

RA 1026 – Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities

Rationale *The Head of Establishment (HoE)¹ is Responsible for providing a Safe Operating Environment (SOE)▶ in accordance with (iaw) RA 1010². Inappropriate management and supervision of Aerodrome operations could result in an unsafe operating environment. To support the HoE in discharging their Responsibility to provide ▶ an ◀ SOE, a Suitably Qualified and Experienced Person (SQEP) is required to manage and supervise Aerodrome operations iaw the classification tier of the establishment³.*

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Regulation 1026(1)

Aerodrome Operator Nomination

1026(1) Withdrawn – Incorporated into RA 1010(3)⁴.

Acceptable Means of Compliance 1026(1)

Aerodrome Operator Nomination

1. Withdrawn – Incorporated into RA 1010(3).

Guidance Material 1026(1)

Aerodrome Operator Nomination

2. Withdrawn – Incorporated into RA 1010(3).

Regulation 1026(2)

Aerodrome Operator Responsibilities

1026(2) An Aerodrome Operator⁵ (AO) **shall** be responsible for the management of an Aerodrome environment to support the safe operation of Air Systems at Aerodromes classified as Tier 1 and Tier 2 (where recreational flying⁶ is not the primary activity) Establishments.

¹ In addition to MAA 02 – MAA Master Glossary, in the context of this Regulation HoE also includes Commanding Officers of aviation capable His Majesty's (HM) / MOD Ships (aviation capable Ships is defined in Def-Stan 00-133 Part 1).

² Refer to RA 1010 – Head of Establishment Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities.

³ Refer to RA 1010(1): Classification Tier of Establishment.

⁴ Refer to RA 1010(3): Tier 1 and Tier 2 (where Recreational Flying is not the Primary Activity) Head of Establishment Responsibilities.

⁵ On HM Aircraft carriers, Commander (Air) will assume the role of AO and **should** comply with Book of Reference (BRd) 766 where the MRP (1000 or 3000 series Regulation) is not ▶ applicable. ◀

⁶ In the context of this RA, recreational flying is considered to be flight in privately-owned civil registered Aircraft, such as at flying clubs, etc, operated by civilian personnel or MOD personnel outwith their MOD duties.

**Acceptable
Means of
Compliance
1026(2)**

Aerodrome Operator Responsibilities

3. The AO **should** support the HoE to ensure that appropriate Assurance is conducted to provide evidence to the Aviation Duty Holder (ADH) / Accountable Manager (Military Flying (AM(MF))) that an SOE is in place and being maintained², in support of the ADH / AM(MF) associated Air System Safety Cases⁷. Specifically, the AO **should**:
- a. Establish and maintain formal mechanisms for the management and Assurance of all Aerodrome activities, operating procedures, standards, Flight Safety and regulatory compliance within their Area of Responsibility (AoR), through the production and maintenance of a Defence Aerodrome Manual (DAM)⁸.
 - b. Establish and maintain a programme of 1st Party Assurance of the DAM, ensuring that Aerodrome Assurance activities are carried out iaw the Military Aviation Authority Regulatory Publications (MRP) and reference documents referred to in the DAM Notes for Completion.
 - c. Identify and monitor any decision, activity or change in circumstances that results in a Hazard or change to the Aerodrome or the services / facilities provided. These Hazards or changes **should** be communicated through effective formal relationships with the HoE and appropriate stakeholders.
 - d. Promulgate Aerodrome operating Hazards through the AO Hazard Log (AOHL), to facilitate the conduct of timely Risk and change management. The AOHL is a live document within the DAM and **should** be subject to formal review at least quarterly. It **should** be an agenda item at monthly Air Safety meetings to ensure any amendments are captured and discussed in order that the HoE and ADHs / AM(MFs) can discharge their duties iaw RA 1200⁹.
 - e. Ensure that an appropriate Aerodrome wildlife Risk Management programme is established and implemented iaw RA 3270¹⁰.
 - f. Ensure that all personnel who need to enter the Movement Area or other operational areas are both trained and qualified and that movements of personnel and vehicles are coordinated with movements of Aircraft iaw RA 3262¹¹.
 - g. Develop and maintain Low Visibility Procedures to ensure that all measures required to protect Aircraft operations in poor weather conditions are in place iaw RA 3274¹².
 - h. Ensure that Aerodrome management and operations activity is fully integrated into all relevant Air Safety Management Systems⁹ (ASMS) and that effective Safety Management arrangements are established with all interfacing AoRs and relevant organizations (such as Air System operators, air navigation service providers and ground handling service providers).
 - i. Ensure that the Maintenance of Aerodrome Communication, Navigation and Surveillance equipment covers repair instructions, servicing information, troubleshooting and inspection procedures iaw extant Support Policy Statements¹³.
 - j. Schedule Aerodrome inspections and surveys to ensure the Maintenance of Aerodrome lighting, Aerodrome operating surfaces and Aircraft arresting equipment iaw the MRP. Orders **should** cover Repair instructions, servicing information and troubleshooting.

⁷ Refer to RA 1205 – Air System Safety Cases.

⁸ Refer to RA 1026(4): Management of a Defence Aerodrome Manual and Defence Aerodrome Assurance Framework.

⁹ Refer to RA 1200 – Air Safety Management.

¹⁰ Refer to RA 3270 – Aerodrome Wildlife Control.

¹¹ Refer to RA 3262 – Aerodrome Access and where applicable, Royal Navy (RN) personnel **should** comply with BRd 761 and BRd 766.

¹² Refer to RA 3274 – Low Visibility Procedures.

¹³ Maintenance policy information for technical equipment, including software, is detailed in AP600, King's Regulations Chapter 11 and specialist APs Support Policy Statement (SPS) or equivalent Naval Ship Support Publication.

**Acceptable
Means of
Compliance
1026(2)**

- k. Ensure that adequate Aerodrome Rescue and Fire-Fighting services (ARFF) are provided¹⁴, and an Aerodrome emergency plan is developed and maintained iaw the Manual of Aircraft Post Crash Management, RA 1430¹⁵, RA 3261¹⁶ and DSA 02 Defence Fire Safety Regulator (DFSR) ► **ARFF Regulations**. ◀
- l. Assure the accuracy of Aerodrome data and aeronautical information iaw RA 1030¹⁷.
- m. Ensure that the Aerodrome physical characteristics are managed iaw the RA 3500 series¹⁸.
- n. Ensure that Incidents or Occurrences are reported and investigated iaw RA 1410¹⁹.
4. The Aviation ► **Arrangements** ◀ for aviation capable HM / MOD Ships **should** comply with the requirements of ► **RA 1920**²⁰ ◀ and BRd 766²¹.
5. Where host nation or multi-national relationships exist, the AO **should** ensure a formal agreement is produced to facilitate the safe operation of Air Systems within the relevant AoR.

**Guidance
Material
1026(2)**

Aerodrome Operator Responsibilities

6. There is no requirement for the AO to be based at the Aerodrome. Day-to-day management of the Aerodrome may be delegated, but the AO retains full Responsibility.
7. Relevant HM / MOD Ship aviation data is published in BRd 766²¹ maintained by Navy Command.

**Regulation
1026(3)**

Aerodrome Operator Qualifications and Experience

1026(3) An AO **shall** be a SQEP.

**Acceptable
Means of
Compliance
1026(3)**

Aerodrome Operator Qualifications and Experience

8. To be considered a SQEP an AO **should** meet the following criteria:
- a. Relevant OF3 command or Flying Supervisor experience, within either:
- (1) A flying squadron; or
 - (2) Air Operations at a Standard Aerodrome²² as a minimum; or
 - (3) Air Operations on a HM Aircraft carrier.
- b. Completed the Aerodrome Operators Study Period²³ prior to appointment or no later than 6 months from taking up post²⁴.

**Guidance
Material
1026(3)**

Aerodrome Operator Qualifications and Experience

9. The following qualifications are desirable:
- a. ► **Air** ◀ Safety Officers Course²⁵.

¹⁴ For MOD Aerodromes where ARFF provision is via the Defence ARFF Service Provider, this is laid out in the Joint Business Agreement (JBA) or Internal Business Agreement (IBA) between the Defence ARFF Service Provider and the TLBs and **should** be contained within Annex E of the DAM.

¹⁵ Refer to RA 1430 – Aircraft Post Crash Management and Significant Occurrence Management.

¹⁶ Refer to RA 3261 – Aerodrome Service.

¹⁷ Refer to RA 1030 – Defence Aeronautical Information Management.

¹⁸ Refer to RA 3500 Series – Aerodrome Design and Safeguarding.

¹⁹ Refer to RA 1410 – Occurrence Reporting and Management.

²⁰ ► Refer to RA 1920 – Aviation Arrangements in His Majesty's / MOD Ships – Equipment Standards. ◀

²¹ Refer to BRd 766 – Embarked Aviation Orders.

²² Refer to RA 3263 – Aerodrome Classification.

²³ Only applicable to land based Aerodromes, Commander (Air) **should** complete the RN equivalent.

²⁴ Only applicable if arrived in post after June 2022 when Aerodrome Operators Study Period (AOSP) was implemented, but this does not preclude an AO that falls outside this bracket from attending.

²⁵ Refer to RA 1440 – Air Safety Training.

**Guidance
Material
1026(3)**

- b. Aircraft Post Crash ► and Incident ◀ Management ► ◀ Officers Course²⁵.

**Regulation
1026(4)**

Management of a Defence Aerodrome Manual and Defence Aerodrome Assurance Framework

1026(4) The AO **shall** develop and maintain a DAM and Defence Aerodrome Assurance Framework (DAAF) for their AoR.

**Acceptable
Means of
Compliance
1026(4)**

Management of a Defence Aerodrome Manual and Defence Aerodrome Assurance Framework

10. The AO **should** ensure that the DAM is accurate and up to date, with amendments made when changes occur²⁶. The current MAA DAM template²⁷ **should** be used as the standard format to produce the DAM.

11. The DAM **should** be reviewed:

- a. Prior to / following any change or new activity that may impact the SOE.
- b. As a formal element to succession activities to ensure the incoming AO is personally content with their ADH / AM(MF)-Facing responsibilities.
- c. Regularly, in line with relevant Risk Register reviews²⁸.

12. The DAM ► and any associated documents listed or linked within ◀ **should** be ► easily accessible and readily available to MOD personnel via MODNet (or other approved military system). Units are not mandated to publish the DAM as an open source document but if required, a redacted version **should** be readily available ensuring any operational sensitive information is removed and document control is maintained at all times. ◀

13. The AO **should** ensure that a DAAF is established and maintained, in conjunction with the DAM, to collate all Assurance activity. The DAAF **should** cover all activities within the DAM to form a full record of Assurance at 1st, 2nd and 3rd party levels.

14. The production of a bespoke DAM is not required for aviation capable HM / MOD Ships. SO1 Aviation Policy within Navy Command **should** ensure that the BRd 766²¹ process is adhered to.

**Guidance
Material
1026(4)**

Management of a Defence Aerodrome Manual and Defence Aerodrome Assurance Framework

15. The purpose of the DAM is to provide, in a standardized format, a mechanism to inform military and civilian operators of the Aerodrome facilities, services, operating procedures and any known Aerodrome Hazards. ► ◀ The DAM, when used in conjunction with the DAAF, also provides reference material for the AO to ensure that all Aerodrome management requirements are being met and assured correctly.

16. It is acceptable for the DAM to contain hyperlinks to other documents, for example an Air Traffic Control Order Book, provided that the hyperlinks are accessible ► without requiring further permissions. If permissions are required, the entry will be annotated accordingly with appropriate instructions. ◀

17. The DAAF is the tool by which 1st, 2nd and 3rd Party Assurance is captured so that the AO can provide Assurance that the Aerodrome is being managed in a way that accommodates the safe operation of Air Systems.

²⁶ Where applicable, the Military Aeronautical Information Publication (AIP) and Civilian AIP **should** be amended at the same time and a Notice to Aviation (NOTAM) submitted, if required, to cover the interim period resulting from the Aeronautical Information Regulation and Control (AIRAC) cycle.

²⁷ The DAM template is available on the MAA website as a Microsoft Word file.

²⁸ Refer to RA 1210 – Ownership and Management of Operating Risk (Risk to Life).

Guidance Material 1026(4)	18. There is no requirement to publish the DAAF as an open-source document. However, the DAAF will be made available to 2 nd and 3 rd Party Assurance organizations on request.
Regulation 1026(5)	Non-MOD Aerodrome Assurance 1026(5) Withdrawn – Incorporated into RA 1010(6) ²⁹ .
Acceptable Means of Compliance 1026(5)	Non-MOD Aerodrome Assurance 19. Withdrawn – Incorporated into RA 1010(6).
Guidance Material 1026(5)	Non-MOD Aerodrome Assurance 20. Withdrawn – Incorporated into RA 1010(6).
Regulation 1026(6)	Tier 3 Site Assurance 1026(6) Withdrawn – Incorporated into RA 1010(5) ³⁰ .
Acceptable Means of Compliance 1026(6)	Tier 3 Site Assurance 21. Withdrawn – Incorporated into RA 1010(5).
Guidance Material 1026(6)	Tier 3 Site Assurance 22. Withdrawn – Incorporated into RA 1010(5).
Regulation 1026(7)	Recreational Flying – MOD Aerodrome Assurance 1026(7) Withdrawn – Incorporated into RA 1010(4) ³¹ .
Acceptable Means of Compliance 1026(7)	Recreational Flying – MOD Aerodrome Assurance 23. Withdrawn – Incorporated into RA 1010(4).
Guidance Material 1026(7)	Recreational Flying – MOD Aerodrome Assurance 24. Withdrawn – Incorporated into RA 1010(4).
Regulation 1026(8)	Aerodrome Supervisor (Recreational Flying) Responsibilities 1026(8) An Aerodrome Supervisor (Recreational Flying) (AS(RF)) shall be responsible, on behalf of the HoE, for the supervision of an MOD Aerodrome environment where recreational flying ⁶ is conducted as the primary activity.

²⁹ Refer to 1010(6): Aviation Duty Holder / Accountable Manager (Military Flying) Safe Operating Environment Responsibilities.

³⁰ Refer to 1010(5): Tier 3 and Tier 4 Head of Establishment Responsibilities.

³¹ Refer to 1010(4): Tier 2 Recreational Flying Only Head of Establishment Responsibilities.

**Acceptable
Means of
Compliance
1026(8)**

Aerodrome Supervisor (Recreational Flying) Responsibilities

25. An AS(RF) enables the HoE to discharge their responsibilities regarding the provision of an SOE³¹. The AS(RF) **should** ensure that Aerodrome management and operations activity is fully integrated with all appropriate stakeholders.
26. Specifically, the AS(RF) **should**:
- a. Establish and maintain formal mechanisms for the management and Assurance of all Aerodrome activities, operating procedures, standards, Flight Safety and regulatory compliance within their AoR, through the production and maintenance of an Aerodrome Safe Operating Environment Manual (ASOEM)³².
 - b. Identify and monitor any decision, activity or change in circumstances that results in a Hazard or change to the Aerodrome or its facilities. These Hazards or changes **should** be communicated through effective formal relationships with the HoE and appropriate stakeholders.
 - c. Promulgate Aerodrome operating Hazards through the ASOEM Hazard Log, to facilitate the conduct of timely Risk and change management. The ASOEM Hazard Log **should** be subject to formal review at least quarterly and be included as an agenda item at Air Safety meetings. The AS(RF) **should** ensure amendments are captured, discussed and forwarded to the HoE and appropriate stakeholders.
 - d. Ensure that an appropriate Aerodrome wildlife Risk Management programme is considered in consultation with the HoE iaw RA 3270¹⁰.
 - e. Ensure that all personnel who need to enter the Movement Area or other operational areas are both trained and qualified and that movements of personnel and vehicles are coordinated with movements of Aircraft iaw RA 3262¹¹.
 - f. Ensure that appropriate Safety Management arrangements are established with all other Aerodrome users, to maintain safe operating practices.
 - g. Schedule Aerodrome inspections and surveys to ensure that the Aerodrome remains safe and compliant iaw RA 3264³³.
 - h. Consider the requirement for Rescue and Fire-Fighting provision and ensure that an Aerodrome emergency plan is developed and maintained to the satisfaction of the HoE.
 - i. Where applicable, assure the accuracy of Aerodrome data and aeronautical information iaw RA 1030¹⁷.
 - j. Inform the HoE of any Incidents or Occurrences and ensure that they are reported iaw RA 1410¹⁹ and Civil Air Publication (CAP) 382³⁴.

**Guidance
Material
1026(8)**

Aerodrome Supervisor (Recreational Flying) Responsibilities

27. Nil.

**Regulation
1026(9)**

Aerodrome Supervisor (Recreational Flying) Qualifications and Experience

- 1026(9) An AS(RF) **shall** be a SQEP.

**Acceptable
Means of
Compliance
1026(9)**

Aerodrome Supervisor (Recreational Flying) Qualifications and Experience

28. To be considered a SQEP, an AS(RF) **should** meet the following criteria:
- a. Relevant command or Flying Supervisor experience, within either:

³² Refer to RA 1026(10): Management of an Aerodrome Safe Operating Environment Manual.

³³ Refer to RA 3264 – Aerodrome Inspections.

³⁴ Refer to CAP 382 – Occurrence Reporting Scheme.

**Acceptable
Means of
Compliance
1026(9)**

- (1) Air Operations at a Standard Aerodrome²²; or
 - (2) Air Operations on a HM Aircraft carrier; or
 - (3) A flying Squadron; or
 - (4) RAF Sport Association – affiliated flying school / club; or
 - (5) Be, or have been, a civilian Chief Flying Instructor at a recognized Declared Training Organization / Approved Training Organization.
- b. Completed the Aerodrome Operators Study Period prior to appointment or no later than 6 months from taking up post³⁵.

**Guidance
Material
1026(9)**

Aerodrome Supervisor (Recreational Flying) Qualifications and Experience

29. The following qualifications are desirable:
- a. ► Air◄ Safety Officers Course²⁵.
 - b. Aircraft Post Crash ► and Incident◄ Management ►◄ Officers Course²⁵.

**Regulation
1026(10)**

Management of an Aerodrome Safe Operating Environment Manual

1026(10) The AS(RF)³⁶ **shall** develop and maintain an ASOEM for their AoR.

**Acceptable
Means of
Compliance
1026(10)**

Management of an Aerodrome Safe Operating Environment Manual

30. The AS(RF)³⁶ **should** ensure that the ASOEM is accurate and up to date, with amendments made when changes occur²⁶.
31. The ASOEM **should** be reviewed:
- a. Prior to / following any change or new activity that may impact the SOE.
 - b. As a formal element to succession activities to ensure the incoming HoE or AS(RF) is content with their responsibilities.
 - c. At least 6 monthly.
32. The ASOEM **should** be ►◄ available to all Aerodrome users unless considerations in the operational domain override the Air Safety function of the ASOEM.

**Guidance
Material
1026(10)**

Management of an Aerodrome Safe Operating Environment Manual

33. The ASOEM Template³⁷ is recommended to be used as a 'handrail' to ensure that all elements of operating from the MOD Aerodrome are considered. Where existing documents cover the information required in the ASOEM, the information need not be duplicated and a simple reference to the source document may be inserted. The compiler may add additional categories or annexes as they see fit.

³⁵ Only applicable if arrived in post after June 2022 when AOSP was implemented, but this does not preclude an AS(RF) that falls outside this bracket from attending.

³⁶ Or a suitably nominated individual iaw RA 1010(4): Tier 2 Recreational Flying Only Head of Establishments Responsibilities para 30 or RA 1010(5): Tier 3 and Tier 4 Head of Establishment Responsibilities para 37.

³⁷ The ASOEM template is available on the MAA website as a Microsoft Word file.

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