



Duxford Airfield Manual Part 1

Amendment – March 2023

Copy No 1 of 34

OP017_Version 6_March 23_I Drive_Owner Ops

INSIDE FRONT COVER

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1. Safety Aim

Flying operations at Duxford Airfield are unusual and probably unique. Duxford Airfield is itself a historic memorial to the RFC, the RAF and United States and Allied air forces who have been based there. The site is characterised not only by the air base, but also by the co-location of a National Museum, support groups, private businesses and individual aircraft owners. Notwithstanding this complexity, an overarching Safety Aim is common to all partners. It is: 'to meet and exceed benchmark safety standards of operations across the Airfield, to a level above those demanded by the Regulatory Authority'. To this end, Duxford Airfield implements its own Safety Management System (SMS) managed by a qualified aviation Safety Manager.

Accountable Manager, IWM Duxford.

Document Reference

- 1.1 The document reference for this Manual is OP017_Version 6_March 23_I Drive Owner Ops.
- 1.2 This document is entitled The Duxford Airfield Manual Part I
- 1.3 The document is dated on the front cover.

Custodians of this Manual are responsible for ensuring that all personnel within their department or organisation know of its existence, have easy access and are familiar with the contents.

List of Effective Pages

Page	Date
1	January 2022
2	January 2017
3	January 2022
4	January 2022
5	January 2022
6	January 2022
7	January 2022
8	January 2022
9	March 2021
10	February 2019
11	February 2019
12	March 2020
13	January 2022
14	January 2022
15	March 2020
16	March 2020
17	February 2019
18	March 2020
19	March 2021
20	February 2019
21	January 2022
22	January 2022
23	March 2020
24	March 2021
25	January 2022
26	January 2022
27	March 2020
28	March 2020
29	January 2022
30	March 2021
31	January 2022
32	March 2020
33	January 2022
34	January 2022
35	January 2022
36	March 2020
37	January 2022
38	March 2021
39	January 2022
40	March 2021
I	February 2019
II	January 2022
A	February 2019

Associated Publications

CAP 032	UK Aeronautical Information Publication.
CAP 748	Aircraft Fuelling and Fuel Installation Management (reference only).
CAP 168	The Licensing of Aerodromes.
CAP 393	The Air Navigation Order 2016 and Regulations.
CAP 403	Flying Displays and Special Events.
CAP 797	Flight Information Service Officer Manual.
CAP 1032	Aerodrome Flight Information Service Officer Licensing
CAP 413	Radiotelephony Manual.
CAP 642	Airside Safety Management.
CAP 772	Wildlife Hazard Management at Aerodromes.
CAP 670	Air Traffic Services Safety Requirements
CAP 699	Standards for the Competence of Rescue and Fire Fighting Service (RFFS) Personnel Employed at United Kingdom Licensed Aerodromes.
CAP722	Unmanned Aircraft System Operations in UK Air Space
CAP1724	Display Standards Document
Duxford General Flying Orders, Manual of Aerodrome Flight information Services Part 2 (MAFIS Pt2), Duxford Safety Management System.	
Duxford Airfield Wildlife Management Policy	
Air Accident Investigation Branch Guidance for the Police and Emergency Services in the Aftermath of an Aircraft Accident.	
Duxford Airfield RFFS Policies and Procedures.	

Distribution List

Note: this Manual is published on the IWM website

Copy Number	Custodian
1	Head of Airfield
2	Civil Aviation Authority, Safety Regulation Group
3	Accountable Manager
4	Chairman Duxford Flight Safety Committee
5 (Signed Master)	Airfield Operations Office (Safety Manager)
6	Senior Airfield Fire Officer
7	Flying Display Director
8	Duxford Air Traffic (VCR)
9	Duxford Rescue and Fire Fighting Service
10	Branch Operations Manager, Visitor & Property Services
11	Head of Operational Risk
12	Assistant Director Operations, Visitor & Property Services
13	Pilots' Briefing Facility in the Control Tower
14	Control Room
15	Estates Manager
16	Chairman of Duxford Flying Control Committee
17	Operations Managers' Office
18	Aircraft Restoration Company
19	Propshop Refuellers
20	Old Flying Machine Company
21	Historic Aircraft Collection
22	B-17 Preservation Ltd
23	The Fighter Collection
24	Air Leasing Ltd/Graeme Peacock
25	Cirrus Aviation Ltd/Classic Wings
26	Plane Sailing
27	Bygone Aviation
28	De Havilland Support/M Miller
30	Suffolk Spitfire
31	P Kynsey/Anna Walker
32	Duxford Based GA
33	Paul Ford
34	Hurricane 501

External Addressees

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

Chief Constable
Cambridgeshire Constabulary HQ

Mr R Peacock-Edwards CBE AFC
Chairman Duxford Flight Safety Committee

Chief Fire Officer
Cambridgeshire Fire and Rescue Service HQ

Assistant Director (Facilities Management)
South Cambridgeshire District Council

Resilience Manager
East of England Ambulance NHS Trust

Border Control
Beds, Cambs & Herts CT & DE Port Unit

Distributed via the Safety Advisory Group (issued by IWM Duxford Branch Operations Manager)

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2. Review and Amendment Procedure

2.1 Review

The contents of this Manual will be completely reviewed annually. The process will be conducted by the Airfield management team, and a record of that action will be annotated below.

Manual Edition	Review Date	Action Taken
2012	August 2012	Reissue
2013	November 2013	Amendments
2014	November 2014	Amendments
2015	December 2015	Amendments
2016	December 2016	Review
2016	July 2016	T's & C's added
2017	January 2017	Re-issue
2018	February 2018	Amendments
2019	February 2019	Re-issue
2020	March 2020	Amendments
2021	March 2021	Amendments
2022	January 2022	Amendments
2023	March 2023	Amendments

Note that this is a live document and will be updated when necessary.

2.2 Amendment Procedure

Amendments to this Manual will be issued when:

- Required by the Authority.
- A change of key Duxford personnel or their responsibilities.
- The Head of Airfield deems an amendment necessary.

2.3 Custodians record of amendments

Custodians are requested to incorporate amendments immediately and maintain the Record of Amendments. Amendments will normally take the form of a complete replacement page, or pages. The list of effective pages will be updated for every issue of amendments.

Record of Amendments

Amendment Number	Date of Issue	Date Incorporated	Pages Affected	Incorporated by
01	August 2012		All	
02	February 2013	February 2013	Part 1: 7,8,14,22-25,32,33,44 Part II: 4,9,11,13-15,17,18,21,22,28,30,34,35,44,45,48,49,55,56	
03	February 2014	February 2014	1,5,6,7,9,10,11,13,16,18,21,22,23,24,25,26,27,29,30,31,33,34,35,37,48,49,50,51,52,53	
04	February 2015	February 2015	9,12,16,19,20,22,23,24,25,26,27,28,32,36,38,41	
05	July 2016	July 2016	All	Airfield Manager
06	January 2017	January 2017	All	
07	February 2018	February 2018	All	
08	February 2019	February 2019	All	Airfield Operations Management
09	May 2019	May 2019	14	SAFO
10	August 2019	August 2019	21	SFISO
11	March 2020	March 2020	1, 3, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 18, 21, 22, 23, 25, 26, 27, 28, 29, 31, 32, 33, 35, 36, 37, V	Airfield Management
12	March 2021	March 2021	1, 3-9, 13, 14, 19, 21, 24, 30, 38-40	Airfield Management
13	January 2022	January 2022	1, 3-6, 8, 13-14, 21-22, 25-26, 29, 31, 33-35, 37, 39, II, III	Airfield Management
14	March 2023	March 2023	7, 10, 17, 21, 22, 23, 24, 30, 31, 32, 37, 39, 40, 41	SAFO/Airfield Management

3. Airfield Information, Characteristics and Standard Operating Procedures

3.1 Objectives

This Manual has the following objectives:

3.1.1 To enable the Airfield Licensee to translate the instructions and recommendations given in the United Kingdom Air Navigation Order, into a plan for Standard Operating Procedures (SOPs) at Duxford.

3.1.1.1 To provide a policy and reference document of SOPs for use by each member of personnel employed by the Imperial War Museum at Duxford, and for all partners at Duxford Airfield who have a responsibility to ensure the highest level of safety.

3.1.1.2 To enable the Airfield Licensee to ensure that personnel are aware of the environment in which they work and recognise any risks to which they are exposed.

3.1.2 To provide a means for the Airfield Licensee to measure the quality and scale of effort of each member of personnel against SOPs.

3.1.3 To enable the Airfield Licensee to generate amendments to SOPs, and to disseminate them quickly and effectively.

3.2 Use of this Manual

3.2.1 This Manual is a live document. It should be available to all personnel at Duxford Airfield and visiting GA, and its contents should be known and understood. Its purpose is to provide clear instruction and guidance to all who jointly deliver quality assurance at the Airfield.

By signing for publications, Terms and Conditions apply. You are entering into an agreement with the IWM covering the use of the Airfield.

3.2.2 Custodians of this Manual should ensure that at all times it is complete and up to date, with the latest amendments incorporated.

3.3 Purpose of the Airfield Manual

The purpose of this Airfield Manual is to arrange SOPs, recommendations and information in a fashion defined in CAP 168 - Licensing of Aerodromes. Within it, safety management responsibilities are defined. Subordinate to this Manual, Duxford General Flying Orders and MAFIS Pt2 are issued and amended by the same authority. Appointments with specific responsibilities are listed in the SMS Manual.

3.4 Legal Position

3.4.1 Licence

Duxford Airfield has an Ordinary Licence, which permits flights for the public transport of passengers and for the purpose of instruction in flying in compliance with The Air Navigation Order, as amended. All pilots flying to and from Duxford whilst it is operating as a licensed Airfield must be able to communicate by radio telephony on the frequencies specified.

3.4.2 Operators

The Airfield is owned and operated by the Imperial War Museums (IWM).

3.4.3 Facilities

RFFS Category 2 licensed facilities are available daily. See 8.1. Cat 3 to 5 available with 48 hours' notice Prior Permission Required (PPR).

3.4.4 Operational Hours

The following licensed operational hours apply on standard days:

Mid March to October	1000 hours to 1800 hours local
November to Mid March	1000 hours to 1600 hours local

Out of hours operations are permitted but with strict PPR; refer to the General Flying Orders (Order no. 5).

3.4.5 Prior Permission

Due to the nature and intensity of flying at Duxford, all flights to the Airfield are subject to prior permission request (PPR).

3.4.6 Booking out

All pilots are required to book out with Duxford ATC to assist with ATC planning.

4. Technical Administration

Name and Address of Airfield

Imperial War Museums, Duxford, Cambridgeshire CB22 4QR

Contacts

Telephone (24 Hours)	Control Room	01223 497202
During Published Hours	ATC	01223 833376

E-mail Address	airtraffic@iwm.org.uk	Tower
	adaniels@iwm.org.uk	Senior Airfield Fire Officer/Safety Manager
	tturner@iwm.org.uk	Head of Airfield
	klunnon@iwm.org.uk	Airfield Administration

Internet	http://www.iwm.org.uk/duxford
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5. Airfield Characteristics

5.1 Position

Latitude: 52 05.26N

Longitude: 000 07.53E

Airfield Reference Point WGS 84 - 520526N 0000753E

5.2 Elevation

Airfield: 126 ft. amsl.

5.3 Scale Plan

5.3.1 A scale plan of Duxford Airfield is at Appendix I.

5.3.2 Details shown on the plan are:

5.3.2.1 The position of the Airfield Reference Point (ARP).

5.3.2.2 The layout of the runways.

5.3.2.3 The layout of the taxiways, holding points and aprons.

5.3.2.4 The Airfield markings.

5.3.2.5 The Airfield boundary.

5.3.2.6 The position of the Airfield windsocks.

5.4 Infringing Obstacles (OLS)

There are no obstacles which infringe the standard protection surfaces at Duxford Airfield. A plan of these surfaces is at Appendix II. There is currently no Type A Chart for Duxford.

5.5 Location, Reference and Date of the Airfield Survey Plan

A survey plan from which the Airfield characteristics are derived dated December 2020 (SLC Associates) is held by the Head of Airfield.

5.6 Declared Distances

5.6.1 The Calculation of declared distances at Duxford was revised by The Civil Aviation Authority on 20 November 2003. Details are at Appendix III.

Summary: (distances in metres)

	RUNWAY	CODE	LDA	TORA	TODA	ASDA	RESA over/undershoot
24	PAVED	2	1199	1199	1199	1199	280/100
	GRASS	1	880	880	880	880	
06	PAVED	2	1199	1199	1199	1199	240/90
	GRASS	1	880	880	880	880	

5.6.2 Declared distances are calculated in accordance with guidance given in CAP 168 - The Licensing of Aerodromes.

5.7 Details of the Surfaces, Dimensions and their Bearing Strengths

5.7.1 Resulting from the calculations at Para 5.6.1 above, the paved Runway 06/24 has been re-classified from Code 3 to Code 2, which gives shorter declared distances available. This gives a greater declared overshoots (RESA) at each end. It should be noted, however, that the actual physical dimensions of the paved runway are unchanged. Runway 06/24 grass is re-classified from Code 2 to Code 1, although the Obstacle Limitation Surface is still based on Code 2 calculations as before. The grass runway has been moved northwards to allow dual runway operations on the paved and grass runways. Accordingly, the runways have been marked 24 L / 24 R and 06 L / 06 R respectively.

5.7.1.1 Runway 06R/24L Paved - The declared dimensions are as shown in the Table in Appendix III.

5.7.1.2 Runway 06L/24R Grass - The grass strip will be/has been set 150 metres North of the paved runway, and reduced to 880 metres long and 25 metres wide.

5.7.2 Bearing Strengths

5.7.2.1 The Paved Runway – Asphalt.
PCN 24L/ 06R 27/F/C/W/T

5.7.2.2 The Taxiways - Concrete.

5.7.2.3 The Link from the Aprons to the Runways - Asphalt.

6. Standard Operating Procedures

6.1 Aeronautical and Meteorological Information Available

Meteorological information is available from ATC, tel. 01223 833376. Airfield and aeronautical information is available in the Pilots Briefing Facility located on the first floor of the Control Tower on the desk top computer.

6.2 Promulgation of AIP Requirements

6.2.1 A notice board in the Pilots' Briefing Facility has current information on the following:

6.2.1.1 UK topographical chart (for reference only).

6.2.1.2 Notices to Airmen (Duxford NOTAMs When Necessary).

6.2.1.3 Details of Airfield work in progress (WIP), temporary obstructions and out-of-service areas.

6.2.1.4 Airfield Terms and Conditions.

6.2.1.5 Airfield safety information.

6.2.2 The Airfield management team is responsible for maintenance of this board.

6.2.3 In the event that a change of operational status should be necessary for Duxford Airfield, the Head of Airfield or nominated other will initiate the procedure to promulgate this by NOTAM.

6.3 Routine Airfield Inspections

The Duty FISO, tower assistant or RFFS will carry out Airfield inspections in accordance with requirements stipulated in CAP 168 - Licensing of Aerodromes, CAP 797 - Manual of Flight Information Service and MAFIS Part 2. This includes being recorded in the ATS Watch Log.

6.4 Non-Routine Airfield Inspections

A nominated and qualified person from Airfield Services will carry out airfield/runway non-routine inspections in the event of any reports or actions that suggest a need to change the operational status of the Airfield. Further, they will take any necessary remedial actions required to maintain or restore the declared Airfield Characteristics. If that becomes impossible, they will notify the Head of Airfield. The Head of Airfield will subsequently ensure that any changes to the declared Airfield Characteristics are promulgated immediately. Non routine inspections must be also be recorded in the ATS Watch Log.

6.5 Sweeping of Runways, Taxiways and Aprons

6.5.1 Runways, taxiways and aprons will be swept by a FOD BOSS every 14 days or when necessary, by Duxford RFFS. This action will be initiated by Airfield Services.

6.5.2 Foreign Object Debris (FOD) is a general term which relates to all loose objects that is a potential hazard to the safety and integrity of an aircraft. Every effort must be taken by all personnel involved in operations on the aerodrome movement area to prevent FOD. Every member of staff should remove FOD, should it be safe to do so, or by reporting it immediately to ATC when they detect FOD.

FOD typically falls into two main categories:

1. That on the runway consists largely of aircraft parts, typically small metal panels or metallic honeycomb structures, and tools, torches, and equipment, including wheel chocks.
2. That on the taxiways and aprons is usually associated with vehicles and smaller items associated with passenger baggage, catering, and cargo handling equipment or is from adjacent work in progress.

For more information refer to CAP 168.

6.6 Low Visibility Procedures

Duxford is a daytime visual meteorology conditions (VMC) only Airfield. For the Airfield to remain open the visibility must be 1500 m and 500ft cloud base.

6.7 Measurement and Promulgation of Water and Slush Depths on Runways and Taxiways

Will be carried out in accordance with MAFIS part 2 and CAP2174 – Assessment, measurement and reporting of runway surface conditions for licensed aerodromes.

6.8 Promulgation of Information Regarding the Airfield Operational Status

6.8.1 If the operational status changes, the Senior FISO will promulgate this by taking appropriate NOTAM action. In the absence of the Senior FISO or the Airfield management team, the Duty FISO will take this action.

6.8.2 In the event of both runways being closed due to weather, Duxford ATC will remain operational to fulfil its duty as an ANSP (Air Navigation Service Provider) to transiting aircraft, to control ground movements and to safeguard the Airfield.

6.9 The Safe Integration of Other Aviation Related Activities

From time to time activities classified as 'other aviation activities' - e.g. gliding - may take place at Duxford Airfield. On those occasions detailed plans are approved by the Head of Airfield.

6.10 Recording of Aircraft Movements

The Senior FISO, through the Duty FISO, will maintain a record of all aircraft movements by means of Flight Progress Strips. Original strips will be kept for 1 year in case they are required for an investigation or query, after which they will be destroyed. Radio Transmissions are recorded on all frequencies.

6.11 Contract Works Carried out Airside

6.11.1 Work within the Airfield boundary may only be carried out with the approval of a member of the Airfield management team and Estates Management, who will keep the Head of Airfield informed. Work within the flight protected areas outside the Airfield boundary must not impinge on Flight Safety and should be brought to the attention of the Head of Airfield.

6.11.2 The Duty FISO will ensure that when work is in progress:

6.11.2.1 Aircraft are safely separated from the work by providing information and taxi instructions that will not conflict with work in progress (WIP)

6.11.2.2 The WIP area is clearly marked by cones when necessary

6.11.2.3 A record of WIP carried out on the manoeuvring area is to be annotated in the ATC Watch Log as per CAP 797.

6.11.2.4 The WIP is promulgated by NOTAM if required.

6.11.2.5 All personnel engaged in the work are briefed by an appropriate member of the Airfield Services team on Airfield regulations appertaining to their work area.

6.12 Control of Access Airside

A copy of the Airside Driving Policy is available from Airfield Operations.

6.12.1 Vehicle Entry –

Permission for vehicle entry to the Airfield operating areas ('Airside') is to be obtained from Duxford ATC. A relevant vehicle pass shall be issued and must be clearly displayed in the vehicle. Vehicles will NOT be permitted Airside unless authorised.

6.12.1.1 Authorisation will only be given when vehicles have 'Airside Insurance' up to the value of £10 million; normal insurance is null and void. Certificate of Insurance must be provided.

6.12.2 Duxford-based Pilots and Ground Crew –

Duxford based pilots and ground crew shall only enter airside with a valid airside pass.

6.12.3 Visiting Aircrew and Passengers -

Visiting aircrew and passengers may enter airside at the base of the Control Tower, or at one of the aircrew access gates along the public fence line. All other persons wishing to go airside must obtain permission from ATC.

6.12.4 Airside Passes -

IWM staff and Duxford partners wishing to go airside must be briefed on safety procedures by a member of Airfield Services. A member of the Airfield Services team will issue an airside pass which must be available if challenged. On special event days, temporary airside passes will be issued to visiting air and ground crews.

6.13 Aircraft Parking and Marshalls' Instructions

6.13.1 Parking instructions will be given by the Duty FISO. If available, an aircraft marshaller shall assist with instructions using standard signals. Aircraft are to operate as per CAP 393.

6.14 Aviation Fuel

6.14.1 AvGas and AvTur is available from 1000 hours to 1800 hours (local) in the summer and from 1000 hours to 1600 hours (local) in the winter. Out of hours available via PPR.

6.14.2 Propshop Ltd is the fuel Service Provider at Duxford Airfield. The Company is responsible for receiving, storing and dispensing fuel supplies and for providing its quality control. The receipt, storage, quality control sampling and dispensing is to be carried out strictly with reference to CAP 748 and CAA Safety sense Fuel Handling and Storage as audited by the Safety Manager.

6.14.3 Smoking is strictly prohibited airside at Duxford inclusive of e-cigarettes.

6.14.4 Portable Electronic Devices (PED) –

A PED is any piece of electronic equipment that is not connected to mains (relies on batteries) and has the capability to transmit a signal capable of interfering with aircraft systems.

PED's shall not be used in any vehicle whilst driving.

Mobile phones shall be switched off or in flight mode within 3 meters of any refuelling vehicle or operation unless intrinsically safe.

6.15 Regulatory Requirements Relating to Accidents, Incidents and Mandatory Occurrence Reporting

The Safety Manager will ensure compliance with the Regulatory Authority's requirements with regard to accidents, incidents and Mandatory Occurrence Reporting. This will be in accordance with CAA legislation.

6.16 Removal of Non-Serviceable Aircraft

This section is to be read in conjunction with Chapter 11.

6.16.1 In the event of an incident, light aircraft can be removed using airfield resources. Large aircraft can be removed using an external contractor in conjunction with the aircraft operator.

6.16.2 If an accident or serious incident has taken place on the airfield, after initial firefighting actions if required, the scene must not be disturbed until approval has been given from the AAIB. In the event that aircraft wreckage has to be removed before approval from the AAIB, photographic evidence will be taken and documented.

6.16.3 Impounding of Aircraft – CAA authorised personnel within the Duxford Airfield Services team are approved to impound an aircraft under Article 257 of the ANO.

6.17 Airfield Snow Plan

There is no Airfield snow plan at Duxford because there is no snow clearance capability. In the event that snowfall renders safe operations impossible, the Airfield will be closed; it is important that no vehicle traffic is allowed onto the runways, taxiways or hard standings.

6.18 Wildlife Hazard Control Plan

6.18.1 The SAFO is responsible for wildlife control airside.

6.18.1.1 The RFFS team are trained in wildlife dispersal and are on call during operating hours to carry out any wildlife incursions that the Duty FISO recognises as a possible danger to aircraft.

6.18.1.2 Method of bird dispersal is by a digital handheld Scarecrow System, bird laser and bird scaring rockets.

6.18.1.3 Culling of hazardous wildlife to aircraft is carried out throughout the year.

6.18.2 Any bird strikes to aircraft will be recorded by the Duty FISO in the Watch Log and the SMS reporting system, and a Mandatory Occurrence Report (MOR) will be filed by the Safety Manager.

6.19 Drones

6.19.1 In line with the guidance laid down in CAP 722 Drone operations at Duxford are only allowed with the authorisation of the Head of Airfield, or nominated deputy.

6.19.2 If during Airfield operating hours an unknown drone is spotted in the visual range of Duxford's ATZ the Duty FISO will notify the Head of Airfield or nominated deputy. A decision will be made as to whether flying operations are able to

continue. If this is considered to be an issue to flight safety, flying shall cease and the police and CAA will be notified.

In the event of an unverified drone sighting within the Duxford exclusion area, follow the guidance in the drone procedures booklet located in the VCR.

Drone activity in the Duxford ATZ has been fully risk assessed. Flight operations will only continue once all parties are satisfied that the drone risk has ceased.

- 6.19.3 Further information on drones can be found in the airfield Document Control Register.

7. Visual Aids

7.1 Visual Aids Available

7.1.1 Signal Square –

The Signal Square is for historic display purposes only and pilots are not to refer to it for flight information or Airfield status.

7.1.2 Station Identifier –

The Airfield is identified by the DX displayed in white in front of the Control Tower.

7.1.3 Airfield Markings (in accordance with CAP 168) -

Refer to Aeronautical Information Publication (AIP) entry on the AIS website

<https://www.aurora.nats.co.uk/htmlAIP/Publications/2020-01-30-AIRAC/html/index-en-GB.html>

7.1.4 Windssocks -

A 30kt limit windssock is positioned on the Southern Airfield boundary opposite the tower, and two smaller 20kt limit windssocks next to both runway thresholds.

7.2 Standby and Emergency Power Arrangements

7.2.1 In the event of a mains power failure the standby diesel generator will operate an uninterrupted power supply (UPS) to provide power to the Airfield radios.

7.2.2 In the event that no mains power is available at all or the Control Tower needs to be evacuated, the emergency back-up radio (a standalone ICOM IC-A6E) will be used to close the Aerodrome Flight Information Service (AFIS) service within 30 minutes.

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8. Rescue and Fire Fighting Services (RFFS)

8.1 Policy Statement

During published operating hours, when the Airfield is licensed a Category 2 RFFS cover will normally be provided. Higher categories are available with prior permission.

With the promulgated fire category the licensee aims to meet the cover required for Public Transport Operations as defined in CAP 168 – The Licensing of Aerodromes.

8.2 Policy and Procedures Related to Depletion of the RFFS

8.2.1 Policy –

The category of fire protection provided by the Duxford RFFS and the management of any temporary depletion, will be the responsibility of the SAFO.

8.2.2 Notification to Pilots –

The Duty Fire Officer will inform the Duty FISO, the SAFO, and the Head of Airfield of any temporary depletion in the category of fire protection provided by the RFFS. The FISO will immediately advise pilots on frequency of the change and an attempt to notify all aircraft operators at Duxford will be made.

8.2.3 When the fire Category is CAT 0, IWM have deemed that there shall be no aircraft movements which includes training, commercial and private flights. Decisions beyond this can be made by the pilot i.e. aircraft recovery only in the interests of safety.

8.3 RFFS Remission

It is the intention of Duxford Airfield RFFS to fully promulgate an aircraft's required fire category. On occasions however, during unforeseen circumstances manning levels may drop to one category below that required. During this time the desired category will be given using the laid down requirements for remission in CAP 168.

8.4 Licensee's Objectives for Each RFFS Category

8.4.1 The following table indicates the appliances, call sign, type and amount of media provided and discharge rates for the appliances at Duxford Airfield.

Vehicle	Call Sign	Media / Discharge Rates
Isuzu TACR 3	Fire 1	<ul style="list-style-type: none"> • 700 litres water • 45 litres FFFP • 20kg CO2 • 27kg Monnex D/powder • 2 Litre Lith-Ex extinguisher • Discharge rate: 852litres/min.
Carmichael Cobra 2	Fire 2	<ul style="list-style-type: none"> • 5000 litres water • 720 litres FFFP • 22kg CO2 • 109kg Monnex D/powder • 6 litre Lith-Ex extinguisher • Discharge rate: 4500litres/min. Through roof mounted monitor
Scania Viper	Fire 3	<ul style="list-style-type: none"> • 5400 litres water • 800 litres FFFP • 5 kg CO2 • 109kg Monnex D/powder • 6 litre Lith-Ex extinguisher • Discharge rate: 2520 litres/min. through roof mounted monitor

A complete list of all equipment carried on the RFFS appliances can be obtained from the Senior Airfield Fire Officer (SAFO).

8.4.2 Manning and Supervision

- For all fire Categories a Task and Resource Analysis has been carried out and can be obtained from the SAFO.
- A breakdown of Duxford Airfield RFFS day to day capability, and its upgraded Air Show & Flying Day, vehicle and personnel availability. Please see the 'Duxford Airfield RFFS Policy Manual', which is located in the RFFS Watch Office.

8.5 Procedures

8.5.1 How RFFS Personnel are Alerted -

The RFFS will be alerted by the Crash Alarm and over Channel 2 radio, which are carried by all RFFS personnel at all times whilst on duty.

8.5.2 Monitoring Response Time Capability -

Response times from monthly 'practice turn-outs' will be recorded. These records will be maintained for inspection by the Authority as evidence of the RFFS capability to meet regulatory response times.

8.5.3 Extraneous Duties -

The RFFS will not undertake any extraneous duties that could adversely affect their primary role.

8.6 Reliance on Other Organisations

For standard day operations Duxford RFFS is not reliant on outside agencies for equipment or manpower. However to reflect IWM management's desire to guarantee the highest standards of public safety, Duxford's RFFS shall be augmented for Air Shows and when appropriate for aircraft accidents and incidents by Local Authority services

8.7 Licensee's Commitment to Ensure Initial and Continued Competence of RFFS Personnel

8.7.1 Policy -

The Licensee is committed to ensuring the initial and continued competence of RFFS personnel. Instructions and guidance from CAP 168 and CAP 699 will be followed, along with policy from Health and Safety at Work regulations. Training will cover:

8.7.1.1 Realistic fuel and fire training to include use of monitor & sidelines

8.7.1.2 Breathing apparatus training in heat and smoke.

8.7.1.3 First aid and trauma training.

8.7.1.4 LGV driving.

8.7.1.5 Aircraft familiarisation.

8.7.1.6 Rescue equipment in accordance with PUWER and LOLAR regulations.

8.7.1.7 Health and Safety training of personnel in RPE and PPE.

8.7.1.8 Emergency Response driver training - it is currently the IWM's policy not to allow blue light driving off site.

8.7.1.9 Incident Command

8.7.1.10 Ladders

8.7.1.11 Safe Working At Height

8.7.2 Programme -

Selection and training of fire fighters will be in accordance with Authority guidance. To deliver the appropriate standards of competence, training/CAP 699 assessment sessions will be carried out on a regular basis and will be arranged by the Duty Fire Officer and the SAFO. Continuous assessment of the programme and crews will guarantee that training remains appropriate to the skill sets required in CAP 699. Standards of performance will be recorded and made available to the Authority for inspection.

- 8.7.3 At least one annual practise exercise involving the RFFS and Local Authority Emergency Services will be carried out.

8.8 Water Supplies

8.8.1 Additional -

Local Authority Fire & Rescue Services will normally provide additional water supplies in the event of an aircraft accident. There are 35 hydrants on the Duxford site, however none of these are on the Airfield movement areas.

8.8.2 Interruption –

If contractual work at the Airfield is likely to disturb the normal water supply the Facilities Manager will notify the SAFO and the Head of Airfield, and will obtain permission before initiating the work.

In turn the Duty Fire Officer will notify Cambridgeshire Fire & Rescue Service Control of the reduction in water supply.

8.9 Flights Not Requiring a Licensed Airfield

- 8.9.1 Flights may be permitted outside published operating hours - when the Airfield is unlicensed - by prior permission in accordance with Duxford General Flying Orders. The Crash Category available might be below that normally required.

8.9.2 Instructions Specific to Duxford-based Pilots –

Duxford-based pilots intending to operate outside of published hours are to comply fully with the procedure laid down in Duxford General Flying Orders.

8.10 Medical Competence

8.10.1 Policy –

The licensee will guarantee the medical competence of RFFS by ensuring that a training program is provided by a suitably qualified approved instructor. All personnel will hold a qualification in First Aid at Work and Trauma Care.

8.10.2 Equipment -

Medical equipment will be carried on RFFS appliances (relevant to the RFFS category being provided). A comprehensive list of this medical equipment can be obtained from the SAFO.

9. Air Traffic Services

9.1 The System for Safe Management of Air Traffic

9.1.1 Duxford Flight Information Service -

During published operating hours, the safe management of air traffic at Duxford is practised by an Aerodrome Flight Information Service (AFIS). This service is provided by Flight Information Service Officers (FISO) from the Visual Control Room (VCR) in the control tower. FISO operating procedures conform to CAP797 and local instructions by MAFIS Pt2.

9.1.2 Station Ident and Frequency -

The station ident used for AFIS at Duxford Airfield is "Duxford Information". The designated VHF radio frequency is 122.080MHz.

9.1.3 Prior Permission -

Visiting pilots must obtain prior permission from Air Traffic Services before landing at Duxford in accordance with published procedures.

9.1.4 Letter of Agreements -

There are agreements between IWM Duxford Airfield and Westside Farm, Cambridge Airport and Fowlmere Airfield (see GFOs Annexes B, C and D).

9.1.5 Dual Runways -

In accordance with CAP 797 dual runway operations at Duxford is as follows; once the preceding aircraft landing on the grass runway is at taxiing speed the second aircraft may land on the paved runway, or once the preceding aircraft landing on the paved runway is at taxiing speed the second aircraft may land on the grass runway. The aircraft on the paved runway will be held at either Delta or Echo hold depending on the runway in use. An aircraft may be lined up waiting for departure whilst one lands on the other runway, but may not take off until the landing aircraft is at taxiing speed. **Simultaneous runway operations are not permitted.**

9.2 Procedure for the Selection of Runway in use and Circuit Direction

9.2.1 Selection of the Active Runway and Circuit Direction -

The Duty FISO will determine the active runway at the Airfield. To do this, they will take account of weather conditions, the actual and forecast surface wind. Regardless of the runway in use, circuits will normally be to the South.

9.2.1.1 Circuit Joining Procedures -

Dead side, crosswind or overhead joins are not permitted at Duxford. To join the circuit, pilots should call "Duxford Information" when they are 10 nm from the Airfield. Pilots should join the circuit at the beginning of the down-wind leg at circuit height (QFE) or Altitude (QNH).

9.2.1.2 Circuit Heights -

The circuit height is 1,000 feet on the QFE (Aircraft may elect to fly the circuit at the corresponding altitude on the QNH).

However, slow aircraft may fly at 800 feet, and jet aircraft may fly at 1,500 feet at the pilot's discretion. Pilots are to broadcast their non-standard circuit height in the 'downwind' radio call. Pilots must not over-fly car parks, hangars or other airfield and museum buildings below 1,000ft AGL.

9.2.1.3 The Final Approach -

Pilots on final approach will not overtake another aircraft. Aircraft may not land on the runway until a preceding departing or landing aircraft has vacated it.

9.2.1.4 Run and Break Joining Procedures -

Duxford based warbird/aerobatic aircraft may join the circuit by means of a 'run and break' with prior notification given to ATC during operational hours.

9.2.1.5 Circuits to the North -

Northerly circuits may be flown by high performance aircraft to de-conflict with slower Southerly circuit traffic.

9.3 Procedure for Alerting Emergency Services

The Duty FISO will alert the RFFS by activating the Crash Alarm and a Channel 2 radio broadcast; outside agencies will be notified by calling 999. The Control Room will be alerted via internal extension 7200 who will also monitor Channel 2.

10. Communication and Navigation Aids

10.1 Description and Use of Equipment

10.1.1 General Description -

The Park Air Electronics (PAE) T6 series primary radio transmitter and receiver are located in the Radio Room of the Control Tower (building 209). Air-band frequency selection will be done using the S4 Controller. Channel 2 'Duxford Fire' and Channel 3 'Ground Channel' will be on two separate Motorola base units.

10.1.1.1	S4	122.080MHz	Duxford Information
	S4	121.405MHz	Duxford Reserve
	S4	135.705MHz	Fowlmere/Dux Display
	T6-TRV Transceiver		Reserve TX/RX
	T6-TRV Transceiver	121.600MHz	Duxford RFFS
	ICOM IC-A6E		Backup Transceiver
	Motorola	Channel 2	Duxford RFFS
	Motorola	Channel 3	Ground

10.1.1.2 These frequencies will not be changed without the permission of the Head of Airfield or nominated senior member of the Airfield team.

10.1.2 Digital Recording System (DRS) -

All frequencies are recorded:

- i) Air Traffic Services (ATS) frequencies are recorded by a standalone PC Voice Recorder located in the Radio Room.
- ii) Ground Radio Channels are recorded in the Control Room.

10.1.3 Use of Radios -

Only personnel in possession of a valid ROCC or FISO licence validated for Duxford will use the ATS radio equipment. Users will conform to the procedures laid down in CAP 452, CAP 413 and CAP 797.

Ground Radios Channels 2 and 3 can be operated by authorised personnel.

10.1.4 Maintenance of Radios and Meteorological Equipment -

PAE are contracted to provide preventative maintenance checks of all ATS radios and 2CL are contracted to maintain all UHF ground frequency radios. These are provided annually +/- 90 days.

Maintenance of all ATS equipment will be carried out only by those qualified to do so and in accordance with the DAFM SMS Part 2 Annex H.

10.1.5 Duxford Reserve Frequency -

Duxford has a second FIS frequency 121.405MHz callsign 'Duxford Reserve'. This can be used by pilots as a discrete frequency.

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11. Emergency Procedures - Actions in the Event of an Accident or Serious Incident

11.1 Classification of Operations

11.1.1 Operations fall within three categories:

Standard Operating Day –

When neither an Air Show nor a Flying Day takes place.

Air Show Day –

Several air shows are held at Duxford per year.

Flying Day –

A number Flying Days are held throughout the year.

11.1.2 Air Side and Domestic Site - A barrier is positioned along the length of the Airfield to the North of the taxiway to separate the Domestic Site from Air Side.

11.2 Site Layout and Key Points

11.2.1 Map –

A map showing the site layout and key points is at Appendix I.

11.2.2 Rendezvous Point (RVP) -

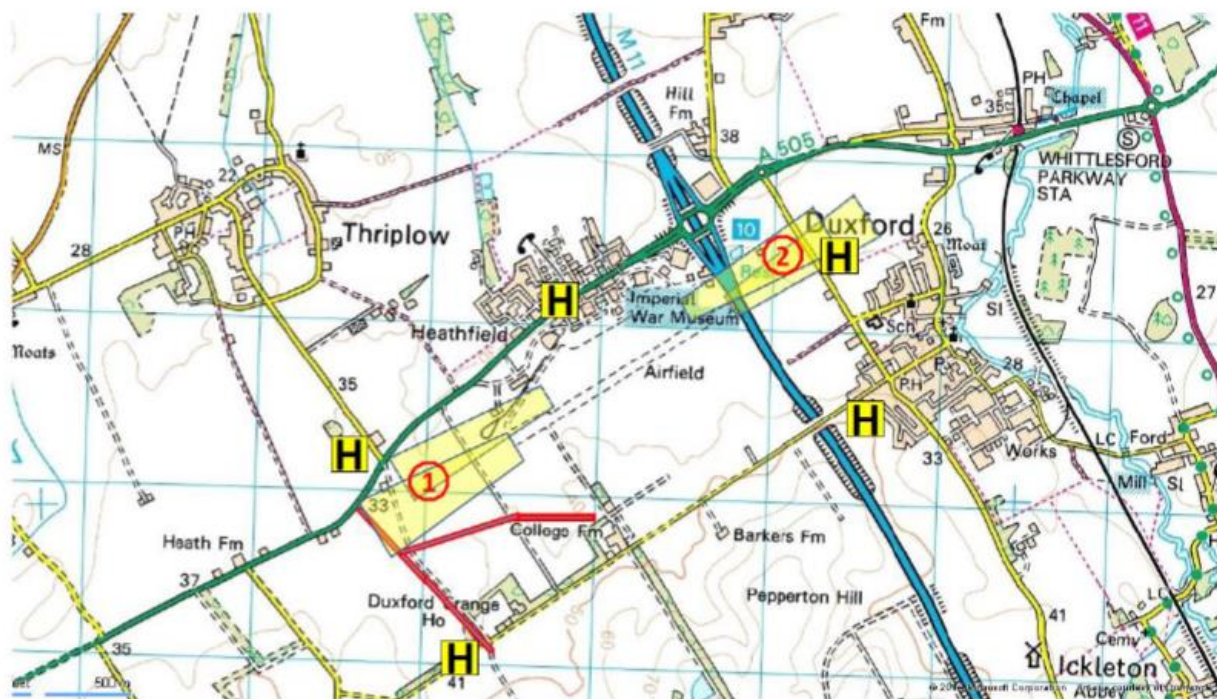
During a Standard Operating Day the RVP is located at Crash Gate Bravo. This RVP will be the normal assembly point for the emergency services when responding to an accident or serious incident.

11.3 Responsibility to 1000m of the Runway Thresholds

To meet Airfield license requirements CAP 168, the Duxford RFFS will respond to an emergency that takes place within 1000m of each runway threshold. If this is off site, it might not be possible to maintain the appropriate fire category, in which case licensed flying operations would be suspended. This decision would normally be made by the duty FISO after being informed of the reduction in Category by the Duty Fire Officer. A comprehensive assessment has been carried out of the RFFS 1000m response areas. This can be found in the RFFS Policy and Procedures file.

11.4 Duxford Airfield RFFS 1000m Response Areas

DUXFORD AIRFIELD R.F.F.S. 1000 METRE RESPONSE AREAS



ELECTRICAL SUPPLY LINE – 11KV

January 2020

11.5 Actions for Nominated IWM Personnel

11.5.1 In the event of an aircraft accident or ground incident, the following actions should be taken by the nominated personnel as follows:

11.5.1.1 The Duty FISO will operate the Crash Alarm by pressing the RED button. This will notify the RFFS of the emergency. Broadcast on Channel 2 the RFFS radio, "DUXFORD FIRE DUXFORD TOWER"..... Then follow the guidance laid out in the Red FISO Emergency Folder.

11.5.1.2 In the event of a Local Standby or Weather Standby -

- Notify RFFS (Channel 2).
- Follow procedures in Chapter 7 of the MAFIS Pt2.
- Continue to monitor the situation; FISOs must liaise with the Duty Fire Officer.

11.5.1.3 When a known air test or first solo circuit flight is to take place, a timely call shall be made to RFFS by Channel 2 radio or telephone on 7530.

11.5.1.4 The Duty Fire Officer or Duty FISO can take action to upgrade or initiate an emergency situation. Only the Duty Fire Officer can stand down an incident; the latter will normally be done after the Duty Fire officer has spoken to the pilot/ground crew.

DO NOT USE CRASH ALARM FOR LOCAL STANDBYS OR WEATHER STANDBYS

NOTE: The Incident Commander will be the Duty Fire Officer. FISOs will continue to monitor the FIS frequency. FISOs will afford all possible help to RFFS in expediting the situation.

11.5.2 Subsequent Actions are detailed in Chapter 7 of the MAFIS Pt2.

11.5.3 The Duty Fire Officer will carry out the following:-

- Response and mobilisation of Duty Watch to incident.
- Request the initiation of the Emergency Response Plan (ERP)
- Initial firefighting actions.
- Consideration for preservation of evidence.
- Consider environmental impact.
- Maintain command and control of the incident until relieved by the SAFO or an Officer from the Local Authority Fire and Rescue Service at a suitable juncture. All fire officers are aware of their legal duty under the ANO, powers of aerodrome fire fighters in an emergency (article 217)
- Additional measures should be taken into consideration for a military aircraft.

Maintain communications with the Duty FISO and Control Room by Channel 2 radio, providing regular updates on the incident.

11.5.4 The Operations Manager in the Control Room will:

- Be informed of the incident by the Control Room who will advise if 999 has been called and confirm if the ERP has been instigated.
- The Duty Operations Manager / Supervisor will action their responsibilities within the ERP, ensuring there is clear uninterrupted access to the RVP.

- Ensure that a Security Officer (SO) is available to meet any incoming emergency vehicles at the RVP, and shall be equipped with a Channel 3 radio.
- Ensure that any access air side at the RVP is ONLY with the permission of ATC via Channel 3.
- The Operations Manager will ensure the IWM Duty Manger is informed and regularly updated.

11.6 Actions of the Joint Emergency Services

The Safety Advisory Group (SAG) have planned and documented the actions they would each take in the event of an accident or serious incident at Duxford Airfield. These actions are derived from consultations with IWM staff and are not required to be reproduced within this Manual.

11.7 Switchboard Operator's Public Address Messages

Members of the general public will be on site at Duxford Airfield every day. To avoid confusion and distress, standard public address messages have been prepared to keep them informed.

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Appendix II – Aerodrome Licence Inspection Report

CIVIL AVIATION AUTHORITY DECLARED DISTANCES – Form CA1560C



Aerodrome: DUXFORD						
Runway: 06L	Runway True Bearing: 58.017	Dimensions: 880 x 25	Surface Type: Grass	LCG/PCN:	Runway Code: 2B	Approach Status: Visual

Calculation of Declared Distances		
TORA: 880	Begins: 157m from the taxiway at the marked threshold.	Ends: 129m from the taxiway at the marked end of runway.
TODA: 880		Ends: 129m from the taxiway at the marked end of runway.
ASDA: 880		Ends: 129m from the taxiway at the marked end of runway.
LDA: 880	Begins: 157m from the taxiway at the marked threshold.	Ends: 129m from the taxiway at the marked end of runway.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 40 metres	Cleared and Graded semi Width confirmed as: 40 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:25 originates 69m from the taxiway at the marked end of runway.	Approach Surface confirmed as 1:25 originates 97m from the taxiway at the marked threshold.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 20/02/2013

Appendix II – part 2

CIVIL AVIATION AUTHORITY DECLARED DISTANCES – Form CA1560C



Aerodrome: DUXFORD						
Runway: 24R	Runway True Bearing: 238.026	Dimensions: 880 x 25	Surface Type: Grass	LCG/PCN:	Runway Code: 2B	Approach Status: Visual

Calculation of Declared Distances		
TORA: 880	Begins: 129m from the taxiway at the marked threshold.	Ends: 157m from the taxiway at the marked end of runway.
TODA: 880		Ends: 157m from the taxiway at the marked end of runway.
ASDA: 880		Ends: 157m from the taxiway at the marked end of runway.
LDA: 880	Begins: 129m from the taxiway at the marked threshold.	Ends: 157m from the taxiway at the marked end of runway.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 40 metres	Cleared and Graded semi Width confirmed as: 40 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:25 originates 97m from the taxiway at the marked end of runway.	Approach Surface confirmed as 1:25 originates 69m from the taxiway at the marked threshold.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 20/02/2013

CIVIL AVIATION AUTHORITY
DECLARED DISTANCES – Form CA1560C



Aerodrome: DUXFORD						
Runway: 06R	Runway True Bearing: 58.024	Dimensions: 1503 x 32	Surface Type: Asphalt	LCG/PCN:	Runway Code: 2C	Approach Status: Visual

Calculation of Declared Distances		
TORA: 1199	Begins: At the beginning of the paved surface.	Ends: 304m before the end of the paved surface.
TODA: 1199		Ends: 304m before the end of the paved surface.
ASDA: 1199		Ends: 304m before the end of the paved surface.
LDA: 1199	Begins: At the beginning of the paved surface.	Ends: 304m before the end of the paved surface.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 40 metres	Cleared and Graded semi Width confirmed as: 40 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:25 originates 244m before the end of the paved surface.	Approach Surface confirmed as 1:25 originates 60m before the beginning of the paved surface.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 20/02/2013

**CIVIL AVIATION AUTHORITY
DECLARED DISTANCES – Form CA1560C**



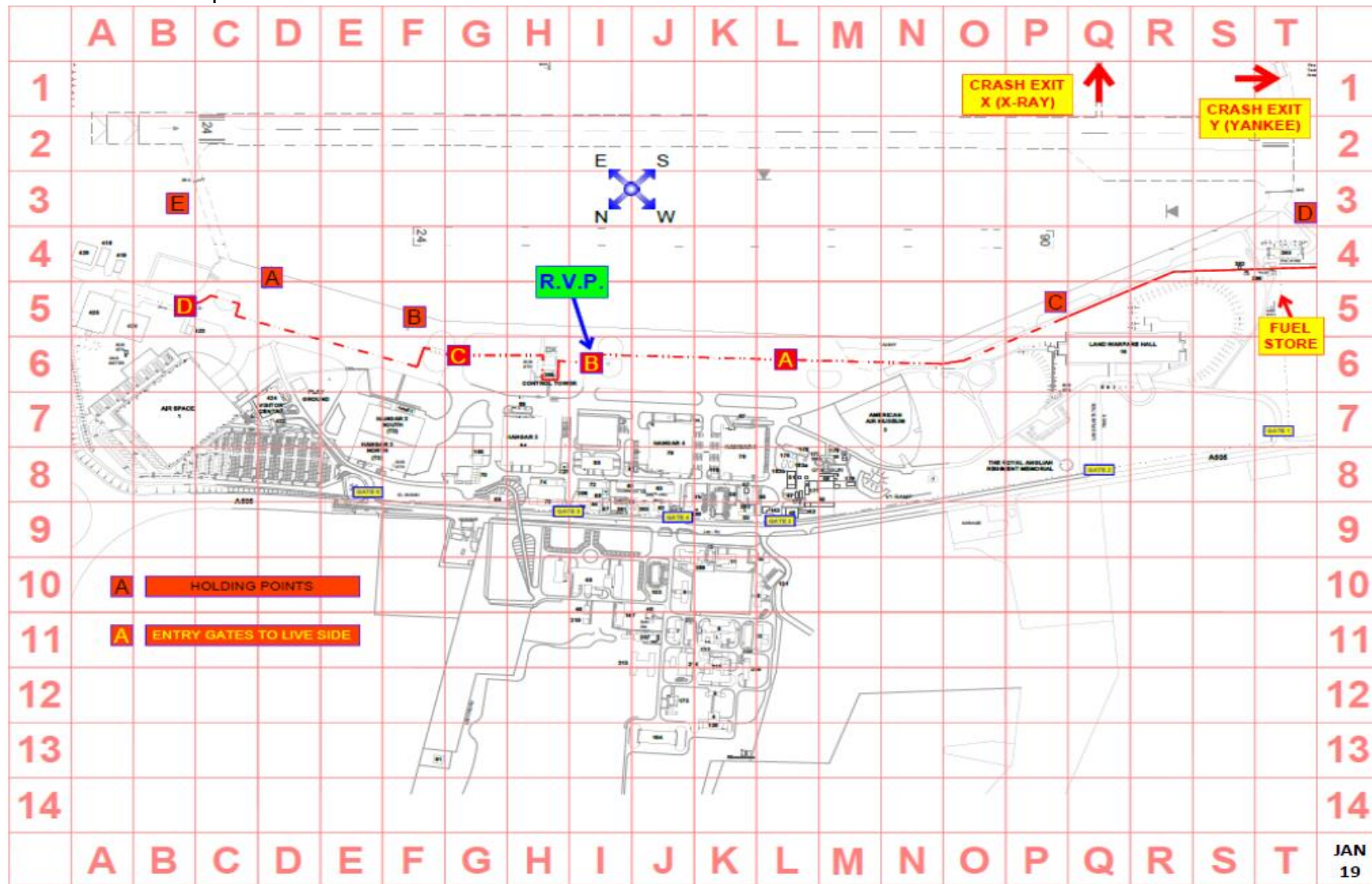
Aerodrome: DUXFORD						
Runway: 24L	Runway True Bearing: 238.037	Dimensions: 1503 x 32	Surface Type: Asphalt	LCG/PCN:	Runway Code: 2C	Approach Status: Visual

Calculation of Declared Distances		
TORA: 1199	Begins: 50m from the start of the paved surface.	Ends: 254m before the end of the paved surface.
TODA: 1199		Ends: 254m before the end of the paved surface.
ASDA: 1199		Ends: 254m before the end of the paved surface.
LDA: 1199	Begins: At the marked threshold.	Ends: 254m before the end of the paved surface.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 40 metres	Cleared and Graded semi Width confirmed as: 40 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:25 originates 194m before the end of the paved surface.	Approach Surface confirmed as 1:25 originates 10m before the start of the paved surface.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 20/02/2013

Annex A – Crash Map



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