

Issued: 01 December 2014

Rescue and Fire Fighting Service Task and Resource Analysis

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	All Aerodrome Licence/Certificate Holders
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 This Information Notice supersedes IN-2013/149 (issued on 26 September 2013) and IN-2014/021 (issued on 30 January 2014) of the same title, both of which have now expired. It is re-issued with a new IN reference number as the content has been reviewed and updated and remains valid to aerodromes following UK licensing requirements, and those that now operate to the requirements of Commission Regulation (EU) 139/2014.
- 1.2 A key tool in assessing the requirements for an aerodrome Rescue and Fire Fighting Service (RFFS) is a Task and Resource Analysis (TRA). The CAA has reviewed the arrangements for assessing the outcome of a TRA and no longer agrees minimum staffing levels (see paragraph 4 below).

2 Scope

- 2.1 The TRA should clearly define the aim and objectives of the aerodrome RFFS, and the tasks that personnel will be expected to carry out, including extraneous duties that are carried out whilst personnel are forming part of the minimum crewing level.
- 2.2 It is recommended that when the RFFS constructs or reviews the TRA, the TRA is developed in coordination with the local Fire and Rescue Authority (FRA), so that both organisations fully understand those activities expected to be carried out by each.

- 2.3 The TRA should consider issues such as the expectation of the aerodrome RFFS to control and extinguish fires in the critical area¹ and to initiate the rescue of those aircraft occupants unable to make their escape without direct aid. Through the TRA process aerodromes should collaborate with their local FRA to identify what is meant by 'Initiate Rescue' and once agreed, this should be clearly defined in the TRA. It is recommended that the outcome is **agreed** with the aerodrome Accountable Manager and the local FRA(s).
- 2.4 Additionally, the TRA should be shared with the Local Resilience Forum (England), the Regional Resilience Partnership (Scotland), the Wales Resilience Forum (Wales) or the Civil Contingencies Group (Northern Ireland). This is in order for them to consider the resources of the RFFS in their planning to comply with their legal duties regarding the planning for a major transport (aircraft) accident.

3 Task and Resource Analysis Guidance

- 3.1 Guidance on the TRA process is contained in CAP1150, which is available in the publications area of the CAA website. CAP1150 will be subject to regular review in line with CAA policy.
- 3.2 The Chief Fire Officers Association (CFOA), through its Directorate Programme, has issued guidance to all UK Fire and Rescue Authorities on the subject of Aerodrome Task and Resource Analyses.

4 CAA Oversight

- 4.1 Through ongoing oversight of licensed/certificated aerodromes, CAA Inspectors will seek assurance that: -
- a) Adequate equipment, fire extinguishing agents and sufficient competent personnel are available in a timely manner;
 - b) A TRA has been carried out taking into account relevant guidance material and the outcomes have been agreed with relevant stakeholders as described above;
 - c) A TRA review process is in place;
 - d) Any proposed changes to the TRA, following a review, are subject to the change management process outlined in the aerodrome's Safety Management System (SMS) ADR.OR.B.040.

5 Queries

- 5.1 Any queries or further guidance required as a result of this communication should be addressed to:

Airspace, ATM and Aerodromes
Safety and Airspace Regulation Group
Civil Aviation Authority
2W Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
E-mail: aerodromes@caa.co.uk

6 Cancellation

- 6.1 This Information Notice will remain in force until further notice.

¹ ICAO (Doc 9137) Airport Services Manual (Part 1) Rescue and Fire Fighting