

► This RA has been substantially re-written; for clarity, no change marks are presented – please read RA in entirety. ◀

RA 2340 – Flying of Passengers on UK Military Aircraft

Rationale

Aviation Duty Holders and Accountable Managers (Military Flying) (AM(MF)) are responsible for the safety of all passengers, including troops, who fly in aircraft within their Area of Responsibility (AoR). Where passengers are carried on UK Military Aircraft, there is a need to ensure that passenger safety and duty of care is discharged.

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2340(1): Flying of Passengers on UK Military Aircraft

Regulation 2340(1)

Flying of Passengers on UK Military Aircraft

2340(1) Aviation Duty Holders and AM(MF) **shall** detail the requirements regarding the carriage of passengers on UK Military Aircraft within their AoR.

Acceptable Means of Compliance 2340(1)

Flying of Passengers on UK Military Aircraft

General

1. Aviation Duty Holders and AM(MF) **should** ensure that passengers are only carried on military aircraft within their AoR where there is a justifiable and valid Service or Defence Contractor Flying Organization¹ requirement.
2. Aviation Duty Holders and AM(MF) **should** issue orders or instructions for passengers on military aircraft within their AoR detailing the following:
 - a. Types of passenger flights that may take place in their aircraft;
 - b. Approvals process to be followed for passenger flying;
 - c. Aircrew qualifications and/or experience required to fly passengers;
 - d. Permitted flight profiles, training events and manoeuvres for all types of passenger flights;
 - e. For familiarization flights²:
 - (1) Minimum flying experience, qualifications and skill sets for passengers;
 - (2) Appropriate training packages for passengers;
 - f. Safety and survival drill requirements³;
 - g. The wearing and carriage requirements³ of approved Aircrew Equipment Assemblies (AEA) and Safety Equipment.
3. **Types of Passenger Flights.** The types of passenger flights **should** be as follows:
 - a. **Routine Air Transport (AT).** Those passenger flights governed by JSP800 Defence Movement and Transport Regulations;
 - b. **Tactical.** For passenger flights⁴ not governed by JSP800, and where passengers are required to fly on or in support of operations, to meet essential tasking or as essential elements of operational training;

¹ As approved under the Contractor Flying Approved Organization Scheme.

² For the purposes of this regulation, familiarization flights also cover those activities often referred to as passenger demonstration flights for industry or commercial purposes. From this point on in this RA the phrase "familiarization flight" will be used.

³ See also RA 2130 – Safety Equipment, Survival Drills and Training.

⁴ Such as some support helicopter operations, or the movement of injured personnel not covered by JSP800.

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- c. **Familiarization Flight.** A flight designed to familiarize aircrew passengers with the characteristics of an aircraft and/or its systems, which can include the flying/operating of an aircraft by passengers who are qualified aircrew⁵ but do not possess a valid Certificate of Qualification on Type (CQT) for the aircraft being flown, and where the passenger can occupy a crew position for which the occupant would routinely⁶ be aircrew possessing a valid CQT for that aircraft;
- d. **Air Experience Flight**⁷. A flight designed to give the recipient airborne experience where the passenger occupies a seat that does not demand⁵ an aircrew occupant. Such flights can include the flying/operating of an aircraft by the passenger.
4. **Physiological Flight Categories (Passenger).** Physiological flight categories **should** be as follows:
- a. **Category 1.** Cabin altitude exceeding 18 000 ft and/or rates of ascent or descent exceeding 10 000 ft per minute and/or acceleration forces exceeding +4.5g or -1.0g.
- b. **Category 2.** All flights involving ejection seats but of lesser severity than Category 1. For Typhoon only, due to the enhanced protection afforded by its AEA, Category 2 limits are extended to include cabin altitudes of up to 20 000 ft with no greater than 15 mins above 18 000 ft. Acceleration forces of up to +5.0g are permitted without restriction, and may be extended to +7.0g for a maximum of 20 secs at a time, allowing time for individual recovery between high g manoeuvres. The limit of -1.0g remains. Further guidance is contained in Leaflet 3-03, Annex C of AP1269A (Assessment of Medical Fitness).
- c. **Category 3.** All flights in non-ejection seat aircraft, but of less severity than Category 1, including Tactical passenger flights, (routine AT passengers are governed by JSP800).
5. **Authority of Aircraft Commander.** Passengers **should** be made aware that they are subordinate to the Aircraft Commander and crew for the duration of the flight in all matters relating to the direction and handling of the aircraft and the safety of its passengers, crew and equipment.
- Approval and Authorization**
6. Passengers **should not** be unnecessarily exposed to hazardous flight profiles.
7. For all passenger flights, Aviation Duty Holders and AM(MF) **should** appoint passenger approving officers in accordance with Annex A.
8. Approving officers **should**, in the first instance, assure themselves that the flight is appropriate, before approving the flight in accordance with Annex A.
9. Medical approval for the flight environment **should**:
- a. Be in accordance with Annex A (physiological flight categories) and;
- b. Take into account anthropometric fitness for the aircraft.
10. The Authorizing Officer **should**:
- a. Check and indicate via signature on the Passenger Briefing Form (Annex B) that the requirements as listed on Annex B have been carried out for Familiarization and Air Experience passengers;
- b. Order a medical examination for any passenger whose fitness he doubts.
11. The Aircraft Commander **should** be satisfied that:
- a. The requirements of JSP800 have been met for Routine AT passengers;
- b. As much as practicable, Tactical passengers:

⁵ In accordance with RA 2101(1) – Entitlement to Conduct Flying Duties.

⁶ As per any applicable orders, instructions and rules such as *inter alia* the Aircraft Document Set, Release to Service, Certificate of Usage and any wider Aviation Duty Holder or AM(MF) orders.

⁷ For the avoidance of doubt, this type of passenger flight encompasses the carriage of passengers of any age, whether military or civilian, aircrew or non-aircrew.

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- (1) Have received and understood appropriate emergency, safety and survival briefs;
- (2) Are confirmed medically fit for the flight being undertaken and their anthropometrics and boarding weights are within limits;
- c. The Authorizing Officer has signed the Passenger Briefing Form (Annex B) for Familiarization and Air Experience passengers.

Emergencies, Safety and Survival Equipment, and Briefing

12. Before any flight in a UK military aircraft, passengers **should**:
 - a. Receive a safety briefing that covers, as a minimum, aircraft emergencies (including ditching/ejection), safety and survival systems, methods of escape, and likely rescue methods;
 - b. Be made aware of any other safety-critical aircraft equipment and systems that they may have cause to interact with either intentionally or unintentionally;
 - c. Receive a thorough pre-flight brief on the dangers of interfering with aircraft controls if occupying a seat or position with access to the aircraft controls.
13. Safety and survival equipment briefings **should** be given by qualified aircrew or survival equipment personnel. Emergency and ditching/ejection briefings **should** only be given by appropriately qualified aircrew. Where this is not practical (such as when passengers have to be collected from a ship or field unit without qualified personnel), passengers **should** be briefed by a designated, authorized and qualified person.
14. The Aircraft Commander **should** ensure that passengers do not carry unrestrained articles that might affect the operation of the cockpit equipment, flying controls or other aircraft systems.
15. Authorizing Officers, Aircraft Commanders or those responsible for safety briefings **should** deny or withdraw passenger approval to fly if they are not satisfied that a passenger has fully understood the safety briefing, or that a passenger is incapable of carrying out briefed emergency procedures.

Boarding Procedures and Supervision for Helicopters

16. Aircraft Commanders **should not** allow passengers or untrained personnel to be under the main rotors while they are engaging or disengaging.
17. Passenger approach and departure procedures **should** be published by Aviation Duty Holders and AM(MF). Passengers **should not** be permitted under the helicopter main rotors when they are rotating except when allowed by the handling pilot when it is impractical for the passengers to do otherwise. Passengers **should** be briefed on approach and departure procedures and board or leave the aircraft under the supervision of a crew member.
18. **Supervision of Passengers in Helicopters.** All non-aircrew passengers travelling in the passenger cabin of a helicopter **should** be supervised by a qualified member of the aircrew. In helicopters where the cockpit is integral with the cabin, this supervisory requirement **should** only be relaxed at the discretion of the Authorizing Officer.

Carriage of Cadets

19. Arrangements for the flying of Air Training Corps and Combined Cadet Force (CCF) cadets with Volunteer Gliding Squadrons (VGS), Air Experience Flights⁸ or the Air Cadet Pilot Scheme (ACPS) **should** be in accordance with the detailed cadet management arrangements specified by Cadet HQ and the relevant Aviation Duty Holder or AM(MF) Orders.
20. The safety and duty of care arrangements for the carriage of cadets undertaken outside the Cadet HQ's AoR **should**:

⁸ This refers to specific Air Experience Units, not the type of passenger flight.

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- a. Be reflected in the Orders of the relevant Aviation Duty Holder or AM(MF);
- b. Include proof of membership of the respective Cadet Force organization and proof of parental permission to fly;
- c. Include requirements for the briefing of cadets at least as stringent as those for other passengers.

21. Members of Cadet Forces **should** only fly as passengers in UK military aircraft provided that:

- a. The cadets are conducting duly authorized activities;
- b. The flight does not extend beyond the UK or the territorial boundaries of a military airfield or unit abroad unless approved by the appropriate Commanders;
- c. Flights in single-engine light aircraft do not proceed over water unless within gliding range of a suitable forced landing area;
- d. Each cadet has a certificate giving:
 - (1) The written consent of his/her parent or guardian and;
 - (2) For cadets still at school the written permission of the Head of School for any flying activity arranged by the school which takes place during school time.

Carriage of Working Dogs

22. In addition to the requirements of JSP800, for the carriage of working dogs in UK military aircraft:

- a. Dogs **should** be muzzled, restrained on a leash, and accompanied by a dog handler, while inside or in the vicinity of aircraft;
- b. Dog handlers **should** occupy a rear seat in the aircraft, with the animal restrained between their legs;
- c. Aircraft Commanders **should** ensure that dog handlers are aware of the safe arcs for boarding and leaving the aircraft if this is necessary with rotors or propellers turning.

Passenger Records

23. A Passenger Briefing Form (Annex B) **should** be completed before flight for all Familiarization and Air Experience passengers, which **should** be retained with the flight authorization record.

24. **Passenger Manifest.** The names of passengers **should** be recorded and retained outwith the aircraft for the duration of the flight as follows:

- a. **Routine Air Transport.** In accordance with JSP800.
- b. **Tactical Flights.** Either:
 - (1) The flight authorization record or on a suitable passenger manifest, such as Annex C, to be used for all passengers, including troops or;
 - (2) When personnel who are carrying out a recognized military task and it is impractical to record passenger details in accordance with para 24b(1), the parent authority of the personnel or the tasking authority for such movements retains a list of these personnel until the flight is complete and all personnel have been accounted for.
- c. **Familiarization and Air Experience Flights.** The flight authorization record is to be used, or a suitable passenger manifest, such as Annex C (to be retained with the flight authorization record).

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General

25. **Passengers.** All personnel, military or civilian, who are not authorized as part of a CQT air system crew or as supernumerary crew for a flight, or are not flying as part of an approved course and the duties to be authorized form part of their course of training, are deemed to be passengers. This includes other aircrew, troops and parachutists.

26. **Supernumerary Crew.** Supernumerary crew are not classified as passengers. A supernumerary crewmember is an individual, military or civilian, who is temporarily attached to an air system crew for the purpose of carrying out a specific duty not involved with flying/operating the air system, as authorized by the appropriate Aviation Duty Holder or AM(MF).

27. **Frequency of Physiological Category 1 Flights.** A passenger who undertakes no more than 3 flights in one year may be classed as undertaking occasional flights. A passenger who exceeds this frequency will be classed as undertaking frequent flying. However, in the case of Service personnel flying as passengers to undertake an operational task, the term occasional may allow the individual to fly the number of flights to complete the task. Such personnel undertaking more than one operational task of this nature in a 4-month period will be considered to be undertaking frequent flying.

28. **Medical Examination.** Aircrew holding a valid aircrew Medical Employment Standard may fly as passengers without additional medical examination subject to anthropometric clearance⁹ as required. Consideration must be given to the relevance of their aviation medicine knowledge to their intended flight.

29. **Air Photography.** If photography has been authorized by the aircraft commander during the sortie, the passenger must be made aware of the dangers arising from loose articles and the need to attach equipment to the person where possible.

Restrictions for Types of Passenger Flights.

30. **Routine Air Transport.** Restrictions in accordance with JSP800.

31. **Tactical.**

- a. Passengers must not fly or operate the aircraft.
- b. The following profiles/events¹⁰ must not be undertaken during tactical passenger flights:
 - (1) Practice emergencies¹¹;
 - (2) Flight tests;
 - (3) Display flying¹²;
 - (4) Air Combat and Evasion Training (except for dedicated Special Forces training).

32. **Familiarization Flight.**

- a. Passengers must be aircrew qualified in accordance with RA 2101(1) – Entitlement to Conduct Flying Duties;
- b. Familiarization flights that include the flying/handling¹³ of an aircraft by the passenger must be carried out in aircraft fitted with dual controls and

⁹ See also RA 2130(6) – Anthropometrics; RA 2135 – Medical Requirements.

¹⁰ This list is not exhaustive; Aviation Duty Holders and AM(MF) may wish to add profiles/events specific to their air systems.

¹¹ Practice emergencies are where the performance of a system is degraded, such that it is not immediately and fully available for use if required, eg retarding/switching off throttle/engine/engine or flight control system, radio or flight instruments turned off (simulated emergencies that do not degrade the performance of a system, such that it is immediately and fully available for use if required may be carried out).

¹² See also RA 2335 – Flying Displays and Special Events (note: role demonstrations do not constitute display flying).

¹³ For the purpose of this regulation, handling is the physical interaction between a passenger undertaking a familiarization or air experience flight and the aircraft controls for the purposes of experiencing the aircraft's flying characteristics.

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supervised from a control position by an appropriately qualified Aircrew Instructor (AI);

c. Flying/handling of an aircraft by the passenger will only be undertaken when the characteristics of an aircraft and/or its systems cannot be adequately demonstrated in a Flight Simulator Training Device;

d. Familiarization passengers must not handle or operate the aircraft, or occupy a CQT crew position during any of the following profiles/events⁹:

- (1) Operational tasks;
- (2) Practice emergencies¹¹;
- (3) Flight tests;
- (4) Display flying¹².

e. Aviation Duty Holders and AM(MF) will consider restricting familiarization passengers from handling/operating aircraft or occupying a CQT crew position during the following profiles/events⁹:

- (1) When other passengers or non-essential personnel are being carried;
- (2) Weaponry;
- (3) Low Flying;
- (4) Air Drop - personnel or stores;
- (5) Night flying;
- (6) Formation flying;
- (7) Air Combat and Evasion Training;
- (8) Hovering in confined areas;
- (9) Flight in IMC;
- (10) Take-off and landing.

33. Air Experience Flight.

a. Passengers are not required to hold any aircrew qualifications;

b. Air experience flights that include flying/handling¹² of the aircraft by the passenger must be carried out in aircraft fitted with dual controls;

c. The following profiles/events⁹ must not be undertaken during Air Experience Flights:

- (1) Operational tasks;
- (2) Practice emergencies¹¹;
- (3) Flight tests;
- (4) Display flying¹² (except for RAFAT¹⁴).

d. Air experience passengers must not handle or operate the aircraft during the following profiles/events⁹:

- (1) When other passengers or non-essential personnel are being carried;
- (2) Weaponry;
- (3) Air Combat and Evasion Training;
- (4) Low flying;
- (5) Mountain flying;

¹⁴ RAFAT may carry passengers during display flying; however, passengers must not fly or operate the aircraft.

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- (6) Night flying;
- (7) Formation flying;
- (8) Hovering in confined areas;
- (9) Flight in IMC;
- (10) Take-off and landing.

Safety Responsibility for Passengers

34. JSP800, provides additional acceptable means of compliance and guidance especially for transport and communications aircraft. JSP800 also provides additional means of compliance and guidance on the carriage of passengers and Dangerous Goods.

35. Aviation Duty Holders and AM(MF) will specify the appropriate level of survival equipment to be available to, or issued to, passengers according to the likely hazards that could be met in the event of an emergency. Furthermore, the specific operational role, mission or task may dictate the level of survival equipment to be provided to passengers as there will be occasions where the requirement for troops to wear full safety and survival equipment may not be compatible with operational effectiveness. Where Aviation Duty Holders allow levels of safety equipment to be compromised to facilitate a 'train-as-you-fight' approach, a safety assessment must be completed and be formally recorded within the Duty Holder risk management system.

Emergencies, Safety and Survival Equipment, and Briefing

36. **Safety Briefing Topics.** As a minimum, passengers will receive appropriate briefings on:

- a. Aircraft emergencies (including ditching/ejection), safety and survival systems, methods of escape, and likely rescue methods;
- b. Use of protective clothing, safety and survival equipment;
- c. Forbidden items that may not be carried or used in UK military aircraft;
- d. Baggage handling and storage;
- e. Procedures before and after flight;
- f. Facilities and use of the aircraft's emergency systems and pertinent survival drills;
- g. Use of switches or other controls which the passenger may need to operate for his own comfort, or for the safe operation of the aircraft;
- h. Loose articles and Foreign Object Damage/Debris.

37. **Passenger Briefing Cards and Videos.** Passenger Briefing Cards and video presentations may be used as an aid to passenger briefing.

38. **Safety Restraint.** Passengers and troops will be strapped in at all times when the aircraft is moving, except when authorized by the Aircraft Commander. The Aircraft Commander must take the following into account when allowing passengers to unstrap or move about the aircraft:

- a. The security of cabin doors and hatches;
- b. The availability of dispatcher harnesses and connection to a serviceable intercom system;
- c. Essential mission or mission training requirements;
- d. Poor weather, especially anticipated turbulence;
- e. The ability of crew members to manage emergencies.

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39. **Helicopter Safety Notice.** A notice will be prominently displayed in all helicopter cabins as follows:

Figure 1. Passenger Notice.

ATTENTION-DANGER

Passengers, irrespective of rank, are not to alight from or board helicopters without first obtaining clearance from the pilot or aircrew that they are clear to do so. During periods when the main rotors are disengaging or engaging there is a severe risk of injury from sailing or dipping of the main rotor blades.

Note:

For Military Registered Civil Owned Aircraft with a Release to Service or Certificate of Usage under-pinned by a civil Type Certificate only: in order to comply with the regulations covering these aircraft it may not be possible to affix the above notice to the aircraft cabin. In this situation crews of such aircraft should ensure that a briefing card containing the information in the notice above is brought to the attention of all passengers prior to or immediately after boarding the aircraft.

40. **Helicopter Underwater Escape Training (UET).** Aviation Duty Holders and AM(MF) must consider the UET requirements¹⁵ for passengers who fly regularly in helicopters over the sea.

41. **Helicopter Blade Sail.** Boarding Procedures for helicopters must take into account that, in gusty or turbulent conditions, some helicopter main rotors are liable to 'sail', and the effect of this has been known to make them dip low enough to hit the ground or deck. This can occur at any time, but the effect is particularly marked when the rotors are being engaged or disengaged.

Carriage of VIP Passengers

42. **Royal Flights.** The approval of the Head of Royal Travel must be obtained before a Royal Flight is carried out in any aircraft. The Head of Royal Travel is contactable via the Royal Household switchboard.

43. **VIP Status.** Aviation Duty Holders and AM(MF) must take societal concern into account when approving the carriage of VIPs as passengers in UK military aircraft and:

- a. May consider providing guidance on persons deemed to hold VIP status.¹⁶
- b. Will define the specific experience level and qualifications required by Aircraft Commanders (and other crew as applicable) before they can be considered for flying VIPs.

Passenger Records

44. The Passenger Briefing Form at Annex B is designed to capture the minimum details required to be recorded for familiarization and air experience passenger flying. Locally produced variants of the Annex B form or local processes may be used provided they capture, as a minimum, all the details contained within the form shown at Annex B, for each passenger. This form may also be an appropriate template for some tactical passenger flights.

45. A Passenger Briefing Form (Annex B), or equivalent local variant/process, must be completed for all Cadet carriage, unless the flight is covered by JSP800.

¹⁵ See also RA 2130(1) – Safety and Survival Training.

¹⁶ Further guidance on VIP status is in Appendix 44 to the Queen's Regulations for the Royal Air Force.

ANNEX A
PASSENGER APPROVALS

Physiological Flight Categories	1	2	3 (see Note 3)
Approval for Flight: Civilians	Commanding Officer of at least OF4 rank or Flight Operations ¹⁷ post-holder. (see Note 2).	Commanding Officer of at least OF4 rank or Flight Operations post-holder.	Commanding Officer of at least OF4 rank or Flight Operations post-holder.
Approval for Flight: Service Personnel	Commanding Officer of at least OF4 rank or Flight Operations post-holder. (see Note 2).	Commanding Officer of at least OF3 rank (see Note 1) or Flight Operations post-holder.	Commanding Officer of at least OF3 rank (see Note 1) or Flight Operations post-holder.
Medical Approval	Occasional (Service) Examination by a Military Aviation Medical Examiner. Instruction at Service Aviation Medical Schools. Occasional (Civilian) Examination by Military Aviation Medical Examiner. Instruction at Service Aviation Medical Schools. Frequent (Service/Civilian) Examination initially by Military Aviation Medical Examiner, thereafter annually. Instruction at Service Aviation Medical Schools.	Examination by doctor, no clinical signs or symptoms of heart, lung or other internal disorder. Med Cat P2.	Medical examination is not necessary for this type of flight but passengers who are obviously ill or unfit are to be referred for medical assessment. Aircraft Commanders satisfy themselves that Tactical passengers are fit to fly. Familiarization and Air Experience passengers declare themselves fit to fly on Passenger Briefing Form.

Notes:

1. This responsibility may be delegated by Commanding Officers to Detachment/Flight Commanders.
2. The passenger **must** have had the appropriate elementary practical instruction on hypoxia and the use of oxygen equipment.
3. Approval to fly and medical administration prior to flight for AT passenger flights is governed by JSP800.

¹⁷ See RA 1024 – Accountable Manager (Military Flying) - AM(MF).

ANNEX B
PASSENGER BRIEFING FORM

This form is to be retained with the Authorization Sheets for the duration of the flight.

Name		Rank		
Department				
NOK Details Name				
Address				
Relationship				
Approval for flight				
REQUIREMENT	NAME and RANK	SIGNATURE	DATE	VALID
Survival Aids Brief				1 month
Emergency and Ditching/Ejection Brief				1 month
Passenger Anthropometrics and Boarding Weight within Limits				1 month
Medical Examination Fit for Category Flight				24 hours (only required for Cat 1 and 2 Flights)
Self Certification Medical ¹⁸ : <ul style="list-style-type: none"> I am not receiving medical treatment I do not have a cold or chest disorder For Service personnel: I am Medical Category P2. (Category 3 and below requires doctors letter). 				24 hours
Self Certification Drills ¹⁹ : I fully understand the instructions I have received in the use of survival equipment and the emergency and ditching/ejection procedures for the above aircraft type. I am confident should the need arise, that I could carry out those procedures.				1 Month
Authorizing Officer for the flight				Same day

¹⁸ Certification for cadets/minors must be completed by their parent or guardian.

¹⁹ Certification for cadets/minors must be completed by the qualified personnel delivering instruction.

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*PASSENGER ANALYSIS	NO	WEIGHT	PIECES	WEIGHT
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TOTAL BAGGAGE THIS FLIGHT		
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MANIFEST PREPARED BY	
RANK	
SIGNATURE	
DATE	

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