



# RAF Odiham

## Defence Aerodrome Manual (DAM)

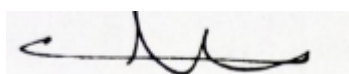
6 Nov 23  
Edition 9.2

Military Aviation Authority  
**MAA**

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## Foreword

1. **Military Aviation Authority.** The MAA is the single independent regulatory body for all defence aviation activity. As the 'Regulator', Director MAA is accountable to SofS, through the DSA for providing a regulatory framework, given effect by a certification, approvals and inspection process for the acquisition, operation and airworthiness of Ac within the Defence aviation environment. Through Director General DSA, Director MAA is responsible for providing assurance to SofS that the appropriate standards of military Air Safety are maintained. Director General DSA is the convening authority for Service Inquiries into Ac occurrences.
2. **Regulatory structure.** Director MAA is the owner of the MRP's and has the authority to issue them on behalf of the SofS. MRP are produced at 3 levels; Overarching documents, RA's, and MAA manuals (including the DAM). The contents of each series are published on the MAA website, [www.gov.uk/maa](http://www.gov.uk/maa).
3. **MAA RA 1026.** [MAA RA 1026](#) details the requirement for a SQEP AO to be appointed; for RAF Odiham this is Chief of Staff / OC Operations Wing. The RA goes on to detail the requirement for the appointed AO to produce and take ownership of the DAM (which includes the requirement for a DAAF). This document satisfies this requirement and has been produced in-line with the MAA guidance.
4. **Responsibilities.** Sqn and Lodger Unit Comds are to ensure that all personnel under their command who are directly, or indirectly involved with flying at RAF Odiham have read this manual and the appropriate parts of the publications detailed at Chapter 1, 1.1. Visiting civil Ac operators and aerodrome users must comply with the rules and guidelines of this manual. The orders contained within this manual do not absolve any person from using their best judgement to ensure the safety of Ac and personnel. Where safety or operational imperatives demand, the orders may be deviated from, provided that a convincing case can be offered in retrospect.
5. **Amendment.** Authorisation of amendments (changes to process, regulation, equipment and services) are the responsibility of Chapter, Section and Annex sponsors and are co-ordinated through Flt Cdr Ops (ODI-OPS-FLT CDR OPS). Notification of errors and proposals for amendments can be made in accordance with Annex O.



D Spencer-Healey  
Wing Commander  
Aerodrome Operator

## Table of Amendment

Amendment No.	Amendment Date	Date of Incorporation	Prepared By	Signature
Edition 9.0	Jul 22	1 Aug 22	Flt Lt G Dade	<Electronically Signed>
Edition 9.1	Mar 23	1 Apr 23	Flt Lt JMR Watty	<Electronically Signed>
Edition 9.2	Sep 23		Sgt J Grundy	<Electronically Signed>

## Abbreviations

AAMC	Alternative Acceptable Means of Compliance
AAP	Aerodrome Access Permit
AC/Ac	Aircraft
ADC	Aerodrome Controller
AGL	Above Ground Level
AIDU	Aeronautical Information Document Unit
AIP	Aeronautical Information Publications
AO	Aerodrome Operator
ARFF	Aerodrome Rescue Fire Fighting
Ac	Air System
ASIMS	Air Safety Information Management System
ASOS	Air and Space Operation Specialists
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
ATD	Actual Time of Departure
ATZ	Air Traffic Zone
CAA	Civil Aviation Authority
CAS-T	Controlled Airspace – Temporary
CNS	Communication, Navigation and Surveillance
COS	Chief of Staff
CMIP	Crash Support & Major Incident Plan
DAE	Duty Air Executive
DAM	Defence Aerodrome Manual
DAAF	Defence Aerodrome Assurance Framework
DASOR	Defence Air Safety Occurrence Report
DDH	Delivery Duty Holder
DIO	Defence Infrastructure Organisation
DOC	Duty Operations Controller
DSA	Defence Safety Authority
FDA	Flare Danger Area
FOD	Foreign Object Debris
GPS	Global Positioning System
GMSS	Ground Mission Support System
HoE	Head of Establishment
IAS	Indicated Airspeed
IF	Instrument Flying
IFR	Instrument Flight Rules

ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
JHC	Joint Helicopter Command
JHSS	Joint Helicopter Support Squadron
LCG	Load Classification Group
LFA	Low Flying Area
LS	Landing Site
MAA	Military Aviation Authority
MO	Medical Officer
MOD	Ministry of Defence
MRP	MAA Regulatory Publications
NOS	National Operating Standards
NVG	Night Vision Goggles
Ops	Operations
ORPs	Operational Readiness Platforms
PCMIO	Post-Crash Management Incident Officer
PCN	Pavement Classification Number
PPR	Prior Permission Required
RA	Regulatory Articles
RAFMAA	Royal Air Force Model Aircraft Association
RESA	Runway End Safety Area
RHAG	Rotary Hydraulic Arrestor Gear
RPAS	Remote Piloted Aircraft
RRRF	Rotors Running Refuel
RTC	Road Traffic Collision
Rwy	Runway
SE	Survival Equipment
SMO	Station Medical Officer
SOP	Standard Operational Procedure
SofS	Secretary of State
SQEP	Suitably Qualified Experienced Person
SSR	Secondary Surveillance RADAR
STAR	Standard Instrument Arrival
STARS	Squadron Training Achievement Recording System
Stn	Station
SyO	Security Officer
TOR	Terms of Reference
TKHF	The King's Helicopter Flight
TRA	Task Resource Analysis
Trg	Training
UAS	Unmanned Aircraft
USL	Underslung Load
UTP	Unit Test Pilot
VAS	Visiting Aircraft Section
VFR	Visual Flight Rules
VHF	Very High Frequency
VMC	Visual Meteorological Conditions
VOR	Very High Frequency Omni-Directional Range
WiP	Works in Progress

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<a href="#">Annex C</a>	Aerodrome Key Stakeholders	Flt Cdr Ops
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## Chapter 1: Technical administration – Aerodrome Location, Layout and Access

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

Wg Cdr D Spencer-Healey  
SHFHQ  
RAF Odiham  
Hook  
Hampshire  
RG29 1QT

Mil ☎ Through the DOC 95235 7254  
Civ ☎ Through the DOC 01256 367254  
Email Through the DOC [ODI-SHFHQ-WATCHKEEPER@mod.gov.uk](mailto:ODI-SHFHQ-WATCHKEEPER@mod.gov.uk)

**1.2 Aerodrome Operators Authority and Letter of Delegation.** The AO is appointed by the HoE to be responsible for actively managing an environment that accommodates the safe operation of aircraft ►from a Tier 1 Standard Aerodrome◄ iaw RA 1026. A signed copy of the AO Letter of Delegation is at **Annex A**.

**1.3 Safety Meeting Structure.** An organisational aviation safety meeting flow diagram can be found at **Annex B**. Agendas and minutes are produced for all meetings and are available on the RAF Odiham MODNet website.

**1.4 Aerodrome Key Stakeholders.** A list of aerodrome key post holders at RAF Odiham can be found at **Annex C**.

**1.5 Aerodrome Operators Hazard Log (AOHL).** The AOHL is reviewed ►bi-monthly◄ and the link is found at **Annex D**.

**1.6 Formal Aerodrome Related Agreements.** Formal aerodrome related agreements are captured at **Annex E**.

**1.7 Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers and Exemptions.** Copies of all aerodrome related Waivers, Exemptions and approved AAMC are captured at **Annex F**.

**1.8 Aerodrome Location and Control of Entry and Access.** Details pertinent to RAF Odiham's location as well as Control of Entry and Access policy are located at **Annex G**.

## Chapter 2: Aerodrome Data, Facilities and Characteristics

2.1. **Aerodrome Data.** Aerodrome Data for RAF Odiham is reviewed quarterly and is available in the UK MIL AIP, Part 3 Aerodromes (AD) – EGVO.<sup>1</sup>

2.2 **Special Procedures.** Special Procedures for RAF Odiham are contained at ► [UK MIL AIP – AD 2 – EGVO – 1 – 9](#) ◀

2.3 **Noise Abatement Procedure Orders.** Orders, regarding noise abatement are contained at **Annex H**.

2.4 **Temporary Obstructions Orders.** Details of temporary obstructions on or around any manoeuvring area that are considered to be a hazard to either Ac or vehicles are contained at **Annex I**. Obstructions are to be marked in accordance with extant regulations using approved high visibility markers, tape or fencing with additional red light markers at night. NOTAM's are to be issued and taxi patterns controlled. If relevant, pilots are to be briefed on landing or when calling for start.

2.5 **Runway Strip Obstructions.** All new and legacy infringements of the rwy strip are published within the AOHL at **Annex D**.

2.6 **Runway End Safety Area (RESA).** There are no RESAs at RAF Odiham.

2.7 **Light Aggregate (Lytag) Arrestor Beds or Engineered Materials Arrestor System (EMAS).** There are no Lytag Arrestor Beds ► or Engineered Materials Arrestor Systems ◀ at RAF Odiham.

2.8 **Aerodrome Arresting System Orders.** There are no Ac Arresting Systems at RAF Odiham.

2.9 **Manoeuvring Area Safety and Control Orders.** Orders for the safe parking, manoeuvring, refuelling, and servicing of Ac are contained at **Annex K**.

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<sup>1</sup> [AIDU.mod.uk](http://AIDU.mod.uk) | EGVO-Odiham-Combined

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

**3.1 Emergency Organisation.** The AO is with RA 3261(2), RA 3263 and DSA02 DFSR. DSA02 DFSR provides greater detail on Aerodrome Crash / Rescue Fire Services whilst acceptable means of compliance and guidance material are contained within RA 3261(2) and RA 3263. RA 3049 stipulates that all organizations operating MAA-regulated aircraft must meet the requirements detailed in DSA02 DFSR. The relationship between the AO and the Defence ARFF Service Provider is defined within DSA02 DFSR ARFF Regs and the Business Agreements between Defence ARFF Service Provider and the TLBs. The Defence ARFF Service Provider is a DH-Facing organisation and its Fire Stations operate to national good practice providing a service to the AO.

**3.2 Emergency Orders / Aerodrome Crash Plan.** Emergency Orders / Aerodrome Crash Plans are held by RAF Odiham Station Operations, iaw guidance contained within the MPCM, RA 1400(1)10 and DSA02 DFSR, and can be obtained iaw **Annex L**. Orders cover the eventuality of an Aircraft accident / incident, on the aerodrome and within the 1000 m area assessment from runway thresholds. They also consider stn actions within the RAF Odiham's Post Crash management Area of Responsibility. The plan is exercised by table top or live-ex on alternate years iaw extant regulations.

**3.3 Aerodrome Rescue and Fire Fighting Services and Training Orders.** The Aerodrome Rescue and Fire Fighting Services and Training Orders are at **Annex M**.

**3.4 Disabled Aircraft Removal.** Orders for the quick and safe removal of an Ac that has caused a temporary closure of a Rwy, Twy or ASP (but falls beneath the criteria of an accident within the CMIP) are contained at **Annex N**.

## Chapter 4: Air Traffic Services and Local Procedures

**4.1 Air Traffic Control orders.** ATC Orders cover all ATC procedures involved in the safe and expeditious flow of Air Traffic. The orders take into account any direction and guidance contained with the MMATM and iaw the RA 3000 Series to ensure compliance and are contained at **Annex O**.

ATC Orders	
1	Altimeter Settings
2	SSR alone Operations
3	VFR Arrivals and Departures
4	IFR Arrivals, Radar Training Circuits and IFR Departures
5	Visual Circuit Operations
6	Darkness Operations
7	Circuit Emergency Procedures
8	Combined and Simultaneous Surface Operations
9	Ac Parking and Taxiing
10	Pooling and Friction Plan
11	Flight Following
12	Airfield Layout
13	Load Park Operations
14	Other Airfield Users
15	ATC Clearances
16	Evacuation Procedure of ATC
17	Airfield Lighting Redundancy
18	Watchman Radar Facilities
19	Miscellaneous Orders

## Chapter 5: Aerodrome Administration and Operating Procedures

**5.1 Aerodrome Data Reporting.** The AO is responsible for the ownership of the aerodrome data and ensures all data provided is always correct. Orders for the reporting procedures to advise the relevant agency of any permanent changes to aerodrome information are **Annex P**.

Aerodrome Data Reporting Procedures	
1	<b>Legislation, Standards and Technical References.</b> Information relating to the aerodrome serviceability or hazards to air navigation is to be routinely updated through the AIP and NOTAM.
2	<b>Reporting procedures.</b> Any situation that may have an immediate effect on the safety of Ac operations is to be reported as soon as possible. In the first instance to ATC/DOC by radio or telephone (Tel 01256 36 7333/7254).
3	<b>NOTAM<sup>2</sup>.</b> The AO will ensure that all NOTAM action is recorded by Ops for possible 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> party audit. NOTAMs will be originated in the standard NOTAM format for any of the following circumstances.
	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 effecting the manoeuvring area or penetrating the OLS.
	4 New obstacles which affect the safety of aircraft operations.
	5 Bird or animal hazards on or in the vicinity of the aerodrome.
	6 A change in the availability of aerodrome visual aids, ie markers and markings, runway lighting, etc.
	7 Any change in aerodrome facilities published in AIP.
	8 Unusual air activities at the aerodrome.

**5.2 Aerodrome serviceability inspections.** Orders, contained at **Annex Q**, for the inspection of the Aerodromes are to be produced and conducted iaw RA 3264 – Aerodrome Inspections.

**5.3 Aerodrome Technical Inspections.** Orders for the technical inspection of the aerodrome are contained at **Annex R**.

**5.4 Radar, Radio and Navigation Aid Maintenance, Monitoring and Protection.** Orders, contained at **Annex S**, for the Maintenance and monitoring of radar, radio and navigation equipment are produced iaw extant Support Policy Statements and AP 600.

**5.5 Aerodrome Works Safety.** Orders for the control and supervision of work in progress on the aerodrome are at **Annex T**.

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<sup>2</sup> NOTAM information must be provided by fax or email. Where urgent advice can be given by telephone, it must be confirmed by fax or email as soon as possible. Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy.

**5.6 Aerodrome users – Vehicle and pedestrian control.** Orders for the control of vehicular and pedestrian traffic on the aerodrome in accordance with Station Standing Orders –RA3262 Aerodrome Access are found at **Annex U**.

**5.7 FOD Prevention – Training and Awareness.** Orders for FOD prevention, training and awareness are contained at **Annex V**.

**5.8 Aerodrome Wildlife Management.** A Wildlife Control Unit (WCU) is established at RAF Odiham. The orders are found at **Annex W**.

**5.9 Low Visibility Operations (LVO).** The Low visibility procedures are contained at **Annex X** and are iaw RA3274 – Low Visibility Procedures.

**5.10 Snow and Ice Operations.** Snow and Ice Operations are contained at **Annex Y** and are iaw RA3278 – Snow and Ice Operations.

**5.11 Thunderstorm and Strong Wind Procedures.** Orders for Ac operations during thunderstorm and strong winds are contained at **Annex Z**.

**5.12 Civil Registered Aircraft Aerodrome Usage – Terms and Conditions.** Use of MOD aerodromes by registered aircraft shall be iaw with Use of Military Aerodromes by British and Foreign Civil Aircraft (JSP360). Orders governing the use of RAF Odiham by civil registered aircraft are contained at **Annex AA**. Civil aircraft captains wishing to operate in and out of RAF Odiham must agree to abide by the aerodromes extant Terms and Conditions.

**5.13 Safeguarding requirements – Waivers and exemptions.** Safeguarding waivers and exemptions are promulgated at **Annex BB** and are iaw the RA3500 – Aerodrome Design and Safeguarding series.

**5.14 Aerodrome Assurance Activity.** The AO will ensure that reports, surveys and assurance documentation, regarding the aerodrome and its facilities are captured within the DAAF. In addition, the AO will determine which 2<sup>nd</sup> Party assurance reports (of those involved in activities on or around the aerodrome) are also captured.

**5.15 Electrical Ground Power Procedures.** Orders for electrical ground power procedures are contained at **Annex CC**.

**5.16 Aviation Fuel Management Procedures.** Orders for aviation fuel management are contained at **Annex DD**.

**5.17 Hazardous Materials – Spillage Plan.** The spillage plan for RAF Odiham is contained at **Annex EE**.

**5.18 Jettison and Fuel Dumping Area** ► Not Applicable at RAF Odiham ◀.

**5.19 Compass Swing Area.** Orders for the compass swing base are contained at **Annex FF**.

**5.20 Explosive Ordnance Disposal Area.** Not Applicable at RAF Odiham.



5.21 **Dangerous Goods (DG) Procedures.** Orders for the control and management of DG are contained at **Annex GG**.

5.22 **Hydrazine (H70) Leak.** Not applicable to RAF Odiham.

5.23 **UAS / RPAS Orders.** Orders for the operation of UAS / RPAS within the Air Traffic Control Zone are at **Annex HH**.

## Aerodrome Operator Letter of Delegation

From: Group Captain M Roberts OBE DFC RAF



**Chinook Force Commander  
Station Commander**

Royal Air Force Odiham  
HOOK  
Hampshire  
RG29 1QT

Wg Cdr D Spencer-Healey MA RAF  
Chief of Staff  
RAF Odiham

20230825-LoA-DDH-AO\_Spencer-Healey-O

25 August 2023

**LETTER OF AUTHORITY TO ACT AS THE RAF ODIHAM AERODROME OPERATOR AND RESPONSIBLE OFFICER FOR THE DUTY HOLDER FACING ORGANISATIONS FOR THE CHINOOK DELIVERY DUTY HOLDER**

1. As the Chinook Force Delivery Duty Holder (DDH), and in accordance with MAA instruction<sup>1</sup>, I hereby appoint you to be the RAF Odiham Aerodrome Operator (AO) and my Responsible Officer for all Duty Holder Facing organisations within your Area of Responsibility (AoR)<sup>2</sup>, reporting directly to me on all matters concerning Air Safety (AS)<sup>3</sup>.
2. In appointing you into these roles, your skills, experience and competencies have been examined and have been deemed appropriate to make you suitably qualified, trained and experienced to discharge your duties. If you perceive any requirement for additional training, support or guidance to fulfil your positions of AO and Responsible Officer, you should inform me.
3. In these roles you will primarily be responsible for providing me, as Head of Establishment (HoE), an assurance of the provision of Safe Operating Environment (SOE) at RAF Odiham. In addition, you will be responsible for advising me, my Senior Operator (SO) and Chief Air Engineer (CAE) on the operating procedures and safe use of the systems within your AoR. You are specifically responsible for the implementation of regulation and assurance of operating procedures and standards across your AoR. Your full Roles and Responsibilities can be found within RA1026, a copy of which has been attached to this letter for your reference.
4. As my AO, you are to support me in the execution of my Air Safety Management Plan (ASMP). You are also to support the Joint Helicopter Command ASMP and its integral operating


<sup>1</sup> In accordance with MAA RA 1020 – Aviation Duty Holders.

<sup>2</sup> All activity in support of aviation by ATC and DFR.

<sup>3</sup> Air Safety is the state of freedom from unacceptable risk of injury to persons, or damage, throughout the life cycle of military air systems. Its purview extends across all Defence Lines of Development and includes Airworthiness, Flight Safety, Policy, Regulation and the apportionment of Resources. It does not address survivability in a hostile environment – MAA 01 – MAA Regulatory Policy.

risk management process providing high-level operating procedures, guidance and support. You are to liaise, as necessary, with the MAA, JHC, AIR and other Services' staffs as appropriate in the execution of your AO duties.

5. You are to acknowledge receipt of this Letter of Authority and your appointment as the RAF Odiham AO and Responsible Officer in writing by 08 Sep 23.



M Roberts  
Gp Capt  
Chinook DDH

From: Wing Commander D Spencer-Healey MA RAF



Chief of Staff & Deputy Force  
Commander

Royal Air Force Odiham  
Hook  
Hampshire  
RG29 1QT

Gp Capt D McGurk BEng BSc MA RAF  
Chinook Force Commander  
RAF Odiham

Ref: 20210827-LoA-DDH-AO\_DSH-O

Date: 3 September 2021

**LETTER OF AUTHORITY TO ACT AS THE RAF ODIHAM AERODROME OPERATOR AND RESPONSIBLE OFFICER FOR THE DUTY HOLDER FACING ORGANISATIONS FOR THE CHINOOK DUTY HOLDER**

1. I accept my appointment as RAF Odiham Aerodrome Operator (AO) and duties as Responsible Officer (RO) for all Duty Holder Facing organisations within my Area of Responsibility (AOR)<sup>1</sup>, reporting directly to you on all matters concerning Air Safety (AS)<sup>2</sup>.
2. I note my skills, experience and competencies have been examined and have been deemed appropriate, such I am suitably qualified, trained, and experienced to discharge my duties. I will raise the requirement for additional training, support or guidance to fulfil my position as AO and RO as is required.
3. I acknowledge I am primarily responsible for providing you as Head of Establishment (HoE) for:
  - a. The provision of a Safe Operating Environment (SOE) at RAF Odiham;
  - b. Advising you, your Senior Operator (SO) and Chief Air Engineer (CAE) on the operating procedures and safe use of air systems within my AOR;
  - c. The implementation of regulation and assurance of operating procedures and standards across my AOR.
4. I will remain conversant with the roles and responsibilities contained within RA1026; support you in the execution of your Air Safety Management Plan (ASMP); support the Joint Helicopter Command ASMP and its integral operating risk management process. I will also liaise with the MAA, JHC, AIR and the other Services' staffs as appropriate in the execution of my duties.

<sup>1</sup> All activity iso aviation by ATC and DFR.

<sup>2</sup> Air Safety is the state of freedom from unacceptable risk of injury to persons, or damage, throughout the life cycle of military air systems. Its purview extends across all Defence Lines of Development and includes Airworthiness, Flight Safety, Policy, Regulation, and the apportionment of Resources. It does not address 'survivability in a hostile environment' – MAA01 – MAA Regulatory Policy.



5. I hereby acknowledge my appointment as the RAF Odiham AO and RO.

Yours Sincerely,

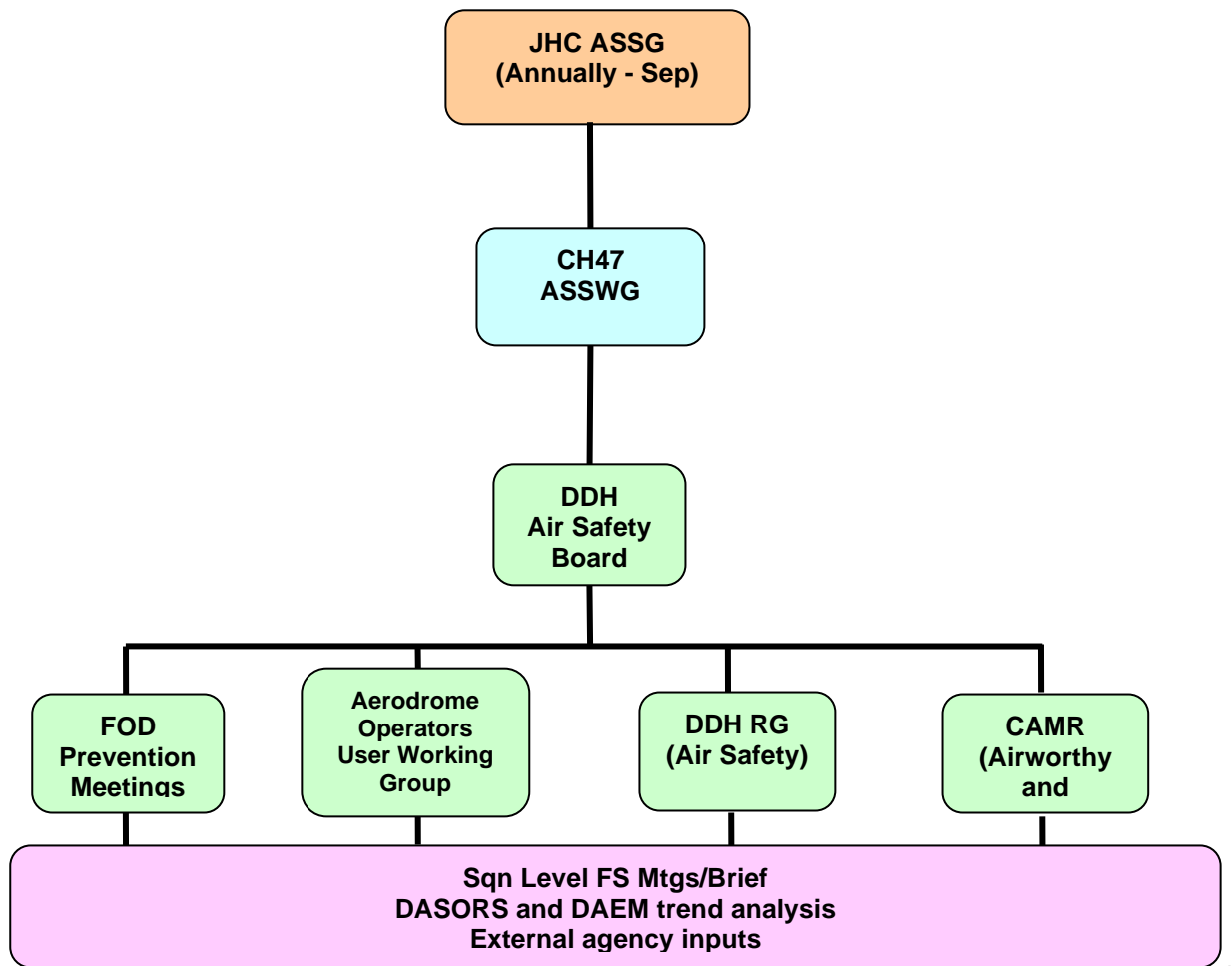


D Spencer-Healey  
Wg Cdr  
Chief of Staff & Deputy Force Commander



## Safety Meeting Structure

1. The diagram below describes the RAF Odiham Safety Meeting Structure. Frequencies are in accordance with MAA policy. Each meeting has a standing agenda and attendance list with minutes recorded for auditing purposes.



All permanent airfield users are invited to ensure a Safe Operating Environment (SOE). \*

## List of key post holders

Post	Telephone & Email Address
Station Commander (HOE / DDH)	All inquiries should be sent to the DOC initially:  Mil: 95235 7254  Civ: 01256 367254  <a href="mailto:ODI-SHFHQ-watchkeeper@mod.gov.uk">ODI-SHFHQ- watchkeeper@mod.gov.uk</a>
Chief of Staff – OC Ops Wg (AO)	
OC Engineering and Logistics Wing (OC ELW)	
Senior Air Traffic Control Officer (SATCO)	
Senior Operator (CH47 – Chinook)	
Squadron Leader Operations (SLOps)	

## Aerodrome Operating Hazard Log

1. The Aerodrome Operators Hazard Log (AOHL) can be found at this [link](#).<sup>3</sup>

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<sup>3</sup> Requires MOD access. If you are unable to access this link, please write to RAF Odiham Station Operations.



## Formal aerodrome related agreements

1. The formal aerodrome related agreements are held at the links below for MODNet users, if required by non-MODNet users please contact the DOC on Tel: 01256 367254.

Agreement	Implemented	Review Length	Expiry	RAF Odiham POC
<a href="#"><u>LOA - NATS Farnborough</u></a>	01 Apr 22	24 Months	1 Apr 24	DSATCO
<a href="#"><u>Lasham Airfield MOU</u></a>	05 Oct 22	24 Months	5 Oct 24	DSATCO
<a href="#"><u>LOA - The King's Helicopter Flight (TKHF).</u></a>	18 Jan 23	12 Months	17 Jan 24	Sqn Ldr Ops
<a href="#"><u>LOA - RAFGSA Kestrel Gliding Club.</u></a>	10 Oct 22	Annual	31 Dec 23	Flt Cdr Ops
<a href="#"><u>LOA – Odiham Model Flying Club</u></a>	1 Nov 23	Annual	1 Nov 24	Flt Cdr Ops
<a href="#"><u>Meteorological Office SDA.</u></a>	02-Jun-16	TFN	N/A	Sqn Ldr Ops
<a href="#"><u>LOA – Boeing Ops at RAF Odiham.</u></a>	05-Nov-18	TFN	N/A	AO
<a href="#"><u>LOA between Air Traffic Control and Force Protection Training Flight</u></a>	5 Oct 22	TFN	N/A	SATCO
<a href="#"><u>Joint Business Agreement – Army &amp; Defence Fire &amp; Rescue</u></a>	22 Oct 21	TFN	A/R	SFireO

## **Aerodrome Alternative Acceptable Means of Compliance (AAMC), Waivers, and Exemptions**

1. RAF Odiham airfield infringements are detailed by Aquila at the following link:
  - a. [Infringement and Concession Register. \(MOD user only\)](#)
  - b. [Radio Site Protection Map. \(MOD User only\)](#)
2. RAF Odiham has the following MAA Waivers and Exemptions:
  - a. MAA formal authorisation of waiver application (MAA/Waiver/2014/01) Non-Standard Rwy Edge Lights (F-2).
  - b. MAA formal confirmation of review of operationally essential obstacles (MAA/Exemption/2013/15) – RAF Odiham (F-3).
  - c. MAA formal authorisation of waiver application (MAA/AWE\_2019\_141) Visual separation within Class D airspace (F-4).
  - d. MAA formal authorisation of exemption application (MAA/AWE\_2019\_140) Use of QNH as the primary aerodrome pressure datum at RAF Odiham (F-6).
  - e. MAA formal authorisation of waiver application (MAA/AWE\_2020\_134) Non-Compliant High Intensity Approach Lighting for Runway 09 (F-7/8)

**MAA formal authorisation of waiver application (MAA/Waiver/2014/01)  
Non-standard Rwy edge lights.**



Gp Capt B Duncan MA RAF  
MAA Regulations Deputy Head  
Military Aviation Authority

Group Captain L Turner BEng(Hons) RAF  
Station Commander  
RAF Odiham

Reference:  
20171208-Extension to  
MAA\_Waiver\_2014\_01

12 Dec 17

**MAA AUTHORISATION OF AN EXTENSION TO MAA/WAIVER/2014/01 – NON-STANDARD  
RUNWAY EDGE LIGHTS**

1. Your team requested<sup>1</sup> an extension to MAA/WAIVER/2014/01 from the requirements of Regulatory Article (RA) 3016 Military Aerodrome Design and Safeguarding, specifically the Manual of Aerodrome Design and Safeguarding (MADS). The waiver permitted the use of non-standard runway edge lights due to the absence of omni-directional lights.
2. The initial Safety Assessment<sup>2</sup> stated that the non-standard lighting would be addressed during a runway refurbishment due to take place in 2017, and as such the waiver was granted until 31 Dec 17 or until the runway resurfacing work had been completed, whichever was sooner.
3. Your team have informed me that the runway resurfacing work has now been delayed by DIO until 2025, and you as the ADH have accepted the continued, ongoing risk as ALARP and Tolerable. Your team has stated<sup>3</sup> that there are no further changes to the details of the Safety Assessment and therefore I am content to extend the waiver until 31 Dec 2025, or until the planned runway resurfacing work, including installation of omni-directional lights has been completed.
4. This Waiver extension must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual. The MAA must be informed immediately, should any detail concerning this Waiver change, including if it is no longer required. This Waiver must be reviewed at least one month prior to expiry, and the MAA engaged at the earliest opportunity should an extension be required.

Copy to

Comd JHC  
Air 1 Gp BM Force Cdr

<sup>1</sup> 20171123-RWY\_lights\_waiver-0.

<sup>2</sup> 20131029-Safety\_Assessment-Non-Std-Rwy-lights

<sup>3</sup> Email from RAF Odiham SATCO dated 7 Dec 17

**MAA formal confirmation of review of operationally essential obstacles  
(MAA/Exemption/2013/15) – RAF Odiham.**

 Military Aviation Authority	Gp Capt C Muir BSc MBA MA RAF MAA Regulations Deputy Head Military Aviation Authority
<hr/>	
Gp Capt D Toriati Stn Cdr RAF Odiham	Reference: 20131003-Confirmation ODI OEOs-U
<hr/>	
7 October 13	
<hr/>	
<b>MAA FORMAL CONFIRMATION OF REVIEW OF OPERATIONALLY ESSENTIAL OBSTACLES (MAA/EXEMPTION/2013/15) – RAF ODIHAM</b>	
<p>1. DG MAA has directed<sup>1</sup> that a full review of all operationally essential obstacles was to be completed at each MOD aerodrome. Where original siting-board paperwork no longer exists, a safety assessment was required.</p> <p>2. The MAA confirms a full review of operationally essential obstacles has been completed at RAF Odiham. Due to DIO processes, siting-board paperwork is no longer in existence for any of the operationally essential obstacles in place at Odiham; however, a safety assessment has been completed.</p> <p>3. This letter, along with the associated safety assessment, should be retained and made available for inspection during future MAA audits. Furthermore, if the location, specification or requirement of the equipment/obstacle changes or the operational use of the aerodrome is altered, then the requirement and siting of the operationally essential obstacle should be reviewed. Details of operationally essential obstacles should be recorded within the appropriate Defence Aerodrome Manual.</p>	
	
Copy to: RAF Odiham Stn Cdr BM ATM AD Infra SO2 BM ATM OPS UK SO2	
<hr/>	
<small><sup>1</sup> NAA for MADS Chap 17 dated 31 Jul 12.</small>	

**MAA formal authorisation of waiver application (MAA/AWE\_2019\_141) Visual separation within Class D airspace**



Gp Capt B Duncan MA RAF  
MAA Regulations Deputy Head

Gp Capt N Knight OBE MA RAF  
RAF Odiham

Reference: 20200203-MAA\_AWE\_2019\_141

10 Feb 20

A handwritten signature in black ink, appearing to read "N. Knight", is written over a horizontal line.

**MAA FORMAL AUTHORIZATION OF WAIVER APPLICATION MAA\_AWE\_2019\_141: VISUAL SEPARATION WITHIN CLASS D AIRSPACE**

1. RAF Odiham sought<sup>1</sup> approval of a Waiver to meet the published regulatory requirement whereby vertical separation of 1000ft can be applied between Air Systems<sup>2</sup>.
2. The proposed airspace expansion and classification change around RAF Odiham and NATS Farnborough has introduced different ATS rules, which vary between civilian and military ATM providers. With a change to Class D airspace, NATS Farnborough will be able to take reduced visual separation with IFR departures from runway 24 against RAF Odiham IFR traffic inbound to runway 27 in accordance with MATS Pt 1; this is not permitted within the MAA Regulations in relation to vertical separation<sup>3</sup>. It has also been noted that vertical separation of 1000ft following co-ordination will still be too restrictive in respect of the two units operating concurrently<sup>4</sup>.
3. I note that your team have conducted a hazard analysis along with discussions with NATS Farnborough and the CAA, and you as the ADH have accepted that any additional Risk to Life is mitigated, and that operations for the arrival and departure profile as stated above remain ALARP and Tolerable. Additionally, gaps within the Safety Assessment of Change highlighted by the MAA have subsequently been addressed and will be included within the Letter of Agreement between the two units. Therefore, I am content to approve Waiver MAA\_AWE\_2019\_141.

<sup>1</sup> Email: 20191104-Request for Waiver for RAF Odiham to take visual separation against IFR Vs IFR in Class D.

<sup>2</sup> RA 3228 – AMC 3228 (2) Para 10.

<sup>3</sup> RA 3228 – AMC 3228 (1) Para 2.

<sup>4</sup> RA 3228 – AMC 3228 (2) Para 14 – Reduced separation of 500ft with civil Air Systems (subject to captain's approval) N/A in this case.

4. The Waiver will be until 28 Feb 2025. Details of the Waiver must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual, and reviewed regularly and at least one month prior to expiry. Any changes to the circumstances concerning this Waiver must be immediately notified to the MAA.

Copy to:

Comd JHC  
AIR 11Gp Sp&BM A3/5 SO1  
MAA Dep Hd Op Assure

A handwritten signature in black ink, appearing to be 'Yours' followed by a stylized signature.



# MAA formal authorisation of waiver application (MAA/AWE\_2019\_140) Use of QNH as the primary aerodrome pressure datum at RAF Odiham



Air Cdre C Egan BEng(Hons) MA CEng  
MIET CMgr FCMI MAPM RAF  
Head Regulation and Certification

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Gp Capt N Knight OBE MA RAF  
RAF Odiham

Reference: 20200203-MAA\_AWE\_2019\_140

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12 Nov 20

Dear Nick,

## MAA FORMAL AUTHORIZATION OF EXEMPTION APPLICATION: USE OF QNH AS THE PRIMARY AERODROME PRESSURE DATUM AT RAF ODIHAM

1. RAF Odiham was previously issued a Waiver<sup>1</sup> permitting a change to the aerodrome pressure datum from QFE to QNH. The Waiver was granted with a backstop allowing sufficient time for RAF Odiham to assess the practicality of operating on QNH following the expansion of airspace surrounding NATS Farnborough.
2. Following recent correspondence from your team<sup>2</sup>, I understand there has been a review of the use of QNH as the main aerodrome pressure datum. I acknowledge your request for the permanent employment of QNH which will understandably reduce the workload for controllers when liaising with external agencies. In determining whether an Exemption is appropriate, I note the content and conclusion of the recent SQEP Panel<sup>3</sup> and your finding as the ADH that you are satisfied operations remain ALARP and Tolerable, and that no additional Risk to Life has been introduced as a result of this change<sup>4</sup>. Consequently, I am content to issue a regulatory Exemption against RA 3302 - AMC 3302(1) para 1.a.(2). This Exemption supersedes the previously issued Waiver; however, the requirement for Touchdown Zone Elevation to be passed to non-Station based Air Systems remains.
3. This Exemption must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual. Any changes<sup>5</sup> to the circumstances concerning this Exemption must be immediately notified to the MAA.

Chris Egan  
Digitally signed  
by Chris Egan  
Date:  
2020.11.12  
16:14:25 Z

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<sup>1</sup> 20200203-MAA\_AWE\_2019\_140 dated 10 Feb 20.

<sup>2</sup> E-mail: 20200819-RAF Odiham Exemption Request.

<sup>3</sup> [20200810-RAF Odiham-SQEP Panel-02-20-QNH Exemption](#)

<sup>4</sup> ODI-DHAN-20-04 dated 10 Aug 20.

<sup>5</sup> As per MAA 03 Annex C Para 11.

# MAA formal authorisation of waiver application (MAA/AWE\_2020\_134) Non-Compliant High Intensity Approach Lighting for Runway 09 (F-8/9)



Gp Capt G J J Currie MA RAF  
Deputy Head Regulations

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Gp Capt N Knight OBE MA RAF  
RAF Odiham  
HOOK  
Hampshire  
RG29 1QT

Reference: 20201118-MAA\_AWE\_2020\_134

15 Dec 20

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Dear Nick

## MAA FORMAL AUTHORIZATION OF WAIVER APPLICATION MAA\_AWE\_2020\_134: NON-COMPLIANT HIGH INTENSITY APPROACH LIGHTING FOR RUNWAY 09

1. It is understood that RAF Odiham is undergoing a runway resurfacing and Aeronautical Ground Lighting replacement project. Within this project, it is proposed to replace the current Centre-Line and 2 Crossbars High Intensity Approach Lighting with an equivalent system. However, due to a number of limiting factors including; topography, land access rights and maintenance issues, a fully compliant solution is unachievable.
2. RAF Odiham therefore sought an Exemption associated with the regulatory requirement<sup>1</sup> whereby a High Intensity Centre-Line and 5 Crossbars Approach Lighting system is provided to serve a precision approach runway, Category 1.
3. Staff at RAF Odiham convened a SQEP Panel and have conducted a review of the hazards associated with the current non-compliant High Intensity Approach Lighting system. Any additional Risk to Life has been mitigated and accepted by you as ADH and HoE as ALARP and Tolerable. Therefore, I am content to approve MAA\_AWE\_2020\_134. However, rather than issue an Exemption I have elected to issue a Waiver until 30 Nov 2035 to encourage a more compliant solution to be sought in the future.
4. I note, that RAF Odiham intend to conduct a Night Vision Device impact assessment at MOD establishments that already utilise similar LED lighting systems. This is in accordance with regulatory advice<sup>2</sup> and displays good practice with the aim of improving Aviation Safety.
5. Details of the Waiver must be published and promulgated as appropriate, including within the RAF Odiham Defence Aerodrome Manual and Aerodrome Operating Hazard Log. The Waiver must be reviewed regularly and at least one month prior to expiry, with the MAA being notified of any changes to the circumstances that may affect the conditions of its approval.

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<sup>1</sup> RA 3515(5) Regulation


<sup>2</sup> RA 3515(1) GM para 4



6. Please feel free to engage with me or my staff should you require further assistance.

Yours Sincerely,

Gez  
Currie



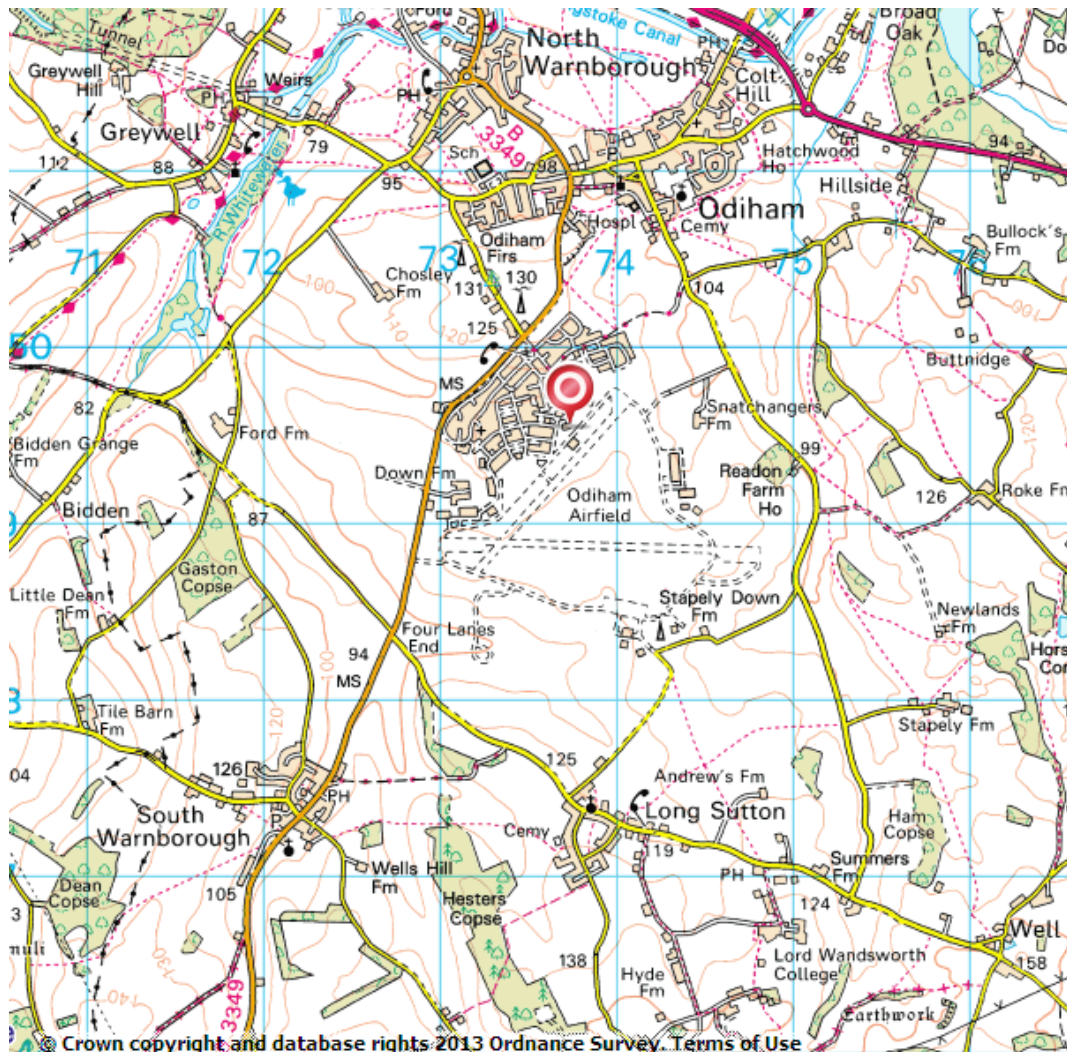
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signed by Gez  
Currie  
Date:  
2020.12.17  
14:14:28 Z

Copy to:

Comd JHC\*  
MAA Dep Hd Op Assure\*

## Aerodrome Location and Control of Entry and Access

1. **Aerodrome Location.** RAF Odiham, Hampshire, RG29 1QT, England. The National Grid co-ordinate of the centre of the aerodrome is 473462E 148917N, Grid ref: SU 73462 48917, Lat/Long 51°14'05"N 000°56'57"W, Elev 405ft, (EGVO).
2. **Local Area Map.** RAF Odiham is situated to the South West of Odiham Village close to junction 5 of the M3. Access to Odiham is via the main gate on the B3349 between Odiham and South Warnborough.



3. **Introduction to RAF Odiham.** RAF Odiham is a ►Tier 1 Standard Aerodrome and a◄ front-line Support Helicopter base within JHC. The Stn is home to the UK Chinook Force of 7 Sqn, 18(B) Sqn and 27 Sqn. RAF Odiham is also host to The King's Helicopter Flight and Kestrel Gliding Club. The station is commanded by Gp Capt ►Matt Roberts◄, under the command of JHC and HQ 2Gp for single service issues. JHC is a Tri-Service organisation and brings under one command battlefield helicopters of the Royal Navy, Army Air Corps and RAF. The post of Commander JHC rotates between the 3 services.

## RAF Odiham DAM



## Control of Entry

4. **Introduction.** All visitors entering RAF Odiham must have a valid reason for doing so. RAF Odiham is subject to patrols by RAF Police Military Working Dog (MWD) teams and is monitored by CCTV that is located at the authorised control of entry and exit points. It is imperative that all visitors, always, comply with instructions given by the:

- a. RAF Police (incl. MWD Teams).
- b. Military Provost Guard Service (MPGS).
- c. Station Standby Guard Force (SSGF) personnel.

5. **Civilian Access.** No civilian will be permitted entry to RAF Odiham except when:

- a. Visiting on official business.
- b. Visiting as a guest of an officer, airman or civilian member of the permanent staff.
- c. Employed at RAF Odiham.

6. **Visitor Arrival and Documentation.** On first arrival, a visitor to the Unit, either service or civilian, is to report to the Main Guardroom and show their identification. The holder of one of the following forms of identification will not require an RAF Odiham produced SISyS pass, other than a car permit:

- a. MOD Form 90.
- b. An F Ident 693<sup>4</sup> (Temporary Certificate of Service ID).
- c. An RAF 2185 (Civil Service).
- d. RAF Odiham Dependents Pass (see para 24).
- e. RAF Odiham, SISYS generated Permanent Pass with the Trigram PAP (paras 17 - 32).
- f. RAF Odiham, temporary SISYS generated passes (paras 33 - 43).
- g. HOPF or MDP Warrant card holders, (for duty reasons only).
- h. Other emergency service card holders, (for duty reasons only).
- i. Royal Household card holder, (for duty reasons only).

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<sup>4</sup> Temporary Certificate of Service Identity issued to personnel of all 3 Services who have lost or are awaiting issue of their permanent Service ID. Stamped by the issuing authority and valid for up to 2 months.

- j. Contractor passes with the Trigram WWW or BBB.

7. **Proof of Identification.** If a visitor requires a RAF Odiham pass and/or permit and they do not have the passes defined above, they must produce at least one of the following:

- a. Valid British Passport.
- b. Valid British photographic driving licence.
- c. Full Non-UK Passport or Non-UK Photo Identification. (Escorted only).
- d. United States Government Military & Civilian ID.
- e. National Identity Card.
- f. HM Customs and Revenue (HMRC) Warrant card, (for duty reasons only).
- g. BT Engineers on production of valid MOD contractor pass.
- h. UK Border Force ID card.
- i. Attorney General's Office ID card.
- j. UK Foreign and Commonwealth Office (FCO) ID card.
- k. Defence Business Services – National Security Vetting (DBS-NSV) ID Card (for duty reasons only).
- l. SISYS generated Trigram Pass originating from another AIR unit.
- m. Company Photo ID (Escorted access only).
- n. Any other photo identity document deemed appropriate by the SSyO.

8. **Wearing of Passes and ID's.** All service and civilian personnel are always to wear their official identification card or appropriate pass whilst on unit. All personnel including visitors, are to produce their identity documents or pass when requested to do so by a member of the RAF Police, MPGS, SSGF, MDP Officer, civilian police officer or by any other person, irrespective of rank, who has reasonable grounds for demanding proof of identity.

9. **Displaying of Vehicle Passes.** Vehicle passes must always be clearly displayed whilst the vehicle is on the Unit. Temporary vehicle passes are to be handed back to the MPGS/SSGF or put into the exit bins provided when no longer required. Expired passes are not to be retained.



10. **MOD Policy on Searching & Powers of Search.** All searches must be carried out iaw JSP 440 – Defence Manual of Security, Resilience and Business Continuity<sup>5</sup>. In general, a search may only be carried out where an individual gives consent. However, it is a condition of entry to the Stn that individuals may be required to be searched. RAF Odiham personnel, which includes MPGS / SGF do not have any specific powers in relation to search.

a. **Entry Search.** The primary aim is to deny terrorists and their equipment, including Improvised Explosive Devices (IEDs), access to the Stn. It also provides a high-profile deterrent to such action. MPGS / SGF will routinely carry out searches at all CoE points to the Stn. Prior to any search being conducted of persons or property, consent is to be obtained in writing from that individual using the Individual Disclaimer (Annex G). Following completion of the search the individual or owner of the property searched is to sign this form again to confirm that no damage has been caused during the search.

b. **Exit Search.** Searching may be carried out to prevent and deter the illegal or unauthorised removal of MoD property, including CM, from the Stn. These searches are only to be carried out when specifically instructed to do so by the SSyO or his / her nominated deputy.

c. **Vehicles Travelling from Europe.** All personnel are to understand the threat posed by illegal immigrants entering RAF Odiham unlawfully, be it hidden within a vehicle or by any other means. MPGS / SGF personnel are required to conduct a search of all vehicles attempting to gain entry to RAF Odiham that have driven to the Stn from continental Europe, additionally any driver of a service vehicle which has travelled to RAF Odiham from continental Europe must inform the guard(s) of this upon arrival.

11. Civilian drivers in non-service vehicles (i.e. furniture removals / routine deliveries etc) are to be asked where their journey has originated, in cases where the origin is continental Europe, search protocols are to be implemented. Where there is any refusal to allow the search, access is to be denied and an Access Denial Certificate (Annex H) is to be completed.

12. **RAF Odiham Control of Entry Policy.** Full details of the RAF Odiham Control of Entry Policy can be found on RAF Odiham MODNet at the following link: [RAF Odiham Control of Entry](#).

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<sup>5</sup> Available via MODNet.

## Noise Abatement Procedure Orders

1. **General Orders for Noise Abatement.** ▶ From Ed 9 Chg 3, orders for noise abatement will be located at UK MIL AIP – AD 2 – EGVO – 1 – 6 ◀

a. ▶ ◀

b. Ac comds are to avoid direct overflight of the local villages where possible and ensure that noise nuisance around the airfield is kept to a minimum.

c. ▶ ◀

d. ▶ Ac comds are to comply with Noise Abatement orders promulgated in RA 2330 and UKMLFH orders relating to Thames Valley Avoidance Area (TVAA). ◀

2. **Noise abatement after ▶2200L.** ◀ Unless authorised by SLOps or in their absence the DAE/DOC, flying after ▶2200L ◀ is to conform to the following noise abatement procedures.

a. Standard arrivals and departures are authorised by this order.

b. For Ac remaining in the ▶ IFR cct or for more than one visual cct, permission is to be sought via the Duty Operations Controller. ◀ This includes Load Park ccts.

c. ▶ ◀

d. Ac comds returning with an USL are authorised to make one approach to the Night 'T' then one training cct to the Load Park to land.

e. Every effort is to be made to avoid concentrating noise in one area for an extended period. Where possible, routes should avoid overflying the same areas. If a field is to be repeatedly used during an evening, then approaches should be varied.

3. ▶ ◀

## Temporary Obstruction Orders

1. **Identification Markers.** All temporary aerodrome and approach obstructions are indicated by red marker lamps. The lamps are arranged to indicate the full dimensions of the obstructions. All airfield obstructions are marked in such a way to ensure that they give taxiing Ac and moving vehicles adequate distance to manoeuvre. Vehicles regularly operating in Ac movement areas are equipped with flashing amber beacons. All emergency services vehicles are equipped with occulting blue lights.
2. **Unserviceability Markers.** Wherever any portion of a Twy, apron or holding area is unfit for the movement of Ac but it is still possible for an Ac to bypass the area safely, unserviceability markers should be displayed. ATC is responsible for ensuring marker boards are positioned accordingly.
3. **NOTAM Action.** ATC 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 NOTAM should state:
  - a. Nature and position of the unserviceable area or obstruction.
  - b. Nature of markings by day and night.
  - c. Approximate period for which the area will remain unserviceable.
4. **Informing Aircrew.** ATC is responsible for informing the Ac comd of any unserviceability on the aerodrome that will affect Ac movements. For outbound Ac, the comd will be informed on Ac start. For inbound Ac, the comd will be informed at an appropriate time.
5. **Uncharted Obstruction.** On first shut down (even if away from RAF Odiham), to inform the wider aviation community, crews are to report observed uncharted obstructions to the DOC on 01256 767254 or [ODI-SHFHQ-Watchkeeper@mod.gov.uk](mailto:ODI-SHFHQ-Watchkeeper@mod.gov.uk) passing the following details:
  - a. Type of obstruction
  - b. Location (Lat/Long/Grid)
  - c. Approx height
  - d. Lighting status
  - e. Any other pertinent information

The DOC will then contact the Defence Geographic Centre (DGC) and the Low Flying Ops Flight (LFOF) allowing a NOTAM to be issued and inclusion in the next AIRAC cycle. law RA1410 a DASOR detailing the uncharted obstruction should be submitted by the crew within 48hrs.



## **Aerodrome Arresting System Orders**

1. There are no Aerodrome Arresting Systems in place at RAF Odiham. This annex has been included for document pagination.

## Manoeuvring Area Safety and Control Orders

1. **Allocation of parking slots.** Ac parking slots are to be allocated by Station Operations. Each slot is cleared up to:
  - a. Any rotary asset with a rotor disc up to 60ft (19m).
  - b. Any fixed wing asset with a wingspan of up to 78ft (24m).
  - c. Any fixed wing asset with a wingspan greater than 24m requires specific approval from the AO.

Airfield location	Parking slot number	Coordinates
CHARLIE ASP	1	N51.1426 W000.5687
CHARLIE ASP	2	N51.1425 W000.5689
CHARLIE ASP	3	N51.1424 W000.5690
CHARLIE ASP	4	N51.1423 W000.5692
CHARLIE ASP	5	N51.1422 W000.5694
CHARLIE ASP	6	N51.1421 W000.5695
CHARLIE ASP	7	N51.1420 W000.5697
CHARLIE ASP	8	N51.1419 W000.5699
CHARLIE ASP	9	N51.1428 W000.5696
CHARLIE ASP	10	N51.1427 W000.5698
CHARLIE ASP	11	N51.1426 W000.5699
L ASP	15	N51.1430 W000.5680
L ASP	16	N51.1432 W000.5678
L ASP	17	N51.1433 W000.5675
L ASP	18 – Not in use	N51.1435 W000.5672
DELTA TWY	19	N51.1418 W000.5689
DELTA TWY	20	N51.1422 W000.5684
BRAVO TWY	25	N51.1383 W000.5662
BRAVO TWY	26	N51.1388 W000.5661
BRAVO TWY	27	N51.1383 W000.5669
BRAVO TWY	28	N51.1388 W000.5667
BRAVO TWY	29	N51.1384 W000.5676
BRAVO TWY	30	N51.1398 W000.5673
BRAVO ASP RRRF	31	N51.1388 W000.5653
BRAVO ASP RRRF	32	N51.1352 W000.5629
BRAVO ASP	35	N51.1385 W000.5643
BRAVO ASP	36	N51.1385 W000.5640
BRAVO ASP	37	N51.1384 W000.5638

DELTA TWY	40 – Not in use	N51.1427 W000.5676
DELTA TWY	41 – Not in use	N51.1429 W000.5673
DELTA TWY	42 – Not in use	N51.1431 W000.5670
DELTA TWY	43 – Not in use	N51.1433 W000.5668
ECHO ASP	44	N51.1436 W000.5631
ECHO ASP	45	N51.1434 W000.5630
ECHO ASP	46	N51.1432 W000.5629
ECHO ASP	47	N51.1431 W000.5629
ECHO ASP	48	N51.1429 W000.5628
ECHO ASP	49	N51.1427 W000.5628
ECHO ASP	50	N51.1425 W000.5628
ECHO ASP	51 – Not in use	Encroaches MT route.
ECHO ASP	52 – Not in use	
POINT ECHO	POINT ECHO	N51.1416 W000.5627
RWY 27	27 THRESHOLD	N51.2339 W000.9325

*Note: See Appendix 2 to Annex O for the RAF Odiham parking map.*

Ac parking on Charlie dispersal are not to use the Westerly taxi line into the dispersal from the Northern Twy (West) due to the proximity of a lighting stanchion.

2. **Explosive licences.** RAF Odiham has 15 licensed parking slots (1-8, 44-48, Point Echo & 27 Threshold). These slots are licenced for up to:

Slot	HD 1.1	HD 1.2.1	HD 1.2.2	HD 1.2.3	HD 1.3.3	HD 1.3.4	HD 1.4
1-8	Nil	Nil	50kg	Nil	50kg	50kg	50kg
44-48	Nil	Nil	Nil	Nil	Nil	50kg	250kg
Point Echo	Nil	Nil	Nil	Nil	Nil	50kg	60kg
27 Threshold	Nil	358kg	1000kg	1000kg	500kg	500kg	500kg

3. **Parking of armed aircraft.** RAF Odiham airfield can accommodate armed Ac with unknown IR decoy flare danger areas or trial countermeasures as the default danger area of 200m all-round can be satisfied.

a. Only the following parking slots are licensed for IR flare decoy countermeasures, when fitted to Chinook **forward, centre and/or aft** dispensers; of which the Ac directional headings are to be applied:

- (1) Point Echo – 238 degrees true north.
- (2) Slot 45 – 253 degrees true north.
- (3) Slot 48 – 265 degrees true north.
- (4) Slot 3 – 133 degrees true north.

(5) Slot 7 – 133 degrees true north.

(6) 27 Threshold – no directional heading, nosewheel to be on point.<sup>6</sup>

b. Ac which suffer a suspected misfire or Partially Exposed Flare (PEF) during firing of Flare Countermeasures (FCM) are to utilise Point Echo on return.

4. When RAF Odiham flying units intend to park armed Ac within the manoeuvring area, they are to notify the SNCO IC Eng Ops at least 60 mins in advance. In consultation with Flt Cdr Ops, the SNCO IC Eng Ops is to allocate an appropriate parking area and orientation for each Ac. Flt Cdr Ops is to notify the Supervisor/ATCO IC of the location(s) of any armed Ac. Other Ac are not permitted within the FDA of the armament fitted to parked Ac, and ground vehicles and personnel are to avoid the FDA unless they are essential for the operational or engineering task. The engineering sqn concerned is to ensure that appropriate warning signs are positioned around armed Ac.

5. **Visiting armed aircraft.** RAF Odiham cannot accommodate visiting Ac requiring a directional weapon safe heading (except crew served weapons), such as armed Ac with forward firing weapons – missiles, rocket, cannons or guns. Ac loaded with countermeasures other than Chinook helicopters may be accommodated providing that FDA can be achieved, OC AEF and the Unit Explosive Safety Representative are to be consulted 24hrs prior to the arrival of any visiting armed Ac.

6. **Aircraft with misfired countermeasures.**

a. Inform ATC that they are returning to the Unit with a countermeasure misfire to allow a suitable slot to be cleared. The primary misfire slot is Point Echo – 238 degrees true north. Echo ASP slot 48 – 265 degrees true north may be utilised as a second misfire slot however further mitigation to ensure the FDA is clear is to be considered. Unit Explosive Safety Rep is to be consulted.

b. Once given clearance by the Ac captain, the weapons tradesmen are to rectify the misfire by the procedures laid down in the appropriate publications.

c. No other maintenance activity is to take place on the Ac until it has been made safe and cleared by the weapons tradesmen supervisor.

7. **Engine Start.** All Ac are to request a start clearance from Odiham Ground prior to start up. The POB, slot number and ATIS information code copied is to be passed on the initial call.

8. **► Ground runs.** During ATC opening hours, all Single Engine (Non-Heads Turning) Ground Runs (SE(NHT)GR) and Head-Turning Ground Runs must be coordinated through ATC on Ground Frequency. The dispersal and slot number, POB and whether it is a post installation run or not, are to be passed on the initial call. Ground runs must not commence until clearance from ATC has been granted.

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<sup>6</sup> Use of RWY 27 Threshold for Armed Aircraft is issued on a case-by-case basis from HQ Air Explosive Safety. PPR mandatory.  
RAF Odiham DAM

a. **Ground runs when ATC are closed.** When ATC are closed, all (SE(NHT)GR) and Head-Turning ground runs must be coordinated through the DOC on ext 7254.

(1) The ground run supervisor is to contact the DOC 30 mins prior and pass details of AS type, location, and planned POB.

(2) Prior to commencing a ground run, 2-way communication must be established with the DOC and Fire Section using callsigns DOMAIN and JUMBO respectively, on Ground Frequency UHF 267.400.

(3) The DOC and Fire Section will monitor the Frequency, and in the event of an emergency, Fire Section will respond and call 'mobile' on MRE.

b. **APU only ground runs.** Ground runs on Auxiliary Power Unit (APU) only, do not require supervision of the DOC or Fire Section.

c. **Handover of responsibility.** In the event ATC closes during ongoing (SE(HTR)GR) or Head-Turning ground runs, a handover of responsibility is to take place between ATC and the DOC. For each ground run, the callsign, location, POB and Fire Section attendance is to be confirmed. The oncoming authority is to then inform the AS ground running. ◀

10. **Taxi Clearances.** All taxi clearances will be passed on Odiham Tower.

11. **Restricted use of Twys.** Visiting Ac using Bravo ASP/Twy parking will routinely taxi via the Rwy 09 threshold, unless ATC personnel have conducted an obstruction check within the Load Park, in order to ensure adequate obstacle clearance.

12. **Fixed Wing Aircraft turning on Rwy 09/27.** Only Ac of Typhoon size and below can turn through 180 degrees on the Rwy friction course. All other Ac must use the concrete surfaces.

13. **Marshalling Services.** Marshalling is not routinely provided at RAF Odiham.

14. **'Follow Me' Provision.** 'Follow Me' services are not routinely provided at RAF Odiham. If an Ac requires a 'Follow Me' vehicle, the request is to be made 24hrs in advance.

15. **Refuelling.** Refuelling of Ac can only be carried out within areas protected by interceptor drainage. These areas are:

- a. Charlie ASP.
- b. Echo ASP.
- c. Bravo ASP.
- d. Lima ASP.

16. **Rotors Running Refuels.** RRRF are to be conducted on Bravo ASP as the area has been specifically sealed to protect the aquifer beneath Odiham. RRRF spot 32 is not to be used if an Ac is parked on spot 35. If both refuel spots are in use, Ac are not to park on spot 35. RRRF spot 31 is the default refuel spot. Under exceptional circumstances, RRRFs may RAF Odiham DAM

be conducted on Charlie or Echo dispersal with approval of the AO. Details regarding the refuelling of Ac during thunderstorm warnings are found at Annex CC.



17. RAF Odiham provide BFCV operators who are qualified to refuel Chinook (all mks) and visiting ac, however there is a requirement for additional safety support to monitor RRRF. Due to RAF Odiham not having a dedicated VAHS, this safety support cover will be provided by the respective sqn eng pers utilising the 90L foam fire extinguisher. RAF Odiham fire section will attend RRRF for planned visiting ac.

a. **RAF Odiham Chinook RRRF.**

- (1) An aircraft technician is to be nominated to accompany the bowser driver to man the 90 litre fire extinguisher during RRRF.
- (2) The Eng Shift FS is to allocate the duty each day.
- (3) The nominated aircraft technician is to be in situ 30 mins prior to each scheduled RRRF.
- (4) ► If the aircraft technician is required to assist with the attachment of the re-fuelling hose. Re-fuelling must not start until the aircraft technician has returned to their operating position next to the 90-litre fire extinguisher. ◀
- (5) If there is a change to the planned RRRF timing, crews are to inform ATC / DOC who are to contact the relevant Sqn Rects Controller.

b. **Visiting Ac RRRF.**

- (1) Visiting Ac will specify RRRF request on initial aerodrome booking. Visiting Ac must provide qualified crew to bond discharge lead, attach/detach hose and operate Ac refuel panel whilst maintaining comms with pilot.
- (2) Stn Ops will confirm availability with the Fire Section before accepting RRRF and designating RRRF spot.
- (3) The Fire Section will attend RRRF (in place 15 min before ETA). If the Fire Section are re-tasked to an aerodrome emergency during RRRF, the refuel will cease immediately.

18. If there is a change to the planned RRRF timing, crews will inform ATC who are to contact the Fire Section with the amended time

19. **Sweeping.** A comprehensive sweeping plan (held by ASMT and Stn FODO) has been produced to ensure each section of the manoeuvring area is swept over the course RAF Odiham DAM

of the working week. If additional sweeping is required, the ATCO IC/Supervisor will liaise with ASMT to ensure the surfaces remain clear of FOD.

**20. Incident reporting.** Any incident or accident occurring on the manoeuvring area that may pose a risk to safety are to be reported immediately to via the ATC emergency line (Ext 333).

**Annex L to  
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## **Emergency Orders / Aerodrome Crash**

1. The RAF Odiham Crash & Major Incident Plan contains classified information, so is not contained within this document. Anyone who requires access should contact the Duty Operations Controller stating their requirement:

Duty Ops Controller  
Station Operations  
RAF Odiham  
Hampshire  
RG29 1QT

Mil: 95235 7254  
Civ: 01256 367254



## Aerodrome Rescue and Fire-Fighting Services and Training Orders

1. RAF Odiham Fire Section will maintain an ARFF Crash Cat of ICAO H3 for Aerodrome operations; if the Crash Cat goes below ICAO H3 for a significant period a NOTAM will be promulgated. All out of hour bookings are to go through the DOC. Tel: 01256 36 7254.
2. The RAF Odiham Fire Section operates iaw [DSA02 DSFR Defence Aerodrome Rescue & Fire Fighting \(ARFF\) Regulations](#).
3. In the event of a crash or fire on stn the Fire Crew Commander will be the incident commander until relieved, as per the RAF Odiham Crash & Major Incident Plan.
4. Chinook aircrew should consult the RAF Odiham FOB - [C2350.105.1](#) for reduced crash-category Chinook operations.
5. Fire Fighting orders are linked below (MOD users only);

Operational Output	
1	<a href="#">Generic Standard Operational Procedures</a>
2	<a href="#">Local Standard Operating Procedures</a>
3	<a href="#">FRS Generic Risk Assessments</a>
4	<a href="#">Defence ARFF Service Provider Chief Fire Officers Instructions</a>
5	<a href="#">Tactical Information / Response Plans covering site-specific operational requirements</a>
6	Fire Section Orders <ul style="list-style-type: none"> <li>- <a href="#">Part 1</a></li> <li>- <a href="#">Part 2</a></li> <li>- <a href="#">Part 3</a></li> <li>- <a href="#">Part 4</a></li> </ul>
Task Resource Analysis (TRA)	
7	<a href="#">TRA Report</a>
Equipment Needs Analysis (ENA)	
8	<a href="#">Equipment Needs Analysis Report</a>
ARFF Assessments	
9	<a href="#">ARFF Assessments library</a>
ARFF Training Area Orders and Training Area Risk Assessments	
10	<a href="#">ARFF Training Area Orders</a>
11	ARFF Training Area Risk Assessments <ul style="list-style-type: none"> <li>- <a href="#">BA Trg Facility</a></li> <li>- <a href="#">Chinook Fire Simulator</a></li> <li>- <a href="#">Fire Service Drill Tower</a></li> <li>- <a href="#">RTI Training Area</a></li> </ul>

## Disabled Aircraft Removal

1. It is vital for all users to understand that RAF Odiham is a military aerodrome with national commitments. Ac operators are to accept that in the very unlikely event that a disabled Ac denies operational capability at RAF Odiham, the Ac may be moved by unauthorised personnel with unauthorised equipment to meet tasking and that the MOD will not accept liability for damage.
2. If an Ac becomes disabled, all efforts will be made to recover the Ac with minimal damage. In all cases the recovery will be coordinated by Eng Ops in Stn Ops. The recovery will be done in an expeditious manner to restore full capability to RAF Odiham. The following agencies should be used to ensure minimal damage to the Ac:
  - a. For military Ac, JARTS will be requested to support.
  - b. For civilian Ac, the operating authority will be requested to support.
3. If there is any requirement for an air safety investigation the DOC should be informed as soon as possible to ensure all evidence is maintained and the PCMIO is activated in accordance with the CMIP at **Annex L**.

Annex O to  
RAF Odiham DAM  
6 Nov 23

## Air Traffic Control Orders

### ATC Order 1 – Altimeter Settings

1. **ODI QNH.** Ac on the following profiles should fly on ODI QNH:
  - a. Visual Circuit
  - b. IFR departures.
  - c. Radar Circuits
  - d. Ac transiting or general handling in the local area, above 2000ft AMSL.
  - e. Ac conducting COPTAC/TACAN approaches.
2. **London QNH.** Ac are to use the London QNH in the following circumstances:
  - a. Flying within LFA1.
  - b. If operating above 2000ft AMSL for short periods.

## **ATC Order 2 – SSR Alone Operations**

Reference:

### **A. RA 3241 – Secondary Surveillance Radar Alone Operations**

1. When operating SSR Alone the standard restrictions will be applied iaw Ref A. Additional caveats and conditions for RAF Odiham include:

- a. Civilian and/or non-essential IFR traffic will be handed to adjacent units.
- b. Controllers will apply a basic service to non-military Ac but may apply a limited traffic service to military and TKHF Ac only. When informed of 'Reduced traffic information, operating SSR alone' the following warning should automatically be considered:

*'ATC cannot provide separation from non-transponding traffic. There are known areas of non-transponding traffic to the west and south-west of Odiham, 2-15nm'.*

- c. Practice diversions for military Ac will only be accepted if operationally essential.
- d. During extended periods of SSR Alone (>12hrs), a NOTAM will be filed.
- e. Practice NCNG will not be permitted.

2. There is a requirement for Ac comds to maintain a good lookout at all times. IF training is only to be carried out if critical to the task and is not to include procedures which reduce crew lookout.

**ATC Order 3 – VFR Arrivals and Departures**

Reference:

A. RA 3227 – Methods of Identification.

**VFR departures**

1. Ac that depart VFR will squawk 3647 with Mode C suppressed and not above 1300ft QNH. If the Ac requires a climb above 1300ft QNH, the pilot should request permission from the Aerodrome Controller (ADC). Upon reaching the MATZ boundary Ac are to switch to Odiham Approach on frequency 131.300MHz and squawk 3646 with Mode C on. BS will be applied automatically and the London RPS given as the Ac is assumed to be operating below 2000ft amsl. The 5 VFR sectors extend from outside of the visual cct to the MATZ boundary (5nm) and are designated with reference to the RAF Odiham TACAN. The sectors are based on the following radials (mag):

North Sector	000° – 040°
East Sector	080° – 100°
South Sector	120° – 180°
West Sector	260° – 280°
North-West Sector	310° – 340°

2. Ac comds are to note that the western sector may be closed ► **at the discretion of ATC.** ◀

3. When ready for departure the Ac captain is to include a VFR sector when speaking to ATC.

4. If weather precludes a climb to 1300ft QNH, the Ac commander must inform ATC of the departing height.

**VFR departures eastbound for Helilanes**

5. Ac departing for the London Helilanes should pass entry point, routing and exit point and final destination to the Ground controller. Standard departures are VFR North to Hook remaining outside CAS to pick up British Rail East or M3 Eastbound and contact FBO. ► **Ac must remain outside of CAS until cleared by FBO.** ◀

6. When Heathrow are operating on their Easterly Rwy and the cloud base is below 2000ft, the entry point for Helilanes at BAGSHOT (H3) is not available. Alternate entry points may be available. If joining via H7 or H9 then FBO may request the Ac route via Guildford.

**VFR departures for Long Valley dust training**

7. Two standard routes are established between Odiham and the Long Valley site, known as the “Hook Long Valley Transit” and the “Farnham Long Valley Transit”. These routes are both operated VFR not above 1300ft QNH. The lateral tracks of the routes are as follows:

- a. **“Hook Long Valley Transit”** – Odiham north to Hook, then along the M3 line feature to Fleet Pond VRP to hold, awaiting onward clearance to cross to Long Valley.
- b. **“Farnham Long Valley Transit”** – Odiham south east to join the A31 then track the northern edge of the Farnham conurbation, into Long Valley.

**VFR arrivals**

8. Ac are to request to recover VFR to Odiham Approach on frequency 131.3MHz at the earliest opportunity.

9. Ac making a VFR recovery to Odiham will be automatically given a BS unless a radar service is requested. Visiting Ac will be instructed to report at the MATZ boundary at 1500ft QNH (visual with the aerodrome). At the MATZ boundary, the Ac is to squawk 3647 with Mode C suppressed and continue with Odiham Tower on frequency 119.225MHz.

10. All visiting AC unfamiliar with Odiham shall be passed the following.

*‘Odiham Rwy length 6000ft. Helicopters operate North and South of the Rwy up to 1000ft ODI QNH. FW ccts 1500ft ODI QNH to the South; there is no deadside. All Low Approaches are to be made down the full length of the Rwy..*

11. If the Ac is unable to maintain 1500ft QNH due to weather, they are to inform Odiham Approach, or Odiham Tower if the Ac has already transferred.

**Approved VRPs**

12. The following VRPs have been approved for the purpose of identification iaw Reference A: ►

<b>Visual Reporting Points</b>			
Andover	Alton	Bagshot	Bullington Cross
Butser Hill Mast	Farnham Castle	Fleet Pond	Hook
M3/J3	M3/J4	Guildford	Tongham
Frensham Great Pond			
<b>Prominent Geographical feature approved for identification</b>			
Greenham Common			



## LFA1

13. Ac are to squawk 3646 with Mode C on whenever in LFA1. If they require an ATS they can contact Odiham Approach.

14. Ac comds are to avoid flying closer than the specified minima to areas notified as avoids and pay extra awareness when flying in an area notified as sensitive by Flt Cdr Ops via Station Mission Support Centre (SMSC). A list of areas to be avoided is published ► on **MilEAMS Visual (NATS MAPP)**. ◀ Crews are to note the additional requirement to avoid overflight of active game shoots below 1000ft AGL. ► ◀

15. Flt Cdr Ops ► **will conduct periodic reviews** ◀ of the local sensitive areas and remove any considered to be no longer extant. Flt Cdr Ops is to notify the flying Sqns of any sensitive areas advised to them by the coordinating authorities for RAF Benson, MOD Boscombe Down and AAC Middle Wallop.

## Out of hours VFR

16. During out of hours moves when ATC is closed, standard VFR arrivals and departures do not require liaison with FBO ATC unless the VFR sector is East or North East. Should liaison be required with FBO ATC, they are available on frequency 125.250MHz and the contact telephone number is 01252 526015.

17. RAF Odiham's ATZ operation hours is H24, therefore any out of hour VFR moves are deconflicted with FBO approach and departures. Any VFR moves above 1500ft QNH will require liaison with FBO ATC on frequency 125.250MHz.

## **ATC Order 4 – IFR Arrivals, Radar Training Circuits and IFR Departures**

Reference:

- A. Odiham Terminal Charts.
- B. RA3292

1. Information regarding specific profiles can be found at Reference A.
2. For IFR operations, all Stn-based Ac will be provided with a Traffic Service (TS) irrespective of meteorological conditions, unless the pilot specifically requests a Deconfliction Service (DS).

### **Reduction in Services**

3. Radar services are reduced under the following circumstances:
  - a. Stn based Ac are automatically limited within 10NMs of the Odiham radar overhead due to the limits of surveillance cover. Visiting Ac will be warned on frequency.
  - b. In the vicinity of Compton VOR/DME due to persistent radar clutter and high traffic density.
  - c. Ac are also limited for surveillance performance when the Watchman inhibitors are selected.
  - d. Standard separation may not be achieved between Odiham and Lasham, Farnborough, Blackbushe and Popham traffic operating within adjacent aerodrome traffic patterns.
  - e. Abbreviated phraseology will be utilised when operating SSR alone iaw ATC Order 2.

### **IFR arrivals**

4. Ac requiring an IFR recovery are to freecall Odiham Approach on frequency 275.450MHz, unless they are already receiving an ATS on Odiham Approach frequency 131.300MHz. All visitors will be passed the airfield elevation when given ODI QNH.
5. Ac conducting instrument approaches under a DS will not be offered deconfliction advice against visual cct traffic, or identified visual traffic following VFR sector profile, when on final approach.

### **Reduced separation in the vicinity of the aerodrome**

6. When FBO are lined up for departure and their tower controller as well as the Ac Cdr at FBO are visual with IFR traffic inbound to Odiham rwy 27, they are permitted to take off and reduce standard separation. Ac Cdrs on final approach to Odiham under DS will not be passed deconfliction advice against the relevant FBO departure, but traffic information together with the phrase “Farnborough departure maintaining visual separation” will be passed.

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## ILS Approaches

7. All ILS approaches should be monitored where possible. In the event of a PAR or total radar failure, ILS approaches may be made unmonitored at the pilot's discretion when diversion is not practicable. All Ac conducting an ILS that is not monitored will be advised by the controller that ILS monitoring is unavailable.

8. Unless in an emergency, GPS approaches are only permitted when either: the approach could be made under VFR, or when backed up by a secondary non-GPS approach aid (in such cases the minima for the backup approach aid are to be observed).

9. During the hours in which the Farnborough CAS is active, Ac on an IFR approach may call visual prior to reaching touchdown. If this occurs, the following procedures are to be adhered to<sup>7</sup>:

- a. Pilot calls visual before 2NM – Talkdown controller is to confirm that the pilot is cancelling IFR ("Cancelling IFR" must be stated by the pilot).
- b. Pilot calls visual after 2NM – After 2NM Ac is already outside CAS therefore a confirmation of cancelling IFR is **NOT** required.

## ►SRE Monitored Approaches

10. When an IFR approach is being monitored using Surveillance Radar Equipment (SRE), the Radar controller will state the following:

"This approach is being monitored on SRE"

11. When monitored on SRE, there will be no advisory's for approaching Minimum Descent Altitude, Approaching Missed Approach Point or Passing Missed Approach Point. ◀

## Break-off procedures

12. There is no deadside at RAF Odiham, therefore if broken off and visual, Stn-based Ac and visiting RW Ac will be instructed to 'continue with Odiham Tower on 119.225MHz (Stud 2)' for joining instructions. All FW Ac regardless of whether they are visual will have to execute the Missed Approach Procedure.

## RADAR training circuit

13. Ac in the RTC should operate at 2000ft QNH for Rwy 27 and 2400ft QNH for Rwy 09, whilst short pattern ccts will be flown at 1500ft QNH to Rwy 09, or as instructed by ATC. Short pattern ccts are not permitted to Rwy 27 when FBO airspace is active.

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<sup>7</sup> law RA 3261(3) para 64 – Cancelling IFR

14. TACAN/COPTAC hold base level is at altitude 3000ft ODI QNH, extending up to 5000ft ODI QNH in 500ft increments. ► Odiham TACAN has known limitations to the W and SW. Ac may experience unlocks ◀.

### IFR recoveries against the stream

15. ► Use of the non-duty Rwy may be requested. Approval is subject to both the visual and instrument (including FBO) traffic levels. ◀

### IFR departures

16. Unless departing on a SID listed at reference A, all IFR departures will be instructed to depart straight ahead to altitude 2000ft ODI QNH, a further climb can be issued once clear of CAS. To deconflict with FBO traffic, a release clearance will be issued by Odiham Approach.

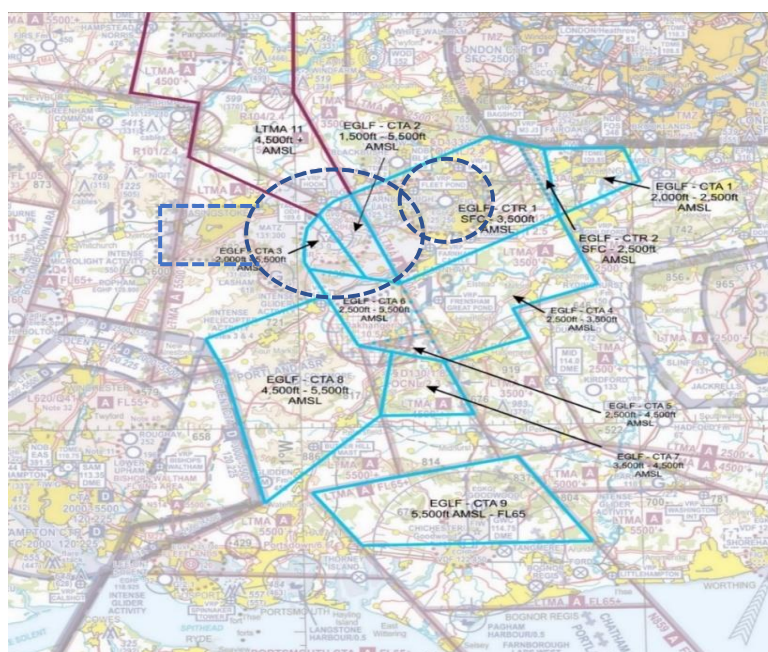
### Farnborough controlled airspace

17. Farnborough have temporary controlled airspace as detailed below between the following times:

- a. Mon to Fri (Excluding Public Holidays) 0700-2200L
- b. Sat-Sun and Public holidays 0800-2000L
- c. Closed 25-26 Dec.

18. Outside these times the Class D and E airspace will revert to Class G. Farnborough ATZ will remain established H24.

19. Should Farnborough airport close during notified operating hours, a NOTAM will be sent by FBO disestablishing the Class D and E airspace as above and Odiham shall be advised.



## ATC Order 5 – Visual Circuit Operations

Reference:

- A. CAP 413.
- B. SAoC Night Discretionary Clearances

1. A visual diagrammatic representation of the visual cct can be found in Appendix 1 to this chapter.

### Circuit altitudes and directions

2. Visual cct traffic should squawk 3647 Mode C suppressed and fly not above 1500ft QNH, unless permission is obtained from the ADC. Ac operating above 1500ft QNH must squawk mode C and be given a discrete squawk. The cct heights are as follows:

- a. Rwy 27/09:
  - (1) RW Ac                      Northerly cct – 1000ft QNH.
  - (2) FW Ac                      Southerly cct – 1500ft QNH.
- b. Load Park:
  - (1) Day (max 4)              Southside – 800ft QNH.
  - (2) Night (max 2)            Southside – 1000ft QNH.
- c. Helilands:
  - (1) 270/090                  Northerly cct – 1000ft QNH.
  - (2) 230/050                  Northerly cct – 1000ft QNH.
- d. Ccts for grassed areas:
  - (1) North                      Northerly cct – 1000ft QNH.
  - (2) South                      Southerly cct – 800ft QNH.
- e. Night Ts:
  - (1) North                      Northerly cct – 1000ft QNH.
  - (2) South                      Southerly cct – 1000ft QNH
- f. Compass Base:
  - (1) Day                        Southerly – 800ft QNH
  - (2) Night                      Southerly – 1000ft QNH

## RT procedures

3. Ac cmds are to comply with the following radio procedures:
  - a. Odiham Ground frequency is to be used for start and departure details. The initial call is to include spot number and POB. For Ac not equipped with UHF, Odiham VHF Tower frequency should be used instead.
  - b. Odiham ATIS should be obtained prior to taxi and info code passed to ATC.
  - c. Taxi and departure clearances are to be requested on Odiham Tower 119.225MHz.
  - d. Full R/T is to be used at all times when flying in the visual cct, unless otherwise approved by ATC.

## Avoids

4. Powered flight is not permitted over any part of the domestic site<sup>8</sup> and:
  - a. Within the PAR's line of sight to the MTI markers.
  - b. PAPI installations and radar reflectors.
  - c. TACAN installation by 75m.
  - d. MT routes not below 650ft Odi QNH when there is vehicle traffic transiting it.
  - e. RRRF.
  - f. Anemometer in the vicinity of the windsock.
  - g. Hovering or hover taxiing on the Northern Grass in the vicinity of the Go Kart Track.
  - h. Ac, vehicles or equipment parked Delta Twy.
  - i. Kestrel Gliding Club Launch site and winch vehicle.
  - j. Rwy 09/27 ORPs.
  - k. Landing on or taxiing across the French drains or Rwy edge lighting.
5. Opposite direction cct patterns are not permitted. However, an opposite direction VFR departure or arrival may be ► approved by ADC if they deem it suitable and lateral separation exists. Simultaneous approaches between FW and RW to adjacent surfaces is not permitted. ◀

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<sup>8</sup> Kestrel Gliding Club sailplanes are permitted to use glider circuits to the North over the domestic site not below 600ft.

## **Fixed wing integration**

When FW Ac are inbound to Rwy 27 ATC will ensure that Load Park traffic is deconflicted. Load Park operations have priority over PDs however, landing FW Ac will be given priority.

## **Clearances for surfaces not visual from the tower**

6. Standard clearances to take off/land may be issued to Ac using unlit surfaces at night, or any surfaces not in sight from the VCR (day or night). Odiham has been permitted to contravene CAP 413 after a Safety Assessment was conducted to reduce.

## **Practice display Aircraft**

7. There will be a cct embargo for display practices, however:
- Other Ac may be rotors running on Charlie, Echo and Lima.
  - During breaks in the display Ac may depart or land with approval of ATC and the display Ac comd.

## **Fast roping**

8. Ac intending to complete Fast Roping on the airfield should inform ATC and ensure that it is annotated on STARS. The Sqn conducting Fast Roping are responsible for providing a safety brief and maintaining control over the movement of user unit pers involved in the activity. ATC will inform the medical centre of any fast roping activity to increase their situational awareness. ► Medical cover should remain on standby at the medical centre. ◀

## **Underslung Load**

9. With appropriate ATC clearance, Ac comds may carry out USL trg at RAF Odiham within the airfield boundary by day. Ac operating within the RAF Odiham LP should endeavour to establish and maintain good two-way communication with the JHSS Hooking Team on VHF 46.000 prior to commencing USL operations. USL operations take place within the Load Park and to/from the Southern Night T's. USL Ccts are flown to the south of Rwy 09/27.

10. At night, NVD USL circuits may be flown to the LP, but RNF USL circuits must only be flown to the Multi Point LSs.

11. When carrying USLs, Ac cpts are to select routes that minimise the danger to persons and damage to property in the event of an inadvertent or emergency release of the load. To this end, overflight of buildings is to be avoided. Once the exercise is complete, all USLs are to be returned to the LP. USLs and associated equipment are to be inspected pre- and post-flight iaw SOPs. If any damage is found or suspected, the load is to be de-rigged to a state that would prevent further use and should be reported to JHSS Ops or the DOC (out of hours).

12. Ac comds must inform ATC if they intend to position for the ISO container or CVRT due to the proximity of the MT route. Ac comds must also consider this when re-positioning

in the LP. If Ac intend to cross/get close to the MT route in-between southern grass and the LP, they are to inform ATC.

### **Fixed wing Aircraft visual circuits**

13. FW Ac ccts are to be conducted to the south of Rwy 27/09, where possible avoiding built up areas, following the appropriate visual cct pattern at Appendix 4. Light Ac are reminded of the dangers of helicopter downwash when operating on Rwy 27 with a strong southerly wind and helicopters operating in the Load Park. Fixed Wing ccts are flown at 1500ft QNH.

## ATC Order 6 – Darkness Operations

Reference:

A. Chinook FOB.

### Airfield lighting schemes

1. When operating at night and recovering to RAF Odiham, aircrew should pass the lighting requirement on initial contact with the Odiham Approach controller. The early passing of lighting requirement will allow ATC to negotiate the airfield lighting setting with any Ac already operating on the airfield. If during any part of the approach the lighting setting is not as expected, liaise with ATC who should be able to amend it.
2. **Airfield Lighting Schemes.** The following words are to be used when asked “Do you require airfield lighting at Odiham?”:
  - a. **“NEGATIVE”**. All rwy, approach lights and Night ‘T’s under the control of ATC are to be switched off.
  - b. **“AFFIRM”**. All airfield lighting under the control of ATC is to be switched on to an appropriate level for the rwy in use.
  - c. **“TETLEY”**. Night ‘T’s are to be switched to the direction of the rwy in use. All other lighting is to be iaw Lights Off scheme.
3. Ac requirement for lights on overrules Ac requirement for either lights off or TETLEY. In the event of aircrew using NVGs, information will be passed to the Ac before switching lights back on;
4. It should be noted that the lights on Charlie dispersal are controlled by 27Sqn Eng – Line Control and those on Echo Dispersal are controlled by 7 Sqn Eng staff.

### Marshalling and taxiing

5. Ac comds are not to taxi into or out of parking slots when using NVD. If a marshaller is required, Ac comds are to ensure that their Sqn Ops desk is given at least 5 min notice of the requirement using either Sqn UHF channels or via ATC.

### Night T’s

6. There are 2 NATO T sites established at Odiham: Northern, with one Landing Point (LP), and the Southern, with 4 LPs. Each LP has 090 & 270 landing directions:

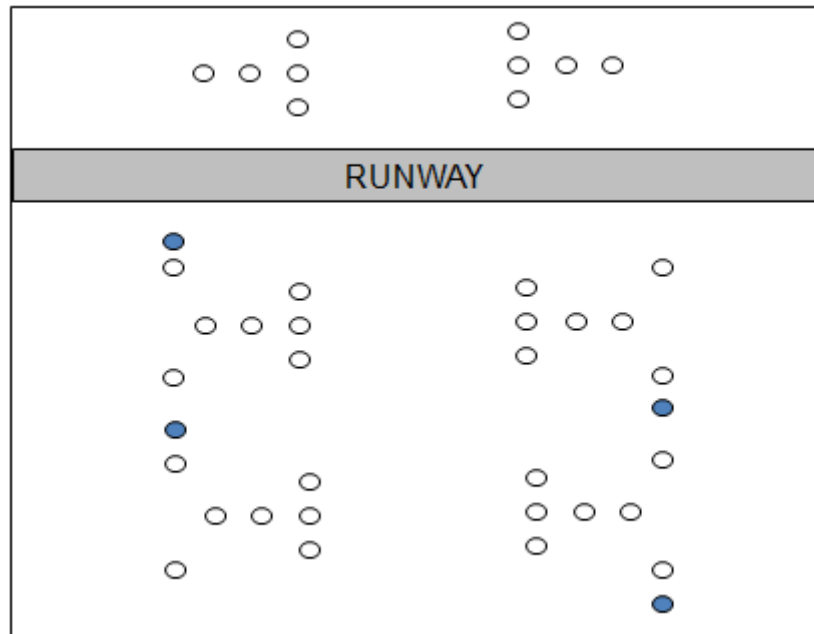


Fig 1: Night T's

7. The following conditions for the use of the Night T's exist:
  - a. Ac with USLs may only use LPs 1 and 3.
  - b. Ac may not use adjacent LPs when a Chinook is using the same Multi-Point T.
  - c. Ccts are to be conducted at 1000ft QNH.
  - d. Simultaneous use of the Rwy and the Multi-Point T LPs closest to the Rwy is prohibited.
  - e. The following specific conditions exist for use of the Northern T:
    - (1) No more than 2 Ac may operate within the cct.
    - (2) Ccts are normally to be conducted to the North. If the Southern T is not in use, then ccts are to be conducted to the South for noise abatement.
  - f. The following specific conditions exist for use of the Southern T:
    - (1) No more than 4 Ac to operate within the cct.
    - (2) Ccts are to be conducted to the South.

### Noise abatement

8. See Annex H for RAF Odiham Noise Abatement procedures.



## **ATC Order 7 – Circuit Emergency Procedures**

1. **Loss of radio communication.** In the event of an Ac losing radio communications, for reasons of either total radio failure or total electrical failure, the following procedures are to be followed, noting there is no difference day or night:

a. **Loss of radio contact in the RAF Odiham visual circuit.** Ac comds are to follow the normal cct pattern and attract the attention of ATC on the downwind leg by flashing the landing lamp to indicate a radio failure. ATC will acknowledge with a green signal. On turning finals ATC will, if able, give a further green signal to indicate permission to land on Rwy 27/09. On landing ATC will give a white flashing lamp signal to give permission to return to dispersal. ATC will accompany all light signals with blind transmissions.

b. **Loss of radio contact outside of the RAF Odiham visual cct – VMC.** Ac comds are to join through the appropriate sector. ATC may transmit blind joining instructions if they consider an Ac entering the MATZ is joining with loss of comms. At night ATC will select all Rwy lights, including Night T's, for the Rwy in use. Ac comds are to join for the downwind leg and carry out the procedure as above.

c. **Loss of Radio Contact Outside of the RAF Odiham Visual Cct – IMC.** Ac comds are to carry out the UK basic procedure as detailed in the Radio Communication Failure FLIP.

2. **Incident and emergency plans.** All RAF Odiham based units are to hold copies of the CMIP and the Stn Undercarriage Emergency Plan. Personnel are to comply with these plans in the event of local Ac incidents.

3. **Aircraft returning to RAF Odiham with injured aircrew/passengers.** Ac comds are to declare a 'Pan' or 'Mayday' if they are returning to Odiham with injured crew members or passengers depending on the severity of injury.

## **ATC Order 8 – Combined and simultaneous surface operations**

### **Combined Rwy 27/09 and 050/230 radial ops**

1. The ADC will afford traffic approaching or departing Rwy 09/27 priority when other traffic is operating simultaneously to Heliland 050/230 and Load Park 050/230. ATC may call a termination to any 'cross runway' operations to facilitate use of the runway.

### **Simultaneous Rwy ops**

2. Simultaneous FW approaches to rwy 09/27 and RW approaches to the Load Park or Heliland 090/270 are not permitted as the Load Park and Heliland 090/270 are within the rwy protected strip.

## ATC Order 9 – Ac Parking and Taxiing

Reference:

- A. RAF ODI DAM Chapter 7 and Appendix 2 to Chapter 7
- B. RA 3511 – Permanent Fixed Wing Aerodrome – Physical Characteristics Table 5
- C. RAF ODI DAM Annex K
- D. **RAF RTS Chinook HC Mk 5/6/6A** ◄

1. Due to the close proximity and fragility of obstacles around aprons at Odiham, all medium and heavy RW Ac (with wheeled undercarriage) should be ground taxied to / from hover-transitional surfaces, i.e. Point Echo / Delta. This should be applied to multi-engine civilian Ac and all military RW Ac larger than Wildcat.

### Visiting Ac movements

2. All requests from pilots of visiting Ac requiring landing at RAF Odiham should be made to the DOC. If necessary, the DOC will arrange for additional ARFF cover, confirm the parking arrangements, refuels and weapons support. Requests for PDs into Odiham not requiring Stn facilities should be made to ATC SWB.

### VIP Status Flights

3. For all Ac carrying passengers of VIP status, a 'doors open' time is to be obtained; this time is the only one to be displayed on the ET. The ETA should not be calculated from either the flight plan or the ATD. On initial contact with the Ac, the Sup/ATCO IC will request a 'doors open' time.

### Ac Armed with flares Parking Plan

- 4. If an Ac is armed with flares, the following slots may be used iaw ref C:
  - a. Slots 3 & 7 on Charlie (forward firing dispensers only).
  - b. Slots 45 & 48 on Echo (forward firing dispensers only).
  - c. Point Echo (forward firing, sideways firing and/or aft dispensers).
  - d. 27 Threshold (any Ac) <sup>9</sup>
- 5. Ac with sideways firing and/or aft dispensers can be accommodated on Charlie and Echo dispersals if required. In this instance, please seek advice from the Unit ESR.
- 6. The flare/chaff discharge danger zones for Chinook are the following:
  - a. **Chaff.** A semicircle, radius 15m from each chaff dispenser.

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<sup>9</sup> Use of RWY 27 Threshold for Armed Aircraft is issued on a case-by-case basis from HQ Air Explosive Safety. PPR mandatory.

- b. **Flares.** A segment of 40 degrees (20 degrees either side of boresight) to 140m radius from the forward and sideways firing dispensers and 85m from the aft pylons.

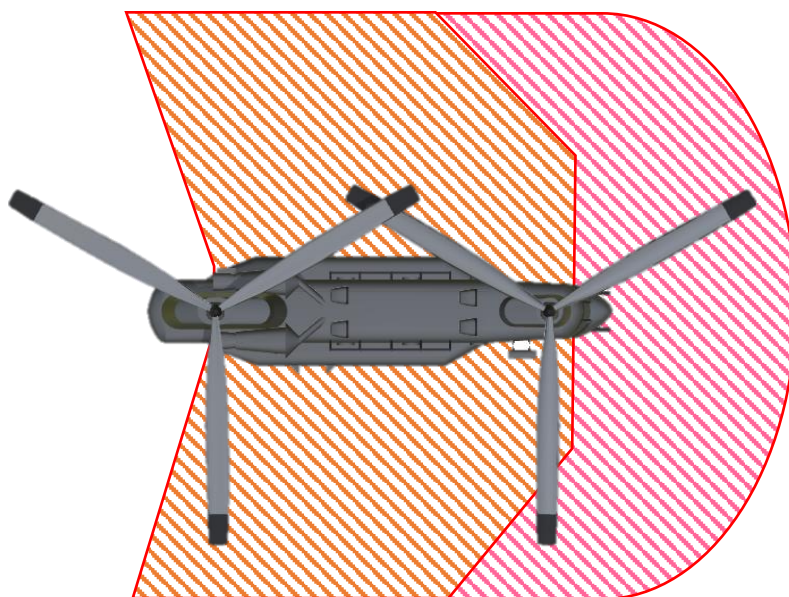


Figure 1: Guide to CH47 Chaff/Flare and rotor Danger Zones ◀

### Armed Ac Parking without Flares

7. If an Ac is armed with a conventional weapon system, such as minigun, they are permitted to park on the following slots:
- a. Slots 1-8 on Charlie
  - b. Slots 44-48 on Echo
  - c. Point Echo.

### Countermeasure Misfires

8. The primary slot for Ac recovering with countermeasure misfires is Point Echo, using Slot 48 as a secondary location. Guidance should be sought from the Eng Ops when notified of a misfire Ac inbound.

### Restricted use of taxiways

9. All visiting Ac using the Bravo ASP/spectacles should taxi via the rwy 09 threshold. Taxiing via B2-B1 is only permitted if an obstruction check has been done of the load park obstacles for the Ac type. Dispensation against the criteria laid down in Ref B for Taxiway Clearances was given as follows:
10. All taxiways are restricted to Ac C130 size or smaller, due to obstacle clearance infringements and Odiham not having taxiway shoulders. All Ac are therefore advised to manoeuvre with caution. These restrictions are based solely on width of the Ac and do not consider any LCG/PCN criteria.

11. Where visiting FW Ac require to be parked on Charlie Dispersal, Charlie taxiway should be used due to the poor surface condition of Delta. A specific inspection of Charlie taxiway should be completed before and after each Ac movement event to determine obstacle clearance ivo the LDF stores/freight area, and the surface condition of the degrading taxiway surface.

12. law Ref C, heavy RW Ac (Merlin/CH47) are not to ground taxi to/from Lima ASP. They are to shut down on either Delta or Charlie as directed by ATC and are to be towed to/from Lima.

### **Taxi Clearances**

13. All taxi clearances will be passed on the Tower Frequency although, at the discretion of the ADC during busy periods, FW Ac may be allowed to taxi on the Ground Frequency.

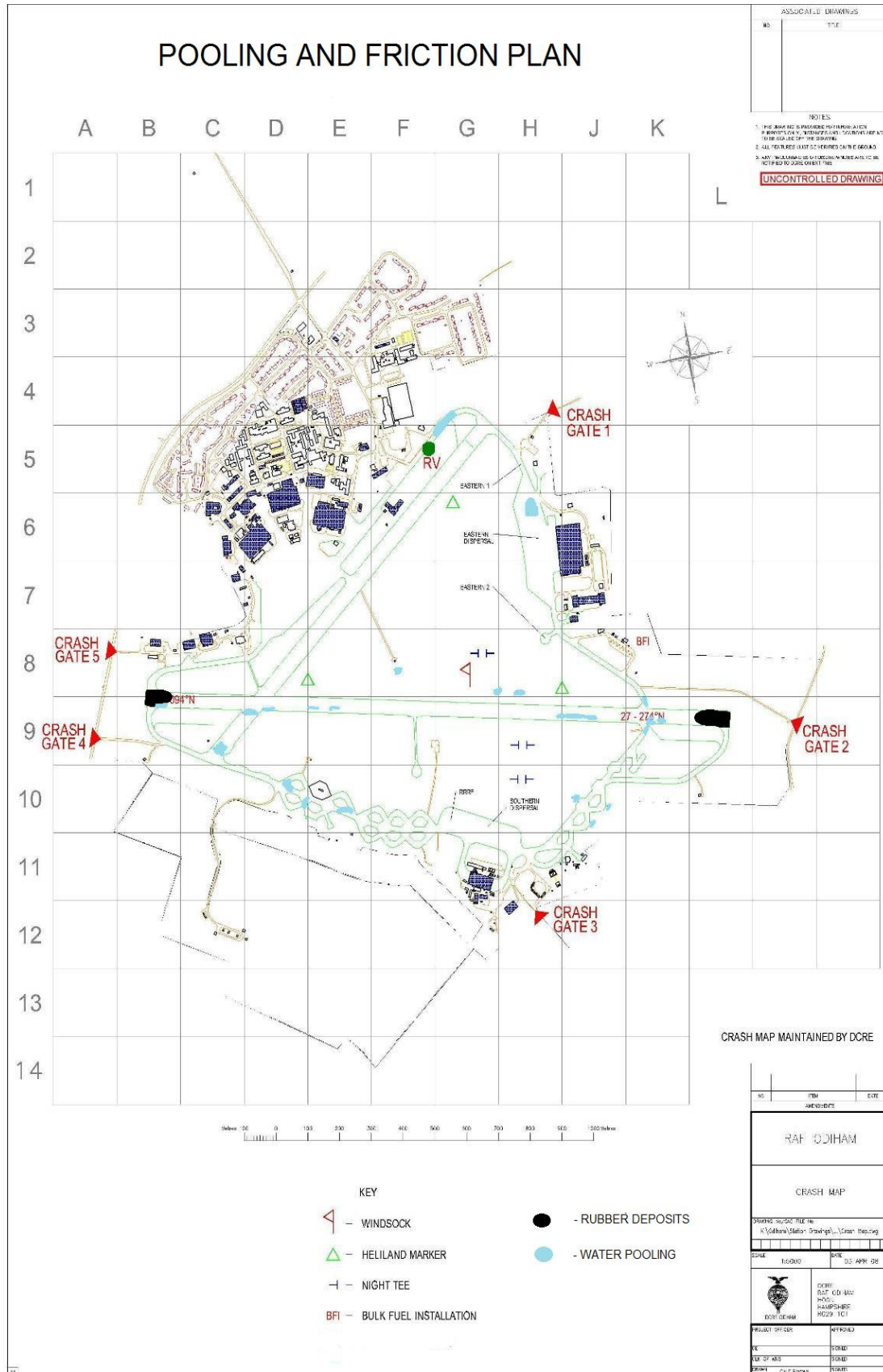
### **Visiting Ac Landing in an Emergency**

14. If required an Ac in an emergency can park on BA, South of rwy 27/09 to enable Stn based ops to continue.

### **Parking**

15. Where ODI based Ac have not been directed to specific parking slot they are to inform ATC of their final parking location prior to shut down. This will ensure that ARFF vehicles can be directed to the correct slot number in case of an emergency.

# ATC Order 10 – Pooling and Friction Plan



### **ATC Order 11 – Flight Following**

1. All RAF Odiham based crews are to use STARS for pre-flight planning and to submit bookings for facilities for each flight. Aircrew should also annotate the type of departure and recovery required to assist ATC.
2. Odiham-based crews returning from Exercise / Operational deployment must ensure their returning transit is on the regular Sqn FlyPro line on STARS.
3. All visitors to RAF Odiham with a valid PPR number, will have their details input on to STARS along with services required as part of the booking in process.



## ATC Order 12 – Airfield Layout

1. **General.** A diagram showing the airfield layout is available in appendix 3.
2. **Use of Delta Twy.** Due to encroachment by buildings, no approaches or departures are to be made to Delta Twy without permission of the AO/DDH.
3. **Confined Area Training.** Two areas of the airfield may be available for confined area training<sup>10</sup>:
  - a. South of Twy 'B' to the east of the ESA access road  
ivo N51 13.53, W000 57.09 / SU 73232 48528
  - b. SE of the 27 Loop, immediately east of the 'B' Centre  
ivo N51 13.55, W000 55.50 / SU 74756 48624

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<sup>10</sup> Seasonal, based on Ac Comd's assessment of suitability. These confined areas are unsupported by WSF and upkeep is on a self-help basis only.

**ATC Order 13 – Load Park Operations**

1. **USL areas at RAF Odiham** All USL training and practise is to be carried out in the USL area at RAF Odiham; the Load Park (LP). Load park and Dummy Deck layouts can be found at Appendices 4 & 5.

2. **JHSS hours of support.** JHSS is tasked by JHC to provide a Heli Handling Team (HHT) to RAF Odiham. JHSS hours of operation are as follows:

<b>Summer Period</b>	<b>1 Apr to 30 Sep (all times LOCAL)</b>
Monday	1400 – 2300
Tue - Thu	1100 – 2359
Fri	0900 – 1500
<b>Winter Period</b>	<b>1 Oct to 31 Mar (all times LOCAL)</b>
Monday	1300 – 2200
Tue – Thu	1000 – 2200
Fri	0800 – 1500

3. **Contact Numbers:** The Team can be contacted directly via the mobile number 07971 926 003 during the hours shown in the table above. Outside of the hours above requests can be made through JHSS Ops on 95261 5190 who will relay the information to the Team Leader. Please note that requests for USLs on a Monday for the start time should be booked on the Friday no later than 1500hrs with the Odiham Team Leader. This is to ensure that loads can be prepared prior to the first lift at 1300hrs. Failure to notify the Team Leader may result in not all loads being rigged and ready to lift.

4. Extensions to the operating window can be requested and the operating window can be extended up to three times per week providing the Team are afforded the minimum rest period of 11 hours prior to the start of the next operating window.

**Load park procedures**

5. To deconflict Ac in the Load Park the following rules apply:

- a. The maximum number of Ac permissible to be operating within the confines of the Load Park is 4 by day, 2 by night, providing that all Ac maintain communications with both ATC and the JHSS team.
- b. There are 2 lanes that can be used independently. There is capacity for 2 Ac to conduct the same profile eg. long stops.
- c. Both lanes are bi-directional, however they should be used in accordance with declared Rwy in use.
- d. The area between the 2 lines of yellow barrels denotes a safe area for JHSS pers. No landing or loads should be carried out within this area.
- e. To prevent Rwy incursion, white barrels denote a further safety area. All loads must be placed in the centre of the white barrel lines. The onus is on the crew to

replace the loads on the correct spots when finished. JHSS does not have the capability to move the loads on a regular basis.

f. Where U/S Loads are identified they will be derigged to prevent inadvertent lifts, this will be notified to Stn Ops who will inform relevant agencies (ATC/Sqns). Where loads are suspected to be u/s during self-hooking serials this should be notified to Stn Ops at the earliest opportunity so that the information can be passed to JHSS.

g. The 105mm Gun, CVRT, ISO container are the heavy pieces of role equipment available for use in USL Trg at the Odiham LP. Due to the increased downwash risk whilst lifting heavy equipment it is essential that all equipment is returned to the designated areas after use (ie fly circuits to the lanes if required but then return to the original pick up point). A minimum safety distance of 100m must be maintained between heavy USLs.

6. **Night Operations.** The following procedures are to be used during night operations:

a. The JHSS vehicle is to be parked on the concrete near the CVRT and ISO Container.

b. When possible, the JHSS Team should inspect the load park during the day prior to conducting night operations.

c. Lighting devices will be required so that the aircrew can see the marshaller's signals. The intensity of these lights will vary, depending on the means of vision (e.g. unaided or night vision devices) used by the aircrew.

d. Additional reference lighting for external load operations will be provided by the support unit when requested by the helicopter unit.

7. **JHSS procedures.** All procedures are to be conducted iaw ATP49 (G). USL booking requests, and any amendments or cancellations, are to be made by contacting the Team Leader on their mobile phone or by contacting the JHSS Ops room staff on 95261 (Ext 5192).

8. **JHSS equipment assurance.** The USLs and associated rigging equipment in the Load Park are to be maintained iaw AP 101A. Suitably qualified personnel from JHSS are to check the serviceability and condition of the USLs weekly and maintain a log of expiry dates for the nets in use. Queries, regarding USLs are to be directed to JHSS Ops room (Ext 5192). JHSS Trg WO will conduct an annual safety inspection every Apr of the TAC park.

9. **Specific loads.** If specific items are required, contact JHSS Ops 95261 (Ext 5190) in advance or JHSS Mobile Team on 07971 926 003. JHSS will endeavour to support these requests providing the specific item is held within the Sqn.

### **Dummy deck operations**

10. The Dummy Deck is located on Bravo Twy between B1 and B2, adjacent to the Load Park. This area has been created to provide Aircrew with the facilities to practice approaches to a ship's deck and positioning to the parking slots and Groundcrew to practice restraint of a helicopter whilst aboard a ship.

- a. The Dummy Deck is considered part of the Load Park.
- b. When the Dummy Deck is active, the Southern Load Park Lane and ISO containers are out of bounds.
- c. Any Groundcrew using the Dummy Deck during USL operations must wear the correct PPE, hard hat protection, ear protection and high visibility vest.
- d. RAF Odiham Ac have priority for the Load Park; other external agencies using the Load Park operate on a first-come-first-served basis unless an operational priority is specified.

**ATC Order 14 – Other airfield users**

1. **Radio frequencies.** The RAF Odiham ATZ VHF radio frequency is 119.225 MHz and is to be monitored at all times by all airfield users. When ATC is open, all users fly under control of Odiham ATC. If ATC is closed and whilst gliding is taking place, this frequency will be operated as an air to ground radio service. As Kestrel is the highest priority user when ATC is closed, they will use the callsign “Kestrel Base”. Ground stations should be used wherever possible for communication with Ac.
2. **Kestrel Gliders.** Gliders (both towed and winched) predominantly operate at weekends utilising both the Rwy, Delta Twy and designated short grass areas up to 4000ft ODI QNH. Blind calls on 119.225MHz (Odiham Tower) are to be made throughout. Glider launches will be stopped when other stn operational Ac are on start or inbound. If a glider is unable to stay airborne and clear of the other traffic throughout the period of the stn Ac movement it must land and will be afforded priority over other stn Ac movements, with ATC assuming responsibility to de-conflict Ac.
3. **Privately owned Ac.** Privately-owned, civilian-registered Ac are to be in possession of a valid PPR and their movement detailed on STARS. Details on PPR procedures are contained in the British Isles & North Atlantic (BINA) En-Route Supplement under RAF Odiham.
4. **Re-joining the visual cct with ATC closed.** All privately owned Ac are to contact the DOC and confirm the ETA and obtain the latest airfield usages, i.e. Kestrel or other users active on the airfield. The DOC will then inform the fire section of the inbound traffic.
  - a. For situational awareness, all privately owned Ac are to make an appropriate call on Odiham Tower 119.225MHz from at least the MATZ boundary and obtain airfield information; if the airfield is not in use by others then they are to proceed at their own discretion and make appropriate “blind calls” on 119.225MHz
  - b. For situational awareness, all privately owned Ac are to re-join from an extended downwind leg position starting from not less than 1.5nm from the airfield boundary.
5. **Model Flying Club.** Approval has been granted for military and approved civilian pers within RAFMAA to fly model Ac on the airfield. Take-offs and landings are to be conducted on dispersal ‘BRAVO’ (RRRF dispersal) or the Southern Grass. The flying area is to be over the Southern Grass between PAR hut and TAC Park and remaining to the south of RW 27/09. The max height permitted is 300’ agl. Before flying commences the DOC must be informed and a face-to-face brief conducted with the Kestrel DI. Whenever a model Ac is airborne the safety pilot must be employed watching for conflicting traffic and advising the flying pilot accordingly.
6. **Clay Pigeon Range Safety Area.** ► The Clay Pigeon Range may be activated for shoots on Wednesday afternoons and evenings (Apr-Oct), and weekends throughout the year. The Duty Operations Controller can clarify timings upon request. ◀ The range safety area is a semi-circle, 275 m in radius on a heading of 200° centred on the firing position, extending from surface to 1000ft AGL and should be avoided.

## ATC Order 15 – ATC Clearances

1. In addition to conventional clearances, the following clearances apply to RAF Odiham:

- a. **Not below 650ft – Cleared low approach – One on.** ADC cannot give cct/instrument traffic a clearance to touch and go/low approach due to an Ac established on the Rwy without a departure clearance. Pilots continue with the approach, but are to low approach not below 650ft QNH.
- b. **Landing with one or more on.** Any number of RW Ac making spot landings may use the Rwy at the same time. Pilots are responsible for maintaining safe separation from each other. Additionally, the ADC may also specify Threshold only, or first 1000ft, particularly when the clearance is given to Ac on instrument approach.
- c. **Land/Touch and Go/Low approach in turn.** Used when a formation is operating in the cct. Pilots are responsible for maintaining safe separation from each other.
- d. **If visual continue with Tower 119.225MHz (Stud 2).** If the ADC cannot give instrument traffic a clearance by 2NM but anticipates that the clearance will be available in the final stages of the approach, Ac may receive the clearance. Pilots who are not visual will receive appropriate break-off instructions.
- e. **Clear the Option.** The clearance means that the Rwy is available for the pilot to either land/touch and go or low app. This clearance may be used if the pilot has requested 'downwind for the Option' or if an Ac reaches, or calls, finals without stating any intentions. This clearance may also be given to an Ac on approach on radar.

## **ATC Order 16 – Evacuation Procedure of ATC.**

1. ATC will broadcast (time permitting) on all UHF, VHF frequencies:

*“Odiham all stns an emergency exists within ATC which requires the total evacuation of the building without further warning”.*

2. Ac operating within the visual circuit will be instructed to land and shutdown on the dispersal. If safe to do so, the Aerodrome Controller will control the landing Ac. If that is not possible Ac will land at their discretion.

3. Ac operating with the Radar Controller will be handed over to another ATC agency or if time does not permit, instructed to freecall another ATC agency.

4. Ac conducting an IFR approach with talkdown will be broken off with the phraseology:

*“An emergency exists within ATC which requires the total evacuation of the building”*

- a. If visual with the aerodrome the Ac will be instructed to switch to stud 2/ 119.225 MHz to communicate directly with other Ac in the visual circuit to agree an order of recovery.

- b. If not visual with the aerodrome the Ac will be instructed to execute MAP and freecall FBO radar on 134.355 MHz.

5. Alt VCR. An Alt VCR will be established at the Fire Section utilising EVCS radios until Ac operations can be normalised or cease.

## **ATC Order 17 – Airfield Lighting Redundancy**

1. It has been identified within the Aerodrome Operators Hazard Log (AOHL) that if ATC loses power, the standby generator for the B1a Centre takes **32 seconds** (should not exceed 15 seconds iaw RA3500) to power up the 27 PAPIs, 27 traffic lights, 27 threshold end bars (green), 09 threshold end bars (red), 27 high intensity approach lights, 27 wingbars and alternate high intensity side lights.
2. IAW current SOPs, if the ADC is unable to give a clearance to use the Rwy (due to traffic light failure) then the following procedures apply:
  - a. **FW Ac breakoff.** FW Ac on an instrument approach to the airfield will be instructed to execute MAP and will be provided with vectors for another approach.
  - b. **RW Ac breakoff.** RW Ac on an instrument approach will be asked if they are visual with the aerodrome. If the pilot is visual with the aerodrome, they will be transferred to ADC for join instructions. If the RW Ac is not visual with the aerodrome they will be instructed to execute the MAP.
  - c. **Use of Rwy.** The loss of the 27 traffic light will restrict the use of the Rwy to threshold only landings for Rwy 27 until runway lighting is restored. Other landing surfaces exist for RW Ac ops.



## **ATC Order 18 – Watchman Radar Facilities**

1. The Odiham Watchman radar usually operates with one or more processing filters selected to produce the best quality picture for controllers. Therefore, selection of any filters requires the radar service to be “reduced due to limited surveillance performance”.

## ATC Order 19 – Miscellaneous Orders

Reference:

- A. RAF BMOs 201.5
- B. AP3379 leaflet 2410

1. **Airfield Opening Hours.** The available flying window is agreed prior to the weekly SHORTCAST by FLOps & DSATCO. ATC opening hours for the following week are agreed up to a maximum of 18hrs Mon-Fri. Both are published on STARS. In addition to established workforce hours, ATC provides 24/7 National Standby (NS) cover.
2. **Watch Closure.** ATC may close once Stn flying has ceased and all Ac have safely shut down, or once departing Ac are established en route. An Ac is not to be considered en route until 30 mins after departure. Where Ac are outbound to ships, ATC should remain open until the Ac has landed.
3. **Supervisor (Sup) Established Hours.** ATC is established to provide a Sup between the hours of 09:00-17:00L Mon to Thurs and from 09:00-1500L or until cease of flying Fri (whichever is earlier). In the event of a Sup being unavailable during these times the use of an ATCO IC is authorised.
4. **Extension of Airfield Operating Hours.** Any requirement for an extension to the flying window should be highlighted in the planning stages of sorties and discussed at the SHORTCAST meeting (held every Fri morning). Any short notice requests for movement of the flying window should be submitted to Flt Cdr Ops who will liaise with ATC for approval.
5. **National standby.** If NS is called OOH, ATC will respond with 2 controllers and one ASOS<sup>11</sup>. All ATC NS crew must return to work to facilitate an Ac launch within 2 hrs of callout. However, the following scenarios apply.
  - a. **Single ATCO ops for departure.** If the second controller has not arrived prior to the Ac calling for departure, the ATCO should assume the ADC position and adopt the following procedure:
    - (1) **VFR departure:** Ac will remain on stud 2 and depart as per VFR departure procedures.
    - (2) **IFR departure and FBO open:** After departure Ac will be instructed to continue with FBO Radar for a radar service.
    - (3) **IFR departure and FBO closed:** After departure Ac will be instructed on #2 *'listen out this frequency for Odiham Approach'*. The Ac will then be given a service by Odiham Approach and transferred to an appropriate ATC agency.

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<sup>11</sup> ATC are not established to provide a second NS crew. If NS is called OOH, this may impact on routine flying due to the potential interruption of ATC pers daily rest and requirement to callout additional staff.

b. **Single ATCO Ops for arrivals.** In the event that the Ac returns before the second ATCO is in position, the following procedure should be adopted:

(1) **VFR arrival:** Ac is to join as per standard VFR arrival procedures.

(2) **IFR arrival:** Ac will be provided with a radar service and vectored for an IFR approach. The controller will remain within the radar approach room to monitor the traffic situation and be in position in event of a Missed Approach. The tower ASOS will ensure runway is Sterilised and lookout maintained. Therefore, at 3 miles the Ac will be given a “land at your discretion” clearance.

6. **Weekend, non-NS movements.** ATC are not established to provide cover for routine movements OOH. ATC personnel are available at RS120 for NS and may be called upon, however duty hours must not be exceeded. Once stood down, a dynamic risk assessment will be conducted to ascertain what rest period will be adopted to safeguard NS.

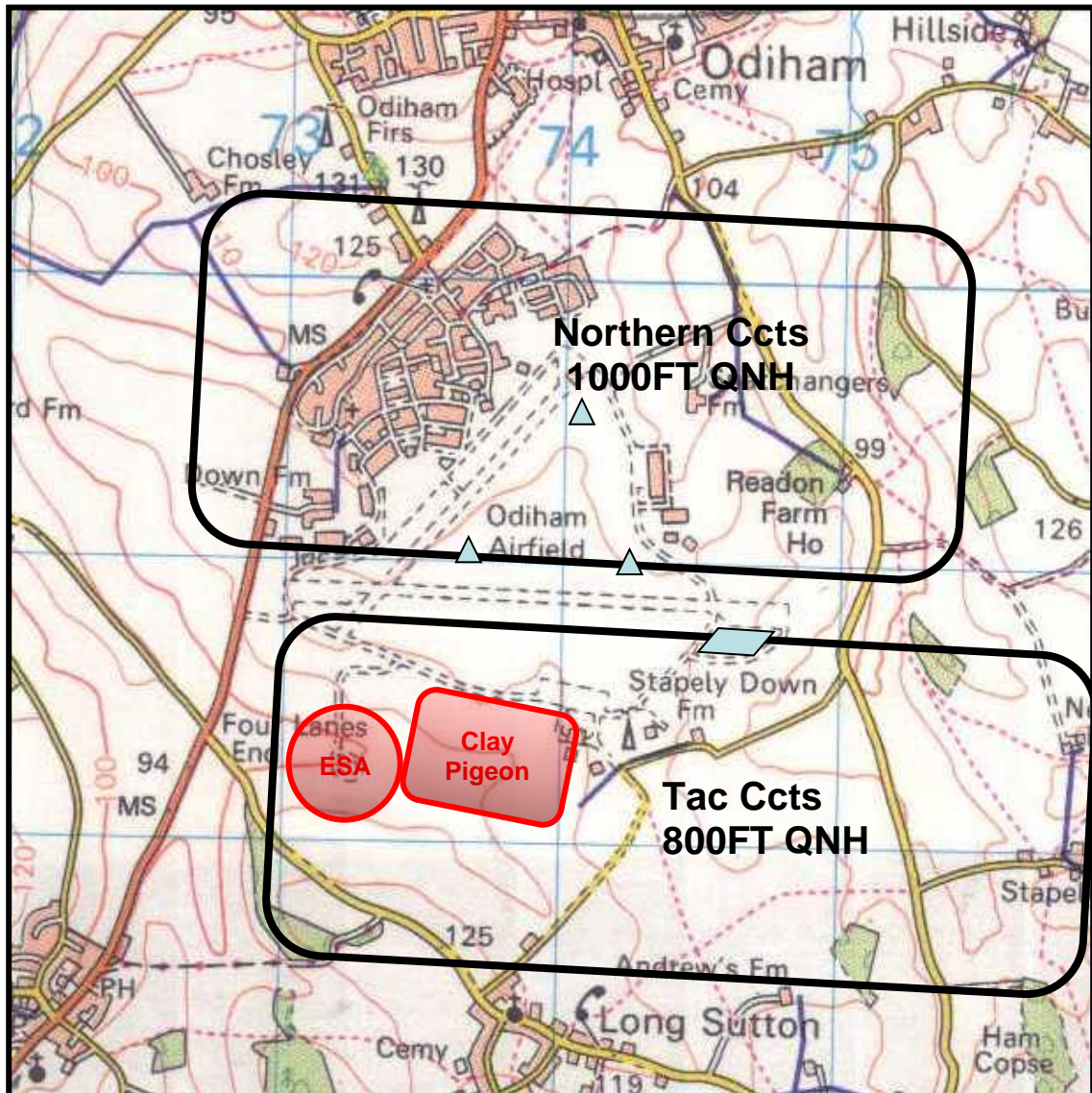
7. **Line Up procedures.** When ATC issue a “line-up” ►◄ instruction, Ac should line-up no further west of the intersection between rwy 27/09 and Delta taxiway. This will allow the rwy 09 traffic lights to remain on green until request for departure is received. The full length of the runway will still be available on request.

8. **Booking diversions.** For stn based Ac, ►if the TAF forecasts YLO 1 or worse or ODI does not have 2 serviceable independent approach aids, Stn Ops will book 1 suitable diversion for routine flying within 60nm of RAF Odiham which will be held as both a weather and crash diversion. If ODI does have 2 serviceable independent approach aids available, ODI may standby as its own diversion. Should RAF Odiham declare RWY BLACK, stn based ac can still land at Odiham if approved by the DDH and the AO/ATC Sup. ◄

14. **Vehicle movement around rwy 27 Threshold.** Due to the presence of earthing points on the northern edge of rwy 27, vehicular movement is restricted on the grass immediately north of the runway 27 threshold, to those with a specific purpose to be there and the express permission of ATC. Vehicle speed is restricted to walking pace.

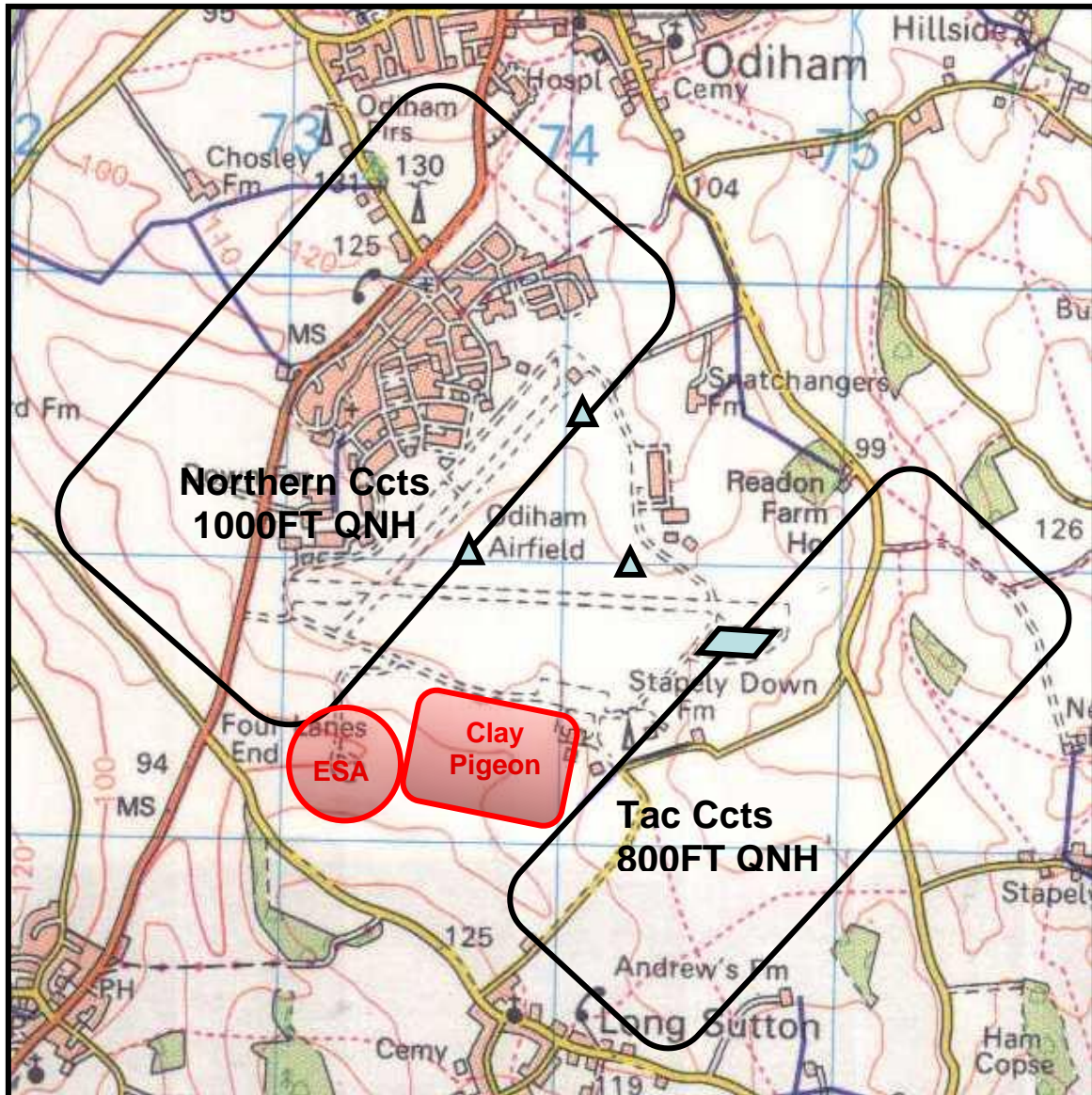
## Circuit patterns

1. Day Heliland 270/090 and Load Park.

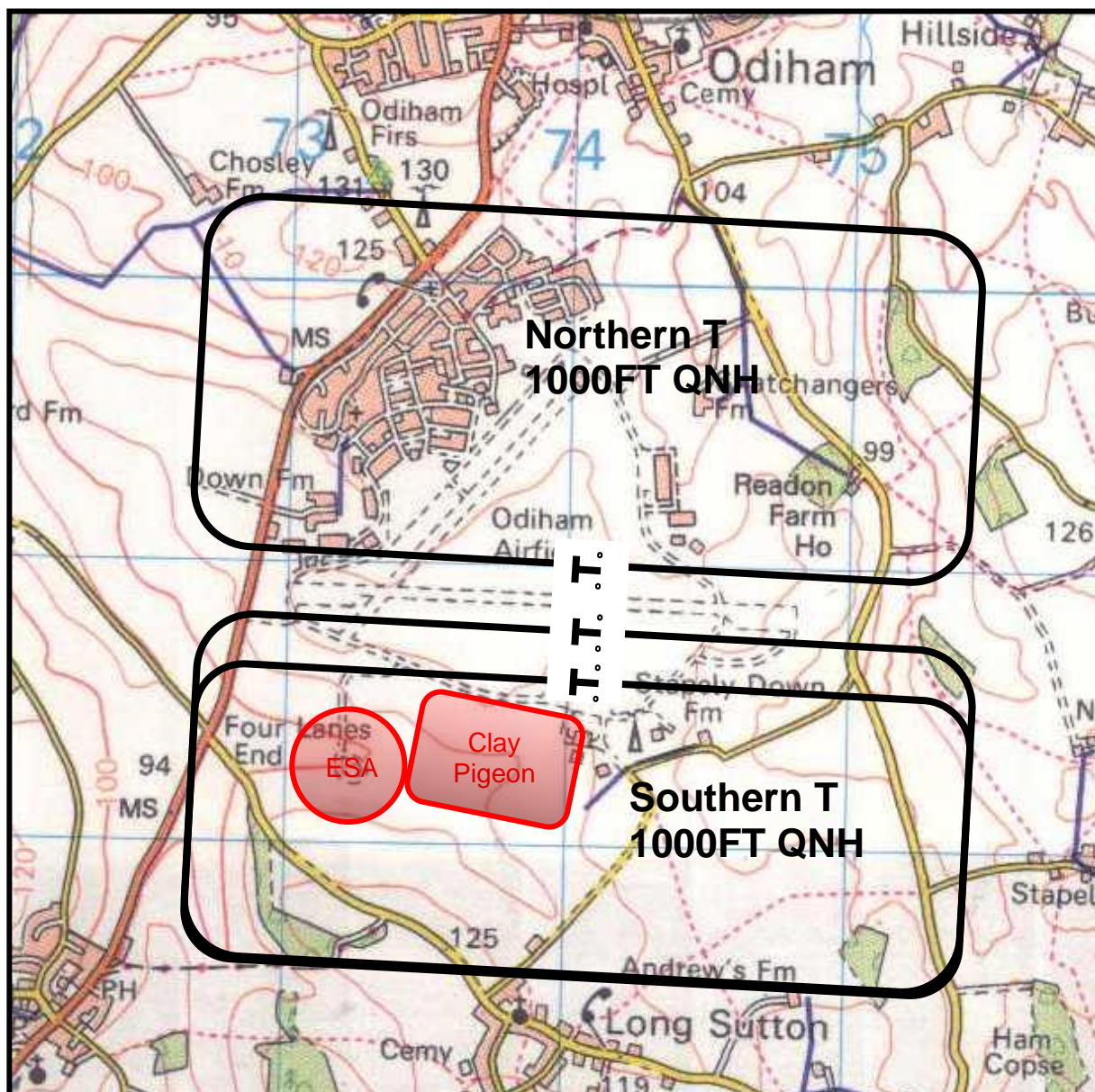




2. Day 23/05 and Tac Cct.

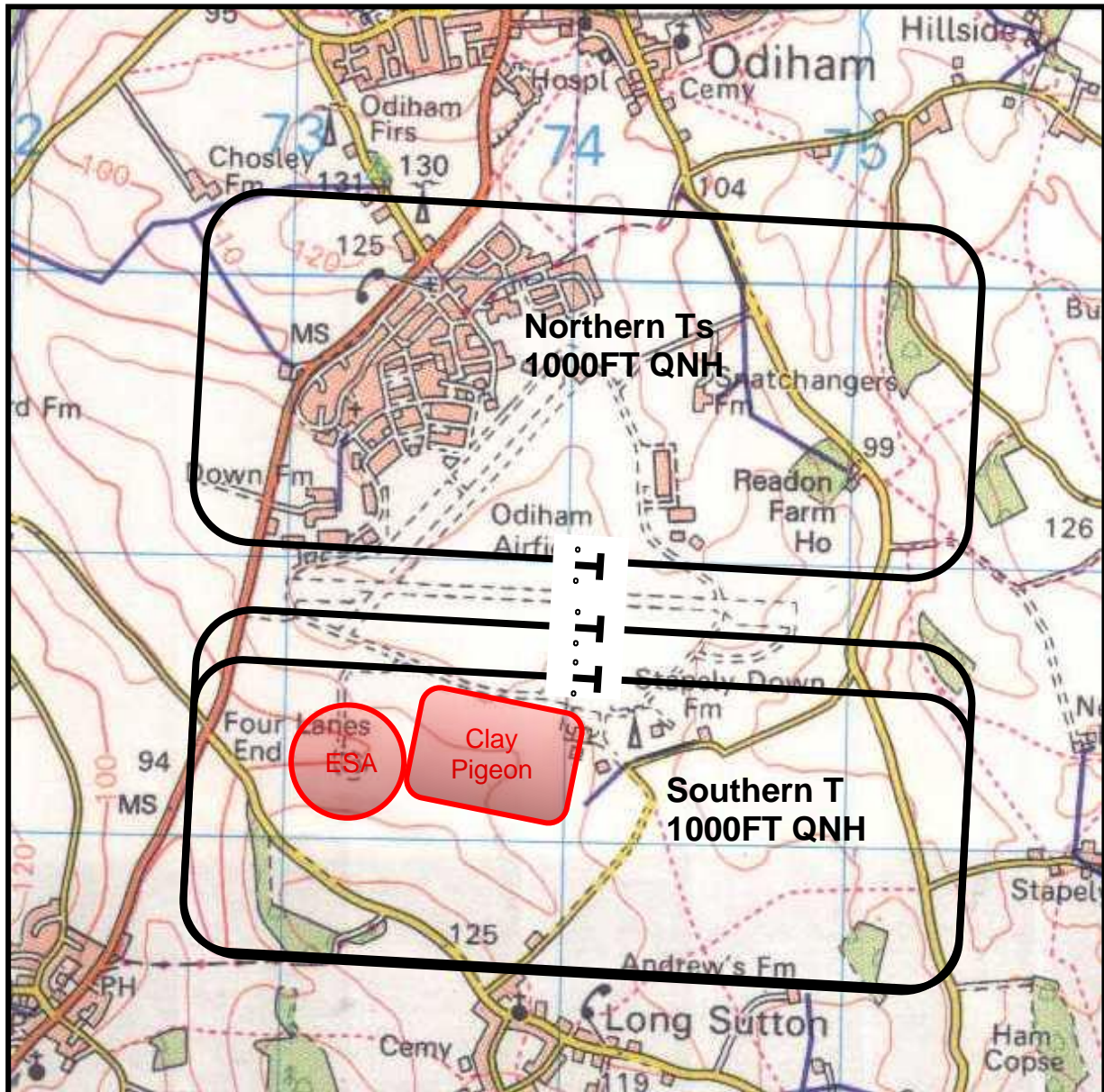


3. Night Cct Pattern to NATO T 27.

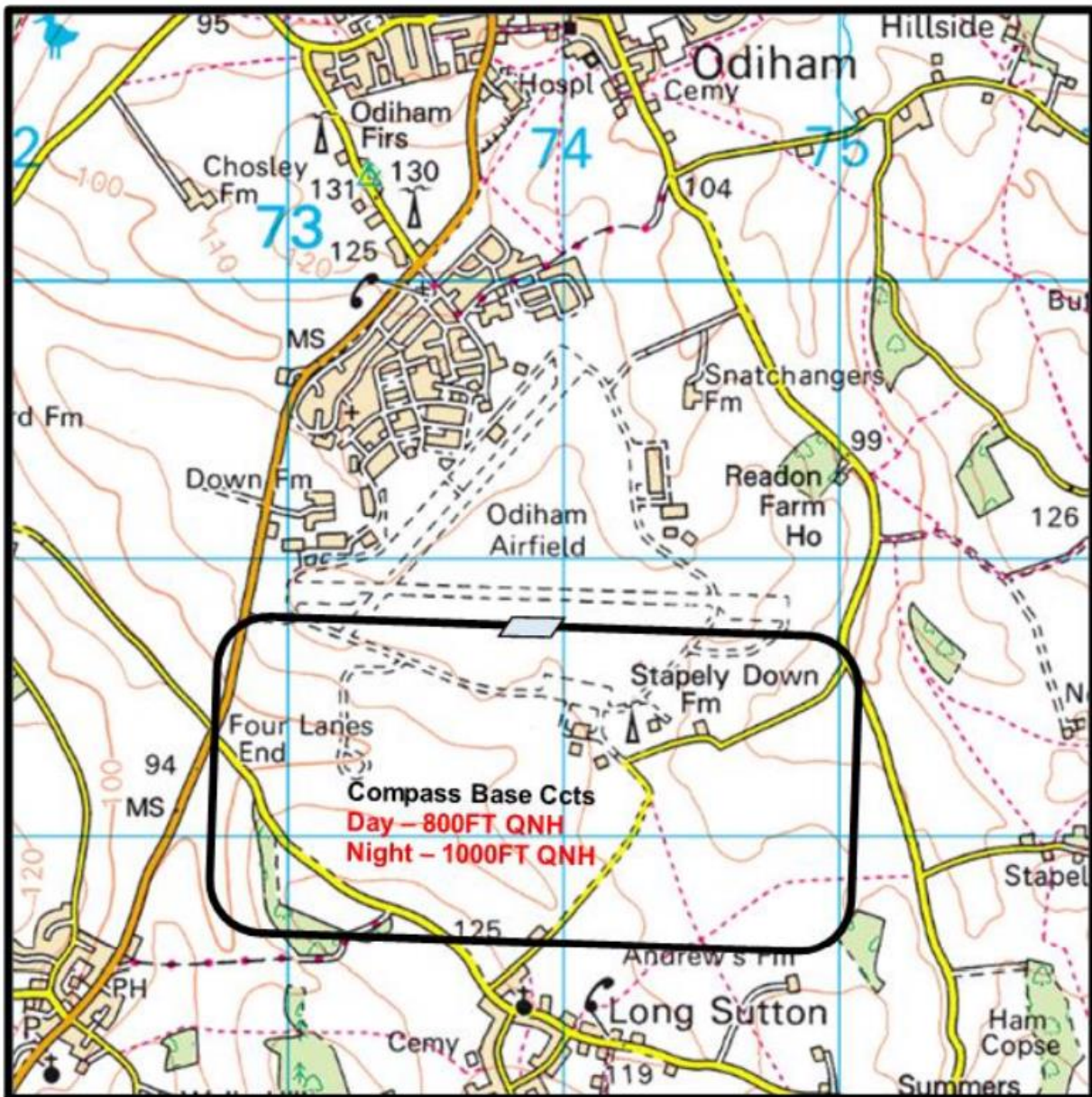




4. Night Cct Pattern to NATO T 09.



5. Compass Base Circuit



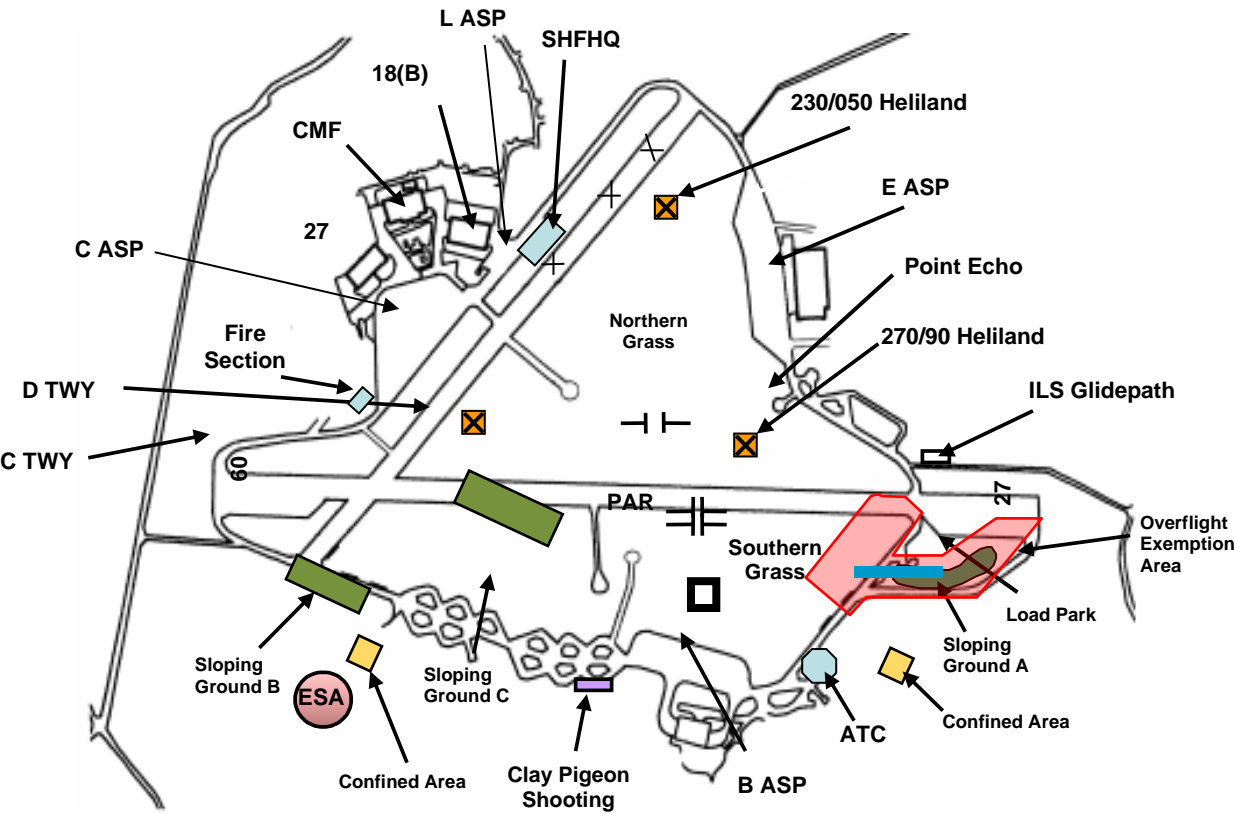


Appendix 2 to  
RAF Odiham DAM Annex O  
6 Nov 23

Parking spot map

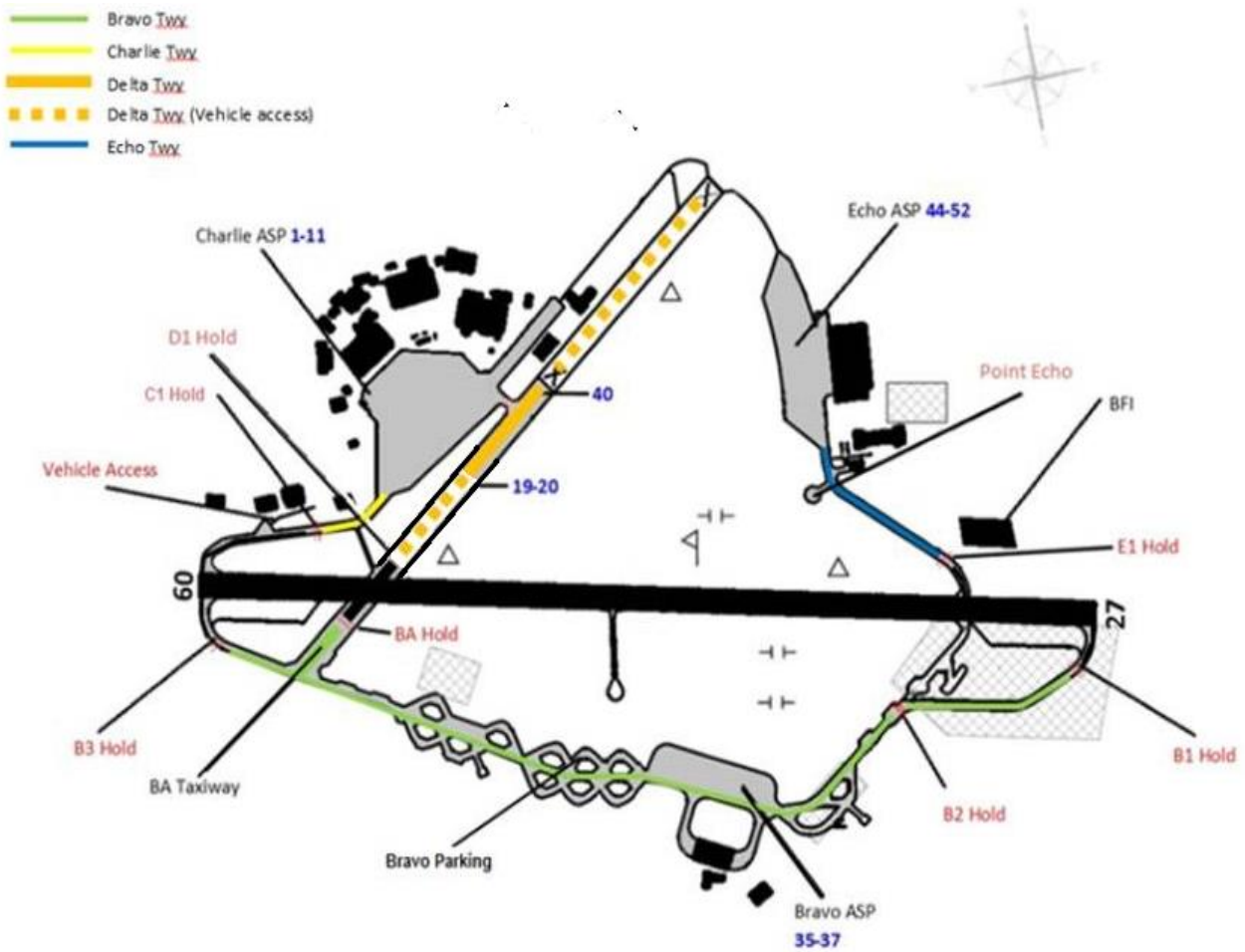


Airfield layout



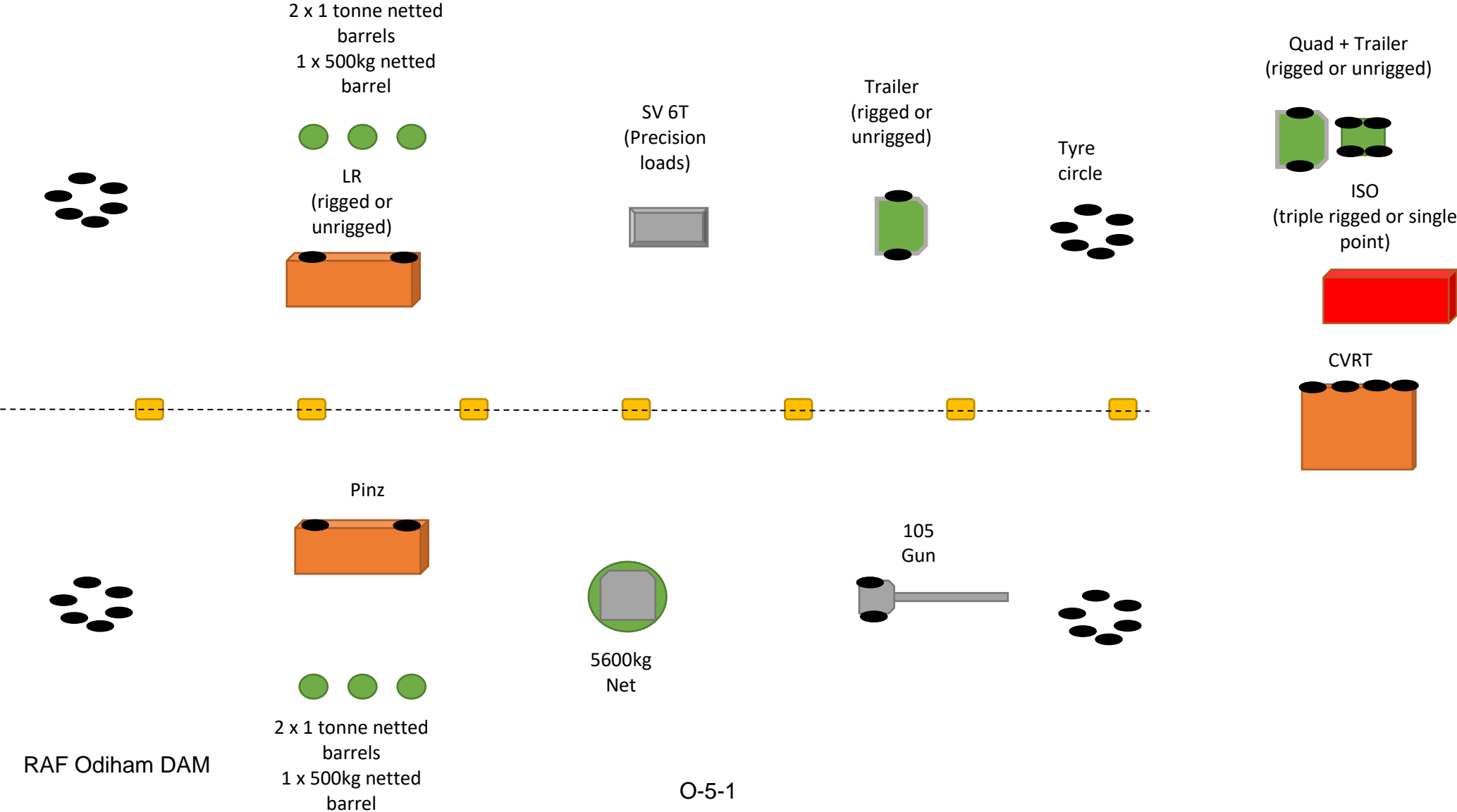
Appendix 4 to  
RAF Odiham DAM Annex O  
6 Nov 23

Airfield taxi plan



**Note:** Delta taxiway is for aircraft towing only.

Load park layout



**Dummy deck location**



Dummy Deck Area

## **Aerodrome Data Reporting Procedures**

1. Any request for changes to the aerodrome information are to be submitted via email to the Chapter, Section or Annex sponsor. Following consultation with relevant agencies, approved changes will be reported to No 1 AIDU in accordance with UK AIP/Mil AIP by ATC, and Flt Cdr Ops informed.
2. To ensure that up-to-date information is available to all aerodrome users, Flt Cdr Ops will update and publish approved amendments to the DAM in line with Amendment Record.
3. Until changes are published by No 1 AIDU/DAM, the latest aerodrome information is made available to all aerodrome users on ATIS and/or issued as a NOTAM where applicable. RAF Odiham based aerodrome users will also be notified by the DOC through Hot Poop/Aircrew Info and the STARS Airfield State tab.
4. All NOTAMs submitted are recorded for possible 1st / 2nd and 3rd party audit. NOTAMs can be submitted for any of the following circumstances:
  - a. A change in the serviceability of approach aids and radios.
  - b. A change in the operational information contained in the DAM and published in the Mil AIP.
  - c. Aerodrome works affecting the manoeuvring area or penetrating the OLS.
  - d. New obstacles which affect the Safety of aircraft operations.
  - e. Bird or animal Hazards on or in the vicinity of the Aerodrome.
  - f. A change in the availability of Aerodrome visual aids, ie markers and markings, runway lighting, etc.
  - g. Any change in Aerodrome facilities published in AIP.
  - h. Unusual air activities at the Aerodrome
5. Further information on reporting procedures is contained in the UK AIP/Mil AIP.

## Aerodrome Serviceability Inspections

1. Aerodrome inspections are to be carried out by the ADC in accordance with [RA 3264](#). Comprehensive inspections of the movement areas are to be carried out as detailed below:

Aerodrome Serviceability Inspections		
1		Aerodrome Inspections will be carried out by the Aerodrome Controller (ADC) who is to carry out a comprehensive inspection of the movement area.
	1	Daily, before the aerodrome is opened for flying on each occasion.
	2	Where the initial inspection is carried out during darkness a further inspection will be carried out at first light.
	3	Prior to sunset, before any planned night movements.
	4	Check the serviceability of all aerodrome traffic lights
	5	Controllers are 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		All issues will be logged in the ATC Logbook, including any issues raised. Any sweeping requests will be logged Any work requests will be put through the correct channels and a record of the request and subsequent action maintained.

## Aerodrome Technical Inspections

1. Routine inspections of the technical equipment and calibration of precision approach aids are to be conducted in accordance with [AP 600 – RAF Information CIS Policy](#).
  - a. The Rwy, Twy obstruction lights and PAPIs are to be inspected on a daily basis in accordance with **Annex Q**.
  - b. All earthing points on the airfield are to be inspected every 24 months. These points should have an impedance of less than 10ohms referenced to earth iaw [MAM-P Ch4.20 Para 4.1](#).
  - c. Manoeuvring areas and drainage are inspected, maintained and repaired in accordance with DIO guidance.
  - d. All airfield signs are to be inspected weekly by ATC.
  - e. ARFF and Crash Ambulance vehicles and equipment are to be inspected and tested in accordance with the manufacturer's instructions and MOD policy.
  - f. The Airfield Wildlife Control Unit vehicles are to be inspected daily and any un-serviceability's affecting contracted output reported to SWB.
  - g. Airfield traffic lights are to be inspected daily in accordance with **Annex Q**.
  - h. The CCTV feed is to be inspected daily by the ADC.



## **Radar, Radio and Navigation Air Maintenance, Monitoring and Protection**

### **Orders for protection of RADAR and navigation aids**

1. Only authorised personnel are allowed access to aerodrome navigation aids. Permission must be sought through ATC prior to accessing any navigation aids to ensure the safety to the aerodrome
2. ATC is responsible for ensuring all surveillance equipment is maintained and the reporting of serviceability issues. Any airfield operator who believes there may be a fault with a particular system should report it immediately to ATC. Tel: 01256 367276.
3. Aquila Air Traffic Management Services (ATMS) under Programme MARSHALL are responsible for support to fixed ATM equipment's at RAF Odiham. All Navigation equipment Site Safeguarding, Radio Site Protection and siting boards for new installations are to be undertaken by C4i AST.

## Aerodrome Works Safety

1. **Work in progress records.** WiP records are to be maintained in accordance with the guidance contained in [RA 3266](#). Any WiP that will affect Ac operations must be notified to all flying Sqns as well as recorded on ATIS by ATC.
2. Anyone required to work on the airfield must contact DOC (Tel: 01256 367254) prior to commencing work and ensure they:
  - a. Have Authority to conduct the work.
  - b. Hold a valid Airfield Access Permit.
  - c. Have received a brief from ATC/DOC on airfield activity to ensure safety of all users.
  - d. Brief ATC/DOC on the impact the works will have on the airfield.
3. **WIP Briefings.** Supervisors of work parties will receive a brief on their responsibilities. This includes:
  - a. Limits of the work area.
  - b. Direction of Aircraft movements.
  - c. Route to be taken by works vehicles.
  - d. Parking area for works vehicles and equipment.
  - e. Control to be exercised over works vehicles and workers.
  - f. Signals to be employed.
  - g. FOD Prevention.
4. **Control Measures.** When it is not possible to stop flying whilst work is undertaken Stn Ops will pass across the above information to the ATCO IC / Supervisor who will maintain oversight of all WIP activity to ensure effective separation from flying activity.

## Aerodrome Users – Vehicle and Pedestrian control

### References:

- A. RA 3262.
- B. JSP 800, Defence Movements and Transport Regulations 15.046-048.
- C. Annex A to Odiham Station Standing Orders Airfield Ops – Leaflet 202

### The Airfield

1. In accordance with References A & B, all personnel who require access to the airfield by vehicle, bicycle or foot are to be in possession of a valid AAP. All AAPs are valid for up to 1 year and are issued by ATC following an aerodrome access driving brief and test. Odiham Airfield access orders are available at Ref C.
2. If there is any concern over airfield access or unsanctioned activity the DOC is to be immediately informed on Tel: 01256 367254.
3. All visitors to Odiham who require access to the Movement or Manoeuvring area are to report to Stn Ops with an in-date AAP and will receive a daily 'works in progress' and site familiarisation brief.
4. Due to the presence of earthing spikes, vehicle movement is restricted on the grass immediately north of the runway 27 threshold, to those with a specific purpose to be there and the express permission of ATC. Vehicle speed is restricted to walking pace. ►◄
5. **Weekend access.** At the cease of flying on Friday evening, all traffic lights on the airfield will be set to green and barriers placed across the MT route when ATC are closed, to facilitate glider operations. Personnel must exercise extreme caution during weekend airfield access and hold an in-date AAP due to other airfield user activity including RAFGSA Kestrel Gliding Club, Model Flying Club and RAF Odiham Clay Pigeon Shooting. Weekend vehicle movement is prohibited on the grass immediately north of the runway 27 threshold.

## FOD Prevention – Training and Awareness

1. **FOD prevention.** The 3 aims of FOD prevention at RAF Odiham are to ensure that:
  - a. Operational and maintenance practices minimise the likelihood of FOD damage to an Ac.
  - b. If FOD enters an Ac or Ac operating area, processes are in place to remove that FOD before it can cause damage.
  - c. If FOD causes damage to an Ac, the Ac design is such that the air safety risks the FOD poses is As Low As Reasonably Practicable.
2. **FOD prevention measures**
  - a. **Muddy Aircraft tyres.** Crews are to check the Ac tyres for mud prior to leaving field locations and run on slowly over the grass either at the field or at RAF Odiham to remove any excess. In the event that any mud is deposited on any manoeuvring areas, ATC are to be informed immediately. Pilots are to avoid, where possible, tracking over civilian property on departure from a field to prevent potential damage resulting from falling mud.
  - b. **FOD plods.** RAF Odiham aims to carry out a unit wide FOD Plod at least twice a year and after any significant event on the airfield. Additionally, FOD checks of in use Ac operating areas must be carried out daily prior to flying operations.

## **Aerodrome Wildlife Management**

1. RAF Odiham's Habitat and Wildlife management Plan can be found [here](#)<sup>12</sup>.

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<sup>12</sup> Requires MODNET access. Please contact the Duty Operations Controller for access.

## Low Visibility Procedures

1. In conditions where poor visibility exists, it is vital that the ADC is certain that the landing or take-off surface is sterile before any clearance is issued. Therefore, in colour state RED conditions or when the Rwy thresholds cannot be seen the following procedures are to be applied:

- a. All Ac movements are to be limited to one at a time.
- b. All Ac must arrive and depart from the main Rwy but may taxi via normal routes.
- c. Echo Hangar South, Rwy 09 and Rwy 27 threshold traffic lights are to be selected to RED prior to an Ac taxiing or when notified that an Ac is 6 miles finals.
- d. ARFF vehicles are to be positioned either side of the Rwy 09 traffic lights to block off the MT route.
- e. 'Rover 1' is to be positioned North-side of the Rwy 27 traffic lights to block the MT route.
- f. 'Rover 2' is to sweep the entire length of the Rwy and when complete position at the Rwy 27 traffic lights South-side to block off the MT route.
- g. 'Rover 2' is to act as "Follow Me" vehicle, as required.
- h. Movement by vehicles on Delta Twy, other than those involved in safeguarding the Rwy, should not be permitted whilst Ac are on start or notified inbound to prevent inadvertent incursions.

2. These procedures can be modified if the visibility is such that ADC can see the Rwy 27 threshold. In these conditions the ADC can contact the fire section to see if they can see the Rwy 09 threshold. If they can then vehicles do not need to be positioned at either side of the thresholds as personnel can see if anyone drives through the RED traffic lights. The fire section is to be given specific instructions by the ADC of what they are to do.

3. Where Met conditions allow and Ac Comds are able to state they are under VMC and are able to depart VFR, clearance can be authorised even if the ADC cannot see the Ac and are still operating under VMC.

- a. Before a VFR clearance can be issued the pilot must state they are VMC and request a VFR clearance.
- b. The ADC should use standard phraseology as per ATCOB.

- c. Rover 2 can be relocated from E1 and appropriately position to confirm the departure surface is sterile to the ADC. They can be used to monitor the Ac departure and pass any further relevant information to the ADC.
- d. The procedure is for departing Ac only.

## Snow and Ice Operations

1. The RAF Odiham Snow and Ice Operation Plan is [Operation BLACKTOP](#) (MOD internal). RAF Odiham does not routinely clear the Rwy of snow and ice. If a copy of Op BLACKTOP is needed it can be requested through Stn Ops on 01256 367254.



## Thunderstorms and strong wind procedures

1. **Aircraft parking on Charlie ASP in strong winds.** When strong wind (>30 Kts) precludes the parking of Ac in the marked parking spots on Charlie ASP, Eng Ops will determine the parking heading. They are to ensure that Ac are parked as follows:

a. There are to be a maximum of 6 Ac on the ASP parked on the centre-point of alternate spots<sup>13</sup>, iaw Appendix 1:

(1) Back Row (Spots 1-8): Even spots only (2, 4, 6 & 8)

(2) Front Row (Spots 9-11) Odd numbers only (9 & 11).

b. The chosen parking heading is to be such that the wind is not from the forward right quadrant to ensure that the start/stop envelope is as favourable as possible. Eng Ops is to consult the Met Forecaster before deciding on the heading. A wind from left of the nose is preferable to allow for small variations in wind direction.

2. **Aircraft refuelling during thunderstorm warnings.** To maintain operational flexibility thunderstorm levels at RAF Odiham are defined<sup>14</sup> as:

a. **Thunderstorm level LOW.** Thunderstorms are not occurring at the present time or are not expected.

b. **Thunderstorm level MODERATE.** Thunderstorms are developing, or have been reported, within about 45KM of the site, but are not expected to affect the site in the immediate future.

c. **Thunderstorm level HIGH.** A thunderstorm is occurring or is expected over the site in the immediate future normally in about 15 minutes.

3. iaw MAM-P Ch3.1.4, Ac refuelling is subject to the following:

a. **Thunderstorm level LOW.** Ac can refuel but all involved must be aware of the risk.

b. **Thunderstorm level MODERATE.** Ac can refuel but with heightened awareness.

c. **Thunderstorm Level HIGH.** Ac cannot refuel. If it is operationally essential OC ELW can override this and give permission.

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<sup>13</sup> When used, an 'A' designation should be given to the parking spot, e.g., "Spot 9A", "Spot 2A"

<sup>14</sup> This is a deviation from JSP465

**Charlie ASP Crosswind Parking Spots**



## Civil Aircraft Aerodrome Usage – Terms and Conditions

1. Civil Ac are permitted to use RAF Odiham in accordance with policy in [JSP 360 Part 1](#) and [Part 2](#). Civil Ac movements are accepted through PPR only and must be booked through Stn Ops, RAF Odiham.
2. Any civil users must have adequate resources to pay claims for compensation and they must hold an aviation liability insurance policy. In advance of permission to use RAF Odiham being granted, a copy of the insurance policy certificate must be provided to Stn Ops.
3. **Passenger handling.** There are no passenger handling facilities at RAF Odiham.
4. **Animal handling.** Any Ac carrying animals are not permitted to land at RAF Odiham.
5. **Refuelling services.** There are no refuelling services available for civil users.
6. **Catering.** There are no catering facilities available for civil users.
7. **Aircraft maintenance.** There is no visiting Ac handling sqn at RAF Odiham, and no provision of Ac maintenance for civil users.
8. **Security.** There are no provisions ensuring the security of visiting civil Ac.
9. The Terms and Conditions may be varied at any time by the AO to reflect any changes, amendments, or additions to working practices at RAF Odiham. Whilst the AO will use all reasonable endeavours 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 the extant terms and conditions. The AO shall not be liable for any loss or damage (whether direct or indirect) arising out of any change in the terms and conditions.
10. All civilian users are to operate in accordance with extant DfT NASP and wider ATSy protocols.
11. **Airfield operating hours.** RAF Odiham is open to civil users during airfield operating hours, defined as service available to meet operational requirements.
12. **Costs.** Visiting civilian Ac will be charged as per tables at Appendix 1 to this annex.
13. **ICAO crash category.** RAF Odiham is established to meet ICAO crash cat H3.
14. **Flight safety.** Civilian users are to comply with all extant orders and instructions to ensure flight safety is not compromised.
15. **Local and national emergencies.** In the event of a major local or national emergency RAF Odiham may close to civil users. Reasons for closure include:
  - a. Loss of appropriate fire or crash cover.

- b. Repatriation of troops.
- c. Loss of power to critical parts of the aerodrome.
- d. Interruptions in comms, both within the aerodrome and with external agencies.
- e. Unforeseen natural disaster.
- f. Unforeseen national epidemics.

16. In the event of RAF Odiham being closed to civil users, all access to the aerodrome for any reason may be restricted and no liability is accepted for any losses or damages arising.

17. **Removal of privileges.** Any breaches of the terms and conditions for the use of RAF Odiham will be dealt with on a case by case basis by the AO. This may result in the temporary or permanent removal of privileges for the use of RAF Odiham, depending on the severity of the breach. The AO retains the right at all times to remove flight privileges and it is therefore in the best interests of civilian users to be aware of and comply with the appropriate terms and conditions at all times.

## Movement, parking, and indemnity fees

### Approach, Landing & Parking fees

MTOM (ton)		Touch & Go (GBP)	Landing Fees (GBP)	Parking <sup>15</sup>
0	1.5	10	20	20
1.501	3.0	20	40	30
3.001	4.5	30	100	60
4.501	6.0	40	160	120
6.001	9.0	80	320	180
9.001	15.0	120	480	240
15.001 +		160	640	360

### Insurance Indemnity Administration Charges

1. The Indemnity Insurance charge is separate to the mandatory minimum insurance levels required through Pilot's insurers. Charges raised are in line with JSP360 – Civil Use Of MOD Aerodromes and comprise a 'movement fee' with VAT added and an 'Insurance Indemnity Administration Charge'. The details of the indemnity charge are contained in the 3 tables below.
2. The MOD uses the Indemnity Charge to offset the cost of the MOD's insurance policy, which must be increased to cover the cost of non-MOD assets using the aerodrome. This additional cost cannot be paid from public funds and is therefore recovered from Captains either annually (for regular users) or on a per movement basis (for non-regular visitors).
3. Unlike movement fees, this Indemnity Charge is the same across all MOD airfields and without it, aircraft will be unable to make use of those aerodromes.
4. To become a Regular User, email: [Air-DResFin-FinAdminSupport@mod.gov.uk](mailto:Air-DResFin-FinAdminSupport@mod.gov.uk) to request an application form. Once approved, ► send a copy of the certificate to Station Operations email [ODI-SHFHQ-WATCHKEEPER@mod.gov.uk](mailto:ODI-SHFHQ-WATCHKEEPER@mod.gov.uk) ◀ and on subsequent bookings, no further Insurance Indemnity Charges would be added whilst the certificate is still in date.

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<sup>15</sup> First 2 hours free. Hardstanding parking only. Price per night in GBP.

**All users other than those in the categories shown below.**

MTOM (ton)		Regular User (£)	Casual User (£)
0	0.999	115	11
1	1.999	247	20
2	14.499	429	48
14.5	24.999	528	69
25	49.999	660	82
50	199.999	825	103
200	499.999	990	137
500	+	1155	179

**Private use by those who are members of HM Service but are not members of service flying clubs.**

MTOM (ton)		Regular User (£)	Casual User (£)
0	0.999	66	9
1.001	1.999	115	11
2.001	14.499	165	14
14.500	24.999	214	16
25.000	49.999	264	22
50.000	199.999	330	27
200.000	499.999	379	34
500.000	+	429	55

**Air displays (including carrying out circuits, overshoots and rollers) at the request of the users or non- MOD display organiser.**

MTOM (ton)		Regular User (£)	Casual User (£)
0	0.999	264	16
1.001	1.999	429	31
2.001	14.499	693	42
14.500	24.999	924	47
25.000	49.999	1188	55
50.000	199.999	1402	69
200.000	499.999	1650	76
500.000	+	1897	97

## **Safeguarding Requirements – Waivers and Exemptions**

1. There are no safeguarding waivers and exemptions currently valid at RAF Odiham.

## Electrical ground power procedures

1. All electrical power procedures are held in AESOs, they contain sensitive information and can be published as part of this document. Any requirement for ground power must be agreed prior to arrival. RAF Odiham has the following ground power capability.

- a. **Fixed electrical ground power.** Not available at RAF Odiham.
- b. **Mobile Ground Power Units (GPUs).** GPUs are available for use by trained personnel only.
- c. **Auxiliary Power Units.** APUs can be used on all designated parking slots.
- d. **Use of 28 Volt Conversion Units.** RAF Odiham has no 28 Volt Conversion Units.



## Aviation Fuel Management Procedures

### 1. Management of bulk fuel installation.

a. The Bulk Fuel Installation (BFI) at RAF Odiham is managed by SNCO F&L as delegated Operating Authority following completion of the Fuels Managers Course. The course is conducted in association with the Authorised Person – Petroleum (APPet) who is Vinci employed, at RAF Odiham.

b. Vinci are responsible for conducting annual testing and inspection of the infrastructure. In addition, the BFI is subject to four audits a year, including one by two external agencies Fuel and Gas Safety Regulator (FGSR) and the Professional Inspection Report (PIR).

### 2. Fuel storage, quality and delivery.

a. There are 2 fuel storage tanks at RAF Odiham BFI 5. Each tank holds up to 500000 Litres of F34 AVTUR, with a safe working capacity of 477,000 Litres. One is used for issue of fuels whilst the other is being refilled. Each tank is filled daily from a road tanker which provides 37 500 Litres, dependent on the predicted usage on Stn and the amount of fuel actually required to fill the tanks.

b. The fuel in the tanks are tested daily in accordance with JSP 317 and DAP 3150, Part 3, instruction 8. Any fuel in a bowser which has been stationary for three hours will be subject to a further Contamination Checks (CC).

3. **Serviceability of aircraft refuelling vehicles.** In addition to the normal daily inspection of refuelling vehicles, the operator is responsible for ensuring the vehicle is serviceable. CC are to be carried out, ensuring the fuel is free from water and contamination. Bonding wires / clips and dust caps are to be serviceable and in place. Particular attention is to be paid to the maintenance of correct tyre pressures. Any vehicle defects are to be reported without delay.

4. **Aircraft refuelling operations.** The following precautions are to be observed by all drivers of Ac refuelling vehicles:

#### a. Before refuelling commences:

(1) The refuelling vehicle is to stop at least 50 metres from the Ac and must not proceed until called forward by the crew, who will be responsible for the marshalling and positioning of the vehicle. The driver is to comply with the signals of the crew unless it becomes apparent it will not be safe to do so. In this case and in the event of the driver losing sight of the crew, the driver is to bring his vehicle to an immediate stop.

(2) The Ac refuelling vehicle is to be positioned in such a way to allow it to be driven away quickly and without obstruction in the event of an emergency. A

removable chock is to be positioned to prevent the vehicle inadvertently moving towards the Ac.

(3) The driver is to verify that the vehicle-earthing strap is fitted and is in contact with the ground.

(4) Fire extinguishers of the approved type are to be readily available.

(5) The Ac refueller is to confirm with the crew that all earthing and bonding regulations have been observed.

**5. Refuelling with engines and rotors running (CH47 helicopters).**

a. The hose end pressure couplings of the refuellers are to be fully extended and doubled back approximately 4 metres from the extremities. When the RW is in position, the refuelling is to be carried out by the ground crew under the supervision of the RW crewman, with the refueller driver remaining at the pumping compartment during the refuelling operation.

b. On completion of refuelling and before the Ac lifts, the hose is to be doubled back to the pump compartment and the bonding lead fully retracted. The refueller driver is to hold the pump compartment door until the Ac is clear.

**6. Fuel spillage procedures.** In the event of fuel spillage from a refuelling vehicle, whatever the cause, the following precautions are to be taken:

a. The vehicle is to be parked in a safe area.

b. The engine is to be switched off.

c. Battery isolation switch is to be switched off.

d. Isolation switches are to be turned off.

e. The fire and emergency services are to be informed immediately.

f. Implement Unit Spillage Plan.

## Hazardous Materials – Spillage Plan

1. RAF Odiham holds a Station Spillage plan in accordance with JSP 309, 317, 375 and 418 which can be found at this link: [RAF Odiham Spillage Plan](#) (Internal MOD users). External users can request a copy through the DOC: Tel 01256 367254.

## Orders for the use of the compass base

1. OC ELW is responsible for the calibration and adjustment of the compass base (conducted by Qinetiq in consultation with ATC) and Ac compasses at RAF Odiham.
2. A compass swing, if required, is normally performed following a compass computer replacement. Ac which have not undergone a compass swing would normally be limited to VMC day flying only.
3. **Responsibilities**
  - a. **Sqn line control.** The responsibilities of Sqn rect's control are as follows:
    - (1) Booking the Compass Calibration Base (CCB) through the Eng Ops Controller and requesting aircrew assistance as necessary.
    - (2) Nomination of a compass swinging team which is to comprise:
      - (a) NCO IC compass swing (A Tech Av).
      - (b) Watts Datum Compass Operator (A Tech Av).
      - (c) Runner/Safety man (any suitable trade).
      - (d) Towing party.
    - (3) The provision of the following equipment:
      - (a) A 45kg CO2 trolley to be placed on the CCB.
      - (b) 40 KVA Ground Power Unit (GPU).
      - (c) Support equipment as detailed in AP101C-0502/0504-AMM, CH-A-34-22-00-00A-272A-A.
  - b. **Eng Ops.** Eng Ops is to maintain a booking system for the CCB and is to liaise with OC ELW when requesting to arrange aircrew assistance for a compass swing.
4. **Conduct of swing.** When measurements are made during a swing, care is to be taken to ensure that all external ferrous objects are removed from the vicinity of the compass detector and direct reading compass. In the case of Chinooks under tow, this means that the tow bar and towing vehicle must be removed for every reading. Adjustments are only to be made by use of non-ferrous screwdrivers.
5. **Communications and safety.** Radio comms are to be maintained with ATC throughout a compass swing. Clearance from ATC is to be obtained before movement within active areas of the airfield. No Ac, vehicles or personnel are to cross the hold line for the Rwy from the Compass Base without permission from ATC.

## Dangerous Goods procedures

1. ► Dangerous goods (DG) are not routinely handled at RAF Odiham◄. In the event a request is made, the tasking agency is to be informed of ► the airfield's limitations iaw this manual◄.
2. Any DG operations at RAF Odiham are to be conducted in accordance with [Dangerous Goods Manual \(DGM\)](#) 'Conditions of Carriage by Air (Section 10)' Regulations. ►◄
3. The Regulations are promulgated for the direction and guidance of all personnel concerned with the preparation and movement of DG in RAF AT Ac, and includes the mandatory controls for the safe carriage of hazardous consignments in all such Ac. The carriage of DG by air is a dynamic and changing environment. As such all DG qualified personnel are to ensure that they are fully aware of the most up to date regulations.
4. The carriage of DG by civilian Ac ► must be in accordance with the◄ International Civil Aviation Organisation's Technical Instructions (ICAO TIs) for 'The Safe Transport of DG by Air' ► and◄ International Air Transport Association (IATA) DG Regulations (DGRs).  
►◄
5. Advice on the transport of DG by air may be obtained from the UK Controlling Air Movement Authority (CAMA), during working hours, as follows:
  - a. Air Freight Centre, JSC, MOD Abbey Wood, Cedar 3C #3351, Bristol, BS34 8JH.
  - b. Telephone: 030 679 Ext 81113 or 81114 from civilian telephone networks or 9679 Ext 81113 or 81114 from military networks.
  - c. Fax: 0117 9138943 from civilian telephone networks or 9352 38943 from military networks.

## **UAS / RPAS Orders**

1. If an Ac has been targeted by lasers (torches etc) or come into conflict with an RPAS UAS or drone, the pilot should attempt to pass the details below to ATC at the time of the incident (ATC will then inform the DOC Ext 7254). If unable to pass details of the incident onto ATC, a crew member from the affected Ac should contact the DOC at the first available point to pass on the details.
2. The details to be passed are:
  - a. Position (to be easily understandable by outside agencies).
  - b. Time of incident.
  - c. What the Ac was doing at the time (Landing, taking off, circuits etc).
  - d. What else the crew could see, vehicles, number of people, houses etc.
  - e. Is it still going on?
  - f. Was/are there any JHSS personnel on the ground?
3. The DOC will then inform the relevant civilian police force (using either 999 or 101 depending on severity) and inform the Odiham Air Safety Team the next working day.
4. The crew should seek medical assistance and submit a DASOR as required.

### **Drone (RPAS/UAS) operations**

5. RAF Odiham is situated in an affluent area where many homeowners/landowners are able to employ the services of professional Drone Operators. A condition of their operating licence is not to fly above 400ft AGL and not within 1NM of the ATZ boundary (known as Flight Restriction Zone) unless prior permission from CAA and the aerodrome is sought. Aircrew must also be aware of the increased use of tethered drones which operate with command/data transfer wires attached between the drone system and the ground control point.
6. Through the stn engagement network drone operators are encouraged to contact the DOC (Ext 7254) if they plan to operate a drone either within the local area or in the vicinity of local fields used by stn based Ac.

7. Where information about the flight of a drone is received by ATC/DOC – whether directly from the operator, or via the MCO/Engagements – it should be determined if an affect to operations exists. If so, the following information should be obtained and recorded in the Drone Notification Log: ►◄

- a. Start/Finish Time.
- b. Location (Lat/Long/OS Grid).
- c. Observation/Type/Amount/Size.
- d. Height/Heading/Other.
- e. Reported by/Drone Operators details.

8. The following agencies should be informed of the drone's details:

- a. DOC.
- b. ATC – who will inform Farnborough, Blackbushe, Lasham, Popham, and other Ac via ATIS.
- c. Sqn DAs.
- d. SMSC – annotate against Fields Directory and generate GMSS Warning.
- e. Low Flying Ops Flight – to register the activity on CADS.