

Royal Air Force Woodvale



Flying Order Book

Section D

Woodvale Aircraft Owners Ltd Orders

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ORDER WDV D1 – WAOL Aerodrome Manual

References:

- A. Operating Agreement issued by SoS for Defence to Woodvale Aircraft Owners Ltd.

Rationale

To promote a safe environment for Woodvale Aircraft Owners Ltd (WAOL) flying operations and ensure that flying operations are supervised and conducted in accordance with correct operational procedures.

Contents

- D1 (1): WAOL Aerodrome Manual**
D1 (2): Operating Agreement
D1 (3): Flying Operation Procedures

**Flying Order
WDV D1 (1)**

- WDV D1 (1) In accordance with the Operating Agreement (OA) at Reference A, WAOL members **shall** operate in accordance instructions contained within a WAOL Aerodrome Manual.

**Acceptable
Means of
Compliance
WDV D1 (1)**

WAOL Aerodrome Manual

1. **General.** Section D of the RAF Woodvale Flying Order Book (FOB) constitutes the WAOL Aerodrome Manual. Complementary to Section B (Standing Orders Flying – General), Section D contains additional regulation such as CAA fuel, crash, fire and spill response procedures.
2. **Familiarisation.** Before undertaking flying operations from RAF Woodvale, WAOL members **should** familiarise themselves with the relevant sections of the RAF Woodvale FOB.
3. **Revision.** WAOL members **should** pay particular attention to relevant operational rules and flying orders and should refresh their knowledge of these at least every six months; or whenever an order is issued or amended.
4. **Acknowledgement of Changes/Amendments.** WAOL members **should** maintain a suitable system for recording individual acknowledgement of changes to flying orders, such as a 'red/green cardex' system.
5. **OC's Examination and Approval.** Section D Orders and the evidence of acknowledgement of changes/amendments, **should** be available to the Officer Commanding for examination and approval at any time.
6. **Bi-annual Inspection.** 1 Jan and 1 Jul are the dates stipulated in the OA for examination of WAOL Manual (Section D Orders) by the appropriate RAF authority, including acknowledgement of changes/amendments. Section D Orders **should** also be available for inspection by officials representing the CAA.
7. Nil.

**Guidance
Material
WDV D1 (1)**

FOB Section D – WAOL Orders

Flying Order
WDV D1 (2)

WDV D1 (2) WAOL members **shall** operate in accordance with the Operating Agreement at Reference A.

Acceptable
Means of
Compliance
WDV D1 (2)

Operating Agreement

8. **Operating Agreement.** A copy of the Operating Agreement is presented within the Woodvale DAM Chapter 2 Annex F (Formal Related Agreements).

Guidance
Material
WDV D1 (2)

9. Further guidance material is at the Operating Agreement within the Woodvale DAM Chapter 2 Annex F (Formal Related Agreements).

Flying Order
WDV D1 (3)

WDV D1 (3) WAOL members **shall** operate in accordance with correct operational procedures.

Acceptable
Means of
Compliance
WDV D1 (3)

Flying Operation Procedures

10. **Operational Procedures.** Flying operations are subject to the regulations relating to the use of RAF airfields by civil aircraft and appropriate regulations laid down in the UK AIP relating to the use of Government airfields. Flights **should** be conducted in accordance with CAA regulations for the use of the airfield and facilities and in accordance with regulation within the RAF Woodvale FOB.

11. **Controlling Regulations.** In the context of operating from RAF Woodvale, WAOL members **should** comply with the more restrictive regulation as defined by the CAA or RAF (ie. RAF Woodvale FOB).

12. **Log of Aircraft Movements.** All flight movements **should** be entered in the Movements Log (sample at Annex A) prior to departure and, during RAF airfield operating hours, booked out by telephone through Air Traffic Control.

Guidance
Material
WDV D1 (3)

13. Guidance material is at Reference A.

Annex:

A. WAOL Movements Log.

FOB Section D – WAOL Orders

Annex A to Order WDV D1

WAOL Movements Log

Pilots should leave their mobile telephone number with Woodvale Air Traffic Control (when operating) for all land-away flights							
DATE	AIRCRAFT	PILOT	IN THE GREEN?	PASSENGERS	DESTINATION	ETA RETURN	DUTY OFFICER

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ORDER WDV D2 – Security

Contents	D2 (1): Security
Flying Order WDV D2 (1)	WDV D2 (1) WAOL members shall be proactive in maintaining security of premises, retention of personal ID, escorting of visitors and for the reporting of damage.
Acceptable Means of Compliance WDV D2 (1)	<p>Security</p> <ol style="list-style-type: none">1. Physical Security. The WAOL hangar and premises should be kept locked when no members are present.2. Overnight parking. Aircraft are not to be left outside the hangar overnight.3. Airfield Access. WAOL members should be in possession of a valid civilian or MOD ID Card. Members who intend to drive any vehicle airside, including the FRV Land Rover without an ATC/MGR escort vehicle should be in possession of an in-date Airfield Driving Permit. WAOL members' guests should be escorted at all times within RAF Woodvale.4. Aircraft Access. If an aircraft is removed to allow access to another, it should not be left outside, other than at the specific request of the aircraft's owner.5. Smoking. Smoking is prohibited anywhere on the airfield, except within officially designated smoking shelters.6. Reporting of Damage. Damage to the structure of the hangar, premises or any WAOL property should be reported to the Chairman, Secretary, Treasurer or any other WAOL Committee Member.7. Damage to Aircraft. Damage of any nature, no matter how minor it may seem, to another aircraft should be reported to the aircraft's owner(s) and recorded in the WAOL/WPA Accident Book.
Guidance Material WDV D2 (1)	8. Nil.

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FOB Section D – WAOL Orders

ORDER WDV D3 – Operations Out Of Hours – Negative Control

References:

- A. Operating Agreement issued by SoS for Defence to Woodvale Aircraft Owners Ltd.
- B. CAP 393 – Air Navigation – The Order and the Regulations.
- C. RAF Woodvale FOB Order B1 (3) - Flying Weather Limits.

Rationale

To promote a safe environment for Woodvale Aircraft Owners Ltd (WAOL) flying operations and ensure that flying operations are supervised and conducted in accordance with correct procedures when ATC is closed.

Contents

D3 (1): Permitted Operating Hours

D3 (2): Weather Minima

D3 (3): WAOL Duty Officer

Flying Order WDV D3 (1)

WDV D3 (1) Flying operations **shall** only be conducted within hours of operation stipulated in the Operating Agreement at Reference A.

Acceptable Means of Compliance WDV D3 (1)

Permitted Operating Hours

1. **Permitted Operating Hours.** Flying operations **should** only be conducted from RAF Woodvale between 0830(L) and 2100(L) or Sunrise and Sunset, whichever is the more restrictive.
2. **Exemptions.** Permission **should** be sought from SATCO for a specific departure or arrival outside these times. This does not extend to flying circuits outside of permitted times. Maximum use of noise abatement procedures **should** be employed. These include flying the Runway 03 and 21 'departure jinks' defined within RAF Woodvale FOB Section C¹ and straight-in approaches to land.
3. **Circuit flying.** Circuit flying practice **should not** be conducted after 1900(L).
4. **Night Flying.** Night flying is prohibited.
5. Nil.

Guidance Material WDV D3 (1)

Flying Order WDV D3 (2)

WDV D3 (2) WAOL Pilots flying within the Woodvale ATZ under negative control **shall** operate in accordance with WAOL weather minima.

Acceptable Means of Compliance WDV D3 (2)

Weather Minima

6. **Visual Flight Rules.** WAOL pilots **should** operate in accordance with visual flight rules (VFR) defined at Reference B. These VFR define the absolute weather minima for WAOL operations.

¹ The 'departure jink' procedures are described at Order WDV C4 (2) with illustrations provided at Annexes B and D to Order WDV C4.

FOB Section D – WAOL Orders

7. **Recommended Weather Minima.** Pilots **should** consider weather conditions equivalent to *Tutor Flying Phase 3²* as the 'recommended weather minima' for routine WAOL operations from RAF Woodvale:

Lowest base of significant cloud ...	1000ft (See Note).
Minimum visibility	4000 m.
Maximum wind strength	Aircraft flight manual (AFM) limit.
Maximum crosswind component ...	Aircraft flight manual (AFM) limit.

Note: In this context, significant cloud is 'scattered' (SCT) or greater (3-4 oktas or more).

Guidance Material WDV D3 (2)

8. Guidance material is at References B and C.

Flying Order WDV D3 (3)

WDV D3 (3) A Duty Officer (DO) **shall** be available at RAF Woodvale when WAOL aircraft are operating under negative control within the RAF Woodvale ATZ.

Acceptable Means of Compliance WDV D3 (3)

WAOL Duty Officer

9. **Duty Officer's Attendance.** The Duty Officer (DO) **should** be in attendance at the airfield not less than 15 minutes before the intended flight departure or arrival. The DO **should** be in attendance whenever aircraft remain within the vicinity of the airfield or on a local flight and not less than 15 minutes after the departure of a land-away flight.

10. **Persons Qualified to Act as DO.** All suitably qualified persons who are in possession of an in-date airfield driving permit may carry out the duty.

11. **WAOL Flying Members.** A updated list is submitted to the Commanding Officer, on 1 January and 1 July each year, of members and aircraft operating from RAF Woodvale.

12. **Responsibilities of Pilots.** Due to the ad hoc nature of WAOL flying, aircraft commanders **should** ensure that satisfactory arrangements are made to have a DO in attendance at least 15 minutes before any aircraft movements take place.

13. **Orders for the Duty Officer.** Orders for the DO, when WAOL are the sole operators of the airfield (ie. RAF are not operating) are defined at Annex B.

14. **Documents Available for DO.** The DO **should** locate Order D4: (Emergency Procedures under Negative Control). Additionally, the separate manual 'RAF Woodvale DAM - Emergency Orders (Aerodrome Crash Plan)' **should** be readily available. It contains the Airfield Crash Map and telephone numbers of the RAF Woodvale Executive Officers. All are situated in the FBU Operational Library.

² The Tutor Flying Phase Chart is at Annex D to Order WDV B1

FOB Section D – WAOL Orders

**Guidance
Material
WDV D3 (3)**

15. Guidance material is at Annexes A and B.

Annexes:

- A. WAOL Members. (Removed for GDPR)
- B. Orders for the WAOL Duty Officer.

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FOB Section D – WAOL Orders

Annex B to Order WDV D3 (3)

Orders for the WAOL Duty Officer

1. **Applicability.** These orders apply under negative control when WAOL is the sole operator at RAF Woodvale.
2. **Radios.** The DO **should** Switch on Base radio and the DO's handheld transceiver. Select 121.00MHz and verify sufficient volume is set by listening to squelch.
3. **Meteorological Information.** The DO **should** select and maintain an Internet weather information service, using the FBU anemometer and the airfield windsock to select the duty runway.
4. **Main Guardroom.** The DO **should** inform the MGR supervisor of pending airfield inspection and WAOL flying operations. He **should** consult the MGR supervisor for any information on contractors likely to be present on the aircraft manoeuvring area during the period of WAOL operations.
5. **Airfield Inspection.** The DO **should**:
 - a. Ensure that a detailed inspection of relevant aircraft manoeuvring areas is completed, checking that surfaces are clear of wildlife, obstructions and debris.
 - b. Select Land Rover lights and beacon ON.
 - c. Transmit intentions to enter and vacate aircraft manoeuvring areas on 121.00MHz.
 - d. Maintain diligent lookout and a listening watch through the handheld radio.
 - e. Report equipment/airfield unserviceabilities. Airfield unserviceabilities should be reported to RAF Woodvale SATCO or OC Fg as soon as practicable.
6. **Briefing.** The DO **should** brief WAOL pilots on:
 - a. Ensuring that the pilot has acknowledged any recent changes to flying orders or local information as detailed in the WAOL '*in the red/green*' change log.
 - b. WIP on the airfield, including grass cutting, or issues arising from airfield inspection.
 - c. Weather tendencies including windspeed and direction. *Recommended* weather minima are: cloudbase (SCT or greater) 1000ft, visibility 4km.
7. **Movements Log.** The DO **should** check that aircraft commanders have made an entry in the Movements Log prior to flight and maintain a log of all visiting civilian aircraft movements.
8. **Woodvale Radio (A/G).** The DO **should** maintain a listening watch for all aircraft in the airfield circuit, or departing/arriving on 121.00MHz. The DO **should** retain the handheld radio if required to leave the FBU.
9. **Emergency Action.** The DO **should** follow the Out of Hours Emergency Procedures at Order D4 and coordinate action in the event of a flying incident or accident, pending the arrival of the appropriate RAF personnel, in accordance with Annex M to RAF Woodvale DAM. The DO **should** inform other pilots of potential danger or change to expected runway, or a recommendation to divert.

FOB Section D – WAOL Orders

10. **Completion of Flying.** On completion of WAOL flying, the DO **should:**

- a. Advise MGR staff.
- b. Switch off radios and ensure handheld radio is returned to charging cradle. (Cradle will switch itself off after charging cycle.)
- c. Conduct security check of doors and windows and heaters, etc. before leaving the premises.

ORDER WDV D4 – Emergency Procedures under Negative Control

Reference:

A. Annex M to Chapter 5 of the RAF Woodvale DAM – Woodvale Air System Post Crash Management Plan.

Rationale

To provide guidance in dealing with an aircraft incident or accident, in accordance with correct procedures.

Contents
Flying Order WDV D4 (1)

D4 (1): Emergency Procedures under Negative Control

WDV D4 (1) The WAOL DO **shall** ensure that the correct procedure is followed in the event of an aircraft incident or accident.

Acceptable Means of Compliance WDV D4 (1)

Emergency Procedures

1. **Emergency Procedures.** In the event of an aircraft accident or incident, the WAOL Duty Officer **shall**:

- | | |
|--------------------------|--|
| ASSESS | • Assess incident from Flight Briefing Unit (FBU) |
| CALL | • 999 for FIRE and AMBULANCE services: |
| STATE:
Station | • Nature of Emergency and Location of Incident – see Aerodrome Crash Plan at Reference A.
• Number of persons involved (if known).
• Your name and contact number - FBU: 01704 573900. |
| INFORM | • Main Guardroom on extension 7777 or 7210.
• RAF Woodvale Station Duty Officer. |
| STATE: | • Confirmation whether 999 services have been alerted.
• Nature of Emergency.
• Location of Incident – see Station Crash Plan.
• Your name and contact number - extension 7221. |
| ADVISE | • Advise airborne WAOL aircraft of situation.
• Aircraft commanders should HOLD OFF in consultation with DO, but should make a contingency plan to divert, should this be necessary. |
| ASSIST | • Dispatch any colleague(s) present for first assist. They should ONLY approach incident if appropriate and ONLY if effective help can be given safely. |

The Duty Officer **should** remain in FBU and monitor telephones and radio.

- | | |
|---------------|--|
| RECORD | • As the situation permits, record significant events and times. |
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2. **Further Guidance.** Further guidance is at Reference A.

Guidance Material WDV E4 (1)

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ORDER WDV D5 – Fuel and Oil Procedures

Reference:

A. CAA Publication CAP 748 – Aircraft Fuelling and Installation Management.

Rationale

To define the correct handling procedures when dealing with aviation gasoline (AVGAS) and engine oil.

Contents

D5 (1): Fuel and Oil Procedures

Flying Order WDV D5 (1)

WDV D5 (1)WAOL pilots **shall** follow correct procedures when handling AVGAS and aero-engine oils.

Acceptable Means of Compliance WDV D5 (1)

Fuel and Oil Procedures

1. **Risks.** The guidance material describes how personnel involved in fuel handling should take every effort to minimize the attendant risks associated with the handling of aviation fuel: fire & explosion, fuel quality and environmental from spills and leaks.
2. **Designated Fuelling Point.** The approved site for the WAOL bowser is the concrete hard-standing adjacent to the apron on the north side of the hangar.
3. **Fire Prevention.** Due to the highly inflammable nature of petroleum products, a FUELLING ZONE of at least 16m (50ft) **should** exist around the designated refuelling point. Sources of ignition are prohibited within this zone. A FOAM Fire Extinguisher **should** be available and re-fuelling personnel **should** be fully conversant with its operation.
4. **Fire Hazards.** Smoking is prohibited except in designated shelters on the Station. Other potential sources of ignition include:
 - Sparks from exposed battery connections.
 - Operating electrical switches.
 - Metal shoe studs on concrete.
 - Electronic devices, including mobile phones.
 - Thunderstorm Level High warning or risk of lightning.
 - Static electricity build-up.
5. **Bonding.** Static Electricity can build up quickly especially in cold dry weather. Every piece of refuelling equipment **should** be bonded (earthed) including the aircraft itself. Operators **should** ensure that the bonding wire is clipped to an unpainted area of the airframe eg. an exhaust stub.
6. **Refuelling with Persons on Board.** Refuelling personnel **should** ensure that no persons are on board an aircraft during refuelling.
7. **Recording of Fuel Delivery.** All fuel loaded from the WAOL Bowser **should** be recorded in the Fuel Loads Log at Annex A, which **should** be retained in the *Land Rover*.
8. **Oil Storage.** Individual aircraft oil supplies **should** be stored within a bunded container such as a large plastic box that will contain any oil spillage.

FOB Section D – WAOL Orders

**Guidance
Material
WDV D5 (1)**

9. **Detailed Guidance.** Detailed guidance on AVGAS handling and storage is at Reference A.

Annex:

A. Woodvale Aircraft Owners' Ltd Fuel Delivery Log.

FOB Section D – WAOL Orders

Sheet
Number:

Annex A to Order WDV D5(1)

Woodvale Aircraft Owners' Ltd Fuel Delivery Log

Date	Aircraft Reg	Meter Start	Meter Finish	Litres	Loaded by

Please ensure that there are **no gaps** in meter readings

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WAOL Spill Response Plan