



Defence  
Safety  
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# Defence Aerodrome Manual (DAM)

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Military Aviation Authority

**MAA**



# Royal Air Force BRIZE NORTON

## Defence Aerodrome Manual



# STOP PRESS

## 13 Jul 16- TFN

**Rwy 07.** Aircrew may experience ILS Localiser false capture when closing to the ILS centreline from the south. Aircrew may experience large fluctuations in Glidepath guidance below 400' AGL.

**Rwy 25.** Aircrew may experience GP flags when closing the Glidepath from the left outside of 9.5NM & 5° left of centreline from below the Glidepath.

## 3 Mar 16 – TFN

Possible wind-shear may be experienced on final approach to Rwy 25, or on departure from Rwy 07 due to the hangar north of the intersection of the Rwy and Taxiway E. Aircrew experiencing wind-shear should report such iaw RA1410 or to ATC.

## 22 Feb 18- TFN

New Bay 5A established between Bays 5 & 6.

## Brize Norton Operations Frequency

With effect from 19 Jun 20 BRIZE OPERATIONS UHF Freq is primary 369.900 and secondary 373.100 or VHF freq 130.075

## 14 May 20 – TFN

Annex H (LOCAL / NIGHT FLYING AND EGR NOISE ABATEMENT PROCEDURES) has been updated. Aircrew, ATC and Operations staff should make themselves familiar with it.

## Embargos

In order to complete essential Rwy and Rwy lighting works Embargos are routinely planned. Details of future Embargos can be obtained from the Duty Operations Controller (01993896500) or via NOTAM.

Ser.	Issue	Description	Mitigation	Resolution
1	Non-MAA Compliant Rwy AGL spacing	Lights are spaced at 24.5m.  The lights should be spaced in rows at intervals of 30m ± 3m	Highlighted in DAM. MAA Waiver not required as legacy	The Rwy re-surface due around 2025 will incorporate a compliant Rwy AGL System
2	Infringement of Obstacle Free Zone as stipulated in RA3500 Series	In preparation for an upgrade of ATC equipment associated with Mode 'S' a Wide Area Multilateration	MAA Waiver approved and in DAM	MAA Waiver expires in 2037 which is the expected life of this antennae

		(WAM) Antennae has been installed		
3	RAF Airfields use QFE as an approach datum	Brize uses QNH and has a MAA Waiver to approve this	Safety Survey completed. QFE is available on request and controllers routinely practice QFE approaches. Highlighted in the BINA	QFE approaches are available on request
4	Infringement of Obstacle Limitation Surface	The construction of the A400M Maintenance Repair Organisation Hangar infringes the Transitional Surface	MAA Waiver approved and highlighted in the DAM	N/A
5	Non MAA Compliant Aerodrome Stand Floodlighting	Most of the Aerodrome Stand Floodlighting fall below the required 20 Lux	Highlighted in DAM. Portable floodlights are available on request from the DEOC. MAA Waiver not required as legacy.	Design of new floodlights due within FY19/20, with an aspiration to be installed during FY20/21

#### **Non-standard aerodrome infrastructure**

This table will outline any non-standard airfield infrastructure services at RAF Brize Norton. This will include new construction, modification and restoration of facilities that require a waiver, and legacy infrastructure surfaces that do not require a waiver but are worth highlighting to those operating at the aerodrome.<sup>1</sup>

Force Protection

For security and Force Protection, drones will be operated within certain areas of the airfield. When active details of the areas operating, including altitudes, will be broadcast via the DATIS and available from the ATC Supervisor on 01993 897878 or the Duty Operations Controller on 01993 896500.

Drone Policy.

A drone (RPAS) of any size may not operate within the airspace without permission from the Airport Authority (ATC/Ops). RPAS pilots must gain authorisation from the Duty Operations Controller for drone flights within the FRZ. The advertised initial contact number for drone sightings is the ATC supervisor x7878 (01993897878). If a sighting is reported to the DOC, they are to ensure that the RAFP and ATC are immediately aware of unauthorised drone activity within the FRZ. Once initial report has been made the DOC is to inform OC Ops of the sighting and actions taken. The information format for notifying the RAFP and ATC is the C-UAS 6 Liner:

		<b>6 LINE C-UAS REPORT</b>		
1	<b>UNIT</b>		<b>C/S, Name, Contact Number</b>	
2	<b>DTG</b>		<b>Date, Time of Detection</b>	
3	<b>METHOD OF DETECTION</b>		<b>See, Hear, FP Radar</b>	
4	<b>LOCATION OF OBSERVER</b>		<b>Grid Ref, Bld Number / Name</b>	
5	<b>DESCRIPTION</b>	<b>a. Observation</b>	<b>Describe activity seen</b>	
		<b>b. Type</b>	<b>Rotary / Fix Wing</b>	
		<b>c. Number</b>	<b>Single / Multiple</b>	
		<b>d. Payload</b>	<b>Visible / Not Visible / Type</b>	
		<b>e. Size</b>	<b>Small / Medium / Large</b>	
		<b>f. Height</b>	<b>Grounded / V Low / Low / Medium</b>	
		<b>g. Heading</b>	<b>North / East / South / West / Hovering</b>	
		<b>h. Other</b>	<b>Lights / Colour / Speed</b>	
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- [Annex D](#) List of Key Post Holders.
- [Annex E](#) Aerodrome Hazard Log.
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- [Annex G](#) Aerodrome Safeguarding Waivers and Exemptions.
- [Annex H](#) Orders to cover all noise abatement procedures, including high power ground running.
- [Annex I](#) Orders for temporary obstructions on or around any manoeuvring area that are a hazard to either Air System or vehicles.
- [Annex J](#) Orders for both the maintenance and safe operation of the RHAG.
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<a href="#">Annex RR</a>	Snow and Ice Operations. Conplan 4 - <b>Op BLACKTOP.</b>
<a href="#">Annex SS</a>	Force Protection Responsibilities. Force Protection (FP) Orders (To be kept separately due to security classification).

## BRIZE NORTON FOREWORD

RAF Brize Norton is a complicated operating environment. It is the 24/7 Defence Gateway for air transport, routinely hosts a number of foreign military and commercial operators, and acts as the UK Military Emergency Diversion Aerodrome (MEDA). It must be able to respond to supporting military commitments held at extreme high readiness and contains a number of Drop Zones (DZ), a Helicopter Landing Site (HLS) and helicopter trials areas within the airfield boundary, whilst operating 4 distinctly different air platforms, in addition to Force Protection drones.

The Defence Aerodrome Manual (DAM) is available via the RAF Brize Norton MODNet site, on [raf.mod.uk/rafbrizenorton](http://raf.mod.uk/rafbrizenorton) and all annexes are available on request from RAF Brize Norton Station Operations (01993 896500). The DAM should be read in conjunction with RAF Brize Norton Flying Order Book for **all** station-based aircraft. Both the DAM and the [Flying Order Book](#) are **mandated reading** for station-based aircrew, RAF Brize Norton Flying Club Members, Air Traffic Control, Airfield Sqn, Air Movements Sqn, Operations Sqn and all contractor personnel responsible for the delivery of airfield services.

The DAM contains detailed information regarding the runway and instrument approaches. However, Mil Aeronautical Information Publications (AIP), products of No1 Aeronautical Information Documentation Unit (AIDU) and Civ AIPs contain the most up to date planning documentation.

This document will be re-issued prior to the annual Station Air Safety Steering Group (March) and reviewed every September, unless significant changes make a full re-issue more appropriate. Notification of errors of this document and its annexes should be sent for the attention of [BZN-OpsWg-XO@mod.gov.uk](mailto:BZN-OpsWg-XO@mod.gov.uk).

< *Original signed* >

OC Operations Support Wg (Aerodrome Operator)  
RAF Brize Norton  
22 Jul 20





## CHAPTER 1: INTRODUCTION

**1.1 Regulatory Cross-Reference.** This Manual supports and must be read in conjunction with the following MAA Documents and Regulations, and other policy documents:

RA 1020(4)	-	Responsibilities of ADH-Facing Organizations
RA 1200	-	Defence Air Safety Management
RA 1205(4)	-	Responsibilities of Organizations supporting an Air System Safety Case
RA 1026	-	Aerodrome Operator
RA 1410	-	Occurrence Reporting
RA 1430	-	Aircraft Post Crash Management and Significant Occurrence Management
RA 1400	-	Flight Safety
RA 2415	-	Third Party Use of Military Airfields
ATM 3000	-	Air Traffic Management Regulatory Articles (RAs)
MAS	-	Manual of Air Safety (MAS)
MPCM	-	Manual of Post Crash Management (MPCM)
MMATM	-	Manual of Military Air Traffic Management (MMATM)
JSP 360	-	Use of Military Aerodromes by Civil Aircraft
DSA DFSR 02	-	Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation
AP 600	-	Royal Air Force Information and CIS Policy <sup>2</sup>

**1.2. Purpose.** The Brize Norton Defence Aerodrome Manual (DAM) describes the airfield at RAF Brize Norton, including the management, physical characteristics, available services (should be read in conjunction with the Mil AIP), aerodrome hazards and operating procedures. The DAM is written to inform and direct military and civilian aircrew using the airfield and to provide orders for personnel operating on the airfield or providing airfield services. It will also provide reference material to the Aerodrome Operator (AO) to ensure that all aerodrome management requirements are being met and assured correctly. The DAM acknowledges the essential requirements of European Commission (EC) legislation EC 216/2008 (as amended at Annex Va)<sup>3</sup> and is to be read in conjunction with the documents listed above at Para 1.1 of the DAM.

**1.3 Scope.** The DAM is the framework by which the AO informs personnel operating at and from RAF Brize Norton. A Defence Aerodrome Assurance Framework (DAAF) is contained within the DAM. The DAAF covers all chapters and sub paras of the developed DAM to allow a record of full assurance at 1<sup>st</sup> / 2<sup>nd</sup> / and 3<sup>rd</sup> party level.

**1.4 Information Accuracy.** The AO ensures that information contained in the DAM is up to date and accurate and reviewed regularly in conjunction with the DAAF. As Aeronautical Information published in Mil AIP is accurate crews should also refer to that document. Both the DAM and the AIP have legal authority.

**1.5 Master Copy.** The master copy of the DAM is to be appropriately protected, held by the AO and made available on the MOD intranet and internet websites (to allow civil access). Amendments to the Manual must be made when changes occur and the latest version published online.

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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 Stns. 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. Notwithstanding this, owing to CAA regulations and the MOD's self-regulatory position, personnel at all military aerodromes are to adhere to the policies covered in Chapter 3 - Maintenance and Responsibilities and Chapter 6 - Aerodromes.

<sup>3</sup> Users are directed to the consolidated version of Regulation (EC) No 216/2008.

**1.6 Responsibilities of an Aerodrome Operator.** The AO will actively manage an aerodrome environment such that it accommodates the safe operation of Air System iaw with the requirements laid down in RA 1026 Aerodrome Operator. The DAM provides the basic framework upon which additional areas may be added. It is acknowledged that many of these functions may not necessarily fall under the direct authority of the AO and as such appropriate interfaces should be established. Ultimately the AO is responsible for providing assurance to the Head of Establishment and Aviation DH regarding a safe operating environment.

- a. Aerodrome Operator Responsibilities:
  - i. The AO will establish formal relationships with Aviation DHs and/or Accountable Managers (Military Flying (AM(MF))) in order to ensure that any decisions made which affect the aerodrome or its facilities are made with due regard to the impact on Air Safety. Areas to be considered will include, but are not limited to, facilities, personnel, equipment and materiel. The AO will undertake assurance of activities regarding the documentation of tasks, roles, responsibilities, procedures, access to relevant data and record-keeping, in accordance with the MRP and related reference documents referred to at Chapter 1 Para 1.1.
  - ii. The AO will provide assurance that the DAM requirements are complied with at all times taking appropriate measures to ensure hazards are identified and highlighted to ADHs and civilian operators.
  - iii. The AO will ensure that an appropriate aerodrome wildlife risk management programme is established and implemented in accordance with RA 3270 – Aerodrome Wildlife Control.
  - iv. The AO will ensure that movements of vehicles and persons on the movement area and other operational areas are coordinated with movements of Air Systems iaw RA 3262 – Aerodrome Access.
  - v. The AO will ensure that procedures to reduce the hazards associated with aerodrome operations in winter, adverse weather conditions, reduced visibility, or at night, if applicable, are established and implemented.
  - vi. The AO will ensure that arrangements with other relevant organizations including, but not limited to, Air System operators, air navigation and ground handling service providers whose activities or products may have an effect on Air System safety are established, to ensure continuing compliance with extant aerodrome regulations.
  - vii. The AO will ensure that procedures exist to provide Air Systems with fuel which is uncontaminated and of the correct specification, either through service means, or by means of contracts with third parties.
  - viii. The AO will ensure that the maintenance of aerodrome Communication, Navigation and Surveillance (CNS) equipment covers repair instructions, servicing information, troubleshooting and inspection procedures in accordance with extant support policy statements and AP 600 – Royal Air Force Information CIS (Note: The maintenance policy for an individual item of technical equipment, including software, is detailed in a Support Policy Statement (SPS) or equivalent Naval Ship Support Publication. The SPS is the executive document specifying the support arrangements for equipment throughout its in-service life and reflects the broad policy contained in this leaflet and other relevant instructions within AP600, QRs Chapter 11 and specialist APs).
  - ix. The AO will ensure that the maintenance of aerodrome lighting and aircraft arresting equipment covers servicing information, troubleshooting, inspection



procedures and repair instructions, in accordance with extant support policy statements.

- x. The AO will ensure that all personnel who need to enter the movement area, as part of their TORs, are both trained and qualified to do so with the appropriate authority (line manager, ATC, etc).
- xi. The AO will ensure that an aerodrome emergency plan is developed in accordance with the MPCM, RA 1430 and DSA DFSSR 02 – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation.
- xii. The AO will ensure that adequate aerodrome rescue and fire-fighting services (ARFF) are provided in accordance with DSA DFSSR 02 – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation. (Note: This is laid out in the Joint Business Agreement (JBA) or Internal Business Agreement (IBA) between DFRMO and the TLBs and should be contained within **Annex F** of the DAM).
- xiii. The AO will ensure that Obstacle Limitation Zones around aerodrome movement areas be safeguarded from obstacles, in accordance with RA 3500 series – Aerodrome Design and Safeguarding.
- xiv. The AO will ensure that an effective Safety Management System (SMS) linked to the respective Front Line Command (FLC) or ADH SMS is established and maintained in accordance with guidance laid down in MAA 1200(1) Defence Air Safety Management.
- xv. The AO will ensure that an occurrence reporting system using the Air Safety Information Management System (ASIMS) and the associated Defence. Air Safety Occurrence Reports is in place, in accordance with MAA RA 1410(1) Occurrence Reporting.
- xvi. The AO will strive to engender an engaged safety culture.



## CHAPTER 2: TECHNICAL ADMINISTRATION

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

OC Operations Wing  
Royal Air Force  
Brize Norton  
Carterton  
OXON  
OX18 3LX

Mil: 95461 6500 (Duty Ops Controller)  
Civ : 01993 896500 (Duty Ops Controller)  
Fax: 01993 897354  
Email: BZN-DOC@mod.gov.uk

**2.2 Aerodrome Operators Authority.** The AO is responsible for actively managing an environment that accommodates the safe operation of Air Systems in accordance with [RA1026](#). The management and running of the aerodrome is a Duty Holder Facing (DHF) responsibility.

**2.3 Letter of Delegation.** A copy of the Letter of Delegation is contained in the DAM at [Annex A](#).

**2.4 Safety Meeting Structure.** An organizational aviation safety meeting flow diagram is captured at [Annex B](#).

**2.5 Organizational Structure.** An organization structure that identifies/outlines the organization of aerodrome operations is captured at [Annex C](#).

**2.6 Key Post Holders.** A list of aerodrome Key Post Holders including their role and contact numbers is captured at [Annex D](#).

**2.7 Aerodrome Operating Hazard Log (AOHL).** The RAF Brize Norton AOHL is captured at [Annex E](#).

**2.8 Formal Aerodrome Related Agreements.** The RAF Brize Norton formal aerodrome related agreements are captured at [Annex F](#).

**2.9 Aerodrome Waivers, Exemptions and Alternative Acceptable Means of Compliance (AAMC).** Copies of all aerodrome related Waivers, Exemptions and AAMC are captured at [Annex G](#).

**2.10 Orders.** All pertinent separate orders are contained in the DAM Annexes, so that they can be amended without having to reissue the whole document.

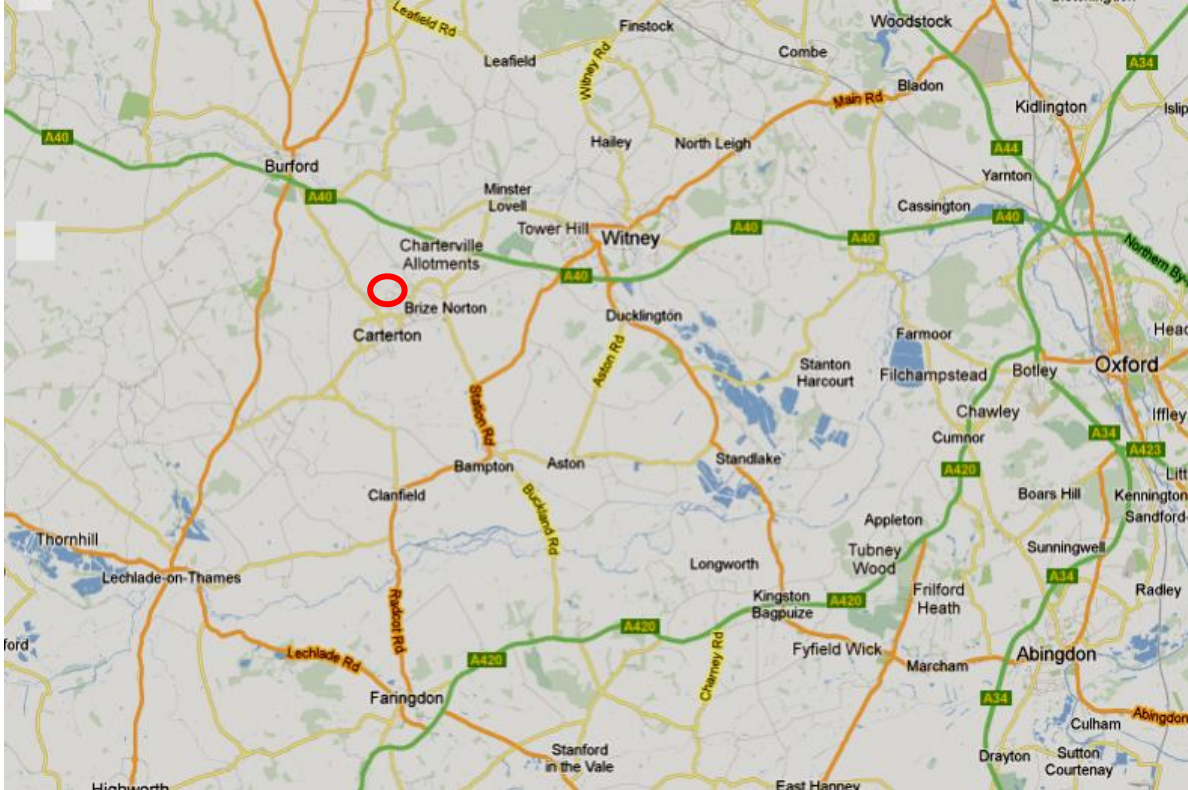
**2.11 Frequent Aerodrome Users.** Below is a list of the contact details of Air System operators (both civil and military) that utilise the aerodrome frequently. RAF Brize Norton visitors are required to obtain a PPR via Stn Operations on 01993 897554 BZN-OpsWg-VisitorOps@mod.gov.uk prior to arrival.

Frequent Aerodrome Users List					
Ser	Org	Stn Based	Ac Type	Civ / Mil	Contact Details
1	AirTanker Services Ltd	Yes	A330-200	Civ	01993 873000
2	Summit Air	No	Skyvan	Civ	UK contact: Steve Scott 07846 809322
3	Cobham Aviation	No	King Air, DA42	Civ	01202409000
4	Brize Norton Flying Club	Yes	PA28	Civ	Lynne Westnage 07917861950
5	Marshall Aerospace and Defence Group	No	C182, C130	Civ	Natasha Birkett 01223 373987

## CHAPTER 3: AERODROME LOCATION AND LAYOUT

3.1. **Aerodrome Location.** RAF Brize Norton is located between Brize Norton village and Carterton, south of the M40, about 22 miles west of Oxford. RAF Brize Norton is approx. 30 minutes travelling time to Oxford, and 1 hour 50 minutes to London by road. The nearest railway stations are Oxford and Swindon.

### 3.2. Local Area Map.



### 3.3 Aerodrome Crash Map. [Aerodrome crash map](#)



## CHAPTER 4: AERODROME DATA FACILITIES & CHARACTERISTICS

Aerodrome characteristics etc are available via [EGVN Mil AIP](#)





## Chapter 5: EMERGENCY ORDERS – (AERODROME CRASH PLAN)

**5.1 Emergency Orders / Aerodrome Crash Plan.** Crash Plan Orders are to be produced in accordance with guidance contained within the MPCM, RA1400(1) and DSA DFSR 02 – Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation. To coordinate the resources of RAF Brize Norton (BZN), in conjunction with local Civilian Emergency Services (CES), to respond effectively to an incident on the station or in the immediate local area. This may include Air Systems crashes, Polymer Composite Materials, building collapses, major fires, explosions, fuel spills ([CONPLAN 2](#)) and Road Traffic Collisions. The BZN Major Incident Plan (MIP) ([CONPLAN 1](#)), managed by the BZN Contingency Plans, is at [Annex M](#), with individual sections on Station holding hard copies. CONPLAN 1 is to be activated for the following scenarios:

- a. Major Accidents or Incidents.
- b. Air System Crash at BZN or within 5nm.
- c. If Lansdowne Chemicals instigate their Major Incident Plan

For fuel spillages, Unit Spillage Response Plan (CONPLAN 2) can be activated via the Duty Engineering Ops Controller (DEOC) outside of the MIP.

**5.2. Disabled Air System Removal.** Orders, contained at [Annex N](#), cover the requirement to quickly and safely remove an Air System that has caused a temporary closure of a Rwy, twy or Air Systems Servicing Platform (ASP), but falls beneath the criteria of an accident that would be dealt with separately under the Aerodrome MIP. If there is any doubt regarding the status of an incident, advice should be sought from the Defence Accident Investigation Branch Air (Def AIB Air) or Air Accidents Investigation Branch (AAIB), if a civilian air system is involved.

Actions to be carried out by individual sections/owners, in the event of an incident

ATCO I/C	
5.2.1	Notify the ARFF Services.
5.2.2	Air System identification and type.
5.2.3	Nature of Air System un-serviceability.
5.2.4	Location of Air System.
5.2.5	Section of the manoeuvring area affected.
5.2.6	People On Board (POB).
5.2.7	Estimated time of Arrival (ETA) of all Air Systems requiring use of the closed runway.
5.2.8	Latest time for affected Air System to divert.
5.2.9	Ensure that any unserviceable areas of the manoeuvring area are correctly marked, in accordance with MAA standards, to provide for safe Air System operation of the remaining areas.
Station Operations	
5.2.10	Notify ATC of a disabled Air System if not already aware.
5.2.11	Ensure the appropriate Notice to Airmen (NOTAM) has been raised.
5.2.12	If required carry out RUNWAY BLACK plan.
5.2.13	Notify.
5.2.14	OC Ops Wg / OC Ops Sqn (or equivalent).
5.2.15	Eng Ops (or equivalent).
5.2.16	VASS/Movements (or equivalent).
5.2.17	XX Sqn (if it affects a station based Air System).

5.2.18	Defence AIB Air, for civilian Air Systems, to verify that the establishment assessment of the incident falls beneath that warranting an Air Accident Investigation Branch (AAIB) investigation. <sup>4</sup> AAIB will require Air System identification and type; nature of Air System un-serviceability; location of Air System; section of the manoeuvring area affected and POB.
Station Duty Officer.	
5.2.19	Obtain and record permission from the owner or duly authorized representative of the owner of the Air System to move the disabled Air System.
5.2.20	Notify all Air System operators likely to be affected if "RUNWAY BLACK".
5.2.21	For civilian Air Systems, notify the Air System operating authority and AAIB.
Fire Section	
5.2.22	Respond iaw DSA DFSR 02 ARFF Regulations and site specific Crash Plan.
Air System Owner	
5.2.23	The Air System owner is defined as the holder of the Certificate of Registration and can be held responsible for the Air System removal and disposal of fuel and other hazardous materials that have been spilt because of an incident (noting the aerodrome will have instigated the Stn Spill Plan). When advised of a disabled Air System, the owner should liaise with Station Operations (or equivalent) to discuss its removal.
Ramp Services / Duty Eng Ops Control (DEOC)	
5.2.24	Once cleared by Ops, tow the disabled Air System clear with the appropriate towing arm or 'universal dolly.'

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<sup>4</sup> If the AAIB elect to conduct an on-scene investigation, the disabled aircraft cannot be removed until authorised by the AAIB.

## CHAPTER 6: RESCUE & FIRE FIGHTING SERVICE ORDERS

The following documents form the reference and requirements for the AO:

RA 3261(2): Aerodrome Emergency Services  
RA 3263 – Aerodrome Classification  
DSA 02 DFSR - Defence Aerodrome Rescue and Fire Fighting (ARFF) Regulation

**6.1 Emergency Organization. Emergency Organization.** The Fire and Rescue Service at RAF Brize Norton provides Aerodrome Category ICAO 8 24/365 iaw DSA DFSR 02 Defence ARFF Regulations. The AO is to be familiar with RA 3261(2): Aerodrome Emergency Services, RA 3263 – Aerodrome Classification and [DSA 02 DFSR Aerodrome Rescue Firefighting Regulations](#)). DSA 02 DFSR ARFF Regulations provides greater detail on Aerodrome Crash / Rescue Fire Services whilst Acceptable Means of Compliance and Guidance Material are contained within RA 3261(2): Aerodrome Emergency Services and RA 3263 – Aerodrome Classification. Note: RA 3049 – Defence Contractor Flying Organization responsibilities for UK Military Air System Operating Locations stipulates that all organizations operating MAA-regulated Air Systems **shall** meet the requirements detailed in DSA 02 DFSR Aerodrome Rescue Firefighting Regulations.

**6.2 AO / CFR Relationship.** The relationship between the AO and the CFR Fire Section is defined within DSA 02 DFSR Aerodrome Rescue Firefighting Regulations and the Joint Business Agreement/Internal Business Agreement between CFR and the TLBs. The Fire Section is a service delivery component of CFR which is operated under the direction of CFR and provides a DH-Facing service to the AO. The HQ DFR ASMP Master Policy Document is here: [CFOI-PPR-015\\_PPR\\_ASMP](#).

**6.3 Aerodrome Rescue and Fire Fighting Services Orders.** In addition to ARFF Operational Guidance Documents, FRS Generic Risk Assessments, detailed Tactical Information Plans covering site specific operational requirements are to be produced, by the Station Fire Officer, in accordance with CFR direction. These together with Fire Section Orders are contained at [Annex O](#).

**6.4 ARFF Training Orders.** ARFF Training area risk assessments and orders are contained at [Annex P](#).

**6.5 Task Resource Analysis (TRA).** ARFF minimum staffing levels have been calculated by the completion of the TRA process defined within DSA 02 DFSR Aerodrome Rescue Firefighting Regulations. The AO endorsed TRA with all required assessments is contained at [Annex PA](#)

**6.6 ARFF Assessment Requirements.** ARFF Services are operationally prepared for the provision of service: Response Area Assessment, 1000Mtr Assessment and Water Assessment. These assessments are contained at [Annex PB](#)

**6.7 Reduction in ARFF Category Provision.** Circumstances may require flying to be conducted to/from aerodromes with reduced levels of ARFF services. HoE/ADHs may approve such activity following a risk assessment informed by advice from the Defence F&R ARFF provider. [DFSR Form 6 Reduction of ARFF Cover Hazard Assessment \(DDH\)](#) contains this risk assessment form. RAF Brize Norton uses this assessment tool to calculate residual risk concerning the reduction in ARFF Category due to loss of vehicle or personnel. Refer to Fire Service Order Part 3, Order no 22 at Annex O here: [Crash Vehicle States and Reduction in Crash Category](#) The link to the assessment tool is [here](#) :

## 6.8 Contextual Information - ARFF Task Resource Analysis.

**6.8.1** As defined within DSA O2 DFRS Aerodrome Rescue Firefighting Regulations, RAF Brize Norton will undergo a Task Resource Analysis (TRA) at intervals defined by the TLB or the BZN AO, to assess the aerodrome ARFF response capability and to determine the minimum requirement of rescue and firefighting equipment, personnel and supervisory grades. Details will be published in this chapter when completed.

**6.8.2** The initial TRA was conducted by a HQ DFR TRA Team on 5 Jul 17, results were not published. Capita conducted assessment of current SOPs in Jan 2020 in conjunction with Integrated Risk management Plan (IRMP). Complete TRA process will be conducted after replacement ARFF vehicle fleet comes online, circa September 2020.

## 6.9 Additional Contextual Information - ARFF Assessment Requirements

**6.9.1 Response Area Assessment.** The operational objective of the ARFF service is to achieve response times of two minutes and not exceeding three minutes to any point of each operational runway, as well as to any other part of the operating area (response area), in optimum surface and visibility<sup>5</sup>.

**6.9.2** Response time is the time between the initial call to the ARFF service, and the time when the first responding vehicle(s) is (are) in position to apply foam at a rate of at least 50 per cent of the discharge rate required as defined within Table 1 of DSA O2 DFRS Aerodrome Rescue Firefighting Regulations.

**6.9.3 1000m Assessment.** As defined within DSA O2 DFRS Aerodrome Rescue Firefighting Regulations assessment of the approach and departure areas within 1000m of the runway threshold<sup>6</sup> are carried out to determine the options available for rescue. In considering the need for any specialist rescue and access routes, the environment of the risk area, in particular the topography and composition of the surface have been considered.

**6.9.4** Emergency access roads are provided on the aerodrome to facilitate achieving minimum response times. Particular attention is given to the provision of ready access to approach areas up to 1000 m from the threshold, or at least within the aerodrome boundary. Where a fence is provided convenient access to outside areas has been facilitated.

**6.9.5** Where an aerodrome is located close to uneven ground or difficult terrain, and where a significant portion of approach or departure manoeuvres take place over these areas, the ARFF service is equipped to respond to incidents in these areas and is appropriately resourced with specialist rescue/firefighting equipment and training.

**6.9.6 Water Assessment.** Additional water supplies are provided at adequate pressure and flow to ensure rapid replenishment of ARFF vehicles iaw DSA O2 DFRS Aerodrome Rescue Firefighting Regulations Table 3.

**6.10 RAF Brize Norton Fire Service - Air Safety Key Personnel.** The Fire Service has key positions holding ASIMS accounts. These are allocated to OC Fire, S Fire O, Admin SNCO and

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<sup>5</sup>Optimum visibility and surface conditions are defined as daytime, good visibility, no precipitation with normal response route free of surface contamination e.g. water, ice or snow and aircraft movement restrictions.

<sup>6</sup> If required for rotary wing aircraft all undershoot/overshoot areas for the operating areas.

all SNCO Crew Cdrs. The position of LEMSCo sits with the SNCO administration post, JPAN 1014590. The deputy LEMSCO, a JNCO, sits with JPAN 1014779. <sup>7</sup>

**6.11 Air Safety Training.** Air Safety training is delivered to all Fire Service personnel as defined, and in compliance with, the RAF Air Safety Policy. Additionally, all personnel receive a standardised DASOR / INFORM presentation every 3 months as part of the TG8 Fftr Maintenance of Competence Training System. All training is recorded on the Section database and in individual's Personal Development Record.

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<sup>7</sup> The suggestion within the DFR ASMP that the S Fire O should hold the LEMSCo position is in direct conflict with the fundamental principles that the S Fire O is the Line Manger the LEMSCo reports to.



## CHAPTER 7: AIR TRAFFIC SERVICES AND LOCAL PROCEDURES

7.0 ATC Operational Management Orders are produced to cover all ATC procedures involved in the safe and expeditious flow of ATC. The orders take into account any direction and guidance contained with the MMATM, RA3500 and in accordance with [ATM 3000](#) (RAs) to ensure compliance and are contained at [Annex Q](#).





## CHAPTER 8: AERODROME ADMINISTRATION & OPERATING PROCEDURES

### 8.1 Aerodrome Reporting

Aerodrome Reporting	
8.1.1	<b>Purpose.</b> The AO is responsible for the ownership of the aerodrome data and is to ensure all data provided is correct at all times.
8.1.2	<b>Responsibilities.</b> Orders for the reporting procedures to advise the relevant agency of any permanent changes to aerodrome information are contained at <a href="#">Annex R</a> . Responsibility for these actions remain with the AO. Further guidance on Aerodrome Information and notification is contained in UK AIP/Mil AIP.
8.1.3	<b>Legislation, Standards and Technical References.</b> Information relating to the aerodrome serviceability or hazards to air navigation is routinely updated through the Aeronautical Information Publications (AIP) and NOTAM.
8.1.4	<b>Reporting Procedures.</b> Any situation that may have an immediate effect on the safety of Air System operations is to be reported as soon as possible. In the first instance to ATC via MRE radio (Brize Tower on channel 2) or telephone Ext <b>3333</b> .
8.1.5	<b>NOTAM<sup>8</sup>.</b> The AO ensures that all NOTAM action is recorded for possible 1 <sup>st</sup> / 2 <sup>nd</sup> and 3 <sup>rd</sup> line audit. Requests for NOTAMs at RAF Brize Norton are made via Station Operations. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances.
	8.1.5.1 A change in the serviceability of the manoeuvring area.
	8.1.5.2 A change in the operational information contained in this manual and published in the Mil AIP.
	8.1.5.3 Aerodrome works effecting the manoeuvring area or penetrating the OLS.
	8.1.5.4 New obstacles which affect the safety of Air System operations.
	8.1.5.5 Bird or animal hazards on or in the vicinity of the airport.
	8.1.5.6 A change in the availability of aerodrome visual aids, i.e. markers and markings, runway lighting, etc.
	8.1.5.7 Any change in aerodrome facilities published in AIP.

**8.2 Aerodrome Serviceability Inspections.** Orders, contained at [Annex S](#), for the inspection of the Aerodromes are conducted iaw [RA 3264 – Aerodrome Inspections](#). These include:

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Aerodrome Serviceability Inspections. Orders	
8.2.1	Aerodrome Inspections are to be carried out by the Aerodrome Controller (ADC) who is to carry out a comprehensive inspection of the movement area.
	8.2.1.1 Early morning depending on light levels.
	8.2.1.2 Before night flying.
	8.2.1.3 Check the serviceability of all AGL and aerodrome traffic lights.

<sup>8</sup> NOTAM information must be provided by fax or email. Where urgent advice can be given by telephone, it must be confirmed by fax or email as soon as possible. Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy.

	8.2.1.4	Controllers are to vacate the vehicle at random intervals and conduct a close visual inspection of an area of the runway.
8.2.2		All inspections are to be logged in the ATC logbook, including any issues raised.
8.2.3		Any issues are to be reported to the Airfield Works Manager (AWM). Any sweeping requests are to be logged and ASMT informed.
		Any work requests are to be put through the AWM and a record of the request and subsequent action maintained.

**8.3. Aerodrome Technical Inspections.** Orders for the technical inspection of the Aerodrome are produced and conducted in accordance with aerodrome regulations. In addition to the inspections contained at [Annex T](#); a minimum routine maintenance is carried out on all surfaces and equipment as follows:

Aerodrome Technical Inspections. Orders		
8.3.1		Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check aircraft accordance with AP 600-Royal Air Force Information CIS policy and relevant SPS.
8.3.2		Runway Surfaces - Daily by ATC and inspected monthly on a rolling programme by Amey. Taxiway Surfaces - Daily by ATC and inspected monthly on a rolling programme by Amey. Runway Lights - Daily by ATC and inspected monthly if MRL is below the required level or 6 monthly if the MRL is above the required level on a rolling programme by Amey. Taxiway Lights - Daily by ATC and inspected monthly if MRL is below the required level or 6 monthly if the MRL is above the required level on a rolling programme by Amey. Obstruction lights- Daily by ATC and inspected yearly. or as required by Amey. PAPIs – Daily by ATC and inspected daily, 2 monthly, 3 monthly of Yearly as required by Amey. Aerodrome traffic lights- Daily by ATC and inspected 3 monthly for tungsten lamps or 4 yearly for LED's by Amey.
8.3.3		All earthing points are checked 11 monthly or yearly by Amey depending on the use of the earth points.
8.3.4		Manoeuvring Areas and drainage are inspected, maintained and repaired in accordance with DIO guidance by Amey. See also 8.3.2 above.
8.3.5		All aerodrome signs are inspected daily by ATC and weekly by Amey and the Airfield Works Manager.
8.3.6		The AGL "B" Centres and "A" Centre (ATC) are backed by Standby Power Systems. These are checked fortnightly, Monthly, 6 Monthly, Yearly or as required by manufacturers recommendation. The switchover test is carried out on the first Sunday of each month. Stand-by Generators are inspected 1 monthly, 6 monthly, 1 yearly or 8 yearly
8.3.7		All ARFF vehicles and equipment are inspected daily and tested in accordance with manufacturer's instructions and MOD policy.
8.3.8		The Crash Ambulance and associated equipment is inspected daily and tested in accordance with manufacturer's instructions and MOD policy.
8.3.9		The Bird Control Unit (BCU) equipment and vehicle is inspected daily with vehicle maintenance carried out in accordance with manufacturer's recommendations.
8.3.10		Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily by ATC. All faults should be reported to the ATC Supervisor x7878.

8.3.11	Annual review of Aerodrome Driving orders is carried out by Airfield Assurance.
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**8.4 Protection of Radar and Navigation Aids.** Orders, contained at [Annex U](#), for the supervision of access/entry to any of the aerodrome navigation aids or their immediate vicinity are produced as part of the GRSF maintenance plan.

**8.5 Surveillance Equipment Maintenance & Monitoring.** Orders, contained at [Annex V](#), for the maintenance and monitoring of surveillance equipment are produced in accordance with extant Support Policy Statements (SPS) and the AP 600.

**8.6 Navigation Equipment Maintenance & Monitoring.** Orders, contained at [Annex W](#), for the equipment maintenance and monitoring of all aerodrome navigation equipment are produced in accordance with extant policy regulations and the AP600 to ensure navigation and approach aid equipment (TACAN/ILS/etc.) have a continuously monitored fault and check procedure.

**8.7. Aerodrome Works Safety.** Orders, contained at [Annex X](#), for the control and supervision of work in progress on the aerodrome are produced. These include (but are not limited to) use of the following

Aerodrome Works Safety – Orders	
8.7.1	<b>Work in Progress (WIP) Records</b> WIP records are maintained in accordance with <a href="#">RA3266 - Aerodrome Maintenance</a> . A plan of the aerodrome is displayed in both ATC and Stn Ops for the marking of all obstacles, the nature of the obstruction, its marking and all work in progress.
8.7.2	<b>WIP Log.</b> A WIP Log is established in accordance with <a href="#">RA3266 - Aerodrome Maintenance</a> . In addition to an aerodrome plan, the WIP Log is to be maintained in ATC.
8.7.3	<b>WIP Briefings.</b> Supervisors of any working parties are to be fully briefed on their responsibilities. The ATCO IC is responsible for ensuring that the supervisor of the working party is properly briefed. The briefing is to include (but not limited to) the following details:
	8.7.3.1 Limits of the work area.
	8.7.3.2 Direction of Air System movements.
	8.7.3.3 Route to be taken by works vehicles.
	8.7.3.4 Parking area for works vehicles and equipment.
	8.7.3.5 Control to be exercised over works vehicles and workers.
	8.7.3.6 Signals to be employed.
	8.7.3.7 FOD prevention.
8.7.4	<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 to be produced. Note: All aerodrome work is to be clearly marked using approved high visibility markers and lit during hours of darkness.
8.7.5	<b>Grass Cutting.</b> A grass cutting plan is to be established and maintained in accordance with the aerodrome policy.

8.8. **Control of Entry and Access.** Control orders, contained at [Annex Y](#), for the access to the base aerodrome and its associated manoeuvring area are produced. Force Protection responsibilities are addressed separately at Chapter 10.

8.9. **Aerodrome Users. Vehicle and Pedestrian Control.** Orders, contained at [Annex Z](#), for the control of vehicular and pedestrian traffic on the aerodrome are written iaw [RA 3262 – Aerodrome Access](#). All personnel entering the airfield are required to either have a valid Airfield Driving Permit or be escorted by someone who does.

Aerodrome Users. Vehicle and Pedestrian Control		
8.9.1	Air System Manoeuvring Area.	
8.9.2	Apron.	
8.9.3	Aerodrome Access Permit (AAP).	
8.9.4	Aerodrome Access Briefs.	
8.9.5	Access Routes.	
8.9.6	Orders for Airside Vehicle Control.	<a href="#">LINK</a> .
8.9.7	Additional Orders for Drivers on Aprons (ASPs).	
8.9.8	Additional Orders for the Control of Airside Vehicles at Night.	
8.9.9	Orders for Pedestrians.	N/A
8.9.10	Orders for Pedal Cyclists.	N/A
8.9.11	Orders for riders / dog walkers / runners / etc.	N/A
8.9.12	Signals for the Control of Vehicles and Pedestrians.	N/A
8.9.13	Speed Limits.	N/A

8.10. **Aerodrome Wildlife Management (Birds).** RAF Brize Norton is subject to contracted BCU provision. Comprehensive orders on bird management are produced and contained at [Annex AA](#). High bird activity is broadcast on both DATIS and by controllers, are also published via NOTAM.

For details concerning RAF Aerodrome BCU policy is contained within Battlespace Management (BM) Force Orders (11 Group)

8.11. **Animal Management** – RAF Brize Norton is subject to contracted Airfield Wildlife provision. Comprehensive orders on wildlife management are produced and contained at [Annex BB](#).

8.12. **Handling of Hazardous Materials (Spillage Plan).** Orders for the handling of hazardous materials are contained at [Annex CC](#) and [CONPLAN2](#)

8.13 **Air System Parking.** Orders for the co-ordinated parking of air systems are contained at [Annex DD](#).

8.14 **Low Visibility Operations (LVO).** Orders for LVOs iaw [RA 3274 – Low Visibility Procedures \(LVP\)](#) are contained at [Annex EE](#). Orders cover the following:

Low Visibility Operations (LVO)	
8.14.1	Authority, restrictions, etc.
8.14.2	Responsibilities, who authorises/cancels LVO.
8.14.3	Instructions on how to perform LVO (checklists).
8.14.4	Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required. ATC COB <a href="#">Orders</a>

**8.15 General Conditions (Terms and Conditions).** Use of MOD Aerodromes by civil air systems shall be in accordance with [Use of Military Airfields by British and Foreign Civil Air System](#). Requests to use RAF Brize Norton should be addressed to Station Operations on 01993 896500. Orders governing use by civil Air Systems are produced [Annex FF](#). Costs are available via the RAF Brize Norton internet page. Terms and Conditions cover the following:

General Conditions (Terms and Conditions) for Civilian Operators	
8.15.1	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.
	8.15.1.1 Winter Operations.
	8.15.1.2 Operational Support.
	8.15.1.3 Passenger Handling.
	8.15.1.4 Animal Handling.
	8.15.1.5 Refuelling Services.
	8.15.1.6 Catering.
	8.15.1.7 Air System Maintenance.
	8.15.1.8 Security.
	8.15.1.9 Flight Safety.
	8.15.1.10 Air System Handling.
	8.15.1.11 Airworthiness.
8.15.2	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 shall not be liable for any loss or damage (whether direct or indirect) arising out of any change in the Terms and Conditions.
8.15.3	All Civilian Users are to operate in accordance with extant DfT National Aviation Security Programme (NASP) and wider Air Transport Security (ATSy) protocols.
8.15.4	RAF Brize Norton is a 24-hour Unit.
8.15.5	Declared ICAO Crash Category of the Aerodrome.
8.15.6	Confirmation if Charter [Airline] operations are permitted to operate from the aerodrome.
8.15.7	Confirmation if Scheduled Air System operations are permitted to operate from the aerodrome.
8.15.8	Border Force are available via PPR.
8.15.9	All Civilian Users are to operate in accordance with extant DfT National Aviation Security Programme (NASP) and wider Air Transport Security (ATSy) protocols.
	8.15.9.1 Loss of appropriate Fire Crash cover.
	8.15.9.2 Repatriation of personnel.
	8.15.9.3 Loss of power to all, or parts, of the aerodrome, including Aerodrome/Rwy lighting.
	8.15.9.4 Interruptions in communications both within the aerodrome and with external agencies.
	8.15.9.5 Unforeseen natural disaster (Flooding, etc.).
	8.15.9.6 Unforeseen national epidemics (swine flu/bird flu).

**Note:** In the event of such 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.

**8.16 Breach of Terms and Conditions.** Orders covering the eventuality of a breach of terms and conditions are contained at [Annex GG](#). Any breach of Terms and Conditions could constitute grounds for the privilege of operating at the aerodrome being withdrawn temporarily or permanently.

**8.17 Safeguarding Requirements. Waivers and Exemptions.** The procedures involved in safeguarding the operational environment of military aerodromes are explained in greater detail in [RA 3500 Series](#) All Safeguarding activities are conducted in accordance with extant regulations and any waivers or exemptions issued by the MAA. These are promulgated in [Annex G](#).

**8.18 Standards Checks / SQEP (Qualified personnel).** All personnel involved in activities on or around the aerodrome, are suitably trained, standardized and assured (SQEP)<sup>9</sup>. The list below is not exhaustive and will change dependent upon AO direction and guidance.

Standards Checks / SQEP (Qualified personnel)	
8.18.1	ATC Staff (including ATC Controllers & Air & Space Operations Specialists (ASOC) personnel).
8.18.2	Operations Staff (including Ops Controllers, ASOC personnel).
8.18.3	Squadron ASOC personnel.
8.18.4	Aircrew.
8.18.5	Air system Engineers.
8.18.6	Armourers.
8.18.7	Ground Radio Engineers.
8.18.8	GEF Personnel.
8.18.9	Firefighters.
8.18.10	Medics.
8.18.11	MT & ASMT personnel.
8.18.12	Aerodrome Electricians.
8.18.13	Bird Control Unit personnel.
8.18.14	Movements Personnel

**8.19 Safety Management System.** A functioning Safety Management System is in place with an [Air Safety Management Plan](#)

**8.20 Thunderstorm & Strong Wind Procedures.** Orders, contained at [Annex HH](#) have been produced to cover Air System operations during thunderstorm (lightning risk) warning periods and periods of forecast strong winds. Orders detail the following:

Thunderstorm & Strong Wind Procedures	
8.20.1	Strong wind and gale procedures.
8.20.2	Use of vehicles to protect /shield ac vulnerable to strong winds.
8.20.3	Pax loading/unloading limits in strong winds.
8.20.4	Lightning Risk Orders.

<sup>9</sup> The assurance processes detailed in the DAAF should be related to a role and not related to specific individuals i.e. the assurance process for ATC staff is carried out through complying with BM STANEVAL (ATM) orders.

8.21 **Electrical Ground Power Procedures.** Orders contained at [Annex II](#), deal with priorities for using Ground Power. Personnel are trained by Sqn Training Cell on how to operate safely. Orders detail the following:

Electrical Ground Power Procedures	
8.21.1	Use of fixed electrical ground power.
8.21.2	Use of mobile ground power units.
8.21.3	Use of auxiliary Power units (APU's).
8.21.4	Use of 28 Volt conversion units.

8.22 **Aviation Fuel Management Procedures.** Orders, contained at [Annex JJ](#), cover aviation fuel management including policy guidance.

8.23 **Jettison Area.** RAF Brize Norton does not have a designated Jettison area. However, Orders for jettisoning of refuelling hose and JADTEU underslung load jettison are at [Annex KK](#).

8.24 **Compass Swing Area.** Orders for the use of and access to the compass swing area are contained at [Annex LL](#)

8.25 **Explosive Ordnance Disposal Area.** There is no dedicated explosives ordinance disposal Area at RAF Brize Norton.

8.26 **FOD Prevention, Training and Awareness.** Orders, following the guidance and instructions contained within [RA 1400](#) with regards to FOD prevention, training and awareness are contained at [Annex NN](#),

8.27 **Dangerous Goods (DG) Procedures. Loading / Unloading.** Orders, contained at [Annex OO](#), are produced for the control and management of DG in accordance with extant regulations.

8.28 **Hydrazine (H70) Leak.** The guidance for H70 response operations is produced to cover a potential Hydrazine (H70) leak from visiting ac. Refer to Fire Service Generic Guidance for H70 at [Annex O](#) and [Generic Guidance H70](#). In the event of a H70 incident from an adjoining industrial Unit CONPLAN 1 will be initiated.

8.29 **Air System Arresting Mechanisms.** (Rotary Hydraulic Arrestor Gear (RHAG) / Portable Hydraulic Arrestor Gear (PHAG) / Barriers) etc. Orders for the maintenance and monitoring of Air System Arresting Mechanisms are produced in accordance with extant Support Policy Statements (SPS) and [AP 600](#) and contained at [Annex QQ](#),

8.30 **Airfield Assurance.** The Airfield Assurance department, which includes the Ramp Safety team, provides the strategic oversight and management of airside infrastructures and systems and operate in accordance with Annex TT. They monitor and ensure safe, compliant airside activity including airfield driving standards. They maintain communications with airfield user organisations and administer the Airfield User Working Group and Ramp Safety Action Group to collaboratively review and manage airside hazards and issues.





## CHAPTER 9: SNOW & ICE OPERATIONS

9.1 **Snow and Ice Operations.** Orders for snow and ice operations at RAF Brize Norton, known locally as Operation BLACKTOP [CONPLAN4](#), are exercised and reviewed annually iaw [RA 3278 – Snow and Ice Operations](#). These are contained at [Annex RR](#),

9.2 **Ice Mushrooms.** During periods of cold weather, 'Ice Mushrooms' may form on the Rwy.



## CHAPTER 10: FORCE PROTECTION RESPONSIBILITIES

**10.1 Force Protection Responsibilities.** Due to the nature of the task and security classification of these orders they are not included in this document. Force Protection (FP) Orders contained at [Annex SS](#) has been included as a placeholder in accordance with the DAM template. Further details are available from RAF Police x 6668.

**10.2 National / Multinational Security Responsibilities.** RAF Brize Norton can host national or multinational forces.

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