**Statement of Requirement the Provision of Airfield Wildlife Control Services Southern Region v1.0**

1 Jul 21

| Ref | Requirement |
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| **A** | **General Requirements** |
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| **A.1** | **Scope of Requirement** |
| A.1.a | The Contractor shall provide an effective and efficient wildlife control system in accordance with the regulation and guidance given in the Military Aviation Authority (MAA) Regulatory Article (RA) 3270 and the RA 3500 series. The specified references shall be deemed to imply the current editions as from time to time amended. The aim is to reduce the presence of hazardous birds[[1]](#footnote-2) and wildlife in and around the vicinity[[2]](#footnote-3) of the aerodromes at RAF Benson, RAF Brize Norton, RAF Northolt and RAF Odiham by means of observation, recording, reporting and survey, assessing the local wildlife population, wildlife behaviour and the effect on aircraft flying at or near that aerodrome, and taking appropriate action to reduce the hazard. Where wildlife control activity is necessary outside the boundaries of the aerodrome, the Contractor shall liaise directly with occupiers of land in the vicinity and Airfield Wildlife Control Units (AWCU) at neighbouring aerodromes (i.e. within the 13km safeguarding zone) with a view to reducing the air safety risk posed by that site. |
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| **A.2** | **Definitions** |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. |
|  | Definition | Interpretation |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor’s Personnel which is contrary to the MOD’s interests is considered personal use. |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. |
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| **A.3** | **Abbreviations and Acronyms** |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used. |
|  | Abbreviation or Acronym | Interpretation |
|  | AAP | Aerodrome Access Permit |
|  | AO | Aerodrome Operator (as defined in RA 1026) |
|  | AS | Air Systems |
|  | ATC | Air Traffic Control |
|  | ATM | Air Traffic Management |
|  | AWC | Airfield Wildlife Control |
|  | AWCU | Airfield Wildlife Control Unit |
|  | AWCMP | Airfield Wildlife Control Management Plan  |
|  | BM | Battlespace Management |
|  | BML | Birdstrike Management Ltd |
|  | CAP | Civilian Air Publication |
|  | DAMDASOR | Defence Aerodrome ManualDefence Air Safety Occurrence Report |
|  | DefStan | Defence Standard |
|  | DIO | Defence Infrastructure Organisation |
|  | DO | Designated Officer |
|  | IBSC | International Bird Strike Committee |
|  | ICAO | International Civil Aviation Organisation |
|  | LGP | Long Grass Policy |
|  | MAA | Military Aviation Authority |
|  | MOD | Ministry of Defence |
|  | OC | Officer Commanding |
|  | PSC | Periodic Standards Check |
|  | RA | Regulatory Article |
|  | RAF | Royal Air Force |
|  | SATCO | Senior Air Traffic Control Officer |
|  | SC | Security Check |
|  | SoR | Statement of Requirement |
|  | SyO | Security Officer |
|  | TB | Technical Bulletin |
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| **A.4** | **References** |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. |
|  | Requirement / Reference | Version | Source |
|  | RAF BM Force Orders | 1.0 |  |
|  | CAP 772 | V 2 20/10/2017 | <http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=detail&id=2726> |
|  | Data Protection Act 2018 | 2018 c. 12  | <https://www.gov.uk/government/collections/data-protection-act-2018>  |
|  | DefStan 00-251 | Dated 5/2/2016 | <https://www.gov.uk/uk-defence-standardization>  |
|  | Government Security Classifications | 1.1 May 2018 | <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf>  |
|  | IBSC Standards for Aerodrome Bird/Wildlife Control | Oct 2006 | <http://www.int-birdstrike.org/best_practice.htm> |
|  | RA 1026 | Issue 4 | <https://www.gov.uk/government/publications/regulatory-article-ra-1026-aerodrome-operator>  |
|  | RA 3100 (Approved Organisation Scheme) | Issue 4 | <https://www.gov.uk/government/publications/regulatory-article-ra-3100-air-traffic-management-atm-approved-organization-scheme-aaos-application-process-and-validity-of-approval>   |
|  | RA 3120 (ATM Equipment Standards) | Issue 2 | <https://www.gov.uk/government/publications/regulatory-article-ra-3120-air-traffic-management-atm-equipment-standards>  |
|  | RA 3130 (ATM Equipment Safety) | Initial Issue | <https://www.gov.uk/government/collections/3000-series-air-traffic-management-regulations-atm>  |
|  | RA 3267 (Aerodrome vehicle marking and lighting requirements) | Initial Issue | <https://www.gov.uk/government/publications/regulatory-article-ra-3267-aerodrome-vehicle-marking-and-lighting-requirements>  |
|  | RA 3270 (Aerodrome wildlife control) | Issue 3 | <https://www.gov.uk/government/publications/regulatory-article-ra-3270-bird-control>  |
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| **A.5** | **Site** |
| A.5.a | The Site for the delivery of all services is RAF Benson, RAF Brize Norton, RAF Northolt and RAF Odiham. The term aerodrome relates to all areas of the Station; this shall include station hangars, which can have their doors open for protracted periods. For the purposes of this SoR the service is to be delivered within the confines of the aerodrome and the subsequent Plan B listed when required. The Contractor will have access to the Plan B for each aerodrome. |
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| **A.6** | **Security** |
| A.6.a | The Contractor is to ensure that all of the Contractor’s Personnel have Security Check (SC) clearance. Contractor’s Personnel without SC clearance will not be permitted access to MOD facilities. |
| A.6.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. |
| A.6.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. |
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| **A.7** | **Site Access** |
| A.7.a | Airfield driving permits will be required for all operators, obtained from the Unit. The Contractor shall ensure all personnel are qualified and remain current. |
| A.7.b | The Contractor will ensure that any Contractor Personnel that may be required to cover another airfield at short notice are to be qualified to operate on that airfield. |
| A.7.c | The security requirements at each Unit may vary. The Contractor is to liaise with Unit security personnel to ensure their personnel comply. |
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| **A.8** | **Safety and Environmental Provisions** |
| A.8.a | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy. |
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| **A.9** | **Hours of Operation and Times of Delivery** |
|  | Aerodrome opening hours vary. To ensure that the airfield is clear of birds before flying commences, AWCUs shall be active well in advance. The current airfield opening hours for the aerodromes covered by this requirement are detailed at Annex B; these may be subject to change. The Contractor will be expected to be flexible and absorb minor changes in opening hours, which will be notified locally. Working schedules are to be agreed locally between the Contractor and the aerodrome. Significant changes to aerodrome opening hours will be formally notified in advance and may result in a Contract Amendment. This would be subject to the Contract Change process as defined in the Terms and Conditions.In the event of an emergency call-out, the Contractor will respond as required. On the occasions this may require AWC cover to increase to 24 hours a day at Units where this is not normally required. Wherever possible, the Contractor will be provided with a minimum of 24hrs notice for any standby commitments. Any shorter notice commitments (less than 24hrs notice) will be subject to agreement between the Contractor and the AOs representative. |
| **A.10** | **Quality Assurance** |
| A.10.a | The Contractor shall provide appropriate evidence of certification ISO 9001:2008 Edn 3 provided by a third party certification body which has been accredited by the United Kingdom Accreditation Service (UKAS) or by a signatory to the International Accreditation Forum-Multi Lateral Agreement (IAF-MLA). |
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| **A.11** | **Contract Monitoring** |
| A.11.a | For the purposes of Contract monitoring, representatives of the Contractor will routinely report to the DO on the performance of the Contract. A template of the report can be found in RAF Space and BM Force Orders. This report shall include, but will not be limited to, evidence of initial and refresher training of AWCU operatives. |
| A.11.b | The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. |
| A.11.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. |
| A.11.d | In conjunction with the AOs representative[[3]](#footnote-4), the Contractor is to action relevant recommendations from the annual Periodic Standards Check report. The Periodic Standards check is an independent standard check of the AWC Units employed at MOD aerodromes. The Contractor will be provided an opportunity to comment on the report if required by the Authority. |
| A.11.e | On a monthly basis the Contractor is to evaluate and analyse habitat management issues raised within the monthly reports and provide feedback to AOs representative. This report will also be monitored by the MODs independent consultant who will liaise with the Contractor to share good practice and advice. Wildlife control reports are to be retained by the Contractor for a period of 5 years. |
| **A.12** | **Government Furnished Assets** |
| A.12.a | The Authority shall allot office space for the Contractor’s use at RAF Benson, RAF Brize Norton, RAF Northolt and RAF Odiham which the Contractor shall be entitled to use on ordinary loan for the purpose of the Contract and for no other purpose whatsoever, unless the prior written approval of the Authority has been obtained. The Authority reserves the right to vary the numbers and types of offices allotted to the Contractor. |
| A.12.b | Immediately prior to occupation the Contractor shall agree separately with the Unit a Schedule of State and Condition of Fixtures and Fittings in respect of the allotted buildings. The Contractor shall ensure that all defects to buildings are reported for rectification promptly. |
| A.12.c | The Contractor shall ensure that fire precautions and other security measures are taken in the allotted buildings in accordance with the Authority's current instructions. |
| A.12.d | The Contractor shall not alter or modify any buildings, electrical services or the connection of machinery etc., nor construct any new buildings or structures without the prior approval of the Unit. Where such approval is given the work shall be carried out to the satisfaction of the Unit. |
| A.12.e | The Contractor shall be responsible for the cleanliness of all offices, buildings, facilities and their surrounds allotted under this Contract. |
| A.12.f | The Authority shall provide water, gas and electricity, free of charge to the Contractor for the purpose of carrying out the Contract. The Contractor shall take all reasonable precautions to ensure due economy consistent with efficiency in the use of such services. The Authority shall also be responsible for maintenance of the accommodation fabric, including such services as cleaning, removal of waste and window cleaning. |
| A.12.g | Copies of all certificates and insurances etc. required within the support of this Contract are to be openly displayed within the AWC accommodation and available for scrutiny by the Authority or his representative as required. |
| A.12.h | The Authority will provide consumable items necessary for the fulfilment of the task; including but limited to, F6658 Duty Operators Watch Log, F2943 Weapons Signing Book and disposable tissue roll, as required. |
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| **A.13** | **Personnel Qualification Requirements** |
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| A.13.a | The AWC personnel are to receive training prior to their initial engagement as airfield wildlife controllers. Training for AWC personnel is to be documented and records of it shall be retained to satisfy periodic reviews, audits, and competence checks; these are to be made available on request. Training of AWC personnel shall be conducted by qualified AWC personnel, or specialists with proven experience in this field. |
| A. 13.b | Wildlife control initial training shall, as a minimum, address the following general areas:An understanding of the nature and extent of the airfield wildlife management problem, and local hazard identification.An understanding of the national and local regulations, standards, and guidance material related to airfield wildlife management programs (use of best-practice models).Appreciation of the local wildlife ecology and biology, including (where applicable) the importance of good airfield grass management policies, and the benefits they can deliver to wildlife control.The importance of accurate wildlife identification and observations, including the use of field guides.Local and national laws and regulations relating to rare and endangered species, and species of special concern, and the Aerodrome Operator policies relating to them.Wildlife strike remains collection, and identification policies and procedures.Long-term (passive) control measures, including on and off aerodrome habitat management, including identification of wildlife attractions, vegetation policies, air navigation aids protection, and drainage system, and water body management practicalities.Short-term (active) tactical measures, using well established effective wildlife removal, dispersal, and control techniques.Documentation of wildlife activities and control measures, and reporting procedures (the AWCMP).Firearms and field safety, including the use of personal protective equipment.Wildlife strike risk assessment and risk management principles, and how these programs integrate with the aerodrome’s safety management system. |
| A.13.c | The Contractor shall ensure that their AWC personnel remain qualified and competent in the role. This could be achieved either by regular refresher training or another system of monitoring, acceptable to the Authority. The maintenance of competence shall include, but not limited to, the areas in A.13.b, and include:Reviewing firearms safety.Changes in the local environment.Changes in risk management policy.Recent wildlife events at the aerodrome.Improvements in active and passive measures.Any other matters the AO deems appropriate. |
| A.13.d | AWC personnel shall be fully aware of the conditions and terms of the operations of the aerodrome environment. To facilitate this, personnel shall receive appropriate training, including:Aerodrome airside driver training, including aerodrome familiarisation; air traffic control communications; signs and marking; navigational aids; aerodrome operations, and safety and other matters the Aerodrome Operator deems appropriate. Aircraft familiarisation, including identification, engine design, and impact of wildlife strikes on aircraft.The Contractor shall ascertain which elements of training can be provided by the MOD at each station. |
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| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
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| **B** | **Deliverable Requirements** |  |  |  |
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| B.1 | Provide suitable 4-wheel drive vehicles with appropriate equipment to enable operations on an airfield day and night and in all weather.  | The radio equipment is to meet the requirements of the in-service system at the relevant Unit.The Contractor shall obtain and confirm full Airside Insurance cover prior to operating any vehicle on the Movement Area. | As required to cover the task. | Replacement vehicles are to be available to any of the Stations simultaneously for use within 2 hours in the event of an unforeseen breakdown or vehicle unavailability.Vehicle must be in compliance with RA 3267.Foreign Object Debris resistant tyres.A two-way radio tuned to the appropriate ATC frequency. Contractors will need to provide radios capable of meeting the following specification: 405 - 425 MHz with 25 KHz channel spacing, CTCSS Tones, Frequency Modulation.Information on the frequencies allocated to each Unit, for the new radios, can be obtained from the Defence Spectrum Organisation, Blandford. An acoustic bird distress call scaring system loaded with appropriate distress calls tailored for their specified sites. |
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| B.2 | Provide suitable qualified and experienced operators. |  | As required to cover the task at each Station. | The Contractor shall provide an initial training course that provides initial AWC training. This course shall, as a minimum, address the areas highlighted in the standard of performance in A.13.a, A.13.b and A.13.d.It shall be ensured that the Contractors AWC Personnel maintain competence in the role. Annual refresher training shall be provided in line with CAP 772 Chapter 8 and A.13.a, A.13.b, A.13.c, and A.13.d.In accordance with current regulations, report all bird strike occurrences and assist with the recovery, identification and disposal of bird remains involved in bird strikes on aircraft. Photographic evidence of remains shall be attached to the documentation and a copy submitted to remains@birdstrike.co.uk for independent identification verification. The Contractor shall provide all necessary health and safety equipment required for the task. |
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| B.3 | The Contractor shall be required to provide a regional manager, based at one of the aerodromes within the region, with relevant experience on bird control matters. |  |  | On a monthly basis evaluate, analyse and action actual or potential bird control problems highlighted within the monthly reports within their region. As required, report on potential bird strike hazard(s) within the safeguarded area (Plan B) for example, but not restricted to, those created by conservation, industrial or commercial development.Provide information on AWC matters to Station, on a quarterly basis, through an appropriate Safety Management forum.Provide input on relevant DASORs; this may be delegated to the AWCU operators.On a monthly basis evaluate and analyse habitat management issues raised within the monthly reports and provide feedback to the AOs representative of all Units.Attend, as required, Habitat Management meetings at all Units.Provide input into the maintenance of all the AWCMP as required.Provide subject matter expert advice to the Station, and Contractors working for the Station, on how to reduce airfield wildlife hazards within current and planned infrastructure. This can be done at flight safety meetings or on request when the situation dictates. |
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| B.4 | Make and maintain auditable electronic records of all AWCU activities. | This shall allow reports, analysis and photographic evidence to be produced and sent electronically to relevant parties. | As required for the task. | IBSC best practice Standard 3 Entries shall be made at least every 15 minutes whilst on AWC duties.Contemporaneous data entries shall include the following:* Operator on duty, (time on/off AWC duties).
* Time of data entry.
* Wildlife activity.
* Areas visited.
* Species.
* Numbers and behaviour.
* Dispersal action.
* Reaction to dispersal.
* “Nil seens”.
* Birds flying over.
* Birds killed.
* Eggs and nests destroyed.
* Equipment serviceability.
* Consumption of stores including bird scaring and shotgun cartridges used.
* Vehicle mileage.
* Bird strike occurrences.
* Liaison activities.
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| B.5 | Develop an optimum monitoring programme to visit those sites within the safeguarded Plan B area. | In CAP 772: ‘The term 'in the vicinity' (or aerodrome surroundings) is interpreted to mean land or water within 13 km of the aerodrome reference point and to landfill and waste disposal sites as defined under relevant UK legislation.’ | As required for the task. | Identify and record areas of local bird concentration within the area of the Plan B and, at the discretion of AO and with the approval of local landowners, take action to counter associated hazards. |
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| B.6 | Develop an optimum monitoring programme to visit those sites within or adjacent to the safeguarded area (Plan B) upon which planning constraints, for the purposes of bird control, have been imposed by the Local Planning Authority. | The sites shall be visited at the appropriate time of day and/or year to ensure optimum monitoring.New sites with planning constraints may be added to the monitoring list by the Authority.In CAP 772: ‘The term 'in the vicinity' (or aerodrome surroundings) is interpreted to mean land or water within 13 km of the aerodrome reference point and to landfill and waste disposal sites as defined under relevant UK legislation.’ | RAF Benson:* Crowmarsh Battle farm Composting Site.

RAF Brize Norton:* Waste disposal site near Stanton Harcourt.

RAF Northolt:* Stocker’s lane, Colne Valley
* Ruislip Lido
* Victoria Industrial Estate
* Denham Country Park
* Hillingdon Outdoor Activity Centre
* Sites of mutual interest to both Heathrow and Northolt within the overlapping safeguarded areas.

RAF Odiham: * Nil notified at present.
 | Identify and record areas of local bird concentration within the area of the Plan B and, at the discretion of AO and with the approval of local landowners, take action to counter associated hazards. |
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| B.7 | Complete a monthly report of activities, through the AOs representative, to Space and BM FHQ SO2 Airfields via email. | The following are also to be included as information addressees on the distribution: Station Executives (as agreed with the AO) and the Authority’s independent AWC consultant. | As required for the task. | Monthly reports shall be provided within seven working days of the end of the month.  |
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| B.8 | Conduct aerodrome wildlife culling programmes on behalf of the Authority. | The term aerodrome relates to all areas of the Station. Maps will be provided.This will usually be birds however on Units where certain mammals are of a concern to flight safety the Contractor shall cull where licences allow.The Contractor is responsible for the safe storage of weapons and ammunition at all times. MOD policy states that weapons cannot be left in a vehicle unattended; therefore, a Rasper Gun cabinet shall be fitted to the vehicles.The Contractor is responsible for the procurement of weapons, ammunition and safety equipment to ensure that lethal control can be provided in a safe manner.The amount of culls will be dependent on the risk at the aerodrome taking into account licences required and bird types. | As required for the task. | The Contractor shall be fully compliant within the terms of the Class Licence and/or other Special Species Specific Licences issued by Natural England.All Contractor’s AWC Personnel shall hold both a valid Firearm Certificate and a Shotgun Certificate as issued by the local police authority.Weapons and ammunition fit for purpose and utilized correctly as recommended in CAP 772.The Contractor is responsible for the safe storage and discharge of weapons at all times and must comply with MOD/Station policy.Secure gun cabinets shall be provided, by the Contractor, at each Unit. Cabinet keys are to be held in wall blisters. Blister combinations are to be held solely by AWC personnel and the Station SyO as appropriate. |
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| B.9 | Monitor the condition of the aerodrome habitat on a weekly basis. | It is MOD Policy that, unless a waiver has been granted by the MAA, a long grass policy (LGP) as determined by Unit AWCMP and iaw RA 3270, shall be in place. | As required for the task. | Provide the AOs representative with a graphical data of grass lengths over the airfield, both on a person-to-person basis and through the monthly reports. This is to take into account the LGP policy asset out in Unit AWCMP. |

**Annex A to Statement of**

**Requirement for the Provision of**

**Airfield Wildlife Control Services**

**Southern Region**

**Government Furnished Assets (GFA)**

|  | **Government Furnished resources (GFR)** | **Government Furnished Facilities (GFF)** |
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| **Description** | F6658, F2943, disposable tissue roll, other consumable items. | Office space within a suitable building with adequate furniture for the task. |
| **Quantity** | N/A | 1 office. |
| **Terms of Loan** | N/A | Whether under DEFCON 76. |
| **Task** | N/A | Office administration. |
| **Date of Supply and Return** | N/A | Duration of the Contract. |
| **Location of Supply** | SPFS / Unit stores | N/A |
| **Reporting** | N/A | Form and frequency |
| **Maintenance Responsibilities** | N/A | The MOD is responsible however the Contractor is responsible for reporting defects. |
| **Force Majeure / Relief / Compensation** | Reasonable usage applies | The supply is on a reasonable endeavours basis only |

**Annex B to Statement of**

**Requirement for the Provision of**

**Airfield Wildlife Control Services**

**Southern Region**

**Current Aerodrome Opening Hours (all times UTC)**

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| Benson | Weekdays: Monday to Thursday 0830- Sunset, Friday 0830-1800.Weekends: Saturday only; 0900-1700 (Summer), 0900-1600 (Winter)Extended Day andNight Flying: Nil. |
| Brize Norton | BCU cover required 24 hours per day throughout the year. |
| Northolt | Weekdays: Monday-Sunday (incl) 0800-0200hrs.Weekends: Included within the above.Out of hours flying: Extensions of the above times may be required. |
| Odiham | Weekdays: Monday-Thursday 0800-0200hrs, Friday 0800-1700hrs.Weekends: BCU cover not normally required.Night Flying: Included within the above. |

**Annex C to Statement of**

**Requirement for the Provision of**

**Airfield Wildlife Control Services**

**Southern Region**

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| **KPI No.** | **KPI Description** | **Method of Monitoring** | **KPI Owner** |
| 1 | Wildlife Aircraft Strike Rate: The Contractor is to employ best practice to reduce the presence of wildlife on each airfield. Any trend of/sudden increased risk of a strike is be reported immediately. | All occurrences of increased risk of a strike to be reported immediately by the Contractor's Personnel to the Unit representative or the designated deputy on duty at the time. | Designated Officer |
| 2 | Contractor Readiness: | Contractor readiness over the past month to be reported in Contractor's monthly reports and verified by the Unit representative. Any failings identified at any time are to be rectified within timescales agreed with the Unit representative. Progress on rectification to be reported in future monthly reports until rectification is complete. Personnel training/qualification register to be maintained by the Contractor, available for review on request. | Designated Officer |
|   | Contractor Personnel attendance - all aerodrome opening hours covered (e.g. any absences covered, response to minor variations in aerodrome opening hours, responsiveness to any surge requirements). |
|   | Vehicle availability - Contractor Airfield Wildlife Control vehicles to be available for duties at all times and, in the event of unserviceability, replacement on site within 2 hours. |
|   | Personnel competence - all personnel training/qualifications up-to-date. |
| 3 | Periodic Standards Check (PSC) Compliance: Evidence that where within their remit, the Contractor has responded and complied with PSC recommendations (noting that some will be outwith their control). | Reported in Contractor's Monthly Reports and verified by the Unit representative. | Designated Officer |
| 4 | Contractor Records: Maintenance of auditable electronic records iaw the requirements of the SOR i.e. records of personnel qualifications, licenses, statistics etc. | Available for review on request/spot checks (minimum of once per year). | Designated Officer |
| 5 | Safeguarding: Evidence of site visits conducted in the Plan B area. | Available for review on request/spot checks (minimum of once per year). | Designated Officer |
| 6 | Contractor Subject Matter Expert (SME) support: Provision of advice as required, including provision of reports, attendance and input at meetings, and proactive engagement on AWC issues at each Unit. | As required - Reported/confirmed at Annual Review. | Designated Officer |

**Annex D to Statement of**

**Requirement for Provision of**

**Airfield Wildlife Control Services**

**Eastern Region**

**Sample Monthly Report For Use by Airfield Wildlife Control Units**

RAF/MOD

AERODROME WILDLIFE CONTROL UNIT

MONTHLY REPORT

MONTH/YEAR

Aerodrome Wildlife Control Unit

ATC

RAF

Tel:

Civ:

Email DII:

Email External:

**Summary**

Changes in active control?

Notable habitat development/issues?

Weather?

AS movement rates?

**Bird Activity**

Any high concentrations of birds or sightings of hazardous species which are unusual. Details of where birds are favouring on the airfield e.g. if corvids are always feeding in a specific area.

**Habitat Management**

Any issues e.g. grass too long/too short/weeds/vegetation growth.

Details of any progress e.g. grass cutting regime changed/trees removed.

**Hangars**

Any issues with birds in hangars/work to reduce this.

**Grass Height**

See example graph for grass area below.

Comments on grass management e.g. grass areas A and B full of weeds/area cut too short/areas F and G not cut and too long.

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| --- | --- | --- | --- | --- | --- | --- |
| **Month**  | **Area A**  | **Area B**  | **Area C**  | **Area D**  | **Area E**  | **Area F**  |
| **January**  |   |   |   |   |   |   |
| **February**  |   |   |   |   |   |   |
| **March**  |   |   |   |   |   |   |
| **April**  |   |   |   |   |   |   |
| **May**  |   |   |   |   |   |   |
| **June**  |   |   |   |   |   |   |
| **July**  |   |   |   |   |   |   |
| **August**  |   |   |   |   |   |   |
| **September**  |   |   |   |   |   |   |
| **October**  |   |   |   |   |   |   |
| **November**  |   |   |   |   |   |   |
| **December**  |   |   |   |   |   |   |

**Observations/Recommendations**

Any other observations and recommendations e.g. grass needs cutting despite requests being put in, birds are utilising X trees, there is and issue with the pig farm to the east of the airfield.

**Training**

Details of courses attended by AWCU or SATCO/BCO

**Off Airfield Monitoring**

List sites visited and provide numbers of each large hazardous species present e.g.

X landfill:

Carrion Crow 23

Herring Gull 300

LBB Gull 850

X Lake:

Mute Swan 22

Canada Goose 38

**Equipment**

Any issues with equipment e.g. distress call system not working, shotgun not available.

Any new equipment procured.

Comparison to last year’s/months usage.

**Equipment Usage**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bird Scaring Cartridges**  |   | **Total BSC used in 2020**  |   |
|   |   | **Total BSC used in 2021**  |   |
| **Shotgun Cartridges**  |   | **Total SGC used in 2020**  |   |
|   |   | **Total SGC used in 2021**  |   |
| **Air rifle pellets**  |   | **Total pellets used in 2020**  |   |
|   |   | **Total pellets used in 2021**  |   |
| **Vehicle Mileage**  |   | **Total mileage in 2020**  |   |
|   |   | **Total mileage in 2021**  |   |

**Lethal Control**

Notes e.g. shotguns have now been procured and training on the weapons and lethal control will recommence in Aug.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Species  | Number  | Location  | Comments  |
|   |   |   |   |   |
| Total number of birds destroyed  |   |   |   |

Egg and nest removal

E.g. number of nests of species. Removed from location

**Bird Strikes on Airfield**

**Details of this month’s On Airfield bird strikes**

|  |  |  |
| --- | --- | --- |
| Date  | Species  | Number of Birds  |
|   |   |   |
| Total number of on-airfield bird strikes  |   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| On airfield Bird Strike record   | **Jan**  | **Feb**  | **Mar**  | **Apr**  | **May**  | **Jun**  | **Jul**  | **Aug**  | **Sep**  | **Oct**  | **Nov**  | **Dec**  |
| 2020  |   |   |   |   |   |   |   |   |   |   |   |   |
| 2021  |   |   |   |   |   |   |   |   |   |   |   |   |

**Details of this month’s Off Airfield bird strikes**

|  |  |  |
| --- | --- | --- |
| Date  | Species  | Number of Birds  |
|   |   |   |
| Total number of on-airfield bird strikes  |   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Off airfield Bird Strike record   | **Jan**  | **Feb**  | **Mar**  | **Apr**  | **May**  | **Jun**  | **Jul**  | **Aug**  | **Sep**  | **Oct**  | **Nov**  | **Dec**  |
| 2020  |   |   |   |   |   |   |   |   |   |   |   |   |
| 2021  |   |   |   |   |   |   |   |   |   |   |   |   |

**AS Movements**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  A/C Movements  | **Jan**  | **Feb**  | **Mar**  | **Apr**  | **May**  | **Jun**  | **Jul**  | **Aug**  | **Sep**  | **Oct**  | **Nov**  | **Dec**  |
|   | **Rotary**  |   |   |   |   |   |   |   |   |   |   |   |   |
| 2020  | **Fixed Wing**  |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **Total**  |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **Rotary**  |   |   |   |   |   |   |   |   |   |   |   |   |
|   2021    | **Fixed Wing**  |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **Total**  |   |   |   |   |   |   |   |   |   |   |   |   |

**Contracted out-of-hours, Weekend, Exercise, Days or Hours worked**

|  |  |  |
| --- | --- | --- |
| **Date**  | **Hours Worked**  | **Reason**  |
|   |   |   |
|   |   |   |
|   |   |   |

Add additional rows as required

**SATCO Comments**

SATCO Name and Signature

Copy To:

SO2 Airfields               Air-2GpBM A35 Airfields SO2

Birdstrike Management Ltd       safeguarding@birdstrike.co.uk

*Monthly counts should be entered on the accompanying excel spreadsheet. The total number of each species should be entered for each day, with the number of minutes on the airfield, and the number of logs entries. When the number of minutes for each day is entered, the statistics (total per hour) will update. The species can be changed, but the other columns are locked.*

*If charts or tables are required, highlight the contents of the spreadsheet starting in the top right corner and copy and paste to a new excel workbook. Charts and tables can then be created as usual, and the data manipulated.*

1. RA 3270 [↑](#footnote-ref-2)
2. Vicinity defined by the Plan B for that airfield. [↑](#footnote-ref-3)
3. This is normally SATCO however the AO may wish to delegate to another officer. [↑](#footnote-ref-4)