



Defence
Safety
Authority



RAF Cosford

Defence Aerodrome Manual (DAM)

Military Aviation
Authority

Military Aviation Authority

MAA

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

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

The DAM template is to be used as a framework for the development of the bespoke unit DAM but, the AO may develop their own cover and 'Foreword'. The AO is responsible for ensuring that the DAM is up to date, accurate (with amendments made when changes occur¹) and that the latest version is published online. AOs can add chapters and annexes, dependent upon the complexity of the Aerodrome, however the same layout will be used as the template to ensure consistency across all MOD Aerodromes. If chapters and / or annexes are added, they may be placed at the end of the DAM and annexes may be amended without having to re-issue the whole document, with changes recorded in the Table of Amendment.

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

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

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

- | | | |
|------------|---|---|
| RA 1010 | - | Head of Establishment ► Aviation Responsibilities and Aviation Duty Holder / Accountable Manager (Military Flying) Establishment Responsibilities ◀ |
| ◄ ◄ | - | ► ► |
| RA 1026 | - | Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities |
| RA 1030 | - | Defence Aeronautical Information Management |
| ► RA 1032 | - | Aviation Duty Holder-Facing Organizations and Accountable Manager (Military Flying) – Facing Organizations – Roles and Responsibilities ◀ |
| RA 1200 | - | Air Safety Management |
| RA 1205(4) | - | Responsibilities of Organizations Supporting an Air System Safety Case |
| RA 1400 | - | Flight Safety |
| RA 1410 | - | Occurrence Reporting and Management |
| RA 1430 | - | Aircraft Post Crash Management and Significant Occurrence Management |

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

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

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

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5.8	Aerodrome Wildlife Management	SATCO	5-1
5.9	Low Visibility Operations	N/A	5-1
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3. Table of Amendment

Amendment No.	Amendment Date	Date of Incorporation	Name / Role	Signature
Ver 7.0 (Annex LL)	Jan 21 (Aug 21)	Feb 21 (Aug 21)	Pickering/ Airfield Manager	ANP
Ver 8.0	Sep 21	Feb 22	Pickering/ Airfield Manager	ANP
Ver 8.1	Jul 22	Aug 22	Pickering/ Airfield Manager	ANP
Ver 8.2	Feb 23	Feb 23	Pickering/ Airfield Manager	ANP
Ver 9.0	Apr 23	May 23	Pickering/Airfield Manager	ANP
Ver 10.0	Dec 23	Dec 23	Pickering/Airfield Manager	ANP
Ver 10.1 (2Gp airfield)	Jan 24	Jan 24	Pickering/Airfield Manager	ANP

4. Annexes

Annex A	Aerodrome Operator Letter of Delegation
Annex B	Safety Meeting Structure
Annex C	Aerodrome Key Stakeholders
Annex D	Aerodrome Operators Hazard Log
Annex E	Formal Aerodrome Related Agreements
Annex F	Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions
Annex G	Aerodrome Location and Control of Entry and Access
Annex H	Noise Abatement Procedure Orders
Annex I	Temporary Obstruction Orders
Annex J	Aerodrome Arresting System Orders (Not applicable)
Annex K	Manoeuvring Area Safety and Control Orders
Annex L	Emergency Orders / Aerodrome and Aircraft Incident Action Plan
Annex M1	Aerodrome Rescue and Fire Fighting Services and Training Orders
Annex M2	Aerodrome Rescue and Fire-Fighting Training Area Orders and Risk Assessments
Annex M3	ARFF Assessment Requirements
Annex M4	Reduction of ARFF Category Provision
Annex N	Disabled Aircraft Removal
 Annex O	 Air Traffic Control Orders and Local Procedures (and Flying Orders)
Annex P	Aerodrome Data Reporting Procedures
Annex Q	Aerodrome Serviceability Inspections

<u>Annex R</u>	Aerodrome Technical Inspections
<u>Annex S</u>	Radio and Navigation Aid Maintenance, Monitoring and Protection
<u>Annex T</u>	Aerodrome Works Safety
<u>Annex U</u>	Aerodrome Users - Vehicle and Pedestrian Control
<u>Annex V</u>	FOD Prevention - Training and Awareness
<u>Annex W</u>	Aerodrome Wildlife Management
Annex X	Low Visibility Operations (Not applicable)
<u>Annex Y</u>	Snow and Ice Operations
<u>Annex Z</u>	Thunderstorm and Strong Wind Procedures
<u>Annex AA</u>	Civil Aircraft Aerodrome Usage - Terms and Conditions
<u>Annex BB</u>	Electrical Ground Power Procedures
<u>Annex CC</u>	Aviation Fuel Management Procedures
<u>Annex DD</u>	Hazardous Materials - Spillage Plan
Annex EE	Jettison and Fuel Dumping Area (Not applicable)
<u>Annex FF</u>	Compass Swing Area
Annex GG	Explosive Ordnance Disposal Area (Not applicable)
Annex HH	Dangerous Goods (DG) Procedures (Not applicable)
Annex II	Hydrazine (H70) Leak (Not applicable)
<u>Annex JJ</u>	RPAS Orders
<u>Annex KK</u>	RAF Cosford Airfield Medical Cover Report

Expand as required for additional Annexes

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

1.1 Name and Work Address of Aerodrome Operator:

Airfield Manager
Airfield HQ (Bdg 517)
RAF Cosford
Wolverhampton
WV7 3EX

Mil ☎ 03001645390
Civ ☎ 03001645390

Email: adrian.pickering430@mod.gov.uk

1.2 Aerodrome Operators Authority and Letter of Delegation. [Annex A](#)

1.3 Safety Meeting Structure. [Annex B](#)

1.4 Aerodrome Key Stakeholders. [Annex C](#)

1.5 Aerodrome Operators Hazard Log (AOHL). [Annex D](#)

1.6 Formal Aerodrome Related Agreements. [Annex E](#)

1.7 Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions. [Annex F](#)

1.8 Aerodrome Location and Control of Entry and Access. [Annex G](#)

Chapter 2: Aerodrome Data, Facilities and Characteristics

2.1. Aerodrome Data. Location indicator and name: EGWC – RAF Cosford.

2.2. SPECIAL PROCEDURES						
Elev	Var	TA			Date	Chart No.
Nil	Nil	Nil	Nil	Nil	Nil	Nil

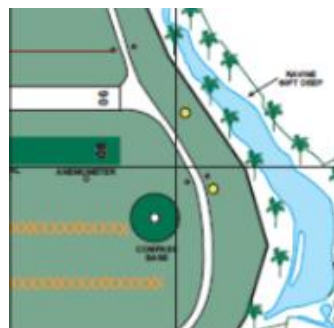
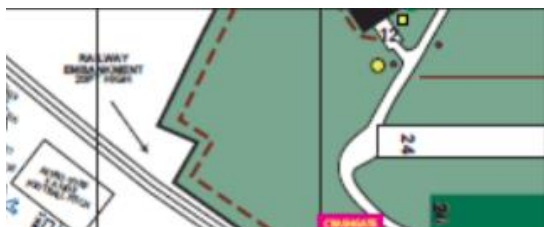
2.3. NOISE ABATEMENT PROCEDURES	
1	Avoid village of Albrighton, 1nm SE of airfield and farm at posn SJ 799 062 and Cosford Grange House SJ 785 045 . Annex H

2.4. Temporary Obstruction Orders. [Annex I](#)

2.5. RWY Strip Obstructions.

Anemometer	523821.99N 0021845.22W	37.27ft AGL
DRDF Bdg	523823.87N 0021839.91W	12.98ft AGL
DRDF Antenna	523822.87N 0021841.64W	19.97ft AGL
Windsock	523825.05N 0021837.43W	29.11ft AGL

2.6. RWY End Safety Area (RESA). Full obstacle clearance cannot be met on the approach to all runways: there is a 60ft ravine 90m into the overshoot of RWY24 and a 20ft railway embankment 280m into the overshoot of RWY06, shown below:



RESA at RAF Cosford

2.7. Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS).
N/A

2.8. Aerodrome Arresting System Orders. N/A

2.9. Manoeuvring Area Safety and Control Orders. [Annex K](#)

Chapter 3: Emergency and Aerodrome Rescue and Firefighting Orders

3.1 **Emergency Organization.** The CFR ASMP Master Policy Document is attached with the ASMP [here](#) Appendix 1 – CFR ASMS Local Interface Record is [here](#)

3.2 **Emergency Orders / Aerodrome Crash Plan.** [Annex L](#) The RAF Cosford Aircraft and Airfield Incident Response Plan (AAIRP) details the immediate actions to be taken by Stn pers in the event of an incident involving Cosford-based ac on the airfield; the AAIRP is at Annex L. RAF Cosford also has a wider remit to react to ac incidents/accidents within a much wider Area of Responsibility (AOR), which encompasses the counties of Shropshire, Herefordshire, Worcestershire, Ceredigion, Carmarthenshire, Pembrokeshire and Powys. RAF Cosford's role in such circumstances is detailed within the Aircraft Post Crash Management (APCM) Plan.

3.3 **Aerodrome Rescue and Fire Fighting Services and Training Orders.**

[Annex M1 - Orders](#)

[Annex M2 – TTRA and RAs](#)

[Annex M3 – Assessment Requirements](#)

[Annex M4 – Reduction of ARFF Category Provision](#)

3.4 **Disabled Air System Removal.** [Annex N](#)

Chapter 4: Air Traffic Services and Local Procedures (Flying Orders)

4.0 ATC Orders.

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

ATC Orders	
1	Annex O (ATC)

4.1 Flying Orders. [Annex O \(Fg\)](#)

Chapter 5: Aerodrome Administration and Operating Procedures

- 5.1 **Aerodrome Data Reporting.** Conducted by Air Traffic Control iaw TORs and SOPs [Annex P](#)
- 5.2 **Aerodrome Serviceability Inspections.** [Annex Q](#)
- 5.3. **Aerodrome Technical Inspections.** [Annex R](#)
- 5.4 **Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection.** [Annex S](#)
- 5.5. **Aerodrome Works Safety.** [Annex T](#)
- 5.6. **Aerodrome Users - Vehicle and Pedestrian Control.** [Annex U](#)
- 5.7. **FOD Prevention - Training and Awareness.** [Annex V](#)
- 5.8. **Aerodrome Wildlife Management.** [Annex W](#)
- 5.9. **Low Visibility Operations (LVO).** Nil
- 5.10. **Snow and Ice Operations.** [Annex Y](#)
- 5.11. **Thunderstorm and Strong Wind Procedures.** [Annex Z](#)
- 5.12. **Civil Air System Aerodrome Usage - Terms and Conditions.** [Annex AA](#)
- ~~5.13. **Safeguarding Requirements – Waivers and Exemptions.**~~
- 5.14. **Aerodrome Assurance Activity.** The AO will ensure that reports, surveys and assurance documentation, regarding the aerodrome and its facilities are captured within the DAAF. In addition, the AO will determine which 2nd Party assurance reports (of those involved in activities on or around the aerodrome) are also captured.³
- 5.15. **Electrical Ground Power Procedures.** [Annex BB](#)
- 5.16. **Aviation Fuel Management Procedures.** [Annex CC](#)
- 5.17. **Hazardous Materials - Spillage Plan.** [Annex DD](#)
- 5.18. **Jettison and Fuel Dumping Area.** Nil.
- 5.19. **Compass Swing Area.** [Annex FF](#)
- 5.20. **Explosive Ordnance Disposal Area.** Nil
- 5.21. **Dangerous Goods (DG) Procedures.** Nil
- 5.22. **Hydrazine (H70) Leak.** Nil
- 5.23. **UAS / RPAS Orders.** [Annex JJ](#)
- 5.24. **RAF Cosford Airfield Medical Report** [Annex KK](#)

³ For example, Air Traffic Control BM STANEVAL (ATM) reports.

RAF COSFORD DAM – ANNEX A AERODROME OPERATOR LETTER OF DELEGATION

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From: Gp Capt Cameron G W Gibb MBA BEng(Hons) CEng CMgr MIET MCMI RAF



Station Commander

Royal Air Force Cosford
Wolverhampton
WV7 3EX
Tel: 01902 377001
Fax: 01902 377054
Email: Cameron.Gibb678@mod.gov.uk

Squadron Leader A Pickering
Airfield Manager
RAF Cosford
Wolverhampton
WV7 3NF

Reference:

Date: 05 August 2022

LETTER OF AUTHORITY TO ACT AS AERODROME OPERATOR FOR ROYAL AIR FORCE COSFORD

References:

- A. Military Aviation Authority Charter dated 31 Aug 10.
- B. MAA/RA/1026 dated 10 Nov 14 – Aerodrome Operator Roles and Responsibilities.

1. The Secretary of State for Defence set out the requirements at Reference A for an assurance process to ensure that the highest standards are maintained in the conduct of military aviation; you, Squadron Leader A N Pickering (8300258J), as Aerodrome Operator (AO) are to ensure that these are upheld. Your responsibilities as AO are regulated by MAA and the RAF Cosford DAM, Chapter 1, para 1.6.

2. Taking into account the direction set by the Military Aviation Authority (MAA), you are to maintain a Defence Aerodrome Manual (DAM) to provide aircraft operators with a standardized level of detail relating to the management checks, characteristics, operating procedures, services and hazards at RAF Cosford. You are also to develop and maintain a Defence Aerodrome Assurance Framework (DAAF) to collate all assurance activity that is required.

3. In discharging your responsibilities to me, you are to ensure that RAF Cosford's operations, infrastructure, equipment and personnel adhere to the highest standards of safety. You are to immediately consult with me if you feel, at any time, that these standards are under threat.

A handwritten signature in black ink, appearing to be 'C. Gibb', written over a horizontal line.



RAF COSFORD DAM – ANNEX B AIR SAFETY MEETING STRUCTURE

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RAF COSFORD AIR SAFETY MEETING STRUCTURE

1. The RAF Cosford Air Safety meeting structure comprises monthly/quarterly meetings of the DDH-F Review Group (DDHFRG) and the Stn Flight Safety Meeting (SFSM); additionally, biannual meetings of the Total Safety Board (TSB) also occur. The meetings' battle rhythm, and sequencing with other safety meetings, is as follows:

Jan	SFSM	DDHFRG*	
Feb		DDHFRG	
Mar		DDHFRG*	TSB
Apr	SFSM	DDHFRG*	
May		DDHFRG	
Jun		DDHFRG*	
Jul	SFSM	DDHFRG*	
Aug		DDHFRG	
Sep		DDHFRG*	TSB
Oct	SFSM	DDHFRG*	
Nov		DDHFRG	
Dec		DDHFRG*	

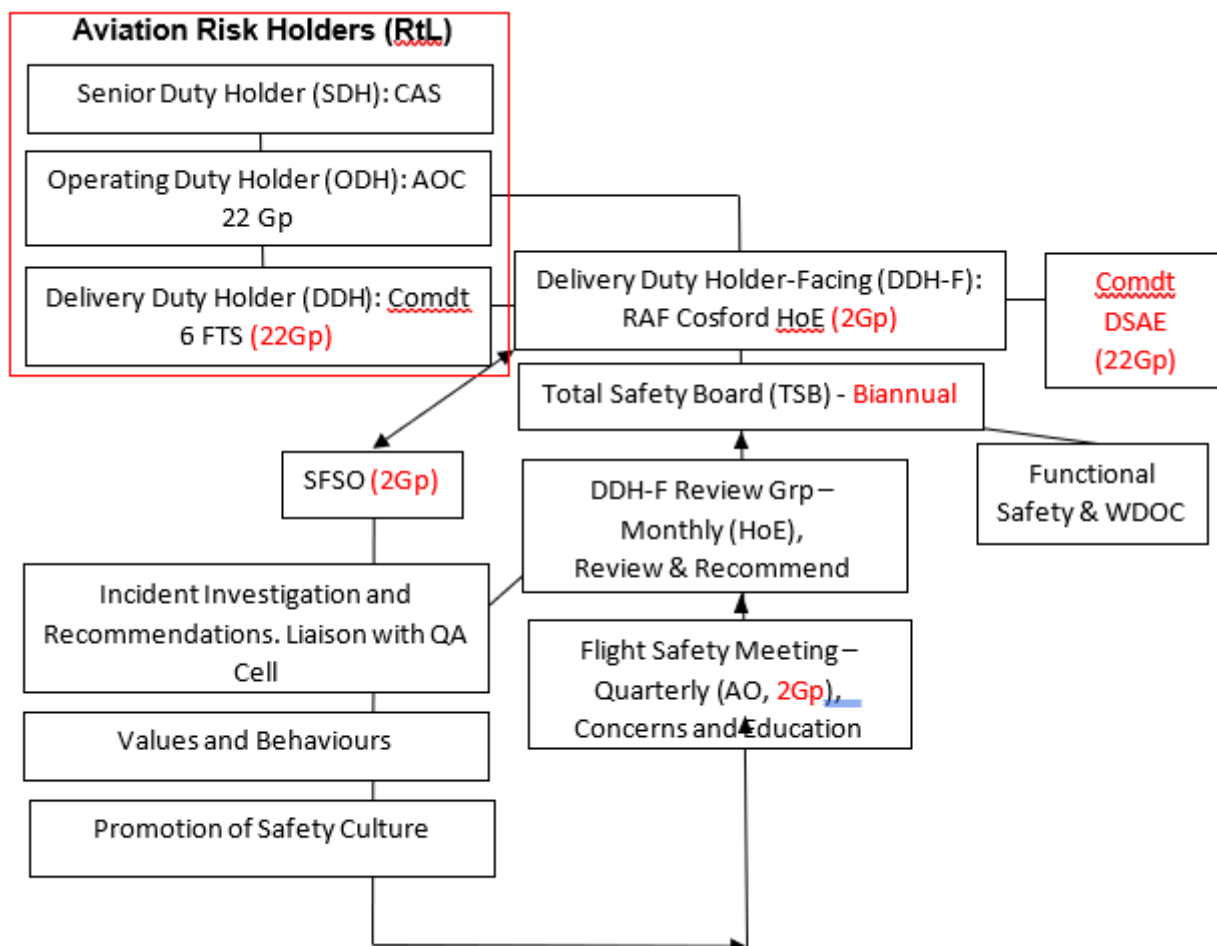
RAF COSFORD DAM – ANNEX C AERODROME KEY STAKEHOLDERS

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ORGANISATION, KEY SAFETY PERSONNEL, AIR SAFETY ASSURANCE UNDER 2GP AND 22GP.

The Duty Holder (DH) construct and Air Safety Meetings at RAF Cosford under 2Gp and 22Gp are planned to be as follows:



Stn Cdr (HoE)	Ext 7001
Airfield Manager (AO)	Ext 7778
OC UBAS (OC Fg)	Ext 7571
OC 8 AEF	Ext 7108
SATCO	Ext 7055
CFI CPFC	Ext 7198
CFI WGC	Ext 4962
Air Ops Mgr Mid Air Amb	Ext 7191
Babcock Chief Eng	Ext 7651

RAF COSFORD DAM – ANNEX D AERODROME OPERATOR'S HAZARD LOG

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1. [AOHL](#). This is held on Sharepoint. If you require access and are unable to access the link, please contact Airfield Manager on 01902 377778 or SATCO on 01902 377055.

RAF COSFORD DAM – ANNEX E FORMAL AERODROME RELATED AGREEMENTS

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Title	Effective from	Review by	Link
Letter of Agreement between RAF Cosford SATCO and Officer Commanding School of Physical Education Flight	2 May 19	2 May 24	HERE
The Joint Business Agreement between RAF Cosford SATCO and OIC Cosford Kart Club	11 Jul 19	11 Jul 24	HERE
Letter of Agreement between RAF Cosford SATCO and RAF Shawbury SATCO	24 Apr 19	24 Apr 24	HERE
Letter of Agreement between SATCO and Paraglider Pilots practicing Ground Handling	9 May 22	9 May 27	HERE
Letter of Agreement between RAF Cosford SATCO and 2 SofTT (vice Aerosystems Engineer and Management Training School)	17 Dec 19	17 Dec 24	HERE
Letter of Agreement between SATCO and OIC CMXQC	1 Feb 23	1 Feb 28	HERE

RAF COSFORD DAM – ANNEX F AERODROME WAIVERS, EXEMPTIONS AND ALTERNATIVE
ACCEPTABLE MEANS OF COMPLIANCE

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Currently nil.

RAF COSFORD DAM – ANNEX G AERODROME LOCATION AND CONTROL OF ENTRY AND ACCESS

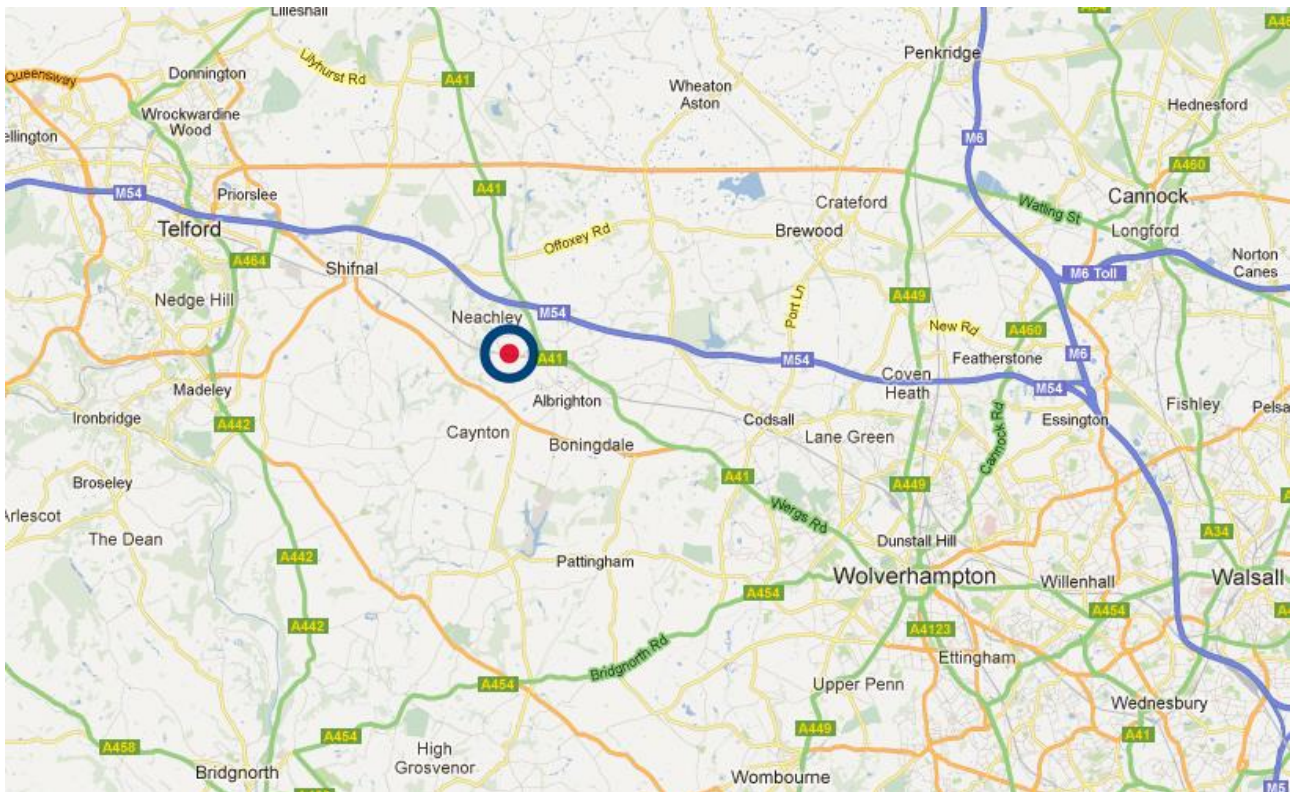
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Aerodrome Location - RAF Cosford is set in the countryside of Shropshire, 150 miles north-west of London. Located adjacent to the A41, near Junction 3 of the M54, it has good road connections to the M6/M5 motorways; it also has its own railway station with regular services to Wolverhampton, with onward connections to Birmingham, London and Shrewsbury.

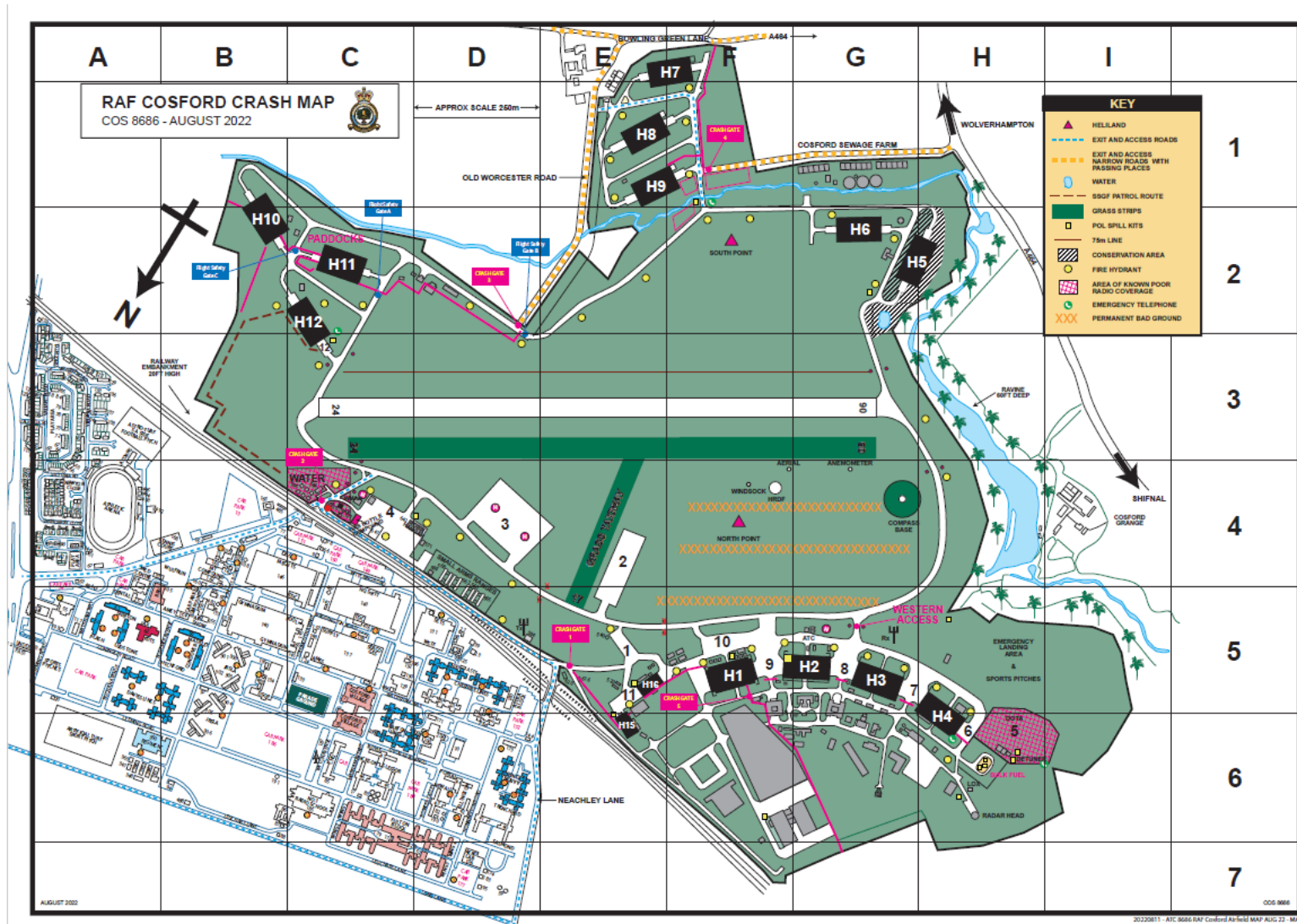
The RAF Cosford Switchboard Operator can be contacted on **01902 372393**. The RAF Cosford website is at <http://www.raf.mod.uk/rafcosford>

Local Area Map



Entrance to the Airfield Site is for pass-holders with valid ID only. All visitors who want to transit airside should report directly to Air Traffic Control for authorisation. If ATC is closed, you must not proceed any further onto the airfield. Only MT and other authorised vehicles are permitted to be driven airside and the driver must have a valid Airfield Driving Permit or be escorted by someone who has one. No hats or pets are allowed on the airfield; all personnel should wear a high visibility waistcoat or jacket whilst on the airfield.

Aerodrome Crash Map



RAF COSFORD DAM – ANNEX H NOISE ABATEMENT PROCEDURES

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As per para 2.3, the Noise Abatement procedures are as follows:

NOISE ABATEMENT PROCEDURES (where possible)	
1	Avoid village of Albrighton at SJ 799 062.
2	Farm at SJ799 062
3	Cosford Grange House at SJ 785 045

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1. **Identification Markers.** Emergency services, fire, ambulance etc, carry occulting blue lights.
2. **Unserviceability Markers.** Wherever any portion of a taxiway, apron or holding bay is unfit for the movement of air systems but it is still possible for an air system to bypass the area safely, unserviceability markers should be displayed. These markers should be placed at intervals sufficiently close so as to delineate the unserviceable area. A red and white refillable barrier will act as an unserviceability marker and ATC will be responsible for ensuring they are positioned accordingly.
3. **NOTAM Action.** PASOM/ASOS staff will issue a NOTAM if the aerodrome or any substantial part of it becomes unserviceable, or if any temporary obstruction, not clearly discernible from the air, cannot be effectively indicated by the standard methods. The report should state:
 - a. Nature and position of the unserviceable area or obstruction.
 - b. Nature of markings.
 - c. Approximate period for which the area will remain unserviceable.
4. **Informing Pilot.** ATC is responsible for informing the air system captain of any unserviceability on the aerodrome that will affect air system taxi patterns. For outbound air systems, the captain will be informed on air system start. For inbound air systems, the captain will be informed after landing prior to taxi. ATC will initiate alternate taxi patterns where appropriate.

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Manoeuvring Area Safety and Control Orders	
1	Arrangements for allocating Air System parking positions. (see below)
2	Arrangements for initiating engine start. CAP413 MAA RA3000 FOB
3	Ensuring clearance for Air System push-back (if required) / restricted taxiing. N/A
4	Marshalling services. By reservation from SQEP working iaw STANAG 3117 and CAP 637
5	'Follow-Me' provision. Only to be conducted by FOAs or ATCOs under the authority of SATCO/ATCO IC during normal ops; driving regs iaw RA3000
6	Orders on operation of the 'Follow-Me' vehicle procedures and Air System marshalling. STANAG 3117 and CAP637 (links above)
Procedures to Ensure Manoeuvring Area Safety	
7	Protection from jet blast. FOB
8	Enforcement of safety precautions during Air System refuelling operations. FOB
9	Enforcement of Safety precautions during Aircraft ground running operations. FOB
10	Orders for Runway and Apron sweeping; Apron cleaning. ATC Orders
11	Arrangements for reporting incidents and accidents on an apron etc. ATC Orders
Procedures to Ensure Manoeuvring Area Safety (Ground Instructional Aircraft (GIA) or aircraft classified as Ground Training Aids (GTA))	
12	The following order, found in the Cosford Aerospace Engineering Standing Orders (AESO), cover detailed procedures for the Safe Parking and Manoeuvring of aircraft within the Cosford MAE: 20190301-COS-AESOs-Bk 2 Pt 1 Ch 2 Order 1.doc (sharepoint.com)

STATION BASED AIRCRAFT	
UBAS	Dispersal 10 (UBAS) (Crash Map Grid F5) during operational activity.
Training Areas	A/s may be parked on Dispersal 1 (Crash Map Grid E5), Dispersal 2 (Crash Map Grid E4), Dispersal 5 (DOTA)/6 (Crash Map Grid H6), Dispersal 7/8 (Crash Map Grid G5) and Dispersal 11 (Crash Map Grid E5) during training activity.
CMC	Aircraft may routinely be parked on Dispersal 8 (Crash Map Grid G5) or Dispersal 10) (Crash Map Grid F5).
VISITING AIRCRAFT	
Rotary	Rotary a/s are parked on the 'H' immediately West of the ATC tower (Crash Map Grid G5), the marked spots on Dispersal 3 (Crash Map Grid D4) or on the grass to the South of ATC (Crash Map Grid G5).
Fixed Wing	Light Fixed-Wing a/s are parked on the grass to the South of ATC (Crash Map Grid G5).
NOTE	Unusual events, operational requirement or heavy a/s may preclude to use of normal parking protocol; therefore, parking will be tactically managed by ATC.

RAF COSFORD DAM – ANNEX L EMERGENCY ORDERS / AERODROME CRASH PLAN

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[20230823-AAIRP Ver 7.4-O.docx](#) – Immediate response only.

[Policy and Guidance \(sharepoint.com\)](#) – Aircraft Post Crash Management, Disaster Plan, Business Continuity and Recovery plans can be found here.

RAF COSFORD DAM – ANNEX M1 AERODROME RESCUE AND FIRE FIGHTING SERVICES AND TRAINING ORDERS

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References:

Defence Fire Safety Regulator

- a. DSA 02: Defence Fire Safety Regulations DFSR
- b. DSA 03: Defence Fire Safety Regulatory Guidance DFSR
- c. DSA02 DFSR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations
- d. SOP
- e. DFR CFI (Until superseded by Capita)

CFR CFI

- f. TIPs

INTRODUCTION

1. The Airfield Rescue and Firefighting (ARFF) section provides operational fire and rescue cover in support of authorised airfield users at Cosford.
2. ARFF services are to be organised and operated in such a manner as to ensure their rapid deployment and the effective and efficient use of resources IAW Ref c.

ARFF CATEGORIES

3. Using the critical Area concept, the required level of protection (media and appliances) has been calculated for all UK military aircraft. From these results, aircraft and the aerodromes at which they are established have been cross referenced to Military Aviation Authority (MAA) MAA01 direction. Each Regulatory Article contains Rationale, Regulation, Acceptable Means of Compliance (AMC) and Guidance Material (GM). MAA03: MAA Regulatory Processes describes the processes that enable interaction between the Regulated Community and the MAA amendment process. DSA02 DFSR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations) regulations is to be used for submission/ratification of Alternative Acceptable Means of Compliance (AAMC) and the process for requesting Regulatory Waivers and Exemptions.
4. A Task & Resource Analysis (TRA) shall be used to assess an aerodromes ARFF response capability and to determine the minimum requirement of rescue and firefighting equipment, personnel and supervisory grades at aerodromes which have been declared in scope. A TRA shall be completed in consultation between the HoE/AO and DFRMO to ascertain the optimum level of resource required to

effectively manage a credible and foreseeable emergency incident. The outcome of the TRA shall be agreed with the HoE/AO and should be shared with the local Fire and Rescue Authority(s) or Host Nation equivalent and Local Resilience Forums. The completed TRA will be recorded in the unit's Defence Aerodrome Manual (DAM).

5. Until a TRA has been conducted at a unit, the current minimum ARFF resources are to be maintained. ARFF cover for aircraft operating above or below the unit established category will be required to accord with the revised ARFF policy.

6. The minimum ARFF category currently provided at RAF Cosford for UBAS/AEF flying is Category 1, (1 x RRV providing 886 litres of water, discharge rate of 600 litres/min with 3 x crew (Grob Tutor)). Ability to increase with suitable notice.

TEMPORARY REDUCTIONS IN ARFF COVER (See also Annex M4)

7. In the event of an unexpected reduction in ARFF capability (eg unserviceability of a vehicle, specialist equipment or unplanned shortage of fire personnel), the senior ARFF Officer on duty will implement the Risk Assessment in accordance with (DFSR Form 061/07.2):

- a. Complete the relevant section of the ARFF Risk Assessment Form;
- b. Detail the nature of the reduction in ARFF capability;
- c. State what ARFF capability remains; and
- d. Provide an estimate of how long the reduced capability is expected to persist.

8. Once completed by the Senior ARFF Officer present, the DFSR Form 06/07 is to be sent to the DATCO/ATCO IC to allow the HoE or AO3 to determine what, if any, action will be taken concerning continuance of flying operations. The decision to stop, restrict or continue flying operations will depend on the nature of the reduction of ARFF capability. The HoE or AO is required to complete DFSR Form 06/07 confirming the decision regarding the status of flying operations, adding caveats as necessary. Completed appendices constitute the formal audit trail of the Risk Assessment and are to be included within the Unit DAM.

AERODROME RESPONSE

9. **States of Readiness for Aircraft Emergencies.** States of readiness for aircraft emergencies are defined as:

- a. **State 1 - Aircraft Accident:** A crash on or seen from an aerodrome.
- b. **State 2 - Full Emergency:** An incident on the aerodrome where doubt exists about the safety of the aircraft or its occupants, or to anticipate a "State 1". The ARFF vehicles and emergency medical services are deployed to the incident or to pre-arranged positions on the aerodrome.
- c. **State 3 - Local Standby:** A precautionary measure to cater for a possible incident on the aerodrome or when an aircraft has crashed off the aerodrome, but the position is unknown. ARFF vehicles are crewed with engines running at their normal locations

RESPONSE TO OFF SITE INCIDENTS

10. When an incident occurs off an aerodrome, the action to be taken depends on whether the exact location of the crash/ditching is known. When the location is known, the DATCO/ATCO IC or other emergency coordinating body will initiate emergency action in accordance with unit orders.

11. If the location of the incident is unknown, the DATCO/ATCO IC or other emergency coordinating body should initiate search activity as soon as possible. This activity should include requesting the assistance of aircraft operating in the vicinity. The DATCO/ATCO IC or other emergency coordinating body must immediately inform the ARFF service and bring them to a State of Readiness by passing a crash message containing whatever information is known.

COMMAND & CONTROL

12. The Senior CFR Manager will retain Incident Command and Control of all deployed ARFF assets until the incident is handed over to an appropriate member of an emergency response agency or the incident emergency response phase is terminated.

TACTICAL INFORMATION PLANS

13. The FSM is to ensure that TIP's are provided for all significant risk premises that fall within his area of responsibility and to ensure that such premises are visited:

- a. Annually.
- b. Where there has been a change to the use of the designated premises.
- c. Where there has been a change to the lay out of the designated premises.
- d. Where there has been a change to the hazardous materials stored in the designated premises.

14. In this respect a significant risk premises are defined as any building which, due to its construction, design, hazardous materials stored and processes or activities undertaken has the potential for an increased risk to Firefighter safety above that normally expected during an incident.

15. CFR members should carry out familiarisation visits of all premises taking note of the TIP content. The FSM should ensure that there is a training element related to the risk i.e:

- a. Lectures.
- b. Practical drills.
- d. Table top exercises.

16. At RAF Cosford, CFR personnel gain familiarisation with all other premises during routine fire safety management activities.

17. A copy of all the TIPS is held by the duty fire warden for handover to Local Authority Fire Brigades if required. A digital copy is maintained on the CFR MOSS site extender.

FIRE FACTS, GENERIC RISK ASSESSMENTS AND STANDARD OPERATING PROCEDURES

18. Some guidance on hazards and risks associated with premises and procedures for managing those risks on FRS operations is provided by HM Government's Chief Fire and Rescue Advisor in Generic Risk Assessments (GRA) and Standard Operating Procedures (SOP). In addition, CFR occasionally provides Defence specific GRA and SOP. Details of relevant GRA and SOP should be included within the TIP. Fire Facts cards providing information for Incident Commanders on a wide range of incidents and scenarios are also produced by DFR and can be found within the Incident Command Wallet found on ARFF vehicles.

RAF COSFORD DAM – ANNEX M2 AERODROME RESCUE AND FIRE-FIGHTING TRAINING AREA ORDERS AND RISK ASSESSMENTS

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References:

DSA02: Defence Fire Safety Regulations DFSR [Link](#)

CFR Competency Management System [Link](#)

Capita Accident, Safety, Property & Environmental Report [Link](#)

CFR Cosford TES & TRA [TRA](#)

CFR Cosford Fire section standing orders [Link](#)

INTRODUCTION

Reference A details the response and intervention responsibilities of CFR. To be effective the key training requirements for CFR are that they must:

- Be familiar with the buildings, facilities and equipment at their establishment and the associated fire safety hazards and risks.

- Be familiar with active and passive fire detection and suppression systems including hydrant systems, booster pumps etc.

- Be familiar with surface drainage systems to minimise any potential environmental issues.

- Have contingency plans (this includes Establishment and County disaster / emergency plans) to cater for possible fire and emergency incidents.

- Rehearse responses to likely fire and emergency incidents by either carrying out tabletop exercises or full joint exercises.

- Train to maintain and develop their Firefighting skills and standards both as individuals and teams.

PROVISION OF SUITABLY QUALIFIED AND EXPERIENCED PERSONNEL

The Fire Station Manager (FSM) is responsible for ensuring that sufficient Suitably Qualified and Experienced Personnel (SQEP) are available to deliver FRS outputs at all times. Reference B has been developed by CFR to ensure that personnel are suitably trained and developed to meet the needs of each role.

MAINTENANCE OF SKILLS TRAINING PROGRAMME

3. CFR has developed a Competence Management System and recording system for CFR professional Firefighters at Reference C. The CMS system identifies Core and Site-Specific competences that must be maintained by all CFR personnel and comprises practical Maintenance of Skills (MOS)

objectives and theory Knowledge & Understanding (K&U) objectives and also define the periodicity for demonstrating competence against those objectives

4. The FSM is responsible for ensuring that all FRS personnel are in date for the competences defined within the CMS programme and is required to carry out a monthly check. All Training and Development activities CMS will be subject to Internal Audit as follows:

1st Line Internal Audits - quarterly by the FSM.

2nd Line Internal Audits - at least annually by the HQ-CFR Regional Service Delivery Manager (SDM) / Service Support Manager (SSM).

2nd Line Internal Audits - 6- monthly by the Regional Development Support Manager (DSM) on behalf of HQ-CFR Human Resources and Development business unit.

3rd Line Internal Audit – periodically (as required) by the HQ-CFR - HQ R&P Internal Audit & Assurance team.

FORMAL COURSES

6. In some instances, personnel may be required to undertake formal training courses at Capita Fire Service College Morton in the Marsh GL56 ORH. These courses may be:

- a. To support the development of individuals in accordance with References B & C.
- b. To achieve MOST objectives that cannot be achieved locally.
- c. To achieve Instructor Qualifications.
- d. For fire safety management development.
- e. For Incident Management or other supporting functions.

7. The FSM is required to review training and development requirements in anticipation to ensure that all relevant personnel are nominated for courses to be included in the subsequent annual Training Task Plan (TTP).

SCENARIO BASED TRAINING EVENTS

8. The achievement of the CMS objectives cannot be always achieved using Naturally Occurring Events (NOE). Consequently, there is a requirement to undertake much of the training and development of CFR personnel using Scenario Based Training Events.

9. RAF Cosford does not currently have any FRS specific training facilities and as such and when ARFF commitments allow, CFR personnel have to use training facilities at other local MoD stations. Currently these are:

- a. Bldg A29 - Breathing Apparatus (BA) training facility at Donnington.
- b. Bldg 131 - BA training facility at Shawbury.
- c. RAF Shawbury - Live Fire Training Simulator (Propane fuelled multi-scenario training rig)
- d. Jet Provost air frame – Located by hanger 2 RAF Cosford

e. RAF Valley - Live Fire Training Simulator (Propane fuelled multi-scenario training rig)

10. The FSM is responsible for ensuring engagement with local stations to ensure CMS competencies can be renewed.

11. In accordance with reference D, all SBTE must be developed properly, and a Training Event Sheet (TES) and Training Risk Assessment (TRA) must be provided for each scenario. The senior CFR manager responsible for each specific training event must ensure that all risk control measures are in place before commencing any SBTE. In addition, all personnel must be fully briefed on the TES and TRA prior to undertaking the specific SBTE.

[Link: to Credible Worst Case Scenarios
Fire Section Standing Orders](#)

[Fire station risk assessments:
Response Area assessment](#)

[Water Assessment](#)

The requirement is captured within the TRA (Page 16S5 table 1), and Cosford equipment meets the requirement. This requirement must be taken into consideration before any future equipment change.

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Response Area Assessment

The operational objective of the ARFF service is to achieve response times of two minutes and not exceeding three minutes to any point of each operational runway, as well as to any other part of the operating area (response area), in optimum surface and visibility⁴.

Response time is considered to be the time between the initial call to the ARFF service, and the time when the first responding vehicle(s) is (are) in position to apply foam at a rate of at least 50 per cent of the discharge rate required as defined within Table of DSA02 DFSR – Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations.

[RAF Cosford Response Area Assessment](#)

1000Mtr Assessment

As defined within DSA02 DFSR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations of the approach and departure areas within 1000m of the runway threshold⁵ should be carried out to determine the options available for rescue. In considering the need for any specialist rescue and access routes, the environment of the risk area, in particular the topography and composition of the surface should be considered.

Emergency access roads should be provided on an aerodrome where terrain conditions permit their construction to facilitate achieving minimum response times. Particular attention should be given to the provision of ready access to approach areas up to 1000 m from the threshold, or at least within the aerodrome boundary. Where a fence is provided, the need for convenient access to outside areas should be taken into account.

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

[RAF Cosford 1000Mtr Assessment](#)

Water Assessment

Additional water supplies shall be provided. The objective of providing additional water supplies at adequate pressure and flow is to ensure rapid replenishment of ARFF vehicles. This supports the principle of continuous application of extinguishing media to maintain survivable conditions at the scene of an aircraft incident for far longer than that provided for by the minimum amounts of water defined in. As defined within. DSA02 DFSR Defence Aerodrome Rescue & Fire Fighting (ARFF) Regulations Additional water to replenish vehicles may be required in as little as five minutes after an incident.

[RAF Cosford Water Assessment](#)

⁴Optimum visibility and surface conditions are defined as daytime, good visibility, no precipitation with normal response route free of surface contamination e.g. water, ice or snow and aircraft movement restrictions.

⁵ If required for rotary wing aircraft all undershoot/overshoot areas for the operating areas.

RAF COSFORD DAM – ANNEX M4 REDUCTION OF ARFF CATEGORY PROVISION

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1. Circumstances may require that flying is conducted to/from aerodromes with reduced levels of ARFF services. HoE/ADHs may approve such activity following a risk assessment informed by advice from the Defence F&R ARFF provider.
2. The risk assessment is conducted using DSA02 DFSR Aerodrome Rescue Firefighting Regulations reduction of ARFF which is to be archived once completed as the auditable record of the HoE/ADH's decision. Aircraft Operating Authority are responsible for detailing in their Orders who can make risk-based decisions and to what level of reduced ARFF category will require elevation to the appropriate risk owner.
3. All completed risk assessments are to be retained and can be located by utilising the following hyperlinks:

[DSA-DFSR Form 06 ARFF Reduction of Cover Hazard Assessment DDH](#)

[DSA-DFSR Form 07 ARFF Reduction of Cover Hazard Assessment AMMF](#)

[DSA-DFSR Form 04 ARFF Category for Specific Tasks Hazard Assessment DDH](#)

4. The procedures and administration required before approving a reduction in ARFF Cover at RAF Cosford can be found at this [Link](#).

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Disabled Aircraft Removal. Babcock is contracted to support the EFT aircraft used by the RAF and, specifically, UBAS at RAF Cosford. If an incident occurs at Cosford where an EFT Tutor aircraft is disabled, Babcock will assist in removing the aircraft after it has been established that Mil AAIB/AAIB are content for them to do so. The Babcock towing vehicle contains a Crash Kit with everything required to recover one of their Tutors. Resident flying units would normally be responsible for clearing their light aircraft from manoeuvring areas, under the guidance of ATC, using their own pers and equipment. Given the lack of a Visiting Aircraft Section, any removal of visiting aircraft will be coordinated by the AO, SATCO and other stakeholders but only after permission from the chain of command has been given.

Further guidance regarding ATC Immediate Actions and notification can be found at [Annex L](#) (Emergency Orders / Aerodrome Crash Plan)

RAF COSFORD DAM – ANNEX O ATC ORDERS AND LOCAL PROCEDURES (FLYING ORDERS)

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1. [ATC Orders](#). These are held on Sharepoint. If you require access and are unable to access the link, please contact SATCO or Deputy via 01902 377030.
2. [Flying Orders](#).

RAF COSFORD DAM – ANNEX P CHANGES TO AERODROME INFORMATION REPORTING PROCEDURES

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Aerodrome Data Reporting Procedures		
1	Legislation, Standards and Technical References. Information relating to the Aerodrome serviceability or Hazards to air navigation is to be routinely updated through the AIP and NOTAM. (At larger establishments this can be managed by specified Ops or ATC staffs).	
2	Reporting Procedures. Any situation that may have an immediate effect on the Safety of Aircraft operations is to be reported as soon as possible. In the first instance to ATC / Ops (if present) by radio or telephone. If no ATC / Ops then to the AO or deputy.	
3	NOTAM⁶. The AO is to ensure that all NOTAM action is recorded for possible 1 st / 2 nd and 3 rd party Audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances ⁷ :	
	1	A change in the serviceability of approach aids and radios.
	2	A change in the operational information contained in the DAM and published in the Mil AIP.
	3	Aerodrome works affecting the manoeuvring area or penetrating the OLS.
	4	New obstacles which affect the Safety of Aircraft operations.
	5	Bird or animal Hazards on or in the vicinity of the Aerodrome.
	6	A change in the availability of Aerodrome visual aids, ie markers and markings, Runway lighting, etc.
	7	Any change in Aerodrome facilities published in AIP.
	8	Unusual air activities at the Aerodrome.

Terms of Reference for the ATC Sqn I/C Documents and Displays are held by SATCO; for details contact SATCO or Deputy SATCO via 01902 377030.

⁶ NOTAM information must be provided by email. Where urgent advice can be given by telephone, it must be confirmed by email as soon as possible. Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy.

⁷ Where a permanent NOTAM is subsequently issued, the AO is to ensure that the Mil AIP is updated to reflect the change.

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Aerodrome Serviceability Inspections		
1		Daily and weekly Aerodrome inspections are to be carried out by a Suitably Qualified and Experienced Person (SQEP) as specified by FLC.
	1	Non-24 hr units: Daily inspections are to be conducted before the Aerodrome is opened for flying and is to include a functional test of Aerodrome lighting (if initial inspection is carried out in darkness then a further inspection will be carried out after first light).
	2	If the Aerodrome has been open for day flying and night flying is planned a further inspection is to be carried out before last light and is to include another functional test of Aerodrome lighting.
	3	Where ATC is staffed on a 24-hour basis, an inspection is to be undertaken as soon as practicable after first light and again before last light and is to include a functional test of Aerodrome lighting.
	4	Weekly Aerodrome Inspections are to be conducted in addition to daily inspections to ensure previously reported defects / unserviceability's have been appropriately actioned.
2		Daily and weekly inspections are to be logged into an appropriate logbook, including any issues raised.
3		Any issues are to be reported to the relevant section Subject Matter Expert (SME) and any sweeping requests are to be logged.
		Any work requests are to be put through the correct channels and a record of the request and subsequent action maintained.

1. at Cosford, the ADC, or properly appointed SQEP, is responsible for carrying out an airfield surface and lighting inspection (traffic lights and obstruction) prior to commencement of flying iaw RA3264. Where doubt exists as to the serviceability, or braking action of a grass runway, the decision to use that runway is to be referred to OC Flying or their nominated Dep. The ADC is to vacate the vehicle at random intervals and conduct a close-up visual inspection of an area of the runway.

2. All inspections are to be logged in the ATC logbook, including any issues raised.

3. Any work/sweeping requests are to be staffed through the PASOM or their nominated deputy.

4. SATCO is to conduct a weekly management inspection iaw extant 2Gp BM Orders/Local Orders.

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Aerodrome Technical Inspections	
1	Routine inspections of the technical equipment (transmitters, receivers, ILS etc) with precision navigation aids being calibrated by a flight check Aircraft iaw AP 600-Royal Air Force Information CIS policy and relevant SPS or equivalent Naval Ship Support Publications.
2	Runway, taxiway and obstruction lights, along with PAPIs and Aerodrome traffic lights are inspected daily.
3	Main earth points are to be tested every 24 months. The resistance is to be as low as possible but is not to exceed 10 ohm. Temporary earth points are to be tested at regular intervals (at least annually) and must not exceed 10,000 ohm. ⁸
4	Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance.
5	All Aerodrome signs are inspected weekly by ► a SQEP ◀ and monthly by DIO SME.
6	Aerodrome lighting along with other essential equipment is backed up by stand-by power system. The stand-by power system is to be inspected daily with a switchover test being carried out monthly. Where the alternative input power supply is provided by independent generators, they must run for at least 15 min under full load when carrying out this check.
7	Traffic lights, CCTV and road barriers for the control of airside vehicle control measures are inspected daily.

At Cosford:

1. An Aerodrome Inspection Report is undertaken by third parties for DIO every 2 years; these reports are available from staff resident in Bdg 154 or from the Airfield Manager.
2. Traffic lights, for the control of airside vehicle control measures, are inspected daily by ATC.
3. Manoeuvring Areas and drainage are inspected, maintained and repaired iaw Defence Infrastructure Organisation (DIO) guidance; these reports are available from the local DIO staff resident in Bdg 154.
4. All aerodrome signs are inspected weekly by ATC and monthly by DIO SME.
5. DIO may delegate inspections to contractors; however, in all instances, a log is to be maintained and should be available for inspection by 2PA/3PA via the local DIO staff resident in Bdg 154 as required.

⁸ Refer to AEP-24 (STANAG 7009) – Aircraft Electrical Hazards on the Flight Line.

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1. The Babcock Airfield Spt Team is responsible for the security, safety, safeguarding and infrastructure of Ground Radio Installations (GRI). This is achieved through controlled access, regular inspections and active involvement with Boards of Officers/Siting Boards in accordance with Royal Air Force CIS Policy.
2. Security of the GRI is achieved by ensuring access to and egress from any GRI is via the ATC office. ATC staff will ensure that only personnel with a valid reason for entering the GRI are permitted entry and all visitors without the relevant level of security clearance will be escorted. Site Integrity Signs instructing personnel to contact ATC are to be clearly visible to anyone approaching the GRI from an approved direction.
3. To ensure the integrity of all GRI, whether crewed or uncrewed, they are to be subject to a 3-monthly site check by duty staff. During these inspections, the following actions are to be completed:
 - Check the site infrastructure for signs of building or facility deterioration. Giving consideration to building access, security, cleanliness, heating, cooling, power, water ingress etc.
 - Conduct a 360° sweep of the site safeguarding area as laid down in JSP 604 Leaflet 3032 and detailed on the associated equipment Range Card.
 - Ensure all identified infringements have been annotated a unique reference number and are recorded in the Unit's Master Infringement and Concession Certificate Register and identified on the Site Range Card.
 - Carry out a check for signs of corrosion, annotating corrosion records as necessary. Consider the main equipment, racks, masts, towers and supporting structures (if applicable).
 - Ensure compliance with all relevant Health & Safety instructions. Consider local work instructions, risk assessments, COSHH, fire & first aid safety, electrical safety, tool control, TME, PPE and means of summoning assistance.
 - Ensure that a Site Integrity Sign is displayed and is clearly visible to anyone approaching from an approved direction.
 - Check that relevant First Aid Fire Appliances are present and serviceable and sign the associated check sheet.
 - Conduct a 100% tool check in accordance with extant Tool Control procedures and annotate the relevant MoD Form 757A (Tools).
 - Ensure all test leads, extender cards etc are serviceable.
 - Ensure all Test and Measuring Equipment is serviceable and in date for Calibration.
 - Ensure all Minor GSE is serviceable and its associated maintenance is in date.
 - Check that any Personal Protective Equipment present is serviceable and its associated maintenance is in date.

- Ensure that all spares are retained in their original/primary packaging where practicable, their locations are labelled correctly and that all are labelled with the relevant stock/NATO Stock Number.
- Check any Line Replaceable Units are serviceable.

Recording

4. On completion of each 6-monthly Site Check annotate the Site Log Book, in RED ink, to the effect that an inspection has taken place along with details of any associated further action.
5. All GRI are also subject to a Site Check by the Airfield Support Team on a 3-monthly basis. The check is to comprise a full site inspection and Range Card accuracy check as detailed above as well as ensuring that the monthly checks are being conducted satisfactorily. On completion of these checks the Airfield Support Team is to annotate the Site Log Book, in RED ink, to the effect that an inspection has taken place along with details of any associated further action.
6. The Airfield Support Team is to maintain a central log containing all site safeguarding issues and subsequent actions taken. All Work Services requests are to be recorded along with the date they were requested, hastened and cleared. The ATC staff is responsible for escalating any issues that jeopardise ATC capability through their Chain of Command as necessary.
7. The Airfield Support Team also controls the integrity of GRI through involvement with Boards of Officers/Siting Boards. Any GRI infringements noted, or planned, will be subject to the process defined in JSP 604 Leaflet 3032. Each infringement/potential infringement is also to be recorded in the Unit's Master Infringement and Concession Certificate Register.
8. A copy of RAF Cosford's GRI Infringement and Concession Register can be found at the following link [RAF Cosford Infringement and Concession Register](#).
9. GRI infringements/potential infringements beyond MOD boundaries, within the UK, are administered by Defence Infrastructure Organisation (DIO) safeguarding. For this process the MOD provide the Local Government Planning Officer (LGPO) with relevant safeguarding/restrictions maps, which mark areas with restrictions. The LGPO is required to notify the MOD, through DIO safeguarding, of any planning applications that infringe safeguarded areas so that their impact may be assessed. Any potential infringements believed to be an issue are to be notified to DIO.

Copy of RAF Cosford Infringement Register:

 [20230131-RAF Cosford Infringement Register.xlsx](#)

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1. DIO or CMT are to notify all contractor works on the airfield, or off-airfield activities that will affect the safety of aircraft/crews, to SATCO, Airfield Manager and, if applicable, H&S prior to works commencing.
2. **Control.** In accordance with RA 3266: All work on the airfield (including grass cutting) must be authorised and controlled by ATC. ADC is to ensure that the drivers of works vehicles have received an appropriate airfield driving brief, the contractor/foreman have been briefed on WIP procedures and details of the Work in Progress are annotated within an ATC logbook. All stn-flying units are to be informed of any work likely to affect their operations. Ac captains are to be advised, prior to taxiing in or out, of any work that may have commenced after the morning brief.
3. **Records.** A WIP Log is established in accordance with guidelines contained within the Reference. The WIP Log is held in the ATC Admin Office.
4. **Briefing and Control Measures*.** ATCOs are to brief (and record) working parties accordingly:
 - Airfield orientation.
 - Limits of the work area.
 - Timings of work and breaks.
 - Direction of aircraft movements.
 - Aircraft types that might be encountered.
 - Route to be taken by works vehicles.
 - Parking area for works vehicles and equipment.
 - Control to be exercised over works vehicles and workers.
 - Signals to be employed.
 - Position of traffic lights.
 - FOD prevention and clean up.
 - High visibility clothing.
 - Contact numbers for the ADC and contractors in case of emergency.

***The ADC must brief each point if flying is in progress for all or part of the WIP. If no flying is taking place, the points underlined should be considered the minimum that must be briefed.**

5. The Grass Cutting plan for the day is to be discussed between the contractor and ATC, and approved by the ADC.

RAF COSFORD DAM ANNEX U AERODROME USERS - VEHICLE AND PEDESTRIAN CONTROL

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1. Airfield Vehicle and Pedestrian Control Orders are incorporated at Part 11 of RAF Cosford Station Standing Orders. [HERE](#)

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1. The FODO is responsible to Stn Cdr via the SFSO for:
 - a. Monitoring and controlling Unit FOD prevention procedures as outlined in MOD and RAF FOD policies.
 - b. Advising all flying sqns, eng flts and sections in their understanding and executing of the FOD prevention programme. At Cosford, this also includes the Cosford Microlight Club and Midlands Air Ambulance.
 - c. Ensuring that all FOD incidents and finds are investigated and reported in accordance with MOD FOD policy, and that all FOD occurrence reports are properly reported to the RAF FOD PO. In the case of aero-engine FOD damage, this must be reported to the relevant engine PT Engineering Authority.
 - d. Maintaining a record of all FOD incidents on the Unit for reference and local analysis.
 - e. Instigating a system to ensure that all aircraft operating areas and associated technical sites are routinely surveyed to identify possible problem areas and to initiate corrective action. This will normally be done fortnightly with the AO.
 - f. Providing a FOD briefing to Airfield Users' Gp, Stn Flight Safety Mtg and DDH(F) Review.
 - g. Advising Unit executives of FOD matters requiring attention.
 - h. Maintaining liaison with the CMT for minimizing the FOD hazard associated with Works Services.

RAF COSFORD DAM ANNEX W AERODROME WILDLIFE MANAGEMENT

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The Airfield Wildlife Management and Control Plan is held on Sharepoint ([RAF Cosford AWCMP](#)).
If you require access and are unable to access the link, please contact SATCO or Deputy SATCO via 01902 377030.

RAF COSFORD DAM ANNEX Y ORDERS FOR MAINTAINING OPERATIONS IN THE EVENT OF SNOW, ICE AND FROST - OPERATIONS WHITEOUT AND BLACKTOP (AIRFIELD)

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1. The purpose of this Order is to detail the actions required to enable the Unit to continue normal operations in the event of snow, ice and frost. OPERATION WHITEOUT applies to the training and domestic sites; OPERATION BLACKTOP applies to the Airfield (including all ac manoeuvring areas).
2. This Order is applicable to all RAF Cosford Station Personnel including all Contractors. The following RAF Cosford staff have specific responsibilities: Heads of Sections, Building Custodians, OIC's buildings, the Logistic Manager, OC GD Flt, the SATCO and Airfield Manager, OC Police Flt, the Orderly Officer (OO), the Guard Cdr, RPC (C-A) Manager and the SHEP Office via OC SLW.

OPERATION BLACKTOP

3. The decision to activate OPERATION BLACKTOP during working hours (airfield opening hours for flying) lies with the SATCO (or the duty ATCO IC); out of hours the decision sits with the OO, albeit this is limited to the prevention of vehicles entering the Airfield and its manoeuvring areas. The SATCO (or the duty ATCO IC) will formulate and authorise the Tannoy message advising that OPERATION BLACKTOP is in progress.
4. The SATCO, or the Guard Cdr out of hours, is responsible for inhibiting traffic movement on the airfield by placing barriers at all access points. Crash Gate 2 keys are held by specific Midlands Air Ambulance (WMAA) staff which allows them access to the rear of the WMAA buildings only. These restrictions will come into force as soon as possible after snow has started to fall.
5. During OPERATION BLACKTOP the airfield is out of bounds to all vehicles, except emergency vehicles, ATC vehicles, the Airfield Support Team (AST) vehicle and vehicles specifically authorised by the SATCO. Access to the airfield by any other vehicles will not be permitted and all barriers between Hangars 1 – 4 will be closed and locked by ATC. This is an operation to prevent vehicles compacting snow in areas used by towed/taxiing aircraft, particularly between Hangars 2 and 3, the Northern Taxiway and dispersals. RAF Cosford does not have any specific snow/ice clearing equipment and relies on nature taking its course. Personnel with a vehicle who consider it operationally essential or necessary to use the airfield paved surfaces during OPERATION BLACKTOP are to call ATC on Ext 7030/7582 for clearance. Access when ATC Sqn are closed is not permitted.
6. During OPERATION BLACKTOP, the RAF Police are to use the Neachley Road and Museum gates to gain access to the Airfield for routine security checks. They are NOT to use Crash Gate 2 or the perimeter track except in an emergency and only then, wherever possible, should use the grassed areas to avoid compacting fallen snow on the taxiways and hard standings.
7. Snow clearance is to NOT to be carried out on the Airfield or aircraft manoeuvring areas without the authority of SATCO.

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1. **Thunderstorm and Strong Wind Warnings.** When Cosford ATC is 'Open', the Met Office at RAF Shawbury will pass various met warnings. On receipt of a thunderstorm or a strong wind warning, ATC are to inform the following sections:
 - a. UBAS Eng.
 - b. UBAS/AEF DI.
 - c. Aquila.
 - d. GIA/GTA sections (AMS, 2 School (238 Sqn, EMTF)).
 - e. Armoury.
 - f. Midlands Air Ambulance.
 - g. Cosford Microlight Club.
2. **Severe Weathering Warnings.** Any severe weather warnings are to be broadcast on the Stn tannoy and on MRE to ensure pers from 2 School, including 238 Sqn, are made aware.
3. Details on immediate actions for Eng pers are contained in AESO Book 2, Pt1, Ch3, Order 10.

RAF COSFORD DAM ANNEX AA CIVIL AIR SYSTEM AERODROME USAGE - TERMS AND CONDITIONS

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Civil Air System Aerodrome Usage - Terms and Conditions for RAF Cosford		
1	The Terms and Conditions may be varied at any time by the Aerodrome Operator to reflect any changes, amendments or additions to working practices at the specific aerodrome. Factors may include some, or all, of the following.	
	1	The use of RAF Cosford aerodrome by civil operators is strictly 24H PPR only
	2	Visitors must prove the aircraft has valid insurance and Crown Indemnity prior to arrival
	3	Charges will be made for landing, parking and any other services rendered
	4	No hangarage is available to visiting aircraft
	5	No handling services are available to visiting aircraft
	6	No fuel is available to visiting aircraft
	7	No maintenance is available to visiting aircraft
	8	The declared Military Crash Category is ICAO 1 and is only available during military flying ops.
	9	No civil visitors Thu-Sun inclusive
	10	Visiting crews and passengers must wear high visibility jackets/waistcoats when airside
	11	RAF Cosford is NOT a designated Port of Entry
	12	Late-notice cancellations are possible due to military tasking
2	Whilst the AO will use all reasonable endeavors to advise Civilian Users of any changes to the Terms and Conditions, it will be for the Civilian Users to ensure that they are aware of extant Terms and Conditions. The AO will not be liable for any loss or damage (whether direct or indirect) arising out of any change in the Terms and Conditions.	
3	All Civilian Users are to operate iaw extant Department for Transport National Aviation Security Programme and wider Air Transport Security protocols.	
8	Declaration that in the event of a Local or National Emergency whether declared or not the aerodrome may be closed to civilian operators. A non-exhaustive list of potential circumstances includes:	
	1	Loss of appropriate Fire or Crash cover.
	2	Repatriation of troops.
	3	Loss of power to all, or parts, of the aerodrome.
	4	Interruptions in communications both within the aerodrome and with external agencies.
	5	Unforeseen natural disaster (Flooding, etc).
	6	Unforeseen national epidemics (Swine Flu / Covid-19).
Note: In the event of such closure all access to the aerodrome for any reason whatsoever may be restricted and no liability is accepted for any loss or damage (whether direct or indirect) arising.		

RAF COSFORD DAM ANNEX BB ELECTRICAL GROUND POWER PROCEDURES

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1. Link to AESOs on RAF Cosford Sharepoint (not accessible on the internet):

[Pt 2 Aircraft Engineering Orders - Ground Power](#)

RAF COSFORD DAM ANNEX CC AVIATION FUEL MANAGEMENT PROCEDURES
(REFUELLING/DEFUELLING OF AIRCRAFT)

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Babcock refuelling procedures can be found at the link:

[20230526-DAM Annex DD 145-408 Ed 4-Fuel and Oil-O.pdf](#)

RAF COSFORD DAM ANNEX DD HAZARDOUS MATERIALS - SPILLAGE PLAN

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RAF COSFORD SPILLAGE PLAN

Spill Plan - MOD Sharepoint Access

RAF COSFORD DAM ANNEX FF COMPASS SWING AREA

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1. Access to/from the Compass swing area is via tactical control of ATC.
2. The use of the Compass Swing area is to be carried out in accordance with individual user unit SOPs.

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1. Operators of UAS/RPAS/Drones should seek authority of SATCO before operating within the Flight Restriction Zone or Aerodrome Traffic Zone. All flights must be coordinated in advance and comply with any local and all national regulations. SATCO will coordinate the details amongst all station flying units and, if relevant, other stakeholders such as the RAF police/MPGS.
2. Specific orders regarding 'UAS/RPAS/Drones Infringements' are contained in Part 3 of [Annex L](#) in this document.

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DPHC(NIWW)/RAF Cosford/20210730

OC UBAS
OC SLW
6FTS HQ
COS Airfield Mgr

Copy to:

Stn Cdr
RCD DPHC(NIWW)
CFMO

30 Jul 21

BRIEF ON AIRFIELD MEDICAL COVER AT RAF COSFORD

References:

MAA RA 3263: Aerodrome Classification, para g(4), Nov 18 [\(Link\)](#).
AP1269 Leaflet 12-08 'Guidance on the Standards of Medical Cover for Military Aerodromes [\(Link\)](#).
CAP 168, para 9.45, Licensing of Aerodromes [\(Link\)](#).
20150429-Standards for Medical Cover of Military Aerodromes-O [\(Link\)](#).
NHS Trauma Centres [\(Link\)](#).

Introduction

The aim of this brief is to review the level of airfield medical cover provided at RAF Cosford to inform the creation of a risk assessment. RAF Cosford aerodrome currently operates the Grob Tutor for Air Experience Flying (AEF) and University Air Squadron (UAS) instructional flying. Flying occurs up to 5 days per week, either Mon-Fri or Sat-Wed.

Policy

Standards for military airfield cover are set out in Reference A (RA 3263 para 1g (4)), which states:

- a. Medical Cover. Front Line Command (FLC) should ensure that emergency medical cover is available to provide an immediate response; the level of response should be proportionate to the aerodromes location, flying activity being conducted and the Air Systems involved. An aviation medicine trained medical officer/civilian medical practitioner **should** be immediately contactable by phone or pager to provide urgent aviation medicine

and specialist advice in support of the emergency: he/she **should** be able to attend the airfield within 2 hours.

Current RAF policy for airfield medical cover is published at Reference B. The policy notes the importance of a local risk assessment with input from the medical services, to assist the Duty Holders, determine the accepted level of risk:

- a. 'FLC should ensure that emergency medical cover is available to provide an immediate response; the level of response should be proportionate to the aerodrome's location; the flying activity being conducted and the Air Systems involved. In addition, for most operations:
- b. A Military Aviation Medical Examiner (MAME) should be immediately contactable by phone or pager to provide urgent aviation medicine and specialist advice in support of the emergency medical services: he/she should be able to attend the airfield within 2 hours.'

The requirement for immediate readiness with ambulance cover is backed up by CAP 168 (Para 9.45) at Reference C, which states:

"Where the journey time for the first Local Authority ambulance could exceed 15 minutes the provision of an on-site ambulance should be considered or alternative arrangements agreed with the NHS".

- b. Ambulance response times for the Station are < 15 mins for a Cat A response, therefore as advised at Reference C there is no requirement for the provision of a onsite ambulance.
- c. The medical response vehicle utilised to cover the airfield is a Skoda Fabia 1.4 Diesel. It is anticipated that this vehicle is adequate for RAF Cosford and will be able to negotiate the majority of the airfield. For a demanding off base terrain, other resources such as air ambulance or the Hazardous Area Response Team (HART) can be called upon.

In 2015, the Command Flight Medical Officer produced minimum cover recommendations, Reference D:

There is no need for an ambulance to be present on site if the predicted response time of the statutory emergency services is appropriate (Para 4a above).

'In theory, the absolute minimum requirement for low-risk airfields should be a nominated first-aider at least trained to the standard required by the Health and Safety (First-Aid) Regulations 1981 (level 1-2 skills). However, most larger units and all MOB should have a Level 3-4 skill response (RAF Medic or civilian equivalent).'

The level of medical support required to cover military flying should be determined by a risk assessment. This risk assessment is the responsibility of the Aerodrome Operator⁹, supported by their operations and local medical staff. The different levels of medical skills

⁹ As defined in RA 1026; http://defenceintranet.diif.r.mil.uk/libraries/corporate/MAA/Regulatory%20Publications/GEN1000seriesprint_RPAS.pdf

and training required to cover each aerodrome are detailed within Reference D and are to be taken into consideration when raising the risk assessment.

Local Risk Factors

Reference B specifies the following operating elements for risk assessment. Apart from the type of aircraft and the number of occupants, other operating factors to be taken into consideration include:

- a. Number of aircraft movements.
- b. Presence of Dangerous Goods.
- c. Fuel quantities.
- d. Aircraft armaments.
- e. Type of flying being conducted (e.g. QRA, training, display flying or test and evaluation flights).
- f. Time of day and weather considerations (including NVD sorties).
- g. Response time of NHS or host nation ambulance services (available from regional ambulance trusts).
- h. Distance from the nearest trauma centre.
- i. Availability of civilian SAR.
- j. Local geography. For example, ICAO Annex 14 para 9.1.15 states: at those aerodromes located close to water and/or swampy areas, or difficult terrain, the aerodrome emergency plan should include the establishment, testing and assessment at regular intervals of a predetermined response for the specialist rescue services.
- k. Other airfield activities. Although the crash category may be lowered at cessation of flying operations, due consideration must be given to other airfield operations (e.g. engines running refuelling, taxiing, cargo handling or diversionary standby duties).

RAF Cosford conducts a wide range of flying including inexperienced pax and AEF flights, UAS teaching, first solo, aerobatics and, occasionally, EFT of aircrew. The number of aircraft movements during a normal year is 17500-20000 flights. RAF Medics are IECP trained (equivalent to level 3 or 4 medical skills requirement as per AP1269) and maintain currency with training every 3 years; MOs are trained with BATLS and MIMMS, as well as Aviation Medicine. CMPs are encouraged to complete MIMMS and maintain AvMed competency, as well as emergency procedures.

The minimum available medical assets at RAF Cosford to cover the airfield and incidents within 5 nm, during 0800-1830hrs are:

1 x Duty Medic Response Vehicle (Skoda Fabia 1.4 Diesel).

1 x Military Aviation Medical Examiner (MAME).

1 x RAF duty medic.

The remainder of clinical staff are on standby within the medical centre during normal working hours and via a call out cascade outside these hours. All staff (including duty clinical staff) are undertaking routine daily clinical duties in addition to being on standby for the airfield.

During weekend and night flying ATC opening hours, medical cover is undertaken from the MTF RAF Cosford and consists of:

1 x RAF Duty medic.

- b. 1 x Standby RAF duty medic (week days only).
- c. 1 x Duty Medic Response Vehicle (Skoda Fabia 1.4 Diesel).
- d. 1 x MAME (2 hours notice).

At RAF Cosford the duty medic is located within the Medical Centre and can respond to an incident as soon as the crash alarm sounds. The response vehicle is normally at the emergency services rendezvous point within 3-8 minutes (depending on the time of day and whether the medic needs to stop to open Crash gate 2). The fire crews are expected to respond within 2 minutes (mandated less than 3 minutes) and so provide initial first aid when required.

West Midlands Ambulance Services provides ambulance cover to RAF Cosford and their ambulance response times are < 15 mins for a Cat A response.

The Princess Royal Hospital is the nearest District General Hospital, located 13 miles away (est. 19 mins by road) from RAF Cosford. The nearest trauma centre is the Queen Elizabeth's Hospital, Birmingham (Reference E), located 31.5 miles away. This is approximately 42 minutes by road, but considerably quicker by air. Air ambulance is stationed at RAF Cosford.

MAME cover remains appropriate to provide support to ongoing crash investigation and ensuring that the patient's care pathway is appropriate. Immediate stand-by is not required as long as an intermediate level of care is provided to provide pre-hospital emergency treatment prior to arrival of NHS resources.

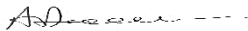
Summary

The aim of this brief is to identify the requirements for airfield medical cover at RAF Cosford in order to establish the appropriate level of medical cover. RAF Cosford Medical Centre is experienced at providing aerodrome medical cover. Suitably qualified RAF Medics provide cover 7 days per week with the Regional MAME on a 2-hour standby. The current medical cover provides an immediate response, proportionate to the location and flying activity undertaken. This is balanced against the number of aircraft movements, predicted response time of statutory emergency services and distance to the nearest trauma centre (compounding time delays for medical treatment). The local ambulance NHS Trust mean category 1 response times are significantly better than the 15 minutes recommended by the CAA (Reference C).

Recommendations

The recommendations are as follows:

- a. If the Risk Assessment identifies that the required level of medical cover is a level 3-4 (Reference D) the Duty Medic cover should be retained during airfield opening hours, including weekends, in order to provide immediate response and ensure medical delays are as low as reasonably practicable.
- b. The risk holder is also to take into consideration the Medics response vehicle. If required to cover the airfield and any incidents within 5 nm, the vehicle would be unsuitable for any off-road emergencies or rough terrain causing delays to the provision of immediate medical care. The gold standard option would be for the medic response vehicle to be a 4x4 vehicle.
- c. Regional MAME cover remains appropriate and the DMO must be contactable and provide a definitive response within 2 hours. This may be telephone advice in the initial stages.
- d. Document review date: Upon change of flying type or frequency.



A Dawson
Wg Cdr
Senior Medical Officer
RAF Cosford
95561 7599

Direction and Guidance

MAA RA DAM Ver 10 Template:

https://assets.publishing.service.gov.uk/media/656da3d49462260721c5680a/DAM_Issue_10.docx