

THE AERODROME MANUAL

ANDREWSFIELD AVIATION LTD

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SECTION 1 - GENERAL

1. Aerodrome Manual

- 1.1 The purpose of this manual is to secure the safe operation of the Aerodrome, and to achieve this aim, the manual contains:-
- a) Instructions from the Aerodrome Licensee to the Aerodrome staff.
 - b) Details of persons responsible for operational duties and their areas of responsibility.
 - c) A record of the physical characteristics of the Aerodrome, of any significant differences from the standard requirements contained in CAP168
 - d) The manual will be subject to a periodic review no more than 12 months between.
- 1.2 The manual also contains details of specific licensing requirements for an Aerodrome with code 1 runway and IER category fire service.
- 1.3 Whenever a change occurs to any of the Aerodrome facilities or procedures, a replacement page will be issued. On receipt of the new page, would recipients please note the amendment number and date incorporated on the record of amendments page, after replacing the appropriate page. Please destroy all obsolete pages to prevent them being used in error.
- 1.4 Recommended or mandatory procedures are enclosed in a box.
- 1.5 Copies of the manual are held at the locations listed at Appendix 'A'

2. Aerodrome Licence

- 2.1 The Aerodrome has an Ordinary Licence, which means that the conditions of the licence must be met during published hours of availability whenever a flight which is required to use a licensed aerodrome takes place. The AIP states that PPR is required at Andrewsfield this may be requested by online form/email/telephone or radio call.
- 2.2 Article 208 of the Air Navigation Order states that flights required to use a licensed aerodrome are those by:-
- a) Airplanes of which the maximum total weight authorised exceeds 2730kg and which are flying for the purpose of instruction in flying and
 - b) Airplanes of which the maximum total weight authorised does not exceed 2730kg engaged on either:-
 - 1. scheduled journeys for the purpose of the public transport of passengers; or
 - 11. flights for the purpose of the public transport of passengers beginning and ending at the same aerodrome;

OR

 - 111. flights for the purpose of instruction in flying;
 - 1V. flights for the purpose of the public transport of passengers at night.
- 2.3 Outside the notified hours, the aerodrome is not available to aircraft required to use a licensed aerodrome, which are those detailed in paragraph 2.2 above. The following types of flight are not required to use a licensed aerodrome:-
- a) Aircraft hire by club members (non-instructional).
 - b) Private flights by aircraft owners.
 - c) Daytime only charter/air taxi flights by aircraft of which the total weight authorised does not exceed 2730kg, and which do not begin and end at the same aerodrome.
- 2.4 The aerodrome licence is displayed in the clubhouse.
- 2.5 All references to the Air Navigation Order 2016 as amended.
- 2.6 Aerodrome Safeguarding. The local authority have been notified that we would need notification of any local planning requests that fall within a 5 nm radius of the airfield and which may affect the operations of the airfield and it's users.

SECTION 2 - TECHNICAL ADMINISTRATION - GENERAL

1. Aerodrome postal address and telephone numbers.

Andrewsfield Aerodrome
Stebbing
Great Dunmow
Essex
CM6 3TH

Telephone: 01371 856744
01371 856500

2. **Position and Elevation of Aerodrome**

- 2.1 Position N5153.67 E00027.05

- 2.2 Elevation is 286ft AOD. A higher elevation may be seen on older charts - those published when the aerodrome included higher ground to the north of the present boundary. There is a Met Station to the north of the runway with a lit mast N51 53.77 E000.27.027 at 34 ft AGL and an access road which runs parallel the complete length of the runway on the north side.

3. **Responsible Persons**

- 3.1 The Aerodrome Licensee is Andrewsfield Air Operations Ltd, who are the Bucknell family who own runway and parking area - Mrs. S. Harvey owns buildings and hangers.
- 3.2 Aerodrome operating staff are provided by Andrewsfield Aviation Ltd. The technical and operational procedures defined in sections 3 and 4 and IER duties are carried out by these staff, with the assistance of part time and volunteer staff when available.
- 3.3 The Aerodrome Licensee nominates day to day responsibility of the licence to the Directors of Andrewsfield Aviation Ltd . Michael Rowland and Carol Cooper.
- 3.4 The Airfield Manager (Michael Rowland) holds the authorisation by the CAA under Article 232 of the ANO and is responsible to the company for day to day operations. Carol Cooper (CFI) is responsible for the day to day operation of the Flight Instructors. In the absence of the Airfield Manager the senior operations staff on duty assumes responsibility. In the absence of the CFI the senior Instructor will assume responsibility.

4. SAFETY MANAGEMENT POLICY

GENERAL STATEMENT OF POLICY CONCERNING AIRCRAFT OPERATIONS

- 4.1.1 Andrewsfield Aviation Ltd will meet its responsibility for providing that the aerodrome is safe for use by aircraft so far as it is reasonably practicable by the following means. Under the direction of the Safety Committee who are:-
Airfield Manager – Michael Rowland
CFI – Carol Cooper
Grounds man – Steve Rolph
Quality Manager – Neil Boniface
- 4.2 Maintaining an appropriate safety management system and a structure to manage, supervise and action all aspects of aircraft operation which fall within the licensee's area of responsibility.
- 4.3 Ensuring the availability of sufficient staff who are experienced and / or trained and competent to meet the requirements at 4.2.
- 4.4 Ensuring that the equipment and facilities provided are adequate to ensure that the aerodrome is safe for use by aircraft.
- 4.5 Liaise closely with the CAA on all matters of development and aerodrome safety.
- 4.6 Ensuring that Andrewsfield meets at least the minimum standards set out in CAP168 requirements and where appropriate identify and adopt standards appropriate to the intensity and type of operations conducted at Andrewsfield.
- 4.7 Whilst other companies and/or contractors, who may from time to time operate on the airfield, and who have their own specific responsibilities for safety Andrewsfield Aviation Ltd as operators of Andrewsfield Airfield has the responsibility to ensure safety on the premises is maintained at all times.
- 4.8 All Pilots and aircraft owners based at Andrewsfield must hold current membership and landing cards or pay the monthly membership or per landing. They must abide by the terms laid down in this Manual and the Operations Manual and sign the Operation Manual yearly. If membership is not current then insurance may be invalid.

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5. GENERAL STATEMENT OF SAFETY POLICY TO EMPLOYEES

- 5.1 Andrewsfield Aviation Ltd recognises and accepts its responsibility to provide as far as is reasonably practicable a safe working environment for all its employees and to ensure their safety whilst on Andrewsfield premises.
- 5.2 The company will meet the responsibility so far as it is reasonably practicable by the provision and maintenance of the following:-
- a. Safe plant, equipment and systems of work.
 - b. Safe arrangements for the use, handling, storage and transport of articles and substances.
 - c. Sufficient information, instruction, training and supervision to enable all employees to contribute positively to safety and health at work.
 - d. A safe place of work and safe access to and from it.
 - e. A healthy working environment.
 - f. Effective arrangements for joint consultation on safety matters.

The above shall be regularly monitored and reviewed where necessary.

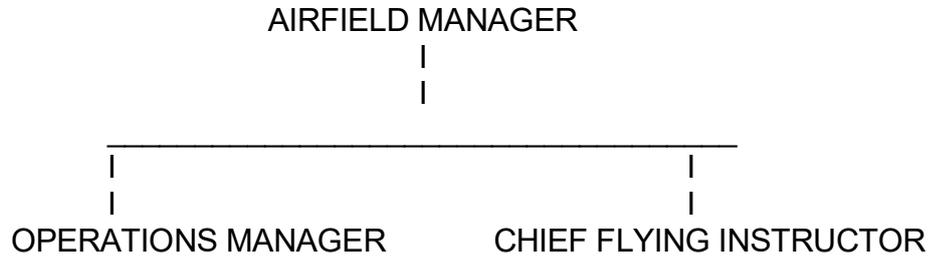
- 5.3 The ultimate responsibility for safety at work in Andrewsfield Aviation Ltd rests with the Directors, Michael Rowland and Carol Cooper. All employees must play their part and shall conform to the policy and accept their responsibilities at all times. Day to day responsibility must rest with the Airfield Manager, Operations Manager, Chief Flying Instructor and Duty Operation Staff.
- 5.4 It is the primary responsibility of the Airfield Manager and Directors of Andrewsfield Aviation Ltd to ensure safe conditions of work.
- 5.5 All employees with specific responsibilities for safety management must ensure that these responsibilities are adequately delegated in their absence.
- 5.6 Particular attention shall be paid to the following:-
- a. Cleanliness and tidiness at work.
 - b. Codes of safe working practices, including manufacturer's recommendations.
 - c. Hazard identification and correction as necessary.

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6. GENERAL STATEMENT OF SAFETY POLICY FOR THE GENERAL PUBLIC

- 6.1 Andrewsfield Aviation Ltd policy is to ensure so far as is reasonably practicable the safety of all users of the Airfield including contractors and their staff, visitors and the general public whilst on the Andrewsfield premises.
- 6.2 Andrewsfield Aviation will meet this responsibility so far as it is reasonably practicable by the following means :-
- a. The provision of an information service so that visitors are not inadvertently subjected to safety hazards.
 - b. The maintenance of public areas in a safe condition.
 - c. Inform airfield users and their staff of the need to comply with the management safety policies.
 - d. Ensure that Public Liability insurance cover is maintained.
 - e. Inform contractors when engaged in construction or development projects that they and their staff have a duty not to endanger the general public or themselves.
- 6.3 Andrewsfield Aviation will ensure that all officers and staff are informed of their responsibilities in respect of the safety of persons other than staff who use the Airfield.
- 6.4 **MEMBERSHIP**
All pilots operating aircraft from Andrewsfield Must hold current membership or any insurances claim against the company will be invalid

7. **SAFETY ACCOUNTABILITIES OF OFFICER IN CHARGE AND OTHER SENIOR AIRFIELD STAFF.**



7.1 AIRFIELD MANAGER/SAFETY MANAGER

Michael Rowland
8 Woolpits Road,
Saling,
Braintree,
Essex.
CM7
Telephone 01371 850955

OPREATIONS MANAGER

Mr Mike Hemes

Telephone 07884 141415

CHIEF FLYING INSTRUCTOR/ACCOUNTABLE MANAGER

Miss Carol Cooper
8 Woolpits Road,
Saling,
Braintree,
Essex.
CM7
Telephone 01371 850955

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8. PERSON WITH OVERALL RESPONSIBILITY FOR SAFETY (Airfield Manager)

8.1 The Airfield Manager is responsible for safety for the safe management of the operational services and systems planned, provided and operated by Andrewsfield Aviation Ltd.

8.2 Safety Accountabilities.

- a. To ensure the airfields business plan is sufficiently resourced to enable the success of the safety policy.
- b. To take a leadership role in the airfields safeties programme and ensure that safety does not become subordinate to financial matters.
- c. To appoint competent and safety conscious managers to ensure that safety is given a high priority.
- d. To ensure that best practice rules and procedures are agreed and implemented
- e. To ensure that full consideration is given to safety requirements during changes in business or operational procedures.
- f. To set high level safety target and objectives and monitor achievements.

9. SENIOR STAFF RESPONSIBILITY (Operations Manager)

The Operations Manager reporting to the Airfield Manager on safety issues is responsible for maintaining a safe and efficient operating environment on the Airfield. This is achieved through effective management of operations and close liaison with the Airfield manager and the Chief Flying Instructor.

Safety Accountabilities

- a. To manage staff and resources to ensure compliance with and maintenance of safety standards and practices in accordance with the requirements of the Aerodrome Licence, CAP168 and guidance contained in CAP642.
- b. To ensure safe movement of aircraft by liaising with the Airfield Manager, Chief Flying Instructor, the parent ATSU, AAIB, the Meteorological Office and the Emergency Services, especially when affected by adverse weather conditions, incidents, emergencies or any other disruptions.
- c. To co-ordinate, supervise and organise resources during emergency incidents, aircraft salvage operations, adverse weather conditions, equipment unserviceability etc.
- d. To control aircraft movements by day and night, the movement area works programme, airfield obstruction safeguarding in accordance with statutory regulation and company policy.
- e. To prepare and disseminate operational information through the appropriate agencies.

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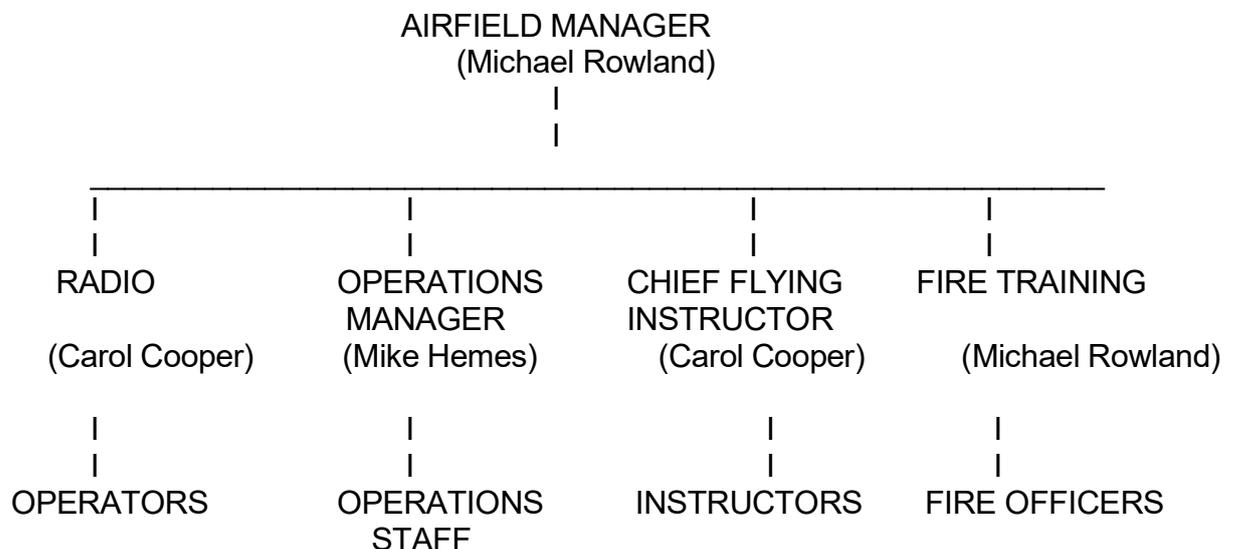
9. SENIOR STAFF RESPONSIBILITY (Chief Flying Instructor)

The Chief Flying Instructor reporting to the Airfield Manager on safety issues is responsible for maintaining a safe and efficient operating environment on the Airfield. This is achieved through effective management of operations and close liaison with the Airfield manager and the Operations Manager.

Safety Accountabilities

- a. To manage staff and resources to ensure compliance with and maintenance of safety standards and practices in accordance with the requirements of the Aerodrome Licence, CAP168 and guidance contained in CAP642.
- b. To ensure safe movement of aircraft by liaising with the Airfield Manager, Operations Manager and ensuring that the procedures and practises listed in the Flying Order Book adopt safety as a primary issue.
- c. To co-ordinate, supervise and organise resources during emergency incidents, aircraft salvage operations, adverse weather conditions, equipment unserviceability's etc.
- d. To control aircraft movements by day and night, the movement area works programme, airfield obstruction safeguarding in accordance with statutory regulation and company policy.
- e. To prepare and disseminate operational information through the appropriate agencies.

10. ORGANISATIONAL STRUCTURE



SECTION 3 - TECHNICAL ADMINISTRATION - PROCEDURES

1. Aeronautical Information

1.1 The following documents will be provided in the clubhouse for inspection by pilots:-

- a) The Aerodrome Licence
- b) AIP(online)
- c) Supplements to AIP Bulletins (I & II) -Online
- d) Royal Flight NOTAMS
- e) Aeronautical Information Circulars- Online
- f) Map of UK Danger Areas
- g) Topographical Charts of the local area
- h) Current Weather Area Forecast
- i) Air Navigation Order-Online

1.2 An information board is also displayed in the clubhouse, giving the current information as follows:-

- a) Runway in use
- b) Special remarks/warnings

1.3 Local area forecast and Meteorological Warnings are received by email from the Meteorological Office, Stansted airport

Met warnings received are:-

- a) Strong Wind
- b) Gale
- c) Thunderstorm
- d) Fog
- e) Snow
- f) Windsheer

1.4 Pilots wishing to obtain further Met information, ie. TAFs, Route Forecast, etc. may telephone the Met Office at Exeter on 01392 885680

1.5 Pilots wishing to consult Air Traffic Control, Stansted, may telephone them at Swanwick on 01489 612420, from the clubhouse.

2. Information on Aerodrome Operational State

- 2.1 When sufficient advance warning is available regarding deficiencies, changes or additions to the operational facilities available, the licensee will inform:-

Department of Aerodrome Standards (AS2)
Civil Aviation Authority
South Area
Gatwick Airport
West Sussex
RH6 OYR

Telephone: 01293 573246 so that a NOTAM may be promulgated.

- 2.2 If a deficiency or change occurs which is likely to affect aircraft safety or convenience, and there is insufficient time for a NOTAM to be promulgated, the senior person on duty will initiate a NOTAM.
- 2.3 Details of the Aerodrome operational state will be passed to inbound aircraft by R/T when the radio is manned.
- 2.4 If the runway becomes unfit for use, a yellow cross will be placed over the red square in the Signals Area, indicating that the runway is closed, and the Air Traffic Control at Stansted will be informed.

3. Initiating NOTAMS

- 3.1 NOTAMS will be initiated by the senior person on duty, who will instigate the NOTAM via ais portal.
- 3.2 Advice on the wording of NOTAMS to be obtained from AIS).
Telephone: 01489 612488 Fax: 01489 612490
- 3.3 The following procedure should be followed:-
- a) NOTAM ANDREWSFIELD
..... (Details)
 - b) When the AIS have promulgated the NOTAM, they will send a copy by fax to 01371 856500, or via the AFPEX system.

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4. **Recording of Aircraft movement**

- 4.1 A record of aircraft movements is required by the calculation of charges associated with the aerodrome licence and also to meet the requirements of H.M Customs.
- 4.2 Details of movements of aircraft operated by the Andrewsfield Aviation Ltd are kept in the clubhouse.
- 4.3 A visiting aircraft book is also kept in the clubhouse for pilots of all other aircrafts to record their bookings in and bookings out details.
- 4.4 The records of aircraft movements are kept in a safe place and are available for inspection by any authorised person.

5. **Control of work**

- 5.1 Any work within the aerodrome boundary may only be carried out with the approval of the Aerodrome Manager. Account must also be taken of the work within the AGA protected areas outside the boundary (detailed in section 5, paragraph 4.1) and the appropriate action taken.
- 5.2 Steps must be taken to:-
 - a) Ensure that aircraft are safely separated from the work.
 - b) Ensure that the effected area is well marked.
 - c) Take the NOTAM action if required.
- 5.3 Agricultural activity may take place adjacent to the aerodrome boundary without prior notice, and pilots must be warned when this takes place. Whenever possible, the Licensee should find out when such work is due to take place and to ask the Farmer not to stack bales close to the strip, or leave the equipment near the runway.
- 5.4 When work has to take place close to operational areas within the aerodrome boundary, the Aerodrome staff will warn the workmen of the danger from aircraft and will arrange a method of signalling to them when it is necessary for them to clear the area.
- 5.5 Any holes or obstructions must be well marked. The CAA should be consulted when these come within the safeguarded areas (see section 5).

6. Control of access for Vehicles

- 6.1 Only one access is available to the general public, and consists of a road running parallel to the runway, within the strip.
- 6.2 Vehicles are normally parked within the Aerodrome car park, which is situated next to the clubhouse and well clear of the strip.
- 6.3 When it is necessary for the vehicles to park within the aircraft parking area, the Aerodrome staff will ensure they park as far away from the edge of the strip as possible.
- 6.4 When additional car parking space is required, this is available at rear of clubhouse. The normal Aerodrome entrance will continue to be used in this case.
- 6.5 A notice is displayed at the Aerodrome entrance, bearing the words 'WARNING - ACTIVE RUNWAY - STOP - LOOK BEFORE PROCEEDING'. GIVE WAY TO AIRCRAFT.

7. Aircraft Parking

- 7.1 The Aerodrome staff will ensure that parked aircraft are positioned as far as possible from the edge of the strip. The requirement for aircraft to be parked well clear from the runway is included in the pilots Order Book.
- 7.2 During conditions of moderate or strong wind, the senior person on duty will ensure that aircraft are lashed down at tie-down points provided. The tie-down points consist of metal hoops embedded in concrete with strong nylon ropes and are located within the Aircraft Parking Areas as shown on the plan at Appendix 'B'.
- 7.3 When runway 09 is in use taxiing aircraft must hold north of the road access, on the grass strip provided, whilst aircraft take off and land.

8. Taxiing Procedures.

- 8.1 Taxiing is to take place along taxiways, delineated by reflective blue markers, to the north of the access road. Yellow/ black information signs show the directions. Taxiing is not permitted along the grass area adjacent to the runways.
- 8.2 Holding Points 09 and 27 are both to the north of the access road and are marked by red/white signs.
- 8.3 After landing on runway 27 aircraft must vacate to the right. After landing on runway 09 aircraft must vacate to the left.
- 8.4 Right hand circuits are always in force. Left hand turn outs after departure are not permitted because of local noise abatement procedures. The circuit patterns are shown in appendix "R"

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9. **Andrewsfield Operations Manual**

- 9.1 The Operations Manual is kept in the Clubhouse and online and gives details of procedures and restrictions to the operation of aircraft at Andrewsfield, and details of current legislation.
- 9.2 The Operations Manual is amended whenever a change or addition is brought into effect. All pilots of aircraft based at Andrewsfield and all Andrewsfield Aviation Ltd pilots are instructed to check the book at each visit to the Aerodrome and sign for having read each amendment.
- 9.3 The Operations manual is amended from time to time by the chief Flying Instructor (Miss C. Cooper)

SECTION 4 - OPERATIONAL PROCEDURES

1. Daily Inspection

1.1 The senior person on duty will ensure that the following actions are carried out each day:-

Before flying commences

- a) Inspect and test drive the fire appliance.
- b) Inspect the runway and manoeuvring area.
- c) Inspect runway for bird activity
- d) Test the crash alarm.
- e) Display the correct signals in the signals area.
- f) Display the appropriate Aerodrome information in the clubhouse.
- g) Obtain the Local Area Weather Forecast and display in the clubhouse.
- h) Carry out fuel checks and sampling before fuel is dispensed, as detailed in section 4, paragraph 11, of this manual.
- i) Update AIS information.
- j) Fill out daily log

Before night flying commences

- a) Inspect the runway and manoeuvring area.
- b) Inspect and test runway lights.

1.2 At the end of each day, the senior person on duty will ensure that signals displayed in the Signals Area are covered or turned over.

2. Runway and Aerodrome Inspections

2.1 The runway will be inspected each day before the Aerodrome is opened, to check for the following hazards:-

- a) Obstructions close to the strip or take off/climb/approach areas - check the safeguarded surfaces shown at Appendix 'D'.
- b) Ruts in the surfaces likely to cause damage to an aircraft.
- c) Loose stones which may be picked up by aircraft propellers (only the larger stones need to be removed).

d) Areas of soft surface which could cause an aircraft to slew on take off or landing. If the surface is fairly muddy, it will be better to keep the inspecting vehicle on the hard access road, stopping to assess the runway surface on foot every 500 feet.

e) Snow, ice, slush or standing water, all of which may retard an aircraft taking off, or causing a landing aircraft to skid.

f) Discolouration or obscuring, by long grass/weeds, of runway markings.

g) Bird Scaring is carried out by the IER vehicle. Activity is monitored observation are made from the Ops office. Extra checks are made when crosswinds are present, those trained to carry out this duty are named in annex .

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- h) The Ops office is equipped with 360 deg CCTV and is used to monitor wildlife activity. If any wildlife activity is reported or seen all pilots are notified by radio and the fire truck is used to disperse or monitor the hazard and report direct to pilots.
- 2.2 The importance of the daily runway inspection cannot be over emphasised, as early recognition of a hazard may make it possible to prevent an accident. The inspection can usually be combined with the test run of the fire appliance.
- 2.3 During periods of heavy or continuous precipitation, the runway surface should be inspected at frequent intervals throughout the day to assess whether it should be closed.
- 2.4 Other parts of the movement area which appear unsuitable for use by aircraft will be marked by red cones provided that the safety of aircraft is not affected.
- 2.5 Monitoring of 3rd Parties operating on the aerodrome. There is only one 3rd party, an aircraft maintenance organisation, MK Aero Support, who are obligated to operate by the standards laid down in the terms of the aerodrome licence.

3. **When to close the Runway**

- 3.1 It is the responsibility of the senior person on duty to close the runway in any of the following circumstances:-
 - a) When the surface becomes unfit to use.
 - b) In the event of water logging.
 - c) When the obstructions which cannot be readily moved penetrate the safeguarded surfaces.
 - d) When the snow accumulates to a depth sufficient to significantly retard take off or obscure runway markings.
 - e) When repairs are being carried out on or adjacent to the runway, unless all men and equipment can be removed for each take off/landing and no holes or heaps of earth/equipment are left.
 - f) Runway blocked by an aircraft which cannot be moved.

4. **Method of closing the Runway**

- 4.1 When the decision is made to close the runway, the senior person on duty will ensure that the following actions are carried out:-
 - a) Display the yellow cross in the Signal Area and remove the 'landing T'.
 - b) Display a 'RUNWAY CLOSED' notice in the clubhouse.
 - c) Advise inbound aircraft by R/T (when manned).
 - d) Inform Essex radar
 - e) Promulgate a NOTAM
 - f) Inform the Licensee.

5. Poor Weather Conditions

5.1 The runway will not be closed for reasons of poor visibility or low cloud base alone. The decision to take off or land rests with the pilot in these cases. The only occasion when the runway will be closed as a result of weather conditions is when the surface of the runway has been seriously affected by such weather, or it is assessed that further use of the runway will damage the surface.

5.1.1 Snow Plan

Flight Operations: if the runway is snow covered the CFI will inspect for firmness and state and will, if deemed fit, commence a test aborted take-off run before it's deemed suitable for an airborne take off and full stop landing. Only the CFI can proclaim the runway fit for use.

IER Operations: The fire truck is to be kept on a snow clear area for access in an emergency.

Public Access: The entrances to the main building are to be kept clear and ice-free and the noticeboard signs to advise of slippery conditions.

6. Emergency landings

6.1 No aircraft will be refused permission to land in an emergency, regardless of the condition of the Aerodrome.

7. Continuing to use the runway

7.1 If the senior person on duty decides after the runway inspection, that a hazard exists, but that the runway remains open, he should ensure that the following actions are carried out:-

- a) Display a notice in the clubhouse giving details and location of the hazard.
- b) Advise aircraft by R/T (when manned)
- c) Inform Essex Radar, requesting them to pass the relevant information to aircraft inbound to Andrewsfield.
- d) Promulgate a NOTAM
- e) Inform the Licensee.

8. Mandatory Occurrence Reporting (MOR)

8.1 The Air Navigation Order requires the licensee or manager of an aerodrome to send a mandatory occurrence report to the C.A.A. on form SRG 1604, whenever a reportable occurrence occurs on the aerodrome, unless it is known that another person (ie pilot or operator) will make the report.

8.2 Reportable occurrence means:-

a) Any incident relating to an aircraft or defect/malfunctioning of an aircraft which would cause danger to the aircraft, its occupants or any other person, if it were not corrected.

b) Any defect or malfunctioning of any facility on the ground at the aerodrome which would cause danger to an aircraft or its occupants if it were not corrected.

NOTE It is important to realise that an accident or incident does not have to occur before MOR action is required. A defect which could have caused danger requires MOR action.

8.3 The senior person on duty is responsible for ensuring that MOR action is taken, either by aerodrome staff, or the pilot or operator of any aircraft concerned.

8.4 An example of a completed MOR form is shown at Appendix 'E'.

8.5 When an aircraft accident occurs, and the procedure outlined in paragraph 9.2 is followed there is no need to submit a Mandatory Occurrence Report.

9. Reporting of Accidents

9.1 The following notification procedure (paragraph 9.2) should be followed when an accident has occurred to an aircraft between the time anyone boards the aircraft with the intention of flight and such time as everyone has disembarked if:-

- a) Any person suffers death or serious injury, or
- b) The aircraft receives substantial damage.

9.2 The senior person on duty will telephone the Accident Investigation Branch of the Department of Transport 01252 512299 and pass as much of the following information as is available:-

- a) Aircraft type, model, nationality and registration.
- b) Name of owner and operator.
- c) Name of commander.
- d) Date and time (GMT) of accident.
- e) Last point of departure and next point of intended landing of the aircraft.
- f) Location of accident.
- g) Number of persons on board the aircraft at the time of the accident. Number of persons on the aircraft killed or seriously injured elsewhere than on the aircraft.
- h) Nature of the accident and brief description of damage to the aircraft.

9.3 The wreckage of the aircraft must not be removed or interfered with unless specific permission is given by the Department of Transport, except for the following purposes:-

- a) The extrication of persons, animals, or mail.
- b) To prevent further destruction by fire or other danger.
- c) To remove an obstruction to the public, to air navigation or to other transport.

If no immediate danger to persons, animals or mail exists, and specific permission is given by the AIB to move the wreckage, measurements, sketches and photographs of the incident and the surrounding areas would be made, with as much detail as possible prior to moving the wreckage, to assist in any subsequent investigation. (if a tape is not readily available for distance measurement, distances may be paced out, each pace representing approximately one yard).

9.4 Only authorised persons and Aerodrome staff should be allowed near the wreckage, ie. police officers, officers of HM Customs and Excise and officials of the Department of Transport.

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- 9.5 The procedures outlined in this paragraph comply with the Civil Aviation (Investigation of Accidents) Regulations 1983 and The Air Navigation (Investigation of Combined Military and Civil Air Accidents) Regulations 1986.
- 9.6 Although it is the duty of the aircraft commander (if able) or the operator to make such notification, it is usually more convenient for the aerodrome operator to perform this task and will therefore be the responsibility of the senior person on duty.
- 9.7 Insurance claims if a Student is involved in an accident that involves an insurance claim then AAL will pay the excess premium due. If a pilot who has hired an aircraft is involved in an insurance claim then they as PIC must pay the access premium due.

10. **Notification of Bird Strikes**

- 10.1 Whenever it becomes apparent that an aircraft has collided with birds, the senior person on duty should ensure that either he or the commander of the aircraft completes Safety Report form Part A (Copy included at Appendix 'F').ref CAP382
- 10.2 The form can be found in the Hazard Log of this manual located in the clubhouse.
- 10.3 The risk of bird strike at Andrewsfield is assessed as slight.

11. **Fuel Management and Quality Control - AVGAS 100LL**

- 11.1 Each day before any fuel is dispensed, but not whilst heavy rainfall ; a 2 litre sample will be taken from each delivery nozzle, into a suitable clean glass container. It is to be examined for discolouration, sediment and tested for water content by means of water detecting paste. When satisfied as to the condition of the fuel, the sample taken is to be stored in a sealed, clean container (ie one litre can) labelled with the day/date and retained for seven days. The result of the check is to be recorded in the record book, kept for the purpose, in the clubhouse office safe. At the end of the seven day period the fuel will be disposed of, but not put directly into aircraft fuel tanks.
- 11.2 A sample of fuel may be put into a glass jar for inspection prior to purchase by a customer if requested - this sample will be paid for by the customer and will be put into his aircraft tanks if instructed.
- 11.3 Each week or at more frequent intervals as required (ie after heavy rainstorms or snow falls, etc) the fuel storage tank will be dipped with a diprod, with the end coated with water finding paste, to check the level of water contaminated fuel in the storage tank.

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- 11.4 When any water is found to contaminate the fuel supply the affected fuel will be pumped out of the storage tank and the water will be extracted.
- 11.5 The following records will be maintained at the aerodrome for a minimum of 12 months:-
- a) Record of daily sample taken
 - b) Record of weekly water check
 - c) Total fuel in tank (check against record of fuel issued)
 - d) Date, grade and amount of deliveries.
 - e) Details of extraction from the tank of water contaminated fuel.
 - f) Date of inspection by Weights and Measures Department and results.
 - g) Unserviceability to the tank, hoses and pump and remedial action taken.
- 11.5a Electrical continuity tests to be carried out as required and recorded.
- 11.6 The storage tank is clearly marked with the grade of fuel stored. ' No Smoking ' signs are displayed around the fuel installation. Because of the volatile nature of AVGAS, the aerodrome staff will enforce the 'No smoking' rule strictly.
- 11.7 A copy of Risk Assessment is retained in the clubhouse and are available for all staff to refer to.
- 11.8 The following persons are authorised to accept bulk deliveries of fuel:-

Carol Cooper
Steve Rolph
Mike Hemes
Lyndsey Nicols Westwood
Michael Rowland
Tad Dipple
Peter Watkinson
Mike Yeulett

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- 11.9 When a bulk delivery of fuel is to be put into the storage tank, the following procedure will be adopted:-
- a) The storage tank will be dipped and a note made of the total contents and what depth at the bottom of the tank is water contaminated (water finding paste will be used).
 - b) The delivery vehicle seals will be checked and the compartment labels checked to ensure 100LL AVGAS has been loaded into the 100LL tank.
 - c) After the delivery vehicle has stood for sufficient time for the fuel to settle, (10 mins) a sample will be drained from each compartment into clean glass jars for inspection and kept until the next delivery.
 - i. The colour of AVGAS 100LL is BLUE. Check also the smell.
 - ii. No water or obvious impurities should be present.
 - iii. Check that earth bonding strap is connected to vehicle.
 - d) The vehicle driver will dip each compartment of the delivery vehicle and show the recipient the level of fuel indicated in each compartment.
 - e) After the delivery vehicle has discharged all of its load, the driver will show the recipient that the vehicle dipsticks are dry when he dips each compartment.
 - f) The recipient will then dip the storage tank and note the new total contents.
 - g) Throughout the delivery, the aerodrome employee receiving the fuel will be responsible for:-
 - i. Ensuring there is no smoking anywhere near the fuel tank or vent pipe.
 - ii. Ensuring the fire appliance is close at hand.
 - iii. Ensuring nothing obstructs the exit path of the delivery vehicle.
 - h) After the fuel in the storage tank has settled (allow 30 minutes per foot depth of fuel) dip the tank again for water, and if the result of the water paste check is satisfactory, fuel may be dispensed.
- 11.10 The procedures outlined in paragraph 11.9 comply with Article 220 Aviation Fuel at Aerodromes

12. **Signals Area**

12.1 The Signal Square has been removed as not required.

13. **Windsock**

13.1 The windsock is located on the north side of the runway, west of the signals area and can be lit at night.

14. **Runway Markings**

14.1 Runway edge, heading and threshold markings are made of chalk.

14.2 Whenever the daily inspection reveals that any of the markings are becoming obscured by weeds, grass or discolouration, the aerodrome manager or senior person should be informed so that remedial action can be taken.

15. **Soft Ground**

15.1 Soft ground within the movement area will be marked by red cones provided that the safety of aircraft is not affected.

16. **Surrounding Airspace - Letter of Agreement**

16.1 Because of the proximity of Andrewsfield Aerodrome to the Stansted Control Zone and the initial issue of the Aerodrome Licence was subject to agreement on procedures by both parties. As a result of a meeting held in November 1975, between representatives of the two aerodrome, a Letter of Agreement (which is subject to review annually) was produced, and became effective on 1 January 1976 (Reproduced in full at Appendix 'G')

16.2 The Letter of Agreement contains the following:-

Purpose

To define specific procedures and flight pattern for Andrewsfield aircraft that will permit the safe movement of aircraft under the control of Stansted ATC while at the same time allowing Andrewsfield to operate independently within the limits specified in this agreement.

Responsibilities

The chief Officer at Stansted and Aerodrome Management at Andrewsfield will be responsible for ensuring that controllers at Stansted and pilots operating at Andrewsfield are made aware of and comply with procedures and flight patterns specified in the agreement.

Review

This document is subject to review annually as one of the conditions for the renewal of the Andrewsfield Licence to Operate.

16.3 The senior person on duty at Andrewsfield is responsible for ensuring that paragraphs 1.1 to 1.22 of the Letter of Agreement are adhered to.

17. **Special Procedures for pilots**

17.1 The following instructions to pilots are promulgated in the Aerodrome Directory of the AGA Section of the UK Air Pilot:-

- a) PPR to all traffic
- b) Circuit height 700 feet (Aerodrome QFE).
- c) Runway 09 right hand circuit. Runway 27 right hand circuit, but may be varied subject to Stansted Approach

17.2 In the event of inbound pilots telephoning the aerodrome for aerodrome details or outbound pilots requesting aerodrome details, they should be made aware of the above information in order to comply with the Stansted-Andrewsfield Letter of Agreement outlined in paragraph 16.2

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18. **Communications**

- 18.1 The Andrewsfield frequency is 130.555 MHz.
- 18.2 Although the radio is not manned continuously, pilots are urged to give routine position reports on the above frequency when joining or remaining in the circuit.
- 18.3 When the radio is manned he/she will use the call sign "Andrewsfield Radio" when a Radio service is operated.
- 18.4 Persons authorised to use the ground radio as Andrewsfield Radio are:- C. Cooper, Michael Rowland, N. Boniface, , Lynsey W Nichols, , Tad Dipple, Bob Gardner, Steve Rolph. Mike Yeulett, Mike Hemes

19. **Selection of Runway Direction**

- 19.1 When the senior person on duty decides that the direction of take off and landing should be changed they will:-
 - a) Ensure that aircraft are notified by R/T.
 - b) Ensure that the signals area is changed accordingly.
 - c) Ensure that the information is displayed in the clubhouse.

20. **Control of Vehicle/Crash Alarms**

- 20.1 The person operating the radio will also operate the crash alarm.

21. **Initiation of an Emergency**

- 20.1 In the event of an aircraft accident, or upon receipt of information that an aircraft is in danger, the first person having knowledge of the situation must immediately initiate an emergency, carrying out the procedures laid down in the Emergency Orders (reproduced at Appendix 'J').

22. **Aerodrome Lighting and Night Flying.**

- 22.1 The aerodrome is available for use at night. Aircraft required to use a licensed aerodrome runway must use runway 27. Unlicensed training may be carried out using runway 09 but only with consent of the instructor. No solo night students on 09 is permitted .refer AIP.
- 22.2 A permission to display aeronautical lights has been granted by the CAA.
- 22.3 Orders detailing the use of the aerodrome at night are contained in the Operations Manual.

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- 22.4 The aerodrome lighting consists of full length lighting giving a 36 metre wide night runway with electric white edge lights. Runway 27 is licensed for night use. Runway 09 is not available for licensed use. Runway 09 has a displaced threshold. The aerodrome has a GREEN ident beacon flashing Morse AF.
- 22.4a Routine flight checks of the airfield lighting to be carried out on a regular basis and the results recorded
- 22.5 Grass cutting will take place, within the runway strip, on Mondays and when the aerodrome movements are small in number. The tractor will display an orange flashing light and headlights whilst in motion on the airfield. The driver, who will monitor the frequency using a hand held receiver, is to vacate the runway strip whilst aircraft take off and land. Permission to cut grass on the manoeuvring area or runway must be obtained before commencement of work from the aerodrome management.

SECTION 5 - AERODROME CHARACTERISTICS

1. Aerodrome Layout

- 1.1 A copy of a plan of the Aerodrome appears at Appendix 'D' to this manual. The plan depicts the following:-
- a) Position of runway and markings.
 - b) Position of Aerodrome reference point (ARP).
 - c) Runway holding points.
 - d) Access road, and car park.
 - e) Buildings within the boundary, including control tower.
 - f) Signals Area.
 - g) Windsock.
 - h) Other information as requested.

2. Aerodrome Reference Point (ARP)

- 2.1 The position of the ARP is N5153067 E00027.05
- 2.2 Positions of other points on or near the Aerodrome may be given by stating the direction and distance from the ARP, where other means are not convenient.

3. Protection of AGA Surfaces

- 3.1 The Aerodrome Manager and Aerodrome staff will endeavour to ensure that the AGA surfaces under the Aerodrome control remain clear of all permanent and semi-permanent obstructions.
- 3.2 When a permanent or semi-permanent obstruction, ie. building or structure, is erected outside of the Aerodrome boundary, the Aerodrome Manager or senior person on duty will immediately inform the CAA's Directorate of Aerodrome Standards. (In the event of being unable to contact the Directorate, the Licensee or senior person on duty will decide whether or not the runway may remain open).

4. Protected Slopes

4.1 As a guide to Aerodrome staff, the protected areas applicable to a runway suitable for ARFL Code 1 aircraft are summarised below:-

a) Strip

The strip is a rectangular area enclosing the runway, the purpose of which is to provide a cleared area for aircraft inadvertently running off of the runway, overshooting, or drifting after take off. No fixed obstructions (including parked aircraft) are allowed within the strip. The strip for a Code 1 runway extends 30 metres beyond each end of the runway, and 21 metres each side of the runway edge. See paragraph 4.3 below.

b) Take off Climb/Approach Surfaces

These surfaces start at the ends of the strip and extend away from the runway, along the extended centre line, for a distance of 1600 metres, diverging by 10% each side of the extended centre line. The gradient of slope for the approach surface is 1:20. Nothing must penetrate these surfaces.

When an obstacle does penetrate either surface, and it cannot readily be removed, it may be possible to continue using a reduced length of runway and the CAA's advice will be sought on this, since it will involve recalculation of the declared distances and marking the displaced threshold in accordance with CAP 168. The revised distances will need to be promulgated by NOTAM.

c) Transitional Surface

This surface is a plane starting at ground level along the edges of the strip and increasing in height with increasing distance away from the strip edge until it reaches a height of 45 metres (150). The angle of the slope of the transitional surface is 1:5 (20%). All buildings, structures and parked aircraft must remain below this slope.

Example: An aircraft with a maximum height of 2 metres must be parked at least - strip width (21M) + 5 x 2 = 31m from the runway edge.

d) Inner Horizontal Surface

The inner horizontal surface is a horizontal plane 45 metres (150 feet) above the lowest runway threshold elevation, and extends to 2000 metres radius of the mid point of the runway. Its purpose is to provide for safe visual manoeuvring of aircraft above the Aerodrome. Should the erection of any high structure, ie. Aerial mast, within the vicinity of the Aerodrome, become known, the CAA should be consulted immediately.

4.2 The surface described above for an ARFL code 1 runway are shown diagrammatically at paragraph 5.

4.1.2 When an obstruction penetrates the strip (sub paragraph 'C') the runway must be closed to aircraft required to use a licensed aerodrome until either the obstruction is removed, or advice is obtained from the CAA.

5. Declared Distances

5.1 The take off run, emergency distance, take off distance and landing distance available for each runway direction are promulgated in the AGA section of the UK pilot and are give below in paragraph 5.4. A summary of the meaning of each of these is given below:-

a) Take off run available (TORA) : the length of runway available for the ground run of an aircraft.

b) Emergency distance available (EDA) : the length of runway available for an aircraft to commence its ground run and come to a halt after abandoning the take off.

c) Take off distance available (TODA) : the distance from the start of take off to the first significant obstacle.

d) Landing distance available (LDA) : the length of runway available for the ground run of a landing aircraft.

5.2 When any of the published distances are available only at reduced length, the appropriate distances will be promulgated by NOTAM, and inbound aircraft will be advised by R/T.

SECTION 6 – INITIAL EMERGENCY RESPONDER. (IER)

1. Responsibilities

- 1.1 The Aerodrome licensee is responsible for provision of IER, and delegates the responsibility for ensuring a satisfactory standard of training and equipment state to the Aerodrome Fire Officer.
- 1.2 The persons holding the positions in paragraph 1.1 above are listed in section 2, paragraph 10
- 1.3 The Aerodrome licensee shall ensure that participating personnel are medically fit to carry out the arduous nature of activities likely to be undertaken.

2. Requirements for IER Coverage

- 2.1 IER coverage is required for the conduct of flights for flying instruction.
- 2.2 When the IER coverage required by CAP 168 is not available, the type of flight mentioned above may not take place. However, non-instructional private flights, ie aircraft hire, may continue to take place.

3. IER Special Category System

- 3.1 In the UK, the Fire Service Category determine the maximum length of aircraft allowed to use the Aerodrome for the purpose outlined in paragraph 2.1.
- 3.2 The Fire Service Category of Andrewsfield is Special Category (as per CAP 168) and allows for aircraft less than 9 metres (30 feet) in length to use the Aerodrome on a regular basis for the conduct of flying instruction.

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4. Requirements for Special Category IER (as defined in APPENDIX A NOTAL 4/2008)

4.1 The appliance must carry at least the following amounts of extinguishing media:-

- a) 90 litres FFFP 6% pre-mix.
- b) 18kg dry powder or 36kg CO2.

4.1a The Andrewsfield appliance is a PERREN FFFP 50 system carrying:-

- a) 125 litres FFFP 6% pre-mix.
- b) 33kg dry powder.
- c) 4kg CO2.

4.1b The Andrewsfield Perren FFFP 50 system is capable of a media discharge rate of up to 350 litres/minute and at this rate the media would be discharged in approximately 40 seconds. Judicial use of the branch valve will increase the media discharge time greatly.

4.2 The Andrewsfield appliance also carries the following rescue equipment:-

- a) Rescue axe.
- b) Bolt cropper.
- c) Crowbar - 3 feet 6 inches.
- d) Fire resisting blanket.
- e) Pliers - 7 inch.
- f) Quick release knife
- g) Flame resisting gloves - 2 pairs. * see note
- h) Helmet with visors - 2. * see note
- i) Protective clothing - 2 sets.
- j) 1 x Hook grab or salvaging. * see note
- k) 1 x Hacksaw complete with 6 blades.
- l) 1 x Line 50mm x 15m. * see note
- m) 1 x Saw double edge general purpose. * see note
- n) 1 set Screwdrivers phillips.
- o) 1 set Screwdrivers slotted.
- p) 1 x Tin snippers
- q) 2 x Torches.

Note * these items are carried but are not mandatory.

4.3 The appliance must be capable of allowing the Fire Service to respond expeditiously to any part of the Aerodrome. The appliance is checked and run daily before flying commences, as part of the checks listed in section 4, paragraph 1.1. Monthly checks to be carried out on the above equipment and recorded.

4.4 Sufficient reserves of media must be held on the Aerodrome to allow for replenishing after usage plus sufficient quantities to cover periodic training.

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- 4.5 The appliance must be protected from very cold weather to prevent freezing of water carried and to ensure quick starting of the engine. During the winter, the appliance should be housed under cover.
- 4.6 A minimum of 1 firemen, but preferably 1 fireman and 1 driver, will normally be on duty all the time the Aerodrome is open for use by aircraft required to use the licensed Aerodrome. These firecrew may be primarily employed on other duties, provided that they are available for immediate response to an accident/emergency.
- 4.7 At least the following medical equipment must be readily available, and kept in good dry conditions.

Item	Quantity
a) Foil blankets	4
b) Stretcher	1
c) Medical pack*	1
*The medical pack should contain a minimum quantity of :-	
Ambulance Dressings No.1	2
Ambulance Dressings No.2	2
Ambulance Dressings No.3	2
Ambulance Dressings No.4	2
Eye Pads	2
Triangular bandages	4
Scissors	1
(see paragraph 10 - Medical Services)	

5 Non availability of IER Service

- 5.1 The most likely causes of non-availability of IER will be:-

- a) Appliance unserviceable.
- b) Appliance 'off the road' for maintenance.
- c) Minimum number of firecrew not available on the Aerodrome.
- d) Media used up following an incident.

- 5.2 Whenever it becomes impossible to provide the required level of IER the senior person on duty will take the following action:-

- a) Display a notice in the Clubhouse saying " Andrewsfield temporarily unlicensed - Fire Service not available".
- b) Inform aircraft on Andrewsfield frequency of non-availability of Fire Service.
- c) Inform Stansted ATC of situation, requesting them to inform pilots of aircraft impound to Andrewsfield.
- d) Promulgate a NOTAM saying "Fire Service temporarily unavailable at Andrewsfield - Aerodrome not available for use by aircraft required to use a licensed aerodrome.

- 5.3 As soon as the required level of IER is restored, all persons in a) to c) above will be informed, and NOTAM cancelled.

6. IER manning and Training

- 6.1 The person responsible for the standard of IER and for the training of firemen is the Aerodrome Fire Officer (AFO), who will nominate a person to inspect the appliance daily to ensure that the extinguishers, hoses, rescue equipment and medical equipment are satisfactory, and will arrange for their replacement where necessary. Records of the daily check will be kept in the clubhouse.
- 6.2 The firemen on duty, while the aerodrome is licensed, must have received adequate training in:-
- a) Fire fighting.
 - b) First aid.

Normally the designated firemen / driver will be engaged on other primary duties, but will be immediately available to respond when the crash alarm sounds.

- 6.3 The senior person on duty will ensure that the minimum two persons are aware that they are acting as firecrew, and will ensure that they hand over to other staff when they are not available. It is important that a situation does not occur where nobody realises that they are on duty.
- 6.4 Training of firecrew will be carried out by the AFO on a regular basis, both in fire fighting and first aid and records of training will be kept in the clubhouse for inspection by the CAA. In addition, at least one practice exercise will be carried out every 6 months(a live incident will cover this requirement). Or if refresher training has been requested by staff. A full scale emergency training scenario will be carried out at least every 24 months.
- 6.5 Some part time and volunteer staff are also trained in fire fighting and first aid, and will from time to time supplement or stand in for the full time staff.
- 6.6 The senior person on duty will decide and inform the fireman who is No.1 and who is No.2 and if the level of manning is greater than 2 who will take control in operations and carry out the emergency orders.

Fireman No.1 will be "in charge" and initially responsible for deploying the Perren hose and fire fighting if necessary.

Fireman No.2 will be responsible for collecting information from the operations office and will be the driver of the fire appliance and the operator of the valve system on the Perren Unit. Should the manning be at the minimum then the No.2 must also collect the portable Radio and telephone from the operations office.

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- 6.7 During normal operational activities it is possible for a duty fire person to be involved in re-fuelling of aircraft cutting of grass and other airfield maintenance. These fire persons will be expected to respond to an incident and will be alerted by the crash alarm and or by hand held radio. Should the crash alarm sound then it is essential that the fuel pump is immediately switched off and the nozzle returned to its holder correctly before responding to the alter.
- 6.8 The fire persons engaged in duties on the airfield are expected to respond to any incident within the required response time, these are monitored within the initial and ongoing training.
- 6.9 Andrewsfield IER facility is not expected to respond to domestic fires.
- 6.10 A copy of CAP 699 is held within the clubhouse
- 6.11 Health and safety policy with regard to training of personnel in RPE and PPE – All IER personnel are provided with PPE of which initial training and on going training for the use of is in place. RPE is not available at Andrewsfield.

7. Types and Emergencies

7a. Aircraft emergencies can be broadly divided into three types:-

7.1 Aircraft Accident/Accident Imminent

7.1a A crash or serious incident where local authority Fire, Police and Ambulance Services, and doctors are required in addition to the Aerodrome IER when an inbound aircraft is known or suspected to be in such difficulty that an aircraft accident is likely to occur, and local emergency services will be required. (The aerodrome appliance will be positioned at the standby Apron entrance).

7.1b An aircraft accident/accident imminent may occur on or off the aerodrome, and the following actions will be taken:-

a) On aerodrome - the aerodrome appliance will be despatched to the scene, or the standby position (Apron entrance) and local authority Fire, Police and Ambulance Services called. Doctors may also be called (see paragraph 10 - medical services).

b) Off aerodrome - the local authority emergency services will be alerted, but the aerodrome appliance will only attend when either:-

i. The accident position can be seen from the control tower, or

ii. The position of the accident is known to be close to the aerodrome boundary, typically within 1000 metres of the thresholds.

iii. The area of response will normally be that area shown on the map of Appendix "B"

7.1c If the aerodrome appliance travels off aerodrome, great care must be taken by the IER personnel to ensure that:-

a) The appliance is not driven over soft ground where it may become bogged down.

b) No danger is caused to the general public by driving must adhere to Legal Limits

7.1d 1000 metre area assessment see appendix 'Q'

7.2 Ground Incident

7.2a An incident involving an aircraft, when the local authority emergency services may not be required. The aerodrome appliance, however, will attend. Examples of this type of emergency are those where an aircraft over runs or veers off of the runway on landing when no injury is sustained to the aircraft's occupants and there is no substantial damage to the aircraft, or when an aircraft collides with obstructions while taxiing.

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7.3 Local Standby

7.3a When an inbound aircraft has developed a fault which may cause the situation to become more serious, or weather conditions may make landing difficult, ie strong crosswind.

7.3b For a local standby, the appliance will be positioned at the car park entrance.

7.3c Local authority emergency services will not be called unless the situation develops into an 'accident imminent' situation.

7.4 Aircraft accidents/emergencies may be initiated by anyone having knowledge of the event. It is the duty of the first person obtaining knowledge of an accident/emergency to initiate the procedures set out in the emergency orders.

7.5 Any member of the aerodrome staff may initiate a local standby.

7.6 The standby position for the aerodrome appliance in the event of an 'accident imminent' or 'local standby' is the Apron entrance.

7.7 After the IER have dealt with an accident, and after all further danger has been removed and the injured taken to hospital, the senior person on duty will notify the AIB as detailed in section 4, paragraph 9.

8. Emergency Orders

8.1 Emergency orders are agreed between the Licensee, CAA and the County Fire, Police, and Ambulance Services, and serve as a guide to aerodrome staff in the event of an aircraft accident, ground incident or local standby, and are reproduced in full at Appendix 'J'.

8.2 Copies of the emergency orders are displayed at the following locations on the aerodrome:-

- a) Control Tower
- b) Clubhouse
- c) Hangar

8.3 Copies of the emergency orders are also held by:-

- a) Essex Police
- b) Essex Fire Brigade
- c) Essex Ambulance Service
- d) Saffron Walden Accident Group
- e) CAA

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9. **Communications**

- 9.1 In the event of an aircraft accident/accident imminent, the Essex Fire Brigade will be alerted via the 999 system.
- 9.2 Essex Fire Brigade will notify the Essex Police and Essex Ambulance Service.
- 9.3 All calls to the Saffron Walden Accident Group will be routed via Saffron Walden 01799 531218

10 **Medical Services**

- 10.1 The Essex Ambulance Service will be alerted in the case of an aircraft accident or aircraft accident imminent.
- 10.2 The Saffron Walden Accident Group (SWAG) will also be notified as follows:-
 - 10.2a The aircraft accident - (unless it is positively known that no person has been injured).
 - 10.2b Accident imminent - SWAG will be placed on standby, and notified if:-
 - a) The accident imminent develops into an aircraft accident, or
 - b) The aircraft lands safely, when SWAG will be instructed to stand down.
- 10.3 SWAG is an accident group formed by local doctors working on a voluntary basis. All emergency calls to SWAG are routed via Saffron Walden 01799 531218
- 10.4 A limited amount of equipment is carried on the fire appliance. The minimum holding is:-
 - a) Foil blankets - 4
 - b) Stretcher - 1
 - c) Ambulance Dressings No.1 - 2
 - d) Ambulance Dressings No.2 - 2
 - e) Ambulance Dressings No.3 - 2
 - f) Ambulance Dressings No.4 - 2
 - g) Eye Pads - 2
 - e) Triangular bandages - 4
 - f) Scissors - 1

SECTION 7 - ADMINISTRATION

- 1.1 The Andrewsfield daily log, which is held in the operations Room, is to be completed when opening, closing or handing over the watch. The log is also used to record any accidents, incidents, unserviceability's, management instructions etc. that may occur during the day.
- 1.2 Movements are recorded in the logs held next to the operations room
- 1.3 **Membership**
All pilots operating aircraft from Andrewsfield Must hold current membership or any insurances may not be validated.
- 1.4 **Group Owned Aircraft (Based)**
All group owned aircraft based at Andrewsfield must adhere to the rules laid down in Appendice U
- 1.5 **Insurance**
Insurance claims if a Student is involved in an accident that involves an insurance claim then AAL will pay the excess premium due. If a pilot who has hired an aircraft is involved in an insurance claim then they as PIC must pay the access premium due.
2. **Meteorological Information.**
 - 2.1 Met forecasts and reports are obtained using either the Metfax service or from Bracknell Met office. Because of the local proximity Stansted ATIS on 127.17 MHz can provide useful information on the local weather.
 - 2.2 Weather warnings are received from Bracknell Met Office.
 - 2.3 Aerodrome wind speed and direction, temperature and barometric pressure indicators are located by the operations office.
 - 2.4 Local observations of visibility are obtained using the Andrewsfield visibility chart as shown in appendix "M".
3. **Flight Plans.**
 - 3.1 All flight plan information is filed using AFPEX, or other approved online software

4.0 **Aerodrome Operations.**

4.1 The layout of the aerodrome is shown in appendix "B"

4.2 Before opening the watch the following checks are to be made :-

- a) Obtain Met.
- b) Read latest notams.
- c) Carry out an airfield inspection.
- d) Test and check runway lighting.
- e) Select runway in use.
- f) Check signal square.
- g) Check fire appliance operational.
- h) Test crash alarm.
- i) Test telephones
- j) Test radio
- l) Obtain and note any unserviceabilities
- m) Complete and sign Daily log.

An example of the daily log is shown in appendix "N".

4.3 Circuit are to be at 700 ft height (Aerodrome QFE) or 986 ft Altitude (Aerodrome QNH).
Circuit patterns are shown in appendix "R"

4.4 Non radio aircraft are accepted with PPR by telephone before departure requiring the pilot to provide an ETA. Non radio departure traffic must inform the ops staff of his flight details before manoeuvring.

4.5 Hot air balloons can be accepted providing they are radio equipped and provided that traffic conditions permit.

5.0 **Surface Operations.**

- 5.1 Two 18 metre wide parallel runways are provided and are selected according to the surface condition. Normally 09R and 27L are used during the summer and autumn, 09L and 27R are used during the winter and spring. Simultaneous landings and/or take-offs are not permitted.
- 5.2 For night operation the two parallel runways become one 36 metre wide runway. Before night flying commences the runway lights are to be checked and tested. The APAPI calibration is to be checked using the calibrated clinometer - the left hand unit should be set to 2 deg. 45 mins and the right hand unit to 3 deg. 15 mins.
- 5.3 Based, privately owned aircraft are parked in the area to the East of the hangars, the school aircraft are parked on the tarmac apron and the visiting aircraft are parked on the grass in the windsock area to the west of the clubhouse.
- 5.4 Taxying is to the north of the access road along the taxiways delineated by blue reflected markers. Yellow/black information signs are located at the beginning of each taxiway. Taxying is not permitted along the grass strips either side of the runways. During extreme wet conditions taxying is permitted along the access road however caution should be observed due to vehicles using the road.
- 5.5 Holding points are to the north of the access road and are marked by red/white signs.
- 5.6 Vehicles are not permitted on the runways or manoeuvring areas unless prior permission is obtained from the Aerodrome management .Vehicles may use the access road and park in the car parks adjacent to the clubhouse.
- 5.7 Surface inspections are to be carried out using a vehicle, stopping when necessary to carry out a closer inspection on foot.
- 5.8 Any unserviceability's will be reported to or by the aerodrome management, who will in turn record these in the daily log.
- 5.9 Work authorisation will be obtained from the aerodrome management. At the cessation of work the aerodrome management will conduct an inspection of the area concerned.
- 5.9a Bird scarring, if required, is normally carried out by the aerodrome fire officers. Bird strikes are to be reported using Safety Report Form A

6.0 **Aerodrome Lighting.**

- 6.1 Runway edge lighting is installed to give a 36 metre wide runway. Runway 27 is licensed for night use. Runway 09 is not available for licensed use at night. APAPI's are position to the left of runway 27 and are set for a 3-degree approach. A green beacon is installed on top of the visual room flashing morse "AF" The windsock will also be lit during night operations
- 6.2 The lighting is to be used during the day if the visibility falls below 5km and/or the cloud base falls below 700ft or if the pilot of an aircraft requests.
- 6.3 The aerodrome lighting is to be kept on during night flying periods and will also be switched on at least 15 minutes before any ETA and will be kept on until at least 15 minutes after the last ATD.
- 6.4 **Post Accident Checks.**
Immediately after an accident or incident on the manoeuvring or landing areas the lighting equipment will be checked and the results recorded in the daily log. Any damaged runway edge lighting units must be immediately repaired and checked, ensuring that any debris, glass etc is removed. If an accident occurs in the landing phase no re lamping or adjustments may be made until a test flight is performed and the results recorded.

7.0 **Telecommunications.**

- 7.1 Radio and telephone equipment will be checked and tested before opening the watch. Any failures or faults will be reported immediately to the aerodrome management and also recorded in the daily log
- 7.2 Portable hand held transceivers are available in the operations office should failures of the main equipment or power supplies occur. A stand by generator will be deployed
- 7.3 A mobile telephone is available in the event of equipment or service failure.

8.0 **Emergency.**

- 8.1 The aerodrome fire and emergency service is as described in Section 6 of this manual.
- 8.2 The operations staff, when necessary, will alert the emergency services as described in the Emergency Orders, appendix "J"
- 8.3 Should fire or rescue services be depleted for any reason then the aerodrome management will notify the operations staff accordingly who will relay this information to traffic operating on the frequency.

9.0 **Radio Failure.**

9.1 Attempt to re-establish contact and/or ask other aircraft to attempt to make contact. If this fails, transmit blind weather and aerodrome information and notify Essex Radar on 0238 0401106 to see if they can provide assistance.

AIRCRAFT ACCIDENT

Immediate Action.

- 1. OPERATE CRASH ALARM** - Fire crew to proceed to accident site if on/near Aerodrome. If RFF manning at a minimum fire crew to take radio & portable telephone.
- 2. DIAL 999** - ASK FOR FIRE BRIGADE - SAY "ANDREWSFIELD AERODROME, STEBBING, CM6 3TH AIRCRAFT ACCIDENT, LOCATION..... PERSONS ON BOARD..... NOTIFY POLICE & AMBULANCE"
(Fire Brigade will notify Police & Ambulance Services)(All services will attend)
- 3. DIAL 01799 531218 SAFRON WALDEN ACCIDENT GROUP (SWAG)** - SAY "ANDREWSFIELD AERODROME, STEBBING,CM6 3TH AIRCRAFT ACCIDENT, PERSONS ON BOARD....." (Doctor will attend)
Subsequent Action.
- 4. NOTIFY STANSTED TOWER on 01279 669328 and SUPERVISOR'S DESK SWANWICK on 01489 612420**
- 5. NOTIFY AERODROME FIRE OFFICER- 07710453927**
- 6. NOTIFY A.A.I.B. on 01252 512299**

ACCIDENT IMMINENT

Immediate Action.

- 1. OPERATE CRASH ALARM** - Fire crew to position appliance at car park entrance to await arrival of aircraft. If RFF manning at a minimum fire crew to take radio & portable telephone.
- 2. DIAL 999** - ASK FOR FIRE BRIGADE - SAY "ANDREWSFIELD AERODROME, STEBBING, CM6 3TH AIRCRAFT ACCIDENT IMMINENT, PERSONS ON BOARD..... NOTIFY POLICE & AMBULANCE"
(Fire Brigade will notify Police & Ambulance Services)
(All services will attend)
- 3. DIAL 01799 531218 SAFRON WALDEN ACCIDENT GROUP (SWAG)** - SAY "ANDREWSFIELD AERODROME, STEBBING,CM6 3TH AIRCRAFT ACCIDENT IMMINENT, PERSONS ON BOARD....." (Doctor on standby)
Subsequent Action.
- 4. NOTIFY ESSEX FIRE BRIGADE & SWAG IF AN AIRCRAFT ACCIDENT OCCURS OR THE AIRCRAFT LANDS SAFELY.**

GROUND INCIDENT

- 1. OPERATE CRASH ALARM** - Fire crew to proceed to site of incident.
- If incident develops into an AIRCRAFT ACCIDENT, carry out actions 2 - 6 as for AIRCRAFT ACCIDENT.
- 3. NOTIFY FIRE OFFICER** in any event. 07710453927

LOCAL STANDBY

- 1. OPERATE CRASH ALARM** - Fire crew to position at entrance to car park.
- 2. 2. If Standby develops into an AIRCRAFT ACCIDENT, carry out actions 2 - 6 as for AIRCRAFT ACCIDENT.**

APPENDIX "A"

Distribution List.

- a) Civil Aviation Authority Aerodrome Standards Department
- b) Andrewsfield Operations Office
- c) Andrewsfield Chief Flying Instructor
- d) Andrewsfield Clubhouse

GROUP OWNED AIRCRAFT (BASED) Effective July 1st 2014

Established Home Based Group Owned Aircraft

Equity / Non-Equity aircraft groups based at EGSL Prior to 1st July 2014.

1. Continue as currently agreed with no increases beyond the established group membership.
2. If established group owned aircraft wish to increase membership ALL members must be PPL Licence holders and hold an equity share ie no non flying members or owners of aircraft.

New Group Owned Aircraft 1st July 2014 Onwards

Applications / Enquiries from aircraft owners to base their aircraft at EGSL after 1st July 2014 the following amended rules apply.

1. Equity Aircraft Group Rules.

Maximum number of group owners per aircraft is **Six** (but may be increased with club approval). Each group member must hold an equity share in the aircraft of **NO LESS than 1/6th %** of the aircraft market value at the time of joining the group. This can be increased if the group member wishes but cannot be gradually defrayed. The records on G-INFO CAA website must confirm that all aircraft jointly used must be registered as a trustee group.

2. Each group member has to be a member of Andrewsfield Aviation Ltd, abide by club and airfield operational rules.
3. Non Equity Aircraft Group Rules: Applications / Enquires to base such aircraft at EGSL will no longer be accepted and politely refused.

APPENDIX "D"

**TRAINING LIST FOR PERSON AUTHORISED TO PERFORM
RUNWAY CHECKS/WILD LIFE HAZARD MANAGEMENT**

Instructions:

Each Morning prior to the commencement of operational flying the following checks must be carried out by the senior operations staff on duty or a trained delegated person.

1. Prepare Fire Truck as per the checklist for Days duty and sign acceptance
2. Start Fire truck and proceed via taxi way to opposite end of *active runway
3. Vehicle must make radio call to advice " Fire Truck entering active runway"
Vehicle must be driven in the opposite direction to the active runway so as vehicle can visually see if there are any aircraft on runway or making approaches in which case the vehicle must vacate immediately.
4. Vehicle should drive slowly up the centre of the runways looking for any debris and checking the surface for any obstructions, holes ,and assessing the friction using the vehicle brakes. Then record and report
5. Wild Life Management.

Whilst inspecting the runway drivers are requested to carry out Bird scaring duties and wildlife observations.

Birds

Particular attention should be paid when local fields are being ploughed and when the wind is across the runway at a speed in excess of 15 knts. Deer If Deer have been observed in the copse of trees just to the south of the airfield, fire truck or quad should be used to scare the wildlife into the trees but only whilst runway and approaches are clear of aircraft activity and Any of the above activity should be noted in the daily log and the operations staff must monitor the area with the CCTV camera on a regular basis. **Aircraft arriving or departing must be informed of any wildlife or bird activity.**

TRAINING LIST FOR PERSON AUTHORISED TO PERFORM
RUNWAY CHECKS/WILD LIFE HAZARD MANAGEMENT

Name	Runway Inspection	Bird Scaring	Wildlife Monitoring	Date of training
M.Rowland				
John Muldowney				
P.Watkinson				
Tad Dipple				
S.Willett				
Steve Dehavilland				
Lyndsey W Nichols				
Steve Rolph				
Mick Pitcher				

APPENDIX "E"
TRAINING LIST FOR PERSON AUTHORISED TO PERFORM
FUEL SAMPLING

Instructions:

Each fuel tank has a sample jar for each day of 1 week sample Jars are labelled with the Tank Number and the day of the week. There is one larger Sample jar to be used for Fuel Tanker delivery samples.

All jars are to remain clean and free from contamination.

Tank 1.

1. Unlock fuel pump/fuel tank/ sample container.
2. Remove previous weeks sample for that day and cross check for contamination.
3. Empty uncontaminated fuel into the fuel tank receptacle.
4. Take 2 litre sample into jar and check for sediment/water/contamination. **If contaminated inform Airfield Manager on 07710453927 immediately and label the pump un serviceable.**
5. Remove the dip stick and check that the water detecting paste is green and that the paste is recognisable. If paste looks like it needs replenishing or is not green **inform Airfield Manager on 07710453927 immediately and label the pump un serviceable. Care must be taken with the dip sticks to protect them.**
6. Measure and record dip readings and fuel pump readings for your uplift and the pumps total (control key on the top side of the pump in the total position).
7. Repeat for Pump/ Tank 2. Pass correct reading to Operation Office to record in fuel log book.

Michael Rowland
John Muldowney
Peter Watkinson
Sue Willett
Steve Rolph
Tad Dipple
Steve De Havilland
Lyndsey W Nichols

APPENDIX "F"

WINTER OPERATIONS AIRFIELD/RUNWAY/FIRE TRUCK/AIRCRAFT

Instructions:

Each Morning prior to the commencement of operational flying the following checks must be carried out by the senior operations staff on duty or a trained delegated person. And CFI Airfield.

In conditions when the runway condition for operations due to weather is questionable ie Water Log, Snow, Ice. The following procedures are to be implemented.

1. The following areas are to be cleared of Snow/Ice and salted
 - Paths from Car Park to Club House entrance
 - Re Fuelling area
 - Path from Club House to Fire Truck.
2. Runway Inspection is to be carried out by the Airfield Manager or Senior Instructor on the Quad Bike after which the following decision can be made.
 1. Fit for normal operations
 2. Fit for operations but no visitors/ Solo Students/ Circuits.
 3. Fit for Instructor Take Off & Landings only
 4. Unfit NOTAM closed.
3. When frost or freezing condition forecasted the heating element is to be left in place with a placard on the driver's seat advising of heater connected remove before driving. Fire Truck is to have a longer warm up whilst checks are done Screen must be cleaned and free of ice.
4. When frost or freezing condition forecasted club aircraft should be hangared overnight if possible.
If not possible all aircraft scheduled for flight must be cleared of snow and ice before flight.

Aircraft arriving or departing must be informed of any wildlife or bird activity.

TRAINING LIST FOR PERSON AUTHORISED TO PERFORM

RUNWAY CHECKS/WILD LIFE HAZARD MANAGEMENT

Michael Rowland
Mick Pitcher
Peter Watkinson
Sue Willett
Steve Rolph

Steve De Havilland
John Muldowney
Ian Laws
Tad Dipple
Lyndsey W Nichols

APPENDIX "G"

ANDREWSFIELD

EGSL AD 2.1 - ANDREWSFIELD

EGSL AD 2.2 — AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA

1	ARP co-ordinates and site at Aerodrome:	Lat: 515342N Long: 0002657E	Mid point of Runway 09L/27R
2	Direction and distance from the city:	4 nm WNW of Braintree.	
3	Elevation/Reference temperature:	286 ft - °C	
4	Geoid undulation at AD ELEV PSN:		
5	MAG VAR/Annual change:	W1.6° (2009) – 0.14° decreasing.	
6	AD Administration:	Andrewsfield Aviation Ltd.	
	Address:	Saling Aerodrome, Stebbing, Great Dunmow, Essex, CM6 3TH.	
	Telephone:	01371-856744.	
	Fax:	01371-856500.	
7	Types of traffic permitted (IFR/VFR):	VFR	
8	Remarks:		

EGSL AD 2.3 — OPERATIONAL HOURS

1	AD Administration:	Winter: 0830-2100 and by arrangement. Summer: 0900-2000 and by arrangement.
2	Customs and Immigration:	By arrangement.
3	Health and Sanitation:	
4	AIS Briefing Office:	
5	ATS Reporting Office (ARO):	
6	MET Briefing Office:	
7	ATS:	As AD hours. See also AD 2.18.
8	Fuelling:	As AD hours.
9	Handling:	
10	Security:	
11	De-icing:	
12	Remarks:	This aerodrome is PPR by telephone only. See also AD 2.20.

EGSL AD 2.4 — HANDLING SERVICES AND FACILITIES

1	Cargo handling facilities:	
2	Fuel/oil types:	AVGAS 100L. Oil: W80.
3	Fuelling facilities/capacity:	
4	De-icing facilities:	
5	Hangar space available for visiting aircraft:	
6	Repair facilities for visiting aircraft:	
7	Remarks:	

EGSL AD 2.5 — PASSENGER FACILITIES

Not applicable

EGSL AD 2.6 — RESCUE AND FIRE FIGHTING SERVICES

1	AD category for fire fighting:	RFF Category Special.
2	Rescue equipment	
3	Capability for removal of disabled aircraft:	
4	Remarks:	

EGSL AD 2.7 — SEASONAL AVAILABILITY - CLEARING

Not applicable

EGSL AD 2.8 — APRONS, TAXIWAYS AND CHECK LOCATIONS/POSITIONS DATA

Not applicable

EGSL AD 2.9 — SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEM AND MARKINGS

Not applicable

EGSL AD 2.10 — AERODROME OBSTACLES

In Approach/Take-off areas			In circling area and at aerodrome		
1			2		
Runway/Area affected	Obstacle type Elevation Markings/Lighting	Co-ordinates	Obstacle type Elevation Markings/Lighting	Co-ordinates	
a	b	c	a	b	
		ft amsl		ft amsl	
09/Approach/ 27/Take-off	Vehicles on road	291	*515340.00N 0002634.00E		
3	Remarks:				

EGSL AD 2.11 — METEOROLOGICAL INFORMATION PROVIDED

Not applicable

EGSL AD 2.12 — RUNWAY PHYSICAL CHARACTERISTICS

Designations RWY Number	True bearing	Dimensions of RWY (m)	Strength (PCN) and surface of RWY and Stopway	Threshold co-ordinates RWY and co-ordinates THR Geoid undulation	THR elevation and highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
09L	085.11°	799	— Grass	*515341.04N 0002641.40E — GUND	THR 275 ft
27R	265.12°	799	— Grass	*515343.02N 0002718.84E — GUND	THR 278 ft
09R	085.11°	799	— Grass	*515340.00N 0002641.00E — GUND	THR 275 ft
27L	265.12°	799	— Grass	*515342.00N 0002719.00E — GUND	THR 278 ft

Slope of RWY-SWY	Stopway dimensions (m)	Clearway dimensions (m)	Strip dimensions (m)	OFZ
7	8	9	10	11
12	Remarks: Two 18 m wide runways by day Single 36 m wide runway by night. Runway 09 threshold displaced by 79 m to provide 1:20 clearance over vehicles on road.			

EGSL AD 2.13 — DECLARED DISTANCES

RWY Designator	TORA (m)	TODA (m)	ASDA (m)	LDA (m)	Remarks:
1	2	3	4	5	6
09	799	799	799	720	
27	799	799	799	799	

EGSL AD 2.14 — APPROACH AND RUNWAY LIGHTING

Runway	Approach lighting Type Length Intensity	Threshold lighting colour Wingbars	PAPI VASIS Angle Dist from THR (MEHT)	TDZ lighting Length	Runway Centre-line Lighting Length Spacing Colour Intensity	Runway edge lighting Length Spacing Colour Intensity	Runway End Lighting Colour Wingbars	Stopway Lighting Length (m) Colour
1	2	3	4	5	6	7	8	9
09	-	LI			LI Omni-directional	White	Red	
27	-	LI			LI Omni-directional	White	Red	
10	Remarks							

EGSL AD 2.15 — OTHER LIGHTING, SECONDARY POWER SUPPLY

Not applicable

EGSL AD 2.16 — HELICOPTER LANDING AREA

Not applicable

EGSL AD 2.17 — ATS AIRSPACE

Designation and lateral limits		Vertical limits	Airspace Classification
1		2	3
Andrewsfield Aerodrome Traffic Zone (ATZ) Circle radius 2 nm centred on longest notified runway (09/27) 515342N 0002657E		2000 ft aal/ SFC	D and G † (Note)
4	ATS unit call sign: Language(s):	Andrewsfield Radio English	
5	Transition altitude:	6000 ft.	
6	Remarks:	Hours: See AD 2.18 Note: Partly within London Stansted CTR, CTA 1 and CTA 3. † Refer to Section ENR 1.4 for Notifications.	

EGSL AD 2.18 — ATS COMMUNICATION FACILITIES

Service Designation	Callsign	Channel MHz	Hours of Operation		Remarks
			Winter	Summer	
1	2	3	4		5
A/G	Andrewsfield Radio	130.550	0830-2100 and by arrangement	0900-2000 and by arrangement	ATZ hours coincident with A/G hours, but not by arrangement.

EGSL AD 2.19— RADIO NAVIGATION AND LANDING AIDS

Not applicable.

EGSL AD 2.20 — LOCAL TRAFFIC REGULATIONS

1. **Airport Regulations**
 - a. Aerodrome is not available at night for public transport flights. Use at night by aircraft required to use a licensed aerodrome is confined to operations by Andrewsfield Aviation Ltd using RWY 27
2. **Ground Movement**

Not applicable.
3. **CAT II/III Operations**

Not applicable.
4. **Warnings**
 - a. Aerodrome is located on the eastern edge of the Stansted CTR and below the Stansted CTA. See AD 2-EGSS 2.17.
 - b. Helicopter hovering operations take place south of Runway.
5. **Helicopter Operations**

Not applicable.
6. **Use of Runways**

Not applicable.
7. **Training**

Not applicable.

EGSL AD 2.21 — NOISE ABATEMENT PROCEDURES

Noise abatement procedures in force. Obtain brief before departure.

EGSL AD 2.22 — FLIGHT PROCEDURES

- a. Circuit height 700 ft QFE, normal direction: Runway 09/27 - RH. Microlight circuits at 500 ft QFE inside the normal circuit pattern.
- b. Andrewsfield Local Flying Area (LFA) and Procedures:
 - i. Part of the Andrewsfield ATZ (to the northwest of the Aerodrome) lies within the London Stansted CTR and the remainder lies partly within and partly beneath the London Stansted CTA. Subject to any listed restrictions, flights without reference to Stansted ATC may be made within the confines of the LFA.
 - ii. An LFA exists within the same lateral limits as the ATZ with a vertical limit of 1500 ft QNH. Aircraft shall remain clear of cloud, in sight of the surface and in a flight visibility of at least 3 km;
 - iii. Irrespective of whether they are in communication with Stansted ATC or not, aircraft that intend to penetrate the LFA during the hours of operation of the Andrewsfield A/G station, must not do so without first obtaining information from the Andrewsfield A/G station.

EGSL AD 2.23 — ADDITIONAL INFORMATION

Not applicable

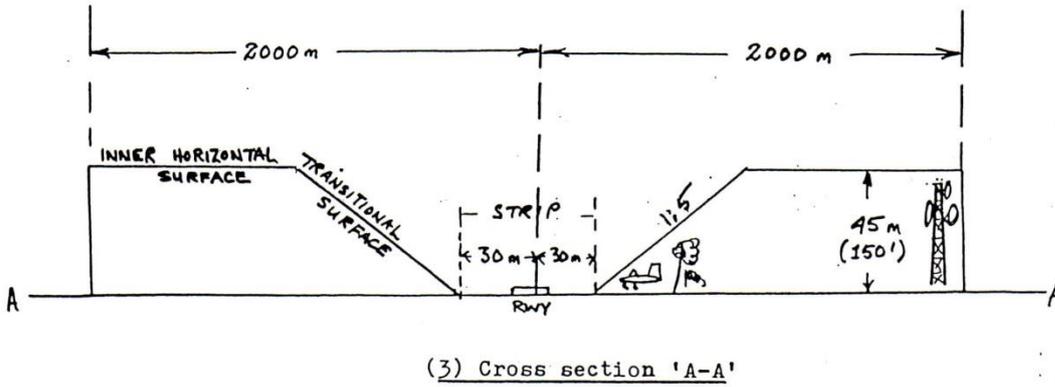
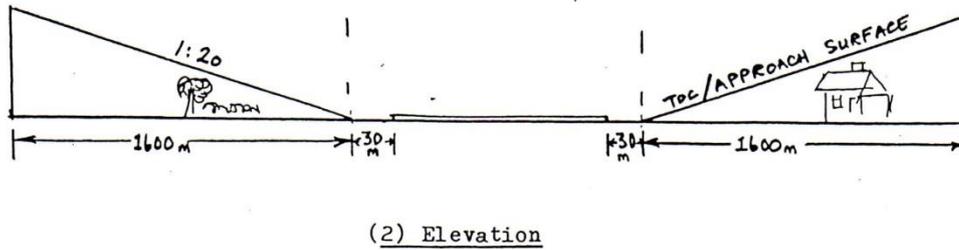
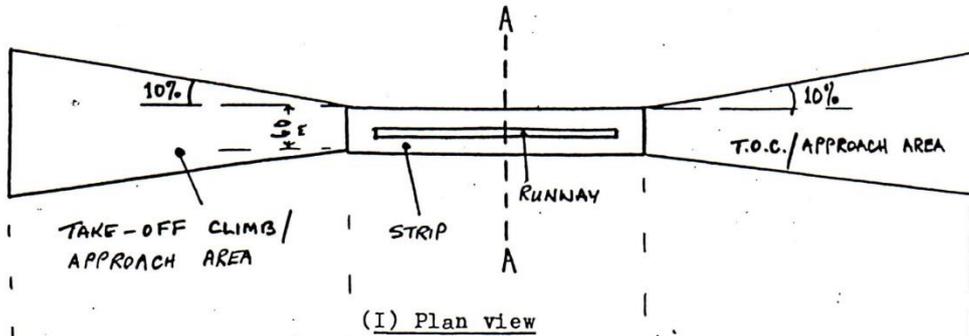
EGSL AD 2.24 — CHARTS RELATED TO THE AERODROME

Chart Name	Page
Aerodrome Chart - ICAO	AD 2-EGSL-2-1

AMENDMENTS TO THE AERODROME PLAN

Details of change	Date effective

Safeguarding requirements for a code 'E' runway



JAN 1980

APPLICATION FOR MOR MONTHLY LISTINGS AND REQUEST FOR FUTURE ACCESS TO CAA OCCURRENCE DATABASE.



This form should be completed on-line before being submitted as instructed. If you submit by email a copy will be sent back to you.

Your company must be an existing subscriber to our Publications and Newsletters e-mail notification service (see www.caa.co.uk/subscriptions) because the email address you provide in Section 1 below* must be the same as that used to log on to the service

EU Regulation 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation aims to improve aviation safety by ensuring that relevant safety information relating to civil aviation is reported, collected, stored, protected, exchanged, disseminated and analysed. The information collected should be adequately protected from unauthorised use or disclosure. It should be used strictly for the purpose of maintaining or improving aviation safety and should not be used to attribute blame or liability

Article 15(2) of the Regulation states that information derived from occurrence reports shall be used only for the purpose for which it has been collected. Member States, the Agency (EASA) and organisations shall not make available or use the information on occurrences in order to attribute blame or liability; or for any purpose other than the maintenance or improvement of aviation safety.

If you wish to have access to the information described above for the purpose of the maintenance or improvement of aviation safety, please explain what data you would like and how you would use it for safety purposes by completing all sections of the form overleaf. Additional supporting information may be attached to your application if there is insufficient space on the form.

1 SECTION 1: APPLICANT DETAILS	
Title:	Surname: Forename(s):
Position / Job Title (if applicable):	
Company Name:	
Company Address (in full):	
.....	
..... Postcode:	
Telephone:	Fax:
*Subscriber Email:	

2 ORGANISATION CATEGORY (tick all that apply)	
The Categories of Persons Required to Report in accordance with EU Regulation 376/2014.	
Category	Approval Number
Air Navigation Service Provider	
Ground Handling Organisation	
Manufacturer/Designer	
Operator/Commander of UK-Registered Aircraft	
Licensed Aerodrome	
Maintenance Organisation	
Other: Please specify e.g. Flying Club, Owner including any approval number(s) and how you report under EU Regulation 376/2014.	

3 LISTINGS SUBJECTS (tick all required)	
Fixed-wing aircraft 27,001 kg and above	<input type="checkbox"/>
Fixed-wing aircraft 27,000 kg and below	<input type="checkbox"/>
Rotary-wing aircraft	<input type="checkbox"/>
ATC	<input type="checkbox"/>
Grade E reports	<input type="checkbox"/>
Follow-up action on Occurrence Reports	<input type="checkbox"/>
General Aviation Occurrence Reports	<input type="checkbox"/>
Reason for requesting monthly MOR listings:	

4. DECLARATION FOR MOR LISTINGS
<p>I hereby declare that to the best of my knowledge and belief, the particulars stated above are true in every respect. Note: If you are returning the form as an email attachment, a scanned signature will be acceptable.</p> <p>Signed: Date:</p> <p>Full Name:</p>

REQUEST FOR FUTURE ACCESS TO CAA OCCURRENCE DATABASE.



This form should be completed on-line before being submitted as instructed. If you submit by email a copy will be sent back to you.

1 BACKGROUND Legal Framework Occurrence reporting is mandated by Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation. Objective The objective of the Regulation is to contribute to the improvement of air safety by ensuring that relevant information on safety is reported, collected, stored, protected and disseminated. The sole objective of occurrence reporting is the prevention of accidents and incidents and not to attribute blame or liability. Safety information should be available to the people who may learn from it and take or initiate the necessary action to improve safety. The Database Occurrence reports are submitted to the Civil Aviation Authority in accordance with Regulation EU 376/2014 and are stored in a national database (the Database) in accordance with Article 6. Availability of this will be announced through an Information Notice in due course. Dissemination of occurrence information The CAA considers that it will assist the achievement of the objectives of the Regulation if organisations submitting mandatory occurrence reports (MOR) are given access to the MOR Database rather than supplied with periodic reports. This will enable them to carry out their own analysis of occurrences relevant to their particular operations. This access shall be provided to person(s) nominated by the reporting organisation, who undertake to adhere to this agreement. Confidentiality The Regulation states that the sensitive nature of safety information is such that the way to ensure its collection is by guaranteeing its confidentiality, the protection of its source and the confidence of the personnel working in civil aviation. For this reason, persons given access to the Database are required to give an undertaking as to the use they will make of any information obtained from the Database. Permitted uses Information obtained from the Database may only be used for the purposes of flight safety and not for other purposes including attributing blame, liability or for commercial purposes. Information obtained from the database is not permitted to be disclosed outside the organisation accessing the data without the written consent of the CAA.
--

2 DECLARATION FOR ACCESS TO THE CAA OCCURRENCE DATABASE I hereby declare that to the best of my knowledge and belief, the particulars stated above are true in every respect. Note: If you are returning the form as an email attachment, a scanned signature will be acceptable. Signed: Date: Full Name:

3 SUBMISSION Please return the form using one of the methods below, with the following order of preference: 1. Email: mor.listings@caa.co.uk 2. Fax: +44 (0) 1293 573972 3. Post to: Safety Data (MOR Listings), Civil Aviation Authority, Safety and Airspace Regulation Group, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR The CAA will limit access to only those organisations that fall under the Categories of Persons Required to Report in accordance with CAP 382 and to other appropriate organisations on a case-by-case basis.	<input type="button" value="Submit Form"/>
---	--

4 For CAA Use Only Pursuant to EU Regulation 376/2014. the Civil Aviation Authority has: Granted access to requested Listings with confirmation sent <input type="checkbox"/> Denied access to requested Listings with confirmation sent <input type="checkbox"/> Granted access to CAA Occurrence Database with confirmation sent <input type="checkbox"/> Denied access to CAA Occurrence Database with confirmation sent <input type="checkbox"/> Signed: Date: Full Name:

CIVIL AVIATION AUTHORITY

AERODROME LICENCE INSPECTION REPORT

CALCULATION OF DECLARED DISTANCES

AERODROME.....ANDREWSFIELD..... Runway Magnetic Bearing.....09/27 R/L).....

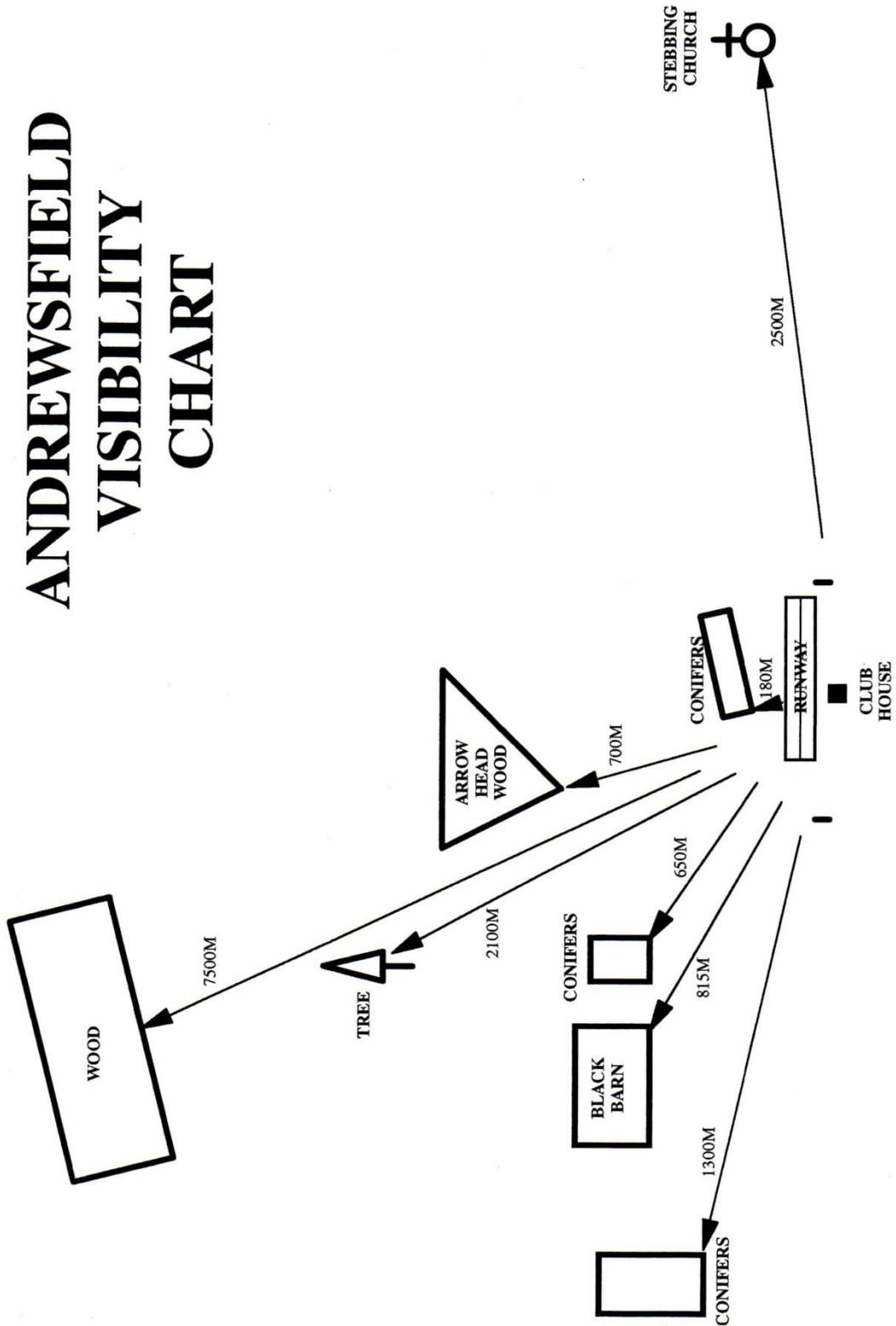
Runway09 L & R.....		Dimensions ...799.....	x ...18 (x2).....	LCG/PCN.....N/A.....	Instrument/Visual	GRID REFERENCE <small>(on centreline at both ends of paved surface)</small>
TOR	799m Code...1.....	Starts At corner markers 59m from boundary road				568239 224611
		Ends 37m on centreline from edge of field at corner markers				
ED	799m	Ends 37m on centreline from edge of field at corner markers				569039 224709
TOD	799m	Ends 37m on centreline from edge of field at corner markers				
LD (based on approach slope of...1:20.....)	720m Code...1.....	Starts At threshold		Displaced threshold:- YES/NO	79.....metres	568322 224622 see*
		Ends 37m from edge of field				
Undershoot (total)	138m	From Road		RESA AVAILABLE - YES/NO/AS FOR UNDERSHOOT		* Provides 1:20 clearance over vehicle on road
		To Threshold 09				
Over-run (total)	37m	From End of LD		RESA AVAILABLE - YES/NO/AS FOR OVER-RUN		
		To Edge of field				
Approach Surface Slope.....1:20..... (If different form CAP 168 requirement give reason).....						
Runway27 L & R.....		Dimensions ...799.....	x ...18 (x2).....	LCG/PCN.....N/A.....	Instrument/Visual	GRID REFERENCE <small>(on centreline at both ends of paved surface)</small>
TOR	799m Code...1.....	Starts 37m on centreline from edge of field at corner markers				569039 2244709
		Ends Corner markers 138m from boundary road				
ED	799m	Ends Corner markers 138m from boundary road				568239 224709
TOD	799m	Ends Corner markers 138m from boundary road				
LD (based on approach slope of...1:20.....)	799m Code...1.....	Starts As TOR		Displaced threshold:- YES/NO	Nil.....metres	
		Ends Corner markers				
Undershoot (total)	37m	From Edge of field		RESA AVAILABLE - YES/NO/AS FOR UNDERSHOOT		* Provides 1:20 clearance over vehicle on road
		To Threshold 27				
Over-run (total)	59m	From End of LD		RESA AVAILABLE - YES/NO/AS FOR OVER-RUN		
		To Road				
Approach Surface Slope.....1:20..... (If different form CAP 168 requirement give reason).....						

Signed *M.A. Bills*
M A Bills
CA1560C

Date:.....5 April 1993.....

NOTE: See reverse of form for diagrammatic representation of these Declared Distances.
(To be completed by Aerodrome Inspector)

ANDREWSFIELD VISIBILITY CHART



Andrewsfield Daily Log

Date Watch Start Personnel Watch Finish

.....

Daily

Fire Crew.....

Weather.....

Wind.....

QFE/QNH.....

Fuel Check

Fire Truck Checked & Run

Perren Unit Check

Runway & Lights Check

Signal Square Set

Bird Control

Bird Activity, action taken.....

.....

.....

Bird Strikes.....

.....

Winter & Night

Runway Lights Check

Papi's Check

Airborne Light Check

Daily Report - Defects - Rectifications

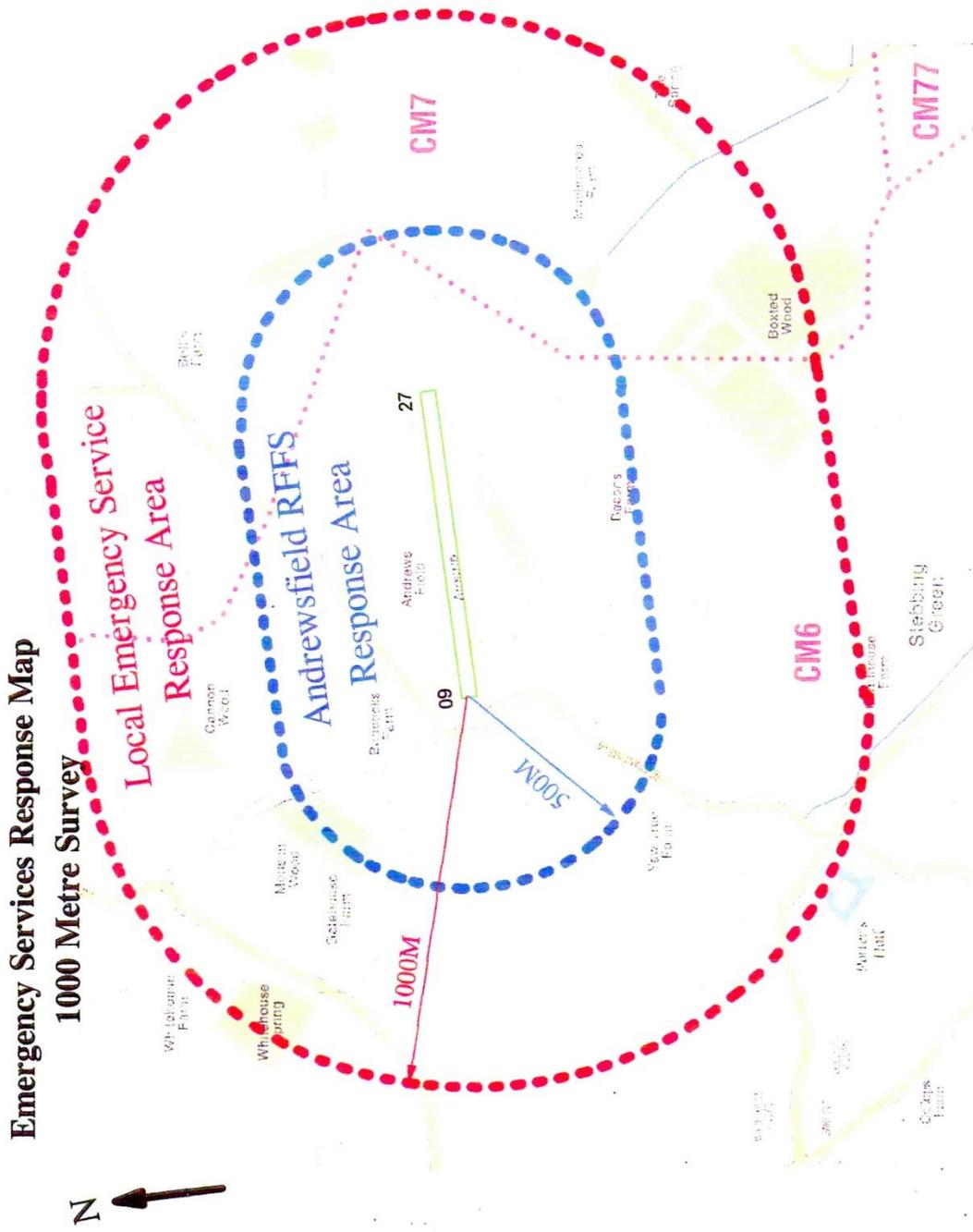
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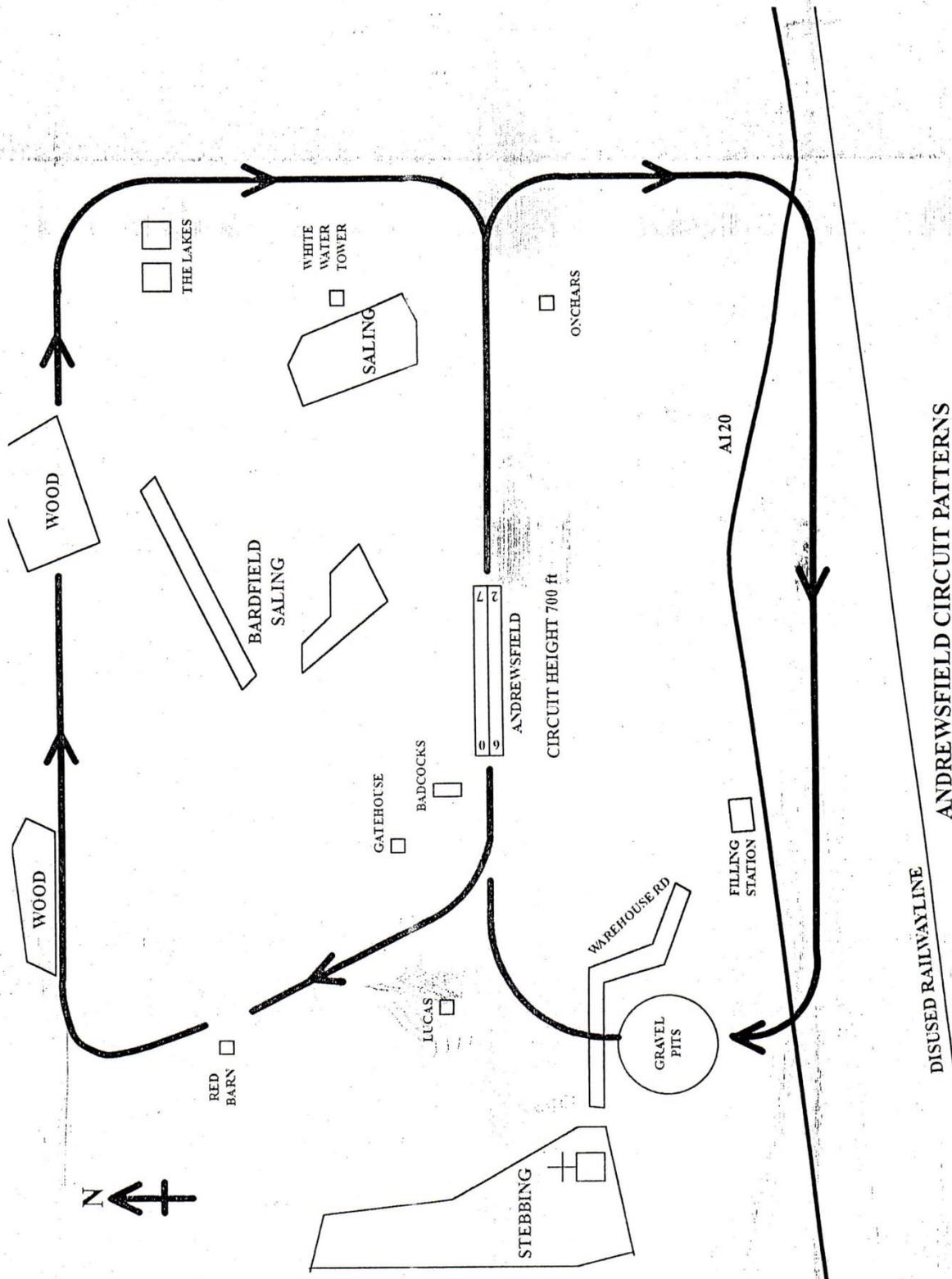
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Andrewsfield RFFS service will only respond to accidents and incidents within the area shown above marked in blue.
Local emergency services will respond to accidents and incidents within the areas shown above marked red and blue.

September 2004



AIRPROX REPORT - PILOTS

(CA1094)

On submission, the date/time and reference fields will be automatically completed and a copy of the completed form will be e-mailed to you.



For our records, this submission will be referenced:

<p>1. Instructions for use</p> <p>Civil Pilots should use this form to report or respond to an Airprox occurring within UK Airspace.</p> <p>UK Airspace comprises all Classes of airspace within the London and Scottish FIRs, UIRs, the Shanwick Oceanic CTA/FIR and Channel Islands/Isle of Man Regulated Airspace.</p> <p>Pilot/Company identities are for contact purposes only and are not passed to any other organisations or kept on any databases.</p> <p>Civil pilots are requested to complete this form and e-mail or FAX it to the UK Airprox Board, details below. Military ATCOs and pilots are to complete a DASOR report iaw MAA RA 1410, within 24 hours of the incident. Exceptionally, where no DASOR/ASIMS is available, a report can be e-mailed or faxed to the UK Airprox Board.</p> <p>If no other means are available the UKAB will accept telephone reports.</p> <p>E-mail: contact@airproxboard.org.uk Tel: 0208 842 6051 DFTS: 95233 6051 UKAB Fax: 0208 842 6056 DFTS: 95233 6056</p>
<p>Airprox outside UK Airspace</p> <p>Military pilots should contact the Flight Safety (or Ops) Branch of the appropriate Command/HQ.</p> <p>Civil pilots should submit the appropriate report to the relevant overseas authority with a copy to:</p> <p>CAA Safety Data Department, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR</p> <p>Tel: +44 (0) 1293 573699/3211 Fax: +44 (0) 1293 573972 e-mail sdd@caa.co.uk</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Airprox reporting procedures for civil pilots are promulgated in UK AIP ENR Section 1.14. 2. Civil Controllers/Supervisors should send initial details by AFTN in the format of Form CA1094A.

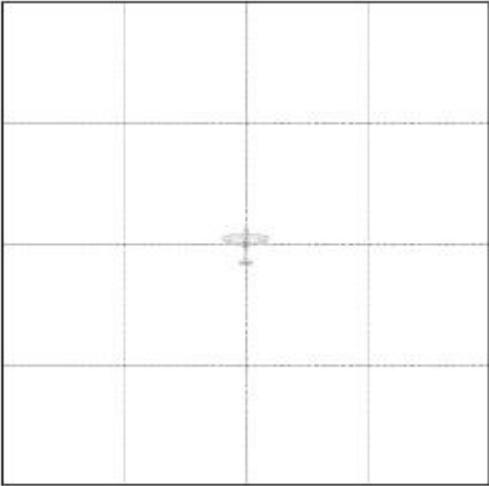
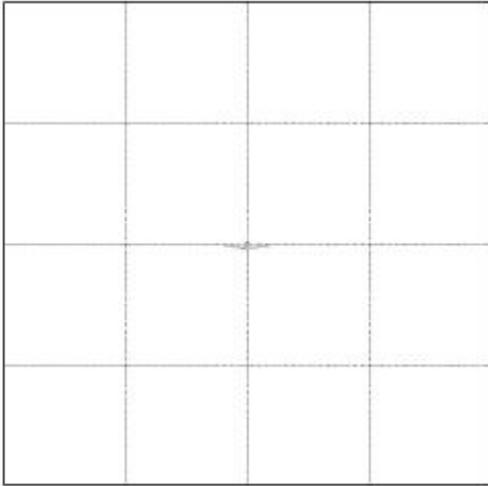
Airprox Number (Allocated by UKAB)

2. Report			
Airprox report from the	A	Reporting pilot <input type="checkbox"/>	Other pilot <input type="checkbox"/>
1 Name of Pilot in Command	1	<input type="text"/> (Please choose)	
2 Aircraft occupants	B	<input type="text"/> pilot(s)	<input type="text"/> other flight deck crew <input type="text"/> all others
3 Who was handling pilot	3	<input type="text"/>	
Civ Operator / Mil Unit Address Unit/company telephone number	C	<input type="text"/>	
DATE and TIME of Airprox	D	Date: <input type="text"/>	Time: <input type="text"/> UTC
Your aircraft registration & type	E	Reg: <input type="text"/>	Type: <input type="text"/>
Colour scheme & external lighting (strobes, HISLs, nav lights etc)	F	<input type="text"/>	
1 Radio callsign	G	1 <input type="text"/>	
2 In communication with		2 <input type="text"/>	
3 Type of ATC service (if any)		3 <input type="text"/>	
4 RT frequency		4 <input type="text"/>	
5 SSR transponder		5 Not Fitted <input type="checkbox"/> On <input type="checkbox"/> Stby <input type="checkbox"/> Off <input type="checkbox"/> Code: <input type="text"/>	
		Mode C: On <input type="checkbox"/> Off <input type="checkbox"/> Not fitted: <input type="checkbox"/>	
		Mode S: On <input type="checkbox"/> Off <input type="checkbox"/> Not fitted: <input type="checkbox"/>	
Aerodrome of departure (ICAO)	H	<input type="text"/>	
Aerodrome of first landing (ICAO)	I	<input type="text"/>	
Classification of flight (Military - If you tick Yes for Formation then please include formation disposition in narrative, Section R).	J	Comm Air Transport <input type="checkbox"/> (Please choose) <input type="text"/>	(Please choose) <input type="text"/>
		Civil - Not Comm Air Transport (Please choose) <input type="text"/>	
Flight Rules at time of Airprox	K	IFR <input type="checkbox"/>	VFR <input type="checkbox"/> SVFR <input type="checkbox"/>
		NOTAM applicable Yes <input type="checkbox"/>	No <input type="checkbox"/> Number <input type="text"/>
Position of Airprox:	L	1 <input type="text"/>	
1 Bearing & range from reporting point/VOR/NDDB or Lat/Long		2 <input type="text"/> °	
2 Aircraft heading		3 <input type="text"/> kt	
3 True Airspeed			
1 Flight Level, altitude or height	M	FL <input type="text"/> <input type="text"/> feet	
2 Altimeter setting		<input type="text"/> mb/hPa (Please choose) <input type="text"/> or Rad Alt <input type="checkbox"/>	
3 Aircraft altitude		<input type="text"/> (Please choose) <input type="text"/> (Please choose) <input type="text"/>	
4 Phase of flight		<input type="text"/> (Please choose) <input type="text"/>	

2. Report (continued)			
In flight weather conditions at time of Airprox	N	1	IMC <input type="checkbox"/> VMC <input type="checkbox"/>
		2	Distance <input type="text"/> ft Above <input type="checkbox"/> Below <input type="checkbox"/> Cloud <input type="checkbox"/> Fog <input type="checkbox"/> Haze <input type="checkbox"/>
		3	Distance <input type="text"/> km <input type="checkbox"/> nm <input type="checkbox"/> Horizontally From Cloud
		4	(Please choose) <input type="text"/>
		5	Flying into <input type="checkbox"/> out of <input type="checkbox"/> sun
		6	Flight visibility <input type="text"/> km <input type="checkbox"/> nm <input type="checkbox"/>
		7	Day <input type="checkbox"/> Night <input type="checkbox"/> Twilight <input type="checkbox"/>
Description of other aircraft (if seen):	O		Seen <input type="checkbox"/> Not seen <input type="checkbox"/>
1 Type, high/low wing, number of engines		1	
2 Radio callsign, registration		2	
3 Markings, colour, lighting		3	
4 Aircraft attitude, other details		4	
1 First sighting distance/Al radar/ACAS contact	P	1	
2 Minimum vertical and horizontal separation at Closest Point of Approach		2	Vertical <input type="text"/> ft Horizontal <input type="text"/> nm <input type="checkbox"/> m <input type="checkbox"/>
3 Form of avoiding action taken: if none, please state reason		3	
4 Assessment of risk of collision		4	None <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
5 Other factors - workload etc.		5	
6 Avoidance or Alerting System (e.g. TCAS/TAS/FLARM/PowerFLARM)		6	Not Fitted <input type="checkbox"/> TCAS 1 <input type="checkbox"/> TCAS 2 <input type="checkbox"/> TAS <input type="checkbox"/> FLARM <input type="checkbox"/> PowerFLARM <input type="checkbox"/> Other (Please state) <input type="text"/> TA indicated Yes <input type="checkbox"/> No <input type="checkbox"/> RA indicated Yes <input type="checkbox"/> No <input type="checkbox"/> RA followed (if not state reason) Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you report the Airprox or (reported pilot) hear about the Airprox report?	Q		By radio? Yes <input type="checkbox"/> No <input type="checkbox"/> Freq? <input type="text"/> To/from whom? <input type="text"/> or By phone <input type="checkbox"/> letter <input type="checkbox"/> other? <input type="checkbox"/> To/from whom? <input type="text"/>
R Description of Airprox (please continue on a separate sheet if required)			
To help the investigation please forward to the UKAB copies of route data/maps with tracks drawn, NOTAMs, HUD recordings, data/GPS loggers etc.			

3. Airprox Diagrams

Mark the passage of other aircraft relative to you, in plan on the left and elevation on the right, assuming your aircraft is at the centre of each diagram. Add your chosen scale to each axis

VIEW FROM ABOVE		VIEW FROM ASTERN	
			
Name	e-mail	Tel number	
Unit/Company		Date	

4. Operating Authority Comment

--	--	--	--

Details of any investigation in progress; action taken to prevent recurrence etc.

Name	e-mail	Tel number	
Unit/Company/Post		Date	Submit Form

APPENDIX "Q"

Aerodrome Manual

- LIST OF EFFECTIVE PAGES

Page Revision No.		Page Revision No		Page Revision No.	
1	Version 2	30	Version 2	59	Version 2
2	Version 2	31	Version 2	60	Version 2
3	Version 2	32	Version 2	61	Version 2
4	Version 2	33	Version 2	62	Version 2
5	Version 2	34	Version 2	63	Version 2
6	Version 2	35	Version 2	64	Version 2
7	Version 2	36	Version 2	65	Version 2
8	Version 2	37	Version 2	66	Version 2
9	Version 2	38	Version 2	67	Version 2
10	Version 2	39	Version 2	68	Version 2
11	Version 2	40	Version 2	69	Version 2
12	Version 2	41	Version 2		
13	Version 2	42	Version 2		
14	Version 2	43	Version 2		
15	Version 2	44	Version 2		
16	Version 2	45	Version 2		
17	Version 2	46	Version 2		
18	Version 2	47	Version 2		
19	Version 2	48	Version 2		
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21	Version 2	50	Version 2		
22	Version 2	51	Version 2		
23	Version 2	52	Version 2		
24	Version 2	53	Version 2		
25	Version 2	54	Version 2		
26	Version 2	55	Version 2		
27	Version 2	56	Version 2		
28	Version 2	57	Version 2		
29	Version 2	58	Version 2		

DOCUMENT AMENDMENT RECORD

Amendment No	Date	Date Embodied	Signature
Version 2 Issue			
1	1st Jan 2021	1st Jan 2021	MPR
2			
3			
4			
5			
6			
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26			

Record/ Letter of Transmittal

Date:

For Manual /Amendment* Approval

Document Ref. No:

Version 2 Issue*

Amendment Revision No.:*

Ref. Chapter	Page No	Remove	Insert	Brief Details of Amendment

Approved By:

Head Of Training/CFI
ANDREWSFIELD AVIATION LTD.

Date:

* delete as required

APPENDIX "Q"

REQUEST FOR NOTAM ACTION

To:	UK NOTAM Office	From:	
Tel:	01489 612488/612489	Tel:	
Email:	eg_notamprop@ead.eurocontrol.int	Email:	
Fax:	01489 612490	Fax:	

New NOTAM as per details below	
Cancel the following NOTAM Number:	
Replace the following NOTAM Number as per the details below: <i>You can only replace a NOTAM that is in effect now, if not yet effective you must cancel and re-issue as new.</i>	

Field A (Aerodrome)	
Field B (Start Time UTC)	
Field C (End Time UTC)	
Field D (Schedule UTC)	
Field E (Free Text)	
Field F (SFC, FL or AMSL)	
Field G (FL or AMSL)	
Additional Information	