

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(Secondary)
R Operations Iridium + 881631 831 219 email: rops@bas.ac.uk
R Forecaster (12z to 21z) +44 1223 221 680 email: rforecaster@bas.ac.uk
R Field Ops Manager (FOM) +44 1223 221673 email: rfom@bas.ac.uk
R Station Leader (SL) +44 1223 221 672 or 674 email: rbc@bas.ac.uk
Cambridge Ops Manager +44 1223 221 595 email: dwat@bas.ac.uk

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

BAS Web site: <https://www.bas.ac.uk> or <https://www.bas.ac.uk/polar-operations/sites-and-facilities/aircraft/pilots/>

Use of Rothera Airfield (Hours of Operation - 1100z to 0000z Mon-Sat, Oct to Feb other times on request)

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 rops, rbc, rforecaster & rfom). The email must include the following details: crew names, aircraft type, registration, requested arrival time, number of male and female personnel. **Final authorisation 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.**

Rothera Runway Restrictions, Procedures and Runway Status

BAS procedures require a sterile runway and airspace at Rothera for all periods where the BAS DASH 7 has passed the PSR until it has landed. Other aircraft will NOT be allowed to takeoff, land, hold in the overhead or the vicinity of the airfield during this period. It is also vital to establish runway status due to snow clearing, ships moored on the wharf, icebergs, runway maintenance, base construction, UAV operations, etc. Therefore it is mandatory for visiting aircraft captains to contact Rothera Operations before takeoff. It is the sole responsibility of the aircraft captain to establish the airfield status, gain final authorisation and ensure the flight is planned to avoid times where the airfield is unavailable. If a captain becomes aware the ETA may conflict with a planned DASH 7 PSR period, or other restriction, they must inform Rothera Ops as soon as possible. Failure to adhere to these requirements may result in refusal to use the airfield and the aircraft will be directed to divert or return to the point of departure. DASH 7 PSR restrictions do not affect aircraft able to use Rothera 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 during DASH 7 PSR periods. 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. When on station the duty forecaster should only be contacted by phone 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 rest days.

Requests for weather information should be emailed in advance to the forecaster with a contact email address. The forecaster will email the daily TAF list at approx. 1000z and 2100z. Additional information such as wind charts, etc. can be included on request. It is essential that aircraft captains speak to Rothera Operations before departure and do not pass messages via the Forecaster.

NOTAMs & Airfield Charts

Rothera NOTAMs are published via the standard AIS system. NOTAMs for other bases and airfield charts are available on the Air Unit pages of the BAS web site. (See bottom of the home page click on [Information for Pilots and Engineers](#)).

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 (SL). 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 areas used are to be left clean and tidy. 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.

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, construction periods, etc. However, every effort will be made to support visiting aircraft and personnel during their time at Rothera.

Personnel are required to wear Hi visibility clothing when on aircraft manoeuvring areas at all times.