



FENLAND AERODROME MANUAL

Fenland Aero Club
Fenland Aerodrome
Holbeach St Johns
Spalding
Lincolnshire
PE12 8RQ

1.0. INTRODUCTION

This manual is to give guidance to members of Fenland Aero Club and visiting pilots on safe and efficient flying at Fenland Aerodrome. It should also be a point of reference for the Aerodrome Licensee, Accountable Manager, Committee & Club Members and Operating Staff¹ in regard to general working, safety arrangements.

1.1. The Purpose of the Aerodrome Manual

The purpose of 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 'Daily Operations' Manual.

Further, it sets out the aerodrome's operations in general, to ensure that the aerodrome is safe for use by aircraft having regard in particular to the physical characteristics of the aerodrome and of its surroundings. That it has an effective safety management system in place. That the aerodrome manual updated regularly, and that it forms a record of the physical characteristics of the aerodrome, of any significant difference from the standard requirements of CAP 168 and of agreements between the licensee and the Civil Aviation Authority (CAA).

1.2. The Aerodrome License

The Air Navigation Order (ANO) set out in the latest edition of CAP393, requires that certain types of flights for the public transport of passengers and instruction in flying take place from a licensed aerodrome or from certain other types of aerodrome mentioned in the order. When such flights are in progress, the condition of the licence must be met.

1.3. Distribution of the Aerodrome Manual

Any amendments to this manual will be authorised and issued by the licensee and / or the manual editor. Electronic copies of this Manual are provided to following organisations and personnel:

- The CAA;
- The Licensee, The Accountable Manager, Fenland Flying School and Operating Staff;
- Password protected copies of the Manual are available to Fenland Aero Club Members and other organisations and pilots operating at Fenland aerodrome from the Clubs web site;

The Fenland Aero Club Secretary is responsible for preparing and submitting amendments to the Manual, when required. Amendments to the Manual will be issued to distribution holders and the Club's web site.

¹ **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.

A fully updated copy of the aerodrome manual is submitted to the CAA in electronic format as described in CAP168 required documents in electronic form on changes to the Licensee or the Manual and sent to CAA Aerodrome Standards Office. Documentation should be submitted, by email to the following asddocs@caa.co.uk in PDF format and must be unsecured (no passwords).

CAA Return Correspondence - All Fenland Licensee Correspondence (including copies of Emails) is to be addressed to the following:

(Licensee's Name)

Fenland Aero Club (Licensing) Ltd

The Aerodrome

Holbeach St Johns

Spalding, Lincs, PE12 8RQ

Tel: 01406 540 330

Email: facsecretary@fenlandairfield.co.uk

1.4. The Fenland Aero Club Rules

The Fenland aerodrome Club Rules contain the general rules and regulations, including terms and conditions of the use of Fenland aerodrome and flying operations, storage and parking of aircraft etc.

1.5. The Fenland 'Daily Operations Manual'

The purpose of this manual is to give guidance and to record essential daily operational and safety checks by the Licensee's and operating staff for both the safe and efficient running of Fenland aerodrome. 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 be promulgated to pilots and aerodrome users effectively.

1.6 The Following Abbreviations Used in the Manual

FFS	Fenland Flying School	VCR	Visual Control Room
IER	Initial Emergency Responder	FOD	Foreign Object Damage
CFI	Chief Flying Instructor	VMC	Visual Meteorological Conditions
FFS	Fenland Flying School	VFR	Visual Flight Rules
		AGL	Above Ground Level

1.7 Revision Issues

DATE:	ISSUE NO:	DETAILS:
01 Aug 16	Issue No: 0	Review of Manual & incorporation of IER Manual - Aug 2016

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

All Flying Members using Fenland aerodrome, operating staff and others should make themselves acquainted with all aspects of this document and especially the **Safety Management Systems (SMS)**. We would remind Fenland Flying School, E-plane Ltd, Committee Members and Initial Emergency Responders (IER) 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 Accountable 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.

Signed

Steve Pearson

Steve Pearson
Chairman of Fenland Aero Club

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2.0. TECHNICAL ADMINISTRATION

2.1. Names and Addresses at Fenland Aerodrome:

Fenland Aero Club (Licensing) Ltd
Fenland Aero Club
c/o The Secretary
Fenland Aerodrome
Holbeach St Johns
Spalding, Lincolnshire, PE12 8RQ
Tel: 01406 540 330
Email: secretary@fenlandairfield.co.uk
Web: www.fenlandairfield.co.uk

Fenland Aerodrome Licensee:

The Managing Director,
Fenland Aero Club (Licensing) Ltd,
(Limited Company Number: 04186807),
The Managing Director (**Named Licensee**) is:

- **Mr Steve Pearson**

Private Companies Operating at Fenland Aerodrome:

Fenland Flying School

Fenland Aerodrome
Holbeach St Johns
Spalding
Lincolnshire, PE12 8RQ
Tel: 01406 540 461
Email: info@fenland-flying-school.co.uk
Web: www.fenland-flying-school
CFI **Mr Steven Brown**

E-Plane Engineering

Fenland Aerodrome
Holbeach St Johns
Spalding
Lincolnshire, PE12 8RQ
Tel: 01406 540 461
Email: E-plane@live.co.uk
Web: www.eplane.co.uk
PoC: **Mr Humphrey Penny**

2.2. Named Persons

- (a). The following are named persons as required by CAP168:
- The Licensee (Fenland Aero Club Licensing Ltd) Director - **Mr Steve Pearson**;
 - Accountable Manager - **Mr David Beale**;
 - The Chief Flying Instructor (CFI) - **Mr Steven Brown (FFS)**;
- (b). Responsibilities:
- **The Chief Flying Instructor (CFI)** - through the Accountable Manager will open and close the aerodrome whilst in use on a licensed basis as published within the UKAIP;
 - **Fenland Flying School** - the Flying School shall report to the Accountable Manager as required, on the state of the aerodrome;

2.3. Director of Fenland Aero Club (Licensing) Ltd and Accountable Manager

- (a). The Managing Director of Fenland Aero Club (Licensing) Ltd., as the Licensee's named representative, has overall responsibility for the safe and efficient running of Fenland aerodrome;
- (b). The Managing Director of Fenland Aero Club (Licensing) Ltd., as the Licensee's named representative, shall appoint an '**Accountable Manager**' in accordance with CAP168. The Accountable Manager is responsible for ensuring that all operational activities are carried out to the standard required. The person named to the post must be advised to the CAA's Aerodrome Standards Department as the Accountable Manager and be included in the aerodrome manual.

2.4. The Accountable Manager

- (a). Shall ensure the safe and efficient running of the aerodrome and its activities; and, to ensure compliance with, and maintenance of, airside safety standards and recommended practices in accordance with CAP 168 for a licensed aerodrome.
- (b). Shall establish, implement and promote the safety policy; and ensure compliance with relevant regulations, licensing criteria and the organisation's Safety Management System.
- (c). During periods of absence, the day-to-day responsibilities of the Accountable Manager may be delegated; however, the accountability ultimately remains with the Accountable Manager.
- (d). To monitor the Fenland Aero Club Committee arrangements to train fuel operatives for safe and efficient delivery of fuel to aircraft and helicopters.

- (e). To liaise with Fenland Aero Club Committee on the provision of sufficient, competent and trained Initial Emergency Responders (IER) to cover licensed flight training / operations during published aerodrome opening hours.

2.5. The Chairman of Fenland Aero Club Management Committee

- (a). Shall liaise & work with the **Accountable Manager** to ensure the safe and efficient running of the aerodrome and its activities and ensure compliance with, and maintenance of, airside safety standards and recommended practices in accordance with CAP 168.
- (b). Shall ensure that all necessary resources including financial, are available to the **Accountable Manager** to operate the aerodrome in accordance with the aerodrome manual relevant to aerodrome operations in accordance with CAP 168.
- (c). Shall liaise & work with the **Accountable Manager** to maintain a safe and efficient operating environment on the aerodrome as far as reasonably practicable. This is achieved through the effective management of the aerodrome operations and close liaison with all other relevant aerodrome users.
- (d). Shall ensure the Aerodrome Business Plan has sufficient resources to enable the success of the Safety Management System and Safety Policy.
- (e). Shall ensure that committee business meetings are held regularly, the records and decisions are suitably recorded, and that agreed items are acted upon etc.

2.6. The Role and Duties of the Fenland Flying School

- (a). Under a separate agreement the proprietor of Fenland Flying School shall undertake day to day running of the aerodrome and all operations on behalf Accountable Manager during the aerodrome opening hours, as indicated in the current AIP.
- (b). FFS shall undertake the daily inspections and other duties laid down in the Fenland aerodrome '*Daily Operations Manual*' to keep and accurately record the inspections and tests required for the day-to-day operations of the aerodrome. Responsibilities are:
 - (1). to ensure that the IER vehicle is inspected, tested, checked as appropriate and has sufficient serviceable equipment and firefighting extinguishing agents for day to day licensed flight operations on behalf of the Accountable Manager;
 - (2). to carry out all flight and ground training and other duties in a proper and professional manner, adhering at all times to aerodrome procedures and restrictions as laid down in the

Fenland Aerodrome Manual, Daily Operations Manual and FAC Club Rules;

- (3). to operate a Ground Radio Service (Fenland Radio) for inbound and outbound aircraft during the published operational hours. Fenland Flying School shall ensure that suitable trained personnel authorised to use a Ground Aeronautical Radio Station are available during aerodrome opening hours to operate the ground radio service;
- (4). to open and close the aerodrome daily, promulgate NOTAM as and when required, and maintain all records relating to the day-to-day operation;
- (5). to report any circumstance arising, which effects the licensing of the aerodrome to the Accountable Manager. FFS shall maintain and check the fuel and the fuel installation daily, as laid down in the *Aerodrome Daily Operations Manual*;
- (6). to have their own clear and relevant Safety Management Policy for both its flight operations, staff training incorporating (as necessary) the Fenland Aerodrome and Daily Operation Manual requirements, CAP 168, as well as guidance contained in any other relevant publications;
- (7). to ensure that the requirements of CAP 748 are adhered to as far as relevant to FFS aerodrome duties;
- (8). to ensure that the fuel samples are taken and stored as required;
- (9). to arrange for the receipt of fuel at Fenland aerodrome on behalf of Fenland Aero Club Management Committee if required from the fuel supplier;
- (10). to ensure that any faults with the fuel pumps are reported to the Accountable Manager as soon as possible to enable action to be taken to correct any fault;
- (11). to ensure that the daily aerodrome inspections are undertaken and logged in accordance with FAC Daily Operations Manual;
- (12). to ensure Fenland Flying School personnel hold the required CAA Ground Radio License and these persons should be in a position to view all runways and be able to initiate emergency procedures.

CHAPTER 3 - SAFETY MANAGEMENT POLICY

3.1. General Policy Statement

Fenland Aero Club Management Committee on behalf of the aerodrome licensee recognises and accepts a responsibility to ensure, as far as is reasonably practicable:

- that the aerodrome and its Air Traffic Zone are safe for use by aircraft;
- provide a safe working environment for all members, visitors, contractors, sub-contractors their employees and others whilst on Fenland Aero Club premises;
- ensure that such equipment and facilities provided are adequate and fit for purpose.

3.2. Safety of Members, Visitors and Contractors

- (a). Fenland Aero Club Management Committee on behalf of the aerodrome licensee accepts the legal duties placed upon it and will make every effort to encourage a high level of awareness of health, safety and welfare amongst its members, visitors, other companies operating from the aerodrome and contractors and the duties placed upon them under Sections 7 & 8 of the Health and Safety at Work Act 1974, which are:
- (1). to take reasonable care of their own health and safety and of others who may be affected by their acts or omissions;
 - (2). to co-operate with Fenland Aero Club Management Committee in respect of duties placed upon them;
 - (3). not to interfere with, nor misuse, anything that has been provided in the interests of health and safety.
- (b). The policy thus extends to operating staff, contractor's staff, tenants / concessionaires and their staff, visitors, passengers and other members of the general public.
- (c). These responsibilities, so far as is reasonably practicable, will be met by the following means:
- (1). Risk Assessment and Method Statements (RAMS);
 - (2). the maintenance of public areas in a safe condition;
 - (3). the maintenance of appropriate public liability insurance;
 - (4). Fenland Aero Club Management Committee on behalf of the aerodrome licensee, will ensure that its officers are informed of their responsibilities in respect of the safety of persons other than members who use the aerodrome.

3.3. Safety Committee

- (a). Fenland Aero Club Management Committee on behalf of the aerodrome licensee allocates an item on health & safety as part of the aerodrome's Safety Management Systems (SMS) at its monthly management meeting. The aim of this item at the monthly committee meeting is to monitor safety performance, manage changed, continuous improvements in safety and to discuss, report on and implement as necessary all aerodrome related safety issues.
- (b). Safety education and awareness and urgent matters is promulgated via 'all members emails, notices on Club noticeboard and CFI briefing of pilots etc.

3.4. Fenland Aerodrome Safety Management

- (a). **Internal Safety Incident Investigation** - any safety incident occurring at Fenland aerodrome will be fully investigated by the Accountable Manager reporting to the Fenland Aero Club committee. On completion of any investigation any recommendations or findings that would help to prevent such an incident reoccurring will be implemented by the Fenland Aero Club committee.
- (b). If any incident was investigated by the Air Accident Investigation Department, the Civil Aviation Authority or the Health & Safety Executive; the Accountable Manager will seek advice and guidance from the relevant authority.
- (c). All safety incidents at Fenland aerodrome will be recorded and monitored, this will be part of the procedure of the monthly committee meetings.

3.5. Safety Audit / Reviews

At regular intervals *(to be determined by the committee or events)* competent person(s) are to carry out safety audits and reviews for committee meeting or as part of FAC event management arrangements.

3.6. Personal Safety

As Fenland Aero Club or Fenland Aero Club (Licensing) Ltd, does not directly employ any person or persons, persons helping on or about the aerodrome will be advised in the safety standards required, and be briefed by the relevant manager of the area the work is being undertaken, on the 'safe person' concept.

3.7. Safety Concerns

Any member of Fenland Aero Club who has significant safety concerns about any part of the aerodrome operations or any Club safety issues should approach any Committee Members with their concern. Immediate rectifying action to be taken as required or if appropriate they will be asked to attend the next available committee meeting to put forward their concern.

3.8. Companies Operating on the Aerodrome

Companies operating on the aerodrome not under the control of Fenland Aero Club or Fenland Aero Club (Licensing) Ltd shall produce their own documentation for Safety Management System (SMS) within their company. This SMS system must recognise, acknowledge and compliment Fenland Aero Club SMS arrangements.

CHAPTER 4 - AERODROME CHARACTERISTICS

4.1. General

The aerodrome Reference Point (0524422N - 0000148W) is located in the centre of runway 18/36 grass.

The aerodrome elevation as stated in the UK AIP is 6ft amsl - that being the elevation of the RW 18 / 36 Aerodrome Datum Point.

4.2. Aerodrome Plan

The aerodrome plan showing the layout and elevation of runways, taxiways and aprons can be found in the latest UKAIP entry and is attached at Annex A. The Survey Plan of 1:2500 is attached at Annex B.

4.3. Aerodrome Obstacles

Details of all obstacles are shown in the schedule of obstacles within the aerodrome survey.

4.4. Aerodrome Survey

The latest aerodrome survey is available through the Fenland Aero Club Secretary.

4.5. Declared Distances

Declared distances are in the table below, based on the aerodrome survey and stated in the UKAIP.

4.6. Reduced Declared Distances

- (a). The CFI, in consultation with the Accountable Manager, are responsible for calculating any reduced distances in the event of temporary infringements of the runway strip, transitional surfaces or approach and take-off climb surfaces.
- (b). In the event of temporary obstructions or obstacles resulting from accidents or incidents on the manoeuvring area, the Accountable Manager or CFI are to notify pilots (by NOTAM and/or by radio transmission) of the existence of all such temporary obstructions or obstacles. If the Accountable Manager or CFI consider that aircraft operations are endangered, the runway should be closed.
- (c). Should the obstructions or obstacle risk affecting the Declared Distances it will be the responsibility of the Accountable Manager or CFI to calculate the revised distances using the approved procedures, as follows:
 - (1). Plot the position of the obstructions on the aerodrome plan;

- (2). calculate revised LDA for visual landing over an obstruction as follows:
- (i). multiply obstruction height by 25 and add 60. This total defines, in meters, the distance by which the new threshold will be offset. This will be at least 60m from the obstruction to allow a 60m runway strip;
- (d). the displaced threshold on Runway 18 is marked with arrows as per Cap 168.

4.7. Runway and Taxiway Details

- (a). Runway 18 / 36 is a 30m wide runway with a grass surface and the Magnetic declination estimated at 4° 26' W of Grid North in July 2011.

Runway Bearing			TORA	TODA	ASDA	LDA
	Grid	Magnetic	m	m	m	m
Runway 18	179° 20' 16.97"	183° 46' 16.97"	600	600	600	518
Runway 36	359° 20' 16.97"	003° 46' 16.97"	600	600	600	600

- (b). **Runways 08/26 Unlicensed Runway Declared Distances** - runways 08 and 26 are both unlicensed and distances of the unlicensed runways are:
- Runway 08 670m x 18m (grass);
 - Runway 26 670m x 18m (grass);
 - Roads pass adjacent to the threshold of both runways;
- (c). **Aerodrome Reference Point** - the Aerodrome Reference Point (ARP) has been defined as the mid-point between the starts of TORA of runway 18/36, on the runway centreline.

CHAPTER 5 - OPERATIONAL PROCEDURES

5.1. Aeronautical Information

- (a). The minimum scale of fully amended publications as prescribed are available for viewing and download from the CAA web site in the VCR.
- (b). The Licensee / Committee and Accountable Manager should ensure that all information relating to the aerodrome and its facilities is available to all users of the aerodrome.

5.2. UKAIP Entry

- (a). The UK Aeronautical Information Publication (UKAIP) is identified as the publication used for the provision of aeronautical information / data necessary for air navigation. CAP168 provides the necessary guidance.
- (b). Accountable Manager in liaison with the Licensee / Committee is responsible for notifying NATS Aeronautical Information Service of any information for inclusion into the AIP, including any errors or omissions in the aerodrome information.
- (c). Changes to the UK AIP Change Request Form 933 is to be completed by Accountable Manager, which is available from www.caa.co.uk under Publications.
- (d). It is important that the AIP information is checked regularly for any errors or new information that needs to be updated.

5.3. NOTAMS

- (a). The issue of NOTAM is the responsibility of the Accountable Manager (but if urgent action is required then the CFI may promulgate a NOTAM) by communicating it to the NOTAM Office via the fax or AFPEX account.
- (b). General aeronautical information can be obtained from the NATS / AIS website at www.ais.org.uk.

5.4. Aerodrome Inspections

- (a). **Daily Runway & Extra Runway Inspection Procedures** - before the start of daily operations, a runway inspection should be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (b). **Runway Inspection Preceding Night Flying** - before the start of Night Flying, a runway inspection should be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.

- (c). **Testing of Emergency Alarm** - before the start of daily operations, the emergency alarm shall be tested and carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (d). **Determining Availability of Runways** - following prolonged rain or snow, the condition of the runways may become such that further use by aircraft would result in serious damage to the surface; or, the surface can no longer be considered suitable for take-off and landing:
- (1). the Accountable Manager in liaison with the CFI will keep a close watch on the surfaces in such a situation and will decide if the Aerodrome should be restricted or closed altogether;
 - (2). a NOTAM shall be promulgated on any restrictions or closures as soon as the decision is made.
- (e). **Procedures for Runways in Use and Circuit Direction for Day-to-Day Operation** - the runway or runways and circuit direction in use during the promulgated hours of licensed operation shall be decided by the CFI. Normally the runway in use selected will be that most closely aligned to the surface wind direction. If the runway or runways in use are not considered suitable for a particular operation, the pilot may state that he intends to use another. Should a change of runway be necessary the following shall be informed:
- Aircraft on the Fenland Frequency of 122.925;
 - IER at Fenland;
 - Any other person working on the aerodrome who would be affected by the change.
- (f). The circuit direction for the runways at Fenland aerodrome are:
- **Runway 18** - Right Hand at 1,000ft;
 - **Runway 36** - Left Hand at 1,000ft;
 - **Runway 08** - Right Hand at 1,000ft;
 - **Runway 26** - Left Hand at 1,000ft.
- (g). At times, it may be necessary to have two runways in use at the same time, when this is so and the Runways are:
- **18 Right Hand Circuit and 26 Left Hand Circuit** - Runway 18 must be changed to left hand circuit to avoid conflict within the circuits;
Also when:
 - **Runway 36 Left Hand Circuit and 08 Right Hand Circuit are in use together** - Runway 08 must be changed to a Left Hand Circuit.

5.5. Members Use of the Runway Lights

- (a). Members leaving 'Fenland' and returning after sunset or members night flying from 'Fenland' and requiring the runway lights to be left switched on until they return; should inform the night watchman in the caravan at the back of the parking area. Then take the following action:
 - (1). turn the lights on from the switches within the enclosure adjacent to the tower door (outside);
 - (2). write the aircraft call sign and date on the special notice board situated within the enclosure;
 - (3). make certain you close the cover (door) of the said enclosure (or the rain will come in);
 - (4). upon return check the notice board within the enclosure before you turn the lights off to make certain no other person is still flying. Rub your call sign, date out, if there is another call sign on the board check, they may have arrived after you, and still be flying. If no other aircraft is flying, turn the light off and close the door;
 - (5). any member seeing the runway lights on, should not switch them off until they have checked to make certain no one is flying;

IF IN DOUBT, LEAVE THEM ON

- (b). If you are departing during the hours of daylight to return when dark and leave the lights on, if possible let someone know i.e. tell the Night Watchman in the caravan at the back of the parking area.

5.6. Aerodrome Sweeping

The Accountable Manager / CFI is responsible for implementing aerodrome-sweeping to collect and remove any item that may be deemed to cause Foreign Object Damage (FOD) to aircraft or persons on the aerodrome, apron.

5.7. Meteorological Information

- (a). Limited Meteorological information may be obtained from the Flying School that may include unofficial local area observations, airborne reports from aircraft operating within the ATZ or local area by the CFI. Generally, Meteorological information should be obtained from the Internet or via an individual Met briefing through the Met Office, Exeter.
- (b). The aerodrome may close when severe weather or a hazard such as ice, slush, snow, standing water or other coverings/contaminants are present that may endanger the taking off or landing of aeroplanes.

5.8. Low Visibility Procedures

The aerodrome is currently only available for VMC operations. Aircraft should only take off and land when VFR conditions for the type of aircraft to be operated are present. Aircraft movements on the ground will cease when the visibility is assessed as less than 500m or at the discretion of the CFI.

5.9. Surface Friction

The responsibility to ensure that all parts of the movement area that are in use, including taxiways, have adequate surface friction levels such that they may be used safely by aircraft. If, for any reason, the surface friction level is inadequate, the movement area should be withdrawn from operational use at the discretion of the Accountable Manager or the CFI.

5.10. Temporary Withdrawal of Facilities

The Accountable Manager in consultation with CFI is responsible for promulgating information on the aerodrome operational state including notification of temporary withdrawal of facilities. Promulgation of such information may take the form of a NOTAM.

5.11. Integration of Radio Controlled Model Aircraft

- (a). As a CAA Licensed Aerodrome, Fenland Aero Club will permit the **Fenland Model Flying Club** to operate within the Fenland Air Traffic Zone subject to the following procedures being observed at all times in the designated area and not above 400ft agl.
- (b). When flying model aircraft less than 7kg the Fenland Model Flying Club will:
 - (1). Have an observer on duty at all times to advise members controlling model aircraft of any Fenland aerodrome inbound or outbound aircraft that would over fly the model aircraft field - more so when Fenland aerodrome are using Runway 36. Also note that some light aircraft turn right just after take-off from Runway 18, they do not all climb straight out before turning. Fenland aerodrome operates a left hand circuit on Runway 36 to the west of the aerodrome and a right hand circuit on Runway 18 that is also to the west of the aerodrome;
 - (2). The Fenland Model Flying Club shall observe any special requests from Fenland CFI regarding the flying of model aircraft;
 - (3). Article 74 of The Air Navigation Order shall be complied with regard endangering persons or property (aircraft) by flying too high;
 - (4). When flying model aircraft over 7kg, all of the above items 1 to 5 shall apply and in addition:

- (i). All operators of model aircraft shall comply with CAA Document and in particular that the Fenland CFI is informed;
- (5). Failure to observe the rules and conditions laid down by Fenland Aero Club could result in the permission granted to Fenland Model Flying Club to operate within the Fenland Air Traffic Zone being withdrawn;
- (6). Notification of/or any enquiries should be directed to the CFI on 01406 540 461.

5.12. Recording Aircraft Movements

- (a). **Procedures for Recording Movements** - it is a requirement of HM Revenue & Customs that 'Fenland Aero Club' keep a record of all flights to and from the aerodrome.
- (b). A Movements Log Book is provided within the Clubhouse to enable all pilots to book 'In & Out' for their safety and in accordance with Rules of the Air. It is the Pilot's responsibility to make certain they comply.

5.13. Control of Works

- (a). Works on the aerodrome are only allowed with the permission of the Accountable Manager and in conjunction with the CFI. Work in progress shall be marked with standard obstruction marking and/or lights in accordance with CAP 168.
- (b). The Accountable Manager is responsible for the briefing and supervision of working parties on the aerodrome. In the event that work is necessary in the manoeuvring area or the protected surfaces resulting in a temporary infringement of the requirements of CAP 168, the CFI is responsible for notification of such infringements by NOTAM and by short notice directly to aircraft by RTF.
- (c). **Control of Grass Cutting Contractors** - grass cutting is carried out when the aerodrome is closed on MONDAYS. This work is carried out by professional contractors who have been briefed by the Accountable Manager and contractor staff must wear a HiVis Surcoat at all times when airside as well as keeping a good look out for aircraft.

5.14. Control of Access

- (a). Access by road to Fenland aerodrome is from Jekils Bank. A gated fence is positioned across the southern end of the car park to stop unauthorised entry; pilots using this gate to get to and from their aircraft must make certain it is closed after use. Gated fence runs in front of the Clubhouse from the Fenland Flying School to the northern end of the AVGAS fuel installation to stop unauthorised entry.

- (b). A link fence runs from the northern end of the AVGAS fuel installation to the entrance barrier adjacent to the road. This fence is removable to enable aircraft access from the old hangar to airside. Once the aircraft is past the said fence, it must be replaced.
- (c). There is a control barrier at the main entrance and between the car park and the new hangar and apron.
- (d). The concrete area in front of the new hangar is not airside (only the grass); however, all of the grass areas on the land known as Fenland aerodrome shall be deemed as airside.
- (e). Access by vehicle to any part of the aerodrome deemed as airside is subject to the driver being briefed and the issue of an airside vehicle pass by the Accountable Manager or the CFI. Pilots wishing to access any part of the aerodrome deemed as airside to get to their aircraft may do so. They will be responsible for the safety of their passengers when airside and must accompany them at all times. All persons when airside shall at all times wear a yellow safety jacket.
- (f). Fenland Flying School personnel shall accompany visitors going flying to and from their aircraft at all times.
- (g). E-plane Ltd personnel shall advise their engineering & maintenance customers flying in and out of Fenland aerodrome on the safety requirements when airside.
- (h). **Aviation and Maritime Security Act 1990** - signs are located around the boundary of the aerodrome including Runways 08/26 abutting the public roads give warning of unauthorised presence in restricted zone under Section 21c of the Aviation and Maritime Security Act 1990.

5.15. Fuel and Oil Management

- (a). **AVGAS Fuel (Testing & Inspections)** - a daily fuel test of AVGAS is to be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (b). **Jet A1 Fuel (Testing & Inspections)** - a fuel test of Jet A1 is to be carried out prior to any fuel being purchased or dispensed, in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (c). **Earth Bonding Wire (Inspection)** - a daily inspection of the refuelling installation Earth Bonding cables and connections is to be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
- (d). **Aircraft Occupants & Refuelling** - before any fuel is dispensed, **all persons MUST have disembarked the aircraft.** No person will be allowed to remain on board when the aircraft is refuelled (*in accordance with CAP 748*).

-
- (e). **AVGAS Fuel (Self-Dispensing)** - members & visitors may self-dispense fuel to their own aircraft with full instructions provided at the Refuelling Hut:
- Member & visitors are responsible to ensure that the fuel is fit for purpose and the daily fuel checks have been carried out;
 - Before any fuel is dispensed, the earth bonding wire must be attached to the aircraft;
 - A check should be made to ensure that no persons have mobile phones switched on or any other items that may cause any electrostatic discharge within the area of the fuel installation;
 - On completion of the delivery, the earth bonding wire should be removed and stored back at the pump;
 - All members are requested to move the aircraft from the pumps as soon as possible.
- (f). **JET A1 Fuel (Self Dispensing)** - members or visitors requiring JET A1 must first contact the Fenland Flying School staff prior to refuelling to ensure fuel system switched on and that the daily fuel sample test has been undertaken:
- Member or visitors shall check to ensure that the fuel is fit for purpose and the daily fuel checks have been carried out;
 - Before any fuel is dispensed, the earth bonding wire must be attached to the aircraft / helicopter;
 - Before any fuel is dispensed the pump meter readings should be logged;
 - A check should be made to ensure that no persons have mobile phones switched on or any other items that may cause any electrostatic discharge within the area of the fuel installation;
 - On completion of the delivery, the earth bonding wire should be removed and stored back at the pump;
 - On completion of the delivery, the pump meter reading should be logged and recorded;
 - All members are requested to move the aircraft / helicopter from the pump as soon as possible.
- (g). **Delivery of Fuel to the Installation** - only Fenland Aero Club personnel trained in fuel delivery will oversee a delivery of AVGAS or JET A1 fuel from the supply tanker into the relevant storage tanks on the aerodrome.
- (h). 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 given to the Fenland Aero Club Secretary.

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- (i). Any fuel delivery is to be carried out in accordance with the written procedures in the Fenland 'Daily Operations Manual'.
 - (j). Fenland Aero Club on behalf of the aerodrome licensee has procedures for the receipt, storing and handling of aviation fuels and oils comply with CAP 748 and ANO Article 137 are under the control of the Accountable Manager.

5.16. Procedures Following a Fuel Spillage

- (a). In the event of a fuel spillage, action should be taken immediately to stop the fuel flow as far as is reasonably practicable, without placing individuals at risk from injury, fire or environmental considerations.
- (b). If the spillage measures greater than two meters in diameter you should:
 - Notify the Aerodrome Fire Service (IER);
 - Prevent the movement of persons in the affected area;
 - Check activities in the vicinity to reduce the risk of ignition;
 - Check that no engines are started within 6 meters of the spillage;
 - Carry out action to remove the spillage and any disposal of contaminated materials as necessary;
 - Contact the IER Manager (or CFI if unavailable) and advise and if 'Occurrence' forms require completion etc.
- (c). Members or visitors who encounter a spillage when self-refuelling should contact the CFI or Fenland Flying School Reception immediately.

5.17. Accident, Incident, Airprox and Mandatory Occurrence Report (MOR)

Incidents should be discussed with the CFI in the first place, who can provide advice and guidance on report the occurrence if necessary.

5.18. Disabled Aircraft

- (a). Aircraft that have been involved in an accident or incident and as a result have become disabled must not be moved until the statutory requirements have been met.
- (b). If required, the Air Accident Investigation Branch (AAIB) for Civil Aircraft or the Ministry of Defence (MOD) for Military Aircraft must give permission to move an aeroplane. When a requirement to move the aircraft exists in order to save life, and permission has not or cannot be obtained, the Accountable Manager / CFI are responsible for authorising any removal or movement of the part or all of the aircraft.
- (c). The Accountable Manager / CFI is to make a written report of the reasons for the decision, to include detail of the actions taken, marked position on the ground, diagrams and measurements, photographs and films, for submission to the relevant authority.
- (d). An inspection of the runway, associated areas and services is to be made before any further flying recommences.

5.19. Aerodrome Snow Plan

Fenland Aero Club Management Committee on behalf of the aerodrome licensee will close during periods of bad weather including snow, ice, rain and high winds.

5.20. Wildlife Hazard Control Plan

Wildlife and Bird Control is managed in accordance as far as reasonable practicable. There is no area that is host to significant numbers of birds other than local farmland and the wash area to the north outside of the zone. Bird strike and near miss reports are recorded and can be filed on-line.

5.21. Aerodrome Safeguarding

- (a). Fenland Aero Club on behalf of the aerodrome licensee will, if a proposed development requires, produce a Safeguarding Map. The decision on producing such a map will be taken by the Committee.
- (b). This safeguarding map is lodged with both 'South Holland District Council' Local Authority Planning Authority (LAPA). The LAPA notify Fenland aerodrome of any proposed developments that may affect aerodrome operations within certain criteria relating to its height and location. A consultation process is then entered into with this LAPA.
- (c). With regard to the location of **Fenland Aerodrome** in the main, it will be notifications regarding Wind Turbines that could need more attention. Any proposed developments of wind turbines within aerodrome zone will be referred for consultation as they may have some impact on the safeguarding.

5.22. Runway Incursion Prevention

- (a). The UK CAA defines a runway incursion as any occurrence at an aerodrome involving the unauthorised or unplanned presence of an aircraft, vehicle or person on the protected area of a surface designated for aircraft landings, departures and operations.
- (b). Fenland Aero Club Management Committee on behalf of the aerodrome licensee, need to be aware of the potentially catastrophic hazards presented to aircraft by runway incursions and to focus on preventative measures.

5.23. Third Party Monitoring

- (a). The Air Navigation Order, Article 128 requires that an aerodrome be safe for the use by aircraft. As part of this aerodrome licensees have responsibility for control of those areas, including leased areas within the aerodrome boundary, that are available for aircraft movements requiring the use of a licensed aerodrome.
- (a). Fenland Aero Club Management Committee on behalf of the aerodrome licensee in addition to having responsibilities for areas or services under their direct control, they have responsibilities under the aerodrome license for areas used or operated by third parties. Examples include tenants and concessionaries under lease or other uses, and the provision of IER where the licensee contracts this to another party.

5.24. Helicopter Arrivals and Departures and Operations on the Aerodrome

- (a). **Procedures for the Arrival and Departure of Helicopters and Operations on the Aerodrome** - helicopters arriving at Fenland for JET A1 fuel or parking shall arrive via the runway in use then air taxi to Hold 'A'. From Hold 'A,' they will air taxi to the JET A1 fuel installation or the parking area:
 - Helicopters arriving at Fenland for AVGAS fuel shall arrive via the runway in use then air taxi to the AVGAS fuel installation;
 - Helicopters departing from the JET A1 fuel installation or the parking area shall air taxi to Hold 'Alpha', before departing the aerodrome;
 - Helicopters departing from the AVGAS fuel installation shall air taxi to the runway in use to depart;
 - On no account shall any Helicopter depart or arrive from the back of the parking area or over the village to the east of the aerodrome;
 - Helicopters will operate normal circuit procedures unless otherwise arranged with the CFI;

- Helicopters wishing to operate on the aerodrome should arrange with the CFI before proceeding. The area available for aerodrome operations is subject to the runway or runways in use;
- The pilot of any helicopter will maintain a listening watch on the Fenland frequency of 122.925 at all times when operating on the aerodrome.

Final Version

CHAPTER 6 - VISUAL AIDS

6.1. Description of Aerodrome Visual Aids

- (a). **Windsleeves** - two unlit windsleeves are positioned on the aerodrome with the main windsleeve located on the western side of Runway 18/36 at its intersection with Runway 08/26 (at Hold Bravo). A second windsleeve is located at the entrance to the aerodrome from the road. The main windsleeve is sited so that is visible from each take-off position.
- (b). **Runway 18**
- Runway edge lighting (not licensed);
 - LITAS lighting;
 - Illuminated green threshold bar (laid out when required not fixed);
 - Illuminated red stop bar (not licensed);
 - White painted displaced threshold arrows;
 - White painted runway designator numbers;
 - White painted arrows indicating the starter extension available for take-off;
 - Hold signs for Echo, Whiskey & Bravo.
- (c). **Runway 36**
- Runway edge lighting (not licensed);
 - White painted runway designator numbers;
 - Hold signs are located at Bravo.
- (d). **Runway 08 / 26 Grass (not licensed)**
- White edge markings;
 - White corner markings;
 - White Runway designator numbers.
- (e). **Apron**
- Hold signs for Alpha;
 - White painted 'H' marking landing site for helicopters;
 - Signage is provided to indicate parking rows/
- (f). **Signage** - all aerodrome signage as per CAP168.

6.2. Use of Aeronautical Ground Lighting

Use of the aeronautical ground lighting is covered in the Operations chapter of this manual and the Fenland Daily Operations Manual.

6.3. Power Failure

There is no battery backup for the aeronautical ground lighting at Fenland aerodrome.

6.4. Flight Inspections

There is no requirement for flight inspections of the AGL although unlicensed checks are carried out by the CFI with locally based aircraft, when required.

6.5. Obstacle Lighting

Low intensity red obstacle lights are fitted in accordance with CAP168 on the Old Hangar only.

6.6. Inspection and Maintenance of Visual Aids

- (a). Inspection and reporting damage to signs, markings and signals is incorporated in and carried out as part of the daily aerodrome inspection and also set out in the Daily Operations Manual and Operational Procedures in this manual.
- (b). **Fenland Aerodrome Lighting Inspections** - 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.

(c). Fenland Aerodrome LITAS Setup Arrangements & Inspection Checks

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:

- **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;
- **Step 2** - reset lights back onto frame and ensure that their cradle is set onto the frame level both horizontally & lengthways;
- **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:
 - first set of lights from Hold Alpha - $(V^1) \downarrow (V^2) = \text{set at } 3^\circ 40' \leq$;
 - second set of lights from Hold Alpha - $(V^3) \downarrow (V^4) = \text{set at } 4^\circ 20' \leq$;
- **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;
- **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;

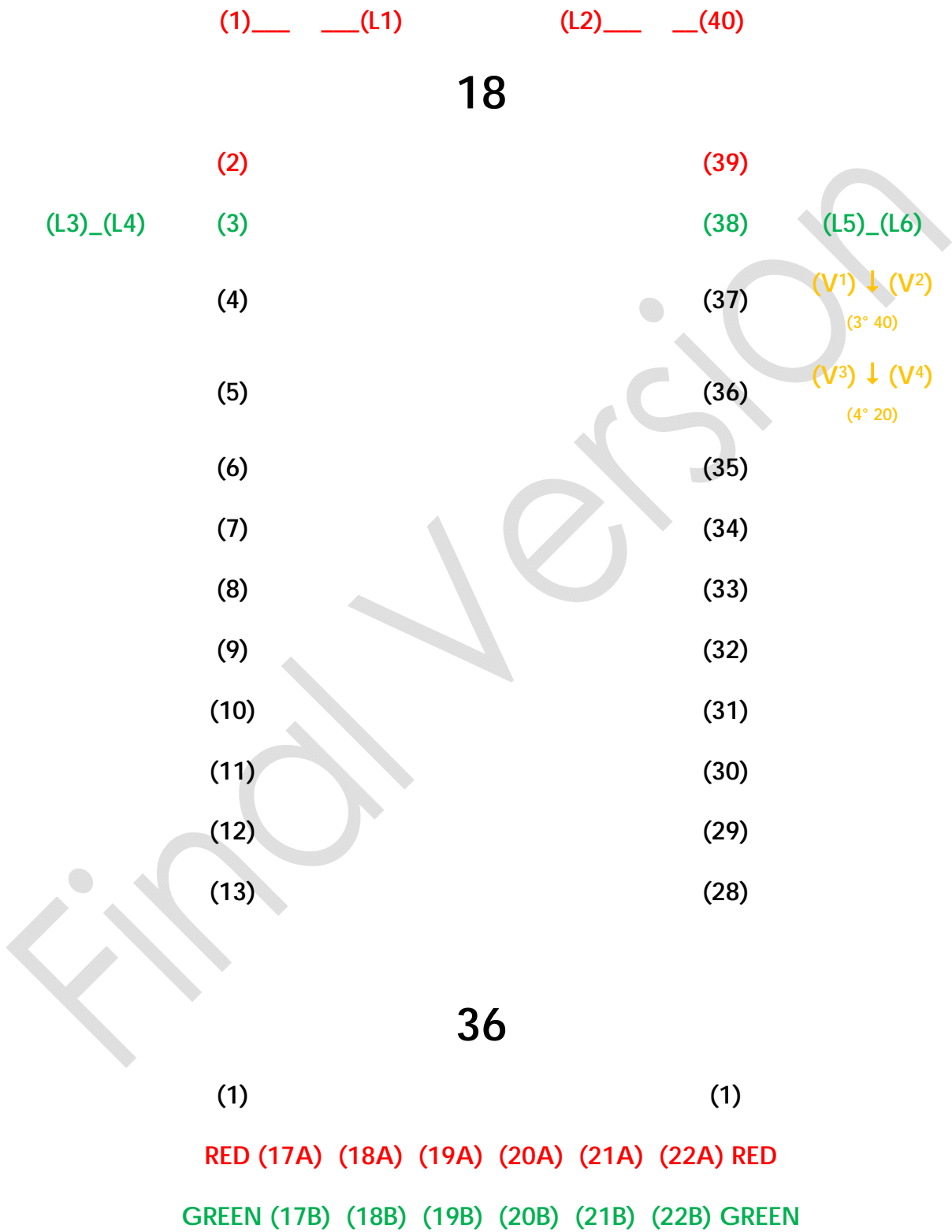
6.7. Aeronautical Ground Lighting Responsibilities

Responsibility for the upkeep of the signs, markings, signals and aeronautical ground lighting rests with the Accountable Manager.

6.8. Aeronautical Ground Lighting - Windsleeve

The windsleeves are not illuminated for night flying; however, the radio is to be manned as part of IER emergency arrangements and where wind direction and strength information may be communicated during night flying operations.

6.9. Aerodrome Lighting Layout Runway 18 / 36:



CHAPTER 7 - AERODROME INITIAL EMERGENCY RESPONDERS (IER)

7.1. Initial Emergency Responder (IER)

Fenland aerodrome now operates an 'Immediate Response' capability in accordance with CAP 168, Appendix 8C.

7.2. IER Provision

Trained IER personnel will be designated to operate the IER facility whenever flights required to use a licensed aerodrome are taking place:

RFF CATEGORY	MINIMUM NUMBER OF IER PERSONNEL
IER/RFF Special	Two (1 x MUST IER trained)

7.3. Age & Medical Fitness of IER Personnel

- (a). Young persons aged less than eighteen years shall not be accepted as personnel designated to be part of the operational Fenland IER.
- (b). To ensure that the Licensee can be assured of the general medical fitness of personnel undertaking IER duties, IER personal should hold a recognised medical certificate *for example, a holder of a CAA PPL / LAPL Medical Certificate or DVLA Group 2 (Professional Driving) Fitness Certificate as required for a NPPL etc.* Alternatively those not in possession of a medical certificate, then the person to sign a disclaimer prior to undertaking IER Duties and training that they are fit to undertake IER duties.

7.4. Overview of Fenland Airfield

Situated in the South Lincolnshire fens and home to the Fenland Aero Club, Fenland aerodrome provides four grassed runways two licensed runways (18 & 36) and two unlicensed runways (08 & 26), all taxiways and apron areas are also grassed serving fixed wing, helicopter, general aviation and Club flying. The aerodrome has a wide range of members' aircraft types including Cessna 150, C172, LAA and Microlite flex wings. Flight training generally takes place weekly between the hours of sunrise and sunset. Furthermore, occasional night flying and special events are held at the airfield during the year. Fixed structures at Fenland aerodrome include a clubhouse with flying school attached, two members' hangars, a maintenance hangar, portacabin, Avgas and separate JetA1 fuelling areas. The aerodrome is predominantly surrounded by arable farmland.

7.5. Worst Case Scenario

A Cessna C150 is flying circuits at Fenland aerodrome. The aircraft is being used for flying training with one instructor and one student. As the Cessna C150 attempts to land on Runway 18 the aircraft strikes a passing vehicle on the road crossing the approach to the runway. The Cessna hits the vehicle resulting in an aircraft impact on Runway 18 threshold causing a fuel fire that begins to envelope the aircraft. The vehicle is damaged but the driver is unharmed other than shock.

7.6. Initial Emergency Responder (IER) Training

(a). The Licensee of Fenland Airfield will provide trained IER Club members as far as reasonably practical and subject to individual IER personnel (*who are all volunteers*) and the limited resources, conditions & circumstances provided at Fenland Aero Club and aerodrome as follows:

- (1). that all training scenarios are undertaken to ensure the safety of all personnel including the provision of risk assessment as necessary;
- (2). Are generally provided with initial training and assessment in the core competences of their role of IER (*Referred to as 'training in acquisition'*);
- (3). Are provided with a structured training programme with refresher training at intervals of generally not more than 12 months, in the core competences (*Referred to as 'training in application'*) - set out in the IER Training Notes;
- (4). Carry out practical training session including the discharge of the vehicle mounted fire extinguisher on a suitable 'hot fire' at intervals of generally not more than 12 months;
- (5). Certification by the Training Provider of IER personnel undergoing refresher training at a formal training session, demonstrating through examination and practical application a competent standard, as far as reasonably practicable.

(b). **The Senior IER (SIER)** - in conjunction with the Fenland Aero Club Committee will as far as reasonably practicably and within the limited available resources, and conditions & circumstances commensurate with Fenland Aero Club and Airfield make sure that IER members are rostered and have training sessions to meet the operational requirements. Additionally and as far as practicable:

- (1). All IER personnel shall receive regular ongoing training and assessment in their role;
- (2). That IER personnel have their Individual Training Records maintained for inspection by the CAA, as necessary;

- (3). All training scenarios should be risk assessed to ensure the safety of all personnel.
- (c). **Competent Person(s)** - the Fenland Aero Club Committee will ensure that competent person(s) provide and conduct an assessment of the hazards and associated risks following which IER personnel should be provided with sufficient initial and annual IER refresher training to carry out their role, including suitable first aid training.
- (d). **Competences** - IER Personnel should be competent in at least the following: the aerodrome emergency procedures:
- the aerodrome topography;
 - achieving a response as expediently as possible;
 - application of the necessary procedures to deal with the types of emergencies appropriate to the operation, hazards and risks;
 - the selection, use, and maintenance of equipment;
 - the application of the extinguishing agents;
 - Initial Emergency Medical Aid (IEMA) and casualty handling;
 - Records of all training to be maintained.
- (e). **Training Notes** - the IER Training Provider will issue IER personnel with a comprehensive set of theory and general guidance notes to assist IER staff meeting and maintaining their competency standards as far as reasonably practicable.

7.7. Safe Person and Dynamic Risk Assessments Concept

- (a). The operational work of the IER is performed in a working environment, which is constantly changing and may be extremely hazardous. Therefore, normal 'safe working place' cannot satisfactorily be implemented and to compensate 'safe person' and 'dynamic risk assessment' concepts are to be applied.
- (b). To maintain the effectiveness and competency of IER members, the Aerodrome Licensee will make sure that the individuals who perform operational roles are as safe as is reasonably practicable.
- (c). Fenland aerodrome ensures the health, safety and welfare of its members by providing and maintaining comprehensive and valid Risk Assessments to ensure:
- A safe environment;
 - Safe equipment;
 - Safe systems of control;
 - Competent IER members.

7.8. Fenland IER Training Programme - Application of Core Skills

Item No:	TRAINING MODULE	J	F	M	A	M	J	J	A	S	O	N	D
1.	Hot Fire*	X						X					
2.	Tactics & Techniques*	X						X					
3.	Vehicle & Equipment Operations**	X						X					
4.	Aircraft Familiarisation**	X						X					
5.	Aerodrome Topography (1000 metre area)**	X						X					
6.	Response Time Test***	X						X					
7.	R/T Procedures**	X						X					
8.	First Aid*	X						X					
9.	Emergency Procedures**	X						X					
10.	Liaise with Local Authority Emergency Services *							#					

*Will be undertaken annually at IER Refresher Training;

**Will be undertaken bi-annually as part IER training;

***Undertaken more frequently through ATC and the Accountable Manager;

#Dependent on other agencies and not under Fenland Control;

Note - the aim of the licensee is to deliver this IER training programme **as far as reasonably practical** and subject to individual IER personnel (*who are all volunteers*) and the limited resources, conditions & circumstances provided at Fenland Aero Club.

7.8. IER Vehicle and Equipment

- Rescue & Medical Equipment** - Fenland aerodrome will as far as reasonably practicable provide a mechanically reliable and serviceable vehicle capable of accommodating the IER personnel and traversing the terrain encountered in response to any incident at the aerodrome.
- Radio Communications** - radio equipment shall be provided in fixed &/or portable that is effective within the response area.
- Lighting** - hand lamps and appropriate portable lighting equipment shall be provided for licensed flying during the hours of darkness.
- Maps** - the IER vehicle will hold a copy of the aerodrome 'Map' and Ordnance Survey information upto 1000m of the under/over shoots to the runway(s).
- Equipment** - Fenland aerodrome shall provide rescue and medical equipment commensurate with the hazard and risk of the scale of aircraft operations at the aerodrome.

- (f). **Clothing** - Fenland aerodrome shall provide Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) appropriate to the risks and hazards.

7.9. IER Vehicle Firefighting Agents

- (a). **Extinguishing Agents Provided** - Fenland aerodrome provides a minimum of 135 litres of water and foam premix with a discharge rate of at least 60 litres per minute (lpm). With a hose line of sufficient length(s) appropriate to dealing with fires involving the sizes and types of aircraft normally using the aerodrome and a hand controlled foam-making branch.
- (b). **Complementary Extinguishing Agents** - additionally, the IER appliance is provided with the following minimum of quantity of complementary extinguishing agents:
- 18 Kgs of Dry Powder;
 - 20 Kgs of CO₂;
 - Fire Blanket.
- (c). **Reserve of Foam Concentrate** - Fenland aerodrome provides 100% reserve of foam concentrate and reserve of complementary agent at the aerodrome for IER Vehicle replenishment.
- (d). **Emergency Planning / Emergency Orders** - include arrangements for alerting the IER, for the immediate notification of other key aerodrome personnel and for summoning externally based emergency services.
- (e). Local Authority Emergency Services are welcome to familiarise themselves with the emergency procedures as well as the topography of the aerodrome through familiarisation visits.

7.10. IER Documentation

Fenland 'Daily Operations Manual' holds the following IER documentation:

- Daily IER Vehicle & Equipment Check sheet;
- Incident IER report to be completed in full, following any incident.

;

CHAPTER 8 - FENLAND AERODROME EMERGENCY ORDERS

8.1. General

The objective of Emergency Orders is to have clearly defined procedures and the actions to be taken by personnel in the case of an emergency.

8.2. Notes for General Guidance

- If fewer than minimum IER personnel or the IER appliance attendance required then the CFI must be informed immediately and Licensed Flight Training suspended.
- The IER is not required to attend outside the aerodrome boundary;
- The Fenland IER vehicle **is not insured** to proceed on the public roads;
- The repair & maintenance of the IER appliance will meet a standard sufficient to pass a vehicle MoT examination.

8.3. Standby Points

The following initial standby points can be used by the IER:

- Runway 18/36 - Holding Point Alpha;
- Runways 26/08 - Bravo.

8.4. Rendezvous Points (RVP)

The following Rendezvous Point (RVP) will be used by the local authority Fire, Police and Ambulance Services:

- RVP - Club Car Park.

8.5. Crash Maps

The aerodrome is of a size and with such low staffing levels, that a crash map system has not been adopted.

A local area map with information on access to 1000m points from the runway thresholds has been provided and is located in the Fenland fire appliance.

8.6. Emergency Alarm and Telephones

The emergency crash alarm is operated from the VCR or the Fenland Flying School office.

Testing of the Crash Alarm is carried out as per the 'Daily Operations' manual.

Emergency telephones (BT landlines) are located in the following areas:

- The VCR;
- The Fenland Flying School Office;

- The Clubhouse.

8.7. Aircraft Accident or Incident Procedure

If an aircraft, accident has occurred or is inevitable on, or in the vicinity of, the aerodrome:

Aircraft Accident Definition

'An aircraft accident that has occurred or is inevitable on, or in the vicinity of, the aerodrome'

ACTION:

- Operate the crash alarm;
- Inform IER stating 'Aircraft accident';
 - the place;
 - Type of Aircraft;

Full Emergency Definition

'When it is known that an aircraft is in such trouble that there is a Danger of an Accident on Landing'

ACTION:

- Operate the crash alarm;
- Inform IER stating 'Full Emergency' at: ;
 - the place,
 - Type of Aircraft (if known);
 - Registration Number if known;
 - ETA minutes;
 - Persons on board if known;
 - Nature of trouble;

Contact the Emergency Services

- **Call (9) 999** (Dial 9 to get Outside Line in Tower & Clubhouse)
- State the following:
 - This is: **Fenland Aerodrome, Jekils Bank, Holbeach St Johns Spalding, Lincs PE12 8RQ;**
 - We have an Aircraft Accident;
 - Place or Area;
 - Type of aircraft (if known) / Persons on board (if known);
 - Access Point or Rendezvous Point (RVP) - **Clubhouse;**

CHAPTER 9 - AIR TRAFFIC SERVICES

9.1. Description

- (a). During periods when the Fenland aerodrome is open, it will provide as far as reasonably practicable a Ground Radio Service in accordance with CAP 452. This service is provided on frequency 122.925 MHz, using the call sign 'Fenland Radio' as identification.
- (b). If a Ground Radio Service is not available, aircraft using Fenland aerodrome will need to provide relevant safety information on a frequency 122.925 MHz, using the call sign 'Fenland Traffic' as identification. Aerodrome runway information is available from the wind sleeve at Hold Bravo at the intersection of Runways 18/36 & 08/26.

9.2. Air Traffic Zone

An Air Traffic Zone (ATZ) with a radius of two nautical miles and a height of 2,000ft agl is established during the aerodrome hours published in the AIP.

9.3. Runway in Use

The CFI is to select the runway to be used with regard to the surface wind direction and any other operational considerations.

9.4. Circuit Direction

Circuit and noise abatement procedures are detailed in Operations Chapter of this manual.

9.5. Noise Abatement Procedures

- (a). All traffic to avoid overflying the village of Holbeach St Johns (1nm east of the A/D) below 1500 ft QFE.
- (b). **RW 18 Arrivals** - to avoid overflying the farmhouse / riding centre west of the extended centre line, on base leg fly on northern side of electrical cables 1800m north of aerodrome until established on extended line.
- (c). **RW 36 Departures** - to avoid overflying the farm house /riding centre West of the extended line, after take-off, track 5° right of the extended line and maintain until passing the electrical cables 1800m North of the aerodrome.

CHAPTER 10 - COMMUNICATIONS AND NAVIGATIONAL AIDS

10.1. Navigational Aids

Fenland Aerodrome currently has no navigational aids.

10.2. Communications

Details of communications at Fenland aerodrome are as follows:

- The Radio Transmitting Frequency (RTF) for communications at Fenland aerodrome is **122.925** MHz;
- RTF equipment is located within the VCR operating on 122.925 MHz is as follows:
 - 1 x ICOM A1 Transmitter / Receiver Base Station;
 - The ICOM unit within the visual control room is fitted with a battery back-up facility lasting approximately 30 minutes standby;
- Additional, RTF equipment is located within the Fenland Flying School Office operating on 122.925 MHz is as follows:
 - 1 x ICOM A1 Transmitter / Receiver Base Station;
- A number of hand held ICOM Transceivers are also available.

AERODROME
CHART - ICAO

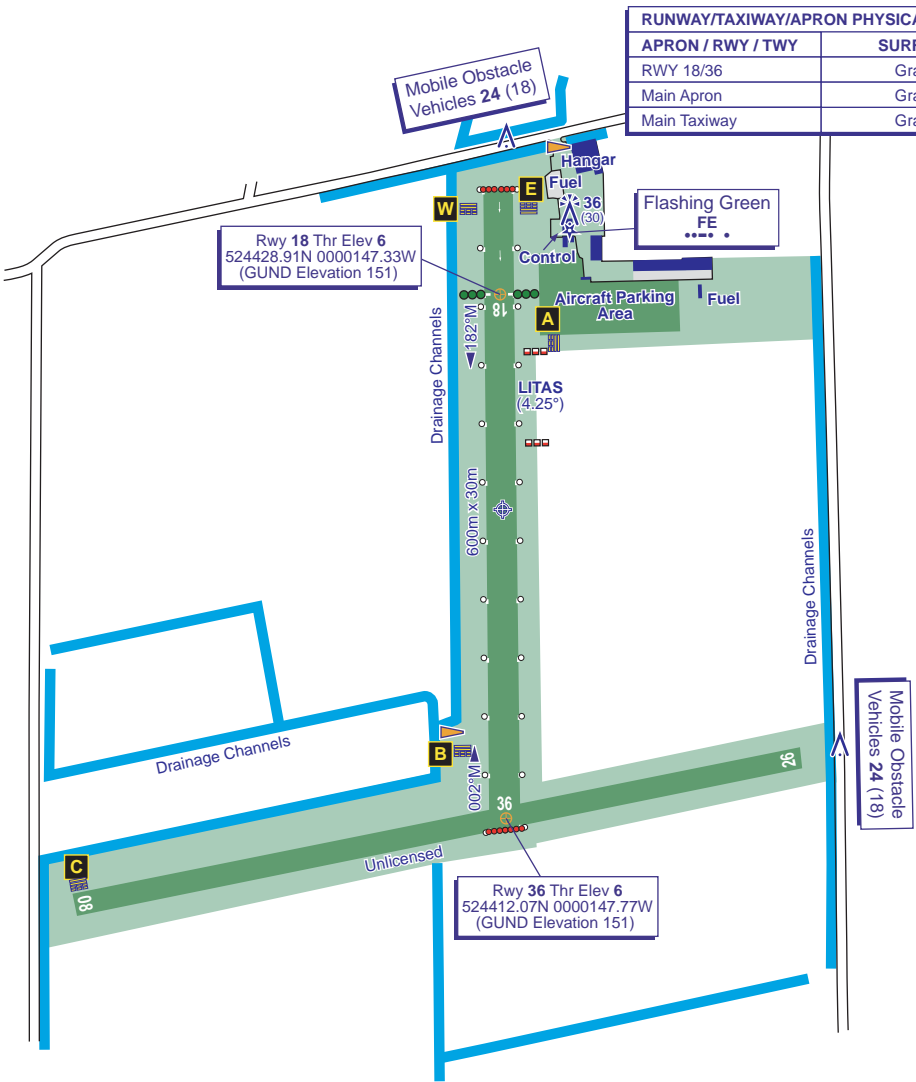
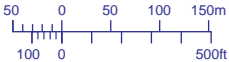
ARP 524422N 0000148W

AD ELEV 6FT

FENLAND
EGCL

AERO INFO DATE 1 SEP 14

GUND (Geoid Undulation) = The height of the Geoid (MSL) above the Reference Ellipsoid (WGS 84) at the stated position.	
BEARINGS ARE MAGNETIC ELEVATIONS AND HEIGHTS ARE IN FEET	
ELEVATIONS IN FEET AMSL	36 (30)
HEIGHTS IN FEET ABOVE AD	

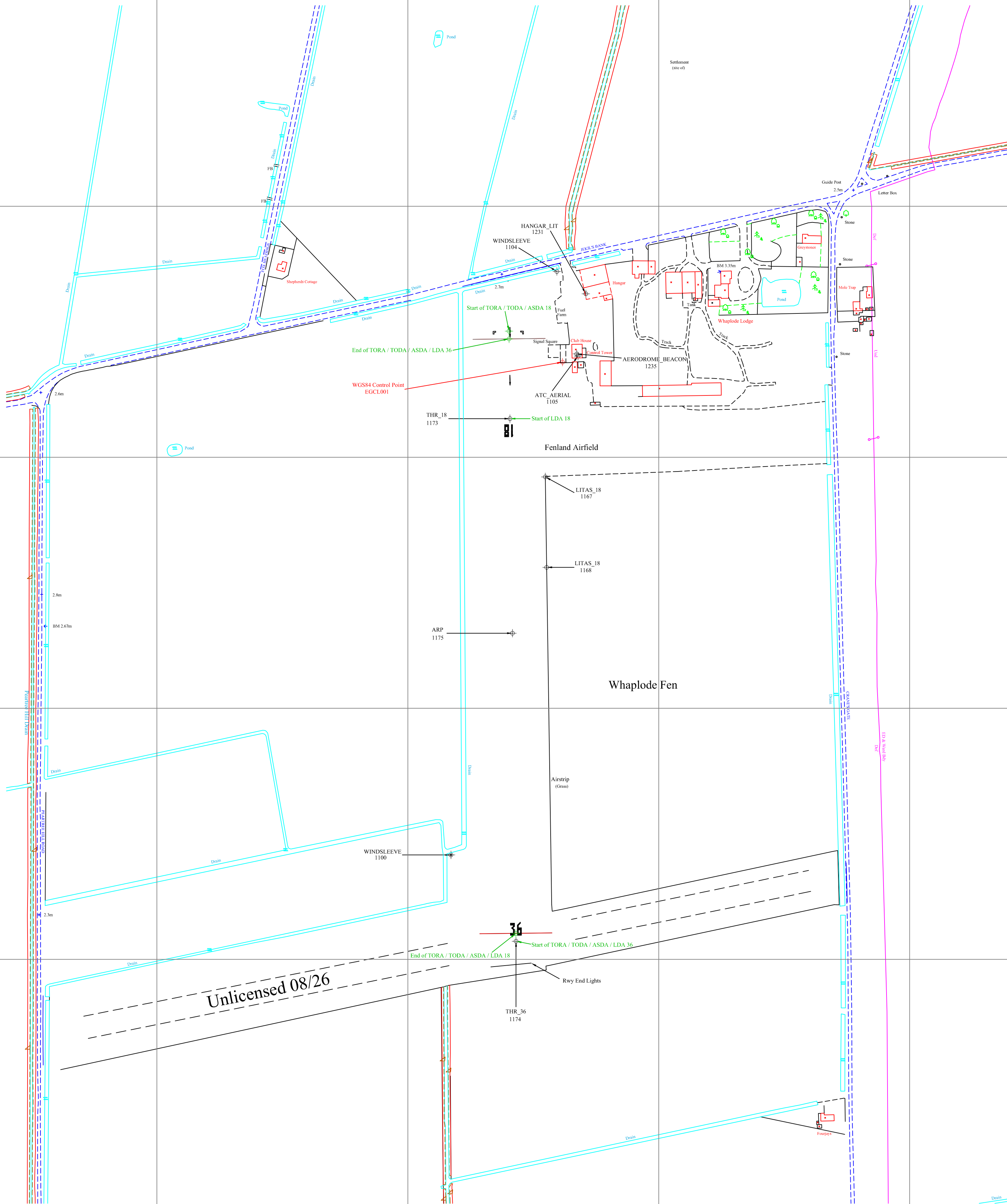
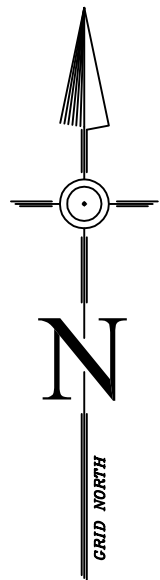


RUNWAY/TAXIWAY/APRON PHYSICAL CHARACTERISTICS			
APRON / RWY / TWY	SURFACE	BEARING STRENGTH	ELEVATION
RWY 18/36	Grass	-	-
Main Apron	Grass	-	-
Main Taxiway	Grass	-	-

VAR 1.2°W - 2014
N
Annual Rate
of Change 0.15°E

CHANGE (12/14): RUNWAY LIGHTING. AIRCRAFT PARKING AREA.

COM		
A/G	122.925	FENLAND RADIO



Ref No.	Description	Identifier	WGS84 Coordinates		WGS84 Ht	Lit	OSGB36 Coordinates		Ht AMSL	Survey		
			Latitude	Longitude			Eastings	Northings				
1100	WINDSLEEVE		524414.91N	000015.10W	54.30	178.15	N	533042.98	317353.96	6.15	26.75	14/01/2004
1104	WINDSLEEVE		524433.61N	000014.83W	54.65	179.30	N	533148.48	317935.05	6.49	27.84	14/01/2004
1105	ATC AERIAL		524430.87N	000014.83W	57.07	187.24	N	533169.53	317850.84	10.91	35.80	14/01/2004
1167	LITAS 18		524427.01N	000014.54W	47.95	157.31	N	533137.01	317730.50	1.79	5.88	14/01/2004
1168	LITAS 18		524424.09N	000014.80W	47.70	158.49	N	533138.32	317640.39	1.56	5.10	14/01/2004
1173	THR	18	524428.91N	000014.73W	48.09	157.77	N	533101.76	317788.48	1.94	6.35	14/01/2004
1174	THR	36	524412.07N	000014.77W	48.05	157.64	N	533107.79	317287.99	1.90	6.24	14/01/2004
1175	THR	ARP	524422.00N	000014.72W	48.04	157.60	N	533104.25	317574.82	1.88	6.18	14/01/2004
1176	START_TORA	18	524431.73N	000014.76W	48.06	157.68	N	533100.77	317875.66	1.90	6.22	14/01/2004
1177	START_TODA	18	524431.73N	000014.76W	48.06	157.68	N	533100.77	317875.66	1.90	6.22	14/01/2004
1178	START_ASDA	18	524431.73N	000014.76W	48.06	157.68	N	533100.77	317875.66	1.90	6.22	14/01/2004
1179	START_LDA	18	524428.91N	000014.73W	48.10	157.81	N	533101.76	317788.48	1.94	6.35	14/01/2004
1183	START_LDA	36	524412.07N	000014.77W	48.05	157.68	N	533107.79	317287.99	1.90	6.24	14/01/2004
1225	AERODROME BEACON	FE	524430.94N	000014.89W	56.17	184.30	N	533168.35	317852.97	10.02	32.87	06/07/2011
1327	START_TORA	36	524412.07N	000014.77W	48.05	157.65	N	533107.79	317287.99	1.90	6.24	06/07/2011
1328	START_TODA	36	524412.07N	000014.77W	48.05	157.65	N	533107.79	317287.99	1.90	6.24	06/07/2011
1329	START_ASDA	36	524412.07N	000014.77W	48.05	157.65	N	533107.79	317287.99	1.90	6.24	06/07/2011
1330	END_TORA	18	524412.32N	000014.77W	48.04	157.62	N	533107.70	317275.70	1.89	6.21	06/07/2011
1331	END_TODA	18	524412.32N	000014.77W	48.04	157.62	N	533107.70	317275.70	1.89	6.21	06/07/2011
1332	START_ASDA	18	524412.32N	000014.77W	48.04	157.62	N	533107.70	317275.70	1.89	6.21	06/07/2011
1333	END_LDA	18	524412.32N	000014.77W	48.05	157.65	N	533107.76	317275.51	1.90	6.24	06/07/2011
1334	END_TORA	36	524431.49N	000014.77W	48.03	157.57	N	533100.86	317887.94	1.87	6.14	06/07/2011
1335	END_LDA	36	524431.49N	000014.77W	48.03	157.57	N	533100.86	317887.94	1.87	6.14	06/07/2011
1336	END_ASDA	36	524431.49N	000014.77W	48.03	157.57	N	533100.86	317887.94	1.87	6.14	06/07/2011
1337	END_LDA	36	524431.49N	000014.77W	48.03	157.57	N	533100.86	317887.94	1.87	6.14	06/07/2011

Ref No.	Description	WGS84 Coordinates		WGS84 Ht		OSGB36 Coordinates		Ht AMSL	
		Latitude	Longitude	m	ft	Eastings	Northings	m	ft
EGCL001	WGS84 Control Point	52 44 30.86984 N	000 01 44.4635 W	48.810	160.135	533154.114	317844.800	2.657	8.71

10 Jul 2001 Produced from Ordnance Survey digital data and incorporating surveyed revision
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04346686 Serial Number:

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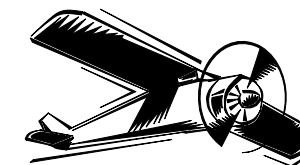
Fenland Aero Club Ltd
Fenland Airfield
Jekylls Bank
Holbeach St. Johns
Spalding
Lincs PE12 8RQ

Aerodrome Plan

Amendments			
Removal of NDB and addition of AD table, update of declared distances, following check survey		MLS	Jul-11
Drawn : MSF		Checked : SLC	Scale: 1 : 2,500
Levelling All levels are in metres and relate to Mean Sea Level, (Ordnance Datum - Newlyn)			Date of Original Drawing: January 2004
Coordinates All coordinates are in metres and are related to National Grid. (UKTM, OSGB36)			Date of Issue: July 2011
Drawing Number	Amendment	Notes: For details of facilities shown, please see Annex J of Aerodrome Surveys Report.	
CA-04-250-01	A	Surveyed by: Please see Aerodrome Surveys Report.	

FENLAND AERO CLUB - AERODROME LICENCE

Fenland Airfield, Holbeach St Johns Spalding, PE12 8RQ [EGCL / Radio: 122.925 / Tel: 01406 540330]



FENLAND AERODROME LICENCE VARIATION RISK ASSESSMENT

SIGNIFICANT HAZARDS OR RISKS	PEOPLE WHO ARE AT RISK	EXISTING CONTROLS: (A) = ADEQUATE / (I) = INADEQUATE	ADDITIONAL CONTROL ACTION RECOMMENDED / FURTHER ACTION REQUIRED	RESIDUAL RISK (A) = Acceptable (U) = Unacceptable
Identification beacon and anemometer mast on Clubhouse infringes Runway 18/36 transitional surface by 2m	Pilots, Passengers, VCR Ground Radio Operators and Clubhouse Occupants	<p>Identification beacon and anemometer mast at the attached to the rear of the Visual Control Room roof, infringes Runway 18/36 transitional surface by 2m = (I)</p> <p>Infringement has been in existence for some thirty years, the construction of beacon & anemometer is such that any impact from being struck by an aircraft would result in little or no resistance as there is an element of frangibility due to lighting mast elements = (A).</p> <p>Runway 18 displaced threshold & Runway 36 take off distance and location in an incident would be catastrophic, but extremely unlikely. General airfield arrangements published in AIP, visitors to the airfield are by PPR. CAA carries out regular Aerodrome Licensing Audits & Safety Management Procedures = (A).</p> <p>During busy periods VCR may be manned by Ground Radio Operators to provided safety assistance to pilots within the ATZ = (A).</p> <p>VCR clearly identified by Aerodrome Beacon & obstruction light illuminated during darkness when night flying operations in progress. Runway & displaced threshold illuminated by appropriate runway lighting and VARSI provided suitable glide slope indications to keep aircraft away from building structures.</p>	<p>Any aircraft striking beacon or anemometer would be catastrophic both for the occupants of the VCR, clubhouse or flying school.</p> <p>In over 30 years of this arrangement, no incident or near miss has been recorded and therefore would consider identification beacon and anemometer mast on Clubhouse infringing Runway 18/36 transitional surface by 2m, as not a significant risk.</p>	Existing risk not significant and therefore acceptable = (A)

Date Risk Assessment Review:

If and when there are any significant changes to beacon & anemometer installation, or changes to the Visual Control Room structure & when required.

Name of Risk Assessor:

Simon Cooke MIFireE

Date:

01 Apr 2016

Appointment:

On behalf of the Licences Representative

Signature:

Simon Cooke

Copies: Aerodrome Standards Department - Civil Aviation Authority Safety Regulation Group [CAA Ref: 10G/28/69/1B (E21)]
Fenland Aerodrome Manual

Date Amended: **01 Apr 2016**