

RAF Halton Air Safety Management Plan



Foreword

In my capacity as the Aerodrome Supervisor (Recreational Flying) (AS(RF)) and OC Ops Sqn for RAF Halton, I am required, on behalf of the Stn Cdr, to ensure that we maintain a Safe Operating Environment (SOE) for Duty Holders (including military ac, RAF Sports Associations, and affiliated Clubs) operating at Halton Aerodrome.

The Military Aviation Authority (MAA) mandates that Defence Aviation organisations establish and maintain an Air Safety Management System (ASMS). This leaflet to the RAF Halton SEMP sets out the processes and procedures to be used for managing Air Safety at RAF Halton, including how we interface with the various aerodrome operators / stakeholders.

This leaflet outlines the processes and procedures that specifically relate to Air Safety Management at Halton, it must be read in conjunction with the overarching SEMP which outlines wider Total Safety Management on unit. The delivery of Air Safety Management at Halton will be underpinned by an engaged safety culture, where people understand the risks associated with aircraft operations, feel empowered to question decisions, and know that a Just Culture exists should errors occur. This must be upheld by clear leadership that is accountable, receptive, and committed to an open reporting system, all nested in a culture of integrity and transparency.

Irrespective of your duties on this Unit, Air Safety is integral to what we do; we are all responsible and have a part to play in its success. The Stn Cdr requires all personnel at RAF Halton, directly involved in aviation or the support of it, to read and understand this leaflet, abide by its principles, and communicate its message.

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Preliminaries

1. **Overview.** law RA 1026, the AS(RF) for RAF Halton Aerodrome has a responsibility to deliver a Safe Air Operating Environment on behalf of the HoE, ensuring all airfield hazards at RAF Halton are as low as reasonably practicable (ALARP) and tolerable. Whilst the predominant output at Halton Aerodrome is recreational flying, the site hosts a complex mix of Public and Non-Public funded flying activity. This activity is affected by a variety of different reporting requirements to military and civilian regulators; the Military Aviation Authority (MAA) and Civil Aviation Authority (CAA). OC Airfield Operations Flt, as Station Flight Safety Officer, is responsible for day-to-day supervision of Air Safety at RAF Halton Aerodrome. The Duty Airfield Manager is responsible for day-to-day management of aerodrome activity.
2. **Scope.** ► This ASMS is applicable to all flying conducted at Halton, including resident Service flying clubs operating civil-registered aircraft ◀. It is designed to ensure that all aerodrome-users at RAF Halton understand and fulfil their safety management responsibilities. All unit personnel, Supported Units and Service Flying Club organisations at RAF Halton are bound by its policy and content. An important element in any ASMS is the ability to continuously improve; therefore this Leaflet will evolve as Air Safety policy changes.
3. **Safety Responsibilities.**
 - a. **RAF Halton.** The primary aim of all RAF Halton Aerodrome activities is the safe delivery of output, through rigorous assurance of Air Safety plans, activities, and analysis. These activities include, but are not limited to, Air Experience flying for Holding Trainees Awaiting Specialist Training (HTAST) within the Aviator Training Academy (AvTA), the delivery of RAFCT funded Junior Ranks Scholarship Scheme training, ELC funded training, private member flying, ► and any external military / civilian aircraft ◀ using Halton aerodrome. This leaflet provides the framework for delivery of a SOE.
 - b. **Service flying clubs.** Whilst activity is underwritten by the CAA, RAF Halton's Service Flying Clubs operate within the Directorate of RAF Sport, with a Responsible Person (RP) nominated for each Association to which Clubs are affiliated. Club OICs, through their respective Association RP, remain responsible for the delivery of safe aircraft operations at RAF Halton. Clubs are to ensure that Flight Safety is featured (and actively discussed) on the agenda for their individual executive committee meetings.
 - c. **Visiting ac.** For military aircraft using Halton Aerodrome, the appropriate ADH chain applicable to aircraft type are responsible for safe conduct of each flight. For civilian ac using Halton, aircraft captains are responsible for safe operation of their ac.
4. **Supporting documentation.** The RAF Halton ASMS is a subordinate leaflet within the RAF Halton SEMP, and is supported by the Station Emergency Response Plan (ERP). Both documents are reviewed at least annually (and exercised where applicable) and will inform changes to the ASMS.

5. **Culture.** For an ASMS to function effectively, a positive culture of Air Safety must be fostered across all aerodrome-users. It is the responsibility of all aerodrome users, and particularly Officers Commanding / Club OICs, to develop a positive and just safety culture within their AOR, which ►encourages◄ scrutiny, eliminates complacency, and ►is◄ impartial and fair. The RAF Halton SEMP provides further detail on the culture and behaviours required from personnel using the Station.

Organisation

6. **Responsibilities and Organisation.** Key roles responsible for the delivery of Air Safety Management at Halton are as follows:

- a. The Stn Cdr as HoE is accountable to AOC 2 Gp (the Operating Duty Holder) for actively managing Halton Aerodrome. In addition, Stn Cdr Halton is ADH-facing, they are required to assure the DH of organisations using Halton aerodrome that a SOE is in place.
- b. OC Ops Sqn is the nominated AS(RF) at RAF Halton, a letter of authority is provided at Enclosure 1. OC Ops Sqn is responsible to Station Cdr Halton for delivery of a SOE.
- c. OC ►Airfield◄ Ops Flt is the SFSO, Air Safety Occurrence Manager and Station Error Management System Coordinator (SEMSCo). They are responsible for day-to-day management of Aerodrome activity.
- d. The Babcock Duty Airfield Manager (or a nominated deputy) are responsible for coordinating airfield operations and for general supervision of the aerodrome.
- e. **Service Flying Clubs:**
 - (1) **Halton Aero Club (HAC).** The Chairperson of the RAFSA is the RP appointed by AOC 22 Gp and has overall accountability for ►delivery of safe and compliant flying outputs◄ within the RAFSA. The OIC/Chairperson of HAC is the Club Accountable Manager and has responsibility for the effective and safe management of Club operations at Halton. A separate ASMS is in place for all RAFSA activities.
 - (2) **Halton Microlight Club (HMC).** The Chairperson of the RAFMFA is the RP appointed by AOC 22 Gp and has overall accountability for ►delivery of safe and compliant flying outputs◄ within the RAFMFA. The OIC/Chairperson of HMC has responsibility for the effective and safe management of Club operations at Halton. A separate ASMS is in place for all RAFMFA activities.
 - (3) **Chiltern Gliding Club (CGC).** The Chairperson of the RAFGSA is the RP appointed by AOC 22 Gp and has overall accountability for ►delivery of safe and compliant flying outputs◄ within the RAFGSA. The OIC/Chairperson has responsibility for the effective and safe management of Club operations at Halton. A separate ASMS is in place for all RAFGSA activities.
- f. It is essential that RAF Air Sports' Associations RP maintain close links with the other Air Safety organisations which operate from RAF Halton.

g. **Total Safety Champion.** The Stn XO is the RAF Halton Total Safety (TS) Champion and is ultimately responsible to the HoE RAF Halton for the delivery of the TS aims and objectives. Delivery of Air Safety ►outputs◄ specifically is managed by OC Ops Sqn.

Performance Indicators

7. The effectiveness of the ASMS will be measured using the number and nature of Corrective Action Reports from MAA, recommendations from external / internal audits (including 2 & 22 Gp), and feedback from Aerodrome stakeholders via quarterly reporting forums.

Hazard & Risk Management

8. Safety risk management involves the identification of hazards, and analysis and assessment of the operating RtL. RAF Halton is a DH-Facing organisation and, as such, the HoE does not own any aviation RtL. Stn Cdr Halton has a duty to provide a safe aerodrome and to identify, publicise and highlight to the relevant DHs any hazards to safe aviation. The Aerodrome Hazard log is reviewed at least quarterly, and changes discussed at the Station Flight Safety Meetings. Updates to the Hazard Log are promulgated to Aerodrome users for awareness / onwards reporting.

Qualifications & Training

9. ►Ops Sqn personnel involved in the delivery of Air Safety are to be appropriately trained iaw AP 8000 Leaflet 8114 and any applicable Regulatory Articles. Table 1 provides a snapshot of the Air Safety qualifications required for Stn pers supporting Aerodrome Ops. Most Air Safety qualifications have a validity period of 5 years, and personnel should remain in-date to maintain SQEP. Where gapped posts or staff absence reduces availability of trained pers, alternative mechanisms for maintaining robust Air Safety Management processes can only be approved by the HoE. Air Safety support may be requested via the unit regional HQ (Stn Cdr Northolt) on a case-by-case basis.

	Qualification (Essential / Desirable)					
	DHASC	AOSP	ASOC	PCMIA	ASIMS	HF / EM ¹
Stn Cdr Halton	E	D			D	E
Stn XO	D			E	D	E
OC Ops Sqn		E	D	D	E	E
OC Airfield Ops Flt			E	E	E	E

Table 1 – Air Safety Qualifications for Stn pers

Safety Management Activities

¹ For those operating within a critical Defence Aviation safety role (as defined by the Duty Holder/ HOE), HFEM CT must still be completed every 2 years iaw AP8000.

10. ► Air Safety Meetings:

- a. **Total Safety WG.** The Station quarterly Total Safety Committee Meeting is the formal mechanism for reporting Air Safety activity at RAF Halton. During the meeting, the AS(RF) will assure the HoE that aerodrome activities are ALARP and tolerable. Meeting outputs are used to support upwards reporting at all HQ 2 Gp Functional & Air Safety meetings.
- b. **Halton Aerodrome Safety WG (HASWG).** The HASWG provides a quarterly forum to discuss Air Safety and aerodrome use. The meeting is hosted by Airfield Operations Flight, all flying clubs based at RAF Halton are to provide representation. The meeting provides assurance to the HoE, through the AS(RF), that operations at Halton remain ALARP and tolerable. The HASWG is chaired by OC Ops Sqn, OC Airfield Ops Flight acts as meeting Secretary. Terms of Reference for the HASWG are provided at Enclosure 2. Meeting outputs support reporting at the Unit Total Safety WG.
- c. **Station Weekly Execs.** The weekly Station Execs forum, chaired by the Station Cdr, will formally address emerging and on-going Air Safety issues. ◀

Safety Reporting

11. Statistically, for every aviation accident there are a significant number of “near-misses”. Sharing incidents, however trivial, might save life in the future. Aerodrome users are to submit an InForm / Defence Aviation Safety Occurrence Report to promote shared learning of an event, guidance can be obtained via the Station Flight Safety Officer if required. The DASOR does not replace the CAA administered Mandatory Occurrence Report (MOR). However, since 2015 there has been an option on ASIMS to file a DASOR that will inform the CAA’s Safety and Airspace Regulation Group (SARG) and thus provide the required information. ►DASORs should be submitted for all Air Safety Occurrences wherever possible. However, where access to ASIMS is unavailable (i.e. no MODNET access), personnel are to submit an InForm to the SFSO, Airfield Ops will then subsequently raise a DASOR on their behalf where applicable. InForm templates are available from the SFSO. ◀

12. The SFSO is responsible for progression of all Station DASORs and InForms and will monitor progression of DASORs related to flying activity via the applicable club Flight Safety Officer. OC Ops as the nominated AS(RF) has delegated authority to close all Stn DASORs of Medium severity (or below) on behalf of the Stn Cdr. DASORs with a higher severity can only be closed by the Stn Cdr. Owing to how ASIMS is configured for Halton stakeholders, OC Ops Sqn is required to close DASOS on behalf of all flying clubs. However, DASORs will only be closed following confirmation (via comment) that the applicable RP is content no further action is required. In this instance, OC Ops Sqn is administratively closing the report, and not able to certify that any residual risk is ALARP and Tolerable. ◀

Air Safety Promotion and Publicity

13. A system which ensures timely dissemination of Air Safety policy, procedures, occurrences, and Learning from Experience (LfE) is essential for management of aerodrome safety. The SFSO will develop and maintain an effective system for promotion of Air Safety at RAF Halton. They will ensure promulgation of Air Safety literature to Clubs, RAF Halton SEMP Leaflet 3

and actively engage with Club / ►Stn◄ personnel on Air Safety topics. Clubs are to ensure full participation in Air Safety activities at RAF Halton, including attendance at Air Safety meetings. They are also to nominate a Club Flight Safety Officer to act as the conduit for Air Safety engagement at Halton. Aerodrome Safety will be included within the Mandatory Station Arrivals Brief, which captures personnel as they arrive on unit. A Record of Decisions for Aerodrome meetings are also available on SharePoint.

Emergency Arrangements

14. An Emergency Response Plan (ERP) for RAF Halton is maintained by Ops Sqn, Section 2 outlines the actions required when dealing with an aerodrome incident. The ERP will be exercised on unit at least annually.

Air Safety Assurance

15. **Change Management.** It is important to understand the potential for unwanted consequences of changes at RAF Halton. We must be aware that the ability to maintain a safe aerodrome can be compromised by several factors, including:

- a. **Task Vs Resource.** The challenges of delivering outputs at pace can divert focus from the maintenance of Air Safety. Organisational change is often required to mitigate any task/resource disparity.
- b. **Regulatory Changes.** Regulatory changes include those for any aviation related orders such as MAA RA, which have the potential to change the nature of the task.
- c. **Risk Management.** Any concerns regarding significant and detrimental changes to the effectiveness of Risk Mitigations are to be communicated to relevant DHs and other aircraft operators at RAF Halton as soon as possible, to ensure the level of RtL remains acceptable.
- d. **Reporting and Investigation of Occurrences.** All reporting and investigation of occurrences is to be conducted in accordance with RA 1410. An important part of any safety system is the ability to record and analyse the number and type of safety incidents that occur during the organisation's operations. All DASORs will be subject to varying levels of investigation according to the seriousness or at the direction of the risk holder(s). This requires the organisation to have a safety reporting system (SRS). A successful SRS must engender the trust of those for whom it works. To do this the Halton SRS will:
 - Record all relevant data.
 - Have a system for handling and managing reports.
 - Be reliable and can be audited.
 - Be easily accessible.
 - Not apportion blame or fault.

16. ► As a Tier 2 Aerodrome, the unit is not subject to the requirements of the Defence Aerodrome Assurance Framework (DAAF). Instead, the RAF Halton ASMS will be subject to the following levels of assurance: ◀

a. **1st Party Assurance (1PA) – Internal Assurance, led by Ops Sqn.**

Activities include quarterly reviews of the Aerodrome Operating Hazard Logs; the bi-annual review of the Aerodrome Safe Operating Environment Manual and section-specific AS performance audits, including a rolling programme of document reviews to ensure regulatory and legislative compliance.

b. **2nd Party Assurance (2PA) – External Assurance by higher command.**

Activities include the annual Air Safety Assurance Visit and Formal Staff Visit conducted by HQ 2 Gp, BM STANEVAL assessments, and DFR audits.

c. **3rd Party Assurance (3PA) - Regulatory Assurance by the MAA and CAA.**

The MAA and/or CAA will conduct 3PA assurance when required.

16. Separate assurance of each flying Club is delivered via 22 Gp. Clubs are subject to 1PA (internal audits) and 2PA via their applicable Sports Association (Responsible Pers). All audit reports shall be forwarded to ► Airfield Operations Flt and will be used as evidence to build an overall assurance picture for the Aerodrome operations. ◀

17. **Assurance Personnel.** The lead for AS Assurance at RAF Halton is OC Airfield Operations Flt, they are primarily responsible for 1PA activity on behalf of the AS(RF) at RAF Halton.

From: Wing Commander P R Seanor RAF



Squadron Leader J Colmoy
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HP22 5PG

Dear Sqn Ldr Colmoy,

LETTER OF AUTHORITY – AERODROME SUPERVISOR (RECREATIONAL FLYING) – RAF HALTON

Reference:

- A. MAA RA 1010.
- B. MAA RA 1026(7).
- C. MAA RA 1026(8).

1. In accordance with Ref A, as Head of Establishment (HoE) for RAF Halton, I am responsible for providing a Safe Operating Environment (SOE) for flying activities conducted from the Station aerodrome. Ref B confirms the Aerodrome at RAF Halton is classified as "Tier 2", which means recreational flying is the main aviation activity. I am therefore required to appoint a Crown Servant as Aerodrome Supervisor (Recreational Flying).

2. In accordance with Ref B, I hereby appoint you as my Aerodrome Supervisor (Recreational Flying). You are responsible for the supervision of the RAF Halton aerodrome environment, ensuring a SOE for recreational flying. You are to provide me as HoE with aerodrome assurance of operating procedures, standards, and flight safety. Your full responsibilities are as defined in Ref C.

P R Seanor

P Seanor
Wg Cdr

1 Dec 23



Enclosure 2 – HASWG Terms of Reference

1. **Overview.** The HASWG provides a quarterly forum to discuss Air Safety and aerodrome use. The meeting is hosted by Airfield Operations Flight, and provides assurance to the HoE, through the AS(RF), that operations at Halton remain ALARP and tolerable. Meeting outputs support reporting at the Unit Total Safety WG.

2. **Meeting attendance:**

a. To ensure the HASWG provides a robust forum for coordinating Air Safety at Halton, the following attendees (or a nominated deputy) are considered essential:

- (1) OC Ops Sqn (Chair).
- (2) OC Airfield Ops / SFSO (Sec).
- (3) OIC HAC.
- (4) OIC HMC.
- (5) OIC CGC.
- (6) OIC HMAS.
- (7) Club FSOs.
- (8) Supply Manager.
- (9) SO3 Hard FM.
- (10) SSHEA.
- (11) Fire FP.
- (12) OC Police.
- (13) RAFA Rep.

b. Whilst not considered essential attendees, the following pers may find attendance beneficial:

- (1) Stn Trg Area Lead.
- (2) Club Members.

c. The Stn Cdr will attend meetings as required, and normally at least one meeting each year.

3. **Meeting Structure.** Whilst the agenda for each meeting can be tailored depending on the topics to cover, the following items should be used as a template for each meeting:

- a. Chair Introduction.
- b. Outstanding Actions.
- c. Airfield Ops Update.
- d. Stakeholder Updates (from all areas represented).
- e. Non-Public Funds update.
- f. Air Safety Reporting.
- g. Hazard Register Review.
- h. Airfield Assurance / Dashboard review.
- i. AOB.

4. **Agenda & Minutes.** OC Airfield Ops will promulgate a meeting Agenda at least 2 weeks prior to each meeting, they will also produce a set of minutes nlt 2 weeks after each meeting and promulgate to all attendees. A copy of meeting minutes will be uploaded to

the Airfield Ops SharePoint page to facilitate wider Stn access as required.

5. **Air Safety Actions.** An Airfield Ops Action Tracker is used to capture and track all meeting actions. OC Airfield Ops will oversee progression of all applicable actions.