



# Duxford General Flying Orders

## Imperial War Museum

**17<sup>th</sup> Revision – March 2021**

**Copy No 1 of 34**

***Updated April 2021***

INSIDE FRONT COVER

# **Duxford General Flying Orders**

## **17<sup>th</sup> Revision – March 2021**

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**HELD SEPARATELY**

**Appendix IX Duxford Airfield Driving Policy**

## **Document Reference, Authorisation and Purpose**

### **1. Document Reference**

- 1.1 The file reference for this document is OP020\_Version 17\_Mar 21\_I Drive\_Owner Ops GFO/ATC/2020
- 1.2 This document is entitled Duxford General Flying Orders.
- 1.3 In the event there is any conflict between these orders and the Air Navigation Order (ANO), rules and the air regulations, these Orders are subordinate, except when these GFO's are more limiting in which case, the GFO's apply.

### **2. Authorisation**

- 2.1 This document is issued under the authority of the Accountable Manager, IWM, Duxford.
- 2.2 The author and editor of this document is the Airfield Management Team.
- 2.3 Custodians of this document are responsible for ensuring that all personnel within their department or organisation know of its existence, have easy access to it and are familiar with its contents. Signature sheets for personnel within each custodian's area of responsibility are at Annex E. Continuation sheets should be added as required.

### **3. Purpose**

- 3.1 The purpose of Duxford General Flying Orders is to set out the requirements of the Imperial War Museum for flying operations at Duxford, particularly for those approved as 'Duxford-based pilots' and pilots holding Display Authorisations.
- 3.2 General procedures applying to all flying related operations at Duxford are contained in the Airfield Manual Parts I and II (Safety Manual), which is produced in accordance with the ANO and sets out the full range of safety responsibilities and management procedures.
- 3.3 Specific procedures apply to Air Shows and are contained in the Pilots' Brief, which is circulated to all concerned.

Signed:

Date:

T Turner  
Head of Airfield  
Imperial War Museum  
Duxford

## Associated Publications

CAP 032	UK Aeronautical Information Publication
CAP 168	Licensing of Aerodromes
CAP 393	Air Navigation Order
CAP 403	Flying Displays and Special Events
CAP 797	Flight Information Service Officer Manual
CAP 413	Radiotelephony Manual
CAP 452	Aeronautic Radio Station Operator's Guide
CAP 1032	Aerodrome Flight Information Service Officer Licensing
CAP 632	Operation of 'Permit-to-Fly' Ex-Military Aircraft on the UK Register
CAP 642	Airside Safety Management
CAP 772	Wildlife Hazard Management at Aerodromes
CAP 748	Aircraft Fuelling and Fuel Installation Management (documents to be used as a reference until reissued by the CAA)
CAP1724	Flying Display Standards Document
RA2335	Flying Displays and Flypasts
CAP1395	Safety Standards Acknowledgement and Consent (SSAC)
CAP1396	Framework for the Evaluation of Aviation Activities for Payment Based on Safety Standards and Consent

Duxford Airfield Manual Pt 1 & 2

Aircraft accidents: guidance for the Police, emergency services, SAG (Safety Advisory Group) and airfield operators.

## Distribution List

Copy Number	Custodian
1	Head of Airfield
2	Civil Aviation Authority, Safety Regulation Group
3	Accountable Manager
4	Chairman Duxford Flight Safety Committee
6	Senior Airfield Fire Officer/Safety Manager
7	Senior Flight Information Service Officer
8	Flying Display Director
9	Tower Visual Control Room
10	Duxford Airfield Fire and Rescue Service
11	Branch Operations Manager, Visitor & Property Services
12	Head of Operational Risk
13	Assistant Director of Visitor & Property Services
14	Control Room
15	Operation Managers' Office
16	Chairman of Flying Control Committee
17	Aircraft Restoration Company
18	Propshop Refuellers
19	Old Flying Machine Company
20	Historic Aircraft Collection
21	B-17 Preservation Ltd
22	The Fighter Collection
23	Air Leasing Ltd/Anglia Restorations
24	Cirrus Aviation Ltd/Classic Wings
26	Plane Sailing (Catalina)
27	Loweth Flying Group
29	De Havilland Support/M Miller
30	P Kynsey & A Walker (Cosmic Wind & Jungmann)
31	Duxford Resident GA
32	P Kirkpatrick/J Thorogood, Hurricane 501
33	N Oakman T6 Aviation
34	P Ford (Jasta Binks Aviation Ltd)



## **External Addressees**

Civil Aviation Authority  
Safety Regulation Group  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 OYR  
E: asddocs@caa.co.uk

Mr A Lockwood  
Chairman, Duxford Flying Control Committee

Mr R Peacock-Edwards  
Chairman, Flight Safety Committee

## Review and Amendment Procedure

### 1. Review

1.1 The contents of this Order Book will be reviewed annually. The process will be conducted by the Head of Airfield and a record of that action will be annotated below.

Manual Edition	Review Date	Action Taken
2003	June 2002	Complete Re-write
2003	March 2003	No action required
2004	February 2004	Revision 1
2004	July 2004	Revision 2
2004	March 2005	No action required
2004	January 2006	Revision 3
2004	March 2006	Revision 4
2004	March 2007	No action required
2004	February 2008	Revision 5
2004	January 2009	Revision 6
2004	February 2010	Revision 7
2004	April 2011	Revision 8
2004	February 2013	Revision 9
2004	February 2014	Revision 10
2004	February 2015	Revision 11
2004	February 2016	Revision 12
2016	November 2016	No action required
2017	January 2018	Revision 13
2018	January 2018	Revision 14
2019	March 2019	Revision 15
2020	March 2020	Revision 16
2021	March 2021	Revision 17

## **2. Amendment Procedure**

- 2.1 Amendments to this Manual will be issued when:
  - 2.1.1 Required by the Authority.
  - 2.1.2 Persons nominated as having formal responsibilities leave Duxford or change their responsibilities.
  - 2.1.3 The Head of Airfield/Safety Manager/Accountable Manager considers that an amendment is necessary.
  - 2.1.4 Operators, partner companies or any person with an interest in the airfield or in aircraft or ground operations is encouraged to submit proposed amendments to Head of Airfield/Safety Manager for consideration.
- 2.2 Custodians are requested to incorporate amendments immediately and maintain the Record of Amendments. Amendments will normally take the form of a complete replacement in PDF. These pages will be annotated with the amendment number. The list of effective pages will be updated for every issue of amendments. Once an amendment has been incorporated, custodians are requested to complete the return pro-forma indicating that their copy has been amended, and forward it to the Airfield Management Team.
- 2.3 This live document will be available on the IWM internet.

## Record of Amendments

<b>Amendment Number</b>	<b>Date of Issue</b>	<b>Date Incorporated</b>	<b>Pages Affected</b>	<b>Incorporated by</b>
Revision 11	February 2015	February 2015	10,1-2,2-1,3-2,4-1,4-2,9-1,10-2,10-6,A,B,C,D,E	TT
Revision 12	January 2016	January 2016	All Pages	TT
Revision 12	April 2016	April 2016	15-1	WT
Revision 13	January 2017	January 2017		
Revision 14	January 2018	January 2018	1, 3, 4, 5, 6, 8, 9, 10, 12, 1-2, 2-1, 2-2, 3-2, 3-5, 4-1, 4-2, 7-1, 8-1, 10-1, 10-2, 10-3, 10-4, 11-1, 14-1, 16-1, 17-1, V-VI, A, C	TT
Revision 15	March 2019	March 2019	All	Airfield Operations Team
Revision 15	August 2019	September 2019	F	TT
Revision 16	March 2020	March 2020	1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 31, 33, 34, 35, 37, 39, 41, 43, 44, 45, 47, 49, II, IV, V, VI, VII, VIII, B E	Airfield Operations Team
Revision 17	March 2021	March 2021	1, 3-8, 10, 12, 14-18, 20-21, 23, 25, 29, 31, 33-35, 43-44, 47, III, IV-V, B, E	Airfield Operations Team
Revision 17	March 2021	April 2021	C to C-14	TT

# **ORDER NO 1 DUXFORD-BASED PILOTS and SIGNING OF ORDERS**

## **1.1 Background**

1.1.1 The need for these orders arises from Duxford's unusual status – it is:

- part of a national museum with a very high profile, a relationship with government, and over 400,000 visitors per year.
- to ensure that the interests of the public and the local community are safeguarded.

1.1.2 Duxford houses the largest collection of operational historic aircraft - known colloquially as 'Warbirds' - in Europe. It is also an historic site with an aviation history stretching back to the Royal Flying Corps. It is unique as a living monument to the RAF, the US Air Forces and their Allies who served here, and thereby generates strong passions and memories among the descendants of those who lost their lives defending our country.

1.1.3 With such a heritage to live up to, the airfield is under constant scrutiny. The impact of any undisciplined or inconsiderate flying on the reputation and on the current and future operations of the Museum is therefore much greater than for a more conventional GA airfield.

## **1.2 Duxford-Based Pilots**

1.2.1 Privileges

'Duxford-based pilots' are those who are:

- Approved to operate regularly from the airfield both during and outside tower operating hours.

And who might be:

- Permitted to carry out display/demonstration routines or practices (within their CAA Display Authorisation approvals) without further specific display briefing.

Landing fees will not be charged for the above or for official business. However standard rates apply if it is deemed otherwise.

### 1.2.2 Responsibilities

In recognition of these privileges Duxford-based pilots are expected to set an example to all pilots operating at Duxford in respect of:

- adherence to procedures and demonstration flying rules
- maintenance of the highest standards of airmanship
- operating at all times with consideration to visitors and the neighbourhood

## 1.3 Approval as a Duxford-based Pilot

To qualify as 'Duxford-based', a pilot must:

- 1.3.1 Submit documentation to the Head of Airfield or nominated other which includes current flying status, affiliation with any of the Duxford-based operators, and details of aircraft to be operated.
- 1.3.2 Keep Head of Airfield updated with any changes.
- 1.3.3 Read and sign annually, or as required, Duxford General Flying Orders and the Duxford Airfield Manual Parts I and II (Safety Manual).
- 1.3.4 Be approved by Head of Airfield acting on behalf of IWM Duxford.
- 1.3.5 Assist in ensuring that fellow pilots, crews and others associated with their operation abide by these Orders.
- 1.3.6 Acquire appropriate individual site entry, airside and vehicle passes from the Museum and display them at all times when at Duxford. Basic security disclosure required and airside pass valid for 3 years.  
<https://www.gov.uk/request-copy-criminal-record>
- 1.3.7 Where applicable operate in accordance with the requirements of the relevant CAA legislation, Operations of 'Permit-to-Fly' Ex-Military Aircraft on the UK or Foreign Register.

## 1.4 List of Duxford-based Pilots

A current list of approved Duxford-based pilots is on the Duxford 'I' Drive.

## ORDER NO 2 TOWER OPERATING HOURS and AIR TRAFFIC FACILITIES

### 2.1 Tower Operating Hours

The Tower is normally open to coincide with the Museum's public hours:

Mid-March to end October	1000 – 1800 Local
End October to mid-March	1000 – 1600 Local

Extensions may be granted for operational needs.

- 2.1.1 When the Tower is operating, the Duty FISO is acting on behalf of the Imperial War Museum. An Aerodrome Flight Information Service (AFIS) provides information for the safe and efficient conduct of aerodrome traffic. Instructions given on the ground must be complied with.
- 2.1.2 The FISO should be given a minimum of 20 minutes notice of proposed flying rehearsals, together with the pilot's intentions, in order that these may be given appropriate priority, and the Museum can maximise the interest to visitors by informing them about the flight.
- 2.1.3 All pilots must book out with the Tower.
- 2.1.4 In the event that the Tower is not operational during normal open times as in 2.1 above, then the out of hours procedure in Order 5 is to be adhered to.

### 2.2 Air Traffic Facilities

- 2.2.1 Duxford airfield is VMC (Visual Meteorological Conditions). For the airfield to remain open the visibility must be 1500m and/or 500ft cloud base in accordance with the ANO. A Flight Information Service is provided by licensed FISOs during published hours of operation.
  - 2.2.1.1 An Air Ground Communication Service (AGCS) may also be provided should operational requirements dictate.  
<https://www.aurora.nats.co.uk/htmlAIP/Publications/2020-02-27-AIRAC/html/index-en-GB.html>
- 2.2.2 The Duxford ATZ extends 2 Nautical Miles (NM) horizontally and 2,000 feet vertically from the aerodrome reference point.
  - 2.2.2.1 Westside Farm airstrip lies 1.20 NM on a bearing of 003° from Duxford's control tower, during normal operating hours Duxford will coordinate all movements as per the Letter of Agreement (see Annex D).

2.2.2.2 Fowlmere, an unlicensed airfield, lies 2.7 NM W of Duxford. During normal operating hours Duxford will liaise with Fowlmere as per the Letter of Agreement (see Annex B).

2.2.3 Duxford-based aircraft are to be fitted with an 8.33kHz compliant radio.

2.2.4 The Signal Square is currently for display purposes only and is not to be used for accurate flight information or airfield status.

2.2.5 Self-briefing facilities are available to pilots in the ATC Briefing Room where the following reference material is displayed:

NOTAMs

SERA 5005 (F) (2) & Rule 10 CAA Exemptions

Work in progress

GAR/Customs Information

SMS (Safety Management System) information

2.2.6 In the event of both runways being closed due to weather, the Tower will remain in operation to fulfil its role as an ANSP (Air Navigation Service Provider).



## **ORDER NO 3 JOINING & CIRCUIT PROCEDURES**

### **3.1 General**

- 3.1.1 Duxford is surrounded by villages and industrial units which are sensitive to over flight. Fowlmere is located close to the Duxford ATZ and Whittlesford is located inside the Duxford ATZ; both are unlicensed.
- 3.1.2 Most aircraft fly a standard circuit; many historic aircraft prefer a curved approach due to their restricted forward visibility. A degree of flexibility is therefore required to safely coordinate these requirements.
- 3.1.3 There is no standard overhead, crosswind or 'dead side' join at Duxford. Aircraft should position for a downwind join for the Southerly circuit in use. Direct joins may be granted subject to traffic. High performance aircraft may join for the Northerly circuit in use when traffic permits.

### **3.2 Circuit Pattern (see Circuit Diagram at Annex B)**

- 3.2.1 Procedures to be adopted are as follows:
  - i Aircraft are to climb straight ahead to 500ft QFE and then initiate a climbing turn avoiding noise sensitive areas to join the circuit height of 1000ft QFE for piston engine aircraft or 1500ft QFE for jets. Bad weather circuits (800ft QFE) may be flown.
  - ii The downwind leg is to be flown avoiding noise sensitive areas and the gas venting site (see Appendix III).
  - iii At the end of the downwind leg Duxford based aircraft may elect to carry out a continuous descending turn onto final approach. The pilot will then report Final and their intentions.
- 3.2.2 Aircraft departing Duxford on RWY 06 are to maintain runway heading until clear of noise sensitive areas before turning.
- 3.2.3 Departing RWY 24, aircraft are to avoid flying over the noise sensitive areas (See Annex C) and Fowlmere airfield below 2000ft QNH.
- 3.2.4 Aircraft departing to the North to operate outside of the Duxford ATZ are strongly advised to contact Cambridge Approach/Radar.

### 3.3 Joining Procedures – Radio Telephony (RTF)

#### 3.3.1 During Operational Hours

Initial call Duxford Information 10 NM from the circuit to enable airfield and traffic information to be given; circuit joining procedures as per Order 3.2. Run and break joins subject to traffic.

#### 3.3.2 Outside Operational Hours

Pilots are to keep a listening watch 10 NM from the airfield and must make blind radio transmissions, using the prefix 'Duxford Traffic.' These calls are monitored by Duxford Airfield Rescue Fire Fighting Service (RFFS) and security based in the Control Room for safety reasons.

#### 3.3.3 Run & Break

- i Is defined as a circuit join above normal speed, with a break over the runway to join the circuit. The pilot shall inform the FISO with the request to run & break at a minimum of 5 NM from the ATZ. Traffic information will be passed.
- ii During a run and break, the onus for safety and separation lies with the pilot, as the FISO can only provide traffic information and cannot give a clearance.
- iii Correct use of RT phraseology is important to avoid conflict with standard circuit traffic. Calls should be as follows -

Position	Aircraft to Tower	Tower to Aircraft	Note
1 minute out	"C/sign, 1 Min"	"C/sign, specific traffic information and surface wind"	Historic aircraft/high performance prefer Northerly circuit
On the break	"C/sign, on the break to land/touch & go/go around"	"C/sign, report finals, traffic information, surface wind"	
Start of final	"C/sign, final"	"C/sign surface wind, land/touch & go/go around at your discretion."	"Three greens" call - as appropriate at pilot's discretion







- iv The approach for a run and break, outside of the airfield boundary, is to conform to normal rules of the air (CAP 393). Minimum height is 500ft QFE; for DA holders (Display Authorisation) it is 200ft QFE over

the M11 and down to DA height over the runway to break back into circuit height.

- v Within the ATZ, aircraft may fly up to a maximum speed of 300kts IAS (Indicated Air Speed) provided a CAA 250kt SERA.6001(g) exemption is held.
- vi On Air Show/special event days, prior to and after the Article 86 display, run and breaks with no aerobatics shall be carried out at a minimum height of 500ft (as per CAP 403).

### 3.4 Joining Procedures - Non Radio

- 3.4.1 Aircraft joining non-radio are to fly past the tower over the grass runway in use at 500ft QFE “rocking” the wings to attract attention, fly a normal circuit, maintaining a good lookout and complying with aldis lamp signals from the tower. The signal square is NOT to be used as a reference.

Color and type of signal	MEANING		
	Aircraft on the ground	Aircraft in flight	Movement of vehicles equipment and personnel
 Steady green	Cleared for takeoff	Cleared to land	Cleared to cross; proceed; go
 Flashing green	Cleared to taxi	Return for landing <i>(to be followed by steady green at the proper time)</i>	Not applicable
 Steady red	Stop	Give way to other aircraft and continue circling	Stop
 Flashing red	Taxi clear of landing area or runway in use	Airport unsafe- Do not land	Clear the taxiway/runway
 Flashing white	Return to starting point on airport	Not applicable	Return to starting point on airport
 Alternating red and green	General warning signal – exercise extreme caution	General warning signal – exercise extreme caution	General warning signal – exercise extreme caution

- 3.4.2 Non radio aircraft are strictly PPR (Prior Permission Required).

### 3.5 Go-around Procedures

If a ‘go-around’ becomes necessary, fly on the runway heading, continue climb to 500ft QFE and carry out circuit procedures as per Order no.3. A careful lookout for traffic must be maintained.

### **3.6 Practice Engine Failure after Take-off (EFATO) - Runway 24**

Practice engine failures and fan stops are only permitted on RWY 24. The FISO shall be informed prior to commencing an EFATO with the prefix 'practice fan stop'.

'Climbing Away' calls shall be made at the end.

Practice engine failures on Runway 06 are not permitted.

### **3.7 Dual Runway Operations**

The grass and hard runway are not available for simultaneous landing or take off. An aircraft on one runway must be at taxiing speed before another aircraft can land or depart on the other runway.

Land afters are not permitted.

Simultaneous runway operation is only permitted for display items when Rule 10 (1) is implemented. See Appendix V.

## **ORDER NO 4 TAXIING, PARKING, FUELLING and GROUND MOVEMENTS**

### **4.1 Taxiing**

Use paved taxiway or adjacent grass areas and hold at relevant holding points in accordance with FISO instructions.

### **4.2 Parking**

During operating hours aircraft are to park as instructed. If the airfield is closed, aircraft shall park well clear of taxiways and the grass runway strip. Aircraft under power when in close proximity and facing the crowd line is to be minimised.

### **4.3 Refuelling**

- i Aircraft refuelling is to be conducted with reference to CAP 748 until a revised addition has been issued by the CAA.
- ii Refuellers are to use intrinsically safe radios for communications.
- iii Air side is a designated No Smoking Area (including E-Cigarettes).
- iv Refuelling will take place on the airfield manoeuvring area and adjoining aprons.
- v Pilots are to ensure that a suitable fire extinguisher is readily available.
- vi It is the pilot's responsibility to ensure the correct fuel is uplifted.
- vii Portable electronic devices (PED's) are to be switched off in the vicinity of refuelling. See Airfield Manual Part 1 reference 6.14 Aviation Fuel.

### **4.4 Ground Movements**

- 4.4.1 Prolonged ground testing of engines – see Order No. 17.
- 4.4.2 Aircraft taxiing or running of engines is not permitted on the Museum's public site, even when the Museum is closed.
- 4.4.3 Aircraft are only to be taxed by qualified pilots or persons approved by the owner or operator.
- 4.4.4 Suitable fire extinguishers are to be readily accessible during engine runs.
- 4.4.5 In the event of radio failure on the ground prior to take-off, aircraft are to return to their parking stand.

## **4.5 Access to Airside**

- 4.5.1 Only air side pass holders, escorted persons, aircrew, essential ground crew and approved contractors will be allowed access air side. On air shows/special event days public access air side is permitted once a specified area is deemed safe for the operation as per the Event Safety Plan.
- 4.5.2 Vehicles, personnel and aircraft shall only enter air side with permission from the Duty FISO. Drivers and vehicles are to be in possession of a valid air side pass, airfield driving pass and where applicable vehicle permit. Private motor vehicles will NOT be permitted air side unless they can prove that they have air side Insurance up to the value of £10 million as normal insurance is null and void when airside. All vehicles air side must maintain two-way contact with the Tower.
- 4.5.3 To enter air side designated access gates shall only be used. Persons under 16 years of age are not permitted unless accompanied by an authorised person as per 4.5.1.

## **4.6 Aircraft Priority**

As per the ANO all vehicles and pedestrians are to give way to aircraft. Taxiing aircraft must give way to aircraft under tow. All movements are to give way to emergency vehicles under blue light conditions.

## **4.7 Driving Policy**

Vehicles are not to exceed 20 mph on the movement area (taxiways), and are to illuminate their amber beacons as per CAP 168. Exemption to this is RFFS under blue light conditions.

For the full Driving Policy refer to Appendix IX.

## ORDER NO 5 FLYING OUTSIDE PUBLISHED AIRFIELD OPENING HOURS

### 5.1 General

Only Duxford based pilots (unless authorised by the Head of Airfield or nominated deputy) may use the airfield outside the published opening hours.

### 5.2 Procedure

Prior notification of out of hours activity is **mandatory** via the Control Room. Pilots must notify intended departures and/or arrivals to the Security Supervisor in the Control Room **Tel 01223 497202 or email [iwmd@bidvestnoonan.com](mailto:iwmd@bidvestnoonan.com)** and log details of the flight in the Aircraft Movements Book prior. This is to ensure statutory requirements are met and that RFFS are pre-warned of the flight in the event of an emergency. The Control room shall advise any out of hour activity.

All aircraft requiring to arrive/depart Duxford airfield prior to 0830 hours:

- Shall complete the out of hours booking form within airfield operating hours the day prior to the flight taking place.

All aircraft requiring to arrive/depart out of hours after 1800 hours:

- Shall complete the out of hours booking form prior to 1800 hours.

**Failure to comply with this prior notification of intended out of hours movement(s) may incur an out of hours charge.** Click on the following link for current charges –

<https://www.iwm.org.uk/sites/default/files/files/2021-02/MISC017%20Airfield%20Fees.pdf>

**If a pilot intended to return/depart during normal hours but becomes delayed, he will also inform the Duty Fire Officer via telephone (see 5.3) to prevent initiation of overdue action.**

**Pilots who do not comply with the above will be removed from the Duxford Based Pilot Register and will have to re-apply.**

Notified out of hours activity is available on the understanding that in the normal course of events CAT “1” is the default position of the RFFS for Duxford airfield, unless aircraft type dictates otherwise as per CAP 393 Air Navigation Order and CAP 168 Licensing of Airfields. An alerting service will be provided by the Control Room.

On occasions the out of hours service may not be available due to other operational commitments.

### **5.3 Rescue and Fire Fighting Service (RFFS)**

Limited RFFS facilities will be available outside published hours. Availability must be confirmed with the Security Supervisor on the day.

Emergency numbers are:

Control Room:	01223 497200
RFFS Internal:	7530
RFFS External:	01223 497530
Duty Fire Officer Mobile:	07718 155809

### **5.4 Ground Crew**

For Warbirds, it is mandatory that a ground crew or an operator's representative is on hand to see the flight in and out. Light General Aviation (GA) aircraft flown by Duxford-based pilots may dispense with this requirement but shall comply with Para 5.2.

### **5.5 Nature of Flights**

Flights are limited to routine departures and arrivals. There are to be no display rehearsals, air tests or circuit flying, unless agreed with the Head of Airfield or nominated deputy. Display rehearsals in particular are prohibited in order to minimise out of hours' noise pollution.

### **5.6 Aircrew**

Licensed fee paying passenger flying is not permitted unless an extension of the opening hours has been approved. Names of passengers must be given to the Security Supervisor when booking out. See Order 7.1.

### **5.7 Radio**

Radio calls are to be made in accordance with Order No 3.3.2.



## ORDER NO 6 Noise Abatement

Full compliance with this order is vital to the continued operation of the airfield. Deliberate or repeated failure to comply will result in disciplinary action being taken. Unavoidable infringement in an emergency will be recognised by the Duty FISO who will advise the Head of Airfield.

- 6.1 Avoidance of the Noise Abatement Areas/ height restrictions shown at Appendix III is **mandatory**. Aircraft routings must be adjusted to avoid direct over flight of the following villages and installations:

6.1.2 Villages:	Location:
Duxford	Immediately E of Airfield within ATZ
Ickleton	SSE of Duxford
Thriplow	WNW of Airfield
Fowlmere	W of Airfield

6.1.3 Other areas & installations:	Location:
Duxford factory gas venting pipe	S edge of Duxford village <b>(1)</b>
Whittlesford warehouse	N side of M11/A505 junction
Pampisford Hall	3nm final RWY 24
Fowlmere RSPB Reserve	E of Fowlmere Village

**(1)** The chimney attached to the factory on the southern edge of Duxford village is used to vent high velocity gas, and shall not be overflown below 2700 ft QNH (2574 ft QFE).

- 6.2 Aircraft carrying out general handling are to position clear of built-up areas. Where a fixed ground feature is being used as a reference, flying in that area is to be restricted to no more than 5 minutes.
- 6.3 Specific joining and circuit procedures can be found in Order No 3.

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## **ORDER NO 7 PRIVATE PASSENGER FLIGHTS NOT FOR HIRE AND REWARD**

- 7.1 When flying from Duxford, pilots are to book out the flight details with ATC and notify the names of aircraft occupants with a responsible person i.e. family member.
- 7.2 Persons under 16 are not to fly as crew or passengers from Duxford unless the aircraft captain is satisfied that parental permission for the flight has been granted.
- 7.3 Non-crew members should be escorted to and from the aircraft by a responsible ground crew member with a valid air side pass.
- 7.4 Advertised cost sharing is not permitted at IWM Duxford

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## ORDER NO 8 OCCURRENCE REPORTING

- 8.1 CAA Mandatory Occurrence Reporting (MOR) applies at all times. For more information and guidance use the following link  
[https://e2.aviationreporting.eu/reporting?mc\\_cid=fb93c43c25&mc\\_eid=60c7425b3c](https://e2.aviationreporting.eu/reporting?mc_cid=fb93c43c25&mc_eid=60c7425b3c)

Definitions of what qualifies as a reportable occurrence can be found in the link below

[https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=uriserv:OJ.L\\_.2015.163.01.0001.01.ENG](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=uriserv:OJ.L_.2015.163.01.0001.01.ENG)

These reports will be recorded and submitted to the Airfield Safety Manager who will conduct an investigation in accordance with the Duxford Airfield Manual Part 2 (SMS).

- 8.2 The reporting of all bird strikes are mandatory to be filed by the pilot using the online portal [www.caa.co.uk/birdstrikereporting](http://www.caa.co.uk/birdstrikereporting); a copy of the occurrence report shall be forwarded to the Airfield Safety Manager.

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## **ORDER NO 9 EX-MILITARY CIVIL REGISTERED JET AIRCRAFT**

### **9.1 Operations**

- 9.1.1. Pilots are to comply at all times with the relevant CAA legislation and with the Aircraft Operating Data Manuals (ODM).
- 9.1.2 Jet aircraft operators are to inform Head of Airfield, in writing, of those pilots who are approved.
- 9.1.3 Pilots must be meticulous in applying aircraft landing, take off and ODM criteria to the runway in use at Duxford. Full stop landings are not to be carried out if the ODM criteria cannot be met, for example in circumstances of runway condition, crosswind or aircraft configuration.
- 9.1.4 In the event an aircraft deploys the brake parachute on landing, positive confirmation of the chute status shall be obtained from one of the following:
  - i During published airfield opening hours : the Duty FISO
  - ii Outside published hours: A briefed ground crew member equipped with a transceiver radio who is in possession of an R/T licence.

### **9.2 Non Duxford-based**

Specific approval to operate into and out of Duxford must be obtained From the Head of Airfield or nominated deputy in his absence. A copy of this Order shall be sent to the requesting pilot and an acknowledgement obtained prior to arrival at Duxford.

### **9.3 Ejector Seat Safety**

- 9.3.1 The aircraft owner/operator is responsible for ensuring that ejector seat ensure Duxford RFFS have all the relevant seat/canopy information.
- 9.3.2 **For out of hours operations Order Number 5 shall be complied with.**

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## ORDER NO 10 ARTICLE 86 DISPLAY FLYING AND SERA 5005(F)(2) EXEMPTION FOR REHEARSALS

### 10.1 General

- 10.1.1 All display/rehearsal flying is to be carried out in accordance with CAA Permission/exemptions, CAP 403 and within pilots Display Authorisation (DA) limits.
- 10.1.2 Rehearsals shall be given priority however, **a minimum of 20 minutes prior notice of such rehearsals must be given to the Duty FISO.** During peak periods it may not be possible to facilitate your request. Where able, aircraft are to squawk 7004, with mode C selected.
- 10.1.3 See Appendix III and Order 10.5 for display areas, avoid areas and imposed restrictions.

### 10.2 Difference between the Article 86 Permission and the SERA 5005 (f)(2) Low Flying Practice Exemption.

- 10.2.1 Article 86 permission in accordance with CAP 403, applies to Air shows and other advertised flying events at IWM Duxford.
  - 10.2.1.1 A copy of the relevant Article 86 Permission/SERA 5005 (f)(2) shall be circulated to operators, FISOs and key personnel, and is also displayed in the Tower Briefing Room.
- 10.2.3 SERA 5005 (f)(2) Permission is strictly for rehearsal training and to maintain currency.
- 10.2.4 On the day that an Article 86 Permission is in place, rehearsals are not permitted and run and breaks shall not be carried out below 500 ft QFE.
- 10.2.5 Pilots are to self-brief, understand and comply with the criteria laid out in the SERA 5005(f)(2) exemption. See Appendix IV.

Non Duxford-based pilots must be specifically authorised by the Head of Airfield or nominated deputy and provide the required documentation as laid out in Appendix II.

### 10.3 Noise Sensitive Areas

- 10.3.1 Pilots are to familiarise themselves with the noise sensitive areas detailed in Order No 6.

## **10.4 Minimum Safety Distances and Datum SERA 5005(f)(2)**

10.4.1 See Appendix IV.

10.4.2 The Display Datum is 200m west of the Tower, in line with Hangar 5. See Appendix IV.

## **10.5 Local Airspace**

10.5.1 Pilots, particularly those of high performance aircraft, should be aware of airspace restrictions in the Duxford area.

10.5.2 The airfield ATZ is 2nm radius up to 2000 ft QNH.

10.5.3 Base of London Controlled Airspace overhead is 4500 ft QNH (4374 ft QFE).

10.5.4 Base of Stansted Controller Airspace 2.2nm South is 2500 ft QNH (2374 ft QFE).

10.5.5 Airspace overhead is Uncontrolled Class G FIR from 2000 ft QNH and the base of the Controlled Airspace 4500 ft QNH, except during air shows where a Restricted Airspace (Temporary) (RA(T)) is put in place.

10.5.6 When aircraft intending to route and/or operate to the North beyond 3nm of Duxford, it is strongly advised to establish contact with Cambridge Approach/Radar due to Cambridge Airport operations.

## **10.6 Radio Procedures**

10.6.1 Pilots are to maintain a listening watch on the briefed frequency.

10.6.2 Duxford ATC has a discrete radio frequency; call sign "Duxford Reserve" 121.405 MHz. The frequency can only be used up to 3000ft within 10 miles of Duxford when approved by the Duty FISO.

10.6.3 Aircraft that require a quiet frequency and are remaining in the overhead they will depart on 122.080 MHz and shall notify the Duty FISO when changing to 121.405. At the end of their flight they will land whilst remaining on 121.405 MHz and follow Duty FISO instructions.

10.6.4 Aircraft carrying out a photo shoot or a formation flight away from the Airfield will depart as normal on 122.080 MHz, they will then change to 121.405 MHz for their detail. Once complete they will return to 122.080 MHz for joining information.

## **10.7 Pleasure Flying on Air Show Days (Article 86 Events)**

- 10.7.1 Pleasure Flying aircraft and activities are to be agreed in advance with Head of Airfield and coordinated with the Senior FISO.
- 10.7.2 The Chief Pilot is to obtain a briefing from the Head of Airfield or nominated deputy to confirm operational requirements.
- 10.7.3 Pleasure Flying may be temporarily suspended by the Head of Airfield or the ATC Supervisor, should congestion in the circuit become a flight safety issue.
- 10.7.4 Pleasure Flying will cease no later than 20 minutes prior to start of the display and may recommence only after the engine of the last landing display aircraft is stopped. Passengers are not to be taken airside, nor engines started, before the Head of Airfield or nominated deputy has confirmed that all display activity has ceased.

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## **ORDER NO 11 DRUGS AND ALCOHOL**

### **11.1 General**

Alcohol, medication and drugs are the most common medical causes of worldwide fatal commercial transport accidents. Recent evidence from alcohol and drugs testing programmes of aviation safety critical worker in the UK has demonstrated positive rates at levels that have warranted an increase in testing. The world of general aviation is monitored less by screening and more by vigilance and identifying unusual activities where there are reasonable grounds for suspicion.

### **11.2 Compliance**

At IWM Duxford the introduction of random drug and alcohol testing is currently not merited.

The Railways and Transport Act 2003, Part 5, sets out the prescribed limit for people involved in aviation activities –

<http://www.legislation.gov.uk/ukpga/2003/20/part/5>

IWM Duxford staff do not have jurisdiction or powers of arrest under this article, however certain IWM individuals do have powers to impound an aircraft under Article 257 of the ANO, 2016. The Police shall be notified and take responsibility for the individuals involved.

### **11.3 Content**

#### **What constitutes reasonable grounds for suspicion?**

Facts and even information and/or intelligence relevant to the likelihood of an offence.

#### **To whom does the Act (Part 5) apply:**

Flight crew, Cabin crew, RFFS, FDD, FCC, refuellers, aircraft engineers and ATC staff.

### **11.4 References**

EU-AirOps. AnnexIV.No216/2008

EU-ANSP. No:805/2011. Art 17(1)

CAAi – 2015/012

Railways and Transport Safety Act 2003 Part 5

ANO-2016 Art. 242

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## **ORDER NO 12 PROP SWINGING**

### **12.1 General**

Pilots who carry out prop swinging in order to start the engine of their aircraft whilst unaccompanied, is practiced in general aviation. However there is a serious risk that the individual conducting this can be injured.

### **12.2 Compliance**

12.2.1 During operational hours at Duxford when the operator of an aircraft is required to hand swing the propeller unaccompanied, they are to inform ATC.

12.2.2 The aircraft shall be chocked, positioned and facing away from obstacles and/or persons.

12.2.3 Prop swinging shall be carried out on the grass areas, facing away from the public fence line.

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## **ORDER NO 13 TOWING OF AIRCRAFT - SUPERVISION**

### **13.1 General**

Aircraft towed public side on the museum site shall be strictly supervised to minimise the risk of collision with objects or persons.

Individuals towing aircraft must comply with the following IWM requirements as a minimum.

### **13.2 Tractor/tug driver +1 wing walker (total of 2 persons)**

At all times.

### **13.3 Tractor/tug driver + 2 x wing walkers + tail walker (total of 4 persons)**

- (i) Movement of large aircraft e.g: B17, Catalina, Blenheim
- (ii) When the IWM site is busy (where there are large visitor groups)
- (iii) During air show periods (when pedestrian and vehicle traffic increases).

Notes:

- (a) Contact ATC for assistance (subject to availability)
- (b) Maximum speed: fast walking pace.
- (c) Driver only to ride on the tractor/tug (or ONE person per seat)
- (d) Permission from ATC is required to enter airside during operational hours.
- (e) No under 16s

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## ORDER NO 14 AVIATION INSURANCE

### References:

1. [EU Insurance requirements](#)
2. [CAA Insurance requirements](#)
3. [G-INFO](#)

Cover levels for **2021** whilst operating at IWM Duxford:

By acknowledging this document, registered owners and/or operators are confirming they have appropriate insurance cover in place for all categories of flight for the 2021 season, as defined below.

### 14.1 Visiting Aircraft

Visiting aircraft must be insured in accordance with EU Regulation (EC) 785/2004. Art 7. Policies must include (where applicable) passenger legal liability insurance cover. Policies must also include Extended Coverage Endorsement (Aviation Liabilities) AV52E.

### 14.2 Duxford Based Aircraft

The following **or** EU regulation (EC) 785/2004 (whichever is greater), applies:

#### **Non – Commercial activities:**

Aircraft MTOM  $\leq$  2730Kg - £7,500,000 GBP.

Aircraft MTOM  $>$  2730Kg - £15,000,000 GBP.

*Note: Duxford airfield is NOT covered by Crown Indemnity.*

#### **Imperial War Museum (IWM) Duxford Specific Insurance Requirements – Aircraft Legal Liability Insurance for rehearsals and Article 86 display dates:**

- a. For aircraft NOT engaging in aerobatics, section 3 shall apply.
- b. Participating Aircraft – in accordance with EC Regulation 785/2004, except for a minimum of £7.5 million, including AVN52E to the same amount (see 14.3).

#### **Commercial Activities:**

Duxford based aircraft (permanent or temporary) that carry fee paying passengers under the Commercial Air Transport, Safety Standards Acknowledgement and Consent (SSAC) or Warbird Approved Cost Sharing flying category (subject to IWM approval), are required to hold Aircraft Legal liability combined single limit Bodily Injury (including Passengers, Employees, Crew and Property Damage) sum Insured of £25 million\*, or such alternative limit set out below for the aircraft MTOM or number fare paying passengers.

The “IWM and its Trustees” are to be named as **Additional Insured** on the policy.

*Note:*

*[\*MTOM  $\leq$  1200Kg - £10 million GBP]*

*[\* All aircraft authorised to carry in excess of three passengers - £35 million GBP].*

### 14.3 All Aircraft

Visiting and Duxford based (piston and jet) engaged in flight regimes that include aerobatics<sup>1</sup> must carry a minimum Aircraft Third Party Legal Liability Combined Single Limit insurance cover of:

Aircraft MTOM ≤ 1500Kg £10,000,000 GBP (£7,500,000 for non-aerobatic routines)

Aircraft MTOM ≤ 2730Kg £15,000,000 GBP (£7,500,000 for non-aerobatic routines)

Aircraft MTOM > 2730Kg £25,000,000 GBP (£15,000,000 for non-aerobatic routines)

### 14.4 Aircraft Not in Service

ALL aircraft “*Not in Service*”, undergoing rebuild, refurbishment or maintenance (stored in a hangar or parked on the airfield) must be covered by the owner’s Statutory Aircraft Third Party Legal Liability insurance policy.

“Ground Risks only” coverage status is acceptable. **Confirmation of insurance change to be given to the Head of Airfield.**

<sup>1</sup> Definition of aerobatics is in accordance with [CAP 393 Air Navigation Order](#).

For non UK Registered aircraft please refer to the calculator featured in the link.

## ORDER NO 15 UNLICENCED AREA

- 15.1 This is to support partner activities in the vicinity of buildings 418, 419, 425, 426 and therefore does not form part of the airfield licenced manoeuvring area.
- 15.2 The following constitutes an agreement and understanding between the IWM and any resident partner wishing to use the area:
- (i) Crash Gate D is to be closed at all times and entrance airside to gain access to the unlicensed area shall be granted by ATC during operational hours.
  - (ii) The unlicensed area is delineated by a solid white line painted along the grass and taxiway. Maintenance of this line is the responsibility of the IWM Facilities Management.
  - (iii) This demarcation line (grass area) will be replaced by 'Heras' fencing if and when visitors/guests to the area >50 persons and/or there are public flying events/air shows (including rehearsal days), for the duration of the event. Airfield Services will assemble and disassemble the fencing.
  - (iv) Airfield Services/ATC shall be informed at all times of any planned guest/visitor activities within the unlicensed area.
  - (v) Visitors/guests shall be accompanied and supervised at ALL TIMES by resident partner staff.
  - (vi) Permanent or semi-permanent structures are not to be erected without prior permission from the Head of Airfield/Facilities Management.
  - (vii) No-one is to cross the demarcation line onto Air side without permission from ATC.
  - (viii) A FOD recce is to be carried out by the host party after cessation of any activities within the unlicensed area.
  - (ix) Any partner who operates mechanically propelled vehicles (MPV) within the unlicensed area must have in effect a public liability insurance policy for ten million pounds (GBP). Cover must endorse both airside AND public side MPV activities.



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## **ORDER NO 16 COMMERCIAL FLYING – RFFS CAT COVER**

When Duxford RFFS declare Fire Category 0, IWM have deemed that there shall be no movements (aircraft recovery only when deemed safe by Airfield management) which includes training, commercial and private flights

Duxford ATC will inform pilots over the RT. Decisions are at the discretion of the pilot and must be made in relation to safety.

Airborne aircraft shall be advised to divert, hold or land when deemed safe by airfield management. Commercial operators are to follow their recovery / diversion procedures in the event of the airfield being unlicensed due to CAT 0.

During such time, no departures shall be permitted. Pilots shall be instructed to return to parking and shut down or shut down in their present position and advised of the estimated delay if possible.

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## **ORDER NO 17 AIRCRAFT ENGINE GROUND RUNNING**

### **17.1 General**

Engine ground running for aircraft maintenance can take place within the designated areas (see 17.2) on the airfield and shall only be carried out by qualified personnel wearing the correct personal protective equipment (PPE). Fire extinguishers shall be made available and in position. Duxford Fire (RFFS) can be present if requested.

### **17.2 Designated Areas (Excluding ARC and Classic Wings Hangars)**

- Holding Point A, B, C (subject to traffic)
- Eastern and Western Aprons (subject to availability)
- Grass Area South of the taxiway (behind white line)
- Runway Operational readiness platform (ORP); this will need to be booked in advance with ATC due to licensing status of the paved runway.

### **17.3 High Power Engine Runs**

For safety and noise abatement, high power engine runs can only be carried out on the Runway ORP located at the far western end of the airfield. Permanent tie-down anchor points that are strength tested up to a tonne annually are available for this purpose.

### **17.4 Airfield Operational Hours**

During operational hours, the Duty FISO shall be notified of any engine ground running that wish to take place either by radio 122.080 MHz/ground radio channel 3 or by telephone 01223 833376. For out of hours operations, the Control Room 01223 497515 shall be notified before starting and then informed when the detail has been completed.

### **17.5 Air Show Operations (Flight Line Walk)**

Procedures for engine ground running on the grass area south of the taxiway during the Flight Line Walk:

Two way communication between air traffic and the aircraft/ground crew is mandatory throughout the duration. Start clearance is required from ATC.

Aircraft shall be positioned behind the row of parked aircraft and turned 90 degrees facing away from the public.

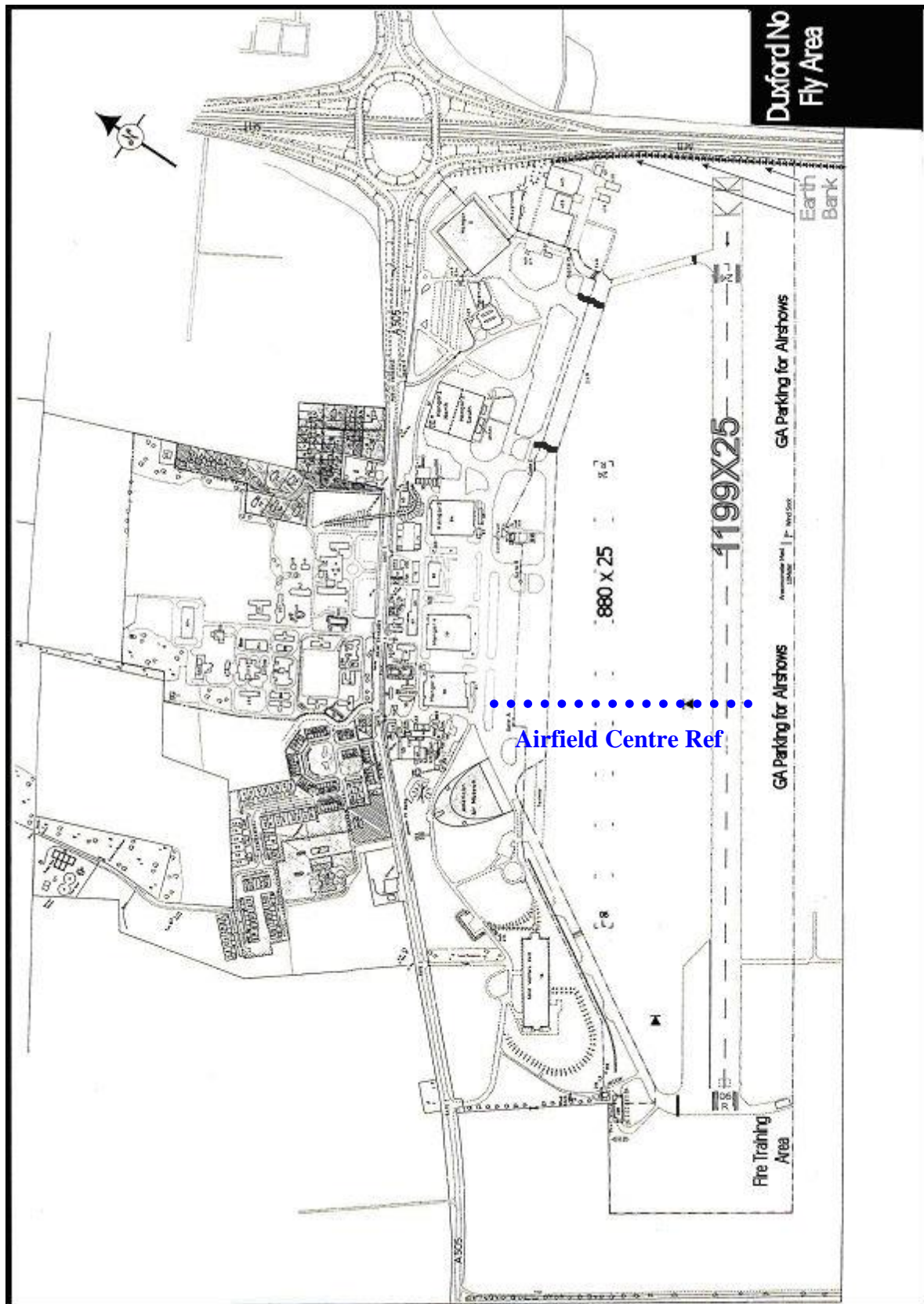
High power engine runs **17.3** shall be followed.

### **17.6 Adverse Weather Conditions**

In the interest of safety, the aerodrome authority has the right during adverse weather conditions i.e. high winds, poor visibility, severe icing, heavy precipitation/thunderstorms to temporarily suspend any ground running.

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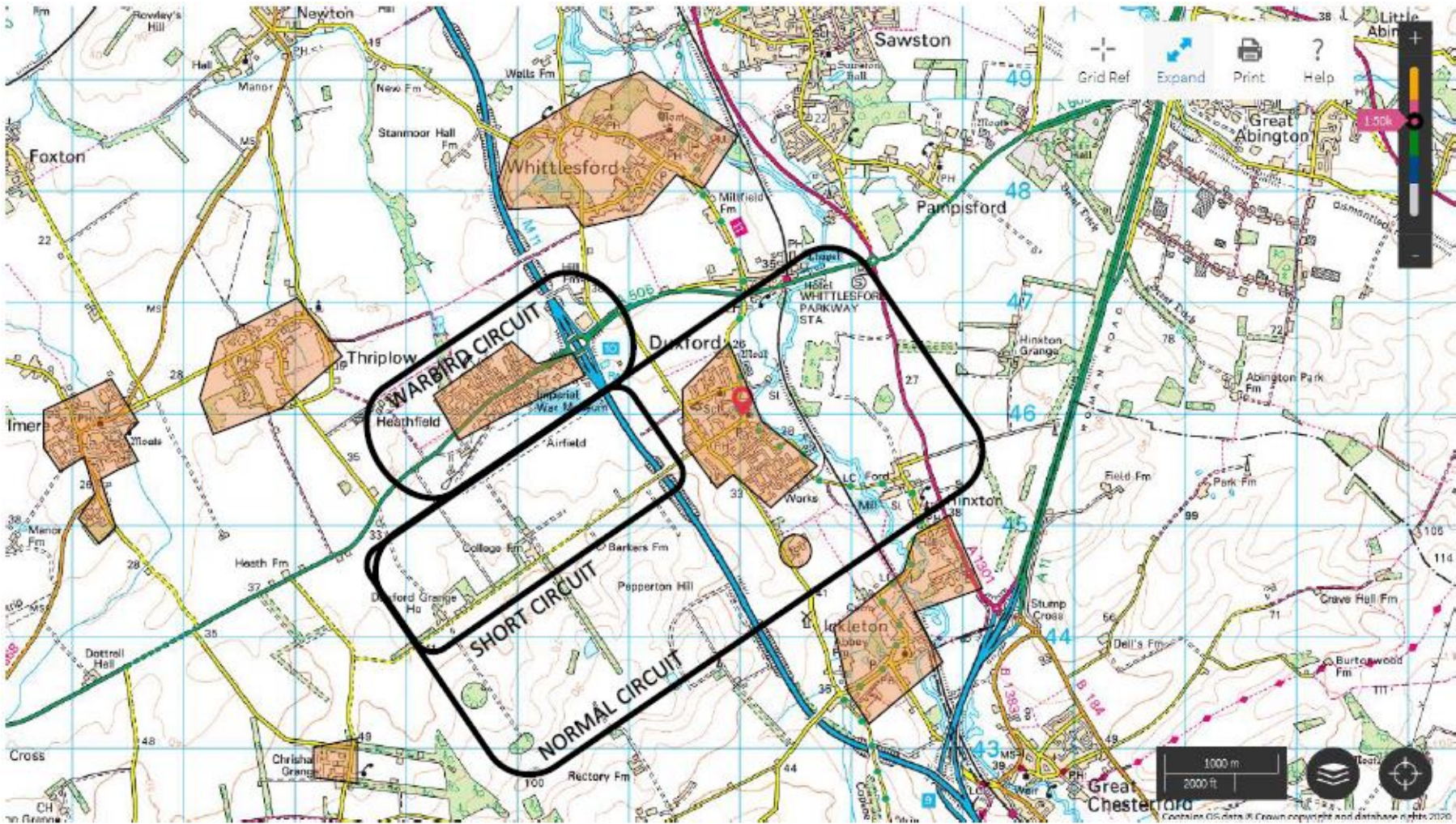
## APPENDIX I Location of Display Datum



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APPENDIX II Duxford Circuit Diagram



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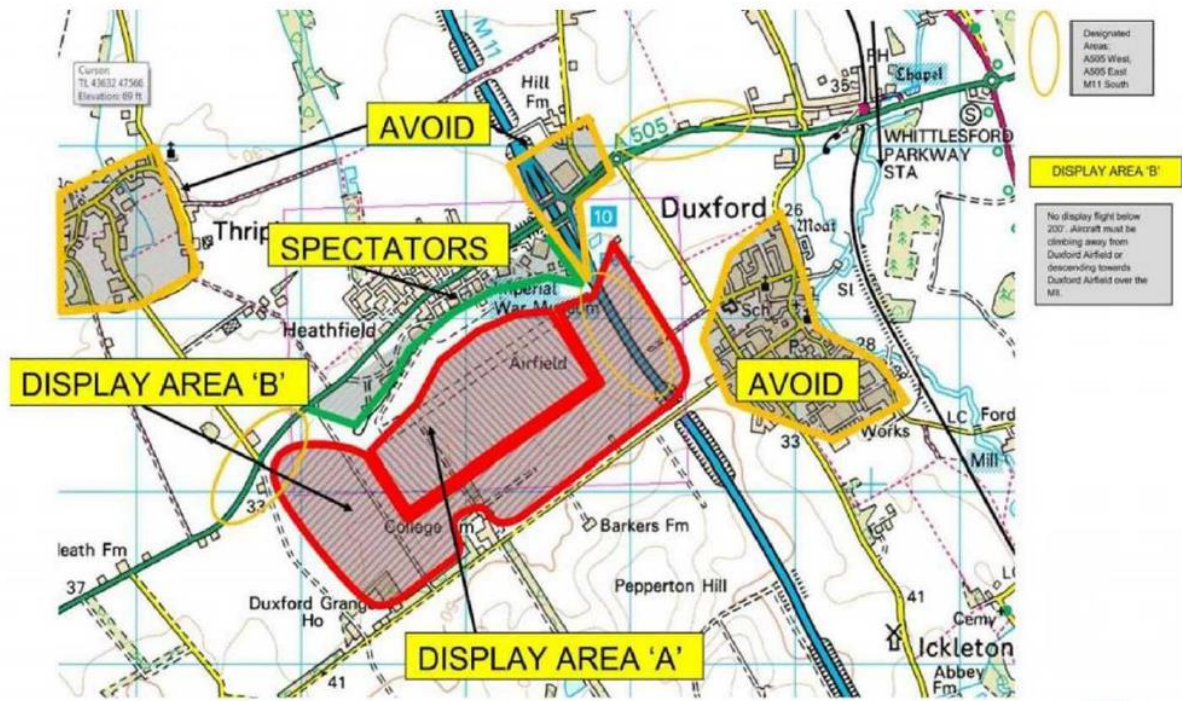


## APPENDIX IV SERA 5005 (f) (2) Display Permission

Duxford Airfield

Schedule I

Validity Period: 01 Jan 2021 to 31 Dec 2021



Schedule I reference: 20201210PAndE883594\_(ADO1156)\_Duxford\_V1.0\_OS



Page 1 of 1



**PERMISSION – SERA Minimum Height and Visual Flight Rules (500ft)**

1. The Civil Aviation Authority, as the competent authority in the United Kingdom for SERA.5005 (f) (2) of Commission implementing Regulation (EU) No 923/2012 of 26 September 2012, hereby permits **any aircraft** ("the said aircraft") to fly below a height of 500 feet (150 m) above the ground or water, or below a height of 500 feet above the highest obstacle within a radius of 500 feet (150 m) of the aircraft for the purpose of **display practise or rehearsal**.
2. This Permission is granted subject to the following conditions:
  - (a) the said aircraft shall fly pursuant to this Permission only over the Display Area(s) marked as Display Area 'A' and Display Area 'B' delineated on the attached Schedule I centred upon Duxford Airfield  
  
Grid reference: **TL461 457**  
  
Outside the delineated areas on Schedule I, SERA.5005(f)(1) & (2) will continue to apply to all civilian registered aircraft.
  - (b) the said aircraft shall not fly at a height of:
    - (i) less than that specified in the **commanders' Display Authorisation (DA)** or, if no such DA is held, less than **200 feet** in normal flight or **500 feet** for aerobatics unless specific observation by a DAE for the grant of a DA within **Display Area 'A'**;
    - (ii) less than **200 feet** above surface level, or at a height of not less than that specified in the commanders' Display Authorisation (DA) (whichever is higher) or, if no such DA is held, less than **200 feet** in normal flight or **500 feet** for aerobatics unless specific observation by a DAE for the grant of a DA within **Display Area 'B'**;
  - (c) the Pilot in Command of the said aircraft shall be briefed by a **Display Authorisation Evaluator** (DAEs cannot self brief) and authorised for each flight by **Tom Turner** Head of Airfield Services Duxford or his nominated deputy. **Tom Turner** is to maintain records of each flight made pursuant to this Permission and to make such records available to the Authority on request;
  - (d) the said aircraft shall not fly pursuant to this Permission:
    - (i) unless meteorological conditions are such as to allow flight under Visual Flight Rules;
    - (ii) above any point on the ground closer to any area occupied by spectators or their vehicles than that specified in the 'minimum lateral separation distances between display aircraft and crowd line' table in Chapter 5 of CAP403 as appropriate to the display speed of the aircraft;
    - (iii) in aerobatic flight, or fly below 500ft above the surface in non-aerobatic flight, over any building, vessel or vehicle which the commander has reason to believe is occupied by non-essential personnel or known secondary spectator crowds whilst within the Display Area;
    - (iv) unless that in the event of an emergency arising, a landing can be made without undue hazard to persons or property;
    - (v) unless all other traffic is deconflicted;
    - (vi) unless with permission of Duxford ATC.
3. Unless in stable flight with no aerobatics over the M11 motorway.
4. This Permission shall have effect during daylight hours from the **01 January 2021** until **31 December 2021** unless previously revoked.

Date: 11 Dec 2020

GA Unit telephone number: 01293 573988

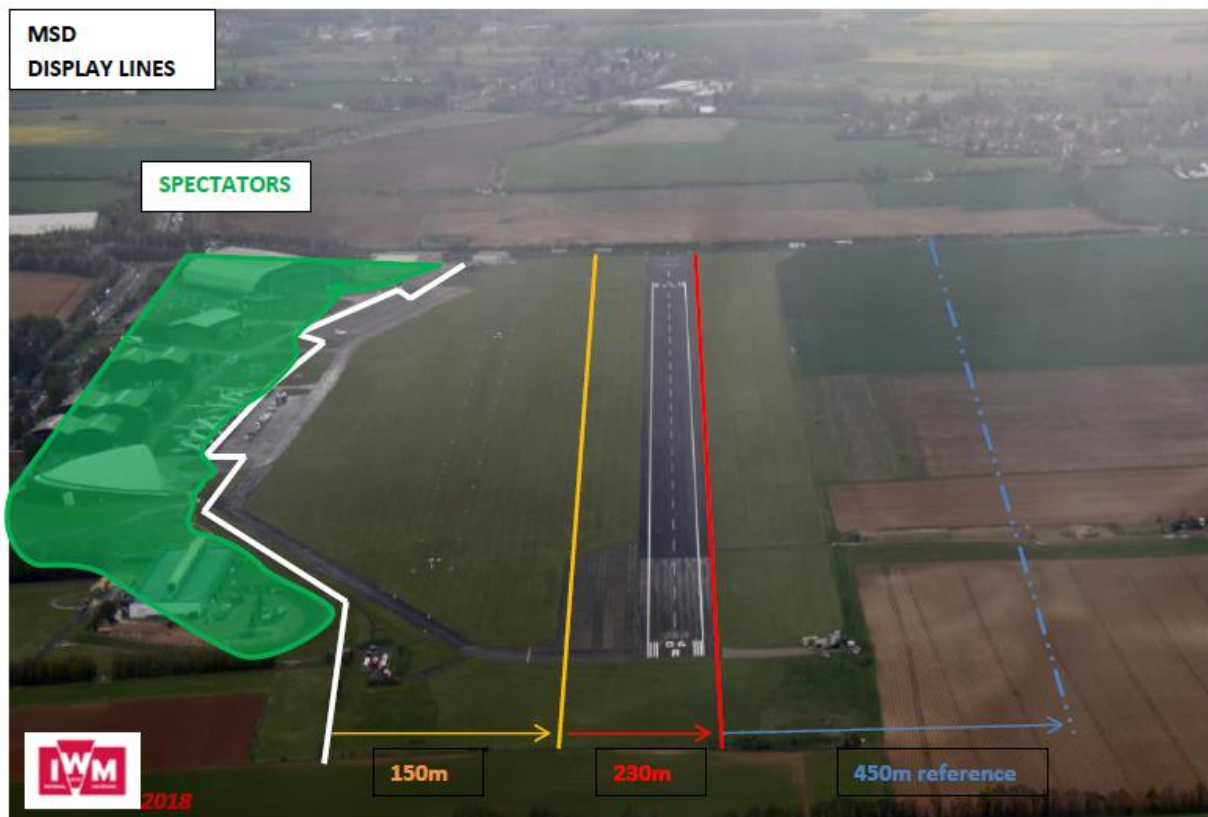
Distribution: AR Ops and AR (U) (01293 983880); SATCO Duxford Airfield; Police Air Support Unit, Tom Turner (01223 497987), ; [ERM]

Attachment: Schedule I

**Note 1: Unless otherwise stated, nothing in this Permission is intended to conflict with the limitations and conditions attached to an aircraft's Certificate of Airworthiness, Permit to Fly or equivalent, which, for the avoidance of doubt, must be regarded as overriding.**

**Note 2: Pilots are reminded of the need at all times to minimise nuisance on account of noise and in particular wherever possible to avoid overflying hospitals and schools.**

Permission reference: 20201211PAndE883594\_(ADO1156)\_Duxford-Airfield\_LTP\_V1.0-OS



Type of aircraft	Type of display		Weather minima	
			Cloud ceiling <sup>36</sup>	Visibility
VSTOL aircraft, rotorcraft and other aircraft with a stalling speed below 50 KIAS <sup>37</sup>	Flypasts, Non-aerobatic Flying Displays and Role Demos	Solo aircraft	500 feet	1500 metres
		Formations	500 feet	3000 metres
	Full aerobatic displays	Solo aircraft	800 feet	3000 metres
		Formations	1000 feet	5 km
All other aircraft	Flypasts, Non-aerobatic Flying Displays, 'flat' aerobatic displays and Role Demos	Solo aircraft	500 feet	5 km
		Formations	1000 feet	5 km
	Full aerobatic displays	Solo aircraft	1000 feet	5 km
		Piston Formations	1000 feet	5 km
		Jet / turboprop Formations	1500 feet	5 km



## APPENDIX V Rule 10 Exemption

### CIVIL AVIATION AUTHORITY Air Navigation Order 2016 Rules of the Air Regulations 2015

#### EXEMPTION – Landing With Other Aircraft On The Runway

1. The Civil Aviation Authority, in exercise of its powers under Article 266 of the Air Navigation Order 2016, as amended, hereby exempts from the provisions of Rule 10(1) of the Rules of the Air Regulations 2015, as amended, any aircraft authorised by the **Head of Airfield and Estates at Duxford airfield**.

**Grid Reference: TL 463 456**

insofar as is required to permit landings where the runway is not clear of other aircraft.

2. This Exemption is granted subject to the said aircraft maintaining an in-flight visibility of at least 3000 metres.
3. Individual aircraft and pairs of aircraft may land whilst the runway is occupied by other aircraft flown by pilots briefed in accordance with Paragraph 4, with a minimum separation distance of 200 metres between elements or landing aircraft only: (i) when in the same formation; or (ii) during an official Duxford Flying Display
4. All pilots flying aircraft covered by this Exemption are to be briefed by the Head of Airfield and Estates – Duxford Airfield, or a person nominated by him, prior to each display or practice display on the appropriate procedures for landing.
5. The said aircraft shall not fly pursuant to this Exemption when Commercial Air Transport flights are in the visual circuit at the airfield as part of an AOC operation.
6. This Exemption shall have effect during daylight hours from the date hereof until 31 December 2021 at Duxford Airfield unless previously revoked.



for Civil Aviation Authority

Date: 10 December 2021

Reference: 20201211PAndE883623(ADO1157)\_Duxford\_Airfield\_V1.0-OS  
General Aviation 01293 573988

Distribution: AR Ops and AR (U) (01293 983880); Police; Tom Turner (01223 497987);  
SATCO Duxford Airfield.

[File]

Attachment(s): nil

**Note: Pilots are reminded of the need to minimise nuisance on account of noise and in particular wherever possible to avoid overflying hospitals and schools.**

20201211PAndE883623(ADO1157)\_Duxford\_Airfield\_Rule10\_V1.0-OS

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## APPENDIX VI Duxford Based Pilot – Initial Application

This application is for pilots requesting first time approval to operate outside of Duxford Airfield's operational hours

**Date:**

Name	
Email Address	
Contact Telephone Number	
Flying Group/Aircraft Registration/Company	
Licence Number & Type	
Display Authorisation Number (if relevant)	

By signing this application you are confirming that you have read, agree to, and will comply by the instructions and rules held within the:

- Duxford General Flying Orders
- Airfield Manual Part 1
- Airfield Manual Part 2 (SMS)

You also confirm that you continue to hold the necessary qualifications, type ratings and insurances for operations at Duxford.

**Pilot Signature:** \_\_\_\_\_

*When completed please return to the Head of Airfield for approval - email:*

[tturner@iwm.org.uk](mailto:tturner@iwm.org.uk)

### Head of Airfield's Response

	Approved
	Refused

Reason for refusal (if relevant):	
Signature:	
Date:	

*Each year a Re-certification Application form will need to be signed and submitted following the reissue of the Duxford General Flying Orders - the Orders and Airfield Manuals will then need to be re-read and a Re-certification Application form submitted*

***IWM Duxford reserves the right to cancel the privilege to operate outside of operational hours should it deem necessary***

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## APPENDIX VII Duxford Based Pilot (Multiple Signature) Re-Certification Form

For pilots who have previously been approved to operate outside of Duxford Airfield's operational hours and would like to *renew* their annual approval, when the Duxford General Flying Orders are reissued.

*(An Initial Application form is required for pilots who have not requested approval before)*

By signing this form you are confirming that you have read, agree to, and will comply by the instructions and rules held within the:

- Duxford General Flying Orders
- Airfield Manual Part 1
- Airfield Manual Part 2 (SMS)

You also confirm that you continue to hold the necessary qualifications, type rating currency and insurances for operations at Duxford.

<b>Operator/Flying Group/Company Name</b>	
---	--

Pilot Name	Licence No. & Type	Display Authorisation No.	Date	Signature

When completed please return to the Head of Airfield - email: [tturner@iwm.org.uk](mailto:tturner@iwm.org.uk)  
***IWM Duxford reserves the right to cancel the privilege to operate outside of operational hours should it deem necessary***



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## APPENDIX VIII Permission Request for Non-Duxford Based Pilots Prior to Flying Under Rule SERA 5005(f)(2) Exemption

Airfield Operations must complete form before flight; to be completed by Head of Airfield or nominated deputy.

Date:

<b>Pilot Name</b>	
<b>Aircraft Registration/Company</b>	

		<b>Seen &amp; Copy Taken Y/N</b>
Certificate of Insurance <u>Expiry Date</u> (Conforming with Order No 10):		
Certificate of Airworthiness or Permit to Fly		
CAA Exemption for Display if Foreign-Registered & on a Permit (if Article 86)		
Pilot's Licence (including foreign if displaying foreign-registered aircraft)		
Class Rating Validity SEP (24 months) or MEP (12 months)		
Medical Certificate		
Name of DA Evaluator (if appropriate) <u>Print Name</u> :		
Display Authorisation No. & <u>Expiry Date</u> :		

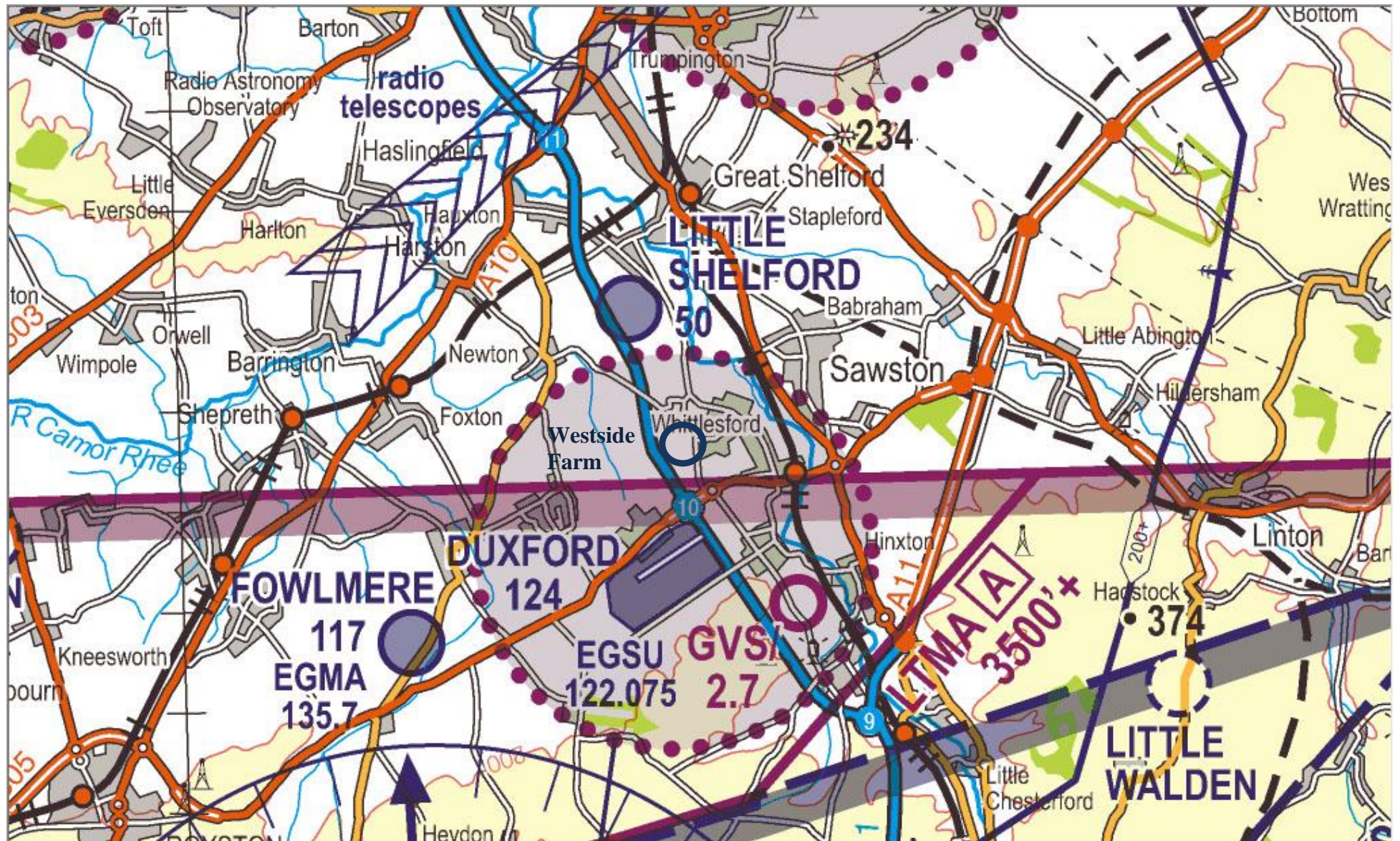
Pilot Signature: \_\_\_\_\_

### Airfield Operations Authorisation:

<b>Name</b>	
<b>Signature</b>	

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## ANNEX A Adjacent Airstrips



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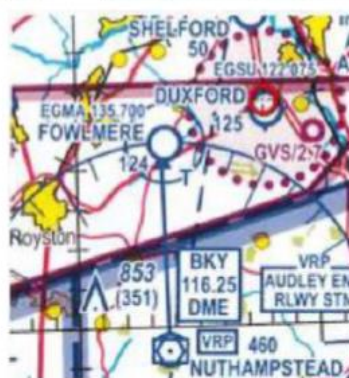
## ANNEX B Letter of Agreement Fowlmere

REFERENCE ONLY – NEW AGREEMENT PENDING

### **AIRFIELD LETTER OF AGREEMENT BETWEEN IWM DUXFORD AND FOWLMERE**

#### **Requirement**

Duxford and Fowlmere areas of operation are in close proximity to one another. This letter of agreement seeks to minimise traffic conflicts and encourages safe practice for both airfields.



#### **Agreement**

It is agreed that during normal operational hours, Duxford AFIS shall be the main point of contact for aircraft operating in or in the vicinity of the Duxford ATZ. Aircraft operating on QFE shall fly on the appropriate airfield pressure setting and those in the local area (within Duxfords 10NM DOC) shall use the Duxford QNH.

#### **Runway Selection/Circuit Direction**

The Duty Flight Information Service Officer (DFISO) at Duxford will consult the Duty Pilot/Airfield Manager at Fowlmere daily. Runway selection will be mutually agreed to minimise traffic conflicts.

The Duxford circuit direction is predominately to the south, but may be varied to separate high performance aircraft from general traffic or to reduce noise abatement over the neighbouring villages.

Fowlmere airfields circuit direction for RWY 07/25 is to the north and aircraft will normally operate on the Fowlmere Air Ground frequency 135.705 MHz

#### **Duxford Departure/Arrivals**

During operational hours, aircraft arriving/departing Duxford will be given traffic information on Fowlmere airfields circuit status and any known aircraft movements that may affect the safe conduct of flight.

Duxford Flight Information Service will monitor Fowlmere

frequency 135.705 MHz and provide an Alerting Service during its combined hours of operation. Aircraft arriving /departing Fowlmere will contact Duxford Information 122.080 MHz for traffic information.

#### **Airshows and Events**

Prior notification will be given of Airshows or any other Duxford events that may affect Fowlmeres airfields operation i.e. CAA issued RA (T).


#### **Diversions**

Both airfields will play host as a diversionary landing sites to one another should an incident occur that prevents an aircraft landing at its home base.

#### **Agreement Review**

This agreement will be reviewed annually by both parties and any amendments required shall be made with mutual consent.

Signed  Name: Tom Turner  
Title: MR  
IWM Duxford

Signed:  Name: Wakeel Sayyousi  
Title: AM  
Fowlmere Airfield

DUXFOW/2020      LoA      2020



# Letter of Agreement

Between

**Cambridge ATC**

And

**IWM Duxford AFIS Unit**

Version 4.0

Effective Date: 14/08/2020

Expiry Date: 14/08/2022



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Version 4.0  
Effective Date: 14/08/2020  
Expiry Date: 11/08/2022

# LETTER OF AGREEMENT

Between

(1) Cambridge ATC

The Airport, Newmarket Road, Cambridge, Cambridgeshire, CB5 8RX  
operated by

Marshall Aerospace and Defence Group.

And

IWM Duxford AFIS Unit.

IWM, Duxford, Cambridge, CB22 4QR

Operated by

Imperial War Museums.

Together referred to as “the parties”.

Version 4.0

Effective Date: 14/08/2020

Expiry Date: 14/08/2022

## **1 GENERAL**

- 1.1 The purpose of this Letter of Agreement is to define the co-ordination procedures to be applied between the parties, as set out in the procedures within Annex A of this Agreement.
- 1.2 The signatories to this Agreement are accountable for ensuring that the obligations set out by the Procedures in this Agreement are met in full.
- 1.3 This Agreement shall start on the Effective Date and shall end exactly two years thereafter. No prior notice of the end date shall be given by Cambridge International Airport.

## **2 DESCRIPTION OF AIRSPACE**

- 2.1 Cambridge International Airport and Duxford Airfield are located 7.1 NM apart, within Class G airspace.

## **3 PROCEDURES**

- 3.1 The procedures to be applied between the parties are detailed in the Annexes to this Letter of Agreement:

Annex A: Procedures  
Annex B: Telephone Communications  
Annex C: Abbreviations and Definitions  
Annex D: Checklist

## **4 OPERATIONAL STATUS**

- 4.1 All parties shall keep each other advised of any changes to operational facilities or any other matters which may affect the procedures specified in this Letter of Agreement.

## **5 REVISIONS**

- 5.1 Any revision to the Letter of Agreement, excluding the Appendix and Annexes, requires the mutual written consent of the Letter of Agreement signatories or the successor to their position/roles.

Version 4.0

Effective Date: 14/08/2020

Expiry Date: 14/08/2022

- 5.2 Any revision to the Annexes of the Letter of Agreement requires the mutual written consent of the designated representatives of the signatories.

## **6 DEVIATIONS**

- 6.1 When necessary the appropriate Operational Supervisor(s) and responsible representatives may introduce, by agreement, temporary modifications to the procedures laid down in the Annexes to the Letter of Agreement for a specific time period within the existing term of this Letter of Agreement.
- 6.2 Instances may arise where incidental deviations from the procedures specified in the Annexes to this Letter of Agreement may become necessary. Under these circumstances Air Traffic Control Officers and Flight Information Service Officers are expected to exercise their best judgement to ensure the safety and efficiency of air traffic.

## **7 CANCELLATION**

- 7.1 Cancellation of this Letter of Agreement by one of the Signatories (or their successors) is possible at any time in relation to ongoing and significant safety related matters which have not been remedied within a reasonable period following regular consultation between the signatories.
- 7.2 30 days' notice of cancellation of this Letter of Agreement will be provided in writing to ensure both parties can arrange alternative procedures.

## **8 INTERPRETATION AND SETTLEMENT OF DISPUTES**

- 8.1 Should any doubt or diverging views arise regarding the interpretation of any provision of the present Letter of Agreement or in case of dispute regarding its application, the parties shall endeavour to reach a solution acceptable to them all.
- 8.2 Should no agreement be reached, each of the parties may refer such dispute to the CAA for determination.

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Effective Date: 14/08/2020

Expiry Date: 14/08/2022

## **9 REQUESTING A RENEWAL OF THE LETTER OF AGREEMENT**

- 9.1 It is the responsibility of Cambridge ATC to seek IWM Duxford AFIS Unit agreement to any renewal or replacement of this Letter of Agreement.
- 9.2 Where either party wishes to enter into a renewal or replacement Letter of Agreement then they will send a written request to do so to the relevant party no later than three (3) months prior to the end date of this Letter of Agreement.
- 9.3 A review of the Letter of Agreement may be requested by any of the Signatories and at any time during the validity period.

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Expiry Date: 14/08/2022

**Name: Thomas Turner**

**Position/Role: Head of Airfield Services**

**Unit/Organisation: IWM Duxford**

**DATE: 14/08/2020**

**SIGNED**



**Name: Kevan Craske**

**Position/Role: Manager ATS**

**Unit/Organisation: Cambridge ATC Marshalls of Cambridge Aerospace**

**DATE: 14/08/2020**

**SIGNED**



Version 4.0

Effective Date: 14/08/2020

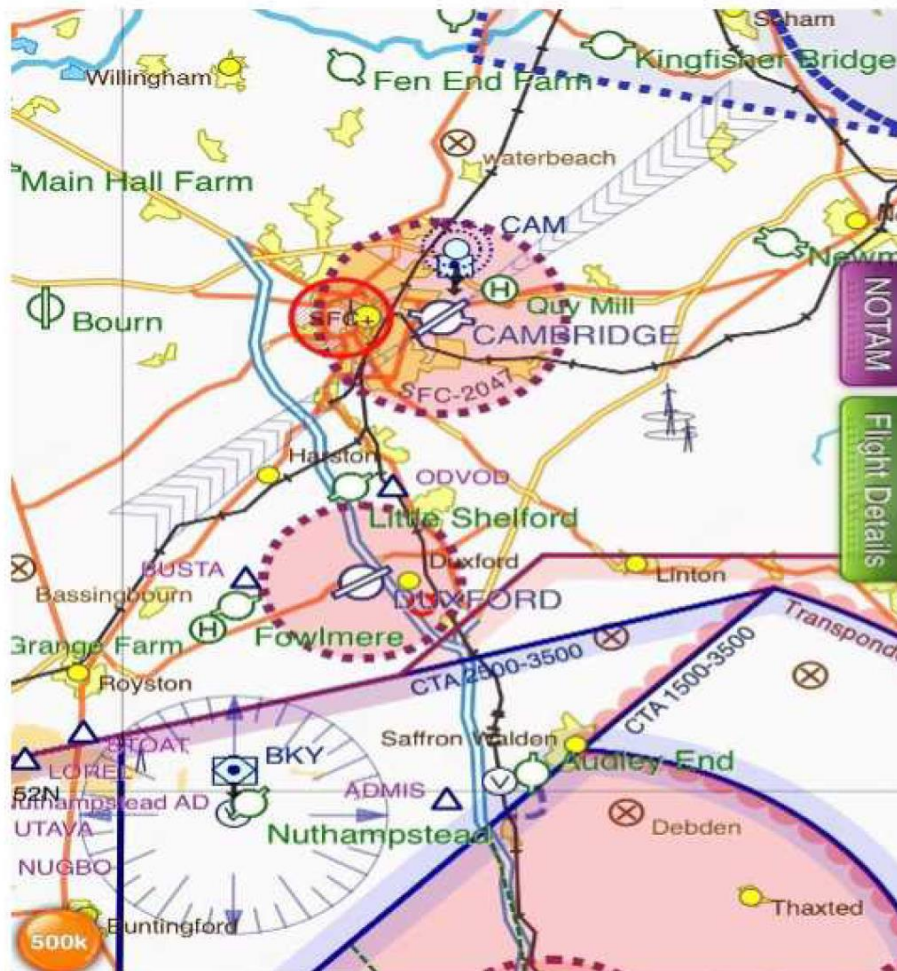
Expiry Date: 14/08/2022

## ANNEX A

### Procedures

#### A.1 Map of the Airspace

A.1.1 In order to increase pilot awareness of the Cambridge Airport operation and its proximity the following map of the airspace and note has been agreed to be added to the “EGSU information for pilots” located on the IWM website;



Version 4.0

Effective Date: 14/08/2020

Expiry Date: 14/08/2022

Note: When ARR/DEP and/or aircraft intending to route to the North of Duxford outside of the Duxford ATZ it is strongly advised that you establish communication with **Cambridge APP/RAD 120.965** due to Cambridge ATSU operations **please note the Instrument Approach feathers. This is especially pertinent for traffic joining right hand downwind for Runway 06 who will cross the Cambridge Final Approach Track/Climb-out when conducting their join.** Cambridge ATC will endeavour to transfer you to Duxford ATC when clear of their conflicts so you can continue inbound to Duxford safely and without any undue delays.

Arriving pilots please be aware of the dangers of misidentifying Duxford aerodrome. There have been 3 instances of aircraft between 2016 and 2019 landing at Cambridge Airport through mistaken identity.

## **A.2 Procedures**

A.2.1 A priority telephone line has been established allowing direct communication to the Duxford AFISO and should be used where workload permits for notification or enquiry of traffic information between Cambridge ATC and Duxford.

Upon watch opening, the Duty AFISO at Duxford shall check the serviceability of the priority telephone line between Duxford and Cambridge ATC and exchange which Runways are in use. Subsequently, both units shall advise each other of any subsequent Runway changes and upon closure.

Cambridge ATC Shall:

- Pre-note Duxford of any traffic departing Cambridge, inbound to Duxford and advise the aircraft of the Duxford Runway in use.
- Inform Duxford of any traffic conducting an instrument approach for Runway 05.
- Cambridge Approach/Radar shall transfer aircraft transiting to/from or via Duxford who wish a service from Duxford when clear of any known conflicts as soon as practicable.
- Cambridge Radar will endeavour to inform Duxford of any traffic under a service from Cambridge Radar that transits within 2500ft and 2.5NM of Duxford, this is to allow the Duxford FISO to pass any relevant traffic information to Cambridge and/or aircraft operating on the Duxford frequency.
- Inform the Duxford AFISO prior to release of traffic on a BKY PDR.
- If a planned event at Cambridge Airport is likely to affect Duxford Airfield then Cambridge ATC shall inform the Duxford AFISO e.g. RA(T), fly-ins, practice displays and Open Days. For RA(T) notification shall be made prior to the start and upon cessation of the event.

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Effective Date: 14/08/2020

Expiry Date: 14/08/2022



Duxford AFISOs Shall:

- When possible, maintain a listening watch on 120.965 to gain situational awareness of movements in and out of Cambridge.
- Pre-note Cambridge of any traffic departing Duxford, inbound to Cambridge and advise the aircraft of the Cambridge Runway in use.
- Upon receipt of information on an aircraft conducting an instrument approach for Runway 05 at Cambridge, the Duxford AFISO shall inform any traffic they believe to be wishing to cross the Cambridge Final Approach Track of the traffic making an approach to Runway 05 at Cambridge and advise the aircraft to call Cambridge APP/APS when possible.
- Inform traffic believed to be routing/operating North, North West of Duxford outside of the Duxford ATZ of the Cambridge Runway in use and should the Duxford AFISO believe Cambridge may have traffic inbound then suggest the traffic contact Cambridge APP/APS.
- Upon receipt of information of an aircraft departing on a BKY PDR from Cambridge, pass traffic information to the Cambridge ATCO on any traffic in the Duxford overhead or any other pertinent traffic.
- Upon receipt of information of an aircraft under a service from Cambridge Radar that transits within 2500ft and 2.5NM of Duxford, the Duxford AFISO shall pass any relevant traffic information to Cambridge Radar and/or aircraft operating on the Duxford frequency.
- If a planned event at Duxford Airfield is likely to affect Cambridge Airport, the Duxford AFISO shall inform Cambridge ATC e.g. RA(T), fly-ins and Open Days. For RA(T) notification shall be made prior to the start and upon cessation of the event
- Subject to workload, the Duxford AFISO will inform Cambridge ATC of any aircraft taxiing who wish to conduct high performance, aerobatic or formation flying beyond 3NM of Duxford.

Warbirds: Notwithstanding the conditions above, due to the speed and nature of their operations, Duxford based Warbirds shall switch on their transponder for the duration of their flight where serviceable and squawk 7004 with Mode C when conducting Aerobatics unless on a discreet squawk when under a service from an ATSU.

### **A.3 Radio Failure**

A.3.1 Not applicable

### **A.4 Emergencies**

A.4.1 Not applicable.

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Effective Date: 14/08/2020

Expiry Date: 14/08/2022

## ANNEX B

### Telephone Communications

Organisation	Telephone Numbers
Cambridge ATC	01223 399802 01223 399803
Duxford	01223 830928 – Priority line 01223 833376

Version 4.0  
Effective Date: 14/08/2020  
Expiry Date: 14/08/2022

## ANNEX C

### Acronyms and Definitions

AFISO	Aerodrome Flight Information Service Officer
APP	Approach Control
APS	Approach control Surveillance
ARR	Arriving
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
ATSU	Air Traffic Services Unit
ATZ	Aerodrome Traffic Zone
CAA	Civil Aviation Authority
DEP	Departing
EGSU	Duxford
FISO	Flight Information Service Officer
FT	Foot
IWM	Imperial War Museum
NM	Nautical Miles
PDR	Preferred Departure Route
RAD	Radar
RA(T)	Restricted Airspace Temporary

Version 4.0

Effective Date: 14/08/2020

Expiry Date: 14/08/2022

## ANNEX D

### Checklist

Section	Effective Date
Front Part	14/08/2020
Appendix A	14/08/2020
Appendix B	14/08/2020
Appendix C	14/08/2020
Appendix D	14/08/2020

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Version 4.0  
Effective Date: 14/08/2020  
Expiry Date: 14/08/2022

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Version 4.0  
Effective Date: 14/08/2020  
Expiry Date: 14/08/2022

## ANNEX D Letter of Agreement Westside

### LETTER OF AGREEMENT BETWEEN DUXFORD AIRFIELD AND WESTSIDE FARM AIRSTRIP

#### Purpose:

The Westside Farm Airstrip is under the Aerodrome Traffic Zone of Duxford, and lies 1.20nm on a bearing of 003° from Duxford's control tower, and therefore requires a formal agreement. This letter of agreement seeks to minimise traffic conflicts between Westside Farm Airstrip and Duxford Aerodrome.

#### 1 Agreement

It is agreed that during normal operating hours when both airfields are open, Duxford shall be the controlling ATZ. Aircraft operating on QFE shall fly on the appropriate airfield QFE. Those operating on QNH within the ATZs shall operate on the Duxford QNH. Westside Farm Airstrip shall at all times operate in accordance with CAP 428 Safety Standards at Unlicensed Aerodromes.

#### 2 Duxford Operating Hours

Duxford is normally open 10:00 – 18:00 during summer period, and 10:00 – 16:00 during winter period. Duxford based aircraft however can operate during all daylight hours.

#### 3 Runway Selection/Circuit Direction

3.1 Duxford - The Duty Flight Information Service Officer (DFISO) will select the runway at Duxford, and will advise the operators of Westside Farm Airstrip when requested by R/T on 122.075 Mhz, or by Telephone on 01223 833376. Runway directions will be mutually agreed to minimise traffic conflicts. In the event of a conflict or variable wind conditions, the DFISO's decision will be implemented. Other factors being equal, the Duxford circuit direction may be varied to avoid concentration of noise load over the neighbouring villages. Traffic de-confliction with Westside Farm Airstrip will however be the over-riding priority. On easterly runways Duxford will operate on R/W 06 RH.

3.2 Westside Farm Airstrip will operate LH circuits on R/W 05 and RH on R/W 23, with regard to CAP 428 Ch 7.

3.3 All arrivals/departures at Westside Farm Airstrip will be via the North to minimize ATZ penetration.

#### 4 Unusual Events and Major Air Days

Unusual events such as practice displays or formation flypasts at Duxford, will be notified to the other airfield on request and the necessary procedure appropriate to each occasion will be agreed. Similarly, before each major Duxford display day, special procedures necessary to de-conflict traffic will be discussed and agreed by the two operating authorities. On major air days Westside Farm Airstrip will cease operations for the mutually agreed period, but the airfield will remain available by arrangement, as a relief landing ground.

#### 5 Duxford Departure/Arrivals

Aircraft arriving/departing Duxford will be advised by the DFISO of any known traffic at Westside Farm Airstrip.

## 6 Communications

- 6.1 During Duxford's operating hours, aircraft arriving or departing Westside Farm Airstrip will contact Duxford Information, on 122.075 Mhz / Tel 01223 833376

## 7 Agreement Review

This agreement may be reviewed at any time, and the management of either Duxford or Westside Farm Airstrip should make any request for a review.

### Parties to the agreement

Signed: Manager	Name: Tom Turner	Title: Airfield
Imperial War Museum Duxford	Date: 25 <sup>th</sup> October 2015	
Signed:	Name: Bob Warner	Title: Land Owner
Westside Farm Airstrip	Date: 25 <sup>th</sup> October 2015	

Original copy with Signatures held by Head of Airfield - Duxford

## ANNEX E Amendment Pro-Forma



### Duxford General Flying Orders Live Document Amendment Pro-Forma

<b>Custodian</b>	
<b>Name</b>	
<b>Copy Number</b>	
<b>Copy Date</b>	March 2021

I confirm that I have received the above revised edition of the Duxford General Flying Orders and have destroyed the previous issue.

<b>Signature</b>	
<b>Date</b>	

**Please complete and return to –  
Business Support Assistant Manager  
Airfield Services  
Imperial War Museum  
Duxford  
Cambridge  
CB22 4QR  
Email: [scan@iwm.org.uk](mailto:scan@iwm.org.uk)**