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### Overview

This unit is about preparing for and planning your support role in operations. The unit applies to all types of spontaneous incidents and pre-planned operations (e.g. public order, sporting events, Royal visits, co-ordinated structured searches or firearms operations).

You will need to prepare yourself, team and equipment for the operation. This means being clear about your roles and responsibilities, obtaining the right equipment and completing the necessary documentation, carrying out all safety checks and gathering information

You will need to show that you carry out your role and responsibilities according to the brief, using authorised equipment correctly, brief others who you will be working with and co-ordinating your actions with others involved in operations.

#### **There are 2 elements**

- 1 Prepare for flight operations
- 2 Plan for flight operations

#### **Target Group**

Those employed in an Air Observer role

### Performance criteria

#### Prepare for flight operations

*You must be able to:*

- P1 dress in the appropriate clothing and equipment in accordance with recognised procedures and guidelines
- P2 monitor working conditions to ensure that legal and regulatory requirements and organisational procedures are adhered to
- P3 adhere to unit safety policy and procedures for personal safety and that of others
- P4 configure the aircraft appropriately and prepare the cabin prior to operation
- P5 effectively and safely fuel aircraft and safely handle fuel additives where appropriate
- P6 carry out the correct actions in cases of fuel spillage and carry out post refuelling procedures safely
- P7 carry out the required **safety checks** on the aircraft and the **equipment** and if defective report to the relevant persons
- P8 report any potential hazards to the appropriate authority
- P9 identify and confirm your specific role and the roles of others within the operation
- P10 gather, clarify and review all the available information and intelligence in relation to your role in the operation
- P11 obtain the necessary equipment and documentation to allow you to perform your role within the operation. If equipment is defective refer to the appropriate authority
- P12 where appropriate, undertake safe aircraft handling on the ground
- P13 deliver a safety briefing appropriate to relevant personnel
- P14 maintain relevant accurate documentation

#### Plan for flight operations

*You must be able to:*

- P15 obtain and assess all relevant information and intelligence in relation to your task in the operation when requests are made for the aircraft
- P16 obtain weather information and apply an assessment of the weather information to air operations
- P17 communicate effectively with pilot and crew regarding weather conditions
- P18 assess suitability for the deployment of the aircraft with the crew and make a decision to deploy/not deploy the aircraft
- P19 provide a rationale for the deployment/non deployment of the aircraft and fully document all decisions in line with current legislation and policy
- P20 carry out planning appropriate to the circumstances and conduct an accurate risk assessment, identifying any flying restrictions
- P21 ensure the safety of aircraft and others within immediate aircraft vicinity
- P22 ensure that you have **relevant authorisations** for the operation

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## Prepare and plan for flight operations

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P23 brief all **relevant personnel** on roles and responsibilities during the operation

### Knowledge and understanding

*You need to know and understand:*

#### Legal and organisational requirements

- K1 current relevant legislation, policies, procedures, codes of practice and guidelines for the preparation and planning of operations
- K2 current relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current relevant legislation and organisational requirements in relation to health and safety

#### Preparing for operations

*You need to know and understand:*

- K4 the different ways of configuring the aircraft
- K5 how to fuel the aircraft safely
- K6 how to handle fuel additives where appropriate
- K7 how to deal with fuel spillages
- K8 how to carry out the necessary safety checks
- K9 how to identify and obtain the required resources and equipment for operations

#### Planning operations

*You need to know and understand:*

- K10 the composition and diversity of the local community
- K11 the issues to be addressed by the operation
- K12 how to determine the objectives of the operation
- K13 show to plan operations
- K14 the principles of developing a plan for operations
- K15 the importance of reviewing information and intelligence in relation to operations
- K16 the sources of information and intelligence in relation to operations
- K17 how to obtain and interpret weather information
- K18 how to conduct risk assessments in relation to operations
- K19 the types of contingency measures that may be required to counter risks
- K20 how to liaise with relevant others to identify joint actions and interests
- K21 the range of factors that must be taken into account when planning operations
- K22 the resource requirements for operations within your area of responsibility
- K23 the types of authorisations that may be required and how to obtain them

#### Record keeping

*You need to know and*

- K24 the importance of keeping accurate records

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*understand:*

K25 the types of records that must be completed

K26 the reasons for fully recording decisions, actions, options and rationale

### **Responsibility within procedures**

*You need to know and understand:*

K27 in appropriate circumstances how to demonstrate the correct aircraft marshalling signals

K28 in appropriate circumstances how to undertake safe aircraft handling on the ground

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### Additional Information

#### Scope

- 1. Safety checks**
  - 1.1 tie down procedures
  - 1.2 fuel sampling and testing
  - 1.3 ground power units
- 2. Equipment**
  - 2.1 personal protective equipment
  - 2.2 operational equipment
- 3. Relevant personnel**
  - 3.1 pilot
  - 3.2 passengers
  - 3.3 statutory agencies
  - 3.4 other external agencies
- 4. Relevant Authorisations from**
  - 4.1 RIPA
  - 4.2 CAA
  - 4.3 Senior Investigating Officer
  - 4.4 Duty Officer

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<b>Developed by</b>	Skills for Justice
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<b>Version number</b>	1
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<b>Originating organisation</b>	Skills for Justice
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<b>Original URN</b>	ZK101
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<b>Relevant occupations</b>	Public Services; Public Service and Other Associate Professionals
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<b>Suite</b>	Policing and Law Enforcement
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<b>Key words</b>	Air, Support, aircraft, flight, passengers, pilot, specialist, tactical, safety
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