



# **FENLAND AERODROME DAILY OPERATIONS MANUAL**

Fenland Aero Club  
Fenland Aerodrome  
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## 1.0. INTRODUCTION

The purpose of this Daily Operations Manual is to give guidance and to record essential daily operational and safety checks for both the safe and efficient running of Fenland Aerodrome. It should also be a point of reference for the Aerodrome Licensee, Appointed Manager, Committee & Club Members, Fenland Flying School (FFS) Initial Emergency Responders (IER) and Operating Staff<sup>1</sup> in regard to general working, safety arrangements.

On completion of these tasks they must be recorded (for CAA Audit purposes) and specifically that any deficiencies or issues are identified so that appropriate remedial action to repair/resolved or promulgated to pilots and aerodrome users through the Accountable Manger or Chief Flying Instructor (CFI), as appropriate.

This manual is to secure the safe operation of Fenland aerodrome, also referred to hereafter as the aerodrome, and should be read in conjunction with the Fenland Aerodrome Manual.

### 1.1. Reporting of Accidents / Incidents to Aircraft Statement by the Fenland Aero Club Chairman

Those working on Fenland aerodrome should make themselves acquainted with all aspects of this document and especially as it forms an integral part of the aerodrome's **Safety Management System (SMS)**. We would remind Club and Committee Members, Fenland Flying School, IER, E-plane Ltd and Operating Staff at Fenland aerodrome to fully embrace the SMS policy by familiarising themselves with the following important documents as appropriate:

- The Fenland Aerodrome Manual;
- The Fenland 'Daily Operations' Manual;

**Safety in all areas should be of the utmost priority and the licensee & the Appointed Manager, Committee of Fenland aerodrome, who will continually monitor the situation as far as is reasonably practicable and implement changes as required, to maintain the safety standards expected.**

The Chairman of Fenland Aero Club

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<sup>1</sup> **Operating staff** - means all persons, whether or not the aerodrome licence holder and whether or not employed by the aerodrome licence holder, whose duties are concerned either with ensuring that the aerodrome and airspace within which its visual traffic pattern is normally contained are safe for use by aircraft, or whose duties require them to have access to the aerodrome manoeuvring area or apron; manage, test or dispense aviation fuels used by aircraft.

## Revision Issues

Date:	Issue No:	Details:
12 Feb 19	Issue No: 0	Removed named individuals New safety report form
21 Mar 19	Issue No: 0	1.3.e added

### 1.2. The Aerodrome Daily Operations Manual

The purpose of this manual is to provide Instructions from the Aerodrome Licensee to the Appointed Manager, Fenland Flying School (FFS), IER and Operating Staff on the Daily Checks & Inspections. This manual contains simple 'Aide Memoires' for personnel engaged in 'Initial Emergency Responder' (IER) or 'fuel testing, dispensing' duties and carrying out daily checks of the aerodrome, emergency equipment and fuel issue/use.

On completion, the 'daily checks' (Form 1) **MUST be initialled as a record of the inspection/check** and where necessary a standard 'Report' (Form 2) raised to highlight problems that need rectifying.

**How to Use this Manual** - before undertaking one of the following activities required in the Manual, take a copy of the appropriate 'Aide Memoire' to use as a check sheet - **Initialling** the 'daily checks' (Form 1) on completion.

### 1.3. The Aerodrome Manual Distribution

- (a). A hard copy of this Manual is to be found at the following location:
  - Fenland Flying School;
- (b). Electronic copies of this Manual are provided to following organisations and personnel:
  - The Civil Aviation Authority;
  - The Licensee;
  - The Accountable Manager;
  - Fenland Flying School;
  - Uncontrolled copies of the Manual may be emailed and available on request to Fenland Aero Club Management Committee or members;
- (c). The Club Secretary is responsible for preparing and submitting amendments as required. Amendments to the Manual will be printed and/or electronically issued to registered holders.
- (d). Refer to the Aerodrome Manual for details of Licensee, Appointed Person and other relevant information.
- (e). A separate document is maintained of named persons currently in post for each role.

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## 1.0. DAILY FUEL CHECKS

### 1.1. Avgas Daily Fuel Check (Pump One & Two)

- (a). Under **no circumstance** shall fuel be dispensed to aircraft until the daily fuel samples have been undertaken and checked. Only competent and trained persons should undertake fuel testing.
- (b). **Check the power supply to both pumps** - if no supply, check that the Fireman's Switch on the end wall of the Clubhouse is 'on' & reset the green button at the Clubhouse distribution box (next to the toilets).
- (c). **Cabinet to the rear of the fuel hut:**
  - (1). **Pump One (UL91)** - Monday to Sunday cans and daily sample jar are on the top shelf;
  - (2). **Pump Two (Avgas 100LL)** - Monday to Sunday cans and sample jar are on the middle shelf;
  - (3). Check container of Paper Test Strips or tube of water finding paste & straws and adjustable spanner (used for undoing difficult filter drain taps).
  - (4). In the bottom of the cabinet is the waste fuel Jerrycan, filter sample bucket, funnel, Jerrycan flexible nozzle and the sample jar for the last Bulk Tanker Delivery. *(When full, the waste fuel collected in the Jerrycan can be either returned to Tank Two (filtered) or transferred into the fire vehicle).*
  - (5). For **each pump** empty the sample from **7 days** ago into Waste Container [i.e. if working on a Saturday, empty the previous Friday's metal fuel canister into Waste Jerrycan and refill the empty metal canister (Friday's) with the contents of the glass Jar leaving an empty glass jar for each pump to be filled with the current days sample (in this case Saturday)].
- (d). **Check the filter at the base of each pump** delivery nozzle for contamination and insert the Fuel Test Card for each pump.
- (e). Take the bucket and purge the Pump One filter by undoing the bottom tap. Allow the flow of fuel to stop and then check the content for sediment and/or water. Close the tap and empty the bucket. Repeat process for Pump Two.
- (f). For each pump dispense two Litres of clean fuel into glass storage jar, which is **the current day's sample**.
- (g). For each pump, collect the two x tickets produced for each test. These tickets are to be kept and passed to FAC Treasurer.

- (h). **Vortex Check** - use a clean, dry plastic spoon or drinking straw and swirl around in the sample fuel to create a vortex. Water if present, will quickly show up as globules.
- (i). Take one x Clean Chemical Water Tester and dip into fuel sample for each pump - check for a positive reaction to water-finding paste, paper or a chemical detector through colour change.
- (j). The sample taken shall be clearly labelled & retained for seven days.
- (k). **Sign the Avgas Fuel Check Log** (which is kept in the Daily Ops Manual - Flying School) on completion of check for each pump if the sample test is satisfactory stating 'Test OK'.

## 1.2. Aviation Fuel (AVGAS or JET A1) Found To Be Unfit For Use

- (a). **Fuel is UNFIT for aircraft use**, if on examination any of the following shows:
  - More than a trace of sediment;
  - Globules of Water;
  - Cloudiness;
  - A positive reaction to water-finding paste, paper or a chemical detector.
- (b). If the sample proves to be **unsatisfactory**, the sampling procedure should be repeated after a further 30 minutes.
- (c). If a third sample is necessary and proves unsatisfactory the fuel pumps **should be switched off / isolated** and a notice placed upon them advising '**Pump Out of Order**'.
- (d). A report should be raised immediately and contact the Fenland Aero Club Licensee's Agent or the Accountable Manager so that they can take action accordingly.

## 1.3. Fuel Tank Quantities:

- (a). Amount of **Petroleum Sprit licensed** to be kept on the fenland aero club premises is:
  - Total of - **28,567 Litres**
  - Tank One (UL91) Maximum Contents = **6,547 Litres**
  - Tank Two (Avgas) Maximum Contents = **21,825 Litres**
- (b). **JET A1 Tank Maximum Contents = 19,400 Litres**
- (c). **Container Quantities** - Petroleum Sprit may only transported in an approved container in certain maximum quantities:
  - A maximum of **10 litres**:
    - in two x 5 litre approved plastic containers (Green); or,



- One x 10 litre approved plastic container; or,
- A maximum of **20 litres**:
  - In two x 10 litre approved metal containers; or,
  - One x approved metal container of 20 litres (Jerrycan);

Final Issue

#### 1.4. Jet A1 Daily (or When Required) Fuel Check

- (a). Under **no circumstance** shall fuel be dispensed to aircraft until the daily fuel sample has been undertaken and checked. Only competent and trained persons should undertake fuel testing.
  - (b). Unlock and open the roller shutter doors that protect the Jet A1 refuelling equipment and check that power is on.
  - (c). Press the Red Button and check that the 'total' reading matches the last entry in the Fuel Uplift Book. On the next line enter the date and total figure in their respective columns.
  - (d). **Testing** - because we only test when we need to, which could be two consecutive days or only once or twice a month the Mon to Sunday fuel can rotation scheme **does not work** as testing is not undertaken daily or on a seven day cycle (as per AVGAS).
  - (e). Place the JET A1 Sample into either the glass container or one of the metals drums marked from **1 to -7**, **record the Container Number that the sample is placed in, on the right hand side of the JETA1 Fuel Log.**
  - (f). Use the **Fuel Jar 1** for test sample:
    - (1). If the last test sample was carried out **more** than seven days previously, it may be discarded the in the Jerrycan and **Jar 1 can be used again;**
    - (2). If the last test sample was carried out **less** than seven days or if there are several test samples then you will need to use the next numbered can.
- IT IS IMPORTANT THAT YOU PLACE THE NUMBER OF THE JAR or CAN IN THE LOG BOOK WHEN TESTING – if test over 7 days from previous test you can keep using Jar 1 for all tests and only move to Jar 2 if a second test is required within 7 days of Jar 1 test and so on...***
- (g). Dispense two Litres of clean fuel into the glass storage jar as the current day's sample.
  - (h). Take one x Clean Chemical Water Tester from its storage tube and attach to the syringe. Dip the assembly into the fuel sample and operate the syringe to draw fuel through the water tester - check for a positive reaction to the water-finding chemical detector through a colour (blue) change. **Note - test disc are only valid for 6 months.**
  - (i). Ensure that the concrete refuelling area is clear of all debris, including migratory stones etc. **Sign the JET A1 Fuel Check Log** (at Pump and at the Flying School) on completion stating 'Test OK'.
  - (j). The sample taken shall be clearly labelled & retained for seven days.
  - (k). **Unfit Fuel** - refer to Para 1.2 for procedure.



## 1.5. Delivery of Aviation Fuel to Aerodrome

- (a). Only competent and trained persons should undertake fuel receipt of **100LL / UL91 or JET A1 fuel from the supply tanker into the relevant storage tanks.**
- (b). Check that the Fire Extinguishers (Two x 6 kg Dry Powders) are full and sealed.
- (c). **For 100LL / UL91 AVGAS deliveries** - the bulk delivery tanker shall be parked on the car park, at the fuel hut, parallel to the boundary fence facing the Aerodrome access gate - this will provide the Bulk Fuel Tanker with a quick emergency exit should the need arise.
- (d). **For Jet A1 deliveries** - the tanker shall reverse up the concrete strip in front of the New Hangars to park at the Hangar end of the mounted Jet A1 Bulk fuel storage container and facing the Flying School. This will provide the bulk fuel tanker with a quick emergency exit should the need arise. **UNDER NO CIRCUMSTANCES IS THE TANKER TO GO ONTO THE GRASS.**
- (e). Before commencement of the delivery, a fuel sample shall be taken from the bulk fuel tanker in a designated glass jar and tested for clarity, sediment and water content. When satisfied, the sample taken shall be retained until the next bulk fuel tanker delivery.
- (f). **Each tank receiving fuel should be closed for two hours**, following completion of the delivery of fuel to that tank, when a sample should be taken.
- (g). The satisfactory sample taken shall be retained as in the normal daily routine. The sample taken shall be retained in a separate glass jar until the next bulk fuel tanker delivery.
- (h). **Sign the** relevant documentation on completion of the delivery. All documentation relating to the fuel delivered (i.e. fuel grade, quantity, delivery date and copies of the release notes or certificates of conformity for the fuel) shall be obtained from the Tanker Driver and given to the Fenland Aero Club Committee.

### Notes:

- (1). **UL91 / 100LL AVGAS** - both tanks 1 & 2 are underground so delivery will be gravity fed only. Tank 1 is filled directly through a small tank connection requiring a 'Reducer', whereas Pump 2 is replenished through an above ground connection passing the fuel through an in-line filter. Each tank should be 'Dipped' both before and after delivery. If receiving fuel into an empty or near empty tank then that tank should be closed for 24hrs before sampling due to excessive sediment stirring.
- (2). **Jet A1** - is a mounted installation and fuel delivery is to the top of the tank so must be pressure fed from the Bulk Delivery Tanker. The Bulk delivery facility is installed at the Hangar end of the storage tank.

## 1.6. Refuelling Procedures Avgas (UL91 / 100LL) - Pump 1 & 2 (General Information)

- (a). Pilots of visiting aircraft will normally refuel their own aircraft but occasionally staff may be called upon to carry out this operation. However, if FFS staff are unsure of the refuelling technique for the particular aircraft type, ask the pilot to either demonstrate or do the refuel him/herself.
- Mobile, Phones, Pagers and Radios are **NOT** being used and that there is 'No Smoking or Naked Lights' within 6m of the fuel dispensing area;
  - Connect the earth lead to the designated aircraft earth point;
  - Position the steps appropriately, as required;
- (b). **Passengers:**
- Passengers **ARE NOT PERMITTED** to remain in the aircraft whilst refuelling is in progress - no matter whom they may be.

## 1.7. Refuelling Procedures Jet A1 (General Information)

- All Jet A1 Fuel uplifts must be by 'Prior Permission';
- Ensure that the Jet A1 fuel test and sample has been undertaken **before allowing any fuel to be dispensed**;
- Ensure that 'authorised persons' only, are permitted either near or operating the fuel dispensing pumps;
- Phones, Pagers and Radios **MUST NOT** be used and that there is 'No Smoking or Naked Light' within 6m of the fuel dispensing area.
- Refuelling is not to commence with either Engines Running or Rotors Turning (the only exception may be the Air Ambulance during emergencies);
- Press the Red Button on the pump stand and read off the Total last 4 digits. Confirm identical to the last 'Final Reading' quoted in the JET A1 fuel uplift book and enter, on the next line, the Date; Pilots Name; Last 4 digits; and aircraft registration in their respective columns.
- Remove the delivery nozzle from its housing, ensure that the readings go to zero and commence refuelling as directed by the pilot;
- On completion of the refuel, replace the aircraft fuel tank caps and place the nozzle back into the pump stand;
- Disconnect and re-wind the earth lead;
- Remove the steps, if used, and place under the Jet A1 storage tank;
- Press Red Button to read off the fuel uplift and total figures and annotate the Jet A1 Fuel uplift book accordingly;

- Respectfully remind the pilot to check his fuel state and security of the fuel tank caps before he leaves;
- **Invoicing** - raise an invoice and enter the pilots name / company name / title and aircraft registration details. Enter Jet A1 uplift quantity the details of price / litre (depending upon whether the customer is a Club member or not) as appropriate. Calculate the amount and enter. The landing fee, if necessary, is entered on the next line. Total up and state the method of payment (Cash / Cheque / Credit Card). When the transaction is complete, enter the invoice number in its column in the book and sign off;

**Remember:**

- Passengers **ARE NOT PERMITTED** to remain in the aircraft whilst refuelling is in progress - no matter whom they may be;
- Refuelling **IS NOT PERMITTED** with either engines running or rotors turning except Police or Air Ambulance on Emergency Operations - crew will refuel the aircraft & IER to stand by;
- **Rotors Running Refuelling** - the IER appliance shall attend during all Jet A1 fuel uplifts and deliveries when Air Ambulance rotors running refuelling operations are being undertaken.
  - The IER vehicle is to be positioned upwind of the activity so that a safe and unobstructed exit can be made;
  - The vehicle radio is to be left switched 'on' and a handset carried by the refuel person;

## 2.0. PUMPS 1 & 2 & JET A1 - STATIC LINE VISUAL INSPECTION

### 2.1. Static line Inspection & Testing

- (a). A visual check of the Static-Line Cable shall be made each day by fuel personnel when checking the fuel pumps.
- (b). Unreel the static line and carefully look for the following:
  - That the static line cable is securely fixed between the cable reel and the crocodile clip used for securing the static line to the aircraft;
  - The earth bonding leads from the base of the static line mounting brackets to the earth spike and pump base (approx. 1.5m of cable) are fixed securely;
  - Re-wind the static line and check that there are no obvious signs of damage to the insulation or loose connections.
- (c). Sign the '**Static Line Check Log**' (which is kept in the Flying School) on completion of the checks for each pump.
- (d). Any fault with the static line or earth bonding leads shall be reported (using **Report Form F2**) without fail to the Accountable Manager or CFI. The earth bonding leads provided at the UL91 / 100LL and JET A1 pumps are inspected and tested in more detail at regular intervals by the Fenland Aero Club approved electrical contractor.

**Note: Make certain that the Static Line / Earth Fault(s) are corrected before use...**

### 3.0. FENLAND IER VEHICLE & EQUIPMENT CHECKS

<b>VEHICLE - MECHANICAL:</b>	<b>VEHICLE - EXTERNAL (TOOL BOX)</b>
<b>Petrol</b> = Full & Sufficient	<b>Tools</b> - Qty 1 x QR Knife & Sheath
<b>Oil</b> = Engine Oil within limits	<b>Tools</b> - Qty 1 x Pliers
<b>Water</b> = Radiator Expansion Tank / Washer Full	<b>Tools</b> - Qty 1 x Wire Cutters
<b>Electrics / Lights</b> = Road/Spot/Flashing Working	<b>Tools</b> - Qty 1 x Bolt Croppers
<b>Rubbers</b> = Tyres & Wheel Nuts Tight & OK	<b>Tools</b> - Qty 1 x Mole Grips (x 1)
<b>VEHICLE - INTERNAL CAB:</b>	<b>Tools</b> - Qty 1 x Flathead Screwdriver
<b>Tools</b> - Qty 1 x Crowbar (Behind Seats)	<b>Tools</b> - Qty 1 x Crosshead Screwdriver
<b>Tools</b> - Qty 1 x Large Axe (Behind Seats)	<b>Tools</b> - Qty 1 x Hacksaw
<b>Torch</b> - Qty 1 x Working	<b>Tools</b> - Qty 2 x Hacksaw Spare Blades
<b>1000m Map</b> - Qty 1 x (Sun Blind)	<b>Tools</b> - Qty 1 x Fireman's Axe
<b>RPE</b> - Qty 3 x Face Masks (Disposable)	<b>Tools</b> - Qty 1 x Saw GP
<b>First Aid</b> - Qty 1 x Neck Brace (Behind Seats)	<b>FIRST AID KIT</b>
<b>VEHICLE - EXTERNAL:</b>	<b>Off Side Locker - Sealed Box Containing:</b>
<b>Extinguishers</b> - Qty 2 x 9Kg Dry Powder	<b>Ambulance Dressing No. 1</b> - Qty 3
<b>Extinguishers</b> - Qty 4 x 5 Kg CO <sub>2</sub>	<b>Ambulance Dressing No 2</b> - Qty 4
<b>Extinguishers</b> - Qty 1 x 135 Litre Foam Ext	<b>Ambulance Dressing No 3</b> - Qty 4
<b>Extinguishers</b> - Qty 1 x 3kg CO <sub>2</sub> (for 135 Ltr Foam)	<b>Ambulance Dressing No 4</b> - Qty 4
<b>Ladder</b> - Qty 1 / <b>Stretcher</b> - Qty 1	<b>Eye Pad</b> - Qty 4
<b>Rope (GP)</b> - Qty 1 (Box Near Side Locker)	<b>Triangular Bandages</b> - Qty 4
<b>Rope (Tow)</b> - Qty 1 (Box Near Side Locker)	<b>'Tuff Cut' Scissors</b> - Qty 1 Pair
<b>Fire Blanket</b> - Qty 1 (Box Near Side Locker)	<b>AVGAS PUMP - FIRE EXTINGUISHERS:</b>
<b>JET A1 PUMP - FIRE EXTINGUISHER:</b>	<b>Extinguishers</b> - Qty 2 x 9Kg Dry Powder
<b>Extinguisher</b> - Qty 1 x 9Kg Dry Powder	<b>Extinguishers</b> - Qty 2 x 5 Kg CO <sub>2</sub>
<b>PERSONAL PROTECTIVE CLOTHING (PPE):</b>	
(1). <b>At Start of Duty</b> - Place the 2 Jackets folded in centre of cab between seat; 1 x Pair of Boots & Leggings on the Passenger Cab Floor; and 1 x Pair of Boots & Leggings on the Passenger Seat.	
(2). <b>First IER to Arrive No 1 to Passenger Side</b> - gets dressed and places the <b>2<sup>nd</sup> pair of boots &amp; leggings on the Driver's Seat.</b>	
(3). <b>Second IER</b> to arrive at the RFF vehicle to <b>assumes 'Driver Role'</b> and get dressed in boots & leggings only (placing jacket on at incident - as necessary).	

#### NOTES:

- **Radio Communications** - the vehicle radio & hand set **checked daily** prior to flying operations (Call Sign - **Fenland Rover 1**).
- **Lighting** - vehicle lighting and hand lamps are to be **checked daily** for a good strong powerful beam battery strength etc.
- **Fire Extinguishers** - no obvious signs of damage / check safety pins or tamper seals are undisturbed / gage indicator (where fitted) in 'GREEN' segment (RED then remove and change for serviceable extinguisher from stock) / Report & Replace if defect or partial discharged etc.
- **Hand Tools** - operate equipment for functionality, hacksaw blades are inserted so that the teeth face away from the handle and cut on the 'push' stroke. **To maintain** - use a light covering of grease on cutting edges, remove rust / corrosion.

- **First Aid Kit** - the IER vehicle is provided with a basic first aid kit, care should be taken to ensure that the packaging of dressings, are not opened or exposed removing sterile conditions and those items such as eyewashes are in date etc.

## 4.0. IER TIMED RESPONSE SAFETY BRIEFING

- 4.1. IER personnel are to be briefed prior to an '**IER Timed Response**' exercise being undertaken by the Senior IER / SFISO and the following safety issues should be considered;
- 4.2. **Prior to Exercise** - the following considerations will determine whether the exercise goes ahead, or what restrictions may be necessary to impose for safety reasons:
  - Are the weather conditions suitable to undertake a high-speed vehicle deployment - is it Snowing, Frosty or Wet such as to cause skids, slides or overturn the IER vehicle?
  - Are there any obstructions or considerations regarding the aerodrome surfaces that may influence the IER timed response?
  - Is the IER driver capable of responding and driving at speed, as far as it is reasonable to ascertain?
  - Is the IER vehicle braking and steering systems in a serviceable condition?
  - Will the timed response exercise impact on the aerodrome traffic or aircraft safety?
- 4.3. **Pre-Safety Briefing** - the IER response driver and crew should be briefed and warned on the following actions in respect to the timed response exercise:
  - Weather conditions and its effect on the aerodrome surfaces;
  - IER vehicle speed (**better to arrive safely than not arrive at all**);
  - Reduction of speed when turning, due to top heavy extinguisher arrangement on Fenland's IER vehicle;
  - Aerodrome and operating aircraft, safety considerations;
  - The location the crew will respond from (i.e. Jet A1 or Avgas Pumps);
  - Actions (if any) on arrival at final location;

### **Remember!**

- **Safety of the Crew is Paramount!**
- **The Safety of Vehicle, Equipment & Aerodrome Traffic!**

## 5.0. FENLAND AERODROME INSPECTIONS

### 5.1. Runway Check to be carried out before licensed flying commences:

- (a). IER personnel are required at Fenland to carry out an Aerodrome surface and lighting inspection on behalf of the CFI to ensure that they are made aware of any unserviceability or obstructions that may affect the use of the aerodrome.
- (b). The person carrying out the inspection should drive slowly around the area to be inspected, halting as necessary where an individual item requires closer inspection.
- (c). Generally, the inspection should look at the following areas:
  - the runways, touchdown points, taxiways & holding areas are free from obstructions, collections of loose stones or poor surfaces etc.
  - temporary obstructions that exist on or adjacent to, the runways or taxiways are properly identified;
  - bad ground is adequately identified to be promulgated by the CFI;
  - runway indicator boards, boundary markers, etc. - are serviceable and in position;
  - flocks of birds, or large single birds are on the manoeuvring area or, in the vicinity of the aerodrome;
  - check that the bird scaring gas gun and cylinder in (by Windsock at Hold Bravo) is secured in place and serviceable (see below for safety precautions);

**Note:** a note should be taken of the exact position of any obstruction or unserviceability observed. Any of the above conditions that are encountered should be reported to the CFI whose responsibility it is to deal with them as well as completing the Runway Inspection Log.

### 5.2. Aerodrome Lighting Inspections

- (a). The aerodrome lighting should be inspected daily or before night flying commences, the inspection should include all runway lights and:
  - Switch on runway lights and check all lamps are serviceable;
  - Check that the two LITAS light units are serviceable check that lights are not obscured by long grass or other obstructions;
  - Switch on the aerodrome beacon and observe that all lighting tubes are working and the Morse flash is correct **[Foxtrot (....) Echo (.)]**;
  - Check RED obstruction light on top of airfield beacon & Hangar 1 (switch just inside hangar door) for serviceability.
  - Any unserviceable lamps should be reported in the Airfield Lighting Log & inform the CFI.

## 6.0. FENLAND AERODROME LIGHTING INSPECTIONS

### 6.1. Fenland Aerodrome Lighting Inspections

- (a). An inspection of all runway lights should be carried out prior to night flying commencing:
- Switch on the **Green** aerodrome beacon and observe that all lighting tubes are working and the Morse flash is correct **Foxtrot (...)** **Echo (.)**;
  - **RED Obstruction Light** on top of Aerodrome beacon - serviceable;
  - **RED Obstruction Light** on top of Old Hangar (Hangar 1) - serviceable (switch on just inside sliding door);
  - **Runway Lights** - switch on runway lights and check all lamps are serviceable;
  - Check that the two LITAS light units are serviceable;
  - Check that lights are not obscured by long grass or other obstructions;
  - Record the inspection and any unserviceable lamps in the Fenland Day Operations Log (held by the Fenland Flying School) and the CFI prior to any night flying operations;

### 6.2. Fenland Aerodrome LITAS Setup Arrangements & Inspection Checks

- (a). Annually prior to night flying operations are undertaken or, after any incident involving the LITAS located on Runway 18, the LITAS will need to be inspected and the correct glide slope physically checked as follows:
- (1). **Step 1** - LITAS light units to be lifted off the frame, the frame checked with a spirit level to ensure that it is set into the ground level both level horizontally & lengthways. Any variances need to be resolved and the frame reset so that it is both level through both axis, prior to undertaking Step 2.
  - (2). **Step 2** - reset lights back onto frame and ensure that their cradle is set onto the frame level both horizontally & lengthways.
  - (3). **Step 3** - using an **Inclinometer** (available from the Chief Engineer) and by adjusting light adjustment screws at the front of each light incline or decline the angle of the LITAS light units to meet the following angles:
    - (i). first set of lights from Hold Alpha:  
**(V<sup>1</sup>) ↓ (V<sup>2</sup>) = set at 3° 40'\***



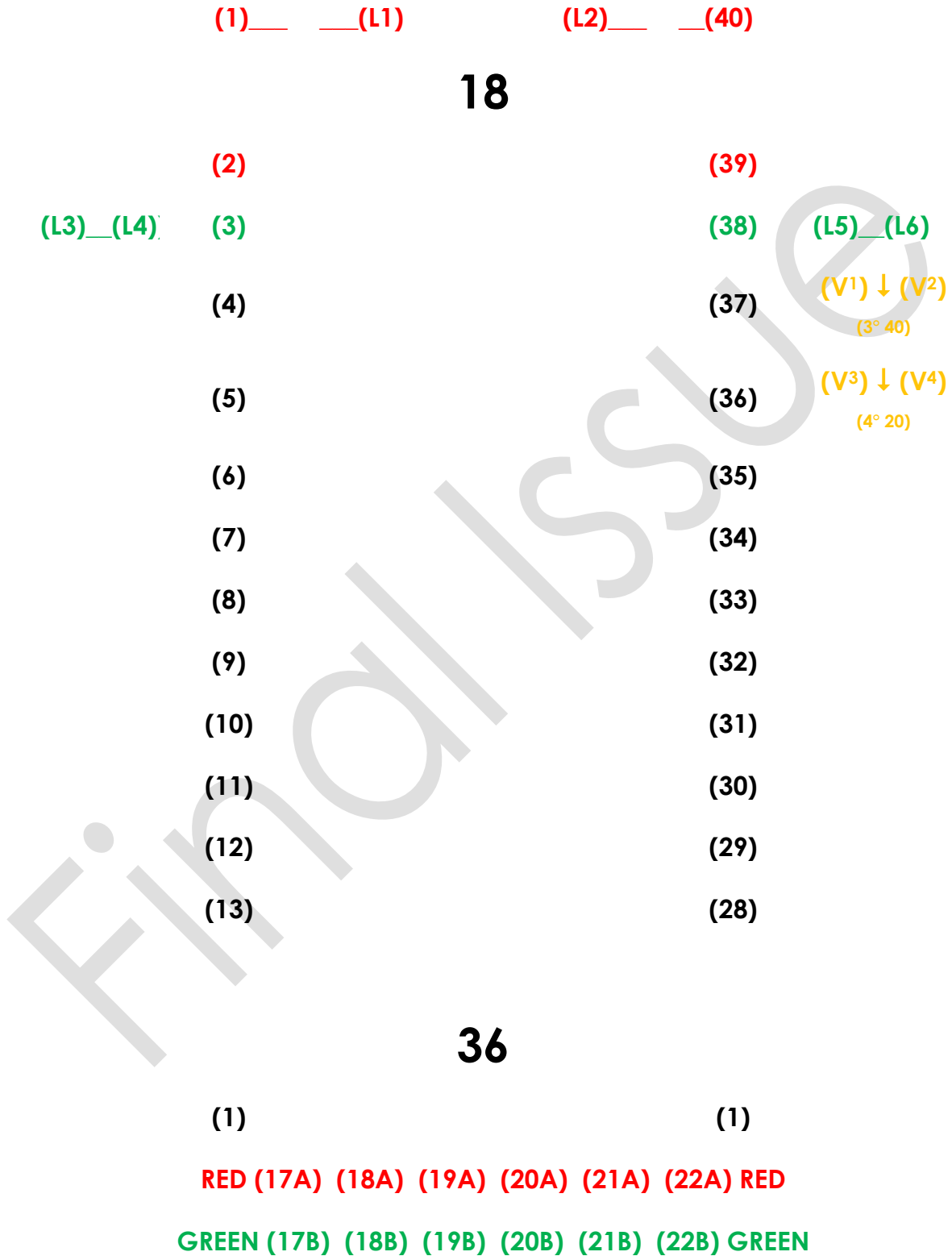
(ii). second set of lights from Hold Alpha:

**(V<sup>3</sup>) ↓ (V<sup>4</sup>) = set at 4° 20'\***

- (3). **Step 4** - the CFI should physically fly the LITAS glide slope to ensure that the LITAS provides appropriate glide slope to and onto RW 18 touchdown and also to give sufficient clearance when crossing the road.
- (4). **Step 5** - Complete physics and flight check record form (Form 3) by both the person setup light units and the pilot flying checking glide slope

Final Issue

6.3. Aerodrome Lighting Layout Runway 18 / 36:



## 7.0. EMERGENCY CRASH ALARM TEST

### 7.1. Emergency Crash Alarm

- Every day the Aerodrome is operational and before flying commences, the Emergency Crash Alarm is to be tested by a short 2 / 3 second burst to ensure both alarm units function;
- Before the test is undertaken, where practicable personnel should be informed of the test, and that 'no action is required';
- **Flying School** - the alarm switch situated on the wall to the side of the inner entrance door:
  - **Test Daily** - Tues to Sunday;
- **Tower** - the alarm (red) switch situated on the main consul:
  - Tested on Saturdays & Sundays or any other times Visual Control Room manned only (due to access);
- **Flying School** - the alarm switch situated on the wall to the side of the inner entrance door;
- Any failures of the alarm during the test shall be immediately reported to the CFI who will contact the Fenland Aero Club Licensee's Representative or Accountable Manger and a Form 2 Reporting Fault completed;
- On completion Daily Record should be signed & completed;

### 7.2. Daily Testing of Emergency Telephones

- Daily before flying commences the emergency telephones shall be checked to make certain a line is available.
- The telephone line **01406 - 540 461** in the Flying School shall be checked for availability.
- The telephone line **01406 - 540 330** in the Clubhouse and the Visual Control Room shall be checked for availability.
- A fault on either of the two lines shall be reported without fail to the faults department of British Telecom.
- If the fault is on **01406 - 540 330** the operator at British Telecom should be advised that this number has an emergency response time to correct faults on it. A premium payment is made for this service.

### 7.2. Daily Record Form

On completion of tasks the '**Daily Record**' form **must be signed & completed.**

## 8.0. FENLAND AERODROME BIRD CONTROL

### 8.1. Introduction & Practical Bird Scaring

- (a). Typical flocks of the species that commonly occur on aerodromes may cause damage or the loss of an aircraft at any time and there is a clear responsibility to ensure that the potential hazard is minimised by reducing bird usage of the Aerodrome to the lowest possible level. On smaller aerodromes with limited resources, planning is even more important and therefore this task may fall to the IER personnel.
- (b). **Practical Bird Scaring** - Initially, the IER vehicle will be dispatched to disperse any flocks of birds when reported by Pilots / CFI etc.

### 8.2. Hand & Gas Gun Safety Precautions

- (a). **Hand Gun** - where there are persistent bird incursions on the aerodrome, then it may be necessary to use the Starter Pistol (.22 Blank Firing) to assist in dispersal of the birds. When using the pistol the following safety precautions should be observed:
- The pistol should be held at arm's length to an angle of 45°;
  - Pull the trigger at the same time turn head away from direct line of fire;
  - Do not point the gun at any person;
  - Ear Protection should be worn;
- (b). **Gas Gun** - an agricultural gas gun is an advanced control measure for keeping bird flocks away from the aerodrome surfaces, by initiating a series of loud bangs at regular intervals through set times during the day and variable control of operations with multi or single bangs at regulated intervals during the operating times. The gas gun comprises of a battery operated day timer and mechanical mechanism to alter periods between bangs from approx. every hour down to every few minutes. The system is powered by an LPG gas cylinder attached to the gun unit.
- (c). **Gas Gun Safety Precautions** - when in the vicinity of the gas gun, the following safety precautions should be observed:
- Ear protection should be worn;
  - Always approach the gas gun from behind do not walk in front of the gun;
  - Always isolate the gas cylinder before working on the gun;
  - Care should be taken when approaching as the gun, as it may go off in single or muti-bang mode; therefore, be prepared for the cycle to complete before working on the gun - **Be Warned!**

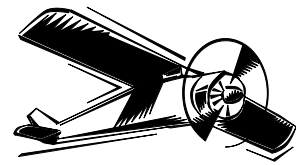
## 9.0. MASTER COPIES OF DAILY CHECK FORMS

### 9.1. Master Copies of Daily Check Forms:

- **FORM 1 - Daily Signature Form** (EGCL-DI-Form 1- Signature)
- **FORM 2 - Defects Reporting Form** (EGCL-DI-Form 2- Reports)
- **FORM 3 - LITAS Inspection Form** (EGCL-DI-Form3 - LITAS)
- **FORM 4 - Staff Fuel Dispensing Training Form** (EGCL-DI-Form 4 - Fuel Training)
- **FORM 5 – Safety Report Form** (EGCL-DI-Form 5 – Safety Report Form)
- **FORM 6 - Airside Permit Form** (EGCL-DI-Form 6- Airside Permit Form)

# EGCL - DAILY RECORD CHECK SHEET

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ / Tel: 01406 - 540330



MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

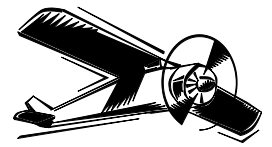
DATE	FUEL (1)			Static Line (2)			Fire Truck (3)	Runway Checks (4)	Runway Lighting (5)	Crash Alarm (6)		Initials
	AVGAS		Jet A1	Pump 1	Pump 2	Jet A1				F/School	Tower	
	Pump 1 (UL91)	Pump 2 (100LL)										
1												
2												
3												
4												
5												
6												
7												
8												
9												
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31												

**KEY:** OK = No faults found / **Closed** = Pump Closed, daily fuel checks **NOT** carried out. If the installation is faulty use 'Report' / **N/A** = Installation not required at that time / **Report** = Condition Unsatisfactory / **Reportable** = i.e. Runway condition or installation repairs required).

**NOTE** - A 'Runway Condition Report' or an 'Installation Fault Report' is to be raised as appropriate  
**All Checks are to be carried out and initialled in accordance with Fenland Airfield Operating Instructions**

# EGCL - DAILY CHECK REPORT SHEET

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ / Tel: 01406 - 540330



**Action Required - Following Daily Inspection Problem (Tick  Appropriate Boxes for Action):**

FUEL (1)			Static Line (2)			Fire Truck (3)	Runway Checks (4)	Runway Lighting (5)	Crash Alarm (6)	
AVGAS		Jet A1	Pump 1	Pump 2	Jet A1				F/School	Tower
Pump 1	Pump 2									

**(1). FOLLOW UP ACTION REQUIRED:**

<b>Date:</b>	<b>Print Name:</b>	<b>Sign:</b>
<b>Passed To The Following Person For Action:</b>		Flight Safety <input type="checkbox"/>
		Fuel Safety: <input type="checkbox"/>
		Very Urgent: <input type="checkbox"/>
		Routine: <input type="checkbox"/>

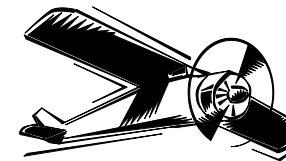
**(2). ACTION TAKEN TO REPAIR / CORRECT REPORTED PROBLEM:**

**(3). Repaired Fault / Corrected By:**

<b>Date:</b>	<b>Print Name:</b>	<b>Sign:</b>
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# EGCL - LITAS INSPECTION & CHECKING FORM

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ Tel: 01406 - 540330



## LITAS RUNWAY 18 LIGHT UNIT CHECK & PHYSICAL CONDITION RECORD:

LITAS Units:	Type of Check: (Annual or Other - e.g. post incident)	Frame Secure & Level?	Lamps Working?	LITAS Units Adjusted:	Remarks: (e.g. paint & surround ground conditions or works etc carried out)	Date & Position:	Name:	Signature:
V1 & V2 (Closest to Hold Alpha)		*Yes / *No	*Yes / *No	Set @ 3° 40' *Yes / *No				
V3 & V4 (furthest from Hold Alpha)		*Yes / *No	*Yes / *No	Set @ 4° 20' *Yes / *No				

Note: \*Delete **Yes** or **No** as appropriate

## LITAS RUNWAY 18 LIGHT UNIT - FLIGHT CHECK RECORD:

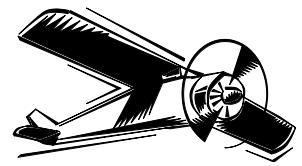
Low Level Check with <b>Red / Red</b> Lights	High Level Check with <b>White / White</b> Lights	Glide Slope Check with <b>White / Red</b> Lights	Remarks: (e.g. LITAS provides appropriate glide slope assistance to land onto Runway 18 @ touchdown / Recalibration required / Light bulb u/s or other relevant information)	Position:	Name:	Signature:
*Yes / *No	*Yes / *No	*Yes / *No				
<b>Date Flight Check:</b>		<b>Aircraft Type &amp; Registration:</b>				

Note: \*Delete **Yes** or **No** as appropriate



# EGCL - FUEL MANAGEMENT

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ



## STAFF FUEL DISPENSING SAFETY POLICY - TRAINING FORM

- 1.0. (Name) \_\_\_\_\_ has been instructed in the following Safety & procedural rules regarding the dispensing of Aviation Fuels at Fenland Airfield:
- 1.1. The safe operation of equipment used for the dispensing of fuel from the 100LL / UL91 & Jet A1 fuel facilities.
- 1.2. Procedures for 'Daily Fuel Contamination Checks' and reporting / recording of fuel sample results.
- 1.3. Safety procedures regarding Earth Bonding arrangements, the need for fuel cap security & control; and, the use 'access steps' by refuelling staff around aircraft.
- 1.4 **Personal Protective Equipment (PPE)** - to be used by staff when re-fuelling (i.e. gloves, goggles and reflective jackets). **Note** - footwear with exposed iron or steel studs or tips shall NOT be worn by persons dispensing fuel.
- 1.5. Safety when refuelling of helicopters (rotor blades / approaching / pilot) etc.
- 1.6. Fire procedures and precautions at fuel pumps:
- Identify the location & the operation of the 'Fireman's Switch' to isolate fuel pump electrical supplies;
  - Understand the type, location and use of portable fire extinguishing equipment provided at fuel dispensing points;
  - Understand the 'action to taken in event of fire' and the 'action to raise the fire alarm' as per the fenland airfield 'fire action notices';
  - Understand 'fuel spillage' action to be taken;
  - Understand that only 'authorized persons' should be permitted near or operating the fuel dispensing pumps;
  - Understand the need for 'No Smoking or No Naked Lights' within 6m of the fuel dispensing points,
  - Understand the need to prohibit the use of mobile phones, pagers and radios within 6m of the fuel dispensing points;
  - Understand that photographic flash equipment should not be used within 6m of the fuel dispensing points;
  - Understand, the need to prohibit the refuelling of aircraft with their engines running or rotors turning with exception of the air ambulance;
  - Understand that - **under no circumstances MUST refuelling be undertaken at any time with passengers on board the aircraft;**
- 1.7. If at any time the person dispensing fuel think any of the above items are not being adhered to by members, aircrew or passengers then they **should NOT dispense the fuel.**

# FENLAND AERO CLUB - FUEL MANAGEMENT

(Continuation Sheet)

## 2.0. FUEL DISPENSING

**Notes:** Please indicate 'Yes or No' by ringing answer regarding the individuals understanding whilst under instruction of subject

ITEM:	COMPETENCY COVERED	YES / NO
2.1.	<b>Instruction on the use and Safety Precautions of Fuel Pump Equipment</b> (including On / Off Switches, Key Activation, Pump & Meter resetting)	
2.2.	<b>Instruction &amp; Understanding of the Fuel Testing</b> (as per *Daily Ops Manual CAP 748 & aircraft fuelling & fuel installation management requirements, including record keeping)	
2.3.	<b>Instruction in Earth Bonding</b> (why it is required, practical demonstration of fixing earth bonding to aircraft and the pre-use examination of cables and bond fixings including record keeping)	
2.4.	<b>Fuel Caps</b> - instruction in checking of <b>Fuel Caps</b> including the importance of replacement prior to flight or aircraft movement.	
2.5.	<b>Instruction on Bulk Fuel Delivery Arrangements &amp; After Delivery Testing Procedures</b> (as per *Daily Ops Manual CAP 748 & aircraft fuelling & fuel installation management requirements, including record keeping)	
2.6.	<b>Access Steps</b> (care of use by staff and of the potential damage to aircraft surfaces, also safe step onto marked aircraft walk ways)	
2.7.	<b>Fuel Spill Procedures and Use of PPE Provided</b>	
2.8.	<b>Fire Precautions</b> (understand the <b>type, location and use of portable fire extinguishing equipment</b> provided at fuel dispensing points & ' <b>Action to taken in Event and 'Raising of the Alarm in event of fire'</b> as per the fenland airfield fire action notices).	
2.9.	<b>Instruction in Refuelling Process</b> (in normal circumstances Pilots will normally re-fuel own aircraft but you may be called upon to carry out this operation)	
2.10.	<b>Completing of the Daily Fuelling Check Sheet &amp; Recording Daily Testing Results</b> (Daily record forms, administration required)*	
2.11.	<b>Any Other Relevant Information</b> (Specify in box below): <b>(1).</b> Aircraft / helicopters are <u>not</u> to be pushed back or parked on the north and south grass areas which also form part of the designated re-fuelling safety area but are either to depart onward or return to the aircraft park immediately after re-fuelling. Aircraft waiting to be refuelled are to wait at the north-west corner of the 'signal square' until a pump becomes available. The northern grass area is also the only access for members to the Old Hangar. Brief notices to the effect are in place within the refuelling areas and should be brought to the pilots' attention.	

I have been shown and instructed on all of the procedures and precautions relating to the dispensing of fuel at Fenland Airfield as indicated on this form.

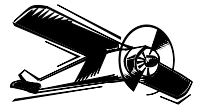
<b>Print Name of Trainee:</b>			
<b>Signature:</b>		<b>Date</b>	
<b>Name of Fuel Trainer:</b>			
<b>Signature:</b>		<b>Date:</b>	

\* As per instructions in the FAC Daily Operations Manual

# FENLAND AERO CLUB

Fenland Airfield, Holbeach St Johns, Spalding, PE12 8RQ

Tel: 01406 540330 Web: [www.fenlandairfield.co.uk](http://www.fenlandairfield.co.uk) Email: [secretary@fenlandairfield.co.uk](mailto:secretary@fenlandairfield.co.uk)



## ***Safety Report / IER Incident Report***

**Part A to be completed by the person identifying or reporting the event or hazard**

**Please fully describe the event or identified hazard:**

*Include your suggestions on how to prevent similar occurrences.*

Date of event:

Local time:

Location:

Name of reporter: (can be anonymous)

Home Airfield:

In your opinion, what is the likelihood of such an event or similar happening or happening again?

Extremely improbable

Frequent

1            2            3            4            5

What do you consider could be the worst possible consequence if this event did happen or happened again?

Negligible

Catastrophic

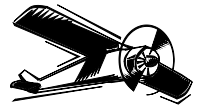
1            2            3            4            5

<i>Acft type</i>
<i>Registration</i>
<i>PoB</i>
<i>Wind</i>
<i>Runway in use</i>
<i>Visibility</i>
<i>QFE</i>
<i>Response time</i>
<i>IER crew</i>

# FENLAND AERO CLUB

Fenland Airfield, Holbeach St Johns, Spalding, PE12 8RQ

Tel: 01406 540330 Web: [www.fenlandairfield.co.uk](http://www.fenlandairfield.co.uk) Email: [secretary@fenlandairfield.co.uk](mailto:secretary@fenlandairfield.co.uk)



## ***Safety Report / IER Incident Report***

### **Part B To be completed by the Safety Officer**

Immediate action has been taken, if necessary:

Has the report been redacted, collated, and presented to the safety committee?

Report reference No

Signature

Date

Name

### **Part C To be completed by the Safety Committee**

Rate the likelihood of the event occurring or recurring:

Extremely improbable

Frequent

1

2

3

4

5

Rate the worst-case consequences?

Negligible

Catastrophic

1

2

3

4

5

What action or actions are required to ELIMINATE, MITIGATE or CONTROL the hazard to an acceptable level of safety?

Resources required:

Responsibility for Action:

Agreed and Accepted by:

Safety Officer

Date

Responsible Manager

Date

Accountable Manager

Date

Appropriate Feedback given to staff by Safety Officer?

Follow up action required:

When:

Who:

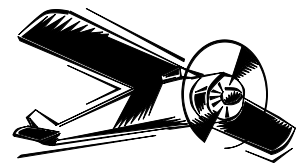
Hazard log updated:

When:

Who:

# FENLAND AIRFIELD - AIR SIDE PERMIT

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ / Tel: 01406 - 540330



## AIRSIDE PERMIT:

DETAILS	INSTRUCTIONS		
Issued By:	Airside Manager / FISO / CFI		
Issued To:			
Date & Start Time:			
Date & Expiry Time:			
Reason for Going Airside:			
Safety Instructions:			
Signature - I understand the Instructions Given:			
Vehicle Details:		Number of Persons:	
Authorised By:	Signature:	ATC Informed: YES / NO / N/A	