the amplification that this Exemption will not be used as a precedent to leverage further non-compliant developments.

6. Should you require any further assistance on the matter, please do not hesitate to contact me or my staff.

Yours Aye,

Nick

Nick

Robson

Digitally signed
by Nick Robson
Date: 2025.01.27
09:29:34 Z

Copied to:

Government
of Gibraltar

Director of Civil Aviation

RAF Gibraltar

RAF Gibraltar Aerodrome Operator

Air

RAF ATSSO

DSA

Dep Hd Op Assure Op

F.9 2024/189 OLS infringement (meteorological anemometer).



Gp Capt N Robson MSc MA BSc(Econ)
DipESA FInstLM RAF
Deputy Head Regulations

Military Aviation Authority
Abbey Wood (North)
Juniper (Wing 4) Mail Point #5104
MOD Abbey Wood
BRISTOL
BS34 8QW

Skype number: +443001656900

Email: DSA-MAA-Reg-DepHd@mod.gov.uk
www.gov.uk/maa

Reference:
MAA_AWE_2024_189

Group Captain J Kane MA MSc BA
Dip.RSA Cert Ed RAF
Chief of Staff British Forces (Gibraltar)
RAF Gibraltar
BFPO 52
BF1 2AR

23 Jan 25

Dear Kane,

**MAA Authorisation of Exemption application MAA_AWE_2024_189– RAF Gibraltar
Obstacle Limitation Surface Infringement – Meteorological Anemometer**

1. Your Aerodrome Operator sought approval for an Exemption against the published regulatory requirement under RA 3512(3) prohibiting the establishment of new obstacles penetrating the transitional surface, pursuant to the installation of a new Meteorological Anemometer. Given the nature of the wind phenomenon at Gibraltar, accurate readings are vital and I understand that the existing Anemometer is uncalibrated as the mast supporting it is unsafe and so preventing access.
2. Accordingly, the new installation is operationally essential and specifically sited to ensure it functions as intended. Your team has presented safety analysis illustrating that it is frangible, will have compliant markings and lighting, and is substantially lower than the existing mast; the subsequent removal of the existing obstacle provides an overall improvement to the Safe Operating Environment.
3. As Head of Establishment, you have supported this Exemption application and are satisfied that the risks presented by the infringement are both ALARP and, indeed, are lower than those being tolerated now; accordingly, the Safe Operating Environment will be improved while Aircraft operators will benefit from improved Meteorological information. I also note the supporting comments from the Director of Civil Aviation and am therefore content to approve MAA_AWE_2024_189.

Page 1 of 2

4. Should you require any further assistance on the matter, please do not hesitate to contact me or my staff.

Yours sincerely,

Nick
**Nick
Robson**

Digitally signed
by Nick Robson
Date: 2025.01.27
09:21:47 Z

Copied to:

Government of Gibraltar Director of Civil Aviation

RAF Gibraltar RAF Gibraltar Aerodrome Operator

Air RAF ATSSO

DSA Dep Hd Op Assure Op

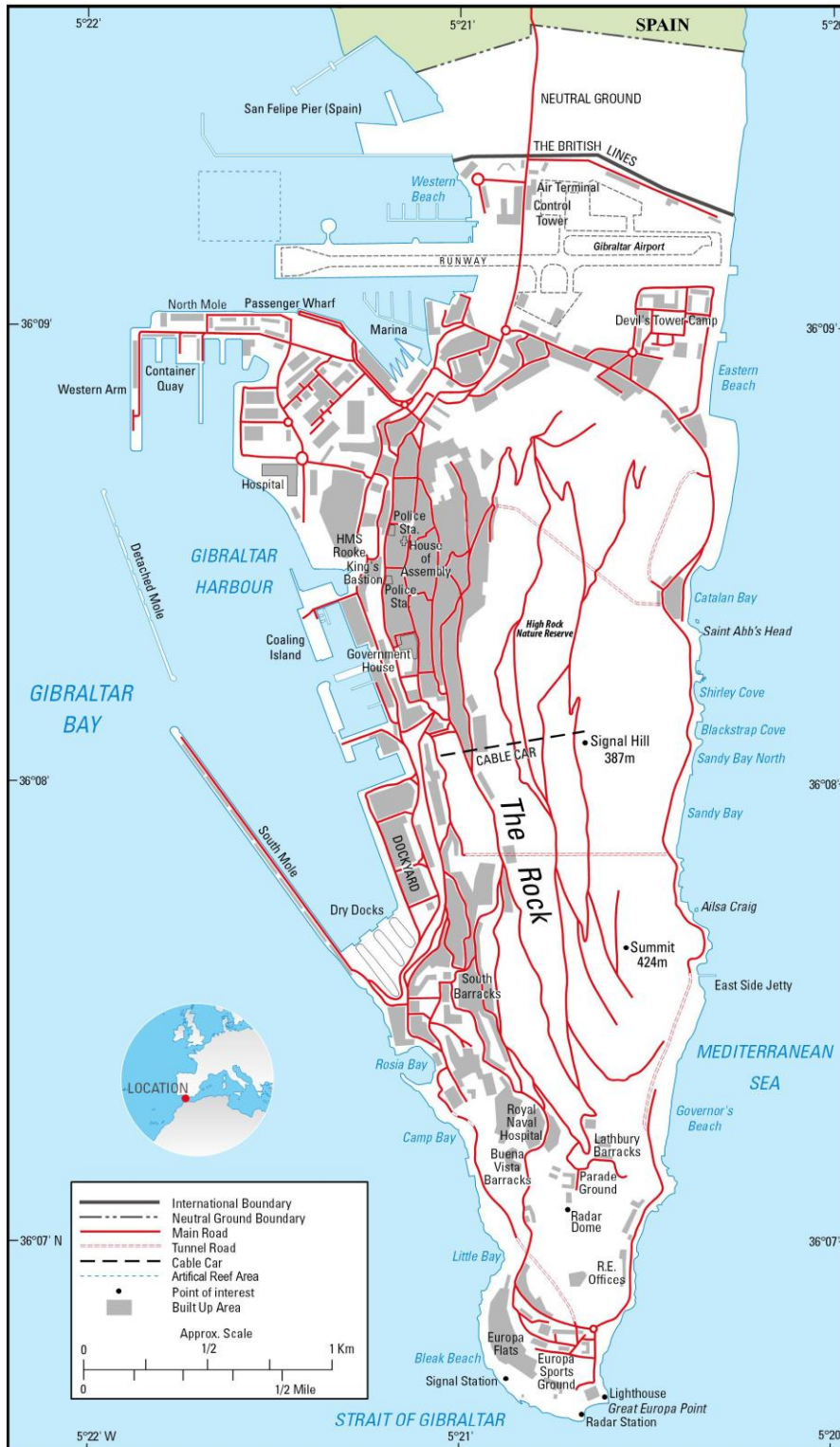
Page 2 of 2

Return to [contents](#).

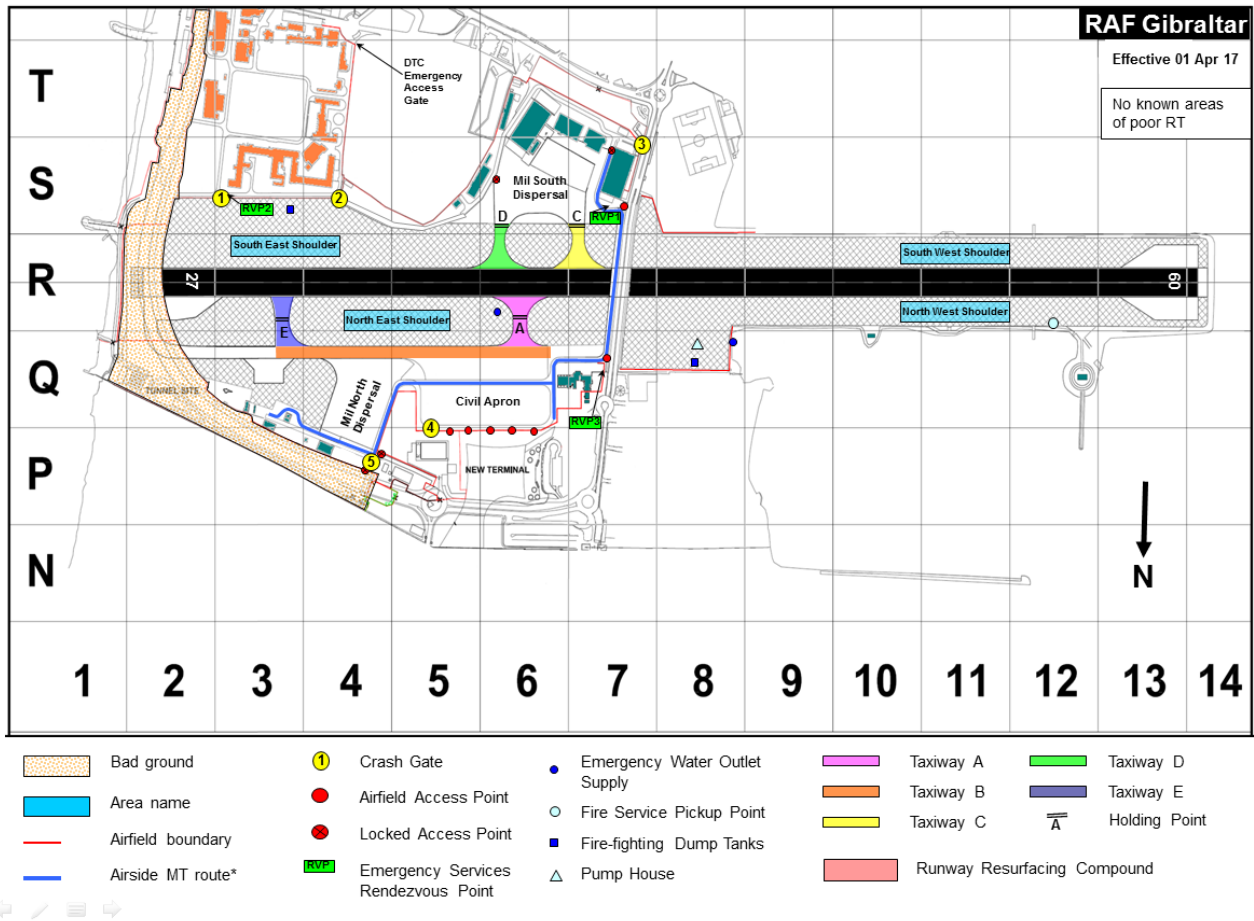
Annex G to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex G: Aerodrome Location and Control of Entry and Access

1. RAF Gibraltar is located on the northern end of the Gibraltar peninsula, situated between the Spanish border and the Rock of Gibraltar itself. The airfield has a 1798 m (5899 ft) runway with a LDA of 1528 m (5013 ft), running from east to west, with about a third of it projecting outwards into the sea to the west. It is unusual in having a four-lane pedestrian, cycle and e-scooter road bisecting the runway.
2. Local Area Map. A map of Gibraltar from c. 2012 is depicted below:



3. Aerodrome Crash Map. A copy of the crash map taken from Gibraltar Airport Emergency Orders is depicted below (currently being updated for Q4 2025). Airfield access points shown by a red circle.



4. Access to RAF Gibraltar. Access to RAF Gibraltar by vehicle is the MEP via Devil's Tower Camp Main Guardroom (T3 on the above crash map). ID is to be always worn whilst on site. The South Barrier access point (S7 on the above crash map (with RVP 1)) provides access for pedestrians and cyclists who are pass holders. The access control policy can be found [here](#).

Return to [contents](#).

Annex H to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex H: Noise Abatement Procedure Orders

1. **Ground running of aircraft engines.** Ground running of aircraft engines is only permitted when both ATC and the AFRS are operational.
2. **Idle power runs.** Low powered engine runs at idle power may be permitted at any time the aerodrome is open subject to the following conditions:
 - a. ATC are advised. ATC will advise the AFRS.
 - b. Aircraft are parked on concrete.
 - c. The aircraft remains in RT contact with ATC during the engine run.
 - d. ATC are advised when the engine runs are completed.
3. **Engine runs using above-idle power.** Engine runs above idle power are generally only permitted between 0800 and 2300 hrs local. High powered engine runs outside this period may only be carried out when operationally essential and with the approval of the Duty Station Exec. The following conditions are to be applied:
 - a. Engine runs do not interfere with other aircraft movements.
 - b. ATC are advised. ATC will advise the AFRS.
 - c. The aircraft are parked on the Rwy threshold with the tail of the aircraft pointing out to sea.
 - d. The aircraft remains in RT contact with ATC during the engine run.
 - e. ATC are advised when the engine runs are completed.
4. No further noise abatement orders are in force.

Return to [contents](#).

Annex I to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex I: Temporary Obstruction Orders

1. **Temporary obstruction orders**⁸. In any situation where a temporary obstruction is created on or around a manoeuvring area, the following should occur:
 - a. The party responsible for the obstruction should be able to give full details on the nature of the obstruction and must ensure that the following are informed:
 - (1) Air Traffic Control. (+350) 2005 3383.
 - (2) Air Operations. (+350) 2005 3353.
 - b. The following must be considered:
 - (1) What the obstruction is.
 - (2) The dimensions of the obstruction.
 - (3) The exact location of the obstruction.
 - (4) The duration that the obstruction will be in place for.
 - c. They must then await permission to proceed before taking any further action.
 - d. Once the obstruction is in place it is to be marked in accordance with extant regulations using approved high visibility markers, tape or fencing with additional red-light markers at night.
 - e. ATC will issue a NOTAM with details of the temporary obstruction as required, including any amendments to taxi procedures (on advice from ATC).
 - f. ATC will provide progressive taxi instructions to departing/arriving Aircraft as appropriate.
2. **Identification Markers**. Identification markers will be arranged to indicate the full dimensions of the obstructions. All airfield obstructions are marked in such a way to ensure that they give taxiing aircraft and moving vehicles adequate distance to manoeuvre.
3. **Unserviceability Markers**. Wherever any portion of a Twy, apron or holding area is unfit for the movement of aircraft but it is still possible for an aircraft to bypass the area safely, unserviceability markers should be displayed. Mitie hold a stock of bad ground markers should the contractor not hold any markers. ATC is responsible for ensuring marker boards are positioned accordingly.
4. **Informing Aircrew**. ATC is responsible for informing aircraft captains of any unserviceability on the aerodrome that will affect them. Aircrew are also to ensure that they are familiar with RAF Gibraltar NOTAMs.

⁸ References:

- A. [CAP 232](#) Ch 6 - Aerodrome Survey Information.
- B. [CAP 168](#) Ch 4 Para 4.8 to 4.49 - The assessment and treatment of obstacles.
- C. [RA 3518](#) Permanent Fixed Wing Aerodrome - Visual Aids for Denoting Obstacles.

Return to [contents](#).

Annex J to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025

Annex J: Aerodrome Arresting System Orders

1. **SQEP Personnel.** Reference A²⁷ requires PAAG operation to be restricted to TG5 (GTM) personnel holding the Trade Qualification Annotation (TQA), **Q-GE-PAAG**.
2. **Engagement.** Post-engagement of the PAAG, the Aircraft hook may remain connected to the cable and will require disengaging by an Aircraft Recovery Party.
3. **Composition of Aircraft Recovery Party.** The recovery of an Aircraft and restoration of the PAAG system will be carried out by:
 - a. **Duty Crash Crew.** The Crash Crew Commander is in charge of the incident and will ensure the Aircraft is safe before being approached by the Aircraft Recovery Team.
 - b. **Aircraft Recovery Team.** The Aircraft Recovery Team (to be provided by the detachment) is responsible for moving the Aircraft.
 - c. **PAAG Restoration Team.** The PAAG Restoration Team (provided by 5001 Sqn) will recover the arrester cable back to its original position and ensure serviceability of the system.
4. **Initial Response.** Once informed by ATC that a PAAG engagement has taken place, or is imminent, the Recovery Team Leader is to assemble the Recovery Team at the engagement end of the Runway. The recovery team are to monitor the ATC radio frequency at all times. Once on site and cleared by the Crash Crew Commander, the team will carry out the procedures for disengaging an Aircraft from the cable as detailed by DAP119J-1408-12 Ch 2-2⁹.
5. **Safety Precautions.** The following safety precautions must be observed:
 - a. Extreme caution must be exercised when approaching an Aircraft that has been arrested and is still attached to the cable. At the end of the arrest cycle, the cable system tapes will stretch by at least 10%, and if the Aircraft is braked or cannot roll back, this tension must be released before attempting to disengage the Aircraft.
 - b. Under no circumstances are personnel to enter the 'V' formed by the Aircraft hook and the cable that stretches to the tapes.
 - c. The nylon tape will be rendered unserviceable if a vehicle drives over a fold in the tape. Vehicles are only to cross a tape when attending an emergency, in which case a section of tape that lies flat on the runway or surrounding area is to be chosen. If a driver crosses a fold in the tape, the fact is to be reported to ATC immediately, so the tape can be replaced.
 - d. There is a danger that the cable may jam in the Aircraft hook. This is particularly likely to happen when an Aircraft with a narrow hook throat engages one of the thicker diameter cables used on PAAG. Personnel are not to approach or touch the cable until it can be clearly seen that the tension has been released, equally, on both sides of the Aircraft.
6. **Recovery Procedures.** The Crash Crew Commander retains overall control of an incident. The Aircraft Recovery Team and PAAG Restoration Team are to be aware of the following requirements:
 - a. **Aircraft with Hook Raising Facility.** Under normal circumstances, when the Aircraft disengages itself from the cable, the Crash Crew Commander will instruct the pilot, "Hook up". Once the hook is raised the pilot will be advised, "Clear to taxi", by the Crash Crew Commander. Should the Aircraft be unable to taxi under its own power, the pilot will be instructed to "Shut down" the Aircraft engines and it will be towed away by the Aircraft Recovery team.

⁹ References:

A. [DAP119J-1408-12](#) Ch 2-1 Para 34(3).
B. [DAP119J-1408-12](#) Ch 2-2.

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

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Annex K: Manoeuvring Area Safety and Control Orders

Manoeuvring Area Safety and Control Orders and Procedures	
Item	Title
1	Arrangements for allocating Aircraft parking positions.
2	Arrangements for initiating engine start.
3	Ensuring clearance for Aircraft push-back (if required) / restricted taxiing.
4	Marshalling services.
5	'Follow-Me' provision.
6	Orders on operation of the 'Follow-Me' vehicle procedures and Aircraft marshalling.
7	Protection from jet blast.
8	Enforcement of Safety precautions during Aircraft refuelling operations.
9	Enforcement of Safety precautions during Aircraft ground running ¹⁰ operations.
10	Orders for Runway and Apron sweeping; Apron cleaning.
11	Arrangements for reporting Incidents and Accidents on an apron etc.
Remarks:	-

1. Arrangements for allocating aircraft parking positions.

- a. **Civilian Apron.** Allocated by GibAir who will advise ATC; aircrew will be informed via radio by ATC. All aircraft will be marshalled into their stand.
- b. **Military Apron.** Aircraft will be directed to the North or South military aprons as required (usually dependant on cargo and aircraft type), where they will be marshalled in. On occasion, the civilian apron may be used.
- c. **Chocking.** The following procedures apply to chocking:
 - (1) **Overheated / smoking brakes / undercarriage.** Do not attempt to approach an aircraft with such problems until advised it is safe to do so by AFRS.
 - (2) **Removing chocks.** Never remove chocks without permission from the headset operator.
 - (3) **Placing chocks.** Never place your hand between the chocks and the aircraft tyre.
 - (4) **Vehicles and equipment positioning.** No vehicles or equipment are to approach an aircraft until the chocks are in place.
 - (5) **Minimum chocks requirement.** Two chocks on the nose wheel; one chock forward and one aft of the same nose wheel (in contact with, but not forced hard against the wheel). Two chocks on the inner wheels of the main landing gear; two forward and two aft of the same wheel.
 - (6) **Storage.** After removal, chocks must be returned to the designated storage area.

¹⁰ Refer to RA 4510 – Ground Running of Aero-Engines and Auxiliary Power Units.

2. Arrangements for initiating engine start.

a. Civilian Apron.

- (1) SOP is to pushback onto taxiway BRAVO prior to start, with separate ATC approvals required for the pushback and engine start.
- (2) The standard pushback is now an 'L' shaped push to abeam the next stand, unless a 'long' push is requested to accommodate an inbound Aircraft.
- (3) Information given as part of a pushback instruction relates to the direction in which an Aircraft must be facing (for example "facing west") and not the pushback tug.
- (4) Cross bleed / coupled engine starts are also possible on the apron, subject to ATC approval and the following additional restrictions.
 - (a) The Aircraft Captain confirms that the ground handling staff will ensure that the area behind the Aircraft is clear of personnel and equipment.
 - b. The ground handling staff are observed by ATC to have closed the MT route across the civil apron behind the aircraft starting.
 - c. ATC to ensure Taxiway BRAVO and MT track to south of civil apron are clear of traffic prior to clearing engine starts.

- b. **Military Apron.** Should there be a requirement for a military aircraft to utilise the civilian dispersal, these procedures still apply: however, the aircraft will be handled by AGSU.

3. Ensuring clearance for Aircraft pushback (if required) / restricted taxiing. Civil Apron aircraft stands are predominantly a Taxi-In-Push-Out layout, requiring aircraft to be pushed out by a tug on departure: to operate safely, a set of rules and procedures must be understood and followed.

a. Aircraft captains must:

- (1) obtain clearance from ATC before instructing the pushback crew to pushback.
- (2) inform ATC if they do not have direct communication with the pushback crew.

b. ATC are to ensure that:

- (1) Gibair is given the pushback instruction (if no direct contact with pushback crew).
- (2) the MT route across the civil apron is clear.

c. Tug drivers are to ensure that:

- (1) The tow vehicle, tow bar and associated equipment are serviceable, and that towing is iaw GibAir Company procedures. (Headset, Towing & Pushback Manual QMS-MAN-1-001).
- (2) Whilst towing, the tug driver is responsible for wing tip clearance (assisted by a wing walker), iaw Rule 42 of the Air Navigation Order.
- (3) During bad visibility or at night, Aircraft must be adequately lit (i.e. navigation lights 'on') and the tractor must display headlights and an anti-collision beacon.
- (4) ATC permission must be obtained before all Aircraft tows.

d. Ground handling staff are to ensure that:

- (1) the area surrounding and behind the aircraft is clear of any obstructions.
- (2) personnel on the apron are aware of the pushback and are keeping clear.

- e. Prior to commencing the push, a positive confirmation must be made with the Aircraft commander, the headset operative and the pushback tug driver with the pushback instruction.

f. **Stand Specific Procedures.** Stand-specific pushback procedures are published by Gibair in their [Headset Towing and Pushback Manual](#). Please contact gib-raf-ops@mod.gov.uk or GibAir directly for non-MOD access. Specific procedures comply with the generic rules given elsewhere in this instruction.

g. **Pushing to Apron Areas ('Push and Park').** The Aircraft will be pushed back iaw SOPs and will taxi on its own accord to the designated apron. A marshaller will signal the Aircraft in and (if required) reposition the Aircraft for a self-maneuvring departure. A wing walker to guide the Aircraft is advisable. Once the Aircraft is positioned, the ground crew should clear the stand area of FOD, equipment and obstacles. When aircraft are repositioned to apron areas due to unforeseen circumstances, the following procedures are to be followed:

- (1) Aircraft should have the parking brake set (some operators also require the aircraft to be chocked). In such cases, the handling agent should advise the flight crew that the aircraft have been chocked on arrival at the push and park stand.
- (2) This can be done via a headset communication system or using recognised hand signals.
- (3) The ground crew must be satisfied the flight deck understands that the Aircraft is chocked.
- (4) The use of chocks is prohibited at 'remote holding locations' or on taxiways.
- (5) If the Aircraft has been chocked, an engineer or ground crew member must be present for engine start at apron locations.
- (6) Start-ups may only be conducted after the Handling Agent has inspected the stand and its vicinity for equipment and personnel who may be affected by jet blast.
- (7) Pilots are to call for start-up as per normal published procedures but to state clearly to ATC on first call that they are parked 'nose-out'.
- (8) With taxi clearance, aircraft may taxi directly off stands using minimum breakaway power.

4. **Marshalling services.** Provided to guide all aircraft into stands. For civilian aircraft, service provided by GibAir. For military aircraft, service provided by AGSU.

5. **'Follow-Me' provision.** No service provided.

6. **Orders on operation of the 'Follow-Me' vehicle procedures and Aircraft marshalling.** No service provided.

7. **Protection from jet blast.**

- a. ATC to ensure Taxiway BRAVO and MT track to south of civil apron are clear of traffic prior to clearing engine starts.
- b. Ground handling staff to ensure areas behind starting and running aircraft are clear of obstructions, equipment, and personnel.

8. **Enforcement of Safety precautions during Aircraft refuelling operations.** Please see orders for aircraft refuelling contained within [Annex CC](#).

9. **Enforcement of Safety precautions during Aircraft ground running operations.** GibAir and RAF Gibraltar Safety Management Systems in operation (see para 12-36 below).

10. **Orders for Runway and Apron sweeping; Apron cleaning.** Order for FOD prevention, including runway and apron sweeping and cleaning are included in [Annex V](#).

11. Arrangements for reporting Incidents and Accidents on an apron etc.**a. Civilian.**

- (1) UK CAA Mandatory Occurrence Reporting (MOR) scheme for ground safety events.
 - (a) Mandated under the Air Navigation Order 2009 - CAP393.
 - (b) All parties involved in an occurrence should submit a report.
 - (c) Examples of reports are included in the CAA Ground Safety Reporting Guide, available [here](#).
 - (d) When a safety event occurs which meets the MOR criteria, a report should be submitted through your employer's safety system using their own reporting method - a copy of your report must also be sent to the CAA Safety Data Department.
 - (e) As a contributor to the MOR Scheme, an organisation's appointed individual can review occurrences related to your type of operation by logging into the CAA system (allowing greater understanding of industry-wide trends).
- (2) Aircraft operators are to report in line with company or flying club procedures. A copy of the report should be shared with the RAF Gibraltar Air Safety Manager (available at gib-raf-ops@mod.gov.uk), Gibraltar Civil Aviation Authority (GCAA) (dca@gibraltar.gov.gi), and GibAir (handling@gibair.gi).
- (3) Air traffic control is to report through STAR, which should be shared with appropriate local organisations.
- (4) Ground handling (GibAir).
 - (a) A proactive voluntary incident reporting scheme is in operation with GibAir, as part of their safety management system.
 - (b) An accident is initially recorded in GibAir's Accident Book. This can be done by a first (injured) or second (bystander) party.
 - (c) Secondly, the Safety Manager or the Duty Manager will fill out a Health and Safety report form (GA-1-140).
 - (d) Reports should be shared with appropriate local organisations.

b. Military.

- (1) **Air Safety.** ASIMS (DASOR) process.
- (2) **Ground Safety.** MySafety report process.
- (3) **Explosives Safety.** MIDS process.

12. Personal Protection. The following items of personal protective clothing are mandatory.

a. High Visibility Clothing. Personnel must wear a high visibility jacket or equivalent when airside and outside. It must be properly fastened to provide maximum prominence to the front and rear of the garment. It must be manufactured to the recognised British Standard BS EN 471:2003.

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

c. Foot Protection. All personnel must wear safety shoes when airside during all operations.

13. GibAir Training. GibAir Training is developed with employees, regulators and business partners to give employees the proper information and resources to work to a safe and effective standard. It is regularly reviewed and evaluated. GibAir retains records of training which are available for audit.

14. **Safety Management System Training.** Training will be provided to all employees every 24 months as per the Safety Management System (SMS), available from GibAir. Training is commensurate with position and responsibilities within the organisation. As such, it will be defined as follows:

- a. **Senior Management.** This comprises the Head of Airport Operations, Duty Managers and Cargo Manager. This training will consist of a review of all the contents and requirements of the SMS and will include the entire safety process, hazard identification, risk assessments and risk management. In addition, it will emphasise their responsibilities as regards safety standards and regulatory requirements as specified in paragraph 1.3.2 of the SMS.
- b. **Accountable Manager.** The person ultimately responsible for Safety within our organisation, they are to understand their role and responsibilities as defined in the SMS.
- c. **Employees.** All employees in the company, irrespective if they work in the operational or customer service sections of the organisation, will receive training in SMS requirements. This will include how the company's safety policy works and an overview of the SMS. It will also emphasise their specific responsibilities as defined in paragraph 1.3.3 of the SMS. An examination is required as confirmation of understanding the requirements contained in the SMS.

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

- | | |
|--|--|
| a. Potential Hazards on the Apron. | i. Incident reporting. |
| b. Vehicles Striking aircraft and/or people. | j. Work Equipment (including machinery). |
| c. Hazards to passengers & staff on Apron. | k. Slips and trips. |
| d. Moving Aircraft. | l. Foreign Object Damage. |
| e. Engine Hazards. | m. Personal Protective Equipment. |
| f. Fall and falling objects. | n. Correct Driving procedures/precautions. |
| g. Manual Handling. | o. Electrical Hazard. |
| h. Human Factors. | p. Adverse weather conditions. |

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

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

- | | |
|---------------------------------------|--|
| a. General Philosophy. | i. Shippers Declaration & other documents. |
| b. Limitations. | j. Acceptance Procedures. |
| c. General requirements for shippers. | k. Recognition of undeclared DG. |
| d. Classification. | l. Storage and loading procedures. |
| e. List of DG. | m. Pilots Notification. |
| f. General Packing Requirements. | n. Provisions for passengers and crew. |
| g. Packing Instructions. | o. Emergency Procedures |
| h. Labelling and marking. | |

18. **Ground Service Equipment Training.** Carried out tri-yearly as complementary to, and interfacing with, the Ramp Safety course. The objective is to ensure employees are fully competent to operate all the Ground Handling Equipment they are required to work on and do so within the parameters of the manufacturers operating instructions and/or the findings of a risk assessment carried out on that equipment. Employees will be asked to demonstrate their ability to operate the different equipment and conform to all safety criteria. If successful, they will be given a certificate of competence which permits them to operate that equipment. This certificate will show type of vehicle authorised, name, date of training and expiry date. Training is based on [CAP 642](#) Airside Safety Management guidelines and [IATA Airport Handling Manual](#) (Airside Management and Safety).
19. **Marshalling training.** This consists of training in the correct marshalling signals between an operator and an aircraft commander. The signals are based on established international standards as specified in the [IATA Airport Handling Manual](#) (Aircraft Marshalling) and are regulated by Gibraltar Civil Aviation (Rules of the Air) [Regulations 2009](#). This course is practical and consists of staff demonstrating their abilities and knowledge in marshalling an aircraft onto a parking position. It is carried out every 36 months.
20. **Triple “A” Training.** This is a mandatory course for all airport handling employees as dictated by the UK Dft and consists of staff training in accounting and authorising of hold baggage. This course ensures that employees are fully versed in the rules and regulations required for the safe carriage of baggage on aircraft. It is carried out every 24 months for appointed persons (persons carrying out load and balance functions) and every 60 months for non-appointed persons.
21. **Manual Handling of Passengers with Reduced Mobility.** This is a one-day course undertaken by all employees who are employed in the handling of passengers with disabilities. This includes Customer Service PRM and Aircraft handling Operatives. It is carried out by the St. John Ambulance Brigade and teaches staff the correct procedures and techniques for lifting and moving disabled passengers. It is carried out every three years.
22. **First Aid Training.** Several employees from both the Customer services’ and Baggage handler’s departments undertake First Aid Training courses to ensure we have the minimum number required. These courses are undertaken by the St. John Ambulance Brigade (3-day course) and Heart Starterz (1-day course). They both cover the minimum first aid requirements for staff at the workplace. It is carried out every three years.
23. **Fire Fighting Training.** All employees are given fire-fighting training which is carried out by the Airport Fire and Rescue Service. In this training, ramp personnel involved in aircraft turnarounds or pushbacks, are shown how to operate the different fire extinguishers and how to initially respond to a vehicle or aircraft engine fire. Additionally, Customer Services staff are shown how to operate the extinguishers they would use in their office environment.
24. **Aircraft Departure Qualification.** A three-day course for staff undertaking aircraft headset procedures during pushbacks. It includes the procedure for pushing and towing of aircraft and the minimum checks that must be carried out on the aircraft prior to departure. In addition, it defines the actions necessary to guarantee a safe push-back procedure and how to deal with any incident / accident. This course is given by Head-loaders who are trained and certified to carry out this function.
25. **Supervising Aircraft Loading.** Supervisory loading staff, Head Loaders and Team Leaders, undertake this three-day course which is designed to teach the minimum procedures required to ensure a safe aircraft turnaround operation. It focuses on factors such as aircraft danger zones, regulatory requirements, aircraft damage reporting, F.O.D. etc. This course is provided by British Airways and carried out by an employee who has been trained by them to deliver the training.
26. **Human Factors.** All employees are given a one-day training focusing on different contributing factors that causes accidents/incidents. This course will provide an educational awareness to reduce the likelihood of human errors during the day-to-day activity. Course will be provided by Gibair employee qualified in Human Factors Training and will be delivered every two years.
27. **Control of Substances Harmful to Health (COSHH).** Employees with supervisory responsibilities and oversee or handle hazardous substances undertake this bi-annual online course.

28. **Airline Specific Training.** In addition to Company and regulatory training, all employees are required to undertake specific training required by the handled operating airlines. This includes, check-in, reservations, boarding and load and balance. All have different recency and validity requirements.

29. **Airfield Driving Permits.** All employees required to drive on the aircraft apron must complete the Airfield Driving Permit. It is delivered every three years by the Head of Airport Operations and is a comprehensive guide to the stringent requirements for driving safely on the aircraft apron. Permits are removed and staff must be retrained and recertified if they are involved in any incidents/accidents.

30. **Refresher Training.** All training courses (Regulatory or Airline specific) have recency or expiry periods. All employees away from employment (for any reason), for three months or longer are subject to a standard recertification or refresher program, in accordance with the following criteria.

Refresher Training Process Map		
Item	Period of Absence	Process Required
1	Up to 3 months.	Brief the employee on procedural, organizational, equipment or infrastructure (POEI) updates, notices or changes that might have occurred during their absence. This will apply for Company specific, Regulatory and Airline specific processes. The briefing shall be documented and filed in a personal training file.
2	Between 3-12 months.	As above, brief the employee on POEI updates, notices or changes and record this in the employee's personal training file. On-the-job training will be delivered to ensure competence has been maintained. Should any gaps be identified, a period of requalification training shall be required.
3	Between 12-24 months.	As above, brief the employee on POEI updates, notices or changes and record this in the employee's personal training file. Deliver requalification training, including a formal assessment of competence (as per initial training) to confirm competence.
4	More than 24 months.	Initial training program(s) delivered as per new entrant.
5	Remarks:	The above processes will be in addition to the established Return to Work Interview which will serve to identify any issues with the employee which could have an impact on their overall capability to carry out their functions within the established safety parameters. This is particularly important for those employees returning from illnesses or injuries.

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

a. **Gibair Airside Safety Turnaround Audit (Form GA-1-011 and GA-1-011(a)).**

(1) A twice weekly audit carried out during the turn round of an aircraft (Attachment A) which also covers the Passengers with Reduced Mobility (PRM) operation (Attachment B).

(2) It includes over 60 points which must be followed to comply with standard operating procedures, and which are essential in maintaining minimum safety standards.

(3) Audits are carried out by the Safety Manager, Duty Managers and senior staff engaged in ramp functions (Supervisors, Team Leaders and Turn-round Coordinators).

(4) The audit form is continuously monitored and updated to reflect changes in regulatory and specific airline requirements.

(5) Negative findings are recorded on an audit control sheet (form GA-1-53) and are analysed for possible trends.

(6) Corrective actions for nonconformities are also recorded through an Audit Corrective Action Plan (form GA-1-014). This plan is summarised as follows:

Audit Corrective Action Plan		
Item	Level of Findings	Definition, Corrective Action, and Timescale
1	LOW (isolated)	Isolated minor infringement to established working procedures. Minimum risk to health and safety and aircraft safety not compromised. Corrective Action: recorded verbal reminder within one week of infringement.
2	LOW (repeated)	Repeated minor infringements to working procedures identifying a trend. Corrective action: MEDIUM is to be followed.
3	MEDIUM	Risk to the health and Safety of the individual but not safety critical to the aircraft, other employees or passengers. Corrective Action: read and Sign Memo enforcing the established procedure or introducing a new one. Disciplinary procedures may be considered if the non-conformance is repeated. Timescale: immediate.
4	HIGH	Safety Critical and Life Critical. Corrective Action: operation stopped immediately. An investigation and the risk assessment to be reviewed to confirm the level of risk and the necessary mitigation required to maintain operation within safety parameters. Retraining to be considered and conducted if necessary. Disciplinary procedures may be followed if the nonconformity was because of premeditated actions, gross carelessness or a disregard of established operating procedures. Timescale: immediate.
5	Remarks:	The auditor has the authority to stop any part of the operation should it be identified, by observation, that the continuance of such has a high probability of failure or a significant risk to employees or clients.

b. **Externally Contracted Quarterly Health and Safety (H&S) Audit.**

- (1) Contracted by Bland Group; three-monthly H&S compliance check of the organization.
- (2) Covers airside aircraft operations, offices, restrooms, work-stations and workshops.
- (3) Based on the UK Health and Safety At Work Regulations 1974.
- (4) Additionally, they also consider local Gibraltar Legislation on H&S as follows:
 - (a) Gibraltar Health, Safety and Welfare Act 1999
 - (b) Gibraltar Civil Aviation Act 2009
 - (c) Gibraltar Civil Aviation (Dangerous Goods) Regulations 2009
 - (d) Gibraltar Factories (Lifting Operations and Lifting Equipment) Regulations 1999
 - (e) Gibraltar Factories (Provision and use of Work Equipment) Regulations 1999
 - (f) Gibraltar Health and Safety (Signs and Signals) Regulations 1996
 - (g) Gibraltar Manual Handling Operations Regulations 1996

- (h) Gibraltar Personal Protective Equipment Work Regulations 1996
- (i) Gibraltar Factories (First-Aid) Regulations 1956
- (j) Gibraltar Civil Contingencies Act 2007
- (k) Gibraltar Civil Contingencies Emergency (Coronavirus) Regulations 2020
- (l) Gibraltar Control of Noise at Work Regulations 2006
- (m) Gibraltar Factories (Control of Chemical Agents at Work) Regulations 2003
- (n) Gibraltar Factories (Working at Heights) Regulations 2006
- (o) Gibraltar Display Screen Equipment Regulations 1996
- (p) Gibraltar Aviation Security (Rules) Act 2011
- (q) Gibraltar Factories (Explosive Atmospheres) Regulations 2004

(5) Reports findings are graded red, amber, or green, depending on level of severity and corrective timescale. Red findings must be actioned immediately, Amber findings must be rectified in 2-3 weeks and green findings must be monitored and reviewed in 3 months.

c. **Handled Carriers Audits.**

(1) Each Carrier that we handle carries out frequent audits of every facet of our handling operation. These audits assist our organisation in verifying safety performance and rectifying any identified instances of sub-standard performance.

(2) They form an important component of our SMS by providing a completely objective perspective of our standards and performance. The findings from these audits are generally classified in four different categories:

Audit Corrective Action Plan		
Item	Non-conformity Level	Definition, Corrective Action, and Timescale
1	Level One	These are classified as serious deficiencies in procedures or practices which could have an impact on the safety of the entire operation or parts thereof. The Carrier has the right to stop the operation and require us to immediately implement a corrective process.
2	Level Two	These are considered less of a threat to the immediate safety of the handling operation but nonetheless require a corrective process or changes to procedures. Normally Carriers will allow a timescale of 30 days to implement this corrective process.
3	Level Three	A minimum threat to the safety of the handling operation. Carriers will allow a three-month time scale to implement the corrective process.
4	Observations	These are not classified as non-conformities but are usually recommendations made to the Handling Company to carry out changes based on those carriers` specific operating procedures.
5	Remarks:	Gibair is committed to effecting all changes required by the findings of the carriers` audits. Observations from carriers which are seen to be useful in improving the organisations safety performance will be incorporated.

d. **Contracted External Audits.** In addition to internal audits, Gibair contract an independent company (Ashington Aviation Consultancy Ltd) to conduct a thorough audit of our entire handling operation annually. This company will highlight deficiencies and non-conformities as well as recommend changes to improve safety procedures. In addition, it will provide input into the safety training programme so that it meets industry best practice and minimum regulatory requirements.

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Annex L to
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Annex L: Emergency Orders / Aerodrome Crash Plan

1. The Gibraltar Airport Emergency Orders (GAEOs) define the responsibilities and required actions of appropriate organisations in the event of an emergency at Gibraltar Airport. The Orders cannot be completely comprehensive, and the Heads of Responding Organisations are expected to interpret them as the circumstances dictate and to base any additional detailed instructions of their respective Sections upon them.
2. As Aerodrome Operator, the RAF Gibraltar Station Commander is responsible for the development and delivery of GAEOs in accordance with MAA regulatory documentation.
3. The GAEO's are split into two parts, and can be found [here](#).
 - a. Gibraltar Airport Emergency Orders Part 1 (Emergency Response).
 - b. Gibraltar Air Emergency Orders Part 2 (Supplementary Information).
4. If you have issues accessing the documents, please email: gib-raf-ops@mod.gov.uk.

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**Annex M to
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Annex M: Aerodrome Rescue & Fire Fighting Services and Training Orders

- Aerodrome Rescue and Fire Fighting Services at RAF Gibraltar are provided by the GoG Airport Fire and Rescue Service (AFRS), who maintain the aerodrome crash category during operating hours.
- CAA & MAA regulated, AFRS conduct ops & training iaw [CAP 168](#) , [CAP 699](#) , & [DSA DSFR 02](#). AFRS will respond as per the [Gibraltar Airport Emergency Orders](#) (see [Annex L](#)).
- The Fire Station Manager (FSM), iaw DSA02 DFSR7, must ensure the following documents are accessible by email (nicky.vinales@gibraltarairport.gi) or phone (+350 2001 1774, +350 5400 1040).

Operational Output		
Item	Document Title	Remarks
1	Generic Standard Operational Procedures (SOPs).	2025 SOP Index . Request from FSM.
2	Local SOPs.	2025 SOP Index . Request from FSM.
3	FRS Generic Risk Assessments.	2025 RA Index . Request from FSM.
4	Defence ARFF Service Provider Chief Fire Officers Instructions.	N/A to Gibraltar AFRS.
5	Tactical Information / Response Plans covering site-specific operational requirements.	Contained within AFRS Section Orders. Response assessments on request from FSM.
6	Fire Section Orders (3-year review period).	AFRS Operations Manual V1.9 March 2015 on request from FSM.
Task Resource Analysis (TRA)		
7	TRA Report for each ICAO Aerodrome category promulgated at Chapter 2 (3-year review period).	TRAs available for CATs 3-6 & 8 (May 23) and CAT 7 (May 25).
ARFF Assessments		
8	DFSR Form 01 - Response Area Assessment.	Apr 2024 (2-year review period).
9	DFSR Form 02 - 1000 m Assessment.	Mar 2025 (2-year review period).
10	DFSR Form 03 - Water Assessment.	Mar 2025 (2-year review period).
11	DFSR Form 04 - Category for Specific Hazard Assessment ¹¹ .	Jan 2025 (2-year review period).
12	DFSR Form 06 - Reduction of ARFF cover ¹² .	Jan 2025 (2-year review period).
ARFF Training Area Orders and Training Area Risk Assessments		
13	ARFF Training Area Orders.	AFRS Policy on Handling & Starting Live Fires for Training, SOP 513 on AC Simulator Start Up & Shut Down Procedures.

¹¹ For Aerodromes operating under RA 3049, Defence Contractor Flying Organization (DCFO) responsibilities for UK Military Air System Operating Locations, Form 5 will be used.

¹² For Aerodromes operating under RA 3049 - DCFO responsibilities for UK Military Air System Operating Locations, Form 7 will be used.

14	ARFF Training Area Risk Assessments.	AFRS has various RAs specific to the Training Area Activities. Request from FSM.
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Annex N: Disabled Aircraft Removal

1. The AO is to ensure that orders 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.
2. RAF Gibraltar has limited resources available to remove aircraft from the runway. Depending on circumstances, support from the UK will be requested.
3. Duty Personnel are to make every effort to comply with the following guidance for removing a disabled aircraft.

Air Traffic Control Officer In Charge (ATCO I/C)	
1	Notification of the ARFF Services.
2	Aircraft identification and type.
3	Nature of Aircraft un-serviceability.
4	Location of Aircraft.
5	Deployed brake chute operations are correctly managed and conducted by a Suitably Qualified and Experienced Person (SQEP).
6	Section of the manoeuvring area affected.
7	Persons on Board (POB).
8	Estimated time of Arrival (ETA) of all Aircraft requiring use of the closed Runway.
9	Latest time for affected Aircraft to divert.
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.
RAF Air Operations	
11	Notify ATC of a disabled Aircraft if not already aware.
12	Ensure the appropriate NOTAM has been raised.
13	If required carry out RUNWAY BLACK plan.
14	Notify OC Ops Wg / OC Ops Sqn (or equivalent), Eng Ops (or equivalent), VASF / Movements (or equivalent), appropriate Sqn (if it affects a station-based Aircraft).
15	Contact Defence Accident Investigation Branch (DAIB) 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 ¹³ .

¹³ If the AAIB elect to conduct an on-scene investigation, the disabled Aircraft cannot be removed until authorized by the AAIB. AAIB will require Aircraft 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.

RAF Duty Officer	
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 "RUNWAY BLACK".
18	For civilian Aircraft, notify the Aircraft operator and AAIB.
Airport Fire and Rescue Service	
19	Respond iaw DSA02 DFSR – Defence ARFF Regulation and site-specific Incident Plan.
Aircraft Owner	
20	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 (or equivalent) to discuss its removal.
OC Eng	
21	Once cleared by Ops, tow the disabled Aircraft clear.
Note: At smaller establishments without ATC / Ops, AO's or their nominated representatives are to make every effort to comply with the above guidance.	

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Annex O to
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Annex O: Air Traffic Control Orders

1. NATS Gibraltar ATC Orders are contained within their MATS Part 2. These orders are a live document managed and regularly updated by the Senior Air Traffic Control Officer (SATCO). All ATC orders are written in conjunction with CAA regulations. For further details please contact the SATCO:
 - a. Email: dean.orchard@nats.co.uk
 - b. Work telephone: (+350) 20053357.
2. If you have issues accessing the documents, please email: gib-raf-ops@mod.gov.uk.

Return to [contents](#).Annex P to
20250801-RAF_Gibraltar_DAM-Issue3
01 Aug 2025**Annex P: Aerodrome Data Reporting Procedures**

Aerodrome Data Reporting Procedures	
1	Legislation, Standards and Technical References. Information regarding Aerodrome Serviceability or Hazards to Air Navigation are to be routinely updated via the AIP & NOTAM.
2	<p>Reporting Procedures. Any situation that may immediately impact Aircraft Operations Safety is to be reported as soon as possible, in the first instance to ATC/Ops by radio or phone.</p> <p>a. ATC Emergency – Mil: 9231 98531 (Civ: +350 2005) Ext 3333.</p> <p>b. ATC Switchboard – Mil: 9231 98531 (Civ: +350 2005) Ext 3383/3533/5544.</p> <p>c. RAF Operations – Mil: 9231 98531 (Civ: +350 2005) Ext 3352/3353 or +350 5600 1216.</p> <p>d. Out Of Hours GDP Control Room – Mil: 9231 98531 (Civ: +350 2005) Ext 5026.</p> <p>e. If unable to contact ATC / Ops - RAF Duty Officer mob: +350 5800 9715</p>
3	Aerodrome Operator (AO). The AO has responsibility for the reporting process & accuracy of aerodrome data. They will establish procedures and provide resources to ensure reporting of changes that may impact Air Ops safety (e.g. changes of aerodrome physical characteristics).
4	Executive Officer (XO). The XO is responsible for ensuring information provided and published by AIDU for RAF Gibraltar is correct.
5	<p>NOTAM¹⁴. The AO will record all NOTAM action for possible 1st / 2nd and 3rd party Audit. NOTAMs will be originated in the standard NOTAM format for the following circumstances¹⁵.</p> <p>a. A change in the serviceability of approach aids and radios.</p> <p>b. A change in operational information contained in the DAM and published in the Mil AIP.</p> <p>c. Aerodrome works affecting the manoeuvring area or penetrating the OLS.</p> <p>d. New obstacles which affect the Safety of Aircraft operations.</p> <p>e. Bird or animal Hazards on or in the vicinity of the Aerodrome.</p> <p>f. A change in the availability of Aerodrome visual aids, e.g. markings, lighting, etc.</p> <p>g. Any change in Aerodrome facilities published in AIP.</p> <p>h. Unusual air activities at the Aerodrome.</p>
6	<p>Authority to Amend. To ensure amendments to AIDU documentation are correct, the following posts, as per AIDU direction, have control to change.</p> <p>a. Delegated Authority. A post which has been given authority by the AO to authorise the change of aeronautical information on their behalf, for UK MIL AIP: XO and OC Air Ops.</p> <p>b. Support Contracts. The following posts are involved with the change request submission process: ASM, SNCO Ops, SATCO.</p>
Remarks:	UK Mil AIP Sponsor Registry Information is available via RAF Gibraltar Air Ops.

¹⁴ 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.

¹⁵ Where a permanent NOTAM is subsequently issued, the AO is to ensure that the Mil AIP is updated to reflect the change.

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Annex Q to
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Annex Q: Aerodrome Serviceability Inspections

1. **Introduction.** Surface Inspections are conducted by ATC personnel and are carried out prior to the airfield opening to accept aircraft. An additional surface inspection is carried out by ATC prior to night flying taking place. Although not exhaustive, as a minimum the following table is to be covered.

Aerodrome Serviceability Inspections	
	Daily and weekly Aerodrome inspections are to be carried out by a SQEP as specified by FLC.
1	Non-24 hr units: Daily inspections are to be conducted before the Aerodrome is opened for flying and is to include a functional test of Aerodrome lighting (if initial inspection is carried out in darkness then a further inspection will be carried out after first light).
2	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.
3	Paved surfaces are to be checked to ensure they are not cracked and are clear from obstructions. All painted surfaces must be clearly visible.
4	The rock armour is to be checked to ensure it is damage free and clear of Foreign Object Debris (FOD).
5	All aerodrome lighting must be clean and serviceable, the IRDM illuminated distance markers and Taxiway indicator boards are fully serviceable, and the traffic lights positioned on the MT route must also be serviceable.
6	An additional inspection of the Rwy 27 PAPIs and Sea Wall Lights are carried to ensure they have not become obscured by salt spray during periods of strong Eastly winds.
7	The aerodrome PA system must be serviceable.
8	Temporary obstructions must be correctly lit and marked.
9	Weekly Aerodrome Inspections are to be conducted in addition to daily inspections to ensure previously reported defects / unserviceability's have been appropriately actioned.
2	Daily and weekly inspections are to be logged into an appropriate logbook, including any issues raised.
3	Any issues are to be reported to the relevant section Subject Matter Expert (SME) and any sweeping requests are to be logged.
	Any work requests are to be put through the correct channels and a record of the request and subsequent action maintained.

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

2. **Routine Runway Inspections.** Runway surface inspections are conducted in accordance with the requirements established in [RA 3264](#) for a non-24-hour aerodrome. NATS ATC are responsible for conducting runway surface inspections and one is carried out prior to the airfield opening with another mandated inspection taking place before the commencement of night flying. The ATC WM may require additional inspections to take place when considered necessary. The purpose of these inspections will be to prevent, as far as reasonably practicable, the presence of FOD and to ensure the runway surface markings and lighting are conducive to the safe operation of aircraft. All routine inspections will be noted in the ATC Watch Log.

3. **Reactionary Aerodrome Inspections.**

- a. A reactionary inspection of aerodrome surfaces will be undertaken:
 - (1) When considered necessary by ATC.
 - (2) Completion of recent works on the manoeuvring areas.
 - (3) Following an aircraft incident.
 - (4) Following a police incident on WCA.
 - (5) Following a rejected take-off by a turbine-engine aircraft due to engine malfunction, or by any aircraft due to burst tyres.
 - (6) During any weather conditions that may affect the runway surfaces and aerodrome equipment (i.e. storms) which may deposit large amounts of sand and cause wind damage or heavy rain which may cause temporary flooding of the runway shoulders and extend on to the edges of the runway
- b. Reactionary inspections remain the responsibility of NATS ATC and in such cases, the runway will not be used until ATC have carried out an inspection and are satisfied the runway is clear, serviceable and safe for use by Aircraft. All reactionary inspections will be noted in the ATC watch log.

4. **Taxiways and Holding Point Inspections.** The ATC WM is responsible for instigating taxiway inspections and ensuring appropriate follow-up action is taken when necessary. These inspections will routinely be conducted simultaneously with the runway inspection. Particular attention is to be paid to the following:

- a. Runway /Taxiway Holding Points.
- b. Contamination, Surface Integrity and FOD.
- c. Pavement defects.
- d. Integrity/serviceability of signage and aeronautical ground lighting.
- e. Infringement of Taxiway Strips, i.e. Equipment/Vehicle/Aircraft Obstructions.
- f. Condition of Surface Markings.
- g. All inspections will be noted in the ATC watch log.

5. **Apron Inspections.**

- a. The ATC WM is responsible for instigating all apron inspections apart from the Civilian Apron (which is completed by Terminal Management) and ensuring appropriate follow-up action is taken when necessary.
- b. These inspections will routinely be conducted once per day before the airfield is open.
- c. Once this initial inspection is completed, responsibility for management of FOD on aprons and the reporting of contamination or other conditions which might impose a risk on Aircraft operations becomes the responsibility of the Aircraft handling agency and the Aircraft marshaller.

d. In the case of the civil apron, if ATC are unable to commence or complete the inspection of the apron prior to the aerodrome opening and the establishment of the security critical part, they are to liaise with the Air Terminal Duty Manager in order to obtain approval to conduct the surface inspection.

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

- a. Damage to buildings or fixed structures.
- b. Apron Lighting Failures.
- c. Stand Entry Docking Guidance System Failures.
- d. Surface Contamination – e.g. Spillage or FOD.
- e. Damaged or defective surfaces.

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

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

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

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Annex R: Aerodrome Technical Inspections

A technical inspection of Aerodrome lighting is to be conducted daily by the qualified SME. A more in-depth inspection of the Aerodrome and associated equipment is to be conducted each week on behalf of the AO. In addition to these inspections, it is suggested as a minimum, routine Maintenance is to be carried out on all surfaces and equipment.

Aerodrome Technical Inspections	
1	Inspection of technical equipment. Aquila ATM engineers are responsible for routine inspections of the technical equipment (transmitters, receivers, Star NG RADAR etc). Navigation aids are calibrated by a flight check aircraft in accordance with AP 600 Royal Air Force CIS policy & the relevant equipment Support Policy Statement.
2	Airfield lighting. Airfield Lighting is maintained & checked on a routine basis by MITIE in accordance with the Military Airfield Design Specification.
3	Earthing points. Earthing Points are maintained & checked on a routine basis by MITIE in accordance with MAA RA 3500 series. 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. ¹⁶
4	Manoeuvring Areas & drainage. The airfield manoeuvring areas are inspected, maintained and repaired on a routine basis by MITE iaw Defence Infrastructure Organisation (DIO) guidance and the Military Airfield Design Specification. The airfield drainage plan is also checked & maintained by MITIE.
5	Aerodrome signage. Aerodrome signage are to be maintained & checked on a weekly basis by MITIE in accordance with the Military Airfield Design Specification and monthly by a DIO SME.
6	Airfield Wildlife Control Unit. The Airfield Wildlife Control Unit equipment & vehicles are inspected regularly by NATS.
7	Standby Power System checks. Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The Airfield Standby Power System is to be maintained & checked daily by MITIE in accordance with the Military Airfield Design Specification, and a switchover test is to be 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.
8	Review of Aerodrome Driving Orders. Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily. Aerodrome Driving Orders are the responsibility of The NATS Support Manager. The orders are reviewed periodically.

¹⁶ Refer to AEP-24 (STANAG 7009) – Aircraft Electrical Hazards on the Flight Line.

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Annex S to
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Annex S: Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection

1. **Airfield Support Team (AST).** RAF Gibraltar's AST consists of 1x SNCO and 2 x JNCO (TG4), who are responsible for the safeguarding and support of Ground Radio Installations (GRI) in Gibraltar. This is achieved through controlled access, regular inspections & active involvement with Boards of Officers/Siting Boards in accordance with [AP 600](#) Royal Air Force CIS Policy.
2. **Infringement Register.** RAF Gibraltar's [Master Infringement Register](#) and [Action and Issue \(A&I\) Log](#) can be found through the links, or by contacting Air Operations.
3. **Control of Access to GRI.** Authorisation to enter GRI buildings at the Upper Rock Sites is authorised by the AO, Aquila ATM or the AST ONLY. All visitors requiring access to GRI critical buildings will be escorted by the AST.
4. **Gaining Access to GRI.** Requests for access to GRI buildings are to be made by contacting the AST: (+350) 5600 4593.
5. **GRI Integrity.** To ensure the integrity of all GRI is maintained, whether manned or unmanned, the infrastructure is subject to a Weekly and Monthly check by AST staff in accordance with AP 600 Order 2.1.2.
6. **Technical Safeguarding.** The technical safeguarding is carried out by the AST in accordance with AP 600 Order 2.1.1.
7. **Flight Navigation Equipment Maintenance.** All equipment maintenance is conducted by suitably trained, authorised personnel associated with Aquila ATM and Aquila 3rd line support and external agencies.
8. **Flight Check.** Navigational aids being calibrated by a flight check Aircraft are done iaw AP 600.
9. If you have issues accessing the documents, please email: gib-raf-ops@mod.gov.uk.

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Annex T to
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Annex T: Aerodrome Works Safety

1. **Introduction.** The control of Working Parties is achieved using the following:

Aerodrome Works Safety		
1	Work in Progress (WIP) Records. WIP records are to be maintained iaw RA 3266 . A plan of the Aerodrome is to be kept prominently displayed in both ATC and Aerodrome Operations for the purpose of marking all obstacles, nature of obstruction marking and work in progress.	
2	WIP Log. A WIP Log exists iaw RA 3266. In addition to an Aerodrome plan, the WIP Log is to be maintained in the control tower.	
3	WIP Briefings. Supervisors of any working parties are to be fully briefed on their responsibilities: this is the responsibility of the ATCO in command. The briefing is to include as a minimum the following details:	
	1	Limits of the work area.
	2	Direction of Aircraft movements.
	3	Route to be taken by works vehicles.
	4	Parking area for works vehicles and equipment.
	5	Control to be exercised over works vehicles and workers.
	6	Signals to be employed.
4	7	FOD prevention.
	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 produced on a case-by-case basis where required. Note: All Aerodrome work is to be clearly marked using approved high visibility markers and lit during hours of darkness.	
5	Grass Cutting. A grass cutting plan is not in existence at RAF Gibraltar, owing to the lack of grass.	

2. **Policy.** The ASM has responsibility for the safety assurance of airside development and will determine the strategy and the extent of operational safety management which will apply to each project in accordance with its scope.

- a. Any proposed new airfield infrastructure will be carefully assessed for its safety integrity at the concept stage.
- b. Only when the proposal meets regulatory requirements, and an acceptable level of safety will it proceed to detailed planning and implementation.
- c. Significant changes in the project will be measured against these requirements.
- d. Airside works in progress will require the highest levels of safety which may reasonably be expected. This will be achieved through a partnership approach with the contractor, through good design, risk assessment, a permit system and active monitoring of safety performance.
- e. RAF Gibraltar will aim to demonstrate best practice in the management of airside development works.

3. **Management of Airside Development.** Any external organisation (tenant, service partner, contractor, etc) or internal department wishing to carry out any works on the Movement Area must inform the relevant operating Authority for the area in the first instance so that the project may be properly conducted. Airside development projects will be managed through the Work In Progress (WIP) system whereby work will be approved, and contractors referred to ATC for co-ordination and briefing. Both ATC and Air Ops are to maintain a [WIP Log](#).
4. **Operational Planning and Approval Requirements.**
- a. The Project Manager or co-ordinator must inform DIO and RAF Air Operations of the proposed works or development with sufficient notice for the process detailed below to be followed. Where the project management role has been sub-contracted, the sub-contractor must ensure that the consultation takes place. However, the RAF is ultimately accountable for the safe management of these processes – safety accountability may not be delegated to contractors.
 - b. Where the entirety of works is intended to take place within the area of the Air Terminal, consultation and approval for the works must first be sought from the agents of the Government of Gibraltar. If the works require access to or will take place on the aircraft movement area of the Air Terminal, then prior to commencement of the works, consultation will take place with ATC to ensure compliance with regulations and for purposes of safety assurance, albeit safety accountability for the works remains with the agents of the Government of Gibraltar.
 - c. Failure to properly consult may result in works being delayed or commencing without authorisation. Unauthorised works are liable to immediate cessation by ATC, RAF Operations personnel or, in the case of the Air Terminal, agents of the Government of Gibraltar until the due consultation, planning and approvals are in place.
 - d. All airside development and maintenance works require prior consultation so that they can be assessed against the Aerodrome safety and regulatory requirements and managed. The Project Manager is responsible for ensuring liaison with appropriate airfield agencies during the planning phase; those agencies then assume responsibility for notification of the works. RAF Operations or agents of the Government of Gibraltar as appropriate will advise the Project Manager of the likely approval timescales in order that these can be programmed. The scope of the consultation and planning will be commensurate with the nature and scale of the project. The period of notice will similarly be dependent on the scope and impact of the works.
5. **Airside Works Planning Approval Summary.** Airside works planning shall include:
- a. Compliance with [RA 3500](#) Series or [CAP 168](#) requirements for works on land forming a part of RAF Gibraltar or the Air Terminal respectively.
 - b. Compliance with Gibraltar Airport Safety Policies and Principals.
 - c. Assessment and management of operational safety risks.
 - d. Minimum operational disruption.
 - e. Provision of appropriate safety assurance documentation.
 - f. Promulgation of information.
6. **Major Projects.**
- a. Examples of major projects are listed below. The list is not exhaustive but does indicate the scale or nature of projects which are likely to be considered major projects and require substantial operational planning. RAF SME(s) or Government of Gibraltar agents will provide representation at works planning meetings and will invite representatives from NATS when appropriate.
 - (1) Construction of a taxiway.
 - (2) Runway maintenance works other than routine activities.
 - (3) A new building with airside frontage.

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

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

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

- a. Limited scale pavement reconstruction and repair.
- b. Changes to road layout.
- c. Small building construction airside.
- d. Other works requiring the closure or restricted use of an airside facility such as a stand or roadway.

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

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

The ATC Brief should include as a minimum:

- a. Limits of the work area.
- b. Direction of aircraft movements.
- c. Route to be taken by works vehicles.
- d. Parking area for works vehicles and equipment.
- e. Control to be exercised over works vehicles and workers.
- f. Signals to be employed.
- g. FOD prevention.

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

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

- a. Prior agreement for the works has been achieved between RAF Operations or agents of the Government of Gibraltar in the case of the Civil Apron, and ATC.
- b. The terms of the airside Works Permit has been accepted by signature of the person carrying out the works or their employer.

12. **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. Where appropriate, orders for these control measures are produced on a case-by-case basis and are approved by the relevant stakeholders on the airfield and the work party supervisor. Likewise, bespoke risk assessments are produced for relevant works. At RAF Gibraltar, this is referred to as the Work in Progress (WiP) process. All aerodrome work is to be clearly marked using approved high visibility markers and lit during the hours of darkness.

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

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

- a. No WIP will commence until 15 minutes after any aircraft departure. Working parties will be escorted to the site by a TETRA equipped vehicle.
- b. The Aerodrome Controller will monitor the WIP from the VCR and may stop the WIP if FOD is observed, and not being managed correctly in the area.
- c. The Aerodrome Controller, in co-ordination with the Aerodrome Wildlife Control Unit (AWCU), will assess whether the WIP is attracting bird activity.
- d. Working parties will be instructed to vacate the manoeuvring area in sufficient time for the area to be made available and in suitable condition for Aircraft movements at least 1 hour prior to the next planned Aircraft movement.
- e. Working parties will be instructed to vacate by the dispatch of a TETRA equipped vehicle, which will provide an escort until the working party has vacated.

- f. Once the working party has vacated, the area must be inspected by ATC, AWCU or RAF Ops.
- g. Inspections by AWCU must not prejudice their primary task.
- h. The Aerodrome Controller will notify the ATC WM of any issues during WIP. The ATC WM will bring any issues to the immediate attention of the RAF Ops.
- i. Works are not to be permitted in Zone 1 if RAF Gibraltar is acting as a flight planned nominated diversion.

15. **Commencement of Work - Emergency Repair Work Parties (Radio Equipped).**

- a. No WIP will commence until 15 minutes after any Aircraft departures.
- b. Working parties must contact ATC on TETRA and request permission to enter the manoeuvring area and commence WIP.
- c. The Aerodrome Controller will monitor the WIP from the VCR and may stop the WIP if FOD is observed, and not being managed correctly in the area.
- d. The Aerodrome Controller, in co-ordination the AWCU, will assess whether the WIP is attracting bird activity.
- e. Working parties will be instructed to vacate the manoeuvring area in sufficient time for the area to be made available and in suitable condition for Aircraft movements at least 45 minutes prior to the next planned movement.
- f. Once the working party has vacated, the area must be inspected by ATC, AWCU or RAF Ops.
- g. Inspections by AWCU must not prejudice their primary task.
- h. The working party must advise ATC on TETRA when the WIP is completed, and the manoeuvring area vacated.
- i. The Aerodrome Controller will notify the ATC WM of any issues during WIP. The ATC WM will bring any issues to the immediate attention of the RAF Ops.

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

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

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

19. If you have issues accessing the documents or links contained within Annex T, please email: gib-raf-ops@mod.gov.uk.

Conditions Applying to Works Within the Runway Strip				
WIP Zone		Nature of Work	Tetra Requirements	Special Requirements
1 Zone 1*	Runway strip and RESA. **	Essential Maintenance.	Must be TETRA equipped. The radio operator MUST remain with the working party for the duration of the works. In exceptional circumstances and following agreement between the ATC and RAF Operations work parties may be permitted to work without TETRA.	Failure of the TETRA or inability of the operator to communicate clearly will result in work authorisation being cancelled and removal of the workers from the airfield. The contractors MUST be escorted to and from the WIP site by a TETRA equipped vehicle.
	Taxiway and Taxiway Strip. ***	Emergency repairs.		
	Clearways. ****	Emergency repairs.		
2 Zone 2	All other areas of aerodrome.	All works.	Not required.	Where ATC consider it necessary to remove workers from the airfield prior to Aircraft movements it should be co-ordinated with the relevant authority. The RAF OC Ops for MOD estates, and GATL Duty Manager for the Civil Apron.
3	Remarks:	<p>* Manoeuvring area. Normally only one working party will be permitted access to the manoeuvring area at any one time, although exceptionally the ATC WM may authorise additional parties.</p> <p>** Runway strip & RESA. This includes the full length of the runway from seawall to seawall extending 75M laterally from the runway centreline.</p> <p>*** Taxiway and Taxiway Strip. Extending 40.5M laterally from the Taxiway centreline.</p> <p>**** Of both runways, regardless runway in use.</p> <p>Procedures are to be applied in their entirety, except where specific exemptions are made.</p> <p>WIP outside these Zones may still affect aircraft movements if high sided vehicles, cranes or tall structures are involved. If any doubt exists, then advice should be sought from RAF Air Operations.</p>		

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Annex U to
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Annex U: Aerodrome Users - Vehicle and Pedestrian Control

Aerodrome Users - Vehicle and Pedestrian Control		
1	Responsibility for issue of Aerodrome access permit.	Para 8.
2	How Aerodrome access permits are presented and issued.	Para 2, 3, 9, 10.
3	Training, briefing and testing requirements.	Para 4, 5.
4	Periodicity of Aerodrome access permit.	Para 6.
5	Audit and Assurance process.	Para 7.
6	When permits can be revoked or suspended.	Para 11.
7	Details of access procedures during hours of darkness / closed.	Para 25.
8	Types of access allowed, eg vehicle, cycle, pedestrian.	Para 25.
9	Minimum and maximum speed limits.	Para 16.
10	Details of Runway and Movement Area boundaries.	Para 6, 19, 20, 23, 24.
11	Parking arrangements.	Para 18.
12	Requirement for mandatory FOD checks.	Para 15.
13	Annual review of Aerodrome Driving Orders	Para 1.

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

2. Airfield Driving Permit (ADP) Procedures.

a. A permit system, code of conduct and a disciplinary process underpins the objective of ensuring safe airside driving. As well as meeting statutory requirements, procedures for obtaining a permit and operating a vehicle airside will follow the guidelines provided by the [MMATM](#) and Appendix C of the [European Action Plan for the Prevention of Runway Incursions](#).

b. There is in addition, a stretch of road between the main apron and the terminal administered exclusively by Gibraltar Air Terminal Limited (GATL) who are wholly responsible for driver training and issue of driving permits for this area. The possession of a driving permit issued by GATL is specific to this area and does not entitle the holder to drive anywhere else on the aerodrome.

3. **Permit Requirements.** No person is permitted to drive airside without the appropriate ADP for the area they are driving in. Persons not in possession of an ADP will require an escort by an ADP holder. Permits will be issued in accordance with page 155/ S 11 of the [MMATM](#). Drivers of service and privately-owned vehicles (including civilian contractors), who, in the course of their duties, require access to the movement area are to be in possession of an Airfield Driving Permit in accordance with [JSP 800](#) (Defence Movements and Transport regulations – Policy Leaflets Number 27: Driving and Operating Vehicles on Military Airfields).

4. **Driver Training.** Following confirmation of the requirement to hold an ADP, all drivers are to attend a Flight Safety Awareness Brief delivered by the Airfield Safety Manager. ADP training is conducted by ATC in accordance with the requirements of CAP790. The successful candidate will return to ATC to collect an ADP. Where drivers will only require limited access onto specific areas of the movement area (Aprons, MT access routes, etc) the NATS GM or NATS GM's nominated representative may issue a 'limited' Airfield Driving Permit, tailoring the required brief, exam and practical training as appropriate.
5. **Exceptions.** Vehicles being escorted on to the Manoeuvring Area by a vehicle driven by an appropriate permit holder are not required to hold an ADP.
6. **Permit Types.** The following permit types are issued at RAF Gibraltar:
 - a. **All Areas.** Allows drivers of Tetra equipped vehicles to drive on any part of the Manoeuvring Area including the runway with ATC approval. This permit is to be renewed every 3 years.
 - b. **MT Route.** Allows drivers to drive along the MT route only, this permit is to be renewed every 3 years.
 - c. **Restricted.** Allows driver to drive within specifically defined areas as authorised.
 - d. **AFRS.** AFRS drivers follow a local SOP requiring yearly renewal of their permit.
7. **Training and Administration.** ATC will provide the training and administer the ADP scheme. This includes the following: airfield driving brief for both the MT Route and All Areas driving permits; administration of mandatory tests (written and practical); issue of ADP and associated documentation on phraseology and driving regulations; collating and updating database of ADP holders for audit and assurance purposes.
8. **Application for ADP.** All applicants must complete ADP application form and return it to ATC. These are available from ATC. All applicants for the issue or renewal of an ADP must meet the following requirements: hold a valid driver's licence; have a colour perception standard of CP2 (normal) or CP3 (defective safe); be in date for Flight Safety Awareness training (two-year lifetime); pass the ADP written test with 100% pass mark; be able to demonstrate that they can recognise and understand written safety instructions of the type issued periodically by ATC or other relevant airport authorities.
9. **Applying Agencies.** Agencies that employ personnel needing to drive on the airfield are responsible for: ensuring that drivers are fully prepared for passing both written and practical tests; ensuring that their drivers maintain the highest standards of airfield driving.
10. **Renewal of ADP.** ADPs are to be renewed at intervals not exceeding 3 years. Following confirmation of continued requirement, a refresher briefing and exam is to be given. Following any period of disqualification, the full application procedure will be required, including retaking driver training. The applicant must also be in date for Flight Safety Awareness training (one-year lifetime).
11. **ADP Penalty Scheme.**
 - a. In accordance with [MMATM](#) Chapter 18.9, the NATS SATCO must produce traffic rules for the Aerodrome Movement Area (which includes the Manoeuvring Area and Apron Areas) and should make arrangements for all drivers to be briefed on these rules.
 - b. As part of this requirement, it has been deemed appropriate that a clearly defined list of driving offences and consequences should be published to ensure both a fair and consistent application of the rules for airfield driving.
 - c. The NATS SATCO remains the authority for the issue of ADPs and nothing in these rules prevents the NATS SATCO from disqualifying a person from driving on the airfield if that person is not deemed fit to do so.
 - d. The Tower ATCO is authorised to act as the NATS SATCO's nominated deputy and has the authority to issue a yellow (Y) or red (R) card.

e. The following is a list of contraventions of the ADP scheme, it is not intended to be exhaustive and may be added to from time to time at the request of the Stn Cdr or NATS GM.

Airfield Driver Permit (ADP) Scheme Contraventions			
Contravention	Card	Contravention	Card
Failure to comply with road signs.	Y	Driving in a dangerous or reckless manner.	R
Failure to comply with traffic lights.	R	Reversing airside without a marshaller.	Y
Leaving vehicle unattended with engine running.	Y	Driving airside with an unsafe load.	Y/R
Vehicle obstructing fire/emergency access.	Y	Throwing FOD from a vehicle while airside.	R
Vehicle causing an obstruction likely to impede airfield operations.	Y/R	Using a defective vehicle which causes an incident.	Y/R
Carrying a passenger in an open backed vehicle where no seatbelt is fitted.	Y/R	Failure to stop after an incident.	R
Using a hand-held mobile phone while driving.	R	Endangering an Aircraft.	R
Driving whilst under a ban.	R	Driving airside with a lapsed ADP.	R
Failure to comply with ATC instruction while driving on the manoeuvring area.	R	Pushing or moving an Aircraft without clearance from ATC during airfield opening hours.	R
Failure to comply with a police directive.	R	Driving a vehicle likely to create FOD.	Y/R
Forging or defacing an ADP.	R	Driving without displaying requisite lighting.	Y
Speeding.	R	Failing to conduct FOD checks in marked FOD Boxes.	R
Driving while under the influence of alcohol or drugs.	R	Failing to conduct operational FOD checks when required.	Y/R

f. Yellow (Y) or Red (R) cards will be issued and retained in the ATC database (until the written test is retaken) should any contravention of a rule take place.

(1) Where a driver receives a yellow card, this should act as a warning, receipt of a second yellow will result in withdrawal of the ADP for a period to be determined by NATS SATCO or their nominated deputy.

(2) The issue of a red card will result in the removal of the ADP for a minimum of four weeks but could be permanent if the offence committed is considered to be sufficiently grave.

g. A period of re-training will be required prior to re-issue of an ADP. Some offences carry an automatic red card and as such result in automatic withdrawal of the ADP.

h. Some offences might carry a yellow or red card dependent on the severity of the incident.

i. Where an ADP is withdrawn, NATS SATCO will endeavour to notify the line manager of the affected individual.

12. **Airfield Driving Procedures.** General rules for airfield driving are as follows.

Airfield Driving Procedures	
1	Inspect your vehicle before driving it.
2	Drive only where your ADP allows.
3	Give way to aircraft including aircraft under tow at all times.
4	Display the vehicle flashing obstruction light(s).
5	Use dipped headlights at night and in reduced visibility.
6	Always Observe the relevant Movement Area speed limits.
7	Comply with the standard rules of the road when overtaking and passing other vehicles.
8	Carry only the permitted number of passengers in the vehicle.
9	All passengers must be seated with seat belts on.
10	Ensure loads are safe and secure. Doors and shutters must be closed when operating airside.
11	Do not leave vehicles unattended with engines running (unless there is a justifiable need).
12	Observe all parking restrictions.
13	Apply the handbrake when the vehicle is parked.
14	Personnel in vehicles must remain entirely inside the vehicle unless permission has been given to leave the vehicle.
15	Do not park underneath an Aircraft wing unless you have an operational requirement to do so.
16	Report all vehicles that become unserviceable without delay.

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

14. **Towing of aircraft steps.**

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

15. Vehicle Standards.

- a. All vehicles operating on the Civil Apron must have an airside vehicle permit issued by Gibraltar Air Terminal Limited (GATL). This Permit must always be displayed when the vehicle is operating airside.
- b. All vehicles operating on the apron must be maintained to a standard that ensures that the vehicle is fit for its intended use and its condition will not endanger vehicle users, pedestrians, Aircraft or property. Generally, all vehicles should be maintained to a standard which meets the requirements for the grant of a Department of Transport MOT Certificate. Vehicles must be inspected daily, and records of the checks are to be kept for 3 months. All faults are to be reported and rectified before the vehicle is used on the Aircraft apron.
- c. All drivers must be aware of the hazards to Aircraft caused by foreign objects. As such vehicle windows should normally be shut when operating on the apron. Drivers must ensure that vehicle loads cannot fall off the vehicle. All drivers must be aware of the limitations imposed by the manoeuvrability or size of the vehicles they are driving.
- d. All vehicles operating on the apron must display a flashing yellow obstacle light, as described in [CAP 168](#). The use of hazard warning lights for this purpose is unacceptable. At night or in low visibility, all vehicles are required to comply with the lighting regulations prescribed by the Road Traffic Act. Dipped headlights are to be used whenever the vehicle is moving at night on the apron.

16. Speed Limits. The speed limit on the airfield is 30kph and 20kph on the MT route south of the Civil Apron. At night the speed limit remains at 30kph except where the 20kph limit on the MT route south of the Civil Apron remains in force.

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

18. Vehicle Ignition Keys.

- a. It is the responsibility of all airside vehicle and equipment operators, to ensure that an unauthorised driver cannot use a vehicle or piece of equipment. To prevent vehicles fitted with a key ignition being moved without consent, such vehicles must have their ignition keys removed whilst parked unattended on Aircraft stands, head of stand roads, or other locations authorised for the parking of vehicles. Vehicles must always be accessible via the driver's door should the vehicle need to be moved for safety reasons.
- b. Vehicles and equipment that depend on engine power to carry out their function (when using hydraulic lifts for example), and airfield operations vehicles, where the driver is carrying out duties close to the vehicle (when Aircraft marshalling for example), are exempt from this notice.

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

20. **Driving on the manoeuvring area.** General rules for airfield driving are as follows.

Manoeuvring Area Driving Procedures	
1	All drivers are to request permission to enter the Eastern and Western manoeuvring Area(s) from ATC "Tower".
2	All vehicles are to give way to aircraft. The exception to this rule is; vehicles towing aircraft have priority over taxiing aircraft.
3	Vehicles are not to proceed on to the Manoeuvring Area before the driver has ensured that no aircraft or vehicle is moving, or is likely to move, near the point of entry.
4	Should a driver travelling on the Civilian Apron MT Route observe Anti-Collision lights (red flashing lights) on an aircraft, the driver is to stop immediately.
5	Vehicles being driven on the airfield are to conform to the normal rules of the road for Gibraltar.
6	Vehicles are always to give way to aircraft by clearing the taxiway in such a manner as to afford the maximum clearance to the aircraft. This does not absolve aircrews or ATC staff from taking all the necessary precautions to prevent collisions.
7	Vehicles are to be kept at least 50 metres behind taxiing aircraft.
8	Whilst on the manoeuvring area, vehicles are not to be driven in reverse unless being directed by a marshaller, nor are they to overtake moving vehicles. They are also to be halted as infrequently as possible.
9	Vehicles are not to be parked on or near a taxiway.
10	Engines are not to be run unnecessarily in the vicinity of the control tower or radio transmitter/receiver stations.
11	In the event of a breakdown, the driver must on no account leave the vehicle unattended and is to indicate by suitable signals to approaching Aircraft that the vehicle constitutes an obstruction. The driver is to notify ATC by Tetra, phone (+350 2005 3383) or by contacting a passing vehicle as soon as safely possible.
12	Vehicles are not to be driven on the runway, runway shoulders, or on any taxiway without the specific permission of the Air Traffic Controller.
13	Drivers must report to ATC when leaving the runway, runway shoulders or a taxiway.
14	Vehicles are not to proceed through traffic lights unless they are green, or a flashing green lamp signal is received from ATC. If the traffic lights are not working, they are to be treated as red until contact has been established with ATC.

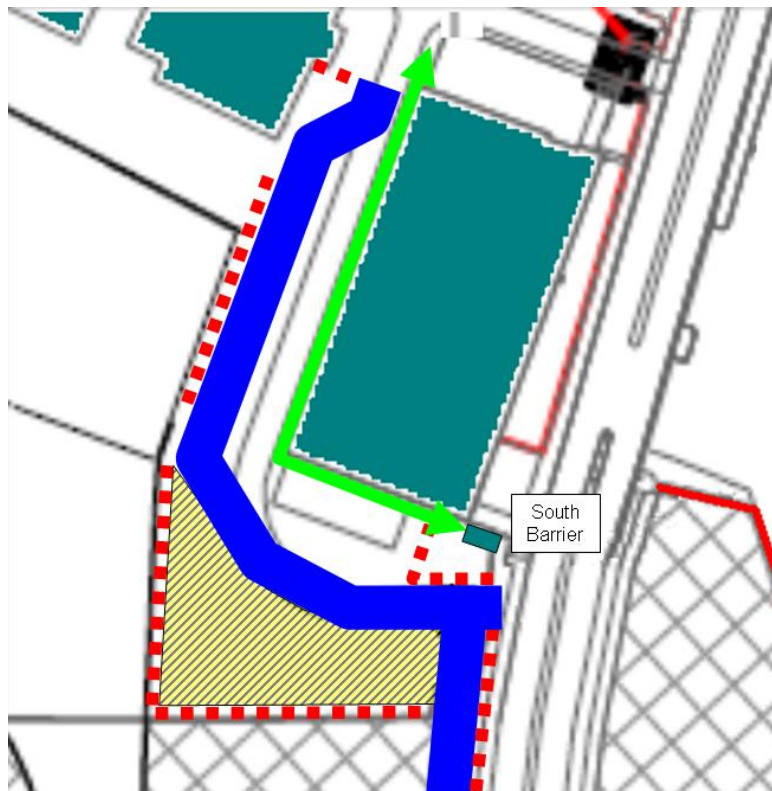
21. **Radio Procedures.** Holders of "All Areas" ADPs must be able to competently operate TETRA handsets and be able to use standard RTF phraseology. ATC provide phraseology booklets with commonly used phrases for any "All Areas" ADP holders that require them. The following radio disciplines must always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

- a. Use TETRA channel DMO.
- b. Always use standard RTF phraseology.
- c. Listen carefully to instructions.
- d. Use the Vehicle Call sign on every RTF transmission.
- e. Read back appropriate ATC instruction.
- f. If you do not hear a callsign, never assume the transmission or clearance was for you. Check with ATC and confirm any clearance.

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

- a. Clear the manoeuvring area immediately without crossing the runway or taxiways and contact ATC by other methods, such as mobile phone, or fixed landline phone to confirm he has vacated to a safe location.
- b. Attract attention by flashing lights or signalling.
- c. Watch for light signals from the Tower.
- d. Await the arrival of a TETRA fitted vehicle. Attempt to contact ATC by mobile phone on (+350) 2005 3383 or 2005 3333 (ATC emergency).

23. **Control of Pedestrian Access to the Airfield.** Pedestrian Access to the airfield from Winston Churchill Avenue is permitted via North and South Barrier. North Barrier provides access to the Fire Section, Air Traffic Control and Met Office. South Barrier provides access to Spitfire Way. Pedestrians accessing via South Barrier are to always follow the pedestrian walkway around Western Hangar and remain clear of the MT Route unless strictly necessary. The map below depicts the MT Route in blue and the pedestrian walkway in green. ID must always be worn.



24. **Pedestrian Control on the Airfield.** Access to the MT Route and dispersals by authorised persons is approved providing the required level of security screening is undertaken and high visibility jackets are always worn. If it is necessary to leave the MT Route or a dispersal and access the manoeuvring area approval is required from ATC. GDP Dog Patrols routinely take place along the length of the MT Route and across the front of the Civil Apron when there are no airliners on stand. The area marked on the map above in black and yellow, to the north of Western Hangar bounded by the red and white concrete barriers and MT Route, is out of bounds to personnel when aircraft are operating from South Dispersal.

25. Airfield control of access orders can be found [here](#).

26. If you have issues accessing any links or documents, please email: gib-raf-ops@mod.gov.uk.

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Annex V to
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Annex V: FOD Prevention - Training and Awareness

1. **Foreign Object Debris (FOD)** is defined as, 'any material (including loose articles) that originates from any source, either external to or part of an aircraft, which can cause damage to that aircraft or its equipment'¹⁷. FOD presents a significant risk to Air Safety (AS), which could result in personal injury, loss of life or damage to or loss of an aircraft, which is pertinent to all aircraft types operating from RAF Gibraltar. Operationally, FOD can needlessly reduce output through the loss of an aircraft, recovery, maintenance and associated costs.
2. **Aim.** The aim of this Plan is to provide direction and guidance to the relevant airfield departments to ensure that the risks associated with FOD at RAF Gibraltar are ALARP and tolerable.
3. **Scope.** The RAF Gibraltar FOD Prevention Plan falls into 3 distinct categories: FOD Management, FOD Monitoring & Predictive Planning and FOD Publicity. The Plan will do the following:
 - a. Outline the Stn's FOD organisation and explain how the potential impact of FOD will be minimised.
 - b. Describe the routine measures that are to be taken to reduce the incidence of Foreign Object Damage.
 - c. Outline a means of predicting unusual activity on Stn that might warrant additional FOD-preventative measures to be taken.
 - d. Explain how FOD-related data will be collected and analysed so that procedures can be amended or developed to ensure that FOD incidents are reduced.
 - e. Set out the publicity strategy by which all Stn personnel and those individuals visiting the Stn will be made fully aware of their responsibilities with respect to FOD.
 - f. Articulate a process for continuous monitoring and improvement of FOD-related Standard Operating Procedures.
4. **Applicability.** This FOD Prevention Plan applies to all RAF Gibraltar personnel and is equally applicable to the wider British Forces Gibraltar community and any civilian contractors employed at RAF Gibraltar. Personnel must maintain a proactive approach to identify and eliminate FOD as an AS risk.
5. **FOD Prevention Organisation.**
 - a. The FOD Prevention Officer (FOD PO) is responsible to the Air Safety Manager (ASM) for FOD Prevention at RAF Gibraltar.
 - b. The ASM is responsible for overseeing FOD Prevention across the Stn and tracking any recommendations and corrective measures that require implementation.
 - c. JNCO Air Operations is the nominated FOD PO and is available on ext. 3352.
 - d. FOD prevention is a standing agenda item at the monthly Air Safety Committee meeting, which provides the ASM, FOD PO and other relevant airfield departments with a means to highlight recent FOD related issues and highlight prevention measures.
 - e. ASC attendees can be found at Annex C of the [RAF Gibraltar Air Safety Management Plan](#).

¹⁷ See [AP8000 Leaflet 8103 and Leaflet 8116](#)

6. **Sources of FOD** are numerous and can include:
- a. 'Personal' FOD: plastic bottles, drinks cans, cigarette stubs, paper, pens, coins, spectacles, keys, items from clothing/ PPE etc. all of which are easily moved by the wind.
 - b. Pieces of asphalt, concrete or loose stones derived from poorly maintained operating surfaces.
 - c. Mislaid tools, test sets, paper towels / rags.
 - d. Aircraft Inventory: unsecured screws, nuts, bolts and panels.
 - e. Vehicles/Airfield Servicing Equipment (ASE): unsecured screws, nuts, bolts, panels, debris trapped in tyres or loose items within the vehicle in the load carrying areas.
 - f. Debris resulting from poor waste management / inappropriate waste storage containers.
 - g. Natural hazards including birds and water ingress.
7. **FOD Reporting** is the responsibility of all British Forces Gibraltar (BF(G)) personnel to be proactive in the removal and reduction of FOD. To ensure that the safety of the airfield is not compromised, the following actions are to be taken with regards to FOD:
- a. Any item found on or in the vicinity of the airfield that could be from an aircraft or vehicle, or that poses a direct and/or imminent risk to aircraft, must be reported immediately to ATC on ext. 3333. The FOD is to be removed if safe to do so and passed to ATC or the GDP North/South Barriers. A DASOR is to be submitted and the FOD PO will launch a subsequent investigation.
 - b. If 'general' FOD (nuts, bolts etc) is found on or in the vicinity of the Airfield, a FOD Hazard Report is to be completed and submitted to the FOD PO for investigation. The item found is to be handed in to the FOD PO with the report.
 - c. Items such as litter should be collected and disposed of in the yellow FOD bins that are provided on the Airfield. There is no requirement to report such finds to the FOD PO unless there is a significant build-up of litter in that area.
 - d. Following the submission of a FOD DASOR or Hazard Report, the FOD PO is to plot the area where the FOD was found on the FOD Saturation Map. This will enable trend analysis to take place whilst highlighting any significant areas that may have a FOD issue.
8. **FOD Prevention Measures.** To provide maximum operational capability, FOD must be prevented from contacting aircraft. To achieve this, the following measures are to be implemented:
- a. **Sweeping Plan.** The [RAF Gibraltar Sweeping Plan](#) is reviewed annually by the FOD PO or following any significant changes to the Aerodrome to ensure adequate and thorough sweeping of the Aircraft Operating Surfaces. The services of a sweeper are available on request by contacting Airfield Ground Support Unit (AGSU) on ext. 3296.
 - b. **Signage.** The FOD PO is to ensure that all airside access points are clearly marked with signs highlighting the requirement to conduct FOD checks prior to entering.
 - c. **Domestic and Technical Site Litter.** All rubbish is to be sealed in bin bags before being deposited into bins, which are to be emptied regularly. Skips must always be covered.
 - d. **Airfield Operating Surface (AOS).** Stones and debris on the AOS can cause significant FOD. To minimise FOD, surface inspections are to be conducted. SATCO must ensure that a twice daily inspection of all AOS is completed by a qualified Air Traffic Controller. If any FOD is located that cannot be dealt with by the inspecting controller, they are to arrange for an immediate sweep of the area by AGSU. DIO must conduct a monthly inspection of all surfaces. These are to include an in-depth analysis of specific areas of the airfield rotated on a six-monthly basis. The reports of these inspections are provided to the OC Ops and SATCO.

- e. **Slurry Sealed Areas.** Following the slurry sealing of the runway shoulder areas in Jan 16, the following requirements are to be adhered to when trafficking these areas:
- (1) Wherever possible, HGVs (>3.5t) should avoid turning on the surface. If essential, the maximum turn speed is 5mph and the maximum turn radius is $\frac{1}{4}$ lock.
 - (2) Standard vehicles are to use sensible driving techniques.
 - (3) The slurry seal will lose approx. 3-5% of the aggregate from trafficking however trafficking by HGVs, in particular turning, will also bring some of the aggregate to the surface. Following this, AGSU should be contacted to conduct a sweep of the area.
 - (4) FOD should be cleared from these areas wherever possible, using suction units only, as use of mechanical brushes is likely to loosen aggregate further.
- f. **Aircrew.** Aircrew are to implement the following anti-FOD measures:
- (1) Report any AOS defects or FOD hazards to ATC immediately.
 - (2) As part of the pre-flight walk-round, pilots are to check the surrounding area for FOD.
 - (3) When walking to the aircraft, aircrew are to walk on paved surfaces only so as not to pick up FOD in their boots.
 - (4) Ensure that everything they take into the cockpit leaves with them.
- g. **Helicopter Downwash.** Should it be assessed that, on visual inspection, downwash from a helicopter has potentially spread FOD across the AOS, ATC is to be contacted on ext. 3383 (or 3333 if an emergency) who will then contact AGSU to arrange for the area to be swept immediately.
- h. **MT Vehicles and ASE.** Drivers of all vehicles and towed ASE are to minimise the risk of introducing FOD airside by:
- (1) Entering airside only at the recognised access points designated on the Airfield.
 - (2) Observing mandatory tyre checkpoints at all times in order to thoroughly check tyres and vehicles for FOD before entering airside.
 - (3) Carrying out twice daily inspections of MT vehicles to ensure that they are FOD free, paying attention to load carrying areas and door pockets, even if left airside.
 - (4) Ensuring that user pre-use checks of ASE are carried out to ensure that they are FOD free, paying attention to cable stowage areas and maintenance panels.
- i. **Working Dress.** When working on aircraft, all personnel are to ensure that clothing with loose fasteners or torn pockets is not worn. Any potential sources of FOD, such as necklaces, are not to be worn and pockets are to be emptied of all loose articles, such as coins, jewellery, and keys. All personnel working directly on aircraft are to wear anti-FOD footwear (industrial safety boots or DMS shoes from stores). Military headwear or hats (except PPE) are not to be worn around the airfield.
- j. **Contractors.** Permanent MoD contractors are required to attend AS Awareness Training, provided by the ASM and SFSO.
- k. **Visitors.** Those who rarely work on active airfields present a risk with respect to FOD due to a potential lack of understanding of the impact that their actions might have upon AS. It is imperative that all contractors who work at RAF Gibraltar are made aware of the dangers that FOD presents to aircraft by attending a Toolbox Brief prior to starting any works on the Airfield. To book a Brief contact GIB-RAF-Ops@mod.gov.uk. Spanish safety documentation is also available on request.

I. **Works in Progress.**

(1) All contractors that need to work on the airfield must submit a Work In Progress form, with a full method statement, including a FOD management plan.

(2) Work sites are subject to no-notice inspections by the AS Team and the ASM holds the right to close down any work site if AS issues are identified.

(3) Contractors are to advise DIO as soon as the work is complete. DIO Airfield Facilities Manager is to conduct an inspection of the work site to ensure that all debris has been cleared. If the inspection reveals that ineffective FOD measures have been adopted by the Contractor, their details are to be passed to the ASM and held by DIO for future reference. Continual failure by the Contractor to adopt appropriate FOD procedures may result in them being permanently excluded from the site.

m. **FOD Evaluation (FODEVAL).** The FOD PO will carry out regular checks of all relevant airfield departments iaw the FODEVAL schedule, which mirrors the 1st Part Assurance schedule in the ASMP. On completion of each visit, the FOD PO will complete a report and feed the findings back to the ASM. Any recommendations are to be actioned by each section within a timeframe that will be dictated by the FOD PO. FODEVAL Reports are stored [here](#).

9. **FOD Monitoring and Predictive Planning.** If the FOD Plan is to be effective, it is vital that the AS Team measure the impact of the incorporated FOD measures to identify areas that require improvement. To that end, data will need to be gathered and analysed with a view to identifying emerging trends. To ensure that this process is effective, there are three key areas that need to be monitored, which are:

- a. Educational Effectiveness (cultural change).
- b. Effectiveness of current FOD procedures.
- c. Risk associated with current FOD procedures.

10. **Educational Effectiveness.** Measuring cultural change can be an extremely difficult task and the onus is on the AS Team to raise awareness amongst Stn personnel regarding the potential impact of FOD-related incidents. The effectiveness of this process is measured by tracking the number of FOD-related incidents that occur in comparison to the amount of pre-emptive FOD Hazard Reports that are submitted. This is discussed during the monthly ASC meeting.

11. **Effectiveness of current FOD procedures.** It is not always possible to measure the quantities of FOD removed from the Airfield; however, significant FOD finds can be monitored through the collation of FOD Hazard Reports and a review of the data from subsequent investigations. To that end, the FOD PO is to:

- a. Ensure that all FOD bins are emptied on a weekly basis and any significant finds reported to the AS Team.
- b. Provide trend analysis on the types of FOD routinely reported using FOD Hazard Reports and then add these finds to the FOD Saturation Map/ heat map.
- c. Routinely inspect the Airfield and immediate surrounding areas and record and report any potential FOD issues to the ASM.

12. **Risk associated with current FOD procedures.** 'Non-standard' activity on the Airfield brings with it the potential for an increased risk of FOD. This is mitigated against by ensuring the Sweeper Plan directs the daily sweep of all AOS. To reduce the risk further, the FOD PO can direct additional sweeping of AOS as required throughout the working day.

13. **Non-standard Airfield events.** Any individual planning or sponsoring an event at RAF Gibraltar that includes activity on the Airfield is to contact the ASM to ensure that appropriate FOD measures are adopted, including the need to brief participants and to recover the site post-event. A bespoke Toolbox Talk delivered by the ASM or SFSO can be used to cover all pertinent points.

14. **FOD Hazard Management.** The FOD Database is to be maintained by the FOD PO. The information contained within this spreadsheet will form the basis of the FOD PO's monthly brief to the Air Safety Committee to ensure that all relevant personnel are aware of the latest FOD Hazard Reports.
15. **Stn FOD Plan.** There will be a monthly FOD Plod, mobilising all necessary personnel to clear rubbish and debris from the affected area.
16. **Review of FOD Prevention Plan.** The plan is to be reviewed annually by the ASM and FOD PO with input from key airfield stakeholders, most notably ATC and AGSU. This review will help to ensure that appropriate FOD measures have been incorporated whilst also highlighting areas that require improvement. FOD will also be a key topic that is covered during the Stn's annual AS Day, with attendees encouraged to suggest better ways of working. This can also be done throughout the year with the use of In-forms.
17. **Publicity/Education.** All BF(G) personnel and MoD Contractors are mandated to attend an AS Awareness Brief within 3 months of arrival. This is included in the online [BF\(G\) Induction Brief](#). In addition, the FOD PO is to:
 - a. Reinforce FOD education for all personnel in their workplace, utilising posters, presentations and briefings as required.
 - b. Identify ways to also reach out to the local community, such as school visits and radio advertisements.
18. **Visitors.** All visitors to RAF Gibraltar should be made aware of the risk FOD can present and the part that they can play in preventing incidents. To that end, the FOD PO is to ensure that all visitors are briefed accordingly on arrival.
19. For the full FOD prevention plan including annex's can be found at [this link](#).
20. If you have issues accessing any links or documents, please email: gib-raf-ops@mod.gov.uk.

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Annex W to
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Annex W: Aerodrome Wildlife Management

All units are to consider the following requirements as a minimum:

Aerodrome Wildlife Management	
1	Assess and effectively minimize the local bird Hazard to Aircraft through a coordinated bird control effort on the Station.
2	Record and collate recorded information on bird concentrations and movement patterns both on the Aerodrome and within its safeguarded zone.
3	Liaise with Station executives, DIO Property Management representatives, local authorities, landowners and tenant farmers whose land abuts the Aerodrome, concerning such matters as the identification and dispersal of local bird concentrations, and the elimination of bird food sources and other topographical features which might attract birds to the Aerodrome vicinity.
4	Coordinate the use of bird dispersal equipment and materials and ensure that their use is properly controlled iaw current Regulations.
5	Ensure that all vehicles and wildlife control equipment is properly serviced iaw current servicing schedules, and that any un-serviceability is rectified promptly.
6	Ensure that all WCU personnel are correctly trained in the use of bird dispersal equipment and its safe handling.
7	Ensure that bird Hazard warnings are issued iaw the procedures published in Flight Information Publications.
8	At the Station Safety Management Committee meeting, ensure the AO has the latest WCU report that covers any general concerns or wildlife related issues.
9	Ensure all Wildlife Strikes are reported on Air Safety Information Management System (ASIMS).
10	Seek specialist advice whenever necessary from SO2 ATM Infra or Department for Environment, Food and Rural Affairs.
11	Supervise the maintenance of the bird control log.
12	Measures are in place for discouraging wildlife such as grass and crop management.
13	Identify who is responsible for the management of wildlife management procedures and where applicable, ensure Terms of References are issued.
14	Detail the procedures required to control the presence of birds or mammals in the Aerodrome flight pattern or movement area, that pose a danger to Aircraft operations.
15	Ensure plans are in place for assessing any wildlife hazards.
16	Ensure wildlife control programmes are implemented.

Note: For details concerning RAF Aerodrome WCU policy see Battlespace Management (BM) Force Orders. For details concerning RN bird control policy contact SO2 FGen NAvn ATM Policy and Safety.

1. **Policy.** Aerodromes attract birds and wildlife for a variety of reasons. The large open spaces and hard standing are ideal for many species as a source of fresh water whilst also affording clear views of potential predators. It is therefore essential that the landscape is managed in such a way that a wildlife attractive habitat is discouraged. Furthermore, the surrounding environment has an influence on the type and level of wildlife activity in the vicinity of the aerodrome. The requirements to manage the bird hazard are set out in [CAP 168](#) and [CAP 772](#). In complying with these requirements, RAF Gibraltar will ensure active control of the bird hazard on the airfield with an Aerodrome Wildlife Control Unit (AWCU), together with a longer term, multi-agency approach to managing the off-airport bird hazard environment. Bird activity and bird strike data will be actively monitored as a key safety performance indicator.
2. **Introduction.** Effective wildlife control measures are an important aspect of airfield operations. Bird strikes involving ingestion into Aircraft engines and breaking through cockpit glass have caused numerous major accidents resulting in loss of life, damage to property, disruption of airport activities and claims for damages against the airport operator and other associated agencies. The identification of the local bird hazard, development of control procedures and detailed record keeping, form the basis of an effective Wildlife Control Hazard Management Plan. This is developed, reviewed and implemented by the Air Traffic Provider AWCU.
3. **Issues.** Birds, by virtue of their mobility, adapt to exploit any environment. They migrate seasonally, with the problematic species increasing greatly in autumn and winter. Daily commuting flocks cross the aerodrome, and the exploitation of short-term sources of food, shelter or water may cause sudden unpredictable influxes. Airfield operations must therefore be prepared to interpret potential bird attractants and react accordingly. The activity cycles of birds are regulated by daylight and darkness, with busy “commuting periods” occurring around dawn and dusk. Personnel engaged in AWCU duties must ensure that they spend the maximum time possible on the airfield during these hours to counter mass movement and the redistribution of birds from roosts to feeding sites, as these are the activities that create the greatest risk of bird strike on and around the aerodrome.
 - a. **Local Bird Attractants.** Gibraltar is a common avian pit stop for birds migrating between Africa and Europe. This results in heavy concentrations of a wide variety of species crossing the area and landing on the rock during the spring/early summer and autumn seasons. There are numerous nesting areas on the rock in addition to the Bay of Gibraltar and Mediterranean Sea with their associated food sources near RAF Gibraltar. Additionally, fishing activity, landfill sites and any areas of standing fresh water also serve to attract birds.
 - b. **Safeguarding.** Consideration is to be given to any effect on bird activity of any developments within the vicinity of RAF Gibraltar.
 - c. **Problem Species.** The main problem species at RAF Gibraltar are: Yellow Legged Gulls (in particular juveniles), Cormorants, Buzzards, Black Kites, Herons and Swifts.
4. **Habitat Management.** Habitat Management is conducted in accordance with [CAP 772](#) recommendations.
5. **Bird Control Schemes.** Birds are to be dispersed by one of the methods recommended in CAP 772. These consist of: distress calls; lethal control of yellow legged gulls; bird scaring cartridges; vehicle lights (night time dispersal) and the Portek bird scaring laser. Note: The correct use of distress calls and bird scaring cartridges is of paramount importance. Bird control duties at Gibraltar Airport are conducted by the Air Traffic Provider AWCU
 - a. **Scarecrow.** The scarecrow system is operated from the VCR and used to manage birds on the roof of the terminal. It comprises CCTV monitoring of the roof with distress calls projected through a PA system of speakers on the roof. The VCR ATCA is trained in Aerodrome Wildlife Control (AWC) and normally is the system operator, working in coordination with the VCR ATCO and the mobile AWC unit via TETRA to ensure both a safe and effective use of the system.
 - b. **Lethal Control.** It is the responsibility of the Government of Gibraltar to manage the bird population outside of the perimeter of RAF Gibraltar. The Gibraltar Ornithological and Natural History Society (GONHS) conduct routine culling around Gibraltar throughout the year, this

focuses on the Yellow Legged Gull population. When lethal control is required at the airfield, the AWCU Coordinator will make appropriate arrangements with GONHS. RAF HQ, GDP HQ, AGSU and Mitie are informed as key airfield stakeholders so they can deconflict their own tasks with the lethal control. GDP HQ will inform their duty officers at the airfield, as well as the GDP Marine Section and the Royal Gibraltar Police.

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

6. Considerations and Responsibilities.

a. The Air Traffic Provider Support Manager is responsible for:

- (1) The bird hazard when planning any development, maintenance or repairs which could impact on the same.
- (2) The overall management of the Wildlife Hazard Control Program.
- (3) Creating the Wildlife Management Plan on an annual basis.
- (4) Management of all related training including use of firearms.
- (5) Developing and implementing the Wildlife Control Training Program.
- (6) Reviewing and implementing wildlife control procedures.
- (7) Ensuring habitat management and bird activity audits are undertaken.
- (8) Assessing management information statistics and implementing remedial action.
- (9) Researching new technologies and practices.
- (10) Investigating bird strikes.
- (11) Maintaining the standards of the AWCU.

b. The duty AWC operator is responsible for:

- (1) The daily management of wildlife control operations.
- (2) Maintaining the Wildlife Control Log.
- (3) Completing a 'self-briefing' exercise prior to commencing duties to familiarise themselves with the airfield operational status and current wildlife hazard problems.
- (4) Regular inspections of the aerodrome throughout Gibraltar Airport operating hours, to detect and then to disperse any bird concentrations using the relevant scaring equipment and techniques. To correctly detect birds the AWC Operator must inspect all parts of the airfield frequently, at close range and from several different vantage points. This should include alighting from the vehicle, walking round sufficiently to observe through 360°, using binoculars if necessary, and listening.
- (5) Monitoring possible new roosting or resting areas and recording this information.
- (6) Briefing oncoming staff concerning current issues and predominant areas of activity.
- (7) Monitoring activity outside but in close proximity to the airfield. E.g. Eastern Beach.
- (8) Daily briefing with VCR ATCO.
- (9) Warn pilots through ATC of any bird activity prior to any Aircraft movement that could pose a risk.
- (10) Monitoring areas of WIP particularly work involving excavation of earth.

- (11) Dealing with bird strikes, including bird strike/STAR reports.
- (12) Disposal of carcasses
- (13) Achieving an effective and uninterrupted approach to bird hazard control by completing handovers in a location agreed between AWCU Operators.
- (14) Maintaining knowledge of local aerodrome ornithology, bird behavior and habitat.

c. The RAF Gibraltar Air Safety Manager (ASM) is responsible for:

- (1) Act as the Unit Laser Safety Officer.
- (2) Act as the point of contact for organising the periodic standards check.
- (3) Deliver training for the use of the laser bird scaring device.

7. Bird State Reporting.

a. The following threat assessments are normally made by the AWCU Operator on completion of a patrol. Should ATC assess the threat as worse than that offered by the AWCU Operator then the appropriate report to Aircraft should be upgraded, and the AWCU Operator advised.

b. Should ATC assess the threat as lower than that reported by the AWCU Operator, then the bird activity assessment should be passed on to the Aircraft. However, if time permits the AWCU Operator may be asked to reassess the threat prior to informing aircraft. ATC cannot unilaterally reduce the threat level without consultation with the AWCU Operator.

c. Bird State – Normal.

- (1) The normal state for Gibraltar, with gull colonies in the vicinity and individual birds flying in the local area but not directly in the flightpath of the Aircraft.
- (2) The AWCU Operator will carry out inspections and position as normal. The AWCU Operator will report runway vacated but no bird report to the tower will be made unless an earlier report was made of a higher category of threat, which has now reduced. The AWCU Operator will continue to monitor the situation and report any increased threat.
- (3) ATC will make no report to aircraft but will maintain a look out visually to identify any increased threat.
- (4) Pilots are recommended to always keep a good look out when flying in the vicinity of Gibraltar.

d. Bird State – Activity Reported

- (1) When flocks of birds are seen transiting the approach paths or outbound routes the AWCU Operator will report Bird Activity to the VCR using Bird Activity and Location.
- (2) When the position of the Aircraft and birds is in conflict ATC will advise pilots of the threat using the phraseology “Bird Activity” followed by position and details. Outbound aircraft should be offered a delay in departure until the threat diminishes. ATC will monitor bird movements and update pilots when necessary.
- (3) If Bird Activity is reported from, on or adjacent to the maneuvering area, if time permits the AWCU Operator will be instructed to conduct dispersal methods in co-ordination with ATC. Pilots of departing aircraft should be offered a delay until the threat is reduced. Pilots of arriving aircraft should keep a good look out and consider the possibility of avoiding action, delay or if necessary, a go around to avoid bird concentrations.
- (4) ATC will continue to monitor bird movements and update pilots where necessary.

8. **Staffing Procedures.** The AWCU is staffed in accordance with the Gibraltar Air Traffic Provider Support Staff Roster. At least one AWCU operator is present when RAF Gibraltar is open.
9. **Bird Strikes.** When a bird strike is observed, reported by a pilot, or a carcass found during a runway inspection, the following procedure is to be followed:
- a. Recover the bird remains (using appropriate Health and Safety precautions).
 - b. Inform ATC, who will in turn contact the AWCU.
 - c. Attempt to identify the likely Aircraft if a bird strike has not been reported.
 - d. Inform the Gibraltar Ornithological and Natural History Society if the carcass carries any identification (e.g. a leg ring).
 - e. The AWCU Operator will Record the bird strike (even when no carcass is found) and take appropriate reporting actions to the CAA.
 - f. Dispose of any carcasses in the appropriate manner.
 - g. Inform Birdstrike UK Ltd and send photos for bird identification when possible.
10. **Wildlife Hazard Control Records.** Comprehensive records assist with development of the Wildlife Hazard Control Program; they also demonstrate the integrity of existing wildlife control mechanisms. The following details are to be recorded in the Wildlife Control Log (As per RAF Sp & BM Orders).
- a. Duty AWCU Operator (name of).
 - b. Patrol areas.
 - c. Bird activity observed and dispersed.
 - d. Significant weather conditions.
 - e. Habitat issues.
 - f. Mileage driven.
 - g. Bird strike records.
 - h. Record of Bird Scaring Cartridges used.
 - i. Birds culled and location.
 - j. Any other factors.
11. **Records.** The Wildlife Control Log is maintained in the AWCU vehicle.
- a. A monthly report is generated detailing the quantity of bird scaring cartridges used, total mileage driven by the AWCU vehicle, the number of birds culled and the location the cull took place.
 - b. Data is compiled in various forms on a day-to-day basis which forms part of the monthly report leading to monthly / yearly historical data. This can be presented in graphical data where trend analysis can be used.
12. If you have issues accessing any links or documents, please email: gib-raf-ops@mod.gov.uk.

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Annex X to
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Annex X: Low Visibility Operations

1. **Low Visibility.** In low visibility, all vehicles are required to comply with the lighting regulations prescribed by the Road Traffic Act.
2. **Surveillance Radar Approach (SRA)** procedures do not conform to PANS-OPS; SRAs are limited to visual approaches only. For this reason, RAF Gibraltar does not employ airfield low visibility procedures due to the criteria below:
 - a. The minimum weather conditions for a visual approach to RAF Gibraltar is 5km visibility or 5km in the direction of the approach path.
 - b. Minimum cloud base of 1000ft.
 - c. Full SRA approach details can be found in the [Mil AIP](#).
3. **Departure Minima.** The minimal visual for flights departing Gibraltar is 1000m. All surfaces are visible from ATC at 1000m.
4. If you have issues accessing links or documents, please email: gib-raf-ops@mod.gov.uk.

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Annex Y to
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Annex Y: Snow and Ice Operations

Due to Gibraltar's Mediterranean/Subtropical climate, Gibraltar experiences warm summers and mild winters. Average temperatures of 12°C are experienced between the months of Nov and Apr negating the requirement to employ snow and ice operations at RAF Gibraltar.

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Annex Z to
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Annex Z: Thunderstorm and Strong Wind Procedures

Thunderstorm and Strong Wind Procedures		
1	Strong wind and gale procedures.	Para 5e
2	Use of vehicles to protect / shield Aircraft vulnerable to strong winds.	-
3	Passenger loading / unloading limits in strong winds.	-
4	Lightning risk orders.	Para 5b
5	Aircraft refuelling operations.	Para 5c

1. **Policy.** Weather has a profound influence on the safety and expediency of aircraft and airport operations. In addition to the various statutory requirements, RAF Gibraltar will ensure that accurate and timely weather information is available and promulgated to airport users. RAF Gibraltar is principally dependent upon Meteorological Office services for forecast information. However, this does not preclude the use of information derived from ATCO observation, particularly when the need arises to relay any deterioration of real-time actual weather data. RAF Gibraltar is committed to providing meteorological information to support safe aircraft operations in adverse conditions, and to provide warning bulletins to airport users.
2. **Weather Observations.** Weather observations (METARS) at RAF Gibraltar are made by Meteorological Office staff in compliance with standard UK Meteorological Office protocols.
3. **Met Office Responsibilities.** The Met Office is responsible for:
 - a. The provision of Met observations using the “Human Observer” method during ATC opening hours. Auto METARs are produced outside of these times.
 - b. Submitting METARS to the Met Office and to ATC via an A2309 report.
 - c. Ensuring adverse weather warnings are issued in a timely manner to all relevant agencies.
 - d. Issuing Local Area Forecasts (LAFS) at 0800 and 1500 local time.
 - e. Issuing Airfield Cross Section on days with a military flight.
 - f. Issuing Terminal Aerodrome Forecasts (TAFs) every 3 hours.
4. **ATC Responsibilities.** ATC is responsible for:
 - a. Monitoring the surface wind, and if present notifying pilots of waterspouts in the approach.
 - b. Ensuring that accurate runway surface state reports are promulgated.
 - c. Inputting the QNH from the METAR into the master flight data processing position.
5. **GibAir Responsibilities.** GibAir is responsible for:
 - a. Providing appropriate training for all its staff for operations during adverse weather conditions, including heavy rain and strong winds.
 - b. Ensuring Standard Operating Procedures are in place for operations during adverse weather conditions.
 - c. Ensuring Duty Managers liaise with met office to ascertain actual and forecasted conditions.
 - d. Ensuring Duty Managers anticipate and advise all GibAir staff about any adverse weather conditions which could impact on the handling operation.

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

a. **Distribution of Warnings.** The Met Office is responsible for distributing adverse weather warnings via email to all the necessary agencies. The email met warning is backed up by a phone call from the duty forecaster. Once ATC receives the email warning, the Switchboard ATCA is responsible for its distribution to the ATCO i/c. ATCOs will disseminate the information to aircraft under their control.

b. **Thunderstorm Warnings.** Thunderstorm Warnings are issued by the Met Office when thunderstorms have formed, or are forecast to occur, within 46KM of Gibraltar. They will be issued as early as possible and will contain details of timing, duration and movement as appropriate. There are three levels of warning issued:

(1) **Thunderstorm Level High.** A thunderstorm is occurring or is expected within 19km of the aerodrome in the immediate future (normally within 15 minutes). Met Office will advise GibAir Duty Manager by mobile phone (+350 56457000) when at Thunderstorm Level High. GibAir Duty Manager will then advise all ramp personnel, aircrew and refuellers to ensure no refuelling takes place. Once Thunderstorm Level High has passed Met Office will advise GibAir Duty Manager accordingly so refuelling can commence/resume.

(2) **Thunderstorm Level Moderate.** Thunderstorms are developing or have been reported within 46 km of Gibraltar but are not expected to affect Gibraltar in the immediate future.

(3) **Thunderstorm Level Low.** Thunderstorms are not occurring at the present time or are not expected.

c. **Refuelling.** Aircraft are not permitted to refuel when Thunderstorm Level High.

d. **Assess to the Upper Rock sites during Thunderstorm Warnings.** Personnel requiring access to the Upper Rock site during thunderstorm warnings to conduct maintenance of Ground Radio Installations are to adhere to AP600 2.1.30

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

(1) **Strong Wind.** Mean speed 25 KT or more and/or Gusts 35KT or more.

(2) **Gale Force Wind.** Mean speed 34KT or more and/or gusts 43KT or more.

(3) **Severe Gale Force Wind.** Mean speed 44+ kts.

(4) **Storm Force Wind.** Mean speed 52+ kts.

(5) **Violent Storm Force Wind.** Mean speed 60+ kts.

f. **Waterspouts.** The presence of waterspouts in the vicinity of the airfield is to be reported by ATC.

g. **Wind Shear.** Wind shear can be a regular occurrence in the vicinity of the airfield, predominantly on the RWY 27. The presence of wind shear should be reported to ATC.

6. In the event of any issues occurring when accessing links or documents contained here within, please contact: gib-raf-ops@mod.gov.uk.

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Annex AA to
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Annex AA: Civil Aircraft Aerodrome Usage - Terms and Conditions

1. The use of RAF Gibraltar by British and Foreign Civil Aircraft is conducted IAW [JSP 360](#). The Aerodrome Operator reserves the right to alter or cancel these Terms and Conditions at any time.
2. Whilst the AO will use all reasonable endeavors 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.
3. RAF Gibraltar operates a PPR airfield. Movement requests are to be submitted at least 4 hours in advance of the scheduled landing/departure time. All civilian requests are to be made through GibAir:
 - a. Email: handling@gibair.gi.
 - b. Tel: (+350) 56001868
 - c. Further details can be found at: www.gibraltairairport.gi/general-aviation.
4. Any breaches of the guidelines directed within JSP360 or locally arranged procedures will be brought to the attention of the AO who shall decide on an appropriate response. A breach of these terms and conditions could constitute grounds for the privilege of operating at the Aerodrome being withdrawn temporarily or permanently.
5. All civilian users are to operate iaw extant Department for Transport National Aviation Security Programme and wider Air Transport Security protocols.
6. Aerodrome opening hours for civilian operators are 0800 - 2345 Mon-Sun (All times local). 4hrs PPR, OOH on request. The Aerodrome is closed to all Air Systems on 25 Dec.
7. Charter operations are permitted to operate from the Aerodrome.
8. Scheduled Aircraft operations are permitted to operate from the Aerodrome.
9. The Airport is a designated Port of Entry, and it has permanent HM Revenue and Customs (HMRC) presence.
10. In the event of a Local or National Emergency (whether declared or not) the Aerodrome may be closed to civilian operators. In the event of such a 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. A non-exhaustive list of potential circumstances includes:
 - a. Loss / Reduction of Crash category.
 - b. Repatriation of troops.
 - c. Loss of power to all, or parts, of the Aerodrome.
 - d. Interruptions in communications both within the Aerodrome and with external agencies.
 - e. Unforeseen natural disaster (Flooding, etc).
 - f. Unforeseen national epidemics (Swine Flu / Covid-19).

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Annex BB: Electrical Ground Power Procedures

Electrical Ground Power Procedures	
1	Use of fixed electrical ground power.
2	Use of mobile ground power units.
3	Use of Auxiliary Power Units (APU's).
4	Use of 28 Volt conversion units.

1. Aircraft electrical ground power will be supplied and connected on request from the aircraft crew by the aircraft handlers on arrival. A qualified member of the aircraft crew must be present before connection or disconnection can take place.
2. Use of Mobile Ground Power Units (GPU). Fixed Electric Ground Power is not available in Gibraltar, thus mobile GPU are used. Constantly running GPUs can cause high noise levels on the apron, are an additional obstruction to free movement around a parked aircraft and if poorly maintained, may spill oil on the stand. When the use of mobile GPU is necessary, the following procedures are to be observed:
 - a. They are to be used in a manner consistent with necessity and in accordance with operating procedures drawn up by the Handling company and must be shut down when not required.
 - b. They are to be parked so that they can be driven 'away' from a running engine and not towards the engine.
 - c. Operators are to ensure when GPU are in use, that the connection cable between the GPU and the Aircraft is routed so that, as far as is reasonably practicable, it does not present a trip hazard to persons.
 - d. Operators are to ensure that the GPU are maintained so that they do not present a safety or environmental hazard (i.e. emissions). In addition, all associated cabling must be adequately shielded.
3. Auxiliary Power Units (APU). Aircraft APU generate high levels of noise and significant fumes. The noise of an APU can mask the sound of approaching vehicles. It is the responsibility of airlines and Aircraft handlers to ensure that APU are used in a manner consistent with necessity and run for the absolute minimum time necessary.
4. If you have issues accessing the documents, please email: gib-raf-ops@mod.gov.uk.

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Annex CC to
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Annex CC: Aviation Fuel Management Procedures

Aviation Fuel Management Procedures	
1	Management of Bulk Fuel installations.
2	Fuel storage, quality and delivery.
3	Safety procedures.
4	Fuelling zone procedures.
5	Bonding and grounding of Aircraft and fuelling equipment.
6	Fuelling with passengers on board.
7	Fuelling with engines running.
8	Fuelling and de-fuelling in hangers.
9	Fuel spillage procedures.

1. Policy.

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

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

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

- a. JET A-1 (AVTUR) is stored in the Fuel Farm on the northeast side of the airfield. JET A-1 does not contain Fuel System Icing Inhibitor additives. AVGAS (100LL) is not available at RAF Gibraltar.
- b. At all times, fuel grade and quality must meet the specification fit for use in aircraft and must be in accordance with the requirements of the [Air Navigation Order](#).
- c. JET A-1 is delivered from the storage facility by tanker bowsers. Fuel is supplied to aircraft by ISGL and is delivered to aircraft directly by tanker bowsers.
- d. Any potential disruption to the normal supply of aviation fuel must be notified to the RAF Gibraltar Air Operations and the Gibraltar Air Terminal Duty Manager immediately by telephone and then confirmed in writing.

4. **Safety Principles.** Aircraft fuelling will normally be in the open air and only in approved areas.
- a. Only suitably trained personnel that have been assessed as competent may fuel aircraft.
 - b. Fuelling areas will be sited to avoid bringing fuelling equipment or aircraft fuel tank vents to within 15 metres of any building other than those parts constructed for the purpose of direct loading or unloading of aircraft.
 - c. Refuelling vehicles are not to approach aircraft until the aircraft engines have stopped and anti-collision lights have been switched off. The only exception to this is the approval of rotors running refuelling (RRR).
 - d. Refuelling vehicles are to be parked to enable freedom to exit the area in an emergency.
 - e. All personnel engaged in refuelling procedures are to ensure that serviceable fire extinguishers are available.
 - f. All personnel engaged in refuelling are to be aware of the method of summoning the AFRS.
 - g. Vehicles and equipment must not be parked under any part of the aircraft during refuelling, except for refuelling equipment.
5. **Fuelling Zone Procedures.** During fuelling operations, air and fuel vapour are displaced from the aircraft tanks through vent points (usually situated in aircraft wingtips). This presents a hazard of fuel vapour being ignited. Thus, additional rules are required within an area known as the fuelling zone. The fuelling zone is established when aircraft fuelling operations are in progress, it extends at least 6 metres radially from the aircraft filling and venting points and from any part of the fuelling vehicle and equipment including hoses. The following must be adhered to in the fuelling zone:
- a. All personnel must avoid any activity involving the risk of fuel vapour ignition. These include smoking, use of naked lights, operation of electrical systems and activity creating sparks from exposed iron or steel studs on footwear or from tools or other equipment or vehicles.
 - b. Vehicle engines must not be left running in the fuelling zone. This includes GPU. Hot vehicle exhausts are a major hazard and are prohibited inside the fuelling zone.
 - c. Non-intrinsically safe equipment, including Portable Electronic Devices (PEDs) such as mobile phones, radios and any other electronic or electrically operated equipment are prohibited.
 - d. Only authorised persons and vehicles are permitted within the fuelling zone and the number of these should be kept to a minimum.
 - e. Airlines must ensure that passengers do not enter the fuelling zone whilst disembarking or embarking. Baggage & passenger reconciliation checks must occur away from the fuelling zone.
 - f. Aircraft APUs which have an exhaust efflux discharging into the fuelling zone should, if required to be in operation during fuelling, be started before filler caps are removed or fuelling connections made. APUs must not be switched on during any refuelling operation.
 - g. Photographic flash bulbs or electronic flash equipment must not be used within 6 metres of the fuelling equipment or any filling or venting points of the Aircraft.
 - h. The airline or aircraft operator should ensure that all personnel working on the inside of a cabin, hold, or equipment compartment of an aircraft are made aware that fuelling is taking place.
 - i. If the Fuelling Overseer considers that a hazard exists, refuelling should be stopped immediately until conditions permit resumption.
6. **Bonding & Grounding – Aircraft & Refuelling Equipment.** It is essential that aircraft, fuelling vehicles and over-wing nozzles, where applicable, should be electrically bonded together throughout fuelling operations to ensure that no difference in electrical potential exists between the units. Bonding is to be maintained until all hoses have been disconnected or tank filler caps replaced.

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

- a. Cabin attendants, passengers and relevant staff are to be warned fuelling will take place and that they will not smoke, operate electrical equipment or other possible ignition sources.
- b. The aircraft 'No Smoking' signs are to be switched on together with sufficient interior lighting to enable emergency exits to be identified.
- c. The 'Fasten Seat Belts' sign must be off, and passengers briefed not to fasten seatbelts.
- d. Provision should be made via at least two of the main passenger doors (or main passenger door plus one emergency exit when only one door is available), preferably at opposite ends of the Aircraft, for safe evacuation in the event of an emergency.
- e. Designated escape doors to be on the opposite side of the aircraft to the fuelling activity.
- f. Fuelling is not to be permitted on both sides of the aircraft. Aircraft doors are to be constantly manned by cabin attendants whilst fuelling is taking place.
- g. Whenever an exit with an inflatable escape slide is designated to meet the requirements in the above paragraph, the ground area beneath that exit and the slide deployment area must be kept clear of external obstructions.
- h. Ground servicing activities and work within the aircraft, such as catering, and cleaning must be conducted in such a manner that they do not create a hazard or obstruct aircraft exits.
- i. Inside the aircraft cabin, aisles, all exit areas and exit access areas must be kept clear of obstructions. The ability of any passenger to affect a rapid evacuation from the aircraft, most particularly those whose mobility is impaired, is to be considered.

8. **Fuelling with Engines Running.** It is the responsibility of the fuel supplier to have a written agreement with the operator on procedures to be used by all parties during such an operation. Refuelling with engines running is only permitted when:

- a. Aircraft are engaged in casualty evacuation procedures.
- b. Search & Rescue Helicopters are operational.
- c. Air Ambulances are operating.
- d. Required by the Military.
- e. Other aircraft engaged in firefighting.
- f. Rotors Running Refuel orders can be found at the end of this annex.

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

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

11. **Responsibilities of Managers.** Aviation fuel installation managers are responsible for:
- Ensuring compliance with the Air Navigation Orders and all other relevant statutory and regulatory requirements relating to the handling and storage of bulk aviation fuels.
 - Ensuring that the grade and quality of fuel product always meets the required specification.
 - Notifying the airport company about any potential disruption to the normal supply of aviation fuel immediately by phone followed by confirmation in writing.
12. **Responsibilities of Suppliers.** The aviation fuel suppliers are responsible for:
- Ensuring compliance with the Air Navigation Orders and all other relevant regulatory requirements relating to the handling of aviation fuels and the fuelling of aircraft.
 - Ensuring fuel always meets the required specification, including grade and quality of fuel.
 - Ensuring that refuelling tanker bowsers and refuelling equipment access and exit from the Aircraft stands in an approved manner.
 - Training and competence of refuelling operatives.
 - Ensuring that all vehicle drivers possess a HGV Class 1 driving licence.
13. **Audits.** Organisations that store, dispense or handle aviation fuel at RAF Gibraltar will be subject to an annual audit to ensure that they comply with the relevant legislative requirements. An appropriately qualified person from or working on behalf of IATA will carry out this audit. The audit report will be made available to those being audited together with any recommendations of changes that may be required to procedures or equipment. In addition, audit reports may be made available to the GCAA or MAA or other regulatory bodies. A reasonable time will be given to remedy any shortcomings found by the audit, but the Aerodrome Operator reserves the right to withdraw permission for the facility or fuelling activity to continue if it is found to be dangerous or if remedy to the shortcoming is not completed within the agreed reasonable time. Airline customers typically undertake fuelling audits once or twice per year.
14. **Rotors Running Refuels (RRRF).**
- RRRF can be conducted on either the North or South military dispersals. If South Military Dispersal is required to conduct RRRF, the operating sqn is to ensure the operation is conducted at the western side of the dispersal. This is due to the dispersal's drainage design. Details regarding the refuelling of aircraft during thunderstorm warnings are found at [Annex Z](#).
 - RAF Gibraltar provides a contracted refuelling service via ISGL. Due to RAF Gibraltar not having a dedicated VAHS, deployed Squadron requesting to conduct RRRF are to be provide suitably qualified air crew and / or ground crew who will co-ordinate the RRRF with ISGL. Deployed Squadrons are to be familiar with the DAM RRRF Orders.
 - The Airfield Fire and Rescue Service (AFRS) will attend RRRF at State 3 readiness.
 - RAF Gibraltar RRRF actions.
 - If a deployed Squadron are likely to require a RRRF as part of their tasking, they are to inform RAF Gibraltar Air Ops prior to the deployment. Air Ops are to ensure ATC, ISGL and AFRS availability before approving of the RRRF requirement.
 - A 90-litre foam fire extinguisher is to be within reach of the crew and ISGL bowser operator during RRRF.
 - If there is a change to the planned RRRF timing, the Squadron is to inform ATC who are to contact RAF Gibraltar AFRS and ISGL.
 - The RRRF is not to commence until AFRS are in attendance.
 - If AFRS are re-tasked to an emergency during RRRF, refuelling will stop immediately.

e. Operator responsibilities. The aircraft crew member is to instruct the refueller drivers to reel the bonding lead out and in. The crew member is responsible for the refuelling operation of the aircraft. The refueller driver is to remain at the refueller pumping compartment throughout the refuelling operation to be able to operate the refueller controls and to stop refuelling in an emergency. On completion of refuelling, and before the aircraft 'lifts off', the hose operator is to ensure that the hose is doubled back to the refuel point and the bonding cable is either reeled in completely or attached to a secure location on the hose.

f. The following precautions are to be observed:

(1) RRRFs will not normally be carried out when the wind speed is more than 30 knots; however, the final decision will rest with the aircraft operators.

(2) The refueller will be facing the taxiway, so it can be driven away in an emergency.

(3) Refuelling vehicles are to have amber anti-collision lights always switched on when operating in the vicinity of aircraft. At night, sidelights and marker lights are also to be switched on. Refueller floodlights are only to be used by the driver, when instructed, to illuminate the refuelling area. The minimum hose length at night is to be 21.4m (70ft).

(4) Protective Clothing. The refueller driver is to wear ear defenders, goggles, helmet and protective clothing which cover the arms and legs. All clothing is to be of anti-static quality.

15. Fuel Spillages.

a. MoD policy is to conduct activities in accordance with the current Safety, Health, Environmental Protection and Sustainable Development Policy Statement by the Secretary of State for Defence.

b. All parties are to follow the actions detailed in the RAF Gibraltar [Command Spillage Response Plan](#) (CSRSP). Spillage Tiers are categorized by the International Petroleum Industry Environmental Conservation Association (IPIECA):

(1) **Tier 1 Spillage.** Units are expected to clean up their own Tier 1 spills. They must therefore always maintain an appropriate level of preparedness for this event.

(2) **Tier 2 Spillage.** A Tier 2 spill is larger than a Tier 1 spill but is still one that occurs around the unit's facilities. Tier 2 spills usually require the aid of other units and resources, including the government.

(3) **Tier 3 Spillage.** A catastrophic incident requiring major external assistance, usually require resources from stockpiles of national or international cooperatives. In most cases, these co-ops will be subject to governmental control.

c. In the event of a Tier 1 (slight spill) in the refuelling area the refueller driver will remove and clean up any remains. In the case of a more significant spill (Tier 2 or 3) the refueller driver and the deployed Squadron will follow the RAF Gibraltar USRP for a spillage on the airfield. Annex A of the USRP provides an Immediate Action guide.

16. **General Precautions.** When reeling the bonding lead or aircraft earth lead in or out, care is to be taken to ensure that they do not become slack and enter the rotor disc.

17. If you have issues accessing links or documents, please email: gib-raf-ops@mod.gov.uk.

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Annex DD: Hazardous Materials – Spillage Plan

1. The RAF Gibraltar Unit Spillage Response Plan (USRP) can be accessed via [this link](#).
2. If you have issues accessing the link, please email: gib-raf-ops@mod.gov.uk.

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Annex HH to
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Annex HH: Dangerous Goods (DG) Procedures

1. The handling of Dangerous Goods will be completed iaw [DSA-03](#).
2. When notified that a Dangerous Air Cargo (DAC) flight containing UN Class 1 explosives is programmed to operate from RAF Gibraltar, Movements Flight will confirm with the Explosive Safety Representative (ESR), or Deputy ESR, the Net Explosive Quantity (NEQ) and Hazard Division (HD) of the explosive.
3. The NEQ is to be checked against the current explosive licence of the DAC Pans and handled on DAC Pan West, DAC Pan North or DAC Pan South as appropriate.
4. The loading and off-loading of aircraft will be conducted as follows:
 - a. **UN CLASS 1.** The loading and off-loading of UN Class 1 consignments in the approved licensed area is to be supervised by a RAF TG18 Logs (Mov) NCO with a valid Logistics Movements |Explosives Authorised Representative (AR) |RAF| qualification.
 - b. **UN CLASS 2-9.** The loading and off-loading of UN Class 2 to 9 is to be supervised by a nominated RAF TG18 (Logs) specialist holding a valid Logistic Movements |Dangerous Goods by Air |RAF| qualification.
 - c. **Checks.** On the completion of loading and prior to off-loading, the RAF TG18 Logs (Mov) NCO loading supervisor is to ensure that all consignments are undamaged and free from leakage.
5. If you have issues accessing the links or documents, please email: gib-raf-ops@mod.gov.uk.

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Annex JJ to
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Annex JJ: RPAS / Laser Orders

1. **Operating RPAS.** No RPAS, of any size, may be operated within Gibraltar airspace without proof of a pre-issued licence from the Gibraltar Civil Aviation Authority (GCAA). For further details contact the GCAA:
 - a. Tel: +350 200 61174
 - b. Email: dca@gibraltar.gov.gi
3. **Actions from Aircrew.** If an aircraft comes into conflict with an RPAS or drone, the pilot is requested to inform ATC at the earliest safe opportunity with the following details:
 - a. Time of sighting,
 - b. Location,
 - c. Approximate height and direction of travel.
3. **Actions by ATC.** ATC will notify the following stakeholders:
 - a. Any aircraft on frequency.
 - b. GDP control.
 - c. RAF Duty Officer.
4. **UAS Plan.** The RAF Gibraltar UAS Plan can be found [here](#).
5. **Laser Orders.**
 - a. Orders are in accordance with CAP 493 Section 2: Chapter 3 Para 5A.
 - b. If an aircraft is targeted by lasers, the crew should attempt to pass on the details to ATC at the earliest safe opportunity. ATC will pass on the details to the Royal Gibraltar Police (RGP) for action. Should the attack appear to originate from Spain, Seville ACC Supervisor should also be informed.
 - c. Consider the following information to be passed to ATC:
 - (1) Time of the attack.
 - (2) Altitude and position (at the time of attack).
 - (3) Description of the laser light i.e., colour, continuous / flashing.
 - (4) Any avoiding action taken.
 - d. After landing ATC will advise crews to inform GibAir in order to complete a Victim Statement to assist criminal investigations.
 - e. Crews should seek medical assistance and submit an Air safety Report as required.
6. The RAF Gibraltar Laser Safety Orders can be found [here](#).
7. If you have questions or issues arising, please email: gib-raf-ops@mod.gov.uk.

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Annex KK to
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Annex KK: Meteorological Services

1. **Introduction.** Meteorological Observations (METARs) and Terminal Aerodrome Forecasts (TAFs) produced for RAF Gibraltar follow defence requirements, and as such, differ slightly from those produced at civil aerodromes. The major differences are outlined below:

2. METARs.

a. Wind.

- (1) VRB winds are not reported (a mean direction is always reported).
- (2) Wind direction variance is not reported.

b. **Visibility.** Minimum visibility is only reported if it falls into a lower military colour state than the prevailing visibility (see table below for military colour states used for TAF change groups).

AERODROME COLOUR STATE		
SURFACE VISIBILITY	COLOUR STATE	CLOUD AGL (\geq SCT)
\geq 8 KM	BLU	\geq 2500 FT
5000 M TO 7 KM	WHT	1500 FT TO 2400 FT
3700 M TO 4900 M	GRN	700 FT TO 1400 FT
2500 M TO 3600 M	YLO1	500 FT TO 699 FT
1600 M TO 2400 M	YLO2	300 FT TO 499 FT
800 TO 1500 M	AMB	200 FT TO 299 FT
0 M TO 799 M	RED	0 FT TO 199 FT

c. **Present Weather.** Mist, Smoke, Dust, and Haze can be reported when visibility is greater than 5000 metres (but less than 10 kilometres).

d. Cloud.

- (1) Clouds above the minimum sector altitude are reported when CAVOK conditions do not exist.
- (2) Minimum sector Altitude is 6,800 ft at RAF Gibraltar. Therefore, CAVOK conditions only exist when there is no cloud below 6,800ft and all other conditions are met. This is unique to Gibraltar: in the UK, 5000 ft is typically used.
- (3) SKC is reported when there is no cloud in the sky.

3. **Automatic (AUTO) METARs** are produced at Gibraltar when ATC is closed. Please note:

a. Visibility, cloud and present weather information should be used with caution due to the limitations of the equipment used. Due to the unique geography of the local area, the real-world weather conditions can vary significantly from automatic readings.

b. The anemometer mast is at a non-standard height and therefore the wind speed reported in AUTO METARs is higher than that at the standard 10m reporting height. Wind speed in manual METARs is routinely corrected by a human observer, but not when AUTO METARs are issued.

4. **TAFs.** The change criteria are based on military colour states (see table above). The forecast presence of CB cloud is a change criterion (no matter what height it is forecast) and a significant cloud layer is defined as SCT or more (3 oktas or more).

5. **Turbulence.** Turbulence is a significant risk at RAF Gibraltar. The terminal approach charts contained more detailed information based on certain wind directions. TAFs may include a 6-figure turbulence group to describe forecast turbulence on final approach to the airfield due to turbulent wind affects off the Rock of Gibraltar. Forecast turbulence groups have the following format in Gibraltar:

5Bh_Bh_Bh_Bt_L

50//// may be used to describe the cessation of turbulence.

Turbulence Group Decode		
B Turbulence.	h_B Height of lowest level of turbulence.	t_L Thickness of turbulence layer above airfield.
0 – none.	000 – surface.	1 – 300 m.
2 – moderate turbulence in clear air (occasional).		2 – 600 m.
3 – moderate turbulence in clear air (frequent).		3 – 900 m.
6 – severe turbulence in clear air (occasional).		

6. For any questions or clarification, please email: gib-raf-ops@mod.gov.uk.