



Defence  
Safety  
Authority

# Defence Aerodrome Manual (DAM)

Military Aviation  
Authority

Military Aviation Authority  
**MAA**

## Notes for Completion (No requirement to be replicated in the Unit DAM)

The management and running of an Aerodrome is a Duty Holder (DH)-Facing responsibility. The Defence Aerodrome Manual (DAM), when used in conjunction with the Defence Aerodrome Assurance Framework (DAAF), enables the Aerodrome Operator (AO) to provide Assurance to the Head of Establishment (HoE) that the Aerodrome is being managed in a way that accommodates the safe operation of Aircraft. The DAM is a living document which provides, in a standardized format, a mechanism to inform both military and civilian operators of the Aerodrome facilities, services, operating procedures and any known Aerodrome Hazards. The accessibility of the DAM is to be in accordance with (iaw) RA 1026. The DAM will provide reference material to the AO to ensure that all Aerodrome management requirements are being met and assured correctly.

The DAM template is to be used as a framework for the development of the bespoke unit DAM but, the AO may develop their own cover and 'Foreword'. The AO is responsible for ensuring that the DAM is up to date, accurate (with amendments made when changes occur<sup>1</sup>) and that the latest version is published ► iaw RA 1026. ◀ AOs can add chapters and annexes, dependent upon the complexity of the Aerodrome, however the same layout will be used as the template to ensure consistency across all MOD Aerodromes. If chapters and / or annexes are added, they may be placed at the end of the DAM and annexes may be amended without having to re-issue the whole document, with changes recorded in the Table of Amendment.

It is considered good practice for the AO to task individuals, in writing, who have responsibilities for the day to day management, update and review of the DAM. This would highlight the areas they are responsible for and the actions required to be taken when amending the DAM / DAAF. The DAM index and DAM annexes may be annotated with the Information Owners post / position.

The DAAF is to be used for recording the internal management and Assurance of all the chapters and relevant annexes within the DAM. All supporting evidence found during this Assurance process is to be detailed / hyperlinked within the DAAF. Front Line Commands (FLCs), or relevant DH-Facing Organizations must ensure that appropriate 1<sup>st</sup> and 2<sup>nd</sup> Party Assurance (PA) is in place to confirm that a Safe Operating Environment is being provided. With the exception of Royal Navy / Royal Fleet Auxiliary flight decks, which are to be assured through the BRd 766 process. 3PA will be conducted by the MAA.

The DAM Template supports, and must be read in conjunction with, the following:

RA 1010	-	Head of Establishment Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities
RA 1026	-	Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities
RA 1030	-	Defence Aeronautical Information Management
RA 1032	-	Aviation Duty Holder-Facing Organizations and Accountable Manager (Military Flying) – Facing Organizations – Roles and Responsibilities
RA 1200	-	Air Safety Management
RA 1205(4)	-	Responsibilities of Organizations Supporting an Air System Safety Case

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<sup>1</sup> Where applicable, the Military Aeronautical Information Publication (AIP) and Civilian AIP must be amended at the same time ensuring a Notice to Aviation (NOTAM) is submitted, if required, to cover the interim period resulting from the Aeronautical Information Regulation and Control (AIRAC) cycle.

- RA 1400 - Flight Safety
  - RA 1410 - Occurrence Reporting and Management
  - RA 1430 - Aircraft Post Crash Management and Significant Occurrence Management
  - RA 3000 Series - Air Traffic Management (ATM) Regulations
  - JSP 360 - Use of Military Aerodromes by Civil Aircraft
  - AP 600 - Royal Air Force Information and CIS Policy<sup>2</sup>
  - DSA02 DFSR - Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation
- Manual of Air Safety (MAS)  
Manual of Aircraft Post Crash Management (MAPCM)  
Manual of Military Air Traffic Management (MMATM)

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

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Expand as required for additional Annexes



## Chapter 1: Technical Administration - Aerodrome Location, Layout and Access

### 1.1 Name and Work Address of Aerodrome Operator:

XXXXXXXX

XXXXXX

XXXXX

Mil ☎ XXXXX + Ext

Civ ☎ XXXXX + Ext

Fax:

Email:

**1.2 Aerodrome Operators Authority and Letter of Delegation.** The AO is appointed by the HoE to be responsible for actively managing an environment that accommodates the safe operation of Aircraft iaw RA 1026<sup>3</sup>. A signed copy of the AO Letter of Delegation is to be contained in the DAM at **Annex A**.

**1.3 Safety Meeting Structure.** An organizational aviation Safety meeting flow diagram is to be produced and captured at **Annex B**. The diagram may include the lowest level meetings (weekly / monthly) and flow up to the highest Unit level (monthly, bi-monthly, six monthly etc). Each meeting may include a standing agenda and an attendance list. Minutes or notes of action, dependant on the meeting size and level, may be recorded for Audit purposes. Where mixed Civ-Mil installations exist, evidence must be provided that a means for consultation exists to foster coordination and Safety responsibilities.

**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 to be produced and captured at **Annex C**. It may include their post role and work contact number, identify Aviation DH, Accountable Manager (Military Flying) (AM(MF)) and DH-Facing Organizations and any additional Safety organizations that operate from within the site. Where mixed Civ-Mil installations exist, a consultation structure is to be established to foster coordination and to determine limits of responsibilities.

**1.5 Aerodrome Operators Hazard Log (AOHL).** An AOHL ► is a live document and is to be formally reviewed at least quarterly<sup>3</sup>. It ◀ clearly indicates the active Aerodrome operating Hazards and is to be produced and captured at **Annex D**, ► with the date of most recent review and intended date of next review annotated. ◀ Hazards that affect the safe conduct of flight or Aircraft operations on the ground need to be presented in a standard AOHL format. To ensure that published AOHLs remain standard across Defence, the first 5 columns of the log below are to remain standard and will be the only columns published in the DAM. Additional columns may be added for internal use, to assist Safety Managers and when appropriate, for HoE, FLC, Delivery DH, AM(MF) and Operating DH review but are not required to be seen by Aerodrome users. The following log format is to be employed:

Aerodrome Operators Hazard Log				
Nature of Hazard.	Position of Hazard.	Permanence of Hazard. Temporary / Permanent?	How is the Hazard affected by season / light or time?	What mitigation has been employed, if any, to reduce its impact?

<sup>3</sup> Refer to RA 1026 – Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities.

1.6 **Formal Aerodrome Related Agreements.** The DAM is to contain copies of all formal Aerodrome related agreements in tabular form, showing dates of implementation and review and a link to the documents. Unless otherwise stated, the agreements are to be reviewed at least annually. These agreements are to be captured at **Annex E**.

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

1.8 **Aerodrome Location and Control of Entry and Access.** A descriptive paragraph is required at **Annex G**, explaining where the Aerodrome is. If relevant, major routes in the Aerodrome vicinity and access points to the Aerodrome are also required. Information to the nearest rail and bus links are also to be highlighted if applicable. A local area ordnance survey or equivalent type of map at a suitably sized scale, may be produced showing points of entry and an Aerodrome crash map<sup>4</sup> may be included. **Annex G** may also contain orders for access to the Aerodrome and its associated manoeuvring area, these are to be reviewed annually. Consideration may be given to educate and brief those individuals or units not directly associated or familiar with flying activities at their specific Aerodrome.

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<sup>4</sup> Refer to RA 3261(2): Aerodrome Emergency Services.

## Chapter 2: Aerodrome Data, Facilities and Characteristics

**2.1. Aerodrome Data.** The AO is to ensure all Aerodrome data provided is accurate and information contained in the DAM, where applicable, is to mirror the equivalent information published in other military aviation publications.

2.2 SPECIAL PROCEDURES						
Elev	Var	TA			Date	Chart No.

**2.3 Noise Abatement Procedure Orders.** Orders, contained at **Annex H**, are to be produced to cover all noise abatement procedures, including high power ground running.

**2.4 Temporary Obstruction Orders.** Orders, contained at **Annex I**, are to be produced to 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. Obstructions are to be marked in accordance with Regulations using approved high visibility markers, tape or fencing with additional red light markers at night. For those Aerodromes that operate Air Traffic Control (ATC) for the safe movement of Aircraft, NOTAMs are to be issued and taxi patterns controlled. If relevant, pilots are to be briefed on landing or when calling for start.

**2.5 Runway Strip Obstructions.** All legacy<sup>5</sup> Runway Strip obstructions are to be published within the AOHL, Annex D. Any new Runway Strip obstruction<sup>6</sup> will require a Waiver request to be submitted and if authorized, will be contained within Annex F.

**2.6 Runway End Safety Area (RESA).** Provide details of the RESA providing an undershooting or overrunning Aircraft with a cleared and graded area. Accompanying overhead photographs indicating the RESA dimensions are to be included.

**2.7 Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS).** If Lytag or EMAS is present, full dimensions and construct is to be specified, including overhead photographs.

**2.8 Aerodrome Arresting System Orders.** If present, orders for the safe operation of the Rotary Hydraulic Arrestor Gear and the Barriers or equivalents (including standard operating configurations), along with orders for the Maintenance and monitoring of the systems are to be produced in accordance with Support Policy Statements (SPS) and RA 3268<sup>7</sup>, contained at **Annex J**.

**2.9 Manoeuvring Area Safety and Control Orders.** The AO is to ensure that orders, contained at **Annex K**, are produced for the safe parking, manoeuvring, refuelling, ground running<sup>8</sup> and servicing of Aircraft. Items to be considered as a minimum are as follows:

Manoeuvring Area Safety and Control Orders	
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.

<sup>5</sup> Legacy is classified as any facility in place prior to the RA 3500 series being released in Sep 2018.

<sup>6</sup> Refer to RA 3590(10): Safeguarding – Surface Obstructions.

<sup>7</sup> Refer to RA 3268 – Aircraft Arresting Systems.

<sup>8</sup> Noise abatement procedures relating to high power ground runs are to be contained within Annex H – Noise Abatement Procedure Orders.

<b>Manoeuvring Area Safety and Control Orders</b>	
5	'Follow-Me' provision.
6	Orders on operation of the 'Follow-Me' vehicle procedures and Aircraft marshalling.

<b>Procedures to Ensure Manoeuvring Area Safety</b>	
7	Protection from jet blast.
8	Enforcement of Safety precautions during Aircraft refuelling operations.
9	Enforcement of Safety precautions during Aircraft ground running <sup>9</sup> operations.
10	Orders for Runway and Apron sweeping; Apron cleaning.
11	Arrangements for reporting Incidents and Accidents on an apron etc.

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<sup>9</sup> Refer to RA 4510 – Ground Running of Aero-Engines and Auxiliary Power Units.

## Chapter 3: Emergency and Aerodrome Rescue and Firefighting Orders

**3.1 Emergency Organization.** The AO is to be familiar with RA 3261(2), RA 3263, ►RA 3311◄ and DSA02 DFSR<sup>10</sup>. RA 3049<sup>11</sup> stipulates that Defence Contractor Flying Organizations operating MAA-regulated Aircraft must meet the requirements detailed in DSA02 DFSR<sup>12</sup>. The relationship between the AO and the Defence ARFF Service Provider is defined within DSA02 DFSR<sup>12</sup> and the Business Agreements between Defence ARFF Service Provider and the TLBs. 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.

**3.2 Emergency Orders / Aerodrome Crash Plan.** Emergency Orders / Aerodrome Crash Plans are to be produced and contained at **Annex L**, iaw guidance contained within the Manual of Post Crash Management (MAPCM), RA 1400(1)<sup>13</sup> and DSA02 DFSR<sup>12</sup>. Orders are to cover the eventuality of an Aircraft Accident / Incident, on the Aerodrome or within the 1000 m area assessment from Runway thresholds, 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. In addition, the Aerodrome Crash Plan may be made available to the local Resilience Forum. Consideration may be given to producing specific orders in the event the Runway is declared 'BLACK'.

**3.3 Aerodrome Rescue and Fire Fighting (ARFF) Services and Training Orders.** The Fire Station Manager, iaw DSA02 DFSR<sup>12</sup>, is to ensure that the following information is produced and contained via hyperlinks at **Annex M**.

Operational Output	
1	Generic Standard Operational Procedures.
2	Local Standard Operational Procedures.
3	FRS Generic Risk Assessments.
4	Defence ARFF Service Provider Chief Fire Officers Instructions.
5	Tactical Information / Response Plans covering site-specific operational requirements.
6	Fire Section Orders.
Task Resource Analysis (TRA)	
7	TRA Report for each ICAO Aerodrome category promulgated at Chapter 2.
ARFF Assessments	
8	DFSR Form 01 - Response Area Assessment.
9	DFSR Form 02 - 1000 m Assessment.
10	DFSR Form 03 - Water Assessment.
11	DFSR Form 04 - Category for Specific Hazard Assessment <sup>14</sup> .

<sup>10</sup> 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.

<sup>11</sup> Refer to RA 3049 – Defence Contractor Flying Organization Responsibilities for UK Military Air System Operating Locations.

<sup>12</sup> Refer to DSA02 DFSR – Defence ARFF Regulation.

<sup>13</sup> Refer to RA 1400(1): Flight Safety.

<sup>14</sup> For Aerodromes operating under RA 3049 – Defence Contractor Flying Organization responsibilities for UK Military Air System Operating Locations, Form 5 will be used.

12	DFSR Form 06 - Reduction of ARFF cover <sup>15</sup> .
<b>ARFF Training Area Orders and Training Area Risk Assessments</b>	
13	ARFF Training Area Orders.
14	ARFF Training Area Risk Assessments.

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. The following points may be considered:

<b>Air Traffic Control Officer In Charge (ATCO I/C)</b>	
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.
<b>Station Operations (or equivalent)</b>	
▶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 <sup>16</sup> .
<b>Station Duty Officer</b>	

<sup>15</sup> For Aerodromes operating under RA 3049 - Defence Contractor Flying Organization responsibilities for UK Military Air System Operating Locations, Form 7 will be used.

<sup>16</sup> 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.

▶ 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.
<b>Fire Section</b>	
▶ 19 ◀	Respond iaw DSA02 DFSR – Defence ARFF Regulation and site-specific Incident Plan.
<b>Aircraft Owner</b>	
▶ 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.
<b>VASS / Eng Control (Or equivalent)</b>	
▶ 21 ◀	Once cleared by Ops, tow the disabled Aircraft clear.
<b>Note:</b> At smaller establishments without ATC / Ops, AO's or their nominated representatives are to make every effort to comply with the above guidance.	

## Chapter 4: Air Traffic Services and Local Procedures

4.1 **ATC Orders.** ATC Orders are to be produced to cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders must also take into account any direction and guidance contained with the MMATM and iaw the RA 3000 Series to ensure compliance and are to be contained at **Annex O**. Note: ATM admin orders are not required.

ATC Orders	
1	Expand as Required.



## 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 to be 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.

Aerodrome Data Reporting Procedures		
1	<b>Legislation, Standards and Technical References.</b> Information relating to the Aerodrome serviceability or Hazards to air navigation is to be routinely updated through the AIP and NOTAM. (At larger establishments this can be managed by specified Ops or ATC staffs).	
2	<b>Reporting Procedures.</b> Any situation that may have an immediate effect on the Safety of Aircraft operations is to be reported as soon as possible. In the first instance to ATC / Ops (if present) by radio or telephone. If no ATC / Ops then to the AO or deputy.	
3	<b>NOTAM<sup>17</sup>.</b> The AO is to ensure that all NOTAM action is recorded for possible 1 <sup>st</sup> / 2 <sup>nd</sup> and 3 <sup>rd</sup> party Audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances <sup>18</sup> :	
	1	A change in the serviceability of approach aids and radios.
	2	A change in the operational information contained in the DAM and published in the Mil AIP.
	3	Aerodrome works affecting the manoeuvring area or penetrating the OLS.
	4	New obstacles which affect the Safety of Aircraft operations.
	5	Bird or animal Hazards on or in the vicinity of the Aerodrome.
	6	A change in the availability of Aerodrome visual aids, ie markers and markings, Runway lighting, etc.
	7	Any change in Aerodrome facilities published in AIP.
8	Unusual air activities at the Aerodrome.	

5.2 **Aerodrome Serviceability Inspections.** Orders, contained at **Annex Q**, for the inspection of the Aerodromes are to be produced and conducted iaw RA 3264<sup>19</sup>. Although not exhaustive, as a minimum the following is to be covered:

Aerodrome Serviceability Inspections	
1	Daily and weekly Aerodrome inspections are to be carried out by a SQEP as specified by FLC.
	1

<sup>17</sup> 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.

<sup>18</sup> Where a permanent NOTAM is subsequently issued, the AO is to ensure that the Mil AIP is updated to reflect the change.

<sup>19</sup> Refer to RA 3264 – Aerodrome Inspections.

Aerodrome Serviceability Inspections	
	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	Where ATC is staffed on a 24-hour basis, an inspection is to be undertaken as soon as practicable after first light and again before last light and is to include a functional test of Aerodrome lighting.
4	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.

5.3. **Aerodrome Technical Inspections.** Orders, contained at **Annex R**, for the technical inspection of the Aerodrome are to be produced and conducted iaw Aerodrome Regulations. If present, it is suggested that a technical inspection of Aerodrome lighting is to be conducted daily by the qualified SME. At units with established ATC 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 as follows:

Aerodrome Technical Inspections	
1	Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Aircraft iaw AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications.
2	Runway, taxiway and obstruction lights, along with PAPIs and Aerodrome traffic lights are inspected daily.
3	Main earth points are to be tested every 24 months. The resistance is to be as low as possible but is not to exceed 10 ohm. Temporary earth points are to be tested at regular intervals (at least annually) and must not exceed 10,000 ohm. <sup>20</sup>
4	Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance.
5	All Aerodrome signs are inspected weekly by a SQEP and monthly by DIO SME.
6	Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The stand-by power system is to be inspected daily with a switchover test being carried out monthly. Where the alternative input power supply is provided by

<sup>20</sup> Refer to AEP-24 (STANAG 7009) – Aircraft Electrical Hazards on the Flight Line.

Aerodrome Technical Inspections	
	independent generators, they must run for at least 15 min under full load when carrying out this check.
7	Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily.

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 to be produced iaw extant Support Policy Statements and AP 600. Orders may also contain details for the protection and supervision of access to the radar, radio and navigation aids (including their immediate vicinity). When writing the orders, the following may be considered; equipment inspection regime, remote monitoring actions, security and control of access to buildings (to include Health and Safety briefing for visitors) and SQEP participation at Siting Boards to ensure equipment Safeguarding.

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. It is suggested that control of Working Parties is achieved through the use of the following:

Aerodrome Works Safety															
1	<b>Work in Progress (WIP) Records.</b> WIP records are to be maintained iaw RA 3266 <sup>21</sup> . At larger units with ATC / Ops facilities 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. At smaller establishments individuals nominated by the AO are to maintain and display the Aerodrome plan iaw RA 3266 <sup>21</sup> .														
2	<b>WIP Log.</b> A WIP Log is to be established iaw RA 3266 <sup>21</sup> . At larger units with ATC / Ops facilities, in addition to an Aerodrome plan, WIP Log is to be maintained in the control tower. At smaller units the AO's nominated individual is to maintain a WIP log.														
3	<p><b>WIP Briefings.</b> Supervisors of any working parties are to be fully briefed on their responsibilities. At larger units with ATC / Aerodrome Operations facilities the ATCO in command is responsible for ensuring that the supervisor of the working party is properly briefed. At smaller units' individuals nominated by the AO are responsible for the briefing. The briefing is to include as a minimum the following details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">1</td> <td>Limits of the work area.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Direction of Aircraft movements.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Route to be taken by works vehicles.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Parking area for works vehicles and equipment.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Control to be exercised over works vehicles and workers.</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Signals to be employed.</td> </tr> <tr> <td style="text-align: center;">7</td> <td>FOD prevention.</td> </tr> </tbody> </table>	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.	7	FOD prevention.
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.														
7	FOD prevention.														

<sup>21</sup> Refer to RA 3266 – Aerodrome Maintenance.

Aerodrome Works Safety	
4	<p><b>Control Measures.</b> When work is to be carried out on the Aerodrome and it is not possible to stop flying, special control rules are to be enforced to safeguard the working party. Orders for these control measures are to be produced.</p> <p>Note: All Aerodrome work is to be clearly marked using approved high visibility markers and lit during hours of darkness.</p>
5	<p><b>Grass Cutting.</b> A grass cutting plan is to be established and maintained iaw the Aerodrome policy.</p>

5.6. **Aerodrome Users - Vehicle and Pedestrian Control.** Orders, contained at **Annex U**, for the control of vehicular and pedestrian traffic on the Aerodrome are to be written iaw RA 3262<sup>22</sup>. The following points are to be considered as a minimum:

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

5.7. **FOD Prevention - Training and Awareness.** Orders, contained at **Annex V**, are to be produced with regards to FOD prevention, training, and awareness.

5.8. **Aerodrome Wildlife Management.** At Aerodromes without a Wildlife Control Unit (WCU) capability AOs are to ensure known wildlife Hazards, on or in the vicinity of the Aerodrome, are recorded in the DAM Hazard Log. Where an established WCU facility exists, the AO is to ensure that comprehensive orders on wildlife management are to be produced and contained at **Annex W**. 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.

<sup>22</sup> Refer to RA 3262 – Aerodrome Access.

Aerodrome Wildlife Management	
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.

5.9. **Low Visibility Operations (LVO).** Orders, contained at **Annex X**, for Low Visibility Operations are to be produced iaw RA 3274<sup>23</sup>. The orders may be contained within the DAM or referred to and hyperlinked to another document. If required, details of how to measure and report Runway Visual Range are contained within RA 3275<sup>24</sup>. The AO is to consider the following points as a minimum:

<sup>23</sup> Refer to RA 3274 – Low Visibility Procedures.

<sup>24</sup> Refer to RA 3275 – Runway Visual Range.

Low Visibility Procedures (LVP)	
1	Authority for air movements, restrictions of ground movements, etc.
2	List responsibilities, who authorizes / cancels LVP.
3	Provide instructions on how to perform LVP (checklists).

5.10. **Snow and Ice Operations.** Snow and Ice Orders, contained at **Annex Y**, are to be written, exercised and reviewed annually iaw RA 3278<sup>25</sup>.

5.11. **Thunderstorm and Strong Wind Procedures.** Orders, contained at **Annex Z**, are to be produced to cover Aircraft operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds. The following may be considered as a minimum:

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

5.12. **Civil Registered Aircraft Aerodrome Usage - Terms and Conditions.** Use of MOD Aerodromes by civil registered Aircraft must be iaw JSP 360<sup>26</sup>. Orders contained at **Annex AA**, governing use by civil registered Aircraft are to be produced. Orders may also cover the eventuality of a breach of terms and conditions; any breach could constitute grounds for the privilege of operating at the Aerodrome being withdrawn temporarily or permanently. Civil registered Aircraft captains wishing to operate in and out of a MOD Aerodrome must agree to abide by the Aerodromes extant Terms and Conditions which must reflect JSP 360 and include the following parameters as a minimum:

Civil Registered Aircraft Aerodrome Usage - Terms and Conditions (Expand as Required)	
1	The Terms and Conditions may be varied at any time by the Aerodrome Operator to reflect any changes, amendments or additions to working practices at the specific Aerodrome. Factors may include some, or all of the following.
	1 Winter operations.
	2 Operational support.
	3 Passenger handling.
	4 Animal handling.
	5 Refuelling services.
	6 Catering.
	7 Aircraft Maintenance.

<sup>25</sup> Refer to RA 3278 – Snow and Ice Operations.

<sup>26</sup> Refer to JSP 360 – Use of Military Aerodromes by Civil Aircraft. This will need to be made available to civil operators on request.

Civil Registered Aircraft Aerodrome Usage - Terms and Conditions (Expand as Required)		
	8	Security.
	9	Flight Safety.
	10	Aircraft handling.
	11	Airworthiness.
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	All civilian users are to operate iaw extant Department for Transport National Aviation Security Programme and wider Air Transport Security protocols.	
4	Opening hours for civilian operators (Including weekdays and public holidays).	
5	Confirmation if Charter [Airline] operations are permitted to operate from the Aerodrome.	
6	Confirmation if Scheduled Aircraft operations are permitted to operate from the Aerodrome.	
7	Confirmation if the Aerodrome is a designated Port of Entry, and if it has permanent HM Revenue and Customs (HMRC), UK Border Agency or SO15 (CTC) presence.	
8	Declaration that in the event of a Local or National Emergency whether declared or not the Aerodrome may be closed to civilian operators. A non-exhaustive list of potential circumstances includes:	
	1	Loss / Reduction of Crash category.
	2	Repatriation of troops.
	3	Loss of power to all, or parts, of the Aerodrome.
	4	Interruptions in communications both within the Aerodrome and with external agencies.
	5	Unforeseen natural disaster (Flooding, etc).
	6	Unforeseen national epidemics (Swine Flu / Covid-19).
<b>Note:</b> 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.		

5.13. **Safeguarding Requirements - Waivers and Exemptions.** The procedures involved in safeguarding the operational environment of military Aerodromes is explained in greater detail in the RA 3500 Series<sup>27</sup> and depends upon whether the obstacle is sited within or outside MOD property. All Safeguarding activities are to be conducted iaw extant Regulations and any Waivers or Exemptions issued by the MAA are to be promulgated at **Annex F** to the DAM and a corresponding record of the validity recorded in the DAAF.

<sup>27</sup> Refer to RA 3500 Series – Aerodrome Design and Safeguarding.

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 2<sup>nd</sup> Party Assurance reports (of those involved in activities on or around the Aerodrome) are also captured<sup>28</sup>.

5.15. **Electrical Ground Power Procedures.** Orders, contained at **Annex BB**, for electrical ground power procedures are to be produced. The following areas may be considered as a minimum:

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.

5.16. **Aviation Fuel Management Procedures.** Orders, contained at **Annex CC**, for aviation fuel management including policy guidance are to be produced. The following areas may be covered as a minimum:

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.

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.** If applicable, orders contained at **Annex EE** are to be produced to cover the use and access to and from designated jettison and fuel dumping areas.

5.19. **Compass Swing Area.** If applicable, orders along with site certificate may be contained at **Annex FF**, stating the use, access to and from designated compass swing areas and unit controlling authority.

5.20. **Explosive Ordnance Disposal Area.** If applicable, orders contained at **Annex GG** for the use and access of EOD areas are to be produced.

5.21. **Dangerous Goods (DG) Procedures.** If applicable, orders contained at **Annex HH** are to be produced for the control, loading, unloading and management of DG iaw extant Regulations.

<sup>28</sup> For example, Air Traffic Control BM STANEVAL (ATM) reports.



5.22. **Hydrazine (H70) Leak.** If applicable, orders contained at **Annex II** are to be produced to cover the actions for potential Hydrazine (H70) leaks from visiting ac.

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