

# Cotswold <sup>EGBP</sup> / AIRPORT

# Aerodrome Manual



**Version 22**

**Dated: 1<sup>st</sup> June 2024**

# **Introduction**

## **i Preface**

The Aerodrome Manual is the primary management document for Kemble Aerodrome (Cotswold Airport) and all other documents are subservient to it. The manual contains procedures, instructions and information which are intended for use at Cotswold Airport and references to other documents which form part of the aerodrome operational, safety and quality management systems.

Throughout the remainder of this document Cotswold Airport will be referred to as Kemble Aerodrome.

Kemble Air Services Ltd is the operator and licence holder for Kemble Aerodrome.

Kemble Air Services Ltd attaches the highest priority to the management of Health and Safety. Kemble Air Services Ltd and their staff are fully committed to the safety, effectiveness, and quality of all operations at Kemble Aerodrome.

Kemble Air Services operates a Safety Management Systems (SMS) at Kemble Aerodrome in order to minimise the risk of any aviation related accident or incident or other incident that could impact upon aviation activities.

In order for this SMS to be effective it is important that flying organisations, pilots and operators of ground-based activities that might impact on aviation activities at Kemble Aerodrome familiarise themselves with and follow the policies and procedures within the Aerodrome SMS as they apply to them.

Details on how to access the SMS policies and procedures are given in Chapter 1 of this manual.

Organisations carrying out work activity at Kemble Aerodrome are encouraged to integrate any relevant parts of the Kemble Aerodrome SMS into their own SMS system.

It is the intention of Senior Management that our SMS is understood by, and further developed with the input of all employees, directors and those organisations that are involved in or have an impact upon activities at Kemble Aerodrome.

The Aerodrome Manual and SMS are 'live' documents, subject to continuous review and development. Kemble Air Services Ltd is committed to notifying all of those affected by amendments in a timely fashion as far as reasonably practicable. Operators are encouraged to ensure that they are aware of amendments and current procedures by regularly viewing the current version of this manual at [www.cotswoldairport.com/downloads](http://www.cotswoldairport.com/downloads)

This safety policy statement is a key part of Kemble Air Services' safety management system and is reproduced here in order to highlight its importance.

Signed



Glen Moreman  
Aerodrome Manager

## Kemble Air Services Ltd Safety and Management Policy Statement

Kemble Air Services Ltd is committed to providing our employees with, as far as we are able, a safe environment for contractors, tenants, and members of the public.

Kemble Air Services Ltd is committed to improving towards the highest standards, comply with all applicable legal requirements, meet all applicable standards, consider best practices, and provide appropriate resources across all sectors including quality and security.

Kemble Air Services Ltd will ensure that there are adequate and appropriate facilities to perform and manage all tasks and activities in accordance with the applicable requirements.

The achievement of safety in all of our services is afforded the highest priority and our principal objective is to achieve the highest levels of safety performance and thus minimise the organisation's contribution to the risk of an accident as far as reasonably practicable.

Kemble Air Services Ltd are committed to developing, implementing and improving appropriate strategies, management systems and processes to ensure that all our aviation activities whether using in-house, or contracted out resources, uphold the highest level of safety performance and meet national and international standards.

### Kemble Air Services Ltd will:-

- develop, embed and practise a safety culture across all of our services that recognises the importance and value of effective safety management and acknowledges, at all times, that safety is paramount.
- define clearly for everyone their accountabilities and responsibilities for the development and delivery of safe practices and procedures.
- provide everyone with adequate and appropriate aviation safety information and training to enable them to implement safety strategy and policy.
- ensure sufficient skilled and trained people are available, who are fully competent in aviation safety matters.
- comply with and wherever and whenever possible, exceed legislative standards.
- reduce the risk of any accident or incident to a level that is as low as reasonably practicable and mitigate the consequences as far as we are able.
- ensure externally supplied systems and services that affect the safety of our aviation operations meet appropriate regulatory and safety standards.
- establish and measure our aviation safety performance against measurable objectives.
- foster a learning environment by which we learn from incidents and accidents, our experiences and the experiences of others.
- Ensure adequate insurance cover is in place.
- encourage employees and others affected by our activities to report unsafe conditions, accidents and incidents safe in the knowledge that our priority is to make our workplace safe, not to lay blame.
- regularly conduct safety and management reviews leading to improved processes.
- actively develop and improve our safety performance to conform to world-class safety standards.

Each individual will always act with safety in mind, for we all have a responsibility and duty of care to work in a safe manner. The application of effective safety management systems and processes is integral to all our aviation activities.

Signed

Suzannah Harvey  
Chief Executive

Signed

  
Glen Moreman  
Aerodrome Manager

## ii Purpose of the Aerodrome Manual

The purpose of this manual is to describe how Kemble Aerodrome is managed and operated.

The manual sets out the management structure and the safety, security and quality responsibilities of the managers and staff of Kemble Air Services Ltd. It also contains the safety policy statement and references to the safety, quality and security processes and procedures of Kemble Air Services Ltd.

The manual contains a record of the physical characteristics of the aerodrome and of agreements between the licensee and the Civil Aviation Authority concerning variations (see Appendix A).

A copy of this manual is submitted to the CAA who review and audit its application at Kemble Aerodrome.

## iii The Aerodrome Licence

The Air Navigation Order, CAP393, requires that certain types of flights may only take place from a licensed aerodrome. When such flights are in progress, the condition of the licence must be met.

## iv Distribution of the Aerodrome Manual

A hard copy of the manual is held by:

- Aerodrome Manager
- Kemble RFFS
- Kemble Operations
- Civil Aviation Authority – (sent via email to asddocs)

Copies are available on request to:

- Kemble Air Services Ltd. Staff
- All resident aircraft owners and operators.

The aerodrome manual is also available for download as an uncontrolled pdf document from the aerodrome web site.

In keeping with current requirements, aerodrome documents shall be submitted to the CAA at least 30 days in advance of them becoming effective.

## v Review of and Amendments to the Manual

The aerodrome manual will be monitored and reviewed by the Aerodrome Manager and amended as necessary. The circumstances that may give rise to a need to amend the aerodrome manual may include the examples below....

- Changes to legislation including changes to the licence.
- Changes to the physical characteristics of the aerodrome

- Changes to methods of operation of the aerodrome
- identification of necessary improvements to the manual

As far as possible and in order to avoid confusion, addendums will only be issued when there is a need to do so prior to an annual review. Where it is necessary to issue addendums before the issue of a new version of the manual, those addendums will be promulgated to those listed in the distribution list above and published on the Cotswold Airport website.

The Aerodrome Manual will be reviewed and re-issued each year, incorporating any addendums made since the previous version and any necessary revisions identified in the manual review process. The previous version will then be withdrawn.

Changes from the previous versions of the aerodrome manual are highlighted in red text.

Personnel are urged to ensure that the version they are using is current and that they have access to any addendums to that version.

## vi Revision Issue History

Date	Version No	Details
4 <sup>th</sup> June 2003	2	Complete Manual
26 <sup>th</sup> October 2003	3	Ch 10 - RFFS
1 <sup>st</sup> November 2004	4	Complete revision & re-issue
19 <sup>th</sup> January 2006	5	Complete revision & re-issue
15 <sup>th</sup> January 2008	6	Complete revision & re-issue
1 <sup>st</sup> November 2009	7	Complete revision & re-issue
25 <sup>th</sup> January 2011	8	Complete revision & re-issue
5 <sup>th</sup> September 2011	9	Complete revision & re-issue
1 <sup>st</sup> February 2012	10	Complete revision & re-issue
1 <sup>st</sup> March 2013	11	Complete revision & re-issue
24 <sup>th</sup> March 2014	12	Complete revision & re-issue
8 <sup>th</sup> January 2015	13	Complete revision & re-issue
1 <sup>st</sup> March 2016	14.1	Complete revision & re-issue
1 <sup>st</sup> June 2016	14.2	Removal of Asst Aerodrome Managers Role
1 <sup>st</sup> June 2017	15	Complete revision & re-issue
1 <sup>st</sup> May 2018	16	Complete revision & re-issue
1 <sup>st</sup> March 2019	17	Complete revision & re-issue
1 <sup>st</sup> March 2020	18	Complete revision & re-issue
1 <sup>st</sup> December 2021	19	Complete revision & re-issue
1 <sup>st</sup> May 2022	20	Revision and Re-issue
1 <sup>st</sup> February 2023	21	Complete revision & re-issue
1 <sup>st</sup> June 2024	22	Revision and Re-issue

## vii Addendums and Amendments Incorporated

Date	Reference	Area covered
01/02/12	1.3	Named Persons
01/02/12	1.6	Organisational Structure
01/02/12	2.7.3	Safety Surveys and Audits
01/02/12	5.6	Runway Details
01/02/12	5.8.1	Aerodrome Lighting
01/02/12	6.2	Runways
01/02/12	6.5	Aeronautical Ground Lighting
01/02/12	7.6.3	Response Time
01/02/12	7.11.2	Vehicles and Ancillary Equipment
01/02/12	8.2	Air Navigation Service Provider (ANSP)
01/02/12	8.6.1	Circuit Direction
01/02/12	App C	Crash Map
01/02/12	App E	Circuit Diagram
01/02/12	App F	KAOPS
01/02/12	App H	Cotswold Airport Terms and Conditions
01/03/13	1.3	Named Persons
01/03/13	1.6	Organisational Structure
01/03/13	2.3.3	Nomination of the Aerodrome Duty Manager
01/03/13	2.3.7	Role of the Assistant Aerodrome Manager
01/03/13	2.5.5	Event Safety Management
01/03/13	7.1.7	RFFS response to medical incidents
01/03/13	7.1.8	RFFS response to external incidents
01/03/13	7.12	Medical Provisions
31/03/14	2.2	Safety Policy Statement
31/03/14	7.11	Vehicles and Ancillary Equipment
31/03/14	2.13	SMS Safety Committee
31/03/14	App E	Circuit Diagram
31/03/14	App F	KAOP List Updated
31/03/14	App G	Emergency Procedure Policy moved to chapter 4
31/03/14	Whole Manual	Various sections re-formatted and typos corrected
08/01/15	1.7	Organisational Structure
08/01/15	1.8	Aerodrome Information
08/01/15	3.5	Document Control
08/01/15	4.2	Aerodrome Inspections
08/01/15	4.3	Aerodrome Sweeping
08/01/15	4.4	Meteorological Information
08/01/15	4.5	Low Visibility Procedures
08/01/15	4.6	Runway Surface Friction
08/01/15	4.7	Temporary Withdrawal of Facilities
08/01/15	4.8	Integration of Other Aviation Activities
08/01/15	4.9	Recording of Aircraft Movements
08/01/15	4.10	Control of Works
08/01/15	4.11	Control of Access
08/01/15	4.12	Apron Control
08/01/15	4.13	Aviation Fuel
08/01/15	4.14	Mandatory Occurrence Reporting
08/01/15	4.15	Aerodrome Snow Plan
08/01/15	4.16	Wildlife Hazard Control
08/01/15	4.17	Aerodrome Safeguarding
08/01/15	4.18	Runway Incursion Prevention
08/01/15	4.19	Third Party Monitoring
08/01/15	4.20	Grass Management
08/01/15	4.21	Out of Hours Operations
08/01/15	4.22	Night Flying
08/01/15	5.6	Runway Details

08/01/15	6.3	<i>Aerodrome Beacon</i>
08/01/15	6.4	<i>Windsleeves</i>
08/01/15	6.5	<i>Runways</i>
08/01/15	6.6	<i>Taxiways</i>
08/01/15	6.7	<i>Aprons</i>
08/01/15	6.8	<i>Aeronautical Ground Lighting</i>
08/01/15	6.9	<i>Aeronautical Ground Lighting Failure</i>
08/01/15	6.10	<i>Flight Inspections</i>
08/01/15	10.4	<i>Off Aerodrome Accidents</i>
08/01/15	<i>App F</i>	<i>Kemble Aerodrome Operational Procedures (KAOPS)</i>
01/03/16	2.7 – 2.10	<i>Signatures added to role definitions</i>
01/03/16	2.12	<i>Accountabilities of Staff</i>
01/03/16	2.13	<i>SMS Safety Committee</i>
01/03/16	2.15	<i>Kemble Airside Safety Team (KMMM)</i>
01/03/16	2.25	<i>Safety Monitoring</i>
01/03/16	2.26	<i>Safety Oversights and Audits</i>
01/03/16	4.6	<i>Runway Surface Friction</i>
01/03/16	4.9	<i>Recording of Aircraft Movements</i>
01/03/16	4.11	<i>Control of Access</i>
01/03/16	4.12	<i>Apron Control</i>
01/03/16	4.15	<i>Aerodrome Snow Plan</i>
01/03/16	4.17	<i>Aerodrome Safeguarding</i>
01/03/16	4.23	<i>Major Aerodrome Developments</i>
01/03/16	4.24	<i>Helicopter Operations</i>
01/03/16	4.25	<i>Noise Abatement Procedures</i>
01/03/16	5.5	<i>Runway Declared Distances</i>
01/03/16	5.6	<i>Runway Details</i>
01/03/16	9.2	<i>Access Gates</i>
01/03/16	9.3	<i>Access Control</i>
01/03/16	9.4	<i>Aerodrome Swipe Cards</i>
01/03/16	9.5	<i>Aerodrome Personnel</i>
01/03/16	9.6	<i>HGV Escort Access</i>
01/03/16	9.7	<i>Operational Access</i>
01/03/16	9.8	<i>HGV Procedure</i>
01/03/16	9.9	<i>Runway Vehicle Crossing Lights</i>
01/03/16	9.10	<i>Swipe Card Holders Conditions of Use</i>
01/03/16	8.9	<i>Navigational Aids</i>
01/03/16	<i>Appendix F</i>	<i>List of KAOPS</i>
01/03/16	<i>Appendix C</i>	<i>Aerodrome Crash Map</i>
01/06/16	1.3	<i>Named Persons</i>
01/06/16	1.7	<i>Organisational Structure</i>
01/06/16	2.4.4	<i>Nomination of Aerodrome Duty Manager</i>
01/06/16	2.7	<i>The Aerodrome Manager</i>
01/06/16	2.8	<i>The Assistant Operations Manager</i>
01/06/16	2.10	<i>The Estates Manager</i>
01/06/16	2.20	<i>Event Safety Management</i>
01/06/17	2.13	<i>SMS Safety Committee</i>
01/06/17	2.14	<i>Kemble Operators Group</i>
01/06/17	2.21	<i>Hazards and Risk Assessments</i>
01/06/17	2.23	<i>Kemble Incident Reporting System (KIRS)</i>
01/06/17	2.25	<i>Safety Monitoring</i>
01/06/17	2.26	<i>Internal Safety Audits</i>
01/06/17	4.9	<i>Recording of Aircraft Movements</i>
01/06/17	4.14	<i>Mandatory Occurrence Reporting</i>
01/06/17	7.2	<i>Level of Protection</i>
01/06/18	<i>i &amp; ii</i>	<i>Managers Signature</i>
01/06/18	1.3	<i>Named Persons</i>
01/06/18	1.7	<i>Organisational Structure</i>

01/06/18	2.7	<i>The Aerodrome Manager</i>
01/06/18	2.13	<i>SMS Safety Committee</i>
01/06/18	2.18	<i>Risk Analysis</i>
01/06/18	2.27	<i>Management of Change</i>
01/06/18	4.16	<i>Wildlife Hazard Control</i>
01/06/18	4.18	<i>Runway Incursion Prevention</i>
01/06/18	Appendix E	<i>Circuit Diagram</i>
01/03/19	1.7	<i>Organisational Structure</i>
01/03/19	2.13	<i>Kemble Safety Committee</i>
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01/03/19	2.15	<i>Kemble Monthly Managers Meeting</i>
01/03/19	2.26	<i>Internal Safety Audits</i>
01/03/19	2.27	<i>Management of Change</i>
01/03/19	3.5	<i>Document Control Process</i>
01/03/19	4.18	<i>Runway Incursion Prevention</i>
01/03/19	8.1	<i>Air Traffic Services Description</i>
01/03/20	1.10	<i>Kemble Aerodrome / Cotswold Airport</i>
01/03/20	1.11	<i>Aerodrome Flight Information Service</i>
01/03/20	2.1	<i>Application</i>
01/03/20	2.2	<i>Safety Policy Statement</i>
01/03/20	2.4	<i>Aerodrome Duty Manager</i>
01/03/20	2.9	<i>The Ground Services Manager</i>
01/03/20	2.10	<i>The Senior FISO</i>
01/03/20	2.11	<i>The Estates Manager</i>
01/03/20	2.14	<i>SMS Safety Committees</i>
01/03/20	2.15	<i>Kemble Aerodrome Users Group (KAUG)</i>
01/03/20	2.16	<i>Kemble Monthly Managers Meeting</i>
01/03/20	2.34	<i>Safety Survey Plan</i>
01/03/20	2.35	<i>Alternative Means of Compliance</i>
01/03/20	2.36	<i>Non-conformity to the regulation</i>
01/03/20	2.37	<i>Corrective Action</i>
01/03/20	8.11	<i>Degradation of ATS Services</i>
01/03/20	10.5	<i>Safe Transition to and from emergency procedures</i>
01/03/20	Appendix H	<i>Terms and Conditions</i>
01/12/21	1.3	<i>Named Persons</i>
01/12/21	1.7	<i>Organisational Structure</i>
01/12/21	2.9	<i>Ground Services Manager</i>
01/12/21	2.30	<i>Routine System Review</i>
01/12/21	4.4	<i>Meteorological Information</i>
01/12/21	4.17.1	<i>Aerodrome Safeguarding</i>
01/12/21	5.8	<i>RNP Approach</i>
01/12/21	7.2	<i>Level of protection</i>
01/05/22	1.3	<i>Named Persons</i>
01/05/22	1.7	<i>Organisational Chart</i>
01/05/22	2.7	<i>Airport Manager</i>
01/05/22	2.8	<i>Assistant Operations Manager</i>
01/05/22	4.1.3	<i>Refuelling not permitted in buildings or hangars</i>
01/02/23	2.35	<i>Removed - Alternative Means of Compliance</i>
01/02/23	4.3	<i>Aerodrome Sweeping</i>
01/02/23	4.8	<i>Integration of other aviation activities</i>
01/02/23	4.13	<i>Aviation Fuels</i>
01/02/23	4.15	<i>Aerodrome Snow Plan</i>
01/06/24	1.11	<b>Aerodrome Flight Information Service</b>
01/06/24	4.3	<b>Aerodrome Sweeping</b>
01/06/24	4.4	<b>Meteorological Information</b>
01/06/24	4.8	<b>Integration of other aviation activities</b>
01/06/24	4.26	<b>Runway Occupancy and Low Approaches</b>
01/06/24	4.27	<b>Aircraft Handling</b>





## viii Common Abbreviations Used in This Manual

AAIB	Air Accident Investigation Branch
AAL	Above Aerodrome Level
ABO	Aerodrome Black Out
AD	Aerodrome
ADM	Aerodrome Duty Manager
AFTN	Aeronautical Fixed Telecommunications Network
AFISO	Aerodrome Flight Information Officer
agl	Above Ground Level
AGL	Aeronautical Ground Lighting
AM	Aerodrome Manager
AMSL	Above Mean Sea Level
ANSP	Air Navigation Service Provider
ASDA	Accelerate Stop Distance Available
ATZ	Air Traffic Zone
C/S	Callsign
CE	Chief Executive
CFI	Chief Flying Instructor
DA	Display Authorisation
DATIS	Digital Automated Transit Information Service
DFISO	Duty Flight Information Services Officer
DAFO	Duty Senior Airport Fire Officer
FFFP	Film Forming Fluoroprotein (Firefighting Foam)
FIS	Flight Information Service
FISO	Flight Information Service Officer
FPS	Flight Progress Strip
GAR	General Aviation Report
HISL	High Intensity Side Lighting
KAE	Kemble Airfield Estates Ltd
KAS	Kemble Air Services Ltd
KMMM	Kemble Airside Safety Team
KIRS	Kemble Incident Reporting System
LCG	Load Category
LDA	Landing Distance Available
LISL	Low Intensity Side Lighting
LVP	Low Visibility Procedures
NOTAM	Notice to Air Men
OFZ	Obstacle Free Zone
OM	Assistant Operations Manager
PAPI	Precision Approach Path Indicators
PTW	Permit to Work
RESA	Runway End Safety Area
RFFS	Rescue and firefighting Services
RFS	Rescue & Fire Fighting Service
RPS	Regional Pressure Setting
RTF	Radio Telephony
Rwy	Runway
SCE	Safety Critical Event
TODA	Take Off Distance Available
TORA	Take Off Run Available
Twy	Taxiway
UKBA	Border Agency
VCR	Visual Control Room
WIP	Work In Progress

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## **Chapter 1      Technical Administration**

### **1.1      Name and Address of the aerodrome**

Cotswold Airport  
Kemble  
Cirencester  
Gloucestershire  
GL7 6BA

Email:      ops@cotswoldairport.com  
Tel:          01285 771177  
Fax:          01285 771318

### **1.2      The Aerodrome Licence Holder**

Kemble Air Services Ltd  
The Control Tower  
Cotswold Airport  
Kemble  
Cirencester  
Gloucestershire  
GL7 6BA

### **1.3      Named persons**

Chairman and Owner  
Chief executive  
Aerodrome Manager (Operations Director)  
Assistant Operations Manager  
Senior FISO

Ronan Harvey  
Suzannah Harvey  
Glen Moreman  
Antonia Silk  
Julian Sims

<b>Position</b>	<b>Post Holder</b>	<b>Position or person authorised to deputise as a Duty Aerodrome Manager in the event of absence</b>
Aerodrome Manager (Operations Director)	Glen Moreman	Assistant Operations Manager
Asst Operations Manager	Antonia Silk	Senior FISO
Senior FISO	Julian Sims	As nominated by the Aerodrome Manager

### **1.4      Article 257 Authorisation**

The Aerodrome Manager is an authorised person as set out below under Article 257 of the air navigation order.

CAP 393, Article 257:

- (1) *If it appears to the CAA or an authorised person that any aircraft is intended or likely to be flown in any of the circumstances specified in paragraph (2), the CAA or that authorised person may direct in accordance with paragraph (3).*
- (2) *The circumstances referred to in paragraph (1) are:*
  - (a) *where any provision of article 3, 10, 11, 12, 16, 42, 50, 98, 132, 133, 134, 139(2) or 152 would be contravened in relation to the flight;*
  - (b) *where the flight would be in contravention of any other provision of this Order, of any regulations made under this Order, of an EASA Regulation or of EU-OPS and be a cause of danger to any person or property whether or not in the aircraft; or*
  - (c) *where the aircraft is in a condition unfit for the flight, whether or not the flight would otherwise be in contravention of any provision of this Order, of any regulations made under this Order, of an EASA Regulation or of EUOPS.*
- (3) *If paragraph (1) applies the CAA or that authorised person may direct the operator or the commander of the aircraft not to permit the aircraft to make the particular flight or any other flight of such description as may be specified in the direction, until the direction has been revoked by the CAA or by an authorised person.*
- (4) *If the CAA or an authorised person has directed under paragraph (3), the CAA or an authorised person may take such steps as are necessary to detain the aircraft.*
- (5) *For the purposes of this article the CAA or any authorised person may enter and inspect any aircraft.*

## 1.5 Primary Stakeholders

1.5.1 Primary stakeholders have been identified as those who have a direct impact on the day-to-day operation of the Kemble Aerodrome. These are:-

- Kemble based aircraft operators
- Kemble based flying schools
- Pilots using Kemble Aerodrome as a base or destination
- Tenants providing maintenance and engineering facilities to flying operations
- Tenants and landowners with access rights to airside areas including crossing rights at 08 runway crossing point
- Kemble Air Services Ltd company staff
- Contractors engaged by Kemble Air Services Ltd to carry out site maintenance and or facilities management on the aerodrome
- Organisations using all or part of the aerodrome for non-aviation related activities such as shows and car testing

1.5.2 The influence of primary stakeholders is vital to the safe operation of Kemble Aerodrome and the formal interface between those stakeholders and Kemble Air Services Ltd is through the Kemble Aerodrome Users Group (KAUG) and Kemble Safety Committee meetings where they can openly discuss any issues and offer solutions to potential safety concerns.

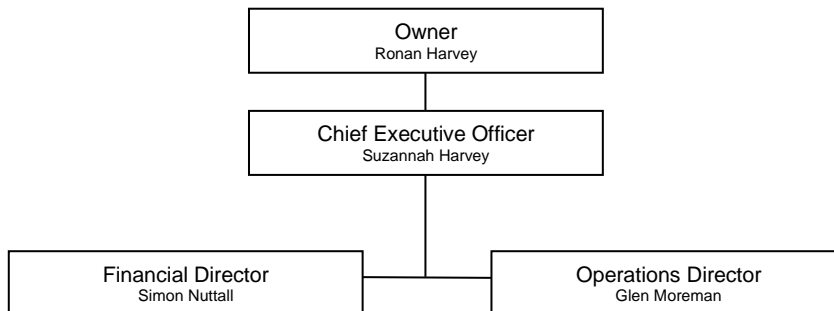


## 1.6 Secondary Stakeholders

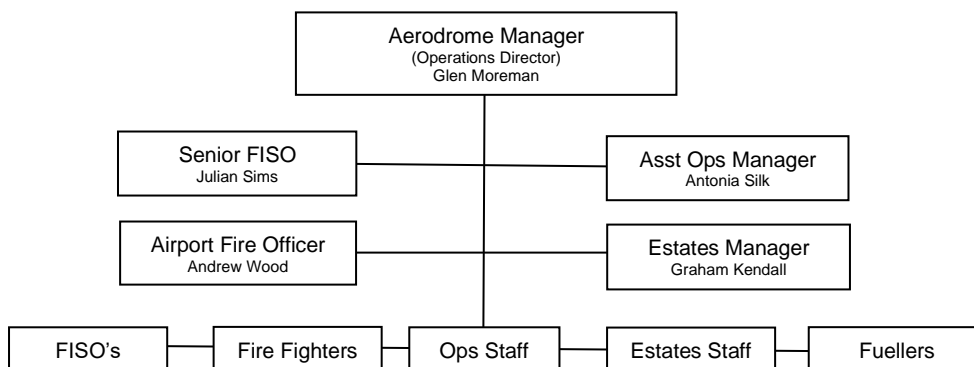
- 1.6.1 Secondary stakeholders are those who have been identified as those whose operations have an indirect impact on the operation of the aerodrome. These are:-
- Other airfields and air traffic units in the vicinity - Brize Norton, Fairford, Aston Down, South Cerney and Oaksey.
  - Wiltshire Council, Gloucestershire County Council and Cotswold District Council as Highway, Planning, Environmental Health and Emergency Planning Authorities.
  - Local parish councils as representatives of local residents.
  - Wiltshire and Gloucestershire Police and Fire services and Great Western Ambulance service as emergency service providers.
  - Owners of land adjoining the boundaries of Kemble aerodrome including farmers.
  - The CAA and HSE as safety enforcement authorities.
- 1.6.2 The formal interface with the other airfields listed above is through letters of agreement and by the promulgation of NOTAMS.
- 1.6.3 The formal interface with local county, district and parish councils is through liaison meetings and notifications of planned activities that might give rise to complaint.
- 1.6.4 Both Cotswold District Council and Wiltshire Council planning authorities will consult Kemble Air Services Ltd on any planning application that may have an influence on the safety of aircraft movements around Kemble Aerodrome.
- 1.6.5 The formal interface with emergency services is managed by regular liaison meetings and emergency planning exercises.
- 1.6.6 Although there is no formal mechanism for communication with local landowners, Kemble Air Services Ltd has developed good arrangements for mutual notification by telephone or e-mail of activities that may have influence either way.

## 1.7 Organisational Structure of Kemble Air Services Ltd

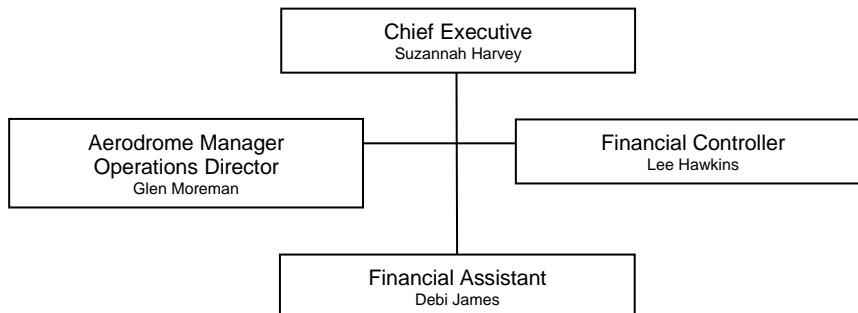
### Board of Directors



### Aerodrome Operations



### Aerodrome Administration



## 1.8 Aerodrome Information

- 1.8.1 All current aerodrome information is contained within the United Kingdom Aerodrome Information Publication (UKAIP) available from the NATS/AIS website: (<https://nats-uk.ead-it.com/cms-nats/opencms/en/home/>).

## 1.9 Aerodrome Hours of Operation

- 1.9.1 Aerodrome operational hours are as per the UKAIP.

## 1.10 Kemble Aerodrome / Cotswold Airport

- 1.10.1 The aerodrome is known by several names and any references to Cotswold Airport, Kemble Airport or Kemble Airfield should be taken to refer to Kemble Aerodrome as per the UKAIP.

## 1.11 Aerodrome Flight Information Service

- 1.11.1 Kemble Air Services working methods and operating procedures are compliant with UK Regulation 2017/373, the “Air Traffic Management (ATM) / Air Navigation Services (ANS) Implementing Regulation” (ATM/ANS IR) took effect in law on 2 January 2020. The Regulation lays down common requirements for providers of ATM and ANS and other air traffic management network functions and their oversight. The ATM/ANS IR is based on ATM-related ICAO Standards, Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS).; and the standards laid down in the following Annexes to the Chicago Convention, as far as they are relevant to the provision of air traffic services in the airspace concerned:

- (i) Annex 10 on aeronautical telecommunications, Volume II on communication procedures including those with PANS Status in its 6th edition of October 2001, including all amendments.
- (ii) Annex 11 on air traffic services in its 13th edition of July 2001, including all amendments without prejudice to UK SERA (UK Reg (EU) No 923/2012 (as amended)) applies to every aircraft operating in UK airspace regardless of type or state of registration. Note that references to EU regulations are to those regulations as retained and amended in UK domestic law under the European Union (Withdrawal) Act 2018,

## **Chapter 2      Safety Management System**

### **2.1      Application**

2.1.1      The Kemble Air Services Ltd Safety Management System applies to all activities carried by Kemble Air Services Ltd or on behalf of the company. This includes, but is not necessarily limited to:-

- Aircraft Operations
- Rescue and Fire Fighting Services
- Air Traffic Services
- Aircraft Fuelling Services
- Office and Administrative Activities
- Use of company vehicles
- Aerodrome extraneous activities

2.1.2      Kemble Air Services will take all necessary measures to prevent any situation of conflict of interests that could compromise the impartial and objective provision of its services.

2.1.3      Kemble Air Services will neither engage in conduct that would have as its object or effect the prevention, restriction or distortion of competition, nor shall they engage in conduct that amounts to an abuse of a dominant position, in accordance with applicable Union and national law

### **2.2      Safety Policy Statement**

2.2.1      Kemble Air Services Ltd is committed to providing all our employees with, as far as is reasonably practicable, a safe environment to work in. Kemble Air Services Ltd is also committed to providing a safe environment for contractors, tenants and all visitors using Kemble Aerodrome.

2.2.2      The Safety Policy Statement is located on page 3 of this manual.

2.2.3      A daily staff briefing (Staff Meeting and Roll Call) is held every day at approximately 0900hrs in the operations office, chaired by the Aerodrome Manager, to go through the day's activities, receive reports that the aerodrome is serviceable, address any unserviceability's, ensure appropriate staff are in place, highlight any shortfalls or safety implications, answer any staff questions, and receive direction from the Aerodrome Manager.

### **2.3      Collective Responsibility**

2.3.1      The board of directors, the management, and all employees of Kemble Air Services Ltd are committed to and actively involved in the collective development, implementation, and review of the Safety Management System (SMS) for Kemble Aerodrome.

- 2.3.2 Where appropriate, Kemble Air Services Ltd will involve stakeholders at Kemble aerodrome and others who may have an influence upon or be affected by it, in the development, implementation and review of this SMS.
- 2.3.3 Every individual working at Kemble Aerodrome is responsible for ensuring, as far as possible, that they undertake their duties in accordance with the policies and procedures contained within this SMS and the Aerodrome Manual.
- 2.3.4 Kemble Aerodrome does not discriminate any of its staff or users by gender, race, sexuality or by any other means.

## 2.4 Aerodrome Duty Manager (ADM)

- 2.4.1 The Aerodrome Duty Manager is a person that is deemed a competent and responsible person by the Aerodrome Manager for managing the day to-day aerodrome operations.
- 2.4.2 The ADM has specific duties outlined in this Manual regarding safety and must be available during the published operating hours of the aerodrome.
- 2.4.3 In the Aerodrome Managers absence, the responsibilities of that role are delegated to the named Aerodrome Duty Manager individuals in para 1.3,
- Ensure all Staff follow aerodrome policy, processes, and procedures.
  - Ensure the aerodrome remains safe to operate.
  - Ensure all staff are fully briefed on the day's activities.
  - Ensure that all daily operational data is accurate.
  - Take the lead role in any emergency, including post incident management.
  - Inform the Aerodrome Manager of any incident or accidents in the post incident phase.
  - Take any decisions required to maintain operational safety and ensure risk mitigations remain effective.

This is essentially running the aerodrome's day to day operational airside activities in accordance with our published directives, processes and procedures.

- 2.4.4 The following roles of the Aerodrome Manager CANNOT be delegated:
- The Aerodrome Manager remains the Accountable Manager at all times.
  - Policy setting and direction.
  - Changes to policy, processes, procedures, and charges.
  - Any financial authority decisions.
  - Staff HR management, including changes, contracts, or disciplinary actions.
  - Any changes to our published operational data and capabilities.
  - Authorisation for changes to all the above.

## 2.5 The Board of Directors

2.5.1 The Board of Directors of Kemble Air Services Ltd have the ultimate accountability and responsibility for the safety, security and quality of services provided at Kemble Aerodrome.

2.5.2 The responsibilities of the Board of Directors include:-

- Setting high level safety and quality policy objectives that they then monitor and audit to ensure the highest possible safety standards, that ensure compliance with all statutory requirements as a minimum, are maintained.
- Taking a leadership role in safety management to ensure that safety is the primary objective of the company and that a 'safety first' and just culture is developed and promulgated throughout the organisation.
- Providing adequate resources, through a business plan and where necessary, contingency funding, to ensure the success of the Safety, Security and Quality Management Systems throughout the design, development and subsequent operational phases of all activities at Kemble Aerodrome.
- Responding positively to recommendations for improvements to the Safety, Security and Quality Management Systems made through the safety committee system and other stakeholder consultation arrangements.
- Where necessary, providing additional support by engaging specialist safety, security and quality management advisors and contractors.
- Delegating sufficient authority, including financial authority, to the Accountable Manager to enable him or her to ensure that Kemble Aerodrome is operated in safely, securely and in accordance with Kemble Air Services Ltd's policy at all times.

## 2.6 The Chief Executive

2.6.1 The Chief Executive of Kemble Air Services Ltd. is accountable to the board of directors for the management of safety, security and quality of the operational services and systems, planned, provided and operated by Kemble Air Services Ltd.

2.6.2 The safety, security and quality management responsibilities of the Chief Executive are outlined below.

- To take a leadership role in the Safety, Security and Quality Management of Kemble Air Services Ltd.
- To ensure that all Kemble Air Services Ltd managers and staff are competent to carry out their safety, security and quality management duties by appointing suitably qualified individuals and providing them with all necessary training and motivation to ensure that their level of competence and commitment to safety is maintained.
- To ensure that organisational changes within Kemble Air Services Ltd, including changes in individual responsibilities, do not have a detrimental effect on safety, security or quality standards.
- To ensure that there is an effective management system in place that ensures that staff perform their responsibilities in relation to the safety, security and quality management systems.
- To ensure that the Aerodrome Manager manages the security, safety and quality management systems in an effective and efficient manner.

## 2.7 The Aerodrome Manager (Operations Director)

2.7.1 The Aerodrome Manager is the Accountable Manager as defined by the Air Navigation Order and CAP168 and the Airside Safety Officer. The Aerodrome Manager has the authority, delegated to him by the Board of Directors, to carry out any necessary work and implement any necessary changes to ensure the safe continued operation of Kemble Aerodrome.

2.7.2 The Aerodrome Manager and the previous Operations Managers role has now been combined into the role of the Aerodrome Manager.

2.7.3 The Aerodrome Manager is accountable to the Kemble Air Services Ltd board of directors, for the effective operation of the safety, security, and quality management systems. The responsibilities of the Aerodrome Manager include.

- Managing staff and resources to ensure compliance with, and maintenance of, airside safety standards and recommended practices in accordance with CAP 168, the aerodrome licence as well as guidance contained in other relevant publications.
- Coordinating Airport programs, resources, operations, and activities to assure the safety and wellbeing of all staff, customers, and users.
- Ensuring compliance with the terms and conditions of the Aerodrome licence, the CAA, the ANSP certificate, the UK Border Force Certificate of Agreement, the Health and Safety at Work Act and any other national legislation.
- Evaluating the performance, training, and professional development of all operational staff and selecting new employees.
- Reviewing and assisting with the preparation of budgets for all operational departments, including the setting of fees.
- Assisting in the planning, development and implementation of any construction / civil engineering projects on the aerodrome.
- Liaising with all primary and secondary aerodrome stakeholders and representing the Aerodrome at liaison meetings with District Councils, Parish Councils and local authorities.
- Coordinating and supervising the control of resources during emergency incidents.
- Monitoring the development and implementation of the safety, security and quality management systems.
- Ensuring that all accidents and incidents are documented and investigated and that there is an effective safety management system.
- Chairing the Kemble Safety Committee, the Kemble Aerodrome Users Group and the Kemble Aerodrome Managers Meeting.
- To ensure that 'best practice' and 'just culture' operational standards are adopted.
- Ensure that audits (internal and external) are carried out to determine whether Kemble Air Services Ltd is meeting regulatory requirements and its own safety standards.
- To ensure that full consideration is given to the safety and integrity of changes in the aerodrome's organisational structure and business process.
- Ensure that hazards are identified, recorded, mitigated and developed into a risk assessment.
- To ensure that the board of directors are provided with sufficient information in a sufficiently timely manner to enable it to fulfil its safety and security responsibilities and to be satisfied that the stated quality policy of Kemble Air Services Ltd is being followed.
- The Aerodrome Manager is directly accountable to the board of directors for the effective operation of the safety management system.
- Encourage all aerodrome staff, tenants and contractors to submit airside hazard reports and share safety concerns.

- Facilitate and ensure record keeping at meetings of the Kemble Safety Committee, the Kemble Aerodrome Users Group (KAUG) and the Kemble Aerodrome Managers Meeting (KAMM).
- To liaise with and act as contact point for aviation and other safety regulatory agencies and stakeholders.
- Ensure that Kemble Air Services Ltd operational staff receive information in order that:
  - They understand how the SMS operates
  - They are aware of the role they play in the SMS
  - They understand that the aim of the SMS is to improve safety – not to attribute blame
- Maintain records of all Kemble Air Services Ltd operational staff and ensure that appropriate and sufficient information is provided to maintain necessary staff competences.

## 2.8 The Assistant Operations Manager

2.8.1 The Assistant Operations Manager is accountable to the Aerodrome Manager.

2.8.2 Under the general direction of the Aerodrome Manager, the Assistant Operations Manager assists in the planning, organisation and direction of Kemble Air Services Ltd day to day activities and also takes the lead in any aerodrome special events.

2.8.3 The Assistant Operations Managers role is to assist the Directors and Managers to meet their corporate safety responsibilities and, as such, has a direct line of communication to the Board of directors.

2.8.4 The responsibility of the position includes (but not limited to): -

- Assisting the Aerodrome Manager in the planning of the day-to-day work activities.
- In the absence of the Accountable Manager, the Assistant Operations Manager has the delegated authority of the Accountable Manager to deal with safety and security related issues.
- Develop procedures, management systems, and documentation for consideration by the Kemble Safety Committee and adoption by the Board of Directors.
- Advise the Board of Directors on aviation safety management, risk analysis and provide management support.
- Ensure that, as far as reasonably practicable, risks are identified and assessed and that appropriate control measures implemented.
- Disseminate safety information and transfer best practice between Kemble Air Services Ltd and other aerodrome operators.

## 2.9 No longer in use



## 2.10 The Senior FISO

2.10.1 The Senior FISO role can be combined with the Assistant Operations Managers role depending on the competencies held by the individual.

2.10.2 The Senior FISO is responsible and accountable to the Aerodrome Manager.

2.10.3 Apart from providing a FISO service the Senior FISO is also responsible for (but not limited to) the following:

- Operating, monitoring and reporting faults for ATS equipment.
- Maintenance and updating of all required CAA ANSP documentation.
- Maintaining personal records for individual FISO's such as: currency, licenses, and medical examinations.
- Maintaining the Unit Training Plan for FISO's.
- Undertaking FISO competency checks as required.
- Training of new FISO staff.
- Serves as liaison and coordinates activities with stakeholders, Airport tenants, Airport users. Maintains good customer service standards with all users, tenants and visitors.
- Ensure that procedures for documenting and communicating all safety related information are effective and efficient.
- Develop and maintain a coherent, consistent and comprehensive approach to the management of safety at Kemble Aerodrome.
- Develop procedures, management systems, and documentation for consideration by the Kemble Safety Committee and adoption by the Board of Directors.
- Advise the Aerodrome Manager on aviation safety management, risk analysis and provide management support.
- Ensure that, as far as reasonably practicable, risks are identified and assessed and that appropriate control measures implemented.
- To ensure that communications equipment, meteorological equipment, Aeronautical ground lighting and obstruction lights are maintained in a serviceable condition, as far as reasonably practicable, and that appropriate mitigation measures are implemented if any of that equipment becomes unserviceable.

## 2.11 The Estates Manager

2.11.1 The Estates manager is accountable to the Aerodrome Manager.

2.11.2 The Estates Manager is managed and tasked by the Aerodrome Manager and the Assistant Operations Manager.

2.11.3 It is the responsibility of the Estates manager to follow the guidelines and schedules as described in the Estates Manual.

## 2.12 Accountabilities of Managers

2.12.1 All managers at Kemble Air Services Ltd are accountable to the Aerodrome manager. They all have delegated authority to take any necessary immediate action to mitigate the effects of a hazard. They are all responsible for ensuring that this safety management system is followed as far as the staff and other resources that they manage are concerned.

2.12.2 Responsibilities include, but are not necessarily limited to: -

- Ensuring that staff under their control have been properly trained and/or briefed in the hazards and risks and control measures associated with the tasks they are required to do
- Ensuring that appropriate risk assessments are carried out and adequate control measures implemented to ensure that risk is reduced to as low as reasonably practicable
- Ensuring that accidents and incidents are reported through the KIRS and MOR systems.
- Ensuring that appropriate first aid facilities are available and used whenever necessary.
- Ensuring that emergency procedures are followed when necessary.

## 2.13 Accountabilities of Staff

2.13.1 All staff are accountable to their immediate line manager as set out in the chart in paragraph 1.6.

2.13.2 All staff have the authority to take any immediate action necessary to mitigate the effects of a hazard within the bounds of their competency. Care must be taken to ensure that the mitigation does not create a new hazard and that the hazard and mitigating actions are reported to the Aerodrome Manager without delay. The KIRS system is to be used wherever possible in these instances.

2.13.3 No staff member will be penalised (just culture) for using their position or reporting a hazard if the actions taken are not reckless, even if it is subsequently determined that the action was not necessary or that some other course of action should have been taken to better mitigate the risk.

2.13.4 All staff are responsible for their own safety and the safety of others working at or using Kemble Aerodrome.

2.13.5 The specific safety responsibilities of all staff include

- Ensuring that they are familiar with the safety policy and safety management system at Kemble Aerodrome and understand all those parts that are relevant to them.
- Following safety instructions issued by managers
- Reporting hazards that they identify using the KIRS system
- Ensuring, as far as reasonably practicable, that they do not create a new hazard or increase the risk associated with an existing hazard.

- 2.13.6 Any staff member that wilfully neglects the just culture (see para 4.14.18) and their duties, will be subject to the company disciplinary procedure.

Individuals will not be punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but which result in a reportable event; however, gross negligence, wilful violations and destructive acts will not be tolerated.

## 2.14 Kemble Safety Committee

- 2.14.1 The Kemble Safety Committee is an internal company-based meeting that **meets Anually**.

The role of the Kemble Aerodrome Safety Committee is to monitor the effectiveness of the Aerodrome Manual / Safety Management System, to make reports to the Board of Directors on any findings, to recommend any improvements, to develop airside safety, to recommend strategies for hazard removal and mitigation of any risk and trends, to monitor KIRS reports, to follow up outstanding actions, to check change and impact assessments etc.

In order to be able to do this effectively the Kemble Aerodrome Safety Committee should: -

- a) Review the Minutes from previous meetings
- b) Review actions from previous meetings
- c) Review security arrangements
- d) Review Safety Performance Indicators
- e) Review internal audits
- f) Review CAA audits
- g) Review KAUG meetings
- h) Review KIRS reports
- i) Review Risk Assessments
- j) Review CAA Skywise notices
- k) Review staff training requirements
- l) Identify procedures that may need updating

- 2.14.2 The Aerodrome Manager, Assistant Operations Manager, Senior FISO and Airport Fire Officer make up the standing members of the Kemble Safety Committee. Other specialist advisors or staff can be invited as required should a need arise.

## 2.15 Kemble Aerodrome Users Group (KAUG)

- 2.15.1 KAUG is a structured open forum made up of representatives of Kemble Air Services Ltd management, staff, primary stakeholders, and aerodrome users.

- 2.15.2 The role of KAUG is to allow discussion on all aerodrome related issues that may be of common interest to members including site safety issues and to enable interaction between the aerodrome operators and its users.

2.15.3 KAUG is not a decision-making body, however, issues raised at KAUG may lead to recommendations to Kemble Air Services Ltd to take appropriate action for the continued improvement of the aerodrome and its users.

2.15.4 **The KAUG meets Annually**, and its objectives are as follows:

- a) To promote good communication between the aerodrome operator, stakeholders and users of Kemble Aerodrome.
- b) To promote the safe operation of the aerodrome.
- c) To promulgate important aerodrome information.
- d) To highlight areas where improvement is required.
- e) To positively reinforce areas which are working well and effectively.
- f) To afford users and stakeholders the opportunity to report any news to the group.
- g) To allow users and stakeholders the opportunity to learn and comment on future plans and operations.
- h) To allow operators/Kemble Air Services the opportunity to raise any concerns.

## 2.16 Kemble Aerodrome Managers Meeting (KAMM)

2.16.1 **KAMM meets annually** and is chaired by the Aerodrome Manager, (or a person nominated by him), and comprises of Operations, RFFS, Admin, Finance and Tower.

2.16.2 KAMM acts as a focus for management and staff to discuss any safety related issues, incidents, tasks, projects, key events, staffing and training etc.

2.16.3 KAMM provides an essential link between the aerodrome manager and internal departments to communicate and resolve matters of safety and operations.

2.16.4 KAMM may from time to time establish and nominate specialist working groups to consider and report on specific safety issues, projects, developments etc.

2.16.5 KAMM may review and discuss any “Significant Incidents” and “Incidents” as required from within the KIRS reports and make recommendations or comment as required which will then be reviewed by the Kemble Safety Committee.

2.16.6 AGENDA

- Review and confirm the minutes from previous meetings
- Review and confirm actions from previous meetings
- Staffing
- Operations
- Events
- Aerodrome Documentation
- Aerodrome Maintenance

## 2.17 Risk Management

- 2.17.1 All operational employees of Kemble Air Services Ltd will be made aware of the safety management system within the aerodrome manual, including the risk management process (KAOP 049 refers).
- 2.17.2 All operational staff are encouraged and expected to take part in the safety assurance and safety management processes. They will be provided with opportunities to be actively involved and encouraged to provide feedback on any safety concerns.
- 2.17.3 Contractors and others working at those areas of Kemble Aerodrome under the direct control of Kemble Air Services Ltd will be assessed on their safety competence by following the procedure in KAOP 070.
- 2.17.4 No work at Kemble Aerodrome in areas under the direct control of Kemble Air Services Ltd will be permitted unless the company is satisfied that the person or persons doing the work are competent to do so and understand the relevant parts of the aerodrome safety management system.
- 2.17.5 Where necessary, work will be controlled by a Permit to Work issued by Kemble Operations.
- 2.17.6 It is the responsibility of any person carrying out work at Kemble Aerodrome to ensure that it is being conducted in accordance with these policies and procedures.

## 2.18 Risk Assessments

- 2.18.1 As far as it is reasonably practicable to do so, the hazards and risks associated with any activity must be identified, assessed and appropriate control measures implemented before the activity, or any work commences.
- 2.18.2 It is the responsibility of all staff, employees and managers of Kemble Air Services Ltd to ensure that the risks associated with any activity that they perform or require others to perform whilst working have been properly identified and assessed. All necessary safety measures identified as part of the assessment process are to be properly implemented.
- 2.18.3 Employees and managers are all deemed competent to identify and assess risks according to their level of responsibility and the tasks that they are required to perform.
- 2.18.4 Not every activity requires a formal written risk assessment to be carried out. However, where the adjudged risk associated with an activity is adjudged to be higher than low then action should be taken to reduce the risk to as low as reasonably practicable or complete a risk assessment.
- 2.18.5 Where the risk analysis (see 2.19 below) indicates that a risk assessment is to be carried out, the appropriate risk assessment form is to be completed by the employee or manager as indicated and signed off by the Aerodrome Duty Manager before the activity commences or the change is implemented.

- 2.18.6 If it is not possible to reduce the level of risk to a tolerable level then the activity is too dangerous to carry out in the proposed manner and other means must be sought to achieve the desired outcome.
- 2.18.7 If the level of risk cannot be reduced to an acceptable level, then those who are required to carry out the task must be made aware of the inherent dangers and the control measures that must be exercised. In most cases this will require the issuing of a Permit to Work.
- 2.18.8 Any change, whether to personnel, equipment or procedures, has an inherent risk, both in relation to the change itself and to its potential effects on other activities or equipment. All changes, therefore, are to be subject to hazard identification, analysis and risk mitigation.
- 2.18.9 There may be occasions when accidents, incidents or near misses occur that do not necessarily give rise to injury or loss or to a breach of legislation but may have safety implications. In such cases it will be necessary to collect and analyse sufficient information about the occurrence to allow effective review of the risk assessment of the activity to take place. Staff, operators, stakeholders, contractors and others working at Kemble Aerodrome are, therefore, encouraged to report any incident that might have safety or security implications using the KIRS system.

**Do not assume that somebody else will do something. If in doubt - report it!**

## **2.19 Risk Analysis**

- 2.19.1 The procedure for analysing risks, is detailed in **KAOP 65**.

## **2.20 Hazards and Risk Assessments**

- 2.20.1 A log of all the identified hazards (hazard log) and risk assessments can be found in the “**KARA Risk Assessment File**” (SharePoint) with references to the documents that apply to each hazard.
- 2.20.2 The Aerodrome Manager will record the results of all risk assessments carried out and make them available to and draw them to the attention of employees and others who may be affected by the activity.
- 2.20.3 The risk assessment documents are available on the Kemble Air Services computer network via SharePoint as pdf documents.
- 2.20.4 Copies of risk assessment documents are available to all users of Kemble Aerodrome on request to the Aerodrome Manager.
- 2.20.5 Risk Assessments are reviewed as necessary, a review date is included on each risk assessment.
- 2.20.6 The index to the risk assessment file is the hazard log, risk, and identification register.

## **2.21 Event Safety Management**

- 2.21.1 Kemble Aerodrome is regularly used as a whole or in part for events which do not form part of 'normal' aviation activities. These include events that are organised and managed by Kemble Air Services Ltd, as well as events organised by third parties.
- 2.21.2 The Aerodrome Manager is responsible for ensuring that all events are conducted safely and do not have an adverse impact on the safety of other activities on the aerodrome.
- 2.21.3 All events will be the subject of a management plan which will include, details of where, when, and how the event is to take place, responsibilities for managing the event, risk assessments, the impact on other activities and event specific emergency procedures.
- 2.21.4 Events organised by third parties will, in addition, be subject to the following organiser compliance process.
- 2.21.5 The Aerodrome Manager will ensure that, before any contract/agreement to lease part, or all, of the aerodrome is entered into, the ability of that event organiser to comply with all statutory health and safety and all Kemble Air Services policy requirements are assessed and confirmed. The assessment will always involve the completion of a satisfactory risk assessment and event organisation documentation by the organiser to cover all aspects of the event.
- 2.21.6 The Aerodrome Manager will establish the level of control that Kemble Air Services Ltd will need to exercise over activities to be carried out at the event. This will depend upon the nature and location of the event and the competency of the event organiser.
- 2.21.7 The Aerodrome Manager will only grant approval for an event if they are satisfied that the event can be conducted safely and without compromising the safety of other activities.
- 2.21.8 The Aerodrome Manager will notify the event organiser of any safety conditions that will apply whilst conducting the event. The Aerodrome Manager will, without notice, audit, as necessary the activities of an event to verify that safety conditions are being complied with and record any findings.
- 2.21.9 The Aerodrome Manager will ensure that operational staff are made aware of any event through daily briefings and the issuing of copies of management plans or other relevant documentation.

## **2.22 Contractor Compliance**

- 2.22.1 Before any contractor is engaged by Kemble Air Services Ltd to carry out work at Kemble Aerodrome, the ability of that contractor to comply with all statutory health and safety and all Kemble Air Services policy requirements will be assessed by the Aerodrome Manager. That assessment will always involve the completion of a contractor compliance interview followed by the provision of insurance, risk assessments and any method statement, documentation to cover all aspects of the work to be carried out.

- 2.22.2 The Aerodrome Manager will establish the level of control that Kemble Air Services Ltd will need to exercise over any activities provided by a contractor. This will depend upon the nature and location of the work to be carried out and the competency of the contractor.
- 2.22.3 The Aerodrome Manager will notify the contractor of any safety conditions that will apply to the contractor whilst conducting any work.
- 2.22.4 The Aerodrome Manager will audit, as necessary, the activities of contractor to verify that safety conditions are being complied with and to record any findings.
- 2.22.5 The Aerodrome Manager will ensure that any sub-contractor appointed by a main contractor is subject to the same assessment and audit processes as the main contractor.
- 2.22.6 The Aerodrome Manager will ensure that all operational staff are made aware of the presence of contractors through daily briefings and the issuing of relevant documentation to operational staff.

## 2.23 Permits to Work

- 2.23.1 Any activity that, in the opinion of the Aerodrome Manager, cannot be reduced to an acceptable level of safety should be made subject to a permit to work (PTW).
- 2.23.2 The PTW system is a method of ensuring that.
- a) an activity is risk assessed prior to it being performed
  - b) appropriate controls are implemented
  - c) the personnel carrying out the activity are properly informed of the controls
  - d) The personnel must understand the controls and can implement them
  - e) the activity only takes place after permission has been granted by the Aerodrome Manager
  - f) other people who might be affected by the activity or who might have an impact on it are made aware that it is taking place and what, if anything, they should or should not do
  - g) actions in event of an emergency are clearly defined
  - h) a record is maintained of the permission and subsequent action.
- 2.23.3 The permit to work system applies to all ad-hoc, one off, non-regular work activities that take place airside.
- 2.23.4 Airside operators are expected to carry out their own risk assessments and give adequate notice to Kemble Air Services Ltd of any planned hazardous activity that could impact upon the safety of other airside activities. In such cases, an application for a permit to work **must** be made to Kemble Air Services Ltd and work may not commence until such permit has been granted.



- 2.23.5 The Permit to Work system also applies to all activities on the remainder of the aerodrome under Kemble Air Services Ltd control whether those activities are carried out by Kemble Air Services Ltd staff or others.
- 2.23.6 Permit to Work forms are available from Kemble Operations.
- 2.23.7 Applications should be submitted to the Operations office, preferably a minimum of 24hrs before the planned activity. The Permit to Work will normally be issued by the Aerodrome Manager and the recipient will be asked to sign to confirm that they have understood and are able to implement the controls identified by the risk assessment process and any conditions attached to the permit.
- 2.23.8 In the absence of the Aerodrome Manager, Permit to Works can be issued by the Aerodrome Duty Manager.
- 2.23.9 Work which is subject to a Permit to Work should only be conducted in accordance with the conditions of that permit. Any variation to the work should only be conducted after approval has been obtained from the Aerodrome Manager.
- 2.23.10 When work is complete the permit holder should advise the Operations office and confirm that work was carried out in accordance with conditions applied.

## **2.24 Kemble Incident Reporting System - KIRS**

- 2.24.1 It is Kemble Air Services' primary concern to encourage the full and uninhibited reporting of any incident.
- 2.24.2 It is the responsibility of every employee to report an incident and to co-operate fully throughout any investigation.
- 2.24.3 It is the responsibility of every employee to be able to complete the investigation of an incident with the support of other employees and senior managers.
- 2.24.4 The purpose of an investigation is to establish the facts and to prevent any further occurrence. The purpose is not to apportion blame or liability.
- 2.24.5 Internal investigations will be conducted as soon as possible to determine the facts in order to initiate any necessary changes to procedures. This process will take place irrespective of whether other authorities decide to carry out their own investigation.
- 2.24.6 It is Kemble Air Services' policy that the substance of any KIRS report following an investigation should be disseminated at safety meetings.
- 2.24.7 It is Kemble Air Services' policy to provide counselling and support for individuals involved in a significant incident, for as long as it is deemed necessary or appropriate.

2.24.8 Kemble Air Services operate a system called KIRS for reporting, recording, and analysing accidents, incidents and near misses. The purpose of this system is to ensure that safety data is collected and acted upon.

2.24.9 The KIRS system can be used for any aviation and/or non-aviation related incidents anywhere on the aerodrome.

2.24.10 KIRS provide Kemble Air Services management with:

- A prompt and consistent method of data collection, analysis, and reporting.
- The basis for identifying hazards, and subsequently managing accidents, incidents, near misses and trends.
- A means of prioritising action in response to reports.
- A means of monitoring accidents, incidents and near misses as a measure of safety performance.
- A means of reporting accidents, incidents and near misses not already covered by the MOR scheme.

2.24.11 Submitting a KIRS Report

- The procedure for submitting a KIRS Report is detailed in **KAOP 060**
- The procedure for submitting a Mandatory Occurrence Report (MOR) can be found in **paragraph 4.14** of this manual.
- Anyone can complete and submit a KIRS form. Forms can be obtained from the Operations office.
- Any accident, incident or near miss should be reported using the KIRS system.
- If there is any doubt about reporting something using KIRS, then report it. It is far better to have reports which require no action to be taken than to have an accident that could have been avoided.
- All KIRS reports and MOR's must be notified to the Aerodrome Duty Manager.

2.24.12 All incidents reported through KIRS will be recorded, investigated, and evaluated.

2.24.13 Anybody who completes a KIRS form will be given feedback by the Aerodrome Manager, initially in a discussion and, if required, followed in writing by an email.

2.24.14 After an investigation, the Aerodrome Manager will report their conclusions and the nature of any corrective actions that have to be implemented to all affected parties.

2.24.15 Where an investigation has identified the need for any corrective action the Aerodrome Manager will ensure that this is implemented as soon as reasonably practicable. Where there is any significant delay in implementation of corrective action the Aerodrome Manager will ensure that appropriate temporary mitigation is implemented. This may include the suspension of a particular activity until the corrective action is completed.

## 2.25 Safety Objectives

2.25.1 Kemble Air Services Ltd safety objectives are: -

- whilst providing air traffic services, is to minimise the organisation's contribution to the risk of an aircraft accident as far as reasonably practicable
- to meet or exceed target levels of safety as measured by the safety performance indicators

- to improve safety performance by annually reviewing the safety performance indicators
- to ensure that its staff are adequately trained and supported so that they remain capable of and committed to delivering to the company's safety objectives.

## 2.26 Safety Monitoring

2.26.1 The effectiveness of the safety management system will be evaluated by measuring performance against specified safety performance indicators (SPI's). SPI's are liable to change during a year, but the SPI's currently in use are: -

- a) Number of Safety meetings held
- b) Number of User Group meetings held
- c) Number of emergency exercises held
- d) Number of internal audits completed
- e) Number of FISO Meetings held
- f) Number of Managers Meetings held
- g) Incidents of Runway Incursions
- h) Incidents of Runway Excursions
- i) Incidents involving Vehicles
- j) Incidents of Bird Strikes
- k) Incidents involving wildlife (not bird strikes)
- l) Incidents of Security (Break in / Theft)
- m) Number of KIRS reports completed
- n) Others

2.26.2 The SPI's may also be compared with any safety targets produced by the CAA and/or HSE.

2.26.3 SPI's will be kept under review and can be amended, added to or deleted at any time, dependent upon local experience and any guidance issued by CAA and/or HSE

2.26.4 Where possible and appropriate, trend analysis of the SPI and safety data will be carried out and improvement targets set.

2.26.5 The Kemble Aerodrome Safety Committee will be provided with a report of performance against SPI's by the Aerodrome Manager at each meeting.

## 2.27 Internal Audits

2.27.1 Operational staff may (at the authorisation of a manager) conduct an internal audit of any operational activity conducted by Kemble Air Services at Kemble Aerodrome.

2.27.2 The purpose of an internal audit is: -

- a) To check a procedure is being followed
- b) To check compliance with legal requirements.

- c) To confirm that hazards have been identified and assessed.
- d) To confirm all aspects of this SMS are being followed and remain effective.

- 2.27.3 The areas to be addressed in the internal audits and the frequencies with at which they need to be carried out will be developed into a **Safety Survey Plan** and will reflect the issues identified by the **Kemble Aerodrome Safety Committee** (para 2.13) as priority areas.
- 2.27.4 Internal audits will consist of various operational items from within the aerodrome manual or procedures, as directed by the aerodrome manager.
- 2.27.5 Outputs from an internal audit resulting in a change will go through the impact assessment and change management process.
- 2.27.6 The procedure to follow to conduct an internal audit is contained in **KAOP 081**.

## 2.28 Management of Change

- 2.28.1 Changes to the operations, layout, equipment, and personnel of Kemble Aerodrome are often necessary to improve and sustain operational capability or to comply with new regulations from the CAA or other national body.
- 2.28.2 A change impact and risk assessment procedure will ensure that the aerodrome manager has assurance that correct measures have been accounted for and that effective consultation with affected staff, groups and individuals will be carried out.
- 2.28.3 As an ANSP, Impact assessments are required to be completed for each ATM change.
- 2.28.4 KAOP 059 refers to the procedure to be followed when a change to the ATM is necessary.
- 2.28.5 A risk assessment of proposed changes is carried out as part of the impact assessment process.
- 2.28.6 A change of the service provider's ownership and/or the location of its facilities should comply with ATM/ANS.OR.A.040(a)(2) and should not be subject to the procedure identified in ATM/ANS.AR.C.025(c).

## 2.29 Post Change Review

- 2.29.1 When changes have been implemented, the Aerodrome Manager will assess the effectiveness of any changes made. That assessment will consider whether any changes have had an impact on other safety issues. The Aerodrome Manager will report the conclusions to the Kemble Safety Committee where it will be reviewed.

- 2.29.2 Where further changes are required as a result of a post change review, the change management process will be followed again.

## **2.30 Routine System Review**

- 2.30.1 The Aerodrome Manager will review the Kemble Aerodrome SMS annually to identify and determine the implications of sub-standard performance of the SMS in operation and present the results to the Kemble Safety Committee with the objective of eliminating or mitigating risk and sub-standard performance.
- 2.30.2 The CEO will ensure that the Aerodrome Manager is provided with adequate resources to carry out the evaluation process.
- 2.30.3 The Kemble Aerodrome Safety Committee will give all aerodrome staff, tenants, and contractors an opportunity to be involved in the evaluation of the SMS at the Kemble Aerodrome Users Group (KAUG) and Kemble Aerodrome Managers Meetings (KAMM).

## **2.31 Employee Welfare**

- 2.31.1 Sadly, even where risk is well managed, accidents and incidents can occur and when that happens there is likely to be an impact on staff even if they are not injured or directly involved.
- 2.31.2 Management of Kemble Air Services Ltd recognises its responsibilities towards any staff that may be affected and will provide appropriate support.
- 2.31.3 In the event of a serious air or ground incident, after immediate emergency procedures are activated and the situation is under control, company staff, where applicable, will be given the opportunity to be taken off duty and given time to relax and reset themselves before going back to perform their role.
- 2.31.4 Personnel closely involved with an accident, or another serious incident must be made aware of the possibility of shock, and they should be encouraged to be seen by a medical professional.
- 2.31.5 Personnel reporting feeling the physical or mental effects of stress, fatigue, or emotion due to an incident, workload pressure, or external pressures, will be given time off from any operational position. The company will offer support and consider, based on medical advice, the requirements for counselling for the member of staff as required.

## **2.32 Safety Promotion**

- 2.32.1 Safety performance of individuals will be incorporated into any incentive scheme operated by Kemble Air Services Ltd.

2.32.2 Safety performance will be a key element of operational team performance targets.

### **2.33 Feedback**

2.33.1 Kemble Air Services management recognise the need to continuously reinforce its commitment to safety.

To that end it will: -

- Disseminate lessons arising from safety occurrence investigations and other safety activities within the organisation at management and operational levels and amongst operators and pilots based at Kemble Aerodrome by e-mailing the results of safety reviews and KIRS investigations to all staff and users.
- Actively encourage staff and users to propose solutions to identified areas of concern so that changes are made to improve safety where they appear necessary, by ensuring that safety is a compulsory agenda item on all Kemble Air Services Ltd meetings.

### **2.34 Safety Survey Plan**

2.34.1 The Safety Survey Plan will include such items that have been identified as current topics from the Kemble Aerodrome Safety Committee and the Kemble Aerodrome Managers Meeting.

2.34.2 The current topics described above will be used as agenda items in the KAMM to enable development and tracking of the items.

### **2.35 Alternative Means of Compliance (Alt MOC)**

2.35.1 Alternative Means of Compliances (Alt Moc) are no longer in use (Withdrawn).

### **2.36 Non-Conformity to the Regulation 2017/373**

2.36.1 After receipt of notification of findings from the competent authority (CAA), the service provider (KAS) shall:

- (a) identify the root cause of the non-compliance.
- (b) define a corrective action plan that meets the approval by the competent authority.
- (c) demonstrate corrective action implementation to the satisfaction of the competent authority within the time period proposed by the service provider and agreed with that authority, as defined in point ATM/ANS.AR.C.050(e).

## **2.37 Corrective Action**

- 2.37.1 Kemble Air Services shall implement any safety measures, including safety directives, mandated by the competent authority (CAA) in accordance with point ATM/ANS.AR.A.025(c).

## **Chapter 3      Quality Management System**

### **3.1      Scope**

- 3.1.1      Kemble Air Services Ltd operates Kemble Aerodrome as a public use aerodrome in accordance with a CAA Aerodrome Licence, the conditions attached to it and the Air Navigation Order.
- 3.1.2      The facilities and services available provided by Kemble Air Services at Kemble Aerodrome to which this quality management system applies are defined by the Kemble Aerodrome UK AIP entry.
- 3.1.3      This quality management system does **not** apply to other facilities and services provided by Kemble Air Services or facilities and services provided by other operators at Kemble Aerodrome, including Kemble Airfield Estates Ltd.

### **3.2      Quality Policy Statement**

- 3.2.1      Kemble Air Services Ltd is committed to providing aerodrome and air traffic services at Kemble Aerodrome which meet all of its identified customer expectations and satisfies all applicable legislative requirements.
- 3.2.2      Kemble Air Services Ltd will seek to identify all of its customer requirements by: -
- Establishing customer needs at contract negotiation stage and ensuring that those needs are reflected in the contract document in an open and transparent manner.
  - Actively seeking to establish the needs of non-contract customers when they contact Kemble Air Services for service.
  - Setting up stakeholder communication forums for issues to be raised via the Kemble Aerodrome Users Group.
  - Ensuring that there is a clear and readily accessible method for customers to provide feedback to Kemble Air Services Ltd Management on any issue, be it negative or positive.
- 3.2.3      Kemble Air Services Ltd will use customer requirements as the basis for setting its quality objectives and the primary objective of the Quality Management System is to ensure that those requirements are met.
- 3.2.4      Kemble Air Services Ltd will continuously strive to improve the effectiveness of its quality management system by regularly reviewing the system in application and responding to identified inadequacies in accordance with Section 3.5 below.



### 3.3 Quality Assurance

- 3.3.1 The Management Quality Responsibilities are defined in Chapter 2 of this Manual.
- 3.3.2 The Quality Manuals that define the services that Kemble Air Services Ltd provides and the standards to which they are provided are: -
- The Aerodrome Manual, a published document that defines the services that Kemble Air Services Ltd provides, the way in which those services are provided and who is responsible for providing them.
  - The ATS / FISO Manual, a guide to FISO and Operations Assistants on delivery of the ATS Service.
  - The RFFS Manual, a guide to RFFS staff on delivery of the RFFS Service.
  - Kemble Aerodrome Operating Procedures (KAOP's), a series of procedure documents that define how specific tasks are to be carried out.

### 3.4 Quality Assurance Process

- 3.4.1 The quality assurance process is defined within **KAOP 069**
- 3.4.2 It is the responsibility of all staff when delivering services on behalf of Kemble Air Services Ltd to be aware of this process and ensure that they deliver service in accordance with it, even where the specific process is not documented.

### 3.5 Document Control Process

- 3.5.1 The Aerodrome Manager will maintain records of all documented processes and will update the records whenever necessary. Editorial control of those documented processes will be restricted to the Aerodrome Manager and the Senior FISO.
- 3.5.2 Copies of the current versions of all risk assessments, safety instructions, safety policy documents, manuals and procedures will be maintained on the Kemble Air Services Ltd "Team Site" available to all Kemble Air Services staff on company computers and devices.
- 3.5.3 Read only versions of any documents that deemed to be available to the public will be published on the Kemble Air Services (Cotswold Airport) website.
- 3.5.4 Minutes of meetings will be circulated to participants of those meetings and made available to Kemble Air Services Staff on the Kemble Air Services "Team Site".
- 3.5.5 A common system of document identification is applied to all documents produced by Kemble Air Services Ltd.
- 3.5.6 Authors of documents for Kemble Air Services are required to use the common documentation identification system.

- 3.5.7 A change management procedure has been implemented as **KAOP 059**.
- 3.5.8 No documents which form part of the safety, security or quality management system may be introduced or amended without the authorisation of the AM and OM.
- 3.5.9 All operational manuals and procedures (Including relevant CAA publications, selected Skywise information notices and safety notices) are subject to the document control process and the change management process.
- 3.5.10 Documents covered in the document control process are detailed in the list below and maintained in the ATS Documents Register.

KAS Aerodrome Manual
KAS MAFIS Manual
K I R S – Kemble Incident Reporting System
K A O P S – Kemble Aerodrome Operational Procedures
ATFCM User Manual
Brize Zone Control Manual
EUROCONTROL Snowtam Harmonisation Guidelines
Cotswold Airport CFMU Manual
CAP 168 Licensing of Aerodromes
CAP 393 ANO
CAP 413 Radiotelephony Manual
CAP 452 Radio Station Operators Guide
CAP 642 – Airside Safety Management
CAP 722 Unmanned Aircraft System Operations in UK Airspace
CAP 736 - Operation of Directed Light, Fireworks, Toy Balloons and Sky Lanterns within UK Airspace
CAP 746 Requirements for Meteorological Observations at Aerodromes.
CAP 772 Wildlife Hazard Management at Aerodromes
CAP 774 Flight Information Services (ATSOCAS)
CAP 797 FISO Manual
CAP 1032 Aerodrome FISO Licensing
CAP 1054 Aeronautical Information Management
CAP 1168 Guidance Material for Organisations, Operations and Design Requirements for Aerodromes
CAP 1430 UK ATM Vocabulary
CAP 1535 The Skyway Code
1 : 500,000 Southern England and Wales Map
Kemble AIP Entry
SkyWise Safety Notices
CAA Safety Notices
CAA AIC's – Aviation Information Circulars
CAA Aeronautical Information Publication, 28 day Notices
CAA Aeronautical Information Publication, 56 day Notices
CAA Aeronautical Information Publication, Supplements
VFR Map, Amendments for Southern England & Wales
Hot Poop File
Aston Down Letter of Agreement
Model Flyers Agreement
Brize Norton Letter of Agreement
RIAT Letter of Agreement
ACN Brize TACAN Calibration
Aerodrome License
Wildlife Shooting Permission
CAA Permission to Display AGL

## **Chapter 4 Operational Procedures**

### **4.1 Kemble Aerodrome Operating Procedures (KAOP's)**

- 4.1.1 Any activity at Kemble Aerodrome that is required to be conducted in a specific manner is subject to a Kemble Aerodrome Operating Procedure (KAOP). This is a formal written procedure approved by the Aerodrome Manager that describes who is authorised to conduct an activity and the procedures and limitations that are to be followed.
- 4.1.2 The Aerodrome Manager and Senior FISO are responsible for identifying activities that require a KAOP, ensuring that a KAOP is produced via the change management process, presenting it to the Aerodrome Manager for approval, disseminating the approved procedure to personnel and organisations likely to be subject to or affected by it and maintaining an up-to-date record of approved KAOPS.
- 4.1.3 The Aerodrome Manager will ensure that KAOPS are updated, reviewed, and amended as circumstances and operational requirements dictate and that amendments are promulgated.
- 4.1.4 A list of the current KAOPS is attached as Appendix F to this document. Although it must be realised that the latest version is always on the Kemble Air Services Team Site via SharePoint.
- 4.1.5 The KAOP documents are available to all staff on the Kemble Air Services Team Site via SharePoint.
- 4.1.6 Uncontrolled copies of KAOP documents are available to all users of Kemble Aerodrome on request to the Aerodrome Manager.
- 4.1.7 Once printed, any document is deemed uncontrolled and may not be the correct version.

### **4.2 Aerodrome Inspections**

- 4.2.1 Aerodrome inspections are carried out using procedure contained in KAOP 001 / CAP168 and recorded on the Aerodrome Inspection Daily Check Sheet.
- 4.2.2 Twice-daily inspections of the aerodrome are the standard required. Other inspections can be conducted at any time as required by the Duty FISO, Aerodrome Manager, RFFS or any other competent member of the airport operations staff as circumstances dictate.
- 4.2.3 The frequency of the inspections can be reduced to a minimum of one a day as circumstances, operational activities, and weather dictate.

- 4.2.4 Aerodrome inspections are planned to ensure that an appropriate level of vigilance is maintained at all times. These inspections will also improve the level of understanding of the changes under local conditions and allow for maintenance activities to be proactive.

### **4.3 Aerodrome Sweeping**

- 4.3.1 The Aerodrome Manager is responsible for keeping the operational surfaces clean and fit for use by aeroplanes. This is usually completed by using a FODBOSS surface cleaner with larger scale contracted sweeping carried out as required by traditional suction sweepers.
- 4.3.2 Aerodrome sweeping is carried out in consultation with the aerodrome manager, or as requested by the Duty FISO or Aerodrome Duty Manager. This generally follows from a discussion at the daily brief because of an aerodrome inspection.
- 4.3.3 Paved areas to be swept include the runway, taxiways, and aprons. Details can be found in KAOP 075.
- 4.3.4 Recording of any FOD is followed by using KAOP 053.

### **4.4 Meteorological Information**

- 4.4.1 Kemble Aerodrome provides unofficial meteorological observations for operational use.
- 4.4.2 Meteorological information for Kemble Aerodrome is obtained from the met office website via a secure login and from a Vaisala weather sensor suite mounted on the tower.
- 4.4.3 Information from the weather sensors are displayed in the VCR on a Vaisala WD513 display panel.
- 4.4.4 The display screen gives an instantaneous wind read out; It also displays a ten-minute maximum wind average, crosswind component, local pressure settings and any trends.
- 4.4.5 Wind direction is shown as a magnetic reading. Wind speed is shown as Knots.
- 4.4.6 Wind direction and speed are updated automatically.
- 4.4.7 Regional pressure settings are collected each hour via the AVPEX.
- 4.4.8 Calibration of the Vaisala weather station is achieved every twelve months.
- 4.4.9 Visual, unofficial local area weather observations are made by the Duty AFISO or operations staff, this may include airborne reports from pilots operating within the ATZ and the local area.

4.4.10 Local TAF's and METAR's are obtained from the Met Office web site.

4.4.11 Individual Met briefings and Met information from other locations are obtained from the Met Office.

## 4.5 Low Visibility Procedures

4.5.1 Low visibility procedures (LVP's) are introduced at Kemble Aerodrome when in the opinion of the Duty FISO and in consultation with the Aerodrome Manager, the visibility falls below 900mtrs. KAOP 004 refers.

## 4.6 Runway Surface Friction

4.6.1 Surface friction tests are carried out in accordance with CAP 683.

4.6.2 Surface friction tests are carried out annually unless any deterioration is noted when more frequent tests may be required.

4.6.3 Surface friction assessments are conducted under controlled dry conditions, using the self-wetting function of the Continuous Friction Measuring Equipment. This is to establish the friction characteristics of a runway and to identify areas of a runway surface that may require maintenance in order to restore surface friction values to the Maintenance Planning Level or above.

4.6.4 CAP 683, chapter 4, table describes the runway surface friction levels to be attained.

4.6.5 The Kemble Aerodrome (Cotswold Airport) board of directors and the Chief Executive are responsible and accountable to ensure that all parts of the movement areas 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.

## 4.7 Temporary Withdrawal of Facilities

4.7.1 Any temporary withdrawal of facilities as stated in the UKAIP, such as the closure of the aerodrome, runways, taxiways or the reduction fire services or the non-availability of fuel etc will be the subject of a Notam. KAOP 023 refers.

4.7.2 The Duty FISO in consultation with the ADM 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. KAOP 023 refers.

## 4.8 Integration of Other Aviation Activities

- 4.8.1 Model aircraft flying takes place within the designated area at E-site in the southwest corner of the aerodrome, not above 200ft agl. This information is stated in the UKAIP. Model aircraft wishing to fly outside of the limits of the above are subject to KAOP 047.
- 4.8.2 Unmanned Aerial System operations (Drones) can be integrated within certain limits and areas of the aerodrome. These are as described in the KAOP 072 documents.
- 4.8.3 Large Hot Air Balloon flying can be accommodated using the procedure in KAOP 006.

## 4.9 Recording of Aircraft Movements

- 4.9.1 Details of how aircraft movements are recorded at Kemble Aerodrome can be found in paragraphs 3.18 – 3.21 of the ATS/FISO Manual. We use an airport management system known as Red Atlas to record all aircraft movements.
- 4.9.2 Each take off is recorded as one movement by entering the wheels off time in UTC.
- 4.9.3 Each Landing is recorded as one movement by entering the landing time in UTC.
- 4.9.4 Each circuit is recorded as one movement in the column provided.
- 4.9.5 Kemble Aerodrome records aircraft movements and other communications using a digital voice recorder that records onto a unique stand-alone computer hard drive. Details can be found in the FISO Manual.
- 4.9.6 As Kemble Aerodrome is a Prior Permission Required (PPR) aerodrome the procedure to be followed is contained in KAOP 020.

## 4.10 Control of Works

- 4.10.1 Works Services on the aerodrome are only allowed with the permission of the ADM.
- 4.10.2 The Aerodrome Manager is responsible for the briefing and supervision of working parties on the aerodrome. In the event that work is necessary on, or in close proximity to a manoeuvring area or protected surface, the Aerodrome Manager is responsible for notification of such work by Notam and by short notice directly to aircraft by radio. KAOP 017 refers.
- 4.10.3 Work in progress shall be marked with standard obstruction markings and/or lights in accordance with CAP 168.

- 4.10.4 If the work takes precedence over aircraft operations and thus endangers aircraft operations, the aerodrome is to close. Ideally, unless in an emergency, a notice period of at least 48hrs is required before any such work is commenced.
- 4.10.5 Work Permits are to be completed by operations staff and countersigned by the Aerodrome Duty Manager and the contractor before any work takes place on the aerodrome.
- 4.10.6 A risk assessment is to be provided by any contractors undertaking works airside. Unless satisfactory documents are provided, works will not be permitted to commence. A method statement may also be requested.
- 4.10.7 The Duty FISO must give permission for any access to the manoeuvring area.

## **4.11 Control of Access**

- 4.11.1 Control of access is described in Chapter 9 of this manual.
- 4.11.2 All vehicles operating airside must comply the procedures set out in KAOP 019.

## **4.12 Apron Control**

- 4.12.1 Apron control and safety is the responsibility of all operational staff and are to ensure that all fencing, including temporary, is in place before any flying takes place.
- 4.12.2 All operational staff are briefed to be alert to vehicle and pedestrian incursions.
- 4.12.3 Competent marshallers placed on operational aprons are occasionally used to support aerodrome operations.
- 4.12.4 The procedure for towing aircraft around the aerodrome is contained in KAOP 008.
- 4.12.5 The procedure for the engine ground running of aeroplanes in contained in KAOP 013.
- 4.12.6 The procedure for the use of radios and mobile phone whilst airside is contained in KAOP 015.

## **4.13 Aviation Fuel**

- 4.13.1 Kemble Air Services Ltd are the sole provider of aviation fuels at Kemble Aerodrome and are responsible to ensure the safe operation of all aviation fuel installations and bowsers on the aerodrome.

- 4.13.2 The Kemble Air Services Ltd Fuel Manual (KAOP 010) ensures compliance with article 217 of the Air Navigation Order.
- 4.13.3 Kemble Aerodrome procedures for the receipt, storing and handling of aviation fuels and oils comply with JIG 4 standards. It is the responsibility of the Fire Section to ensure safe operation of all fuels and oils.
- 4.13.4 All Kemble Aerodrome Fuelling Records & the Fuel Manual are kept in the Fire Section.
- 4.13.5 Individual fuel vehicle manuals detailing correct operations of a particular vehicle are kept in the Fire Section.
- 4.13.6 Fuel handling is the responsibility of the Fire Section and may be delegated to suitably trained and competent personnel.
- 4.13.7 Daily fuel sheets are retained by the accounts department, the remainder of the records are kept in the Fire Section Watch Room.
- 4.13.8 Aviation fuels supplied by Kemble Air Services and their availability are as stated in the UKAIP
- 4.13.9 Refuelling is not permitted in any building or hangar.

#### **4.14 Mandatory Occurrence Reporting**

- 4.14.1 Information and guidance on the MOR Scheme is contained in CAP 382.
- 4.14.2 MOR reporting is now completed via the ECCAIRS European Reporting Portal, a provision of Regulation (EU) No. 376/2014. <https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/MOR/Occurrence-reporting/>
- 4.14.3 A list classifying mandatory occurrences can be viewed via the following link [commission implementing regulation \(eu\) 2015/1018 of 29 june 2015](#) this document lays down a list of classifying occurrences in civil aviation to be mandatorily reported, according to Regulation (EU) No 376/2014 of the European Parliament and of the Council.
- 4.14.4 Individual persons shall report any mandatory occurrences via the ECCAIRS (European Coordination Centre for accident and incident reporting systems) web portal at [www.aviationreporting.eu](http://www.aviationreporting.eu) within 72 hours of becoming aware of an occurrence, unless exceptional circumstances prevent this.
- 4.14.5 Following notification of a mandatory occurrence, Kemble Air Services Ltd shall report to the CAA via ECCAIRS the details of occurrences as soon as possible and in any event no later than 72 hours after becoming aware of the occurrence.



- 4.14.6 Kemble Air Services Ltd shall, in a timely manner, report to the CAA via ECCAIRS the details of mandatory occurrences and other safety-related information which have been collected and which may involve an actual or potential aviation safety risk. Information received from voluntary and mandatory reporting is integrated into the KIRS system.
- 4.14.7 The Aerodrome Manager shall independently handle the collection, evaluation, processing, analysis and storage of details of all occurrences reported. The handling of the reports shall be done with a view to preventing the use of information for purposes other than safety and shall appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in occurrence reports, with a view to promoting a 'just culture' (see para 4.14.18).
- 4.14.8 All occurrences are stored in the KIRS files (database) on the company computer with hard copies printed off for reference.
- 4.14.9 For every occurrence mandatorily reported and, to the best extent possible, every occurrence voluntarily reported, Kemble Air Services Ltd will ensure that occurrence reports in the KIRS database contain the information in Annex I to EC 376/2014.
- 4.14.10 All occurrence reports include a safety risk classification for the occurrence concerned.
- 4.14.11 KIRS reports are compatible with ECCAIRS, by using the online system as described at para 4.14.
- 4.14.12 Kemble Air Services Ltd have developed a process to analyse occurrences in order to identify the associated safety hazards. Based on that analysis, Kemble Air Services Ltd will determine any appropriate corrective or preventive action, required to improve aviation safety.
- 4.14.13 Safety action feedback is conducted through regular KAUG and KMMM meetings to provide all relevant parties with information concerning the analysis and follow-up of occurrences for which preventive or corrective action is taken.
- 4.14.14 When Kemble Air Services Ltd identifies an actual or potential aviation safety risk as a result of its analysis of occurrences or group of occurrences, it shall transmit to the CAA the preliminary results of the analysis and any action to be taken within 30 days from the date of notification of the occurrence by the reporter. Kemble Air Services Ltd will report the final results of any analysis, where required, as soon as it's available and, in principle, no later than 3 months from the date of the notification of the occurrence.
- 4.14.15 Kemble Air Services Ltd will, in accordance with English law, take the necessary measures to ensure the appropriate confidentiality of the details of the occurrences.
- 4.14.16 Information derived from occurrence reports shall be used only for the purpose for which it has been collected. Kemble Air Services Ltd shall not make available or use the information on occurrences to attribute blame or liability, or for any purpose other than the maintenance or improvement of aviation safety.

- 4.14.17 Kemble Air Services Ltd shall ensure that personal details are made available within its organisation, only where absolutely necessary, in order to investigate occurrences with a view to enhancing aviation safety.
- 4.14.18 Kemble Air Services Ltd shall, after consulting its staff representatives, adopt 'just culture' principles. In particular, employees and contracted personnel who report or are mentioned in occurrence reports shall not be subject to any prejudice.

**Definition of Just Culture:**

"a culture in which front line operators or others are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but where gross negligence, wilful violations and destructive acts are not tolerated".

## **4.15 Aerodrome Snow Plan**

- 4.15.1 Kemble aerodrome will close during periods of bad weather including snow, ice, rain and high winds.
- 4.15.2 Winter operations procedure KAOP 073 applies during periods of snow.
- 4.15.3 Kemble Aerodrome operates a "back to black" policy for the hard runway and will always wait for snow and ice to melt naturally prior to reopening the aerodrome.
- 4.15.4 Taxiing and vehicle movements on taxiways may be permitted depending on the severity of the surfaces and at the discretion of the aerodrome manager.
- 4.15.5 Due to its different characteristics there are occasions when the grass runway could be used during snowy and icy conditions, this will be at the discretion of the aerodrome manager.
- 4.15.6 Helicopters might also be able to operate safely in snow and ice on the understanding that they do so at their own risk as if operating from a private site. This will also be at the aerodrome managers discretion.

## **4.16 Wildlife Hazard Control**

- 4.16.1 Wildlife and Bird Control is managed in accordance with CAP 772 and chapter 6 of the ATS/FISO manual.
- 4.16.2 Firearms and Shotgun licence holders within Kemble Air Services staff are authorised in accordance with the Wildlife Licensing Unit of Natural England to use rifles and shotguns on the aerodrome to kill or take certain birds to preserve air safety.
- 4.16.3 Where possible, and in coordination with the Kemble Estates grounds maintainers, a long grass and grass management policy has been adopted. In accordance with CAP 772.

- 4.16.4 Records of bird strikes, bird control measures, bird counts, and occurrences are kept in the KIRS file and on the Red Atlas system.
- 4.16.5 All bird strikes and near miss reports are to be reported via the KIRS system (Para 2.23 refers) and to the CAA via a Mandatory Occurrence Form as described in paragraph 4.14 of this manual.
- 4.16.6 The area concerning Bird Hazard Control is primarily within a 13km circle of the aerodrome. There is one area to the east south east of the aerodrome forming part of the Cotswold Water Park that is host to significant numbers of birds. In the winter, numbers are swelled by migrating waterfowl. The area is still undergoing change with continuing gravel extraction. There is no historical data that demonstrates an increased risk of bird strike in these areas.

## **4.17 Aerodrome Safeguarding**

- 4.17.1 The Kemble Aerodrome safeguarding map is produced by SLC Associates Ltd. This includes the aerodrome itself and the RNP Approaches to both runway 08 and 26 hard.
- 4.17.2 The safeguarding map is lodged with both Cotswold District Council and Wiltshire Council local planning authorities. These two LPA's notify Kemble aerodrome of any proposed developments that may affect aerodrome operations within certain criteria relating to height and location. This information is passed to SLC Associates for checking against the aerodrome survey and then a consultation process is then entered into with these LPA's if appropriate.
- 4.17.3 In addition, any proposed developments having bird attractant properties within 13km of the aerodrome will also be referred for consultation.
- 4.17.4 Any proposed developments of wind turbines within 30km of the aerodrome will also be referred for consultation.
- 4.17.5 CAA document CAP738 has been adopted as the model safeguarding document for Kemble aerodrome.
- 4.17.6 On aerodrome safeguarding is covered by KAOP 022.
- 4.17.7 Should Kemble Air Services Ltd have any concerns or complaints about a local development that may affect the aerodrome then Kemble Air Services Ltd will register the complaint with the LPA's using the online form for registering complaints against planning applications.

## **4.18 Runway Incursion Prevention**

- 4.18.1 Proactive measures are taken by Kemble Aerodrome to reduce the likelihood of a runway incursion occurring and to raise awareness of the hazards associated with runway incursions (and excursions) to all aerodrome users.

#### 4.18.2 Runway incursion prevention is assisted by;

KAOP 001 – Aerodrome Inspections  
 KAOP 004 – Low Visibility Procedures  
 KAOP 019 – Aerodrome Driving Manual  
 KAOP 022 – Aerodrome Safeguarding  
 KAOP 028 – Runway Vehicle Events  
 KAOP 034 – Major Events Procedure

4.18.3 All runway incursions are reported to the Aerodrome Manager and a report is made to the Kemble Airside Safety Team.

4.18.4 All runway incursions are reported via an MOR and a KIRS.

### 4.19 Third Party Monitoring

4.19.1 Kemble Air Services Ltd has a responsibility and a shared responsibility with contractors and other users to ensure that procedures are followed and that third parties operate correctly on the aerodrome.

4.19.2 Third Parties operating on the aerodrome all share the responsibility for safety on the aerodrome ramp or apron. They are monitored daily by the tower and operational staff and any activity that is deemed to have, or could have, a negative effect on safety is brought to the attention of the Aerodrome manager.

### 4.20 Grass Management

4.20.1 Kemble Aerodrome has adopted a long grass policy as described in CAP772 over certain areas of the aerodrome.

4.20.2 Other areas including the grass runway, taxiways, aprons, and south side showground are kept short to enable them to be used safely by aeroplanes.

4.20.3 The long grass areas on the aerodrome are cut once a year by a contractor and the grass used for Hay and Silage using the procedure set out in KAOP 050.

4.20.4 The shorter grass areas are cut more frequently, especially in the main growth periods of May – September. These cuts also use the procedure adopted in KAOP 050.

### 4.21 Out of Hours Operations

4.21.1 Aircraft operations take place outside of normal published hours and details are contained within KAOP 078.

4.21.2 Any pilot wishing to operate outside of the aerodromes published hours of operations can be accommodated as long as prior permission has been obtained from the Aerodrome Manager, and payment details have been arranged.

4.21.3 Out of Hours operations are not to be confused with night flying.

## **4.22 Night Flying**

4.22.1 Night flying at Kemble Aerodrome is deemed to be the period from 30mins after official sunset until 1700hrs local time, or, on a designated evening as determined by the aerodrome manager.

4.22.2 The night flying procedure can be found in KAOP 026.

4.22.3 Night flying is not to be confused with the Out of Hours operations.

## **4.23 Major Aerodrome Developments**

4.23.1 If a large-scale development is planned that will significantly affect the operational surfaces of the aerodrome, then the “on aerodrome development procedure” in CAP791 will be adopted.

## **4.24 Helicopter Operations**

4.24.1 The ATS & FISO Manual gives general information for the operation of helicopters at Kemble Aerodrome in Para 3.15.

4.24.2 CAP 797 para 8.16 – 8.19 gives guidance on the operation of Helicopters.

4.24.3 Care must be taken when air taxiing helicopters in the vicinity of aircraft, vehicles, and ground equipment. This is particularly acute around the Tower and Woodside Aprons where manoeuvring space can be limited.

4.24.4 When the tower apron is busy, Taxiway G should only be used with caution for taxiing helicopters. In this instance, any helicopters operating from Woodside should be asked to taxi to D2 / D1 / B1 holding points for departure, arriving helicopters should air taxi to the grass runway 08 threshold and route via G3 or D2 back to Woodside.

4.24.5 The “Southside Helicopter Training Area” is the area south of the main asphalt runway and covers the two large grass areas and the southern end of disused RW 13/31. It is also used as the events showground.

- 4.24.6 Helicopters operating Southside will manoeuvre no further east than Crash Gate 12 and no further west of the un-designated disused taxiway. Helicopters will not operate over the metal perimeter fence to the south, and no further north than the old wooden crowd fence.
- 4.24.7 Pilots wishing to use the Southside for low level Helicopter training or as a landing and take-off site must first PPR the details and then gain permission from the FISO. The pilot must conform to the established circuit pattern or as agreed with the FISO.
- 4.24.8 Helicopter pilots must be aware that the Southside may not always be available due to non-aviation activities in that area.
- 4.24.9 The Sloping Ground is located in the RW 26 undershoot and may be used by helicopters for training purposes. However, this will only be permitted when the traffic flow to the main runway permits, as any helicopter occupying this location will render the hard runway unavailable ("runway occupied").
- 4.24.10 Hard runway operations take precedence over those conducted on the Sloping Ground.
- 4.24.11 The Sloping Ground may not be pre-booked by helicopter operators and all requests should be made to duty FISO on the radio.
- 4.24.12 If conditions allow, based helicopters are permitted to use the helicopter training area without using standard radio calls using a listening watch only as described in KAOP 079.

## **4.25 Noise Abatement Procedures**

- 4.25.1 The noise abatement procedures are specified in KAOP 038 and available on request to Kemble Operations.

## **4.26 Runway Occupancy and Low Approaches**

- 4.26.1 As per CAP 493 Section 2: Chapter 1. The AFISO will follow good practice therefore when a runway is occupied by an aircraft or vehicle, and it is apparent the runway will remain occupied the AFISO will advise the pilot not to descend below 400' Height or 850' Alt AMSL when performing a go around.

## **4.27 Aircraft Handling**

- 4.27.1 Aircraft handling for business / corporate flights is carried out using KAOP 071 and KAOP 084.
- 4.27.2 Royal Flight Handling is carried out using KAOP 074.

## **Chapter 5      Aerodrome Characteristics**

### **5.1      General**

5.1.1      The Aerodrome Reference Point (ARP) is located at 514005N - 0020325W.

5.1.2      The aerodrome elevation as stated in the UK AIP is 436ft amsl.

### **5.2      Aerodrome Plan**

5.2.1      The aerodrome plan showing the layout and elevation of runways, taxiways and aprons can be found in the latest UKAIP via the NATS AIS web site.

### **5.3      Aerodrome Obstacles**

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

### **5.4      Aerodrome Survey**

5.4.1      The latest aerodrome survey is located on the SharePoint system for all staff to refer to.

5.4.2      The annual aerodrome survey is undertaken annually by SLC Associates, Aylesbury.

5.4.3      **KAOP 002** describes the procedure to be carried out.

### **5.5      Runway Declared Distances**

5.5.1      Runway Declared distances are all as published in the UKAIP.

5.5.2      The procedure for temporarily reducing declared distances are contained in KAOP 055.

### **5.6      Runway Details**

5.6.1      All current runway details are as published in the UKAIP.

- 5.6.2 Runway 08 / 26 Grass is a 561 x 18mtr Code 1 runway; all current details are as published in the UKAIP.

## **5.7 Taxiway Details**

- 5.7.1 All taxiways are hard asphalt surfaces with the exception of Golf which is a grass taxiway.
- 5.7.2 Alpha Taxiway is a code B/C taxiway and is 23mtrs wide at its widest point dropping down to 15mtrs at its narrowest point.
- 5.7.3 Bravo Taxiway is a code B taxiway and is 15mtrs wide. It runs from North Apron direct to the runway.
- 5.7.4 Charlie Taxiway is a code B taxiway and is 15mtrs wide. It is situated on the south side of the aerodrome and laid out on the old disused runway 13/31.
- 5.7.5 Delta Taxiway is a code B taxiway and is 15mtrs wide. It runs from the Woodside Apron direct to the runway.
- 5.7.6 Golf taxiway is a grass Code A taxiway is 8mtrs wide and runs parallel on the north side of the grass runway.
- 5.7.7 The Southern grass taxiway is a seasonal grass unlicensed taxiway used occasionally during special events and runs parallel to the south of the hard runway.

## **5.8 RNP Approach**

- 5.8.1 An RNP approach has been introduced to runway 08 and 26 hard, the details of this can be found in the UKAIP.



## **Chapter 6      Visual Aids**

Note: All aerodrome markings are in accordance with CAP168 and EASA Annex to ED Decision 2014/013/R, Certification Specifications and Guidance Material for Aerodromes Design (CS-ADR-DSN).

### **6.1      Signal Square**

6.1.1      There is no signal square or mast at Kemble Aerodrome.

### **6.2      Signal Lamps**

6.2.1      Kemble aerodrome has signal lamps in the VCR capable of producing red and green lights as an aid to communicate with aircraft.

### **6.3      Aerodrome Beacon**

6.3.1      Kemble Aerodrome has installed a Pattern B, Location Beacon located on top of the control tower. It is a white flashing beacon as described in Chapter 6 of CAP168.

6.3.2      The aerodrome beacon will be displayed as described in Chapter 11 of the Kemble Aerodrome ATS/FISO Manual.

### **6.4      Windsleeves**

6.4.1      Two standard windsleeves are positioned on the aerodrome to the left of each runway so as to be visible from the approaches to all runways. They are sited so that at least one sleeve is visible from each take-off position.

6.4.2      One illuminated windsleeve is positioned south of the aerodrome reference point on the opposite side of the runway from the control tower. It remains lit at all times.

### **6.5      Runways**

6.5.1      Runway 08

Runway 08 has the following visual aids:

- a) White painted centreline
- b) White painted edge markings c/w runway edge lights
- c) White painted runway designator numbers c/w non-precision approach markings
- d) White painted arrows indicating the starter extension available for take off
- e) Yellow lead-off markings at each taxiway intersection

### 6.5.2 Runway 26

Runway 26 has the following visual aids:

- a) White painted centreline
- b) White painted edge markings c/w runway edge lights
- c) White painted runway designator numbers c/w non-precision approach markings
- d) White painted arrows indicating the starter extension available for take off
- e) Yellow lead-off markings at each taxiway intersection

### 6.5.3 Runway 08/26 Grass

Runway 08/26 Grass has the following visual aids:

- a) White edge markings
- b) White corner markings
- c) White Runway designator numbers

## 6.6 Taxiways

### 6.6.1 Taxiway A (Alpha)

Alpha taxiway has the following visual aids:

- a) Yellow painted centreline.
- b) Intermediate holding points at A6 and A5.
- c) Runway holding points at A4 (grass runway), A3, A2 & A1.
- d) Runway guard lights are positioned at holding point A3.

### 6.6.2 Taxiway B (Bravo)

Bravo taxiway has the following visual aids:

- a) Yellow painted centreline.
- b) Intermediate holding point B2.
- c) Runway holding point at B1.
- d) Taxiway edge lighting to the North Apron.
- e) Runway guard lights are positioned at B1.

### 6.6.3 Taxiway C (Charlie)

Charlie taxiway has the following visual aids:

- a) Yellow painted centreline
- b) Runway holding points at C1 & C2 painted and signed as per CAP168.

### 6.6.4 Taxiway D (Delta)

Delta Taxiway has the following visual aids:

- a) Yellow painted centreline
- b) Runway holding point at D1.
- c) Intermediate holding point at D2.
- d) Runway guard lights are positioned at holding point D1.

### 6.6.5 Taxiway G (Grass)

Golf taxiway has the following visual aids:

- a) Plastic edge markers
- b) Runway holding points at G1, G2 & G3.

#### 6.6.6 Disused Taxiways

All disused taxiways are marked on the surface with a painted yellow cross as per CAP168.

## 6.7 Aprons

### 6.7.1 Belfast Apron

The Belfast Apron has the following visual aids:

- a) Apron markings with painted double white lines.

### 6.7.2 D Site Apron

The D Site Apron has the following visual aids:

- a) Apron markings with double white lines.
- b) White painted H marking landing site for helicopters.
- c) Four painted parking bays

### 6.7.3 Golf Apron

The Golf Apron has the following visual aids:

- a) Delineated behind the tower by grass cutting.
- b) Directional signage.

### 6.7.4 Tower Apron (Grass – In front of AV8 Restaurant)

The Tower Apron has the following visual aids:

- a) Delineated by grass cutting and the adjacent taxiway G.
- b) Directional signage.

### 6.7.5 Woodside Apron

The Woodside Apron has the following visual aids:

- a) Apron markings with double white lines.
- b) Directional signage.

### 6.7.6 North Apron

The North Apron has the following visual aids:

- a) Apron markings with double white lines.
- b) Taxiway B passes alongside this apron for access to G-Site maintenance area.
- c) Directional signage.
- d) White painted H marking landing site for helicopters.

## **6.8 Aeronautical Ground Lighting**

- 6.8.1 The Aeronautical Ground Lighting at Kemble Aerodrome is an L3 Day and Night aeronautical ground lighting system as per the requirements of CAP168, Chapter 6 and as described in the CAA permission at appendix B.
- 6.8.2 The aeronautical ground lighting will be displayed at least 15 minutes before the estimated time of arrival of an aircraft and until at least 15 minutes after the actual time of departure of an aircraft whenever the visibility is less than 5000mtrs and/or the cloud base is less than 700 ft.
- 6.8.3 The aeronautical ground lighting will be displayed at night irrespective of the weather conditions.
- 6.8.4 Operation of the aeronautical ground lighting system is contained in the Airfield Ground Lighting User Manual.

## **6.9 Aeronautical Ground Lighting Failure**

- 6.9.1 In the event of a total power failure of the aeronautical ground lighting, a notam will be issued, and any aircraft on frequency will be advised of the status. KAOP 062 and KAOP 023 refer.
- 6.9.2 In the event of a total day time failure during bad weather, a notam will be issued and any aircraft on frequency will be advised of the status.
- 6.9.3 In the event of a total night-time failure during night flying, the aerodrome will close, a notam will be issued and any aircraft on frequency will be advised to divert.
- 6.9.4 Any significant partial failures of individual circuits (runway lighting, taxiway lighting, APAPI's, guard lights etc.) will be subject to a notam and aircraft advised.
- 6.9.5 Failure of components such as light bulbs will be reported internally and repaired in a timely manner.

## **6.10 Flight Inspections**

- 6.10.1 There is only a requirement for flight inspections of the APAPI's, this will be completed bi-annually and will be arranged with the aerodrome manager.

## **6.11 Obstacle Lighting**

- 6.11.1 Low intensity red obstacle lights are fitted in accordance with CAP168 on the main structures around the aerodrome such as the control tower and hangars.

## **6.12 Inspection and Maintenance of Visual Aids**

- 6.12.1 An inspection of the visual aids is made daily on the aerodrome inspection, **KAOP 001** (Aerodrome Inspections) refers.
- 6.12.2 Maintenance to visual aids are carried out when work has been identified from the aerodrome inspections and carried out by the estate's maintenance personnel.

## Chapter 7      **Rescue and Fire Fighting Service (RFFS)**

### **7.1      General**

- 7.1.1      This chapter specifies the minimum RFFS requirements for Kemble Aerodrome and as required by CAP 168.
- 7.1.2      Kemble Air Services will provide and staff an effective RFFS capability that can respond to an aircraft accident / incident pending the arrival of external emergency services.
- 7.1.3      The RFFS will be available during the published hours of operation of the aerodrome and at any other times when the aerodrome is open.
- 7.1.4      The Fire Manager has responsibility for and is accountable to the Aerodrome Manager for the aerodrome rescue and fire-fighting services (RFFS).
- 7.1.5      On a daily basis the nominated Duty Airport Fire Officer (DAFO) assumes responsibility.
- 7.1.6      The Aerodrome RFFS will attend all aircraft incidents within the aerodrome vicinity. The vicinity is defined as a circle, radius 1000mtrs from the aerodrome reference point, and an arc extending 1000mtrs at 7 degrees from the threshold of each runway.
- 7.1.7      The Aerodrome RFFS may respond to any domestic fires and medical incidents within the Kemble Aerodrome site. In the event that during such attendance the RFFS category or its ability to meet response times is depleted the DAFO will immediately advise the ADM.
- 7.1.8      The decision on whether the RFFS should respond to aircraft accidents or fires outside the aerodrome site is the responsibility of the DAFO in consultation with the ADM.
- 7.1.9      Kemble Aerodrome emergency vehicles are insured for use on public roads. All drivers of emergency vehicles must be over the age of 25 to be covered by the company insurance policy and drivers of such vehicles must hold an appropriate driving licence.

### **7.2      Level of Protection**

- 7.2.1      The aerodrome RFFS category is Category A2.
- 7.2.2      The aerodrome is able to accept aircraft requiring RFFS Category 3 using remission.
- 7.2.3      The RFFS can reduce to Category A1 during periods of low activity and when no CAT 2 aircraft are expected.

## 7.3 Remission

- 7.3.1 Following the guidance set out in CAP168, remission enables Kemble Aerodrome to provide RFFS cover to aircraft one category above that promulgated as long as that does not exceed a maximum of 700 movements in any consecutive three-month period.
- 7.3.2 Kemble Aerodrome can apply remission on one category higher than the promulgated category in the UKAIP and can accept category 3 aircraft whilst utilising a category 2 crew if the commander of the aircraft accepts this cover.
- 7.3.3 The Aerodrome Manager is responsible for monitoring the level of movements to ensure that the remission limit is not exceeded.

## 7.4 Depletion of Services

- 7.4.1 Any changes or depletion in the level of protection of the RFFS for whatever reason shall be notified to the ADM. When such a change has occurred notification will be by radio and by Notam.
- 7.4.2 Should any vehicle or equipment be deficient; it should be immediately reported to the DAFO who will evaluate the situation and inform the ADM if that equipment falls within the minimum requirement for the promulgated categories.

## 7.5 Extinguishing Agents

- 7.5.1 Principal and complementary agents shall be provided as a minimum and as specified in CAP168. Principal agents provide a level of post-fire security i.e. for a period of several minutes or longer. Complementary agents have rapid-fire suppression capability but provide control only during application and for a short period thereafter.
- 7.5.2 Hose lines of sufficient lengths appropriate to deal with fires involving the sizes and types of aircraft normally using the aerodrome, including a hand-controlled foam-making branch, are provided.
- 7.5.3 Complementary Fire Fighting Agents shall comply with the appropriate specifications of the International Organisation for Standardisation (ISO).
- 7.5.4 Where the main complementary agent is a dry chemical powder, there shall be a minimum quantity of 9kg of gaseous agent or 18kg of CO<sub>2</sub> provided with a suitable applicator for use on aircraft engine fires.
- 7.5.5 Where the main complementary agent is gaseous agent or CO<sub>2</sub>, there shall be a minimum 9kg of dry powder provided to assist in dealing with a running fuel fire.

- 7.5.6 A 200% reserve of foam concentrate and 100% of complementary agents shall be available at the aerodrome.
- 7.5.7 Media stocks to meet the promulgated categories are held on board the fire vehicles. It is company policy to maintain the vehicles in a fully provisioned manner in order to meet the requirements laid down in CAP168.
- 7.5.8 The Fire Manager is responsible for controlling stock levels, re-ordering of stock, maintenance of appliances and hand-held extinguishers, in order to meet the requirements, there is 200% stock of reserve foam concentrate and 100% reserve of complementary media.
- 7.5.9 Emergency Water Supply (EWS) tanks and fire hydrants are located on the aerodrome details of these can be found in the RFFS Manual.

## 7.6 Response Time

- 7.6.1 The operational objective of the RFFS is to achieve the response times as laid down in CAP168, to any point of each operational runway, in optimum visibility and surface conditions. Response times will be reduced during periods of bad weather, particularly snow and ice.
- 7.6.2 Response time is the time between the initial call to the rescue and firefighting service and the time when the first responding vehicle is in position to effect firefighting and rescue operations.
- 7.6.3 Any other vehicles required to deliver amounts of extinguishing agents should arrive as soon as possible after the first responding vehicle so as to provide continuous agent applications.
- 7.6.4 Regular response time checks are undertaken and recorded by the Fire Manager to ensure RFFS staff are able to effectively meet the response times laid out in CAP 168.

## 7.7 Alerting

- 7.7.1 The Duty FISO staff monitor the movement area visually and the aerodrome R/T frequency and will alert the RFFS in the event of any incident.
- 7.7.2 All RFFS staff carry a ground management radio to monitor the aerodrome ground radio network (Channel 1).
- 7.7.3 A Crash Alert Klaxon is mounted on the control tower building, linked to another in the RFFS watch office. It is tested daily and recorded on the tower daily check sheet.



## **7.8 Access**

- 7.8.1 All crash gates on the aerodrome can be opened using the same key. A key is carried in all RFFS and operational vehicles.
- 7.8.2 All attendances will be to RVP1 unless otherwise advised.
- 7.8.3 If RVP 2 is to be used, then access will be from the A433.
- 7.8.4 All external attendances will be met at the RVP points with an escort.
- 7.8.5 All RVP points are clearly sign posted.
- 7.8.6 All areas from runway 08 – 26 are accessible for most of the year. It should be noted that the fields outside the aerodrome boundary fencing from both undershoots of both runways are subject to arable crop growth varying in type year on year.
- 7.8.7 At the North side of the field the land beyond the boundary fence drops away into a steep sided valley at the bottom of which runs to a disused railway line. Areas beyond this line are not accessible from the aerodrome and should be accessed from the A433 Cirencester to Tetbury Road using appropriate field access gates.
- 7.8.8 Aerodrome familiarisation driver training is undertaken to ensure that all drivers are familiar with the aerodrome, the local area and are capable and aware of the hazards involved with driving around an aerodrome.

## **7.9 Staffing**

- 7.9.1 All RFFS staff are trained, fit and competent to fulfil their respective roles in the RFFS.
- 7.9.2 The Duty RFFS watch staff shall be notified daily to the ADM during the morning brief and recorded on the daily briefing sheet.
- 7.9.3 The minimum number of personnel and level of supervision are as detailed in paragraph 5 of the RFFS Manual.

## **7.10 Extraneous Duties**

- 7.10.1 No extraneous duty should create conditions likely to compromise individual or crew performance or introduce additional hazards.

- 7.10.2 RFFS personnel designated as part of the minimum level for response, and who are engaged on extraneous duties, shall be capable of meeting the response time objective whilst carrying out those duties.
- 7.10.3 Continual assessment of extraneous duties is made to ensure that response times are not diminished when the aerodrome is open.

## **7.11 Vehicles and Ancillary Equipment**

- 7.11.1 Vehicles fit for purpose are provided by Kemble Air Services Ltd and readily available for immediate use by the RFFS.
- 7.11.2 Details of all RFFS and operational vehicles, including water carried, foam carried, extinguishers and discharge rates are maintained by the RFFS.
- 7.11.3 A minimum quantity of ancillary equipment and resources, as described in CAP168, appropriate to the sizes and types of aircraft operating from Kemble Aerodrome are provided.
- 7.11.4 All responding RFFS personnel are provided with personal protective equipment to enable them to perform their duties in an effective manner.
- 7.11.5 All equipment shall be:
- a) suitable for the intended use.
  - b) safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
  - c) used only by people who have received adequate information, instruction, and training; and accompanied by suitable safety measures, e.g. protective devices, markings & warnings.
- 7.11.6 Records of all tests and inspections shall be maintained by the Fire Manager for a period of five years. The records should include details of consequential action where an inspection has revealed a defect or deficiency.
- 7.11.7 For RFFS night operations, sufficient lighting equipment for adequate illumination of an incident must be provided. This equipment may be carried on the vehicle, or by any other suitable means.

## **7.12 Medical Provisions**

- 7.12.1 Minimum quantities of medical equipment resources are available and appropriate to the sizes and types of aircraft using Kemble Aerodrome.
- 7.12.2 Details of First Aid, burns kits and defibrillator equipment carried on RFFS vehicles are maintained and recorded in the RFFS Manual.

## 7.13 Training

- 7.13.1 Kemble Air Services will ensure that participating personnel are trained and competent in the operation of the RFFS equipment provided at Kemble Aerodrome.
- 7.13.2 The Fire Manager will conduct training. Assessment of the competency of the person(s) determining, evaluating and conducting any training shall be the responsibility of Kemble Air Services.
- 7.13.3 The Kemble Aerodrome RFFS Training Manual contains the manuals and syllabus of initial and continual competence training of RFFS personnel. (Ref: section 2 of the RFFS Manual)
- 7.13.4 A fire training ground is located in the southwest of the aerodrome which enables regular training of RFFS personnel in realistic hot fire situations.
- 7.13.5 All RFFS staff receive regular and appropriate training in Personal Protective equipment (PPE).
- 7.13.6 A non-effective airframe is positioned at the fire training ground in order that training can take place along with a modern hot fire simulator.
- 7.13.7 RFFS are aware of the hazard of ballistic recovery parachutes and ejection seats and have a competency and training programme in place.
- 7.13.8 RFFS personnel receive First Aid training to a Health & Safety Executive approved First Aid at Work Course. The FIRE MANAGER is responsible for monitoring the training and validity of training.

## 7.14 Integrated Emergency Planning

- 7.14.1 External emergency services are given the opportunity to familiarise themselves with the Kemble Aerodrome emergency procedures as well as the topography of the aerodrome. Records of these meetings and others with emergency services are filed with the RFFS.
- 7.14.2 Representatives from Aerodrome Management, RFFS, Wiltshire and Gloucestershire Police, Fire and Ambulance Services and Wiltshire and Gloucestershire Emergency Planning and Environmental Service meet annually with the following terms of reference:

To review the aerodrome emergency orders along with the integration of internal and external services with regard to:

- Recent incidents.
- Communications
- Access and Rendezvous Points (RVP)
- Response times both internal and external.
- Training requirements.
- Zoning of accident sites.
- Access to the aerodrome and its environs.
- Casualty handling provision.

## **Chapter 8 Air Traffic Services**

### **8.1 ATS Description**

- 8.1.1 Kemble aerodrome provides an Aerodrome Flight Information Service (AFIS), with responsibilities in accordance with CAP493. This is provided on frequency 118.430MHz, using the call sign “Kemble Information” as identification, as detailed in the UKAIP.

### **8.2 Air Navigation Service Provider (ANSP)**

- 8.2.1 **Kemble Air Services is an Air Navigation Service Provider (ANSP) holding ANSP certificate number UK/2022/00052.**

- 8.2.2 The Kemble aerodrome ATS/FISO Manual provides more detailed information on the air navigation facilities provided at Kemble Aerodrome and how the air traffic service is operated.

### **8.3 Air Ground Service**

- 8.3.1 During periods when the aerodrome is open, but no AFIS service is available, an Air Ground Radio service, call sign “Kemble Radio,” can be provided in accordance with CAP 452.

### **8.4 Air Traffic Zone**

- 8.4.1 An Air Traffic Zone (ATZ) with a radius of 2 nautical miles and a height of 2,000ft agl is established during the aerodrome hours of operation of 0900 – 1700hrs UTC (Winter) and 0800 – 1600hrs UTC when British Summer Time in effect.

### **8.5 Runway in Use**

- 8.5.1 The Duty FISO will select the runway in use with regard to the surface wind direction and any other operational considerations.

### **8.6 Circuit Direction**

- 8.6.1 All circuits are southerly, although northerly circuits may be flown as conditions dictate and at the discretion of the Duty FISO.

## 8.7 Availability of Runways

- 8.7.1 Procedures for evaluating the suitability for use and availability of runways can be found in Chapter 5 of this document and in the Kemble Aerodrome FISO Manual.

## 8.8 Letters of Agreement

- 8.8.1 Letters of Agreement (LOA's) have been signed with Brize Norton, and The Cotswold Gliding Club (Aston Down).

## 8.9 Navigational Aids

- 8.9.1 Kemble Aerodrome has no navigational aids.

## 8.10 Communications

- 8.10.1 Details of communications systems can be found in the Kemble aerodrome ATS/FISO Manual.

## 8.11 Degradation of ATS Services

- 8.11.1 In most instances a major degradation of the ATS services will result in the aerodrome manager making the decision to close the aerodrome to all movements.

These will include such items as:

- |                                       |                                                                 |
|---------------------------------------|-----------------------------------------------------------------|
| • Bad weather inc Snow / Ice          | Aerodrome Closed                                                |
| • Total failure of aerodrome lighting | Aerodrome not available at night                                |
| • Total failure of Electricity Supply | Aerodrome Closed (based aircraft may still operate)             |
| • Aircraft Crash / Serious incident   | Aerodrome Closed                                                |
| • Fire in the Tower                   | Aerodrome Closed                                                |
| • Unavailability of AFISO staff       | Possible operation of A/G (dependant on staff)                  |
| • Unavailability of A/G staff         | Aerodrome Closed (based aircraft may still operate)             |
| • IT failure                          | Paper strips used for movements.<br>Good 4G signal for internet |

- 8.11.2 It is the aerodrome managers responsibility to monitor any degradation of service and to decide the most suitable course of action in consultation with RFFS, Ops and Tower staff.

- 8.11.3 Any operational deficiencies that affect the facilities promulgated in the UKAIP should be subject to a NOTAM. This will be supported by Ops staff informing aircrew via telephone during the PPR process and the AFISO using the radio to inform any aircraft using the Kemble Information frequency.

## **8.12 Runway Approach Procedure (RNP)**

8.12.1 A runway approach procedure has been established for Runway 08 and Runway 26. The details of how the procedure is integrated can be found in the UKAIP and also in the following documents:

- Cotswold Airport Instrument Approach Procedure
- Cotswold Airport RNP Pilots Brief

## **Chapter 9      Security**

### **9.1      General**

- 9.1.1      Kemble Air Services Ltd is responsible for the airside security of Kemble Aerodrome. The Aerodrome Manager is responsible for the development and implementation of security.
- 9.1.2      There are various defences in place to prevent interference with the operation of the aerodrome and a series of procedures to identify and respond to threats and breaches of security.
- 9.1.3      The detailed policies and procedures that Kemble Air Services Ltd adopts to ensure and promote security are detailed in the ATS/FISO Manual Chapter 14.
- 9.1.4      There are certain areas of the aerodrome to which the public has access and particular rights of access around the aerodrome for tenants of Kemble Airfield Estates Ltd. Kemble Air Services Ltd controls access to these areas but is not responsible for the security of buildings and facilities not operated by it.
- 9.1.5      Tenants at Kemble Aerodrome and customers of Kemble Air Services Ltd may raise security issues through the KAUG or KMMM meetings and may be provided with more detailed information about the security arrangements on request to the Aerodrome Manager.

### **9.2      Access Gates**

- 9.2.1      All personnel working on Kemble Aerodrome that require access through any of the electronically controlled gates must apply to Kemble Airfield Estates Ltd for an access swipe card.
- 9.2.2      Where the entrance allows access airside areas, the application process will include a requirement to sign a declaration of understanding of how to use this entrance.
- 9.2.3      In all cases the applicant will be required to pay a refundable security deposit.
- 9.2.4      Access from the North side is restricted to authorised users who have been issued with a swipe card and HGV's exiting the site, the drivers of which must request permission to access.
- 9.2.5      All vehicles using Cotswold Airport (Kemble Aerodrome) now access the aerodrome from the North gate via Jackaments Bottom Lane off the A433 Tetbury Road. However, this lane is not always suitable for the regular day to day access of heavy goods vehicles weighing 7.5tonnes or over. Therefore, it is necessary to maintain and provide a safe and suitable access for them across the runway via the South Gate.

### 9.3 Access Control

- 9.3.1 Access to the aerodrome is controlled remotely from the tower operations office by electronically operated access gates.
- 9.3.2 The North gate at Kemble Aerodrome is open for general use during business hours. Outside of these times the gate can be accessed by swipe card holders or by telephoning the 24hr security number posted on the gate.
- 9.3.3 The G Site gate is closed at all times and activated only by swipe card holders or remotely by Kemble operations staff.
- 9.3.4 The South gate is predominately for HGV access and is closed at all times and activated only by swipe card holders or remotely by Kemble operations staff.

### 9.4 Aerodrome Swipe Cards

- 9.4.1 All personnel working on Kemble Aerodrome that require access through one of the gates must apply to Kemble Air Services Ltd for an aerodrome swipe card. The application process includes having to sign a declaration of understanding of how to use this entrance, a briefing from airport personnel and the payment of a £15 refundable security deposit.
- 9.4.2 Personnel not in possession of a swipe card are not permitted to use the South Gate or G Site Gate unescorted.
- 9.4.3 Aerodrome swipe card holders are then arranged into the following groups:
- a) **Aerodrome personnel access** - This permits aerodrome personnel to use the G Site gate and South gate entrance from 1700hrs – 0900hrs outside of the published operational hours of the aerodrome.
  - b) **HGV escort access** - This permits 24hr access by the designated HGV escort drivers from based organisations.
  - c) **Operational access** - This permits 24hrs access by aerodrome operational personnel.

### 9.5 Aerodrome Personnel

- 9.5.1 Aerodrome Personnel are defined as individuals who work for one of the based companies on Kemble Aerodrome that have successfully completed the swipe card application process.



## 9.6 HGV Escort Access

- 9.6.1 An HGV escort is a designated person that has been nominated by a based company to provide an escort to HGV vehicles across the runway crossing and has successfully completed the aerodrome swipe card application process.
- 9.6.2 An HGV escort is an aerodrome swipe card holder that has been briefed by aerodrome operation staff on how to use the runway crossing safely and has signed the declaration as part of the application process.

## 9.7 Operational Access

- 9.7.1 Operational personnel are defined as individuals who are employed by Kemble Air Services Ltd that are important to the safe operation of the aerodrome and its environment.

## 9.8 HGV Procedure

- 9.8.1 HGV's arriving at one of the gates must call the company they are visiting to obtain an HGV escort to take them to and from their destination.
- 9.8.2 An HGV escort collecting a vehicle is responsible for the safe conduct of the vehicle they are escorting and are required to escort them to and from the destination.
- 9.8.3 If no HGV escort is available then the vehicle must wait until either, one becomes available, or an operational person is dispatched to provide an escort.

## 9.9 Runway Vehicle Crossing Lights

- 9.9.1 The runway crossing lights are only operational when the aerodrome is open. Details of their operation are contained in the ATS/FISO Manual (para 11.5).
- 9.9.2 **GREEN LIGHTS:**  
A vehicle can cross the runway following the road markings as quickly as possible, but the driver must maintain a good lookout just in case of an unexpected aircraft arriving or departing.
- 9.9.3 **RED FLASHING LIGHTS:**  
A vehicle must stop and await a green light before attempting to cross the runway. Please note that if the aerodrome is busy the lights can stay red for some time.
- 9.9.4 **NO LIGHTS:**  
A vehicle can proceed with caution across the runway, following the road markings as quickly as possible. Please note that outside of published hours (0900 – 1700hrs local time) the aerodrome is still available to aircraft that are based on the aerodrome and extreme care must be taken when crossing.
- In these instances, the driver must maintain a good lookout in case of any unexpected aircraft arriving or departing

- 9.9.5 At all times it is the driver's responsibility to ensure that it is safe to proceed across the crossing.

## **9.10 Swipe Card Holders Conditions of use**

- 9.10.1 An aerodrome swipe card remains the property of Kemble Air Services Ltd and shall not be sold, exchanged, or loaned to any other person.
- 9.10.2 If an aerodrome swipe card is lost or stolen, the holder must advise Kemble Air Services as soon as possible so that a replacement can be issued, and the previous card cancelled.
- 9.10.3 The card holder will inform Kemble Air Services of any changes to the application.
- 9.10.4 All personnel must be in possession of their own swipe card to enable them to use the south gate.
- 9.10.5 Any abuse or violation to the privileges of an aerodrome swipe card will result in the card holder's use being suspended or withdrawn completely.
- 9.10.6 The traffic lights at the runway vehicle crossing must be observed at all times.
- 9.10.7 Never proceed through a RED light, even if you believe it's clear to cross.
- 9.10.8 NEVER STOP between the runway vehicle crossing lights.
- 9.10.9 Aircraft always have priority over vehicles and so delays for vehicles at the runway crossing will inevitably happen. Vehicles must continue to wait until the traffic lights switch to green.
- 9.10.10 HGV Escorts MUST fully escort all vehicles in their care offsite unless they can exit via the North Gate.
- 9.10.11 Never allow another vehicle to tail gate through the gate behind you, travel through the gate and wait until it is closed before moving off.

## **Chapter 10      Aerodrome Emergency Plan**

### **10.1      Emergency Procedure Policy**

- 10.1.1      Kemble Air Services Ltd has Emergency Orders that detail the actions to be taken by duty personnel in each department in the case of an emergency. These specify which services are appropriate to the management of a particular emergency situation or incident and record how these services should be alerted to the need to perform their designated tasks, in accordance with CAP168.
- 10.1.2      Detailed Kemble Aerodrome emergency orders are found in the file **KAOP 035**.
- 10.1.3      Departmental emergency check lists are posted in each department and in the VCR.
- 10.1.4      All staff are made familiar with the emergency orders and the action check lists as part of their induction training and on-going training and exercises.
- 10.1.5      All emergency incidents and exercises are recorded in the ATS and RFFS Watch Logs and RFFS Training Records.
- 10.1.6      If an incident occurs outside of published hours the Aerodrome Manager (07739 209124) should be contacted as soon as possible. This should not delay any necessary call to the emergency services that may be required.

### **10.2      Safeguarding of Aircraft Wreckage**

- 10.2.1      It is the responsibility of the Police to guard any wreckage and provide security at an accident site.
- 10.2.2      The wreckage must not be moved or interfered with without the authority of the Air Accident Investigation Branch (AAIB), except in the following circumstances:
- As may be necessary for the extraction of persons or animals to save life.
  - To prevent fire or damage or obstruction to the public, or air navigation or to other transport.
- 10.2.3      Unauthorised persons are not permitted to access the accident site or wreckage.

### **10.3      Removal of Aircraft Wreckage**

- 10.3.1      In the case of an aircraft accident, the permission of the AAIB is required before removal action can be commenced. Under normal circumstances the AAIB should be contacted without delay.

10.3.2 After permission from the AAIB, the removal of aircraft wreckage is the responsibility of the Aerodrome Authority and the aircraft owner or operator.

10.3.3 In exceptional circumstances, in the case of communication difficulties, the Aerodrome Authority may wish to act in accordance with Rule 7(i) of the Civil Aviation (Investigation of Accidents) Regulations, which provides that an aircraft may be removed for the purpose of preventing any danger or obstruction to the public or to air navigation.

## 10.4 Off Aerodrome Accidents

10.4.1 Aerodrome fire appliances will not normally be sent to aviation accidents occurring more than 2 miles from the aerodrome boundary. This limit may, however, be exceeded if, in the opinion of the Aerodrome Duty manager, the circumstances warrant it.

10.4.2 The decision as to whether or not fire appliances shall be sent to aviation accidents or fires outside the aerodrome boundary is the responsibility of the Duty Manager in consultation with the Duty FISO and the RFFS Officer on duty.

10.4.3 The RFFS will not respond to non-aviation related (domestic) fires outside the aerodrome boundary.

10.4.4 All Kemble aerodrome emergency vehicles are properly insured for use on the public roads and the drivers of such vehicles hold an appropriate driving licence.

## 10.5 Safe Transition to and from Emergency Procedures

10.5.1 As soon as a response to an incident (large or small) has been initiated it must be assumed that the RFFS are now dealing with that incident and will be unable to provide a further response to normal aviation activities.

10.5.2 In the above circumstances (10.5.1) it must be assumed that RFFS fire cover has been withdrawn and the aerodrome closed until an incident has been declared safe by the RFFS. This can have the following effect on aircraft operations:

- Aerodrome NOT available to aircraft requiring the use of a licensed aerodrome
- Airborne aircraft to continue at circuit height or in local area
- Aircraft on the ground to be held
- Visiting aircraft to be restricted from booking in
- Airborne aircraft to divert

10.5.3 Limited opening of the aerodrome can take place as long as the RFFS and the aerodrome manager are satisfied that it is safe to do so.

Limited aerodrome opening can mean the following:

- Aerodrome NOT available to aircraft requiring the use of a licensed aerodrome
- Aircraft to be restricted from booking in/out
- Reduced RFFS cover
- Grass runway operations only

10.5.4 There should be no pressure from any sources (internal or external) to open the aerodrome until the RFFS and the aerodrome manager are satisfied that it is safe to do so.

10.5.5 It must be understood that the transition back to normal aerodrome operations from an incident can take some time and it is important for personnel (RFFS, Tower, Ops etc) to be given adequate time to adjust back confidently to normal operations and reset themselves and their equipment.

## **10.6 Testing and Exercise**

10.6.1 Timed turn outs shall be conducted by RFFS at least 4 times a year, in a variety of weather and locations.

10.6.2 Such testing shall also cover the Safe Disengagement from Task Policy, to check that it is still fit for the purpose.

10.6.3 Exercises to test the plan shall be carried out every two years, unless a real emergency has adequately suited the purpose.

10.6.4 Partial exercises in the intervening years shall be conducted to ensure that any deficiencies found during the full-scale aerodrome exercises have been corrected.

10.6.5 Wherever possible, the airport will accommodate training needs of the local emergency services in regard to major incidents and JESIP by providing practical scenarios.

## **10.7 Fuel**

10.7.1 If any fuel supplied by KAS Ltd is suspected to be a factor in an incident, then a fuel sample should be taken in accordance with JIG 4 (para 10.14).

## **10.8 Unlawful Acts**

10.8.1 Action to be taken in case of any unlawful act will usually involve dialling 999 and alerting the aerodrome manager.

Appendix A Variations from CAP 168 Procedure

**CIVIL AVIATION AUTHORITY  
Safety Regulation Group**

Aerodrome Standards Department – Operations (General)



**VARIATION FORM CAP 168 CRITERIA**

Aerodrome: KEMBLE

Type of Licence: Ordinary

No	Details of Variation	ERM	Head of Department Date	Head of Department Initials
1	The roof of D2 hangar infringes the Transitional Surface for runway 08/26 by 4.95 metres. It has an obstacle light.	10G/28/291/01ADoc 71	10/05/12	<i>[Signature]</i>
2	The longitudinal slope of runway 08/26 exceeds the 1.5% maximum slope for 95 metres starting 150 metres from the threshold of runway 26. The local slope is 1.66% up.	10G/28/291/01ADoc 72	10/05/12	<i>[Signature]</i>

**Appendix B**

**CIVIL AVIATION AUTHORITY**

**AIR NAVIGATION ORDER 2009**

**AERODROME LICENCE NO.: P863**

**PERMISSION**

- The CAA hereby permits pursuant to Article 218 (1) of the Air Navigation Order 2009 Kemble Air Services Limited to establish and maintain at Kemble Aerodrome those aeronautical ground lights specified below.

	Runway		Runway	Comments
	08	26		
<b>APPROACH</b>				
HI Coded Centreline				
Supplementary				
HI C/L Bar Simple				
Sequenced strobe				
<b>APPROACH SLOPE</b>				
PAPI				
HI APAPI	X	X		L3 Day & Night
LI APAPI				
<b>RUNWAY</b>				
HI edge, threshold, end	X	X		L3 Day & Night
LI edge, threshold, end				
HI Centreline				
Touchdown zone				
Stopway				
<b>OTHER</b>				
<b>CHAPI/AIMING/SQUARE</b>				

<b>TAXIWAY</b>	
Centreline	
Edge	X
Illuminated signs	X
Stop bars	
Runway guards	X

<b>OBSTACLE</b>	X

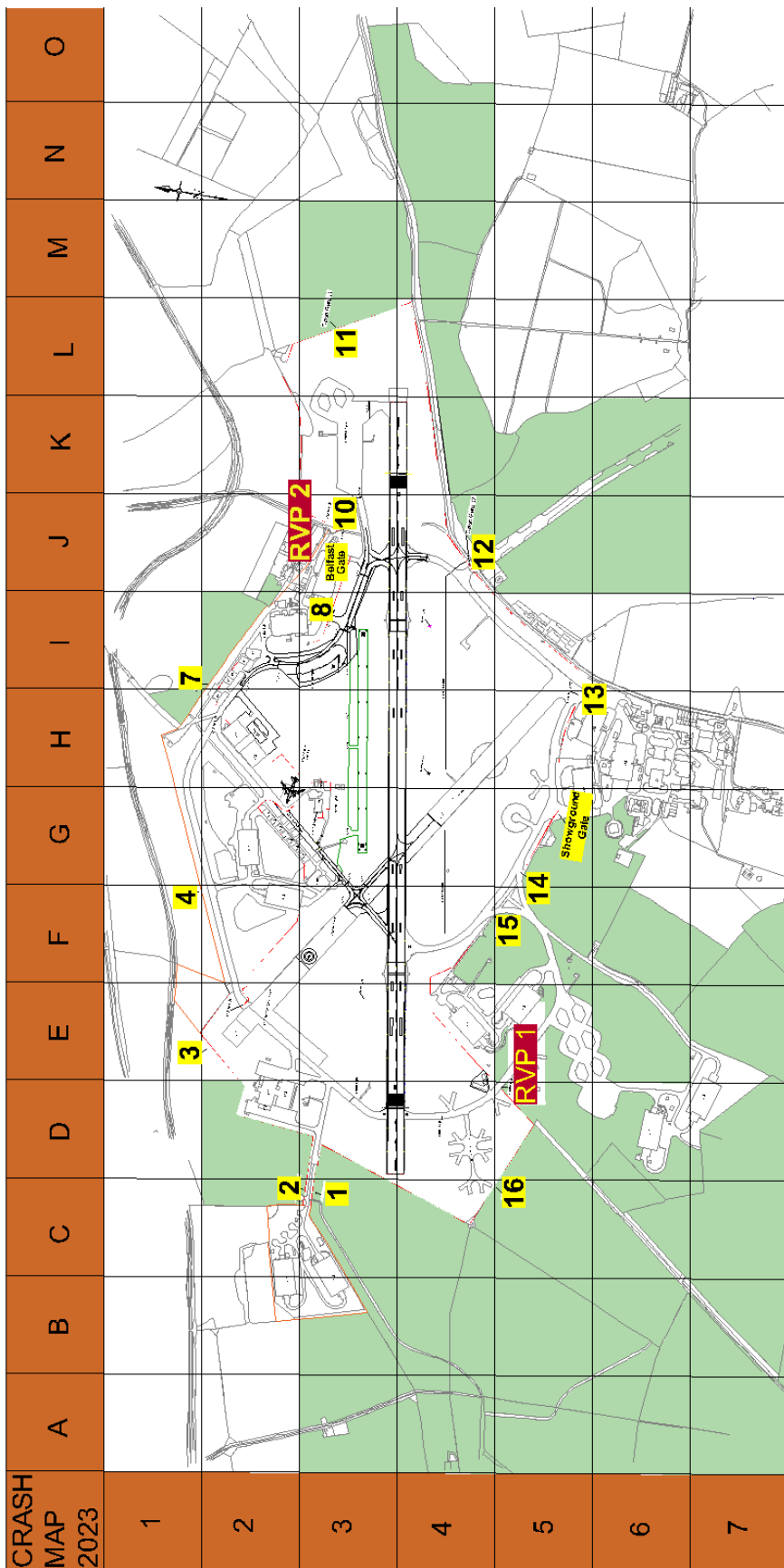
<b>AERODROME BEACON</b>	
Identification	
Location	X

- This Permission shall remain in force until revoked.

DATE *6 October 2014*

SIGNED *Emma Rickard*  
For and on behalf of the Civil Aviation Authority

Appendix C Aerodrome Crash Map

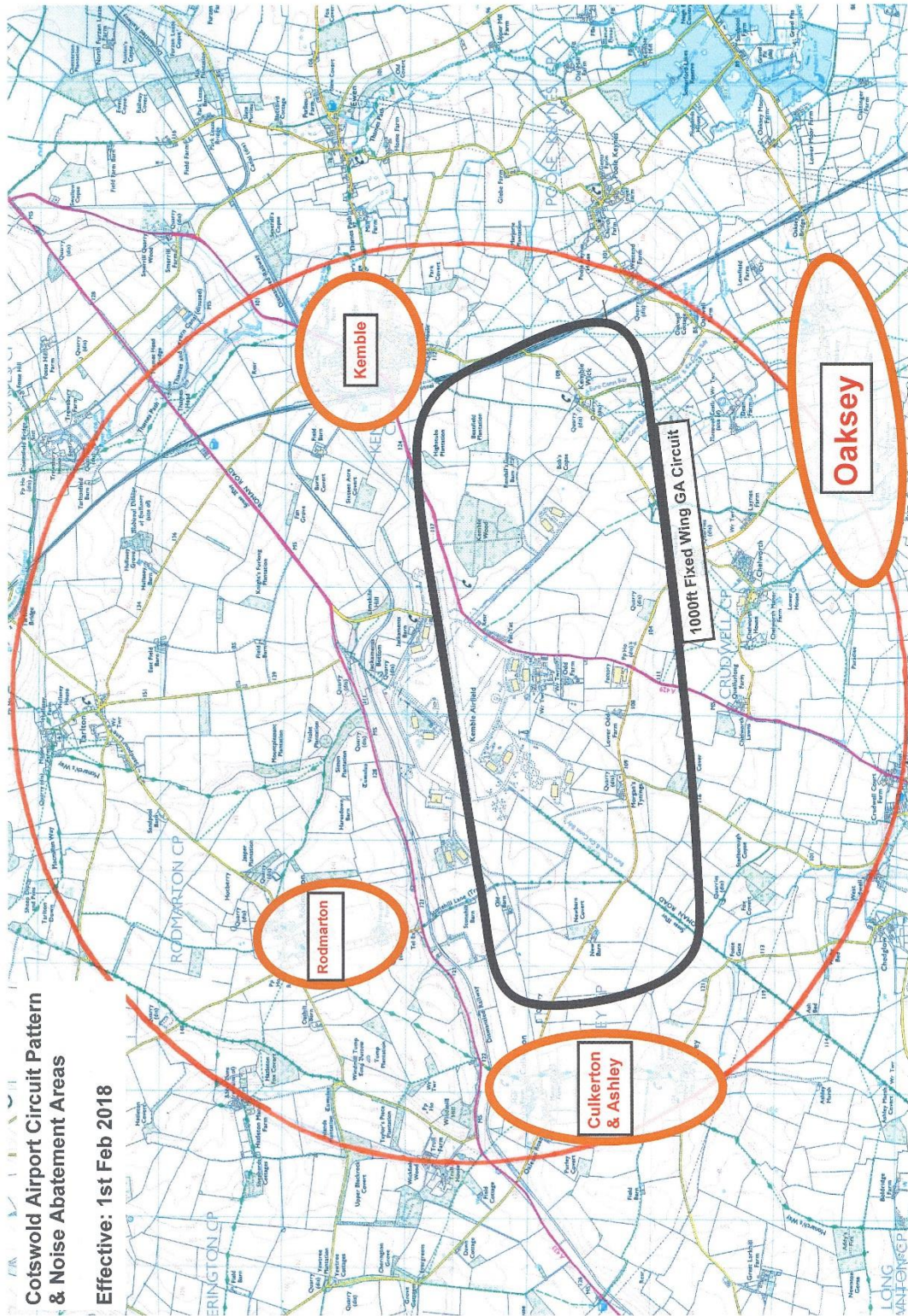




## Appendix D

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Appendix E Circuit Diagram



**Appendix F List of Current KAOPS**

<b>KAOP Ref</b>	<b>Description</b>
KAOP 000	KAOP Procedure
KAOP 001	Aerodrome Inspection Procedure
KAOP 002	Aerodrome Survey Procedure
KAOP 003	Customs and Immigration
KAOP 004	Low Visibility Procedures
KAOP 005	<i>Withdrawn from use</i>
KAOP 006	Balloon Flying Operations
KAOP 007	Bird Scaring & Pyrotechnic Use
KAOP 008	Aircraft Towing
KAOP 009	<i>Withdrawn from use</i>
KAOP 010	Fuel Operations Manual
KAOP 011	<i>Withdrawn from use</i>
KAOP 012	<i>Withdrawn from use</i>
KAOP 013	Jet Engine Ground Runs
KAOP 014	<i>Withdrawn from use</i>
KAOP 015	R/T Equipment and Mobile Phones
KAOP 016	<i>Withdrawn from use</i>
KAOP 017	Works on the Movements Areas
KAOP 018	Airways Joining Procedures
KAOP 019	Airside Driving Manual
KAOP 020	PPR Procedures
KAOP 021	<i>Withdrawn from use</i>
KAOP 022	Aerodrome Safeguarding
KAOP 023	Aerodrome Closure
KAOP 024	Airliner Arrival (end of life)
KAOP 025	<i>Withdrawn from use</i>
KAOP 026	Night Flying Operations
KAOP 027	<i>Withdrawn from use</i>
KAOP 028	Runway Vehicle Event Procedure
KAOP 029	<i>Withdrawn from use</i>
KAOP 030	<i>Withdrawn from use</i>
KAOP 031	<i>Withdrawn from use</i>
KAOP 032	<i>Withdrawn from use</i>
KAOP 033	<i>Withdrawn from use</i>
KAOP 034	Major Event Procedure
KAOP 035	Aerodrome Emergency Orders
KAOP 036	<i>Withdrawn from use</i>
KAOP 037	Run and Break Procedure
KAOP 038	Noise abatement Procedures
KAOP 039	<i>Withdrawn from use</i>
KAOP 040	UKAIP Change and Promulgation
KAOP 041	<i>Withdrawn from use</i>
KAOP 042	<i>Withdrawn from use</i>
KAOP 043	<i>Withdrawn from use</i>
KAOP 044	<i>Withdrawn from use</i>
KAOP 045	Wildlife Hazard Control

KAOP 045.1	Operation of Bird Control Cannon
KAOP 045.2	Operation of the Agri Laser
KAOP 046	<i>Withdrawn from use</i>
KAOP 047	Model Aircraft Flying
KAOP 048	<i>Withdrawn from use</i>
KAOP 049	Operations Staff Induction
KAOP 050	Grass Cutting Procedure
KAOP 051	<i>Withdrawn from use</i>
KAOP 052	<i>Withdrawn from use</i>
KAOP 053	Foreign Object Damage (FOD) record
KAOP 054	Air Traffic Engineering Failure Reporting
KAOP 055	Reduced Declared Distances
KAOP 056	Single FISO Manning of VCR
KAOP 057	<i>Withdrawn from use</i>
KAOP 058	Hot Poop guidelines
KAOP 059	Change Management Procedure
KAOP 060	Kemble Incident Reporting System (KIRS)
KAOP 061	<i>Withdrawn from use</i>
KAOP 062	Power Cut Procedures
KAOP 063	<i>Withdrawn from use</i>
KAOP 064	FISO Induction Procedure
KAOP 065	General Risk Assessment
KAOP 065.1	Risk Assessment Template
KAOP 066	<i>Withdrawn from use</i>
KAOP 067	Security Risk Assessment
KAOP 068	<i>Withdrawn from use</i>
KAOP 069	Quality Management Procedure
KAOP 070	Permits to Work Procedure
KAOP 071	Aircraft Handling
KAOP 072	Unmanned Aerial Vehicle Operations
KAOP 073	Winter Operations
KAOP 074	Royal Flight Procedure
KAOP 075	Aerodrome Sweeping
KAOP 076	<i>Withdrawn from use</i>
KAOP 077	Airside Vehicle Maintenance
KAOP 078	Out of Hours Operations
KAOP 079	Non-Radio Based Helicopter Operations
KAOP 080	<i>Withdrawn from use</i>
KAOP 081	Internal Audit Procedure

## **Appendix G    Emergency Procedure Policy**

This appendix has now been incorporated into Chapter 10 of this manual.

## Appendix H - Cotswold Airport Terms and Conditions of Use

This appendix has now been renamed the **AIRSIDE OPERATING POLICY** and removed from this manual.

Copies are given to tenants and airside operators.

### Scope

- 1 Cotswold Airport is owned by Kemble Airfield Estates Ltd and operated by Kemble Air Services Ltd under the Cotswold Airport name and by the Civil Aviation Authority as EGBP Kemble.

The Airside Operating Policy shall govern all onsite businesses operating aircraft or aircraft services, customers and visitors to the airport. It is an amplification of the policy previously published in Appendix H to the Cotswold Airport Aerodrome Manual.

Administration of the terms of the Airside Operating Policy shall be under the authority of the Airport Manager. Policy making activities resides with Kemble Air Services Ltd.

- 2 This Airside Operating Policy shall in no way supersede or abrogate regulation set forth in the Air Navigation Order, Civil Aviation Act or the Maritime and Aviation Security Act but compliment them.

If any provisions on this Airside Operating Policy are held invalid, the remainder of the document shall be valid. **This policy becomes valid from the 30 Jan 2020.**

- 3 Tenants, occupants, operators, their employees, agents and contractors, and all other persons operating airside within the airport shall comply with the requirements of the Airside Operating Policy.

All persons are required to familiarise themselves with this Airside Operating Policy before use of, or any activity undertaken airside at Cotswold Airport.

- 4 Tenants, Occupants and Operators are responsible for providing a copy of the Airside operating Policy to any sub-contractor, employee or others operating on or from their leased area.