



## MAPSL POLICY DOCUMENT

This Policy Document details the obligations which all members accept by becoming a member of the company, in addition to the conditions identified in:

- The Memorandum of Association of Medway Aircraft Preservations Society Limited \*, and
- The Articles of Association of Medway Aircraft Preservations Society Limited \*.

*Note \* The Company was incorporated on 1st January 1989 and changed its name to 'Medway Aircraft Preservation Society Limited' on 11th July 2006.*

Issue 1: March 2019

This document may be updated in full or in part at any time by the Board of Directors of the Company, subject to the approval at a Meeting of the Board.

### MEDWAY AIRCRAFT PRESERVATION SOCIETY LIMITED

*Registration. N<sup>o</sup>:* 02331464

**Registered Office:** AFIS Unit, Rochester Airport,  
Maidstone Road, Chatham,  
Kent, ME5 9SD

**Tel:** 07 545 849 756

**Website:** [www.mapsl.co.uk](http://www.mapsl.co.uk)

## **INTRODUCTION**

**Note:** This document consists of an integrated set of generic elements that form the MAPSL policy for its work ethic. It is taken largely from the earlier policy documents, issued separately. Items such as the maintenance and inspections schedules have been removed and are issued as separate documents or notices so that they can be updated, as required, without affecting this document. Those schedules and notices will be generated, controlled and issued directly by the persons responsible for those activities.

This document is divided into the following major sections:

**An introduction** (this section)

**A MAPSL Code of Ethics**

**A.1 General Requirements**

**A.2 Visitor Policy**

**A.3 Child Protection Policy**

**A.4 Non-Disclosure Policy**

**A.5 Data Protection Policy**

**A.6 Facebook Group Usage Policy**

**B MAPSL Health and Safety Policy**

**C MAPSL Fire Safety Policy**

**D MAPSL Workshop Practice**

Four awareness summaries are issued in a separate document. Each summary should be signed by the recipient member to confirm that the member has received and understood the corresponding section(s) of this MAPSL Policy document:

**Code of Ethics Awareness Summary**

**Health and Safety Awareness Summary**

**Fire Safety Awareness Summary**

**Workshop Practice Awareness Summary**

The **Visitors' Brief** is issued in a separate document.

## **1. GENERAL**

The **Medway Aircraft Preservation Society Limited (MAPSL)** is an all-volunteer, not-for-profit company, limited by guarantee, with no share capital. It is registered at Companies House.

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MAPSL undertakes the preservation and renovation of complete airframes, engines and other aviation-related historical artefacts. This work involves mainly metal and wood working and fabrication, plus fabric work and paint cleaning / spraying. MAPSL prides itself on paying attention to the quality and authenticity of its work.

MAPSL began its life as the Aircraft Preservation Group of the Medway Branch of the Royal Aeronautical Society (RAeS) in 1977 before being established as a limited company on 1<sup>st</sup> January 1989. It has built a reputation for excellent craftsmanship and honest dealings. The company regards the trust placed in it by its customers, suppliers, fiscal authorities and other parties, as no less important than the well-being of its own members. MAPSL continues its close association with the Medway Branch RAeS and all members are required to be paid up members of the Medway Branch RAeS.

MAPSL is based at Rochester Airport, Kent, situated about **2.5** miles south of Rochester on the **A229** Chatham to Maidstone road. It operates on a part-time basis with the hours agreed by its directors and members. Further details can be found on the MAPSL web site:

[www.mapsl.co.uk](http://www.mapsl.co.uk).

MAPSL was awarded the **Queen's Award for Voluntary Service** in 2010, and currently has **HRH The Duchess of Cornwall** as its Patron. Its former Managing Director, Lewis Deal, was awarded an **MBE** for services to aircraft restoration in 2002. The company has received many other awards for its activities.

## 2. STRUCTURE

MAPSL is managed by a **Board of Directors**:

- Four Directors are appointed by the Medway Branch RAeS.
- A further three Directors are appointed by the members of the Company at the Annual General Meeting.

The members are therefore able to directly influence the selection of those persons who are Directors of MAPSL.

Additionally, the **Board of Directors** can appoint **Assistant Directors** to help spread their work-load. A current list of the Directors shall be displayed prominently in the MAPSL workshops.

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The **Board of Directors** may also appoint persons to fulfil specific roles within the Company, either from within their number or from the wider membership of the Company. These appointments include, but are not limited to, the following roles.

<b>Chairman</b>	<b>Managing Director</b>
<b>Secretary</b>	<b>Treasurer</b>
<b>Public Relations Manager</b>	<b>Workshop Manager</b>
<b>Health and Safety Officer</b>	<b>Fire Safety Officer</b>
<b>Data Protection Officer</b>	<b>Facebook Account Controller</b>

Ideally, these persons should be Directors or Assistant Directors.

A list of the appointments, ideally with images of these persons, shall be displayed prominently in the MAPSL workshops.

The **Health and Safety Officer** and the **Fire Safety Officer** are entrusted with primary responsibility for ensuring that all operations, inspections and maintenance actions are carried out in accordance with this document. However, the actual inspections and maintenance actions may be delegated to other persons at the discretion and responsibility of the persons identified.

### **3. OPERATING HOURS AND ATTENDANCE**

Since MAPSL is an all-volunteer organisation, MAPSL is generally unable to operate on a five or seven day per week basis.

The workshops of MAPSL will only be open to undertake activities at periods agreed by the members. When needed, attendance by the members may occur at other times, subject to approval by the Board. Should the **Health and Safety Officer** or the **Fire Safety Officer** be absent, another member shall accept responsibility for any immediate actions that are required.

Communications to the MAPSL office can be made at any time by post, email or telephone (answer-phone) but will normally only be actioned when the workshops are open. Communications made to members' personal addresses or numbers, where provided, will be actioned as convenient, at the discretion of that member.

All MAPSL members are required to agree the periods that they are able to work with the Board and the Workshop Manager, and to record and inform the latter or a deputy in the event that they are unable to

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work on any agreed periods. Advance notice of absence (e.g. holidays, medical consultations) should be given whenever possible.

### **4. CURRENT PREMISES**

MAPSL currently operates in the buildings identified below, situated on the Rochester airport site; some of these buildings are leased to MAPSL by Rochester Airport Ltd.

<b>N° 1 – Workshop</b>	This is of brick construction with an asbestos sheet roof, attached to rear of airport Hangar 3 building. It is used for restoration work and contains a machine shop.
<b>N° 2 – Workshop</b>	This is of brick construction with an asbestos sheet roof, free standing. It is used for restoration work and storage. It is divided into two parts. Part of one end houses the compressors and equipment store.
<b>N° 3 – Old Shop</b>	This is a Portacabin which houses a store.
<b>N° 4 – Crew Room</b>	This is a Portacabin which houses the Crew Room plus storage area for the shop.
<b>N° 5 – Workshop (Main Workshop)</b>	This is a prefabricated wooden building. It is used for restoration work and contains a machine shop.
<b>N° 6 – Paint Shop</b>	This is a Portacabin used primarily for paint spraying.
<b>N° 7 – Toxic Store</b>	This is of brick construction with single-door access used only for the storage of toxic materials.
<b>N° 8 – Office</b>	This is a caravan modified for use as an Office and Boardroom.
<b>N° 10 – Visitors’ Centre</b>	This is a former police caravan modified for use as a Visitors’ Centre.
<b>New Shop</b>	This is a former police caravan modified for use as a Shop.

### **5. CONTROL OF POLICY DOCUMENTATION**

The MAPSL Policy Documentation shall be reviewed by the Board of Directors every twelve-months or more frequently if warranted by changes in circumstances.

A copy of the Policy Documentation shall be provided to each member on joining MAPSL and following each significant change. Some updates may only consist of the changed sections. Where possible, this documentation will be provided to members in an electronic format to reduce the impact on the environment. 

Hard copies of this documentation shall be retained for viewing in each of the MAPSL Office and the Main Workshop. Copies will also be maintained on the computer facilities within MAPSL.

In addition, one copy is to be issued to **Rochester Airport Ltd.**

Additional or replacement copies shall be available from the Secretary on application.

**A. MAPSL CODE OF ETHICS**

Medway Aircraft Preservation Society Limited (MAPSL) has built a reputation for excellent craftsmanship and honest dealings. The company regards the trust placed in it by its customers, suppliers, fiscal authorities and other parties, as no less important than the well-being of its own members.

In order to make the issues clear to all members and to remind them of their obligations, this Code of Ethics has been approved by the Board. It is to be communicated to all members and reviewed regularly. **It is not, however, to become part of any contract or agreement with third parties.**

All members of MAPSL shall be fully aware of their individual and collective responsibilities. To this end, a **Code of Ethics Awareness Summary** shall be issued to each member, who is required to sign for it and to keep it in a safe place. A copy is appended to this Policy document.

**A.1. GENERAL REQUIREMENTS****A.1.1. The Company**

The company was founded as the Aircraft Preservation Group of the Medway Branch of the Royal Aeronautical Society in 1977 and was incorporated on 1<sup>st</sup> January 1989. The company has no shareholders and does not exist to make profit. Although the company can trade, like other companies, customers are only charged for materials, consumables and agreed expenses properly chargeable to contract and for agreed donations towards the overhead costs, without which MAPSL could not operate.

- MAPSL is a not-for-profit company, limited by guarantee. It is registered in England under the Companies Act, No. **02331464**.
- The aims of the company are the restoration and preservation of aircraft and other artefacts in order to preserve aviation heritage and to benefit the public through their display at recognised museums or similar establishments.

- Under the terms of its Memorandum and Articles of Association, no member of the company shall receive payment for their activities, although they may receive remuneration for authorised expenses that are incurred.
- Under the terms of its Memorandum and Articles of Association, all members shall be paid-up members of the Medway Branch of the Royal Aeronautical Society; note that does not, *per se*, confer any status with reference to the Royal Aeronautical Society itself.
- MAPSL shall undertake to define and hold the insurances deemed necessary for the conduct of its work and as may be further agreed with the customer.

**A.1.2. Legal Obligations**

- The Board of Directors of MAPSL shall act in accordance with company, statute and fiscal law in all dealings and to seek expert advice where needed.
- The Board of Directors of MAPSL shall undertake to employ financial or legal advice as necessary for the submission of returns to the Inland Revenue and Companies House.
- The Board of Directors of MAPSL shall obtain insurance to cover damage to the facilities and to any aircraft and artefacts stored within the facilities.
- The Board of Directors of MAPSL shall obtain public liability insurance covering visitors and third parties impacted by its operations.
- No member of MAPSL shall indulge in illegal acts while on MAPSL premises or engaged on MAPSL business, including, but not being limited to, pilfering of components or tools or the improper treatment of items owned by the company or its customers.
- No member of MAPSL, other than the Board of Directors acting together, shall make any commitment to any current or potential customer or third party with regard to the provision of any form of service, purchase or sale by MAPSL.

- No member of MAPSL shall divulge information pertaining to or belonging to the company, its suppliers or customers to any third party, unless specifically authorised by the Board of Directors to do so in specific circumstances.
- No member of MAPSL shall do any of the following in the company's name, unless authorised by the Managing Director or by the Chairman acting for the Board:
  - make public statements, through the media or otherwise,
  - make commitments to sell or purchase goods;
  - make any other binding commitment;
  - borrow money or pledge credit;
  - accept payment or benefit in kind;
  - make undertakings to carry out work;
  - seek or obtain personal profit or benefit.
- Certain members of MAPSL may be permitted small budgets by the Board of Directors for the purchase of items that are required for its operation; appropriate financial controls shall be enforced:
  - the purchase of items and materials for the preservation and restoration of aircraft and artefacts shall be authorised by the Project or Team Leader for the project;
  - the purchase and maintenance of safety and first aid equipment, including consumables and expendables, shall be authorised by the Health and Safety Officer (or Director);
  - the purchase and maintenance of fire safety equipment shall be authorised by the Fire Safety Officer (or Director);
  - the purchase and maintenance of tools and equipment, including consumables and expendables, for the workshop shall be authorised by the Workshop Manager;
  - the purchase of office consumables and equipment shall be authorised by a member of the Board of Directors.

### **A.1.3. Social Obligations**

- MAPSL, through its individual members, shall apply a policy of non-discrimination on the grounds of gender, sexual orientation,

race, colour or religion in our dealings with third parties and with fellow members.

- MAPSL shall not, however, operate a quota policy in respect of any of these criteria.
- MAPSL shall base the acceptance of members on membership of the Medway Branch RAeS, the existence of a vacancy or vacancies, and applicants' skills, competence, experience, good standing and dedication.

#### **A.1.4. Undertakings to Customers & Third Parties**

- The members of MAPSL shall, collectively and individually, undertake to act in a responsible and appropriate manner towards the materials, aircraft or parts of aircraft, placed in the care of MAPSL, and to treat them with respect. In particular this means, but is not limited to:
  - taking proper care of aircraft or parts placed in its care;
  - carrying out authorised work in a manner agreed and/or acceptable to the customer, or as laid down by contract with the customer, at the time;
  - paying due regard to appropriate regulations and practices associated with safety and, where applicable, airworthiness, and the appointment of Licensed Engineers & Contractors, where necessary;
  - notifying any delay or technical difficulty likely to affect the customer's interests, including delivery time and cost, as early as possible;
  - charging the customer only for such materials, consumable items and expenses as have been agreed and are properly due, subject to agreed amendments to the contract;
  - not disfiguring or otherwise leaving any inappropriate mark or appendage on an aircraft, or other item entrusted to us, except as may be asked for by the customer and confirmed by the Board of Directors;
  - not removing or disposing of any part or parts except as approved by the customer and authorised by the Board of Directors;

- not substituting parts except as authorised or supplied by the customer;
- returning to the customer any parts which may have been removed or substituted with his consent.
- MAPSL shall undertake to notify customers of its anticipated overhead costs, and to charge or seek donations accordingly, with no charge being made for members' labour.
- MAPSL shall provide customers with the ability to view activity on a project, and to provide progress reports and other information, as agreed between MAPSL and the customer. In general, a primary point of contact shall be agreed.
- The members of MAPSL shall undertake to treat third parties who have dealings with the company, with respect and courtesy at all times.
- The members of MAPSL shall endeavour to acknowledge all requests for information within 21 days and to respond as quickly as is reasonable; where necessary, the requests shall be passed to or through the Board of Directors.

#### **A.1.5. Internal Disciplines**

- All members shall sign as having read and understood the MAPSL Memorandum and Articles of Association plus this Policy Document. A log shall be kept of the signatures.
- No member shall accept payment on his own behalf for any work done in the company's name, in accordance with our Memorandum and Articles of Association.
- The members of MAPSL shall undertake to make known, in a timely manner, to the Chairman or a member of the Board of Directors, any grievances, whether of a personal nature or of any kind which may affect the proper running of the company or the interests of its customers.
- The Board of Directors of MAPSL shall decide on any of the above issues brought to its attention, in accordance with the law, the company's Memorandum and Articles of Association, this Code of Ethics and good practice.

- The members of MAPSL shall pay due regard to their own and others' safety, hygiene and data integrity in all their dealings for the company. The Board of Directors shall regularly review the necessary practices and keep members aware of their own obligations.
- The Board of Directors of MAPSL shall investigate any suspected wrong-doing by its members and, if found necessary, shall take the disciplinary measures defined in the Memorandum and Articles of Association.

## A.2. VISITOR POLICY

Visitors are generally welcome to come to the MAPSL premises when they are open or at other times by arrangement. However, since MAPSL is a functioning workshop, specific requirements apply.

- All visitors shall be made welcome to MAPSL at all times when the Workshops, Visitors' Centre and Sales Room are open. However, the company reserves the right to refuse access to any person if it is deemed unsafe or inappropriate to do so for any reason.
- The Board of MAPSL shall issue a **Visitors' Brief** identifying the responsibilities that are imposed on visitors to ensure their safety while on the MAPSL premises.
- Every visitor shall be welcomed by a MAPSL member when they arrive and shall be treated with courtesy and respect while they are at the MAPSL premises.
- The MAPSL member shall first ensure that each visitor:
  - signs the **Visitors' Book**;
  - is shown a copy of the **Visitors' Brief** and is provided with that document if requested;
  - is made aware of any general and specific Health and Safety issues that may exist in the Workshop;
  - is made aware of any limitations on taking photographs, images or recordings.
- A copy of the **Visitors' Brief** shall be prominently displayed close to the location of the **Visitors' Book** and copies thereof shall be available at the same location.
- The MAPSL member shall ensure that each visitor:
  - is accompanied at all times and does not enter any prohibited areas;
  - does not take photographs or make any recordings where photographs and recordings are prohibited by the customer;
  - does not interfere with any work that is in progress,
  - is offered a copy of any relevant literature relating to MAPSL and/or its projects;

- is given an opportunity to visit the Visitors' Centre and the Sales Room.
- Every MAPSL member is expected to have sufficient knowledge of the history of MAPSL and of current and past projects in order to be able to answer the majority of questions posed by a visitor.
  - if the MAPSL member does not know the answer to a specific question, that member should admit the fact and, if necessary, defer the question to another MAPSL member;
  - specific questions relating to the contractual or financial aspects of MAPSL itself or of any project shall generally be answered by advising the visitor that the member is not in a position to respond to the question.
- The use of inappropriate or profane language shall not be permitted at any time, whether or not visitors are present.

### A.3. CHILD PROTECTION POLICY

The following policy applies members dealing with any person under the age of 18 visiting the MAPSL workshops, Visitors' Centre or Sales Room. Such persons may only do so in accordance with the **Visitors' Brief** which every visitor or contractor is required to read. In general, the working areas are not suitable for young children, owing to the nature of the work being carried out and of the materials used.

- Members shall ensure that any person(s) under the age of **18** is accompanied and controlled by one or more responsible adult at all times.
- Members shall ensure that each responsible adult is made aware of the company's obligations under the Health & Safety of Work Act 1974 and the company's interpretation in its **Visitors' Brief**.
- Members shall ensure that the name of each visiting person under the age of **18** is entered in the **Visitors' Book**.
- The company reserves the right to refuse access to persons under the age of **18** if it is deemed unsafe or inappropriate to do so for any reason.
- Members shall not speak directly with persons under the age of **18**, unless introduced by the responsible adult. They shall, however, be able to answer children's questions, in the presence of the responsible adult.
- Members shall not be allowed to make physical contact with visiting persons under the age of **18**, except in an emergency to ensure the safety of those persons or with the express approval of the responsible adult.
- Members shall take specific care not to use inappropriate or profane language in the presence of persons under the age of **18**.

#### A.4. NON-DISCLOSURE POLICY

In order to respect customers' ownership of publicity material about projects on which MAPSL is a contractor, MAPSL needs to define how to prevent disclosures without the customer's prior consent.

Publicity means making recordable information available to any third party, as well as to the media or public in general. The procedures below apply to relations between MAPSL and any other organisation and to the release (or otherwise) of all forms of publicity (as indicated below).

The procedures are intended as much to encourage approved publicity as to prevent unauthorised disclosures. They are not intended to inhibit the enjoyment of MAPSL volunteers or the quality of their work.

The abiding aim is to instil disciplines whereby information, once obtained, will not be released unless and until the customer has given approval.

##### A.4.1. Procedure

- The **Directors** of MAPSL shall bear collective responsibility for the non-disclosure of information connected with customer's projects.
- The **Publicity Director**, nominated by the Board, shall be responsible to the Board for ensuring that no material will be released for publication without the prior expressed approval of the owner of that material (usually the customer or client).
- The **Publicity Director** shall establish the channels of communication necessary for expediting such clearances.
- This restriction applies to all forms of publicity, whether by text, still or moving pictures, interviews with broadcast media, the MAPSL website or other websites, or brochures.
- While information related to projects (such as pictures taken in the Workshop) may be held by MAPSL members for their personal use, a member of the Board shall be notified in each case and shall be satisfied that such information will not be released to

third parties. This includes matter being posted to, or shared on the internet, in any way whatever.

- MAPSL shall post appropriate notices prohibiting the taking of still or moving pictures by visitors if such is demanded by its customer or client.
- Material gathered in the course of a project, as a deliverable item to the customer, shall be securely kept. MAPSL may, with customer consent, maintain a copy of such material as a company archive. The Board shall satisfy itself that such storage, including by electronic means, is as secure as is reasonable and practical.
- MAPSL members shall be assured that the procedures described above are not discriminatory but are consistent with contractual obligations accepted throughout industry and commerce.

**A.5. DATA PROTECTION POLICY**

MAPSL is legally required to be fully compliant with the General Data Protection Regulation. This regulation controls the extent of the information that can be collected from members, how it is stored and how it is used. It also provides rights to the members as to the visibility of the data held and the ability to have that data deleted should the member no longer be a member of MAPSL.

Each member shall complete a membership form annually or whenever the member's information changes. Note that, since each member is required to be a member of the Medway Branch RAeS, the member is also required to provide information to that organisation.

**A.5.1. Onus on the Company**

- a) MAPSL shall appoint a **Data Protection Officer** (DPO) who shall be responsible for the storage and access of all information held about each member.
- b) MAPSL shall request from members only information that is necessary for its operation, i.e. registration, communication and emergency purposes.
- c) MAPSL shall not share the information with any third party, unless it is legally required to do so, nor store it on any system that is not under its direct control.
- d) MAPSL shall ensure that the information is only used for the specific purposes that have been identified.
- e) MAPSL shall delete the information for member within two years of the cessation of membership or earlier on request by the member.
- f) MAPSL shall provide the member with a copy of the information held on that member in a readable format within one month of a request (**Subject Access Request**).
- g) MAPSL shall generate a report and advise the member(s) affected by any breach of security within 72 hours of its identification.

**A.5.2. Onus on the Member**

- a) Each member shall provide the information requested to the DPO and advise the DPO of any change to the information.

- b) Each member shall positively indicate that they understand the reasons for the information that is provided.

**A.5.3. Implementation**

- a) A standard application form shall be used for membership of both MAPSL and the Medway Branch RAeS.
- b) The information shall be stored only on a MAPSL-owned computer system in a password-protected file (the CRM) by the DPO, and as (d) below.
- c) The information on that computer system shall be accessed only by the DPO or a designated deputy for the purposes of registration and communications with the member.
- d) Since each member is a member of the Medway Branch RAeS, selected parts of the information shall be shared by the DPO of MAPSL with the DPO of the RAeS through the Data Protection Liaison Officer of the Medway Branch RAeS.
- e) Once entered into the CRM, all information for a member shall be printed in a readable format and passed to that member together with their application form.
- f) Personal contact details for the Board of Directors may be maintained and used by each Director solely for the purpose of communications between the Directors, subject to each Director accepting in writing that his/her details may be used for that specific purpose. See Note A below.
  - i. All external communications, both incoming and outgoing, shall be compliant with the GDPR.
  - ii. All postal communications shall be addressed as being sent from the registered MAPSL address with responses to that address; the member's personal address shall not be given unless that member deems it to be acceptable.
  - iii. All emails shall be sent and received through a company address that may be aliased to that person's own account by the CRM and not through a personal account §.
  - iv. The personal addresses of directors or other members shall not be provided in sent emails; aliases shall be used at all times, e.g. [secretary@mapsl.co.uk](mailto:secretary@mapsl.co.uk) §.

- v. All external communications shall be copied to the Data Protection Officer (DPO) who shall monitor them for non-compliance; the address for the DPO is [dpo@mapsl.co.uk](mailto:dpo@mapsl.co.uk) §.
- g) All outgoing external electronic communications shall contain a standard footer identifying the source and containing a disclaimer regarding erroneous receipt, e.g.

*Name,*

*Position, Medway Aircraft Preservation Society Ltd.,  
AFIS Unit, Rochester Airport, Maidstone Road, Chatham, Kent,  
ME5 9SD, England*

*Tel: 07 545 849 756 | Email: [www.mapsl.co.uk](http://www.mapsl.co.uk)*

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Medway Aircraft Preservation Society Limited (MAPSL) is an all-volunteer, not-for-profit company, limited by guarantee, having no share capital, formed by members of the Medway Branch of the Royal Aeronautical Society. Registered in England under the Companies Act, No 02331464.

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- h) The information provided regarding emergency contact details e.g. next of kin, shall be stored in a sealed envelope within the Accident Book. The outside of the envelope shall clearly detail what it contains and the process that is required should it be opened for any reason.

**THIS ENVELOPE CONTAINS THE CONTACT  
DETAILS OF MEMBERS FOR USE IN AN  
EMERGENCY**

**THE INFORMATION CONTAINED HEREIN SHALL NOT BE USED,  
COPIED OR DISCLOSED FOR ANY PURPOSE OTHER THAN IS  
ESSENTIAL TO DEAL WITH THE EMERGENCY.**

**THE ENVELOPE SHALL BE RESEALED AS SOON AS THE  
INFORMATION HAS BEEN USED.**

**THE PURPOSE FOR WHICH THIS ENVELOPE WAS OPENED  
SHALL BE REPORTED TO THE DATA PROTECTION OFFICER  
AS SOON AS POSSIBLE AFTER THE EVENT.**

Note A: § Applies once an integrated system has been set up.

**A.6. FACEBOOK GROUP USAGE POLICY**

MAPSL has a **Group Account** on the **Facebook** social media site. The following conditions shall apply to all items posted thereon, in addition to:

- the General Requirements of the Code of Ethics, see section **A.1**,
  - the Non-Disclosure Policy of the Code of Ethics, see section **A.4**.
- a) The Board shall appoint a **Controller** for the **Group Account**.
  - b) The **Group Account** shall contain a disclaimer to the effect that any opinion expressed thereon is that of the individual who has posted the information and does not necessarily reflect the opinion or policy of the MAPSL.
  - c) Access to the **Group Account** shall be limited to members who have informed the **Controller** that they wish to have access and have been authorised with such access.
  - d) No information that is confidential to MAPSL shall be posted on the **Group Account**; this includes, but is not limited to, commercial, financial and personal information and information that is restricted by a customer or client.
  - e) The **Group Account** shall only be used in connection with items that relate to the past, current and future activities of MAPSL.
  - f) The **Controller** shall monitor the information contained on the **Group Account** and shall purge that information at regular intervals.
  - g) Any member who provides personal information on the **Group Account** does so on a personal basis, solely for benefit of other members of the **Group Account**; MAPSL does not accept any responsibility for disclosure of that information to a person or company.
  - h) Access by a member to the **Group Account** may be withdrawn by the **Controller** at any time.



**B.    MAPSL HEALTH & SAFETY POLICY**

**B.1.    GENERAL STATEMENT OF POLICY**

The MAPSL Health and Safety Policy is designed to provide and maintain safe and healthy working conditions, equipment and conditions of work for all its members and to provide information, training and supervision as is required for this purpose. MAPSL also accepts its responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for Health and Safety matters and the particular arrangements which are made to implement the policy are set out below.

**B.1.1.    Health & Safety Policy Statement**

Under the **Health and Safety at Work Act 1974**, every firm employing five or more people must, **BY LAW**, write down its policy for their safety and health, and show it to an inspector if requested. An explicit safety policy demonstrates that the company cares about the welfare of its members. Compiling the document assists the company thinking through the arrangements that it has made.

The law requires that the company must have a written statement of its general policy describing the ‘organisation and arrangements’ for carrying out the policy and that the company must bring it, and any revision, to the members’ attention.

This document is based on an outline safety policy aimed to save the company time in writing a statement that covers all important matters. It has been adapted to suit the particular circumstances of MAPSL.

**B.1.2.    Responsibilities**

The responsibility for the implementation of the Health and Safety Policy lies jointly with the Directors and all other members of the company.

1. The overall and final responsibility for health and safety in MAPSL is vested in a nominated **Health and Safety Officer**.

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The name of the person fulfilling this role shall be brought to the attention of each member and shall be prominently displayed in the Main Workshop and Office.

Two persons shall be nominated as responsible deputies.

The names of the persons fulfilling these roles shall be brought to the attention of each member and shall be prominently displayed in the Main Workshop and Office.

It is emphasised that **these persons may not be formally qualified** to apply safety rules; discretion will have to be applied.

Should the **Health and Safety Officer** and responsible deputies be absent, another member shall accept responsibility for any immediate actions that are required. In general, that should be a Director of the company if one is available.

2. **The Directors** of MAPSL are responsible for this policy being carried out at the premises at the company's registered address and at other premises where work may be undertaken on MAPSL business.
3. **The Directors** of MAPSL are collectively responsible for safety in all areas and for overseeing that this policy is correctly applied.
4. **All members** of MAPSL have the responsibility to co-operate with Directors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever a member notices a health or safety problem, which he / she is not able to correct, he / she shall advise the responsible person (see **1** above) as soon as possible and shall ensure that other persons cannot be affected by that health or safety problem.
6. Evidence of inspections shall be documented, signed and dated, stored in the Health & Safety File and be made available for inspection.
  - Inspection Reports shall be stored for a minimum of five years.
  - Hazard Assessments shall be stored for a minimum of two years after completion of the activity identified.

**B.2. GENERAL ARRANGEMENTS**

**B.2.1. Accidents, Fire and Other Incidents**

The following table defines the actions to be taken immediately in the event of accidents, illness, fire or other incidents.

<b>Accident or Incident</b>	<b>Action</b>
Significant accidents or illness potentially requiring emergency medical treatment.	<ul style="list-style-type: none"><li>• Make the person who is injured or ill safe and place in recovery position.</li><li>• Dial <b>999</b> to access the emergency services.</li><li>• Advise the Duty Crew at Rochester Airport Ltd.</li><li>• Advise the next of kin, if necessary, and/or make this information available to the emergency services (See A.2.1.1).</li><li>• Report the incident in writing in the Accident Record Book (See A.2.1.1).</li></ul>
Fire, potentially requiring emergency services.	<ul style="list-style-type: none"><li>• Dial <b>999</b> to access the emergency services.</li><li>• Evacuate the buildings and advise others to do so, collecting the Register Board showing members present.</li><li>• Advise the Duty Crew at Rochester Airport Ltd.</li><li>• Tackle the fire only if it is safe to do so.</li><li>• Take a roll call of the members present.</li></ul>
Minor accidents or illness.	<ul style="list-style-type: none"><li>• Advise the Duty Crew at Rochester Airport Ltd., if necessary.</li><li>• Undertake the necessary recovery actions.</li><li>• Report the incident in writing in the Accident Record Book (See A.2.1.1).</li></ul>

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The emergency contacts are as follows.

**Emergency Services:** ..... **Notices on all doors**

**Tel No:** ..... **999**

### **B.2.1.1.    First Aiders and First Aid Boxes**

The names of qualified First Aiders within the MAPSL members (if any) shall be clearly indicated in the main Workshop and Office, together with their normal working sessions. If no qualified First Aider is present, then contact the **Duty Crew** at **Rochester Airport Ltd.** (*Rochester Airport opening hours only*).

**First-Aid Boxes** shall be located in the **Main Workshop** and **No 1 Workshop** and the location shall be clearly indicated; see section **B.3.3.**

The **Accident Record Book** shall be located adjacent to the **First-Aid Box** in the **Main Workshop**, see section **B.3.3.**

### **B.2.1.2.    Fire Fighting Equipment**

Fire-fighting equipment shall be provisioned and located as detailed in the **MAPSL Fire Policy**, see section **B.1.**

### **B.2.2.    Control of Substances Hazardous to Health**

A number of materials used by MAPSL come under the regulations for the **Control of Substances Hazardous to Health (COSHH)** which requires that those substances must be handled and stored in accordance with those regulations:

**Materials storage:** ..... **Paint Shop, Toxic Store**

**Hazard sheets:** ..... **As above and in the Office ‡**

**Manufacturer's Guidance:** ..... **As above and in the Office ‡**

**Other Guidelines:** ..... **As above, or in H&SWA ledger maintained in Office**

Note ‡: These sheets should be encapsulated in plastic film where possible.

The **Health and Safety Officer** shall be responsible for ensuring that all Substances Hazardous to Health are handled and stored in accordance with the COSHH regulations.

### B.2.3. Control of Other Hazards and Risks

The work undertaken by MAPSL involves machines and other equipment and materials which have the potential to cause injury to persons using them. All hazards and risks shall be minimised through the assessment of hazards and the observance of suitable working practices. All members are required to comply with the provisions of the MAPSL Workshop Practice Document, see section D.

- The requirements for all aspects of fire safety are detailed in the **MAPSL Fire Policy**, see section C.1 of this policy document.
- The requirements for the inspection and maintenance of machinery, tools and other equipment are detailed in this section of the policy document.
- The requirements for the inspection and maintenance of safety equipment are detailed in this section of the policy document.
- Additional requirements for the correct operation of machinery, tools and other equipment are detailed in the MAPSL Workshop Practice Document.
- The requirements for the inspection and maintenance of all aspects of the housekeeping of the premises used by MAPSL, e.g., cleanliness, waste disposal, safe stacking and storage.

#### B.2.3.1. Hazard Assessment

A Hazard Assessment shall be undertaken and approved by the **Health and Safety Officer**, the **Fire Safety Officer** and/or the **Workshop Manager** (as required) prior to the commencement of any activity that could constitute a hazard to the premises or any person working therein. The cases where a Hazard Assessment is required include, but are not limited to:

- Working on the structure of the buildings.
- Working on the electrical power distribution.
- Installing, moving or removing heavy and/or bulky objects anywhere on the premises.
- Any works which impact the normal arrangements for fire or personal safety, e.g. access limitations or the during the maintenance or non-functioning of safety equipment.

## **Section B    MAPSL HEALTH & SAFETY POLICY**

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- Hot works.
- Specialist work by contractors.

Each Hazard Assessment shall be written, signed and dated and stored in the Hazard Assessment file in the Main Office for a minimum period of two years after completion of the tasks.

A Hazard Assessment includes generating requirements for handling new toxic or hazardous materials.

### **B.2.3.2.    Electrical Power**

Much of the machinery and other and equipment used by MAPSL is powered by the electrical mains supply at 240 V single phase or 415 V three phase. Requirements for the inspection and maintenance of all aspects of the electrical supplies, machinery, equipment and tools are included in this section of the policy document and the relevant sections of the MAPSL Workshop Practice Document. This includes:

- The use of emergency cut-outs for all rotating machinery except low-power hand-held tools.
- The routine inspection of cables and plugs for loose connections and damage.
- The use of residual current trips on all portable equipment, other than that for which no earthing connection is required.
- The use of extension leads and portable equipment.

The power to all electrical equipment shall be isolated at all times when members are not on the premises, except for specific items:

- Emergency facilities, including the alarm system, the internal emergency lighting and the external lighting.
- Oil-filled heaters, as identified in section **C.2.5**.
- Dehumidifiers and crew room refrigerator.

A suitable notice shall be positioned adjacent to the power sockets used for the above items.

### **B.2.3.3.    Pneumatic Power**

Certain tools and other equipment used by MAPSL are powered by pneumatic (air) power at medium pressure. Requirements for the

inspection and maintenance of all aspects of the pneumatic supplies, tools and equipment are included in this policy document and the relevant sections of the MAPSL Workshop Practice Document. This includes:

- Routine inspection and maintenance of the compressors.
- Routine inspection of pipelines, hoses and filters.
- Routine inspection and draining of moisture traps.

The pneumatic power systems shall be depressurised and vented at all times when members are not on the premises.

### **B.2.3.4. General Hazards**

MAPSL is a functioning workshop and it is impossible to eliminate all hazards. However, appropriate actions shall be taken to mitigate the residual risks.

- Use protective clothing and goggles where recommended.
- Minimise trip hazards by avoiding or appropriately protecting leads and hoses and keeping all areas as clear as possible.
- Apply padding to sharp corners, especially those close to access and walkways.
- Ensure items are stored stably on shelving and benches, away from the edges.
- Dispose of waste materials as soon as possible.
- Keep the workshops clean and tidy.

### **B.2.4. Limitations on Working**

In order to comply with the requirements of this Health and Safety Policy:

- No member shall normally be permitted to work alone at MAPSL; if it is essential, the duty crew at Rochester Airport shall be advised of arrival and departure and no work involving any significant hazard shall be undertaken.
- Due to the working arrangements at MAPSL, it is not generally possible to ensure that there are qualified First Aiders within the MAPSL Teams whenever MAPSL is open.

## **Section B MAPSL HEALTH & SAFETY POLICY**

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- There is generally no Duty Crew at Rochester Airport during the evenings; members working at that time should bear that in mind in order to minimise possible hazards.
- No member shall undertake any task that potentially presents a significant risk to the member's safety or personal health or that could impact any health condition (temporary or permanent) of which the member is aware.

### **B.2.4.1. Clothing**

Member of MAPSL shall wear clothing suitable for the tasks that are being undertaken at all times, particularly when in the workshop, as certain hazards are unavoidable.

- Loose-fitting clothes or clothes made from materials that are likely to snag or damage should not be worn; items such as ties, jewellery and watches shall be removed when using powered, rotating or cutting tools and for hot works.
- Protective clothing shall be worn for all tasks that require the use of such clothing; this includes, but is not limited to, safety glasses, masks, gloves and high visibility coats; specialist equipment is required for certain tasks, e.g. paint spraying.
- Suitable boiler suits and laboratory coats in a variety of sizes are available through MAPSL.

### **B.2.4.2. Visitors and Contractors**

The regulations for visitors to MAPSL, including contractors, are detailed in the following sections of this policy document:

- **Section A.2: Visitor Policy**
- **Section A.3: Child Protection Policy;**
- **Visitors' Brief** – see section **A.2.**

All contractors should be briefed on the provisions of this Health and Safety Policy document before they are permitted to commence work.

### **B.2.5. Advice and Consultancy**

Advice and consultancy can be obtained through the local Office of the Health and Safety Executive at:

**Health and Safety Executive,  
International House, Dover Place,  
Ashford, Kent  
TN23 1HU**

Tel N°: **0233 624 658**

or via the Health and Safety Executive website at:

<http://www.hse.gov.uk/contact/index.htm>:

### **B.3. GENERAL SAFETY REQUIREMENTS**

#### **B.3.1. Health and Safety Equipment**

**Health and Safety Equipment** shall be contained in one or more closed cupboard(s), clearly marked as such. These cupboard(s) shall be located as required and the locations of these cupboard(s) shall be clearly indicated and advised to members.

The **Health and Safety Officer** shall ensure that:

- the equipment required for health and safety is identified and is available;
- schedules for the regular inspection of all health and safety equipment is drawn up and that the inspections are carried out;
- an adequate stock of consumables and expendables is maintained at all times;
- defects and deficiencies are identified and rectified as soon as possible;
- that members use the appropriate health and safety equipment for any task that is undertaken by the members and that the equipment is used in the correct manner.

The inspections shall ensure that the required equipment is available and maintained in a safe condition. The schedules shall be located within or adjacent to the storage location for the equipment. Inspection reports shall be completed and stored for a minimum of two years.

A defibrillator is located in the control tower of Rochester Airport; instructions on its use are integral with the equipment.

### B.3.2. Fire Safety Equipment

The fire safety equipment is identified in the Fire Safety Policy document (section C of this Policy Document) which should be read in conjunction with this Health and Safety Policy Document.

### B.3.3. Accident Equipment and Recording

**First-Aid Boxes** shall be clearly marked as such and shall be located as required; the locations of the First-Aid Boxes of the shall be clearly indicated and advised to all members.

The **Health and Safety Officer** shall ensure that a member is identified as responsible for maintaining the First-Aid Boxes. The name of this member shall be prominently displayed in the Main Workshop and Office, together with any qualified First Aiders.

The **Accident Record Book** shall be located adjacent to the First-Aid Box in the Main Workshop.

A member shall be identified as responsible for maintaining the **Accident Record Book**. The name of this member shall be prominently displayed in the Main Workshop and Office.

### B.3.4. Machinery and Tools

The **Health and Safety Officer**, with the assistance of the Workshop Manager, shall ensure that all machinery and tools are inspected on a regular basis to ensure that each item is both in a safe condition and functional. This shall include, but not be limited to:

- the inspection and maintenance of powered machinery;
- the inspection and maintenance of non-powered machinery;
- the inspection and maintenance of hand tools;
- the inspection and provision of guards;
- the inspection and maintenance of heavy lifting equipment;
- the inspection and maintenance of pressure vessels;
- the inspection and maintenance of support equipment;
- the inspection and maintenance of internal facilities.

A defect in any item of equipment shall be identified to the **Health and Safety Officer** or a deputy as soon as possible. The item shall

then be marked as unserviceable and not used until the defect has been rectified.

The certification of certain items of equipment must be undertaken by licenced external companies; items include heavy lifting equipment, pressure vessels and electrical safety. The **Health and Safety Officer** shall ensure that the inspections of these items take place at the required intervals. Copies of certification notices and the expiry date thereof shall be displayed prominently as close as possible to the items of equipment covered by a certificate.

### **B.3.5. Electrical Tools and Appliances**

Electrical tools and other appliances, including their wiring, shall be inspected regularly and kept in good order by qualified person(s).

- Appropriate safety equipment shall be worn at all times.
- Any faulty appliance shall be marked in an appropriate manner and shall not be used until it has been repaired and tested.
- All appliances (except double-insulated appliances which do not require an earth connection) shall be earthed.
- All appliances, including extension leads, shall have wiring and fuses of the correct type and current rating.
- All appliances shall have covers fitted to protect the elements or other live parts from accidental contact.
- All machine tools with rotary or oscillatory motion, other than low-powered hand held-tools, shall have foot-operated emergency isolators.
- All appliances that are permanently wired shall be connected to a supply that is protected by an appropriate residual current trip.
- Each item of portable electrical equipment (except double-insulated appliances) shall be connected to a supply that is protected by a residual current trip or shall be connected to the supply via an individual residual current trip at the supply socket.
- When extension leads are in use, the cable shall be routed so as not to cause a trip hazard.

When electrical tools and other appliances are not in use:

- All single-phase appliances that are hard-wired shall be isolated using a two-pole isolator.
- All three-phase appliances that are hard-wired shall be isolated using a three-pole isolator.
- All appliances that are not hard-wired shall be unplugged and, for hand-held item, be stored in an appropriate manner.

All portable electrical equipment shall be subject to Portable Appliance Testing (PAT) at an appropriate interval. For further details, see the Health and Safety Executive website:

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Each item of electrical equipment shall bear an approved certificate of compliance and the expiry date thereof.

### B.3.6. Premises

The **Health and Safety Officer** shall ensure that the integrity and cleanliness of all buildings and the access routes to them shall be inspected on a regular basis to ensure that they are in a safe condition.

- Each member shall take his / her part in ensuring the cleanliness of all buildings and the access routes to them.
- The integrity of the premises shall be monitored at regular intervals; significant defects shall be reported to Rochester Airport Ltd.
- The cleanliness and tidiness of the premises shall be undertaken and monitored at regular intervals.
- Dehumidifiers shall be emptied on opening the premises for the day, unless they are permanently connected to drain external to the building.
- The **Visitors' Book** and copies of the **Visitors' Brief** shall be available for logging and advising visitors (see section A.2).

#### B.3.6.1. Locking and Alarms

The premises used by MAPSL shall be locked and alarmed at all times when the premises are vacated. The Alarm Control Panel shall be located adjacent to the access door in the Main Workshop.

- The **Board of Directors** shall authorise certain members to be **Keyholders** and provide them with the Alarm Code.
- The Main Workshop shall be unlocked by the first Keyholder to arrive for a working session; the action shall be recorded by the Keyholder.
- The alarm system shall be disabled immediately following the premises being opened.
- Other premises shall be unlocked only when required for access and shall remain locked at all other times.
- The Main Workshop shall be locked by the last keyholder to leave following a working session, having ensured that all other premises are correctly locked and the keys returned; the action shall be recorded by the Keyholder.
- The alarm system shall be enabled immediately prior to the premises being vacated by the last keyholder to leave.
- The alarm system shall comprise door and window sensors, PIR (motion) sensors and smoke detectors, as appropriate.
- The Airport Manager at Rochester Airport shall be a designated Keyholder and, in the absence of another Keyholder, will generally be able to open / close the premises, if required, during operational hours of the airport.

### **B.3.6.2. Internal and External Lighting**

Internal lighting shall be controlled by switches adjacent to the access doors in each building. Additional lighting may be provided adjacent to machines and benches, where required.

- All internal lighting shall be switched off when the premises are vacated.
- Faults in the internal lighting shall be reported to the **Health and Safety Officer** and **Workshop Manager** and shall be rectified in a timely manner.

External lighting shall be provided in the vicinity of all access doors during hours of darkness during the period when the premises are occupied.

- The external lighting shall be controlled to be switched on from dusk until fifteen minutes after the end of a working session.
- Faults in the external lighting shall be reported to the **Health and Safety Officer** and **Workshop Manager** and shall be rectified in a timely manner.

### B.3.6.3. Disposal of Waste Materials

All machines, benches and other areas shall be kept clean at all times. All waste materials shall be appropriately stored.

- Swarf and offcuts of aluminium and steel shall be placed in the appropriate bins provided so that these materials can be sent for recycling.
- Toxic waste shall be appropriately marked and stored in the Toxic Store for disposal / recycling.
- Rags and paper soiled with flammable waste shall be placed in the bin provided; this shall be located external to the buildings.
- Clean plastics and paper shall be placed in the bin provided so that these materials can be sent for recycling.
- Wood offcuts shall be placed in the bin provided so that these materials can be sent for recycling or used for fire practice.
- All non-recyclable and dirty waste shall be kept separate from recyclable waste and shall be placed in the bin provided.

### B.3.7. Documentation and Corrective Action

The record of every inspection that takes place shall be signed, dated and stored in the **Health and Safety Register**, kept in the MAPSL Office. Records shall be kept for a minimum of five years.

Corrective action shall be taken at the first opportunity.

- All toxic or other hazardous materials shall be removed immediately to safe locations.
- All spills shall be cleared immediately and broken materials shall be disposed of using suitable packaging.

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- All obstructions shall be removed immediately; where this is not possible, access to the area shall be prohibited to prevent unauthorised access and warning tapes and signs posted.
- Machinery, tools and other equipment which is unserviceable shall be marked as such until it has been reported, repaired, inspected and tested.

Visitors and contractors shall be made aware of their responsibilities and specific care shall be taken for their safety while on the premises of MAPSL.

### **B.4. AWARENESS OF MEMBERS**

All members of MAPSL shall be fully made aware of the potential dangers. To this end, a **Health and Safety Awareness Summary** shall be issued to each member, who is required to sign for it and to keep it in a safe place. A copy is appended to this Policy document.

### **B.5. FAILURE TO COMPLY WITH MAPSL HEALTH & SAFETY POLICY**

The failure of a member to comply with the MAPSL Health & Safety Policy may render that member liable to a warning or dismissal under the terms of the Articles of Association of the company.



## **C. MAPSL FIRE SAFETY POLICY**

The MAPSL Fire Safety Policy is designed to detail the policy of Medway Aircraft Preservation Society Limited (MAPSL) towards the risk of fire in or around buildings used by them on the Rochester Airport site.

MAPSL shall appoint a **Fire Safety Officer** and, where necessary, deputies to control and monitor the facilities for fire safety.

Each member of MAPSL shall acquaint himself / herself with the locations and operation of each item of fire-fighting equipment, exits, alarms and practices defined in this document on a regular basis.

Job-specific risk assessments shall be issued when required.

### **C.1. FIRE-FIGHTING EQUIPMENT**

The **Fire Safety Officer** shall arrange that appropriate fire-safety equipment, signage and emergency exits are provided in each building used by MAPSL and that all necessary precautions are taken to ensure that the risk of a fire is minimised and contained.

#### **C.1.1. Fire Fighting Equipment**

The type and location of each item of fire-fighting equipment shall be specified by the **Fire Safety Officer**.

- The type and location of each type of fire-fighting equipment within each building shall be identified on a notice positioned close to the main entrance door.
- The type and location of each type of fire-fighting equipment within a building shall be clearly identified by local signage.
- The type and location of audible warnings shall be clearly identified by local signage.

Each item of fire-fighting equipment shall be indicated by compliant luminous signage, indicating its type, presence and use.

Each member of MAPSL shall acquaint himself / herself with the above provisions within a building before working therein.

The **Fire Safety Officer** shall generate a schedule for the inspection of the fire-safety equipment and ensure that such inspections are carry out in accordance with the requirements for that type of equipment.

<b>Fire Safety Equipment</b>	<b>Inspection Interval</b>
CO <sub>2</sub> Extinguishers	1 Month
Foam Extinguishers	1 Month
Powder Extinguishers	1 Month
Fire Blankets	1 Month
Alarms, Lighting, Notices and Exits	Every session

Inspection records shall be for a minimum of five years.

Where necessary, the **Fire Safety Officer** shall contract a specialist company to perform an annual inspection of the fire-safety equipment. The compliance certificate shall be displayed in the main workshop. Individual items shall have certification tags with expiry dates attached to them.

### **C.1.2. Means of Emergency Escape**

Where a building has a dedicated fire exit in addition to the entrance doors, this shall be detailed on the notice inside each main door of the building. Each fire exit shall also be indicated by compliant luminous signage, indicating its presence and use.

The **Fire Safety Officer** shall ensure that all fire exits including signage are inspected every three months to ensure that each is functional and easily accessible. Inspection records shall be for a minimum of five years.

Each member shall acquaint himself / herself with the location of any fire exit in the building before working therein.

All members shall acquaint themselves with the location and operation of the fire exits on a regular basis.

### **C.1.3. Audible Warnings**

The **Fire Safety Officer** shall ensure that suitable audible warnings are provided at appropriate locations in the MAPSL facilities.

The **Fire Safety Officer** shall ensure that the audible warnings shall be inspected every three months. Inspection records shall be for a minimum of five years.

Each member of MAPSL shall acquaint himself / herself with the location and operation of the audible warnings on a regular basis.

#### **C.1.4. Emergency Lighting**

The **Fire Safety Officer** shall ensure that emergency lighting shall be provided where necessary. This shall be in the form of battery-powered torches, connected to the electrical mains, which illuminate for a minimum period of one hour on loss of electrical power.

The **Fire Safety Officer** shall ensure that emergency lighting is inspected every three months. Inspection records shall be for a minimum of five years.

Each member of MAPSL shall acquaint himself / herself with the location and operation of the emergency lighting on a regular basis.

#### **C.1.5. Emergency Procedures**

The **Fire Safety Officer** shall ensure that signs indicating action to be taken in an emergency, including telephone instructions, shall be placed within each building for which MAPSL is responsible.

### **C.2. GENERAL FIRE-RISK ASSESSMENT**

The following subsections identify the main risks of fire and the controls in place.

#### **C.2.1. Combustible Materials and Flammable Liquids**

MAPSL may need to use combustible materials and flammable liquids on its preservation and restoration projects. The **Fire Safety Officer** shall ensure that these are controlled and used in an appropriate manner.

- Combustible liquids or flammable materials shall not be stored in any buildings other than the Paint Shop and Toxic Store, except that small quantities of thinners, white spirit, etc, used for cleaning may be stored in any buildings in the Main Workshop, N° 1 Workshop or N° 2 Workshop. When not in use, these items

shall be placed in locked steel cupboards externally marked “inflammable”.

- Small butane gas cylinders and ignition sources may be stored in the Paint Shop, Main Workshop, N° 1 Workshop or N° 2 Workshop. When not in use, these shall be stored in locked steel cupboards, externally marked “inflammable”. Flammable ignition sources shall **not** be stored with the gas cylinders.
- Paints and thinners shall be kept in appropriate sealable containers and stored in steel cupboards, appropriately marked, when not being used.
- Care shall be taken in the storage and use of combustible materials and flammable liquids with regard to the temperature and the potential for ignition of vapours by static discharge.
- **Any form of naked flame or heat source, including smoking, is strictly forbidden in the presence of these materials.**
- Cleaning rags and paper used in conjunction with combustible materials or flammable liquids shall be disposed of, as soon as possible after use, by placing them in a steel bin with a lid which is located external to the eastern door of the Main Workshop.

### C.2.2. Aerosols

Aerosols containing paint or treatments shall be handled and stored in the same manner as combustible material and flammable liquids. Caps shall always be replaced when the aerosol is not in use.

Disposal of aerosols and cleaning rags and paper used in conjunction with them shall be as detailed as for Combustible Materials and Flammable Liquids (above).

### C.2.3. Hot Works

The only hot work normally permitted shall be the use of small hand-held blow lamps, steam cleaners and soldering irons, on an occasional basis. The operator shall be fully aware of the safety implications of using these items and shall ensure the safety of any persons who may enter the area where hot works may be taking place by verbal and written warnings, screening and any other appropriate methods.

Should any other 'hot work' require to be undertaken, a separate risk assessment shall be carried out prior to commencement by the **Fire Safety Officer**, the **Health and Safety Office** and the **Workshop Manager**, and agreed in writing by the Board of Management. The risk assessment and authorisation shall be stored for a minimum of two years after completion of the work.

- Access to any areas where such authorised work is taking place shall be limited only to those persons involved in the task.
- Fire extinguishers shall be located and manned within the working area.

#### **C.2.4. Electrical Tools and Appliances**

Electrical tools and other appliances, including their wiring, shall be inspected regularly and kept in good order by qualified person(s), as detailed in the MAPSL Health & Safety Policy.

#### **C.2.5. Electrical Heaters**

Electrical heaters shall not be left running when the premises are vacated, except as below:

- A single oil-filled heater with a power rating of less than 1000 W may be left running in the Paint Shop to assist the drying of paint and primer, particularly during winter months.
- A single oil-filled heater with a power rating of less than 1000 W may be left running in other locations during winter months at the discretion of the **Fire Safety Officer**, **Health and Safety Officer** and the **Workshop Manager**.

When other forms of electrical heaters are used, special care shall be taken to ensure that the heater cannot cause a fire due to contact with flammable materials, including those which are not secured, e.g. loose paper. Guards shall be properly fitted to prevent personal contact with hot parts or the ingress of foreign objects.

#### **C.2.6. Smoking and Vaping**

**No person** shall be allowed to smoke or vape on site. It is illegal to do so throughout the MAPSL premises and on the remainder of

Rochester Airport, except in designated areas of the Airport indicated by signage.

### **C.2.7. Naked Flames**

The use of appliances with naked flames shall be strictly controlled. Operators shall be fully conversant with the potential dangers and shall make others aware whenever such appliances are being used.

Naked flames shall never be used in the vicinity of inflammable liquids or vapours, such as occur with paint-spraying.

## **C.3. EMERGENCY PROCEDURES**

In the event of a fire, including a fire drill:

- All members of MAPSL shall evacuate the buildings **immediately** and advise all visitors, contractors and any other persons who are present to do likewise.
- Electrical power sources shall be isolated and pneumatic power sources shall be depressurised unless it puts any persons in unnecessary danger.
- All persons shall assemble at the rendezvous point by the Control Tower.
- A member of MAPSL shall demount the case containing the tags (see **B.4.1** below) and take it to the rendezvous point, unless such action causes undue risk.
- Either the **Fire Safety Officer** or the **Health and Safety Director** or a nominated deputy shall carry out a roll call, using the case containing the tags as a register.
- Either the **Fire Safety Officer** or the **Health and Safety Director** or a nominated deputy shall contact the emergency services from a safe position.
- Either the **Fire Safety Officer** or the **Health and Safety Director** or a nominated deputy shall contact the staff of Rochester Airport.

Extinguishers shall only be used to fight a fire outbreak if it is absolutely essential to do so and their use does not put the user or other persons in unnecessary danger.

**C.3.1. Register**

MAPSL has implemented a ‘named tag’ system; this system acts as a register to identify all members currently on site.

- A case containing tags, one for each member, shall be located close to the side doors of the Main Workshop.
- The case containing the tags shall be easily demounted.
- On commencing each shift, every member shall turn over their allocated tag, revealing their name to indicate the member is present on the site.
- On completing each shift, every member shall turn their tag back again to indicate that the member is no longer on the site.

**C.4. FIRE TRAINING AND DRILLS**

**The Fire Safety Officer** shall ensure that evacuation drills are carried out on a six-monthly basis. A log of these activities shall be kept by the **Fire Safety Officer**.

Members of MAPSL shall be given periodic training in the use of fire-fighting equipment. The company carrying out this training shall be identified on notices detailing the location of fire-fighting equipment in each building.

**C.5. AWARENESS OF MEMBERS**

All members of MAPSL shall be fully aware of the potential dangers. To this end, a **Fire Safety Awareness Summary** shall be issued to each member, who is required to sign for it and to keep it in a safe place. A copy is appended to this Policy document.

**C.6. FAILURE TO COMPLY WITH MAPSL FIRE POLICY**

The failure of a member to comply with the MAPSL Fire Policy may render that member liable to a warning or dismissal under the terms of the Articles of Association of the company.



## **D.    MAPSL WORKSHOP PRACTICE**

Medway Aircraft Preservation Society Limited (MAPSL) has built a reputation for excellent craftsmanship. This reputation can only be maintained by the members understanding, developing and practicing the skills that are needed to preserve and restore aircraft and artefacts.

**It is never appropriate to assume that an aircraft or artefact is only for static display and therefore that a lower level of craftsmanship can be acceptable. The preservation world is continually trying to increase the number of aircraft that are restored to full flying condition and all works should be undertaken assuming that to be the case.**

Training and guidance in specific practices can generally be provided by those who already have the skills and, for the benefit of MAPSL, those who have the skills are requested to ensure that their knowledge is used for the benefit of all.

This document is divided into sections covering different aspects of Workshop Practice.

### **D.1. PROJECT STRUCTURE AND CONTROL**

The project structure shall take account of the size of the project, the needs of the customer and the skills and availability of members. In general, a **Project Leader** may be selected to look after the whole project and/or one or more **Team Leader(s)** shall be selected to control and effect individual elements within the project.

All workshop activities shall be coordinated by the **Workshop Manager** who, in conjunction with Project and Team Leaders, shall select the members forming each team, acknowledging their personal skills and preferences, and set the priorities within the workshop. The Workshop Manager shall also be responsible for identifying skill shortages and arranging training.

The Project and Team Leaders shall be responsible for:

- the generation and completion of Job Sheets, see below,
- the identification and acquisition of materials and components to be sourced,

- ensuring that the activities are undertaken and completed to an adequate level of quality and in a timely manner,
- the generation of reports to the Board and, where required, to the customer or client.

### **D.1.2. Recording of Information**

The preferred method of recording information on the project is by the use of Job Sheets. For each major assembly and subassembly, these shall indicate:

- the schedule of work and the allocation of personnel.
- the progress of the work so that any problems identified.
- details of the items purchased or replaced.

If in doubt, information shall be recorded on a Job Sheet.

Job Sheets may be paper or electronic and shall be maintained in an up-to-date condition.

Photographic evidence, e.g. images showing ‘before’ and ‘after’ states and images of any defects found, shall be attached to the Job Sheets. Multiple images may be stored digitally and linked to Job Sheets. Sketches or images should be used to assembly details, e.g. the location of spacers and washers on a bolt.

At the completion of each project, a complete archive of the work undertaken during a project shall be available through the Job Sheets, images and sketches.

All images that constitute part of a Job Sheet shall be taken on equipment owned by MAPSL or shall be transferred to MAPSL in a timely manner either as hard copy or in a suitable electronic format.

## **D.2. WORK ON AIRCRAFT AND ARTEFACTS**

Aircraft, components and artefacts remain the property of the owners at all times and their wishes concerning what work is to be undertaken shall remain paramount in any preservation or restoration project.

Preservation often requires that small repairs are needed, implemented through the purchase of replacement original parts, the restoration of the damaged parts or the fabrication of new parts.

- The acquisition of replacement original parts or new items made to an equivalent specification is the preferred option but is impacted by the cost and availability; this option is generally the responsibility of the customer.
- The restoration of the damaged parts is also a preferred option but depends on the extent of the damage and the ability to provide an effective repair without further damage or weakening the parts as a result.
  - Small deformations may be dressed out
  - Larger deformations may hide other damage such as cracks and crystallisation resulting in fracture and splitting when being dressed out.
- Where the fabrication of new or modified parts is required, these shall be made to drawings, where available, or as accurate copies of existing items. Where this is impractical, drawings or sketches shall be made and approved by the Project or Team Leader and Workshop Manager before fabrication is commenced.
  - The techniques and materials used elsewhere on the aircraft or artefact and of similar aircraft or artefacts of the same era shall be used as a guide.
  - It shall be clearly recorded that the component or part is a replica.
- Note that the aircraft or artefact being preserved or restored may have damage that cannot be repaired. Replacement or new parts may need to be made 'non-standard to allow them to be fitted.

Restoration generally requires a much greater level of fabrication of new or modified parts; the same criteria shall apply.

### **D.2.1. Labelling and Storage**

Care shall be taken to ensure that components and parts are identified, stored securely and refitted correctly.

- Parts shall be photographed and/or clearly identified by a drawing or sketch and referenced or attached to the Job Card.
- Labels shall be attached securely to removed components and parts detailing:

- the title of the project
- the full and correct name of the part
- the person responsible for carrying out any work
- Removed components and parts shall be sealed in labelled plastic bags or boxes together with any mounting hardware and placed on an identified shelf or rack when not being worked.

### **D.3. GENERAL PRACTICES**

These general practices are those that are required to provide the high standard of workmanship for which MAPSL is renowned. Note that they represent good practice in a standard workshop, but are repeated here because of the variable level of knowledge and experience of members of MAPSL as a result of their individual backgrounds.

- All members shall fully understand the task that they are given by the Project or Team Leader and the processes that are required prior to undertaking any work on an item.
- All members shall immediately report to the Project or Team Leader if any item is damaged or goes missing.
- All members shall seek advice from the Workshop Manager, Project or Team Leader or other skilled members if he/she has any uncertainty about the process required and/or his/her ability to undertake the process.
- Tasks shall be practiced on offcuts of material before working on the finished product, particularly if the skills are not current or the state of the tools is unknown. It is far better to damage a worthless offcut than to damage an aircraft component.

#### **D.3.1 Rotary and Reciprocating Machine Tools**

Machine tools, such as lathes, milling and drilling machines, are specialist items of equipment and have to be used in a correct manner (a) to minimise hazards to the operator and other persons in the vicinity and (b) to fabricate items of appropriate quality and accuracy. The following practices relate primarily to fixed machines although they are also applicable to hand-held tools of a similar genre.

- Only members who have the knowledge, experience and training shall be permitted to use certain machine tools. Where necessary,

permission shall be explicitly authorised by the Workshop Manager. A notice indicating any restriction and permitted users shall be placed adjacent to the machine under such circumstances.

- Members shall only use machine tools if they are competent to use it in the correct manner and permitted to do so.
- Where a guard is fitted to a machine tool, the guard shall be in place while the machine is running.
- Items such as chuck keys and wrenches shall be removed from machine tools immediately after they have been used, **prior** to the machine being powered or left unattended; note that these items can present a significant safety hazard when the machine is set in motion.
- The user shall ensure that cutting speeds are appropriate and that cutting lubricants are used where appropriate.
- Items of work shall be securely fixed to the bed of the machine, using a vice and/or clamps where appropriate, or in the chuck of the machine, **before** the machine is set in operation.
- Cutting tools shall be securely clamped in the chuck, on the tool post or on the shaft of the machine, as appropriate, **before** the machine is set in operation.
- Cutting tools mounted in a tool post shall be correctly aligned and clamped **before** the machine is set in operation.
- Specialist cutting tools shall be removed from the machine on completion of a task and stored in the appropriate place.
- Cutting tools shall be maintained in a sharp condition
- Work shall not be left on a machine when the machine is unattended, especially at the completion of a session, except with the express approval of the Workshop Manager. In that case, a notice shall be placed on the machine requesting that the machine is not used or disturbed and that the item in work is not removed.
- Grinding wheels shall only be used for grinding and cleaning steel; other materials including aluminium, brass, wood and plastics shall never be ground using these machines as these materials damage and clog the stone.

- Steel wire brushes shall only be used for cleaning steel; other materials including aluminium, brass, wood and plastics shall never be cleaned using these machines as these materials may be damaged thereby.
- The user shall monitor the operation and performance of the machine while it is in motion and report any defect with the machine or tools being used to the Workshop Manager.
- The user shall clean the machine on the completion of a task or a session and at intervals during the task to remove swarf and other material.
- The user shall wear the specified safety clothing while undertaking any task on the machine; personal clothing shall also be appropriate to prevent snagging or catching in the machine.

### **D.3.2. Cutting and Forming Machines**

Cutting and forming machines, such as guillotines, circular and band saws, punching tools and bending, milling and drilling machines, are specialist items of equipment and have to be used in a correct manner (a) to minimise hazards to the operator and other persons in the vicinity and (b) to fabricate items of appropriate quality and accuracy.

- Members shall only be permitted to use machine tools if they are competent to do so.
- Guillotines and bending machines shall only be used for cutting or forming materials of appropriate composition and thickness. A notice shall be posted adjacent to each machine detailing the permitted range of materials that may be used.
- Where a guard is fitted to a machine, the guard shall be in place while the machine is being operated.
- Circular and band saws shall be fitted with a blade of a type appropriate to the material being cut.
- The machine shall be cleaned on the completion of a task or a session and at intervals during the task to remove swarf and offcuts of material.

### **D.3.3. Painting and Spraying**

The appearance of any aircraft or artefact preserved or restored by MAPSL is of primary concern. In general, paint, including primers, on material other than wood shall only be applied by skilled members by means of spraying.

- Only approved paints and primers shall be used.
- Paints and primers shall be prepared, applied and left to harden strictly in accordance with the manufacturer's guidelines. Their use must comply with the Control of Substances Hazardous to Health (**COSHH**) and general Health and Safety requirements, as detailed in the Section **B.2**.
- Paints and primers shall be stored strictly in accordance with the manufacturer's guidelines. Their storage must comply with the Control of Substances Hazardous to Health (**COSHH**) and general Health and Safety requirements, as detailed in the Section **B.2**.
- Appropriate protective clothing shall be worn at all times.
- Spraying equipment shall be kept clean at all times, particularly after the completion of a task.
- Spraying equipment shall be kept in a locked cabinet when not in use.
- Air supplies to spraying equipment shall be pressure-regulated and dehumidified.
- Where brushes are used, they shall be thoroughly cleaned using the appropriate cleaning agents immediately the painting has been done and then stored in the appropriate place.

### **D.3.4. Paint Stripping and Cleaning**

It is extremely important that paint removal is undertaken in a manner that does not damage or weaken the surface from which paint is to be removed. For aluminium surfaces in particular, a scratched or gouged surface seriously weakens the panel.

- Only approved paint removers shall be used.

- Paint removers shall be applied strictly in accordance with the manufacturer's guidelines. Their use must comply with the Control of Substances Hazardous to Health (COSHH) and general Health and Safety requirements, as detailed in the Section **B.2**.
- Paint stripper shall be applied thickly, covered with plastic film and remain untouched for at least three days. Note that a 'leave it all for an hour and it'll come off' attitude does not work; if properly applied, the paint should come away cleanly with the stripper.
- When cleaning the surface of aluminium and aluminium alloy, **ONLY** the following implements shall be used:
  - plastic or rubber scrapers,
  - aluminium wool,
  - pads of Scotchbrite or similar-material,
  - toothbrushes (for difficult areas).

The following implements must **NEVER** be used:

- metal implements, such as knife blades, screwdrivers, metal scrapers, etc.,
- wire brushes of any type (including wire wheels),
- steel wool or similar abrasive items,
- abrasive material of any type (including abrasive wheels),
- aluminium sheet "strips".
- When paint stripping steel surfaces,
  - Care shall be taken with the use of wire brushes and abrasives to ensure that the surface is not marked.
- All corrosion shall be removed and/or treated with approved products to prevent subsequent damage.
- Silicone-based cleaning products shall never be used.

### **D.3.5. Hand Tools and Processes**

Much of the fabrication required for preservation and restoration will require the use of hand tools and traditional forming methods.

### **D.3.5.1.    General**

Work benches, machines, tools and shelf space are limited resources in the MAPSL workshop and need to be shared for the benefit of all members. Tools require to be maintained in good order and workshop consumables and expendables need to be available.

- Benches shall be kept tidy during working sessions and left tidy at the completion of each working session.
- Items in work shall be stored at the end of each working session.
- All tools shall be returned to their correct place of storage as soon as use is finished and at the end of each working session.
- Tools requiring maintenance or replacement shall be reported to the Workshop Manager as soon as possible.
- A low status of workshop consumables and expendables shall be reported to the Workshop Manager as soon as possible.

### **D.3.5.2.    Measuring, Marking and Cutting**

Accuracy is essential if new or modified parts are to be fabricated.

- Ruler, callipers and micrometers shall be used for accurate measurement.
- Cutting lines shall be marked using a sharp scriber.
- Hole centres shall be marked using a sharp centre punch (manual) or centre bit (on a machine).
- Where dimensions are critical, e.g. the distance between hole centres, the marking shall be done on a milling machine.
- Bending lines in aluminium shall be marked using a thin indelible marker; a scriber will damage the surface leading to a weakness.
- All marking shall be checked at least twice before undertaking any cutting, drilling or bending.

### **D.3.5.3.    Drilling and Tapping**

All holes shall be drilled using sharp drill bits.

- The item of work shall be securely clamped when drilling holes.

- The correct cutting speed shall be used when drilling holes; cutting compounds shall be used as required.
- When drilling large holes, a selection of drill bits shall be used to gradually increase the hole size and the item of work being drilled shall be clamped in the same position while drilling to minimise wander.
- The correct size of drill bit or reamer shall be used for a clearance hole where a snug fit is required.
- The correct size of drill bit shall always be used when the hole is to be internally tapped with a screw thread.
- The external diameter shall be correct when a part is to externally threaded with a tapping die.
- When cutting threads, the die or tap shall be kept orthogonal to the material being cut, an oscillatory motion used to keep the die or tap cutting and cutting compound used as necessary.
- Hole cutting dies, e.g. Q-max cutters, shall only be used on thin sheets, up to 20 SWG for steel and 16 SWG for aluminium.

### D.3.5.4. Cutting and Finishing

Most parts require to be made accurately to the correct size to prevent interference or gaps.

- Metals shall be cut marginally over-size using appropriate tools and then filed or ground (steel only) to the required dimensions. Note that cutting with a guillotine, shears or saw will generally not produce an accurate dimension or finish.
- Wood and plastics shall be cut marginally over-size using appropriate tools and then filed or sanded to the required dimensions.
- When filing aluminium, chalk shall be applied to the file blade to prevent clogging.
- All holes requiring a tight tolerance shall be drilled undersize and reamed to the correct dimension.
- Except where specified on a drawing, all edges shall be smoothed to remove sharp corners and edges.

### D.3.5.5. Bending and Forming

Parts are frequently bent or formed.

- Allowances for bend radii and material thicknesses shall be included when marking items that will be bent.
- Where multiple bends are needed, consider the order in which the bends should be made; critical bends should generally be made first. If necessary, partially form some bends and finish later.
- Aluminium plate, strip, tube and sheet shall be annealed prior to making moderate or sharp bends by heating the area to be bent to a temperature that causes the ink of permanent markers to fade and leaving the material to cool sufficiently for handling; multiple heating and bending cycles may be required for thicker materials as the aluminium is work hardened by bending.
- Steel plate, strip, tube and sheet shall be annealed prior to making moderate or sharp bends by heating the area to be bent to a red heat and leaving the material to cool sufficiently for handling; multiple heating and bending cycles may be required for thicker materials as the steel is work hardened by bending.
- Brass plate, strip, tube and sheet shall be annealed prior to making moderate or sharp bends by heating the area to be bent to show a blackened colour a red heat and immediately quenching the material in cold water.

### D.3.5.6. Riveting

Many parts on aircraft are riveted in position. The appearance of a finished rivet generally provides a good indication of the quality of the process that has been used.

- The correct type and composition of rivet shall be used; rivets come in a variety of styles, materials and hardness.
- The hole for the rivet shall be of the correct size.
- The size and shape of rivet snap / punch shall be correct for the size of rivet being used.
- The item being riveted shall be held squarely to the rivet set or vice-versa.

- The head being formed shall be checked as riveting proceeds.
- For the formation of a round-head, the free length of the rivet shall be approximately 1½ times its diameter.

### **D.3.5.7. Consumables and Expendables**

Consumables are items that have a limited life or suffer wear during use; they include drilling, milling and cutting tool bits and saw blades; they also include items such as oil, cutting compound, cleaning materials, towels or rags and batteries. Expendables are items that are used once or a few times before disposal; they include some protective clothing, cleaning materials, towels or rags.

- The user shall advise the Workshop Manager if the quantity of available consumables or expendables is low.
- The user shall dispose of exhausted consumables or expendables in an appropriate manner as soon as possible after use.

### **D.4. AWARENESS OF MEMBERS**

All members of MAPSL shall be fully aware of need to maintain the reputation of the company with regard to workmanship. To this end, a **Workshop Practice Awareness Summary** shall be issued to each member, who is required to sign for it and to keep it in a safe place. A copy is appended to this Policy document.