

RA 3261 - Aerodrome Service

Rationale

The Aerodrome environment may contain a complex mix of aviation ► and aviation related◄ activity, often operating in close proximity. ► Without effective management of this activity, the Risk to Life associated with Aerodrome operations is increased. The provision of an Aerodrome Service ensures◄ the safe separation and effective operation of ► Aircraft,◄ vehicles and pedestrians on the Movement Area and ► Aircraft◄ flying in the vicinity of the Aerodrome.

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Aerodrome Service

3261(1) Aviation Duty Holders (ADH), ADH-Facing organizations and Heads of Establishment (HoE) **shall** provide an Aerodrome Service at Aerodromes for which they are responsible in accordance with (iaw) Front Line Command (FLC) requirements.

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Aerodrome Service

1. Controllers providing an Aerodrome Service **should** issue information and instructions to ► Aircraft◄ to achieve a safe, orderly and expeditious flow of air traffic in order to assist in preventing collisions between:
 - a. ► Aircraft◄ on the Manoeuvring Area.
 - b. ► Aircraft◄ and obstructions on the Manoeuvring Area.
 - c. ► Aircraft◄ landing and taking off.
 - d. ► Aircraft◄ flying within the circuit area.
2. All instructions passed to ► Aircraft,◄ vehicles and personnel on the Movement Area by the Aerodrome Controller (ADC), **should** be considered as mandatory iaw RA 3225¹.
3. **Aerodrome Service Provision.** Controllers providing an Aerodrome Service **should**, as a minimum:
 - a. Alert and dispatch Aerodrome Rescue and Fire Fighting Services (ARFF) iaw RA 3311².
 - b. Sequence Visual Flight Rules (VFR) traffic flying in the circuit and all movements of ► Aircraft◄ on the Manoeuvring Area.
 - c. Sequence the mixed arrival and departure of visual and instrument traffic.
 - d. Notify changes to Aerodrome Crash Category.
 - e. Control vehicles and pedestrians on the Movement Area.
 - f. Provide an Alerting Service.
 - g. Monitor wind speed and direction.
 - h. Notify Aerodrome unserviceability or work in progress.
 - i. Warn ► Aircraft◄ of other ► Aircraft◄ conducting ground runs.
 - j. Warn of significant changes in meteorological (Met) conditions.
 - k. Notify runway surface conditions.
 - l. Warn of wildlife Hazards.

¹ Refer to RA 3225 – Mandatory Air Traffic Control Instructions.

² Refer to RA 3311 – Controllers' Emergency Actions.

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- m. Notify runway changes.
 - n. Notify configuration of Aerodrome Arresting Systems.
 - o. Oversee the application of Low Visibility Procedures (LVP), where applicable, iaw RA 3274³.
 - p. Apply Local / Unit specific Orders, eg noise abatement procedures.
4. **Coordination.** The ADC **should** coordinate with the Approach Controller:
- a. Departing Instrument Flight Rules (IFR) flights.
 - b. Arriving ►Aircraft◄ which make their first call on the 'Tower' frequency.
5. The Approach Controller **should** coordinate with the ADC:
- a. ►Aircraft◄ approaching to land; if necessary requesting landing clearance.
 - b. Arriving ►Aircraft◄ which are to be cleared to visual reporting points.
 - c. ►Aircraft◄ routeing through visual circuit traffic.
6. **Transfer of control.** Unless specified otherwise in Local / Unit Orders, the responsibility for control of departing ►Aircraft◄ **should** be transferred from the ADC to the Approach Controller:
- a. **Visual Met Conditions (VMC).** Prior to the ►Aircraft◄ leaving the vicinity of the Aerodrome, or prior to the ►Aircraft◄ entering Instrument Met Conditions (IMC).
 - b. **Instrument Met Conditions (IMC).** Immediately after the ►Aircraft◄ is airborne.
7. **Traffic Information (TI) and Instructions.** TI and instructions **should** be passed to ►Aircraft◄ on any occasion that a controller considers it necessary in the interests of safety, or when requested by the pilot. In particular, an Aerodrome Service **should** provide:
- a. Generic TI to enable VFR pilots to safely integrate their flight with other ►Aircraft◄; (eg number of ►Aircraft◄ in the visual circuit).
 - b. Specific TI appropriate to the stage of flight and risk of collision; (eg circuit positions of ►Aircraft◄ passed to ►Aircraft◄ calling at Initial).
 - c. Timely instructions as necessary to assist in the prevention of collisions and to enable safe, orderly and expeditious flight within and in the vicinity of the Military Aerodrome Traffic Zone (MATZ).
8. Local / Unit Orders **should** detail local procedures for the integration ►Aircraft◄ in the vicinity of the Aerodrome.
9. **Met Information.** Where Met information is required, it **should** include:
- a. Surface Wind direction (magnetic) and speed.
 - b. Visibility.
 - c. Present weather.
 - d. Cloud base and amount.
 - e. Altimeter pressure setting (QFE or QNH respectively).
10. Controllers **should** warn pilots of gusts or crosswinds:
- a. When the maximum wind speed is 10 knots or more greater than the mean speed.
 - b. Prior to take-off and landing, reporting the extremes in direction and speed (gust and lull) during the past 10 minutes. CAP 746⁴.

³ Refer to RA 3274 – Low Visibility Procedures.

⁴ Refer to CAP 746 Requirements for Meteorological Observations At Aerodromes.

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11. **Provision, Delivery and Content of Automatic Terminal Information System (ATIS).** Where ATIS is required, procedures **should** be established for its provision, delivery and content, and to assess these procedures upon introduction and at appropriate intervals to ensure that any Hazards that may arise are identified and appropriately mitigated.
12. Procedures **should** cover:
- Use and Maintenance of equipment employed in the provision of ATIS.
 - Means of delivery eg frequency allocation.
 - Mechanisms of delivery including:
 - Requirements for initiating or updating ATIS messages.
 - Process for initiating or updating ATIS messages.
 - Communication of updates to ATIS messages.
 - Responsibility for ATIS provision and delivery, and qualification of relevant personnel.
 - Content of message, including mechanisms for assuring the content of messages.
13. Where changes to procedures for the provision, delivery and content of ATIS are required, appropriate scrutiny **should** be applied to ensure that any additional Hazards introduced by the change are identified and appropriately mitigated.
14. **Essential Aerodrome Information.** This is clarified as information concerning the state of the Movement Area and its associated facilities that may constitute a Hazard to a particular ► **Aircraft**. ◀ It **should** be issued to pilots in sufficient time to ensure the safe operation of ► **Aircraft**. ◀
15. Defects affecting the Movement Area and facilities **should** be passed to pilots in the form that they have been reported to the controller. Controllers **should not** make assumptions that a particular defect renders an associated aid unserviceable or not available.
16. **Runway Occupied.** When ► **Aircraft**, ◀ persons or vehicles have been given permission to cross or occupy a runway in use, the ADC **should** display a strip(s) or marker(s) on the part of the flight progress board that is used to represent the Runway as a positive reminder that the Runway is occupied.
17. **Traffic Lights.** Traffic lights installed at Aerodromes for the control of vehicles **should** be operated by the ADC (or Ground / Local Assistant where appropriate) who **should** ensure that the red stop signal is displayed in adequate time to enable drivers to observe and obey the instructions.
18. **Jet Blast / Rotor Downwash.** When issuing instructions and clearances, controllers **should** take into account the Hazards of jet blast / rotor downwash. Particular care needs to be taken when multiple line-up instructions are issued and ► **Aircraft** ◀ departing later will be subjected to the jet blast / rotor downwash from preceding departures.
19. **Persons On Board (POB).** The ADC / Ground **should** ascertain POB, at the earliest of:
- Initial contact.
 - Before issuing a clearance to taxi.
 - Before issuing a clearance to take-off.
 - Other times as detailed in Local / Unit Orders.
20. **Taxiing** ► **Aircraft**. ◀ When the pilot of an ► **Aircraft** ◀ requires start-up or taxi clearance, the following information **should** be given by the ADC:
- Runway-in-use.
 - Surface wind direction and speed, including significant variations.

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- c. Aerodrome QFE or QNH, as appropriate.
- d. Outside air temperature.
- e. Significant meteorological conditions eg RA 3275⁵.

21. **Taxi instructions.** Controllers **should** issue taxi instructions containing a clearance limit, which is the point at which the ►Aircraft◄ **should** stop, unless further permission to proceed is given. All taxi clearances **should** contain a specific clearance limit which **should** be a location on the Manoeuvring Area or Apron.

22. When clearing an ►Aircraft◄ to the holding point of the Runway in-use, the ►Aircraft◄ is permitted to cross all runways which intersect the taxi route designated in the clearance whether active or not. Therefore, when a taxi clearance contains a taxi limit beyond a runway, it **should** contain an explicit clearance to cross that runway. If such a clearance cannot be given, the clearance limit and the specified route **should** exclude that runway and any route beyond it with instructions to hold at any runway.

23. **Runway Clearance.** Prior to issuing any permission / clearance to use the Runway, the ADC **should** perform a final check of the Runway, lights and barrier iaw Local / Unit Orders and instructions.

24. When multiple runways are in use and possibility of confusion exists, the clearance **should** include the designator of the Runway in-use.

25. **Line-Up Instruction.** Local / Unit Orders **should** define situations in which more than one ►Aircraft◄ may be permitted to line-up.

26. **Departure Clearance.** If an ATC clearance could be confused with a taxi instruction, to avoid pilots taking off without a take-off clearance, it **should** commence with the phrase 'after departure' to ensure clarity.

27. An ►Aircraft◄ on an IFR flight **should not** be given take-off clearance until:
- a. The ATC clearance, if required, has been passed and acknowledged by the pilot, and;
 - b. The Approach Controller has authorized departure and any specific instructions have been passed to the ►Aircraft◄.

28. **Take-off Clearance.** The ADC **should** issue take-off clearances and advise pilots of the surface wind or other significant Met conditions.

29. A take-off clearance **should** be issued separately from any other clearance message.

30. If an ►Aircraft◄ is lined up on the Runway and a revised clearance or post departure instructions need to be passed, the revised clearance or post departure instructions **should** be prefixed with an instruction to 'hold position'.

31. An ►Aircraft◄ **should not** be permitted to begin take-off until the preceding ►Aircraft◄ is observed to be airborne or has reported 'airborne' by radiotelephony (RTF) and all preceding landing ►Aircraft◄ have vacated the Runway-in-use.

32. A departing ►Aircraft◄ **should not** be given control instructions which would require it to make a turn before it has reached a height / altitude that places it above the Radar Vector Chart (RVC) / Surveillance Minimum Altitude Area (SMAA) if using a Military Surveillance Minimum Altitude Chart (Mil SMAC) unless remaining below the Unit Terrain Safe Level iaw RA 3231⁶ and RA 3232⁷.

33. **Cancelling take-off Clearances.** If a take-off clearance has to be cancelled before the take-off run has commenced, the pilot **should** be instructed to 'hold position' and to acknowledge the instruction. If, after the ►Aircraft◄ has commenced take-off, an issue is identified the ADC **should** notify the pilot. CAP 413⁸.

⁵ Refer to RA 3275 – Runway Visual Range.

⁶ Refer to RA 3231 – Terrain Safe Level and Terrain Clearance.

⁷ Refer to RA 3232 – Provision of Vectors to ►Aircraft◄ conducting Radar to Visual Recoveries or Short Pattern Circuit below Unit Terrain Safe Level.

⁸ Refer to CAP 413 Radiotelephony Manual.

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- 34. **Landing.** When ►Aircraft◄ are using the same runway, a landing ►Aircraft◄ **should** only be permitted to touch down before the preceding landing ►Aircraft◄ has vacated the Runway if this is detailed in Local / Unit Orders.
- 35. **Instructions to ►Aircraft◄ in the Final Stages of Approaching to Land.** With the exception of instructions to go-around, the ADC **should not** issue instructions to ►Aircraft◄ in the final stages of approaching to land that would require it to deviate from its expected flight path unless exceptional and overriding safety considerations apply.
- 36. **Low Approach Restrictions.** If the Runway in use is occupied by an ►Aircraft◄ or vehicles, an approaching ►Aircraft◄ that has requested a low approach or a touch and go, **should** only be cleared to carry out a low approach, restricted to a height not below that detailed in Local / Unit Orders. In such circumstances, the pilot **should** be informed of the ►Aircraft◄ or vehicles on the Runway. Additionally, the ►Aircraft◄ or vehicle on the Runway **should** be informed of the ►Aircraft◄ carrying out the low approach.
- 37. **Expedition.** When given the instruction ‘cleared for immediate take-off’, the pilot **should**:
 - a. At the holding point, taxi immediately to the Runway and commence take-off without stopping the ►Aircraft.◄
 - b. If already lined-up on the Runway, take-off without delay.
 - c. If an immediate take-off is not possible, ►they◄ will advise the ADC.
- 38. **Lamp and Pyrotechnic Signals.** The standard lamp and pyrotechnic signals in Table 1 **should** be used in the control of ►Aircraft,◄ where necessary.

Table 1. Lamp and Pyrotechnic Signals

CHARACTERISTIC AND COLOUR OF LIGHT BEAM OR PYROTECHNIC	FROM AIR TRAFFIC CONTROL	
	To an ►Aircraft◄ in flight	To an ►Aircraft◄ on the ground
Steady Red Light	Go Around	Stop
Red Flashes	Total refusal of permission to land	Move clear of landing area
Steady Green Light	You may land	You may take-off
White Flashes (not pyrotechnic)	Land at this Aerodrome after receiving steady green light	Return to starting point

39. **Runway and Aerodrome Movement Area (AMA) Incursion⁹.** Controllers **should** remain vigilant to the possibility of a Runway and AMA Incursion by ►Aircraft◄, vehicle, person, animal or object. All Runway and AMA Incursions **should** be reported iaw RA 1410¹⁰, with the relevant boxes selected and specific mention of Runway or AMA Incursion in the title to aid analysis.

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- 40. ADHs and HoEs may elect to delegate some responsibilities incumbent of an ADC in the provision of an Aerodrome Service to the Ground Controller or other positions (such as the alerting and dispatch of ARFF and control of vehicles and pedestrians on the Movement Area). These arrangements will be detailed in Unit Orders.
- 41. Essential Aerodrome Information (detailed in para ►14◄) may include:
 - a. Construction work or Maintenance on the Movement Area.

⁹ Refer to MAA 02: MAA Master Glossary.

¹⁰ Refer to RA 1410 – Occurrence Reporting and Management.

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- b. Rough portions of the Movement Area and whether marked or not.
 - c. Failure or irregular functioning of the Aerodrome lighting system.
 - d. Failure or irregular functioning of approach aids.
 - e. ► Aircraft ◀ parked close to runways or taxiways and ► Aircraft ◀ engaged in ground running of engines.
 - f. Depth of snow layers on runways and taxiways, snow piled or drifted on the Movement Area, melting snow and slush, rutted ice and snow. law RA 3278¹¹.
 - g. In snow and ice conditions; information concerning sweeping and / or sanding of runways and taxiways.
 - h. Bird formations or large birds reported or observed on or above the Movement Area or in the immediate vicinity of the Aerodrome and the extent of any bird dispersal action being carried out. law RA 3270¹².
 - i. Warnings of the presence of contaminants on runways. law RA 3272¹³.
42. **ATIS.** Guidance on the provision of ATIS can be found as follows:
- a. International Convention on Civil Aviation (ICAO) Annex 11 Air Traffic Services contains requirements for the provision and delivery of ATIS.
 - b. Guidance material relating to Data link-ATIS (D-ATIS) is contained in ICAO Doc 9694 Manual of Air Traffic Services Data Link Applications. The technical requirements for the D-ATIS application are contained in ICAO Annex 10 Aeronautical Telecommunications, Volume III, Part I, Chapter 3.
 - c. CAA CAP 413⁸ contains requirements for the content of ATIS messages and guidance on transmitting technique.
 - d. ICAO Annex 3 Meteorological Service for International Air Navigation contains guidance on the use of Met information.
 - e. RA 3130¹⁴ regulates the use and Maintenance of ATM equipment.
43. **Landing Direction and Runway-in-use.** The term Runway-in-use is used to indicate the particular runway or landing direction selected by the ADC as the most suitable at any particular time. Normally, the Runway-in-use selected will be that most closely aligned to the surface wind direction.
44. Where the surface wind conditions are light and variable the 2000 ft wind will be taken into account before selecting the Runway-in-use. When selecting the Runway-in-use, ADCs will take into consideration other factors such as traffic pattern, the length of runways or landing runs, approach aids available and any Met conditions which may be significant to the choice of runway. At certain Aerodromes more than one runway may be in use at any one time.
45. **Traffic Patterns.** Details of Aerodrome traffic patterns may be found in NATO STANAG 3297, NATO Standard Aerodrome and Heliport ATS Procedures¹⁵.

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Aerodrome Emergency Services

- 3261(2) ADH, ADH-Facing organizations and HoE **shall** provide Emergency Services at Aerodromes for which they are responsible.

¹¹ Refer to RA 3278 – Snow and Ice Operations.

¹² Refer to RA 3270 – Aerodrome Wildlife Control.

¹³ Refer to RA 3272 – Continuous Friction Measuring Equipment.

¹⁴ Refer to RA 3130 – Air Traffic Management Equipment Safety Management.

¹⁵ Relevant NATO STANAGs can be accessed via the Defence Standards intranet site.

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46. ARFF assets are established across the MOD estate to support flying operations as defined in RA 3263¹⁶; however, they **should not** be reserved for this sole use. As directed in DSA02 DFRS¹⁷, ARFF assets **should** respond to all incidents (both Aerodrome and structural) across the MOD estate where local conditions allow, as a priority, when life may be at risk. Any consequent effect on Aerodrome operations through a reduction or total loss of Crash Category **should** be considered secondary to the saving of life.

47. **Communications.** ATC **should** be connected by adequate ground communications to safety services and station departments concerned with flying. These communications are generally:

- a. **Direct Line Communication.** Direct line communication to:
 - (1) Station Fire Section (if separate from the crash bay).
 - (2) Station Medical Centre (where applicable).
 - (3) Crash Crew Bay.
 - (4) Parent Air Traffic Control Centre (ATCC).
 - (5) Distress and Diversion Cell (D&D), London Area Control Centre (LACC).
- b. **Indirect Telephone Communication.** Indirect telephone communication to:
 - (1) Officer in Charge of flying.
 - (2) All flying squadrons and flights.
 - (3) Senior Engineering Officer (SEngO).
 - (4) Station Works Services¹⁸ representatives.
 - (5) Local civil Emergency Services.
 - (6) Local police.
- c. **RTF Communication.** RTF communication between the ATC Tower and the crash / rescue vehicles, and vehicles employed in ►Aircraft◄ parachute recovery role.
- d. **Crash Alarm Bells / Telephones.** Crash alarm bells / telephones (operated from the controller's position) to:
 - (1) Crash Crew Bay.
 - (2) Station Fire Section (if separate from Crash Crew Bay).
 - (3) Station Medical Centre (where applicable).
- e. **Station / Unit Broadcast System.**

48. **Crash Maps.** The Aerodrome Operator (AO) **should** arrange for the production and distribution of local area and Aerodrome crash maps to enable the rapid location of ►Aircraft◄ crashes and Aerodrome incidents as follows:

- a. **Local Area Crash Map.** A local area crash map **should** consist of an Ordnance Survey map to a range of at least a 5 nm radius from the Aerodrome. The map **should** show, as a minimum:
 - (1) Areas of overlapping cover with adjacent Aerodromes.
 - (2) Areas of known poor RTF communications.
 - (3) Any other locally required features eg rendezvous points.

¹⁶ Refer to RA 3263 – Aerodrome Classification.

¹⁷ Refer to DSA02 DFRS – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulations.

¹⁸ Representing Defence Infrastructure Organisation (DIO).

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b. **Aerodrome Crash Map.** An Aerodrome crash map **should** be produced covering the Aerodrome and its surrounds within reasonable visual range of the Aerodrome controller. The map, which may be orientated to meet local requirements, eg as the Aerodrome controller sees the Aerodrome from their control position, will be overlaid with a simple letter-and-grid system. The grid **should** be of reasonable size (not too small), ideally aligned along the main instrument runway, and arranged that significant areas are not divided by grid lines. In addition the following features **should** be clearly depicted:

- (1) North orientation.
- (2) Runway magnetic headings.
- (3) Taxiways and dispersals.
- (4) All roads and tracks fit to take safety service vehicles.
- (5) Main road junctions and crossings.
- (6) Hazards such as ditches and narrow or difficult areas.
- (7) Areas which are not negotiable by safety vehicles:
 - (a) At all times.
 - (b) At certain times of the year owing to weather and / or tides.
- (8) All points of exit from the Aerodrome, eg hedge gaps, bridges over ditches, gateways, etc.
- (9) Areas of known poor RTF cover.
- (10) Crash exits, which will be numbered.

c. **Crash Map Distribution.** Local area and Aerodrome crash maps **should** be located in:

- (1) Station / Unit Headquarters.
- (2) ATC.
- (3) Truck Runway Control (TRC). law RA 3276¹⁹.
- (4) Crash Fire Section.
- (5) Station Medical Centre.
- (6) Local civil Emergency Services.
- (7) Unit crash / salvage section (where applicable).
- (8) Search and Rescue (SAR) helicopter (where appropriate).
- (9) All essential Aerodrome vehicles.
- (10) All executive vehicles.
- (11) ATC vehicles.
- (12) Other locations as defined in Unit / Local orders.

49. **Ordnance Survey (OS) Maps.** In addition to local area and Aerodrome crash maps, the AO **should** arrange for all essential Aerodrome vehicles to carry up-to-date OS maps covering a radius of 20 nm from the Aerodrome. These maps **should** also be provided to any SAR helicopters and ATC.

50. **Crash Exits.** Crash exits, which **should** be numbered iaw the crash maps, **should** be kept clear; notice boards to this effect **should** be displayed. On Aerodromes where gates are locked for security reasons, the crash crews **should** be in possession of crash exit keys suitably tagged for quick identification, and duplicate keys **should** be readily available in ATC. Direction signs indicating the location of less obvious crash exits **should** be suitably displayed.

51. **Testing of the Crash Organization.** The AO is responsible for ensuring that the unit ARFF are adequately prepared to cover the flying task. The ARFF services

¹⁹ Refer to RA 3276 – Truck Runway Control.

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should be exercised with any lessons identified being recorded and actioned. Full advantage **should** be taken of any planned participation by the civilian emergency services.

52. **Testing of Crash / Rescue Communications.** The Air Traffic Control Officer in command (ATCO IC) (or other responsible individual detailed in Unit / Local Orders) **should** ascertain the serviceability state of the ARFF services, RTF equipment, crash telephone, teletalk, and crash alarm systems at the start of their watch. They **should** take immediate action, in the event of any unserviceability, to have repairs effected, and to make temporary alterations to the disposition of vehicles if this is necessary. Any unserviceability **should** be recorded and reported iaw RA 3204²⁰ and RA 3206²¹.

53. **Crash on or in the Vicinity of an Aerodrome.** When a crash is seen to take place within the boundary / vicinity of an Aerodrome, the ATCO IC **should** take immediate crash action. This action **should** be iaw Unit / Local orders subject to approved deviation if local conditions make other methods more expedient.

54. **Crash off the Aerodrome.** When a crash takes place off an Aerodrome, and is unseen, action to be taken depends on whether the exact location of the crash / ditching is known or not. When the location is known, controllers **should** take action iaw Local / Unit Orders.

55. **Pilots Abandoning ► Aircraft. ◀** When a pilot indicates they are about to abandon their ► Aircraft, ◀ they will, if possible, pass their position using the distress frequency, but as this is not always possible, controllers **should** take immediate action to obtain direction finding bearings on such emergency transmissions. The D&D controller **should** be informed without delay and the true bearing passed.

56. **Search Action.** Controllers **should** initiate search and rescue activity by passing all available information regarding the incident to the ATCC for action by the National Maritime Operations Centre (NMOC); this does not, however, prevent the duty controller from taking local search action. When it is found possible to do so, it is essential that the ATCC be given full details of what has already been done in order that the NMOC may be able to plan and develop the search without duplication of effort.

57. **Crash or Incident Narrative.** When a crash takes place, particularly in conditions of high traffic density and / or bad weather, the controller may be too busy to do more than initiate crash action. The controller is, nevertheless, responsible for recording in the Air Traffic Watch Log (RAF F6658) a report of circumstances surrounding the emergency. To help the controller to do this, without prejudice to their immediate ATC tasks, the controller **should** order immediate log book entries to be made. Vital information might otherwise be lost or forgotten in the ensuing activities. The report **should** contain all relevant details of the incident as witnessed by the members of the control staff.

58. **Met Crash Reports.** When a crash takes place on, or in the vicinity of, an Aerodrome, it is essential that a weather report is made without delay by an accredited observer. The controller **should** inform the duty Met officer without delay when a crash occurs. The Met Office **should** make immediate weather observations and draw up a weather report and place it on record. An Air Traffic Watch Log entry **should** be made when this has been done. The controller **should** obtain a copy of the crash weather report and preserve it in the Air Traffic Watch Log to amplify the record of circumstances surrounding the accident.

59. **Aerodrome Inspection after Crash.** Inspection of the crash area after the debris has been removed **should** be made iaw RA 3264²².

60. **Information Requests.** Controllers and other ATC staff **should** restrict all information about a crash to the authorized persons to whom the original crash message was passed, unless further amplifying broadcasts over the station broadcast system are approved. In no circumstances is any member of a control staff to make any statement, or offer any information, or give answers to any questions about the

²⁰ Refer to RA 3204 – Air Traffic Management Records.

²¹ Refer to RA 3206 – Air Traffic Management Equipment Checks.

²² Refer to RA 3264 – Aerodrome Inspections.

crash to any unauthorized person. Such inquiries **should** be referred to the relevant individual defined in Local / Unit Orders.

61. **Rotary Wing ▶ Aircraft. ◀** ADH, Accountable Managers (Military Flying), ADH-Facing organizations and HoE **should** ensure that ARFF services are considered when helicopters land away from base at a Helicopter Landing Site or exercise location iaw DSA02 DFSR Annex B.

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62. **Search Action.** Full details of any crash will be passed to the ATCC, NMOC and D&D in order that search and rescue activity initiated by them is properly integrated. If the probable area of a crash is known, controllers may request local ▶ Aircraft ◀ (if weather, types, and endurance are suitable) to search for the crashed ▶ Aircraft. ◀ Whenever possible, the search ▶ Aircraft ◀ will be dispatched on orders from the Officer in Charge of flying or Air Operations Duty Officer; controllers will use their own initiative to have local search activity started as soon as possible.

Regulation 3261(3)

Aerodrome Service in Class D airspace

3261(3) ADH, ADH-Facing organizations and HoE at Aerodromes inside Class D airspace **shall** provide an Aerodrome Service at Aerodromes for which they are responsible iaw FLC requirements.

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Aerodrome Service in Class D airspace

63. **Class D Flight Rules.** Whilst there is a requirement for controllers to monitor the Met conditions, controllers **should** also establish the flight rules that ▶ Aircraft ◀ are operating iaw, to ensure the appropriate ATS provision in Class D airspace. The pilot is responsible for determining the flight rules under which they wish to conduct their flight iaw RA 2307²³, taking into account the Met conditions, airspace classification and the limitations of their licence / qualifications. Ground visibility **should** be used for ▶ Aircraft ◀ taking-off from or approaching to land, whereas flight visibility **should** be used for transiting ▶ Aircraft ◀ (which may require entering an Aerodrome Traffic Zone (ATZ) or Aerodrome traffic circuit); therefore, controllers **should not** declare Class D Airspace to be 'IFR' or 'IMC'.

64. **Class D ATS Provision.** All flights **should** be provided with an ATS as follows:

- a. All flights **should** be subject to ATC clearance.
- b. IFR flights **should** be separated from other IFR and Special VFR flights.
- c. IFR flights **should** receive TI in respect of VFR flights.
- d. IFR flights **should** receive traffic avoidance advice on request.
- e. VFR flights **should** receive TI in respect of all other flights and traffic avoidance advice on request.

65. **Cancelling IFR.** IFR flights **should** be afforded IFR separation until IFR flight is cancelled. A change **should** be accompanied by a statement from the ▶ Aircraft ◀ operator that cancels IFR flight iaw RA 2307²³, para ▶ 45. ◀ This information is paramount in determining the actions in the event of an ▶ Aircraft ◀ being instructed to Go Around whilst conducting an IFR approach.

66. **Class D VFR Operations.** Controllers **should** permit ▶ Aircraft ◀ operating under VFR to operate to or from an Aerodrome in Class D airspace (which may require entering an ATZ or active Aerodrome traffic circuit) iaw with the limitations dictated by the pilot's flight rules and the reported Met conditions as follows:

- a. **Flight Rules.** When the reported Met conditions reduce below the minima at para 73b, controllers **should** request the pilot to specify the type of

²³ Refer to RA 2307 – Rules of the Air.

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clearance required, (in order to ascertain the pilot's flight rules iaw RA 2307(1) Table 1 UK VMC Minima for VFR Flight).

b. **Met Conditions:** Controllers **should not** issue any further VFR clearances to ► **Aircraft** ◀ wishing to operate iaw VFR when the reported Met conditions fall below the following minima:

- (1) The cloud ceiling is less than 450 m (1500 ft).
- (2) ► **Aircraft** ◀ other than helicopters: ground visibility 5 km.
- (3) Helicopters: ground visibility 1500 m.

67. **Class D Special VFR Operations.** Controllers **should** issue a Special VFR clearance to ► **Aircraft** ◀ wishing to operate under Special VFR, during the day or night as follows:

a. **Special VFR Transits.** Controllers **should** permit ► **Aircraft** ◀ operating Special VFR to transit to or from an Aerodrome in Class D airspace (which may require entering an ATZ or active Aerodrome traffic circuit) iaw the following criteria:

- (1) ► **Aircraft** ◀ is below 140 knots indicated air speed (IAS).
- (2) ► **Aircraft** ◀ is clear of cloud with the surface in sight.
- (3) ► **Aircraft** ◀ other than helicopters: minimum flight visibility 1500 m.
- (4) Helicopters: minimum flight visibility 800 m.

b. **Special VFR Landing and Taking Off.** Except for helicopters using a Rescue call sign²⁴, controllers **should not** give permission for ► **Aircraft** ◀ to land or take off from an Aerodrome within Class D airspace when the reported met conditions fall below the following minima:

- (1) ► **Aircraft** ◀ other than helicopters: ground visibility 1500 m and / or cloud ceiling 600 ft.
- (2) Helicopters: ground visibility 800 m and / or cloud ceiling 600 ft.

c. **Special VFR Ground Visibility.** When the reported ground visibility consists of two values, the lower of the two values **should** be used when determining if a Special VFR clearance can be issued.

68. **Shared Class D Airspace.** Procedures for operations at MOD Aerodromes located within Class D airspace where the controlling agency is not the control authority **should** be contained within Letters of Agreement and detailed in Local / Unit Orders.

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Aerodrome Service in Class D Airspace

69. Nil.

²⁴ Police, Helicopter Emergency Medical Services / Helimed, Rescue, including SAR training flights operating iaw a Letter of Agreement with the ATS Provider.

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