

Appendix P.7A.A5 Operations - Rothera Visiting Aircraft Information (EGAR)

The purpose of this information is to ensure visiting aircrew are aware of the operational procedures, contact information and general guidelines when visiting Rothera.

Rothera Contact Information

R Operations Voip +44 1223 221 670 (Primary) or 671
R Operations Iridium + 881631 831 219 rcomms@bas.ac.uk
R Forecaster (12z to 21z) +44 1223 221 680 rmet@bas.ac.uk
R Field Ops Manager (FOM) +44 1223 221673 rfom@bas.ac.uk
R Station Leader (SL) +44 1223 221 672 or 674 rbc@bas.ac.uk
Cambridge Ops Manager +44 1223 221637 medi@bas.ac.uk

Emergency (out of hours only) +44 1223 221688 or 221696

BAS Web site (Air Unit home page):

<https://www.bas.ac.uk/pilots>

Use of the Airfield (Available 1100 z to 0000z Mon-Sat, Oct to Feb)

Use of Rothera Airfield requires an advanced request by the company/National Program to be made to the Cambridge Operations Manager. **Once granted use of Rothera requires a minimum of 48 hours notice by email to Rothera Operations** (include the following addresses rcomms, rbc, rmet & rfom). The email must include the following details: captain's name, aircraft type, registration, earliest arrival time, number of male and female personnel. **Final permission to arrive at Rothera will only be given on the day of intended arrival and must be requested, by phone from Rothera Operations, BEFORE departure.** In general Rothera facilities are only available to aircraft engaged in National Scientific Programs. The airfield may be available outside published hours when BAS aircraft are operating or on request. **SAR and MEDEVAC operations will be accepted outside operating hours and with minimal notice when required.**

BAS DASH 7 Point of No Return (PNR) Procedures

BAS procedures require a sterile runway and airspace at Rothera for all periods where the BAS DASH 7 has passed PNR until it has landed. Aircraft will **NOT** be allowed to takeoff, land, hold in the overhead or the vicinity of the airfield during this period. **Visiting aircraft captains MUST contact Rothera operations on the day of their intended departure for final permission and to ensure their arrival does not conflict with any DASH 7 PNR period.** Failure to adhere to this requirement will result in refusal to use the airfield and the aircraft will be directed to divert or return to the point of departure. **This requirement does not affect aircraft able to use the skiway when conditions are suitable for its use, however if the skiway becomes unusable permission will NOT be given to use the runway under any circumstances.** Aircraft captains opting to use the skiway must have a diversion option or enough fuel to hold until the runway becomes available.

Weather Forecasting and Information

During early/late season there is no forecaster available at Rothera. During the rest of the season only one forecaster may be available. He/she should only be

contacted during his/her normal working hours (1200z to 2100z); however there are days when there will be no forecaster available due to the requirement for days off.

Weather information and charts will be posted on the Air Unit pages of the BAS web site and will not normally be emailed to individuals. Requests for met information should be emailed in advance to the forecaster as the web site is not always routinely updated. For updates to the TAF and/or METAR throughout the day pilots should first contact Rothera Operations and NOT the Forecaster direct.

NOTAMs & Charts

NOTAMs and some charts (along with weather information) are available for BAS bases and operational areas on the Air Unit pages of the BAS web site.

Use of Facilities and Requests for Assistance

When on base requests for assistance with transport, fuelling, flight planning, etc. should be made to the FOM or in his/her absence the Station Leader. All requests for use of the hangar, aircraft technical support/spares, etc shall be made to the BAS Lead Aircraft Engineer or SL. All reasonable requests will be granted whenever possible. Access to the hangar and work carried out in the hangar shall be controlled and authorised by the Lead Engineer or SL. BAS does not employ cleaners and so any work area used including the hangar floor, work benches, etc are to be left clean and tidy after use. Please note that lone working by visiting personnel is not permitted in the hangar at any time (i.e. an engineer should have one of the visiting pilots with him/her if working on the aircraft unless BAS staff are present). All containers and storage areas on the base (except those allocated for storage of visiting aircraft parts) are off limits to visiting personnel.

General

Visiting personnel will be met, on arrival, by BAS staff and must be briefed on station safety procedures. This will normally be accomplished by the Station Leader.

The Captains of visiting aircraft are responsible for all crew members and passengers during their stay on base. Any issues should be brought to the attention of the Station Leader.

All visiting personnel are reminded that they are expected to ensure that all bedrooms, living areas, work areas, etc. are left clean and tidy after use. **Smoking is allowed in designated areas only and never in the hangar, anywhere on the apron, any building or wharf.** The runway may only be crossed at the designated crossing point. The tagging in/out system and actions in the event of a fire alarm (which will be explained on arrival) must be adhered to at all times. Visiting personnel are asked not to leave the base area unless escorted by BAS personnel or having first discussed their intentions with the Station Leader.

At certain periods in the year delays can be expected due to a shortage of manpower, particularly during early/late season, ship reliefs, etc. However, every effort will be made to support visiting aircraft and personnel during their time at Rothera.