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WBW/70/60/ORG

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See Distribution

OFF- SQUADRON TRAINING ACTIVITIES - WING POLICY

You will by now have received the above document dated 28 Mar 07. This outlines the requirements for various activities. As WHSO I have been given the responsibility to authorise specific proposed activities undertaken in your local area (as listed in the document).

I have mentioned previously that I have no formal HS qualifications so like you I can only approach this new task with common sense and a common goal that is, to ensure, with you that all our staff and cadets are safe in the activities you undertake. The criteria for the activities is quite clear so it is important to adhere to them at all times.

Please find attached draft copies of an "Authorisation Confirmation" and a "Request Form " which maybe copied locally and I will put them on the web site. I am conscious of the amount of paperwork received by Squadron's and the paperwork overload however, I have tried to make it a simple format to ease the admin burden. Please remember an annual block clearance may be applied for if Squadrons anticipate undertaking an activity periodically at the same venue this will save time and admin.

I am happy to receive written requests to my home address and I will keep all on file. I will respond as promptly as possible to enable your activity to take place and therefore not compromising your training programme, furthermore if there is a query or concern I will endeavour to contact the CO/activity Commander direct to discuss any issues that may arise.

Initially I will try to visit Squadron's who apply for authorisation to acquaint myself with the activity area i.e. schools for drill practice etc which will be good practice for me. I have a number of generic RA's, for many activities, which may help and I am happy to send out copies/e-mail if required.

R W Foster
Flt Lt
WHSO
For OC

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Action :OC Sqns
Information OC Wing, WSOs WHQ File

