Final Instructions 27th–28th July 2019

BRSCC TCR UK/TCT Race Weekend at Brands Hatch Indy Circuit - 1.208 Miles (1.944kms)

This meeting is organised by the British Racing & Sports Car Club Ltd governed by the General Competition Rules of Motorsport UK, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

These Final Instructions should be read in conjunction with any further instructions or bulletins issued by the organisers.

Entry Enquiries: Liz Goodrich
BRSCC, Homesdale Business Park, Platt Ind. Est., Maidstone Rd, Borough Green, Kent TN15 8JL
Tel: 01732 780100 Fax: 01732 885783 e-mail liz@brscc.co.uk

1 Permits

This event will be held under the following Motorsport UK Permit numbers:

Clubmans 111647 **National A 111648**

This event **is NCAFP** permitted

2 Officials

Motorsport UK Steward	Mike Sones
Club Stewards	Bill Shewan Michael Stark
Senior Clerk of the Course	David Pierre
Permanent Clerk of the Course	Andy Holley (TCR/TCT)
Clerks of the Course	Glynn Lee, Paul Belcher, Derek Stanley (Saturday)
Probationary Clerk of the Course	Paul Levitt
Secretary of the Meeting	Judith Hibbins
Chief Scrutineer	John Winder
Chief Medical Officer	Dr. Clare Morden
Chief Timekeeper	Clare Cletheroe
Chief Marshal	Anne Rothberg
BRSCC Safeguarding Officers	Liz Goodrich & Penny Mattocks

3 Passes

E-tickets have been emailed to all officials and drivers who have paid in full for their entry. A Working Vehicle pass has been posted. Any team member aged 13 years or over must be in possession of a valid ticket for the meeting.
Please note that private cars will NOT be allowed to park in the paddock from Thursday onwards.

4 Venue Access

Access to the outer paddock for competitors taking part in Friday testing will be **from 18:00 until 22:00 on Thursday and from 06.00 on Friday.** Competitors not testing will be able to access the circuit and GP Paddock from **18.30 to 22.00 on Friday and 06.00 on Saturday.** Any Team/Competitor who needs to stay overnight on Sunday should speak to the circuit Duty Manager who is normally able to help find a suitable area to park up. Any competitor failing to comply with this shall be subject to pay immediately liquidated damages of £500.
Please note that private cars will NOT be allowed to park in the paddock from Thursday onwards.

5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit and Club Guidance Notes printed further on in this document.

6 Pit & Paddock Areas

The pit garages have been allocated to **TCR UK Championship/Dunlop Touring Car Trophy, Avon Tyres National Formula Ford Championship and BRSCC Mazda MX-5 SuperCup.**

Any competitor who stations themselves in an incorrect position/place (according to the Paddock Plan issued by the Secretary of Meeting) and refuses to move when asked by a BRSCC Race Official, will be reported to the Clerk of the Course. Penny Mattocks will be in the Paddock Area from Thursday and will organise the parking of vehicles. Penny can be contacted on 07949 333 001. Please co-operate with her.

6.1 Engine/Noise Pollution

All competitors should note that noise testing will be carried out at this event. Engines must not be run **before 08:15 or after 18.45 on Saturday** or **before 09:15 or after 18:45 on Sunday**. Any team member found in breach of these times shall at the entire discretion of MSV, be removed immediately from the Venue and as such prevented from taking any further part in the Event.

Non-compliance with the above policy may result in a competitor or Team being prohibited from practising at the relevant MSV Venue for a period of 12 months.

6.2 Paddock

(a) Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
(b) All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue. Any cost incurred by the Club for removal of said items from the paddock, will be charged to offending teams/competitors.
(c) Under no circumstances must any paddock surface be broken in any way, i.e. tent pegs/stakes, etc.; this includes damage caused by trailers. Fuel, oil or chemical substances must not be deposited onto any tarmac surface.
(d) Markings must not be made on the pit garages, pit garage floors, any circuit or paddock surface. Any markings shall be removed by MSV at the relevant teams cost.
(e) Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.
(f) No electrical cables may be run from the pit garages to other vehicles unless protected by a proprietary protective covering.

6.3 Pit Lane

(a) The outer lane or lanes are to be kept unobstructed to allow safe passage of cars at all times. The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane.
(b) Please observe the pit lane speed limit which is **60kph.**
(c) Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
(d) Children under the age of 16 years are not permitted in the pit lane area.
(e) At the start of a race, no personnel are allowed on the Pit Wall until all the cars are clear of the grid.
(f) The designated Stop/Go box is at the base of Race Control
(g) **Only two personnel per car are allowed on the pit wall during any track session, whether it be practice, qualifying or races. The two personnel must be nominated to the Secretary of the Meeting and in possession of the appropriate wristband. In the event of an Endurance race over 90 minutes, three personnel per car are allowed on the pit wall. Please see the nomination form at the back of these Final Instructions.**
(h) Smoking is not permitted in the Pit Lane

6.4 Support Vehicles

The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of "support vehicles" will be brought to the attention of the Senior Officials and appropriate action may be taken.

6.5 Use of Paddock Bikes, Scooters and Quad Bikes

Scooters/quad bikes/golf buggies/pushbikes (including electric bikes) must be used with care to prevent injury. They must only be used within paddock areas and in a safe manner, not at excessive speed and never at more than 10mph or recklessly.

All drivers and passengers must wear suitable protective clothing and the number of passengers must not exceed the number of seats or passenger places provided. If any form of trailer is attached to such a vehicle it must be properly secured in line with manufacturer's requirements or recommendations.

The use of paddock vehicles is at the risk of the owner and/or driver and it is strongly recommended that such use be covered by suitable public liability/3rd party policy.

If you have a paddock accident within the venue you are likely to be held liable for it. All competitors acknowledge that any non-race vehicle used between paddock and pit lane is covered by PL/3rd party insurance.

BRSCC and MSV officials will be monitoring the driving standards of paddock vehicles and reserve the right to penalise individuals or teams for the unsafe handling of those vehicles.

6.6 Tail Lifts

Where vehicles with tail lifts are being used at the venue, the operator must ensure that the tail lift is never left down, including in the halfway position, other than when loading/unloading is being undertaken.

7 Signing On For Competitors

All competitors based in the garages will sign-on in the **Race Control Building**. In addition to the times allocated in the official timetable, competitors can also sign-on on **Friday** between **15:00 to 18:00** in the Kentagon.

7.1 All drivers must provide at Signing On:

(a) Motorsport UK Competition Race Licence or European ASN equivalent and Motorsport UK Entrants Licence (Where applicable) **Competitors with Non Motorsport UK Competition Licences are reminded that under Article 2.3 of the International Sporting Code, written approval must be given by their ASN to compete in this event. Written approval will be checked at signing on.**

(b) Drivers Medical Certificate (if not incorporated in the Licence)

(c) Valid Club Membership (where applicable)

7.2 Drivers are reminded that licences, medicals and upgrade cards must be valid, bearing a recent photograph and be signed by the driver before presentation to the officials at Signing On. Without these they are not valid.

7.3 Upgrade cards can be downloaded from https://www.motorsportuk.org/assets/2019competitorupgradecard.pdf

7.4 It is the responsibility of the driver to collect his/her licence and/or upgrade card after the event.

8 Scrutineering

Those competitors who have been allocated garages will be scrutineered at the times stated in the timetable with the scrutineer coming to your garage. Scrutineering for all other competitors will take place in the Scrutineering Bay in the Outer Paddock. **Scrutineering will also take place in the Scrutineering Bay on Friday between 15:00 and 18:00.**

At Scrutineering, drivers must provide:

(a) Competition Car

(b) Paperwork from BRSCC Officials confirming driver has signed on.

(c) Crash helmet, visor or goggles, gloves, boots, overalls & FHR device (where required)

(d) Vehicle Identification forms (if required)

(e) MOT/road fund licence (if required)

All competitors in the Outer Paddock are requested not to go to the Scrutineering Bay any earlier than the time shown in the Timetable. Failure to comply may result in you being made to wait or turned away and asked to return later.

All vehicles must be Noise tested prior to their first session on the circuit. Noise testing will be done prior to a vehicle entering the Assembly Area. Cars having failed or who have not been noise tested will NOT be admitted to the track.

9 Eligibility

In addition to the series Eligibility Scrutineers, eligibility may be checked by a member of the Motorsport UK Technical Commission, as listed in the Motorsport UK Officials' Yearbook Appendix 5(d).

10 Driver Briefings

(a) **Drivers who have not raced at the circuit** in its current configuration should collect a copy of the New Driver's Briefing Notes when they sign on and read them prior to their first practice or qualifying session.

(b) Individual Championship/series briefings may be called as required and where not listed below, a bulletin will be issued.

Saturday:

- **BRSCC Fiesta Junior Championship racing with MRF Tyres at 08:10 in the Fiesta Race Centre**
- **BRSCC Mazda SuperCup at 08:40 in the Mazda Race Centre**
- **Avon Tyres National Formula Ford Championship at 09:40 in the Formula Ford Race Centre**
- **TCR UK Championship/Dunlop Touring Car Trophy at 10:10 in the Pits Briefing Room**
- **BRSCC ClubSport Trophy at 10:30 in the Pits Briefing Room**
- **Toyo Tires Porsche Championship at 10:40 in the Porsche area of the Paddock**
- **BRSCC Fiesta Championship racing with MRF Tyres at 11:10 in the Fiesta Race Centre**

Sunday:

- **Disklok Civic Cup at 09:10 in the Civic Cup area of the Paddock**

11 Circuit Access

TCR UK/TCT competitors will access the circuit via the Pit Lane Exit. All other competitors, including Mazda SuperCup and National Formula Ford, must access the circuit via the Assembly Area. Competitors located in the pits can access the assembly area via **Garage 1**. All vehicles must be Noise tested prior to their first session on the circuit. Cars having failed or who have not been noise tested will **not** be admitted to the track.

12 Qualifying / Grids

Qualifying will take place as per the timetable. It is the driver's responsibility to be ready at least 20 minutes before their timetabled session. Scrutineering labels must be affixed to the vehicle and clearly displayed before it is allowed onto the track. Drivers should go to the assembly area 20 minutes before published time and then, when directed by the course marshal, they should proceed onto circuit.

Grids will be formed as per Championship/Series Regulations and according to the terms of the Circuit Licence.

Double Header Races**:** unless regulations stipulate otherwise, grids for the second race of a Double Header event with only one qualifying session will be based on the finishing order of the first race. Retirements will be placed at the back of the grid in reverse order of retirement.

TCR UK Championship/ Dunlop Touring Car Trophy

The TCR UK Championship will share a grid for both races with the Dunlop Touring Car Trophy. The grid for race one will be based on the results of the joint qualifying session with the fastest car on pole etc, irrespective of class. The grid for Race 2 will be set from the results of Race 1.

Avon Tyres National Formula Ford Championship

The grid for the second Avon Tyres National Formula Ford Championship race will be based on the finishing order of the first race. For race 3, the grid will be based on random draw. The Championship Co-ordinator will draw one of three numbered balls - 6, 7 or 8. Whichever number is picked means the first 6, 7 or 8 finishers in race 2 start in reverse order in race 3. Any competitor within the reversed places who received a grid place penalty in race 2 cannot benefit from the reversed order. In this instance the grid place penalty will be applied to his original finishing position after the reversed grid draw has been made.

13 Race Start Procedure/Safety Car/ClubSport Trophy Pit Stops

All start procedures will be in accordance with the championship/series regulations. It is the competitor's responsibility to ensure that they are ready in good time. Under ideal conditions, the racing programme may be brought forward. Grids will be formed as per championship /series regulations and the terms of the circuit licence.

Where races are for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.

13.1 Standing Start

Vehicles will be released from the assembly area onto the circuit. Marshals will direct you to the correct qualification grid position. Once all drivers are stationary there will be a one minute countdown; 30 second board and then the cars will be flagged away for the green flag lap. Once this lap has been completed and vehicles are stationary the 5 second board will be shown and then the red lights will be displayed. At some time between 2 and 7 seconds the red lights will switch off – signalling the start of the race.

The following Championships/Series will use a Standing Start

- **BRSCC Mazda MX-5 SuperCup**
- **BRSCC Fiesta Junior Championship racing with MRF Tyres**
- **Avon Tyres National Formula Ford Championship**
- **TCR UK Championship/Dunlop Touring Car Trophy**
- **Toyo Tires Porsche Championship**
- **BRSCC Fiesta Championship Racing with MRF Tyres**
- **BRSCC ClubSport Trophy**
- **Disklok Civic Cup**

Competitors are reminded that the green flag lap must be completed as quickly as possible

13.2 Rolling Start

Vehicles will be correctly positioned in the assembly area, then proceed as directed onto the grid where they will begin the rolling lap behind a Pace Car. The start procedure will be in accordance with Article 2.5 of the Championship Regulations.

The following Championship/Series will use a Rolling Start:

- **BRSCC OSS Championship**

13.3 Safety Car Intervention

The Clerk of the Course will have the facility for the use of the Safety Car in accordance with the Championship / Series regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit via Post 8, at the exit of Turn 3, and will exit the circuit via the pit lane entrance. In the event of an incident during or immediately after the start of a race the Safety Car may be deployed from the exit of Turn 6 (Clark Curve).

Should the Safety Car be deployed in a National Formula Ford race, at the discretion of the Clerk of the Course, 5 minutes will be added to the scheduled 15 minutes race duration. This time addition will only be implemented once per race. A second Safety Car intervention will not have any further time added to the race duration.

13.4 Green Flag/Formation Lap

Should there be a change in weather conditions which would necessitate an additional green flag/formation lap, then at the discretion of the Clerk of the Course, the race duration may commence once the last car starts the additional green flag/formation lap. If the delay from the showing of the Green Flag to the start of the race takes more than 3 minutes the Clerk of the Course reserves the right to reduce the race length.

13.5 ClubSport Trophy Pit Stops

Each car is required to make a mandatory pit stop, which must take place after the 15-minute (Pit Open) board is shown, and before the 30-minute (Pit Closed) board is shown.

Each Pit Stop must be for a minimum duration of 2-minutes; this will be timed from a pit-start marker on the pit lane entrance to a pit-end marker on the pit lane exit. Pit lane speed limit 60 km/h.

If performing a driver change, the incoming driver must not loosen or remove their harness, FHR device, helmet or gloves until the vehicle is fully stopped in the pit lane.

In the event of circuit light failure for either start type the Union /National flag will be used to start all races.

14 End of Track Session Procedure

14.1 At the end of each track session be it qualifying or the actual race, all vehicles must slow down after taking the chequered flag and leave the circuit as directed by officials.

14.2 At the end of your race, presentations will be carried out in accordance with championship/series regulations if time permits. Please follow instructions of race marshals etc. In the case where the presentation does not take place immediately after the race, competitors should report to the Paddock/Race Secretaries' office.

15 Judicial

Breaches of driving standards will be firmly dealt with. If the Clerk of the Course wishes to view evidence from the TV production company, any competitor's personal in-car camera, and/or data logging evidence in order to assist with his enquiry into a breach of driving standards he may order that the results remain provisional and he may take judicial action at a later date. However, the use of video evidence and/or data logging evidence is at the sole discretion of the Clerk of the Course.

16 Stop & Go Drive Through Penalties

The Clerk of the Course reserves the right to impose a 'Stop/Go Penalty / Drive Through penalty' in accordance with Motorsport UK Regulation [Q 12.6]

17 Judges

Judges may be appointed as per Motorsport UK Regulation [Q 18].

18 Race Day Information

The organisers will try to run the programme as published, but they reserve the right to delay or bring forward event times to suit the conditions of the day. Copies of practice times, grid sheets, provisional results and official bulletins etc will be available from the Nigel Mansell Centre and Paddock Office.

19 Social Media

Please take time to read the Motorsport UK's guidelines on Social Media which can be found at https://www.motorsportuk.org/assets/msasocialmediaguidelines-6.pdf

Please refrain from making comments about fellow competitors and officials that could be interpreted as bringing your championship, the hosting circuit, the BRSCC and individual drivers and officials into disrepute.

20 Video Equipment

Video equipment must be fitted to the vehicle prior to scrutineering and the scrutineer must be advised.

21 Testing

Please call the circuit direct or check out http://www.brandshatch.co.uk/testing.aspx

22 Special Circuit Notes

22.1 Track Limits

Competitors should be aware that specific guidance has now been issued by the Motorsport UK regarding the penalties to be applied for drivers breaching track limits. These are as follows:

- 2nd offence - warning flag
- 3rd offence - 5 second penalty
- 4th offence – 10 second penalty
- 5th offence - drive through penalty
- 6th offence – disqualification

Breach of track limit during qualifying will result in that lap time being disallowed.

Track Limit cameras and sensors have been installed at the exits of Turn 1 (Paddock Bend), Turn 2 (Druids Bend) and Turn 3 (Graham Hill Bend). At other locations instances of drivers exceeding track limits will be reported by appointed Judges of Fact.

22.2 Pit Lane

No one is allowed to ride motor cycles or cycles in the pit road at any time when the circuit is operational. It is strictly forbidden for any vehicle to move in the wrong direction in the pit road unless directed by a marshal. The penalty could be disqualification from the meeting.

22.3 Damage and Recovery from the Circuit

Should oil or any other substance likely to prove a hazard be dropped from any vehicle, the relevant vehicle must stop immediately at a place of safety. Competitors are hereby notified that they may be liable for any excessive clean-up costs incurred by MSV. MSV and BRSCC cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

22.4 Placement of Advertising and Signage

Teams and competitors may use the A3 clip frame information boards provided in pit garages (where applicable). Otherwise, placards, banners, advertisements, stickers, decals or leaflets must not be attached, erected, installed or placed anywhere around the MSV venue, including without limitation on any windows, fascias, hospitality suites or doors without MSV's express written permission. Any cost incurred by MSV to rectify or repair any damage caused by any breach of this provision shall be immediately reimbursed by the Team or Competitor on demand.

22.5 Illegal Driving

All competitors are reminded that they are liable to disqualification from the meeting if any person associated with their team who is below the age at which a driving licence may be issued, is seen riding or driving a motor vehicle of any type within the paddock, or any other part of the grounds. Competition vehicles must not be used to transport personnel unless the passenger/s are within the framework of the vehicle.

22.6 Garages

Teams located in the pit garages will be subject to a payment from the team to MSV of a deposit for the issuing of a pit garage key. The deposit will be refunded to the team on safe return of the pit garage key and subject to no loss or damage having been caused to the garage during the occupation, including any defacing caused by the removal of decals, stickers etc.

22.7 Live Snatch

During all practice, qualifying and races, the Clerk of the Course will have the option to carry out "live snatches" under lights and local Yellow Flags. Single Seaters are exempt from live snatch.

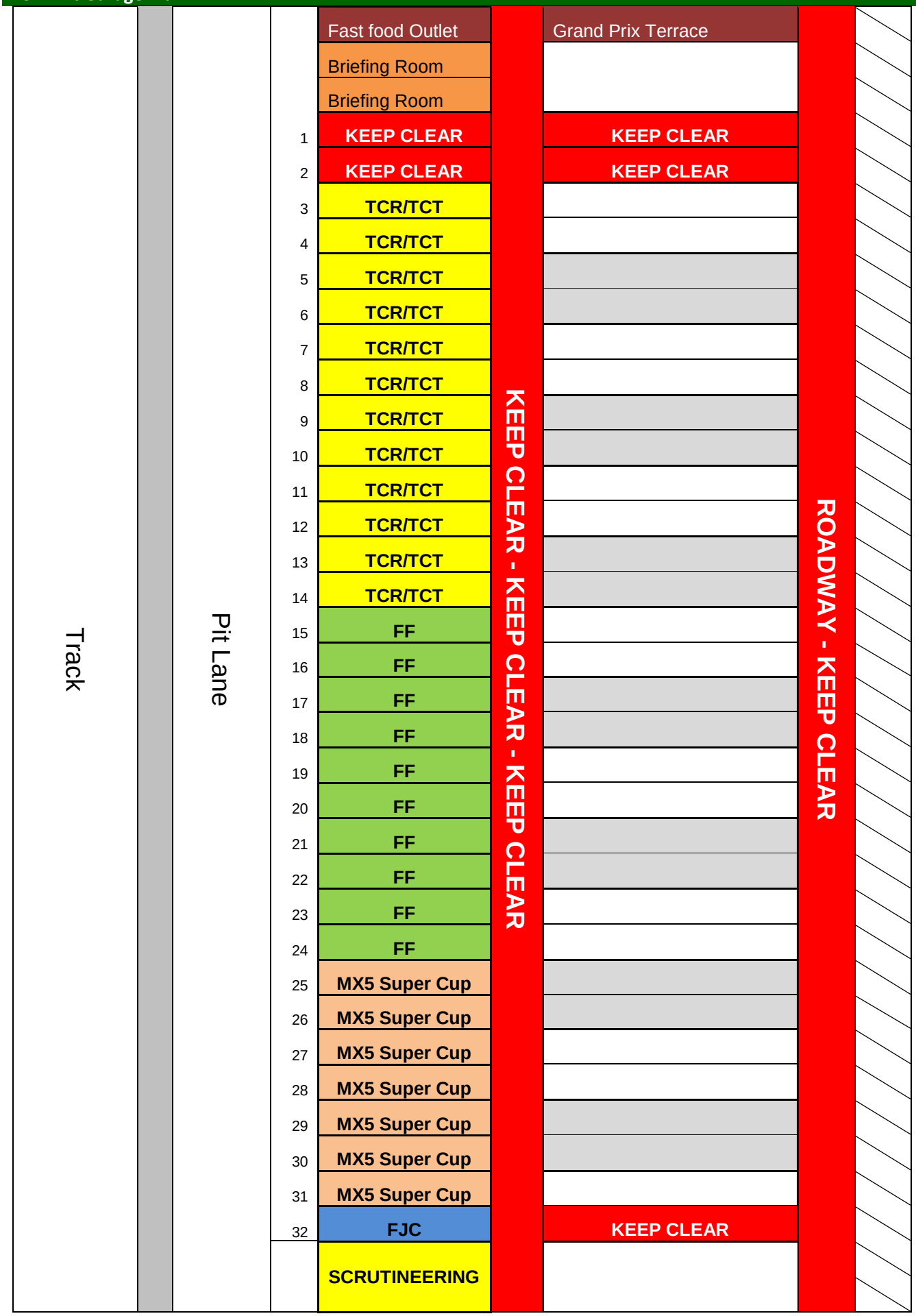
22.8 Timing Modules

All competitors will be required to fit Electronic Self Identification Modules to their cars for the purposes of accurate timing. Holders for these and detailed fitting instructions will be issued with the transponders and it will be the responsibility of the competitor to fit these in the car in the position and manner specified. The Modules must be in place and functioning correctly for all Championship/Series qualifying, practice sessions and races.

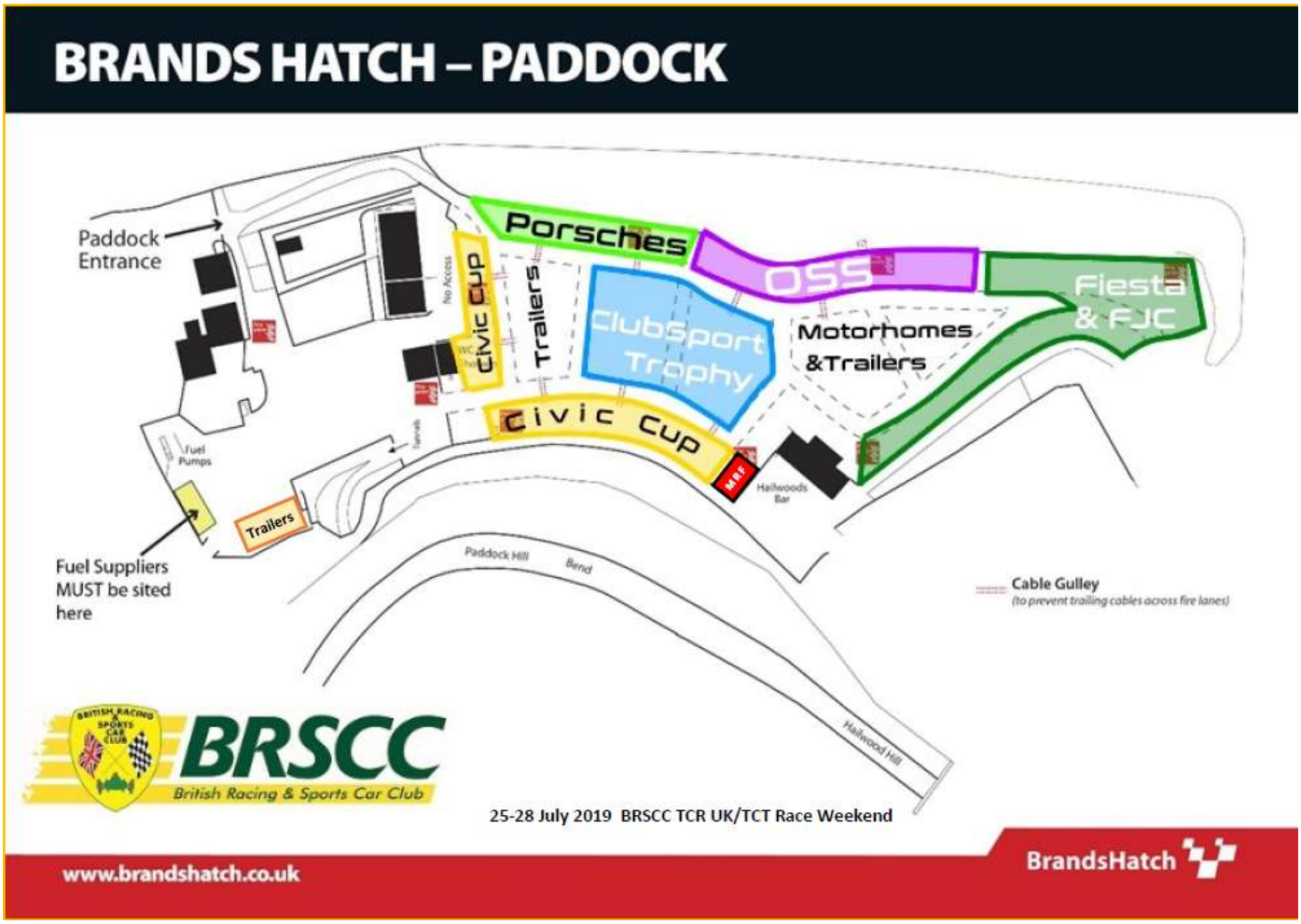
22.9 Circuit Petrol Station

The circuit petrol station will be open between 08.30-09.30 and 12.30-13.30 on both days.

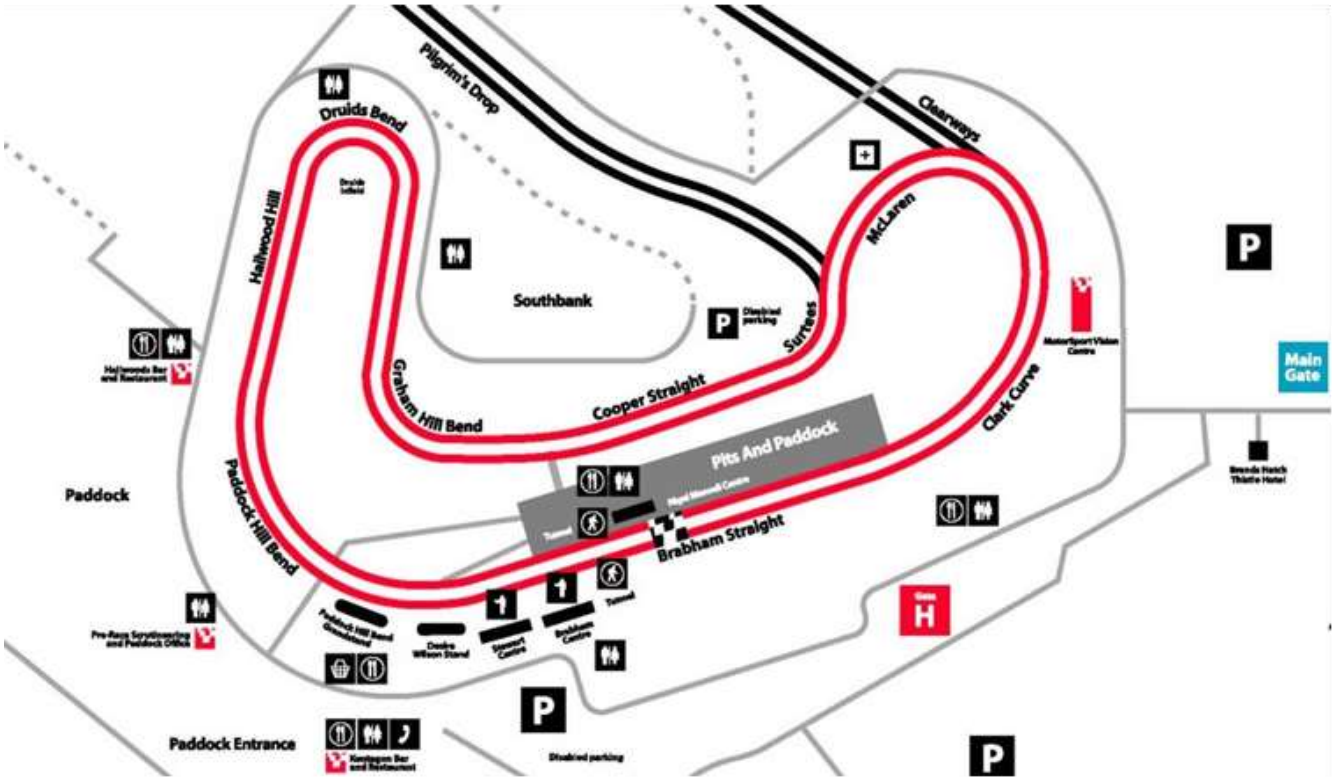
23 Pit Garage Plan



24 Paddock Plan



25 Circuit Map



26 Circuit & Club Safety Guidance Notes

It is the sole responsibility of the Entrant/Competitor to ensure that all of the safety requirements below at enforced. The Entrant/Competitor acknowledges that the list below is not an exhaustive list and that it is their responsibility to enforce the below items and any other such safety measures they deem appropriate.

MSV adheres to the Health and Safety at Work Act 1974 and its supporting legislation, regulations and guidance and we expect the same high standards and best practice from those coming to our Venues.

All teams and contractors must appoint a designated responsible person to oversee the safety of activities carried out on site. This name and contact mobile number should be known by the whole team and passed on to an MSV representative on request.

1. Storage and Use of Petroleum Spirit

1.1 All petroleum spirit must be stored in appropriate fuel containers complying with all relevant safety standards, away from any source of ignition.
1.2 All containers must be indelibly marked; "Petrol - Highly Flammable.
1.3 All empty containers must be removed from the venue after the event.
1.4 Generators should be powered by diesel and used in the open air.
1.5 Appropriate fire extinguishers must be readily accessible near any fuel store or refuelling activity.
1.6 Personnel must be trained and wear appropriate fire retardant personal protective equipment (PPE), before using petrol; especially when refuelling.
1.7 Vehicle refuelling is to take place in the open air where possible. If refuelling inside the garages all users must adhere to the 'Refuelling Hazard' signage displayed, as reproduced below;

1.7.1 Petroleum spirit – Highly flammable
1.7.2 No smoking and remove all ignitions sources
1.7.3 Switch off engine
1.7.4 Open all doors and shutters – Good ventilation required
1.7.5 Check location of your nearest fire extinguisher
1.7.6 Maximum 25 litres of fuel stored in this garage
1.8 A no smoking ban and no ignition sources in the vicinity must be enforced by the person in charge of the refuelling process.
1.9 A vehicle must be cooled before refuelling.
1.10 Drivers and passengers must be outside a vehicle during refuelling and it's recommended all personnel stand a minimum 3m away.
1.11 When refuelling is in process a second person must be nearby, ready with a fire extinguisher.
1.12 Your attention is drawn to The Petroleum (Consolidation) Act 1928, The Petroleum (Consolidation) Regulations 2014, the Petroleum Spirit (Motor Vehicles) Regulations 1929, The Control of Substances Hazardous to Health Regulations 2002 (and amendments) and The Regulatory Reform (Fire Safety) Order 2005, which must be complied with.
1.13 Participants are reminded that fuel is available for sale at the venue. As such it is unnecessary for participants to carry large quantities of fuel.

2. Hazardous Substances

2.1 Some vehicle parts, for example brake and clutch linings, may contain asbestos. Participants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
2.2 Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
2.3 Various other substances may cause disease or ill health even after very short exposures. Manufacturers guidance must always be followed. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request (Safety Data Sheets).
2.4 Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances.
2.5 The requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) must be complied with.

3. Electrical Safety

3.1 All portable electrical equipment must be maintained in a safe condition and hold a valid Portable Appliance Test (PAT) Certificate.

3.2 Cables should be flexible (not of semi rigid type used for household wiring) and covered by matting when crossing walkways or fire lanes. Neoprene covered cable will resist damage by oil.

3.3 All electrical equipment to be used externally should be weatherproof.

3.4 Only British Standard UK plugs or adaptors permitted in site sockets, no overloading of circuits, particularly in the pit garages.

3.5 Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock.

3.6 Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.

3.7 The Electricity at Work Regulations 1989 must be complied with, or any deviations documented.

4. Fire Precautions

4.1 All teams must keep a working and serviced fire extinguisher close to hand. Fire extinguishers must be annually serviced or inspected, with the date displayed on the bottle, for checking.

4.2 Smoking is prohibited in all enclosed areas, including without limitation in the pit garages and in the pit lane. Smoking is also prohibited in all MSV vehicles.

4.3 All potential sources of ignition should be kept away from petroleum spirit and vapours. Clear no smoking signage displayed where possible.

4.4 Barbecues and cooking equipment are prohibited in pit areas, including garages – keep away from all fuel and combustibles.

4.5 Temporary structures to have; an adequate gap separating them from other structures, recommend minimum 3 meters; clearly displayed fire extinguishers next to each fire exit door and clearly visible fire exit signage above each fire door.

4.6 Fire lanes, roadways and hatch markings to be kept clear at all times.

4.7 Ensure safe access and egress is available in and around team areas, this includes the provision of adequate lighting levels for evacuation purposes.

4.8 Catering outlets should hold a minimum of one fire blanket and an additional appropriate fire extinguisher.

4.9 Fire extinguishers should not be removed from any fire points unless they are to be used on a fire.

4.10 Keep fuel to a minimum on site and store in safe locations away from potential ignition sources.

4.11 All fires must be reported immediately to an official, marshal or other member of staff, even if extinguished.

4.12 Personnel must be trained in the correct use of fire extinguishers.

4.13 MSV permission is required before hot works commence on site.

4.14 All fire notices and orders to evacuate must be complied with.

4.15 The requirements of the Regulatory Reform (Fire Safety) Order 2005 must be complied with.

5. Working at Height

5.1 Personnel are encouraged to work at ground level where at all possible.

5.2 Personnel working at height must be protected from falling; this includes erecting awnings and satellite dishes on top of trucks. e.g. staff must be trained using harnesses and ropes, or handrails must be in place.

5.3 All working at height must be well planned and supervised with safe systems of work followed.

5.4 Reassess working at height safe working practices during adverse weather conditions.

5.5 No one should work underneath those working at height.

5.6 Appropriate non-slip footwear and personal protective equipment to be worn.

5.7 Manufacturer's guidance to be followed when using ladders, step ladders and all working at height equipment. (Domestic ladders should not be used - use a more substantial commercial ladder).

5.8 Domestic ladders or step ladders must not be used on site, only commercial ladders and step ladders.

5.9 All ladders, step ladders and any equipment must be checked for damage and removed from use where faulty.

5.10 The Working at Heights Regulations 2005 must be adhered to.

6. Vehicle Safety

6.1 A maximum 10 mph speed limit is in force on site for all vehicles, where permitted.

6.2 Public (and children) are permitted in working paddock areas, therefore drivers/riders must take extra care in these tight localised areas.

6.3 Venue signage must be adhered to.

6.4 All vehicles driven on site must be road-legal and covered by valid vehicle insurance (including when riding all mopeds, scooters and quads).

6.5 All personnel using vehicles on site must hold a current UK driving license (or equivalent), including scooters.
6.6 Helmets must be worn by those riding scooters and mopeds outside the paddock and pits. It is MSVs recommendation that helmets are worn at all times riding around site.
6.7 All vehicles must at all times, keep to the marked roads when moving around the Venue.
6.8 Children are not permitted to ride scooters or quads at any time, or be carried as passengers.
6.9 No eating/drinking or the use of mobile phones whilst riding or driving.
6.10 Keys must be removed from the ignition of all vehicles when parked or not in use. (Vehicles have been stolen).
6.11 Riders or passengers on scooters or motorbikes must not carry unsecured loads.
6.12 Hover-boards, electric balance boards or equivalent (non-road legal) electric scooters are prohibited from site (disabled blue badge holders may be permitted to ride electric vehicles to aid access, with MSV permission on entrance.
6.13 Children are not permitted to play games in the paddocks, garages or pit areas due to the high numbers of vehicle movements in these areas at all times day and night. (No ball games, bicycles or other). Move into quieter parts of the venue for these activities, away from vehicles.
6.14 Children must always be supervised at all times in the Paddock and Pit areas. They are not permitted inside garages or the pit lane.
6.15 Vehicles must be driven or ridden as per manufacturer's instructions and with the set amount of passengers. (Eg. A 2-seat buggy must not carry more than 1 passenger with the driver – no standing on the back).
6.16 Breaches to this guidance may result in vehicle keys being taken and vehicles confiscated until teams leave site.

7. Compressed Gas Equipment

7.1 Explosions from over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
7.2 All airlines should be in good condition, well maintained and be inspected regularly.
7.3 Always stand clear when inflating tyres and wear protective eye wear.
7.4 Compressed gas equipment to be used by well trained personnel only, no under 16 year olds. Any form of horseplay involving compressed air or gas is prohibited.
7.5 Compressed gas cylinders should be stored safely, in a well ventilated, upright positions, in accordance with the relevant working practices and legislation.
7.6 The requirements of the Pressure Systems Safety Regulations 2000 must be complied with on site.

8. Jacks and Axle Stands

8.1 Vehicles should only be raised and lifted on jacks and supported by axle stands which are in good condition, well maintained and rated to lift the vehicle weight safely.
8.2 Jack vehicles only on level undamaged ground.
8.3 Use the hand brake and chocks to stop the vehicle moving.
8.4 Vehicle engines should not be run whilst the weight of the vehicle is supported.
8.5 Follow manufacturer's guidance for using and maintaining equipment. Thorough examinations and testing is required every 6 months, with regular inspections and checks when used.
8.6 Lifting Operations and Equipment Regulations 1998 (LOLER), and Provision and Use of Work Equipment Regulations 1998 (PUWER), must be adhered to.

9. General Working Practices

9.1 All working areas should be kept clean and tidy and any waste should be removed regularly and placed in the containers provided.
9.2 All spillages should be cleaned up immediately.
9.3 All trailing cables, wires and hoses should not be allowed to create a trip hazard - use cable matting, or tape down safely, burying of cables is not permitted.
9.4 Whenever vehicle engines are being run, adequate ventilation must be ensured.
9.5 Pathways and roads should not be obstructed by storage boxes, vehicles or kit.
9.6 All site safety notices must be complied with.
9.7 Any person carrying out any work must ensure that they adopt safe working practices at all times, and comply with any relevant statutory provision and/or published guidance.
9.8 Personnel under the age of 16 are not allowed in the pits area or pit lane.

10. Noise

10.1 Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.

10.2 All personnel should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.

10.3 It is recommended ear protection is worn when working in pits lanes and in pit garages, where particularly high levels of noise are recorded.

10.4 Where any person is at work the requirements of the Noise at Work Regulations 2005, must be complied with.

11. Manual Handling of Loads

11.1 Lifting, carrying and propelling loads by bodily force can be a major cause of injuries. Personnel are required to train their staff in safe manual handling techniques.

11.2 All manual handling lifting should be well planned and safe, with the weight of loads being lifted known.

11.3 Where any person is at work the requirements of the Manual Handling Operations Regulations 1992 must be complied with.

12. Waste

12.1 All waste oil must be placed in the containers marked "waste oil."

12.2 Waste tyres and empty petrol/oil containers should not be left at the Venue.

12.3 Personnel are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided.

12.4 Your attention is drawn to the requirements of the Environmental Protection Act 1990.

13. First Aid

13.1 Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services.

13.2 To call the first aid or emergency services contact any official or member of the venue management.

14. Public Safety

14.1 Personnel should be aware that the Paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.

14.2 Personnel should exercise particular caution when the paddock is busy and during pits and track walkabouts.

15. Incident Reporting

15.1 All accidents where any person sustains injury, or where damage to property occurs, must be reported immediately to an official or a member of the venue management.

16. Temporary Structures

16.1 All temporary structures, including temporary garage units or hospitality units, must be constructed as per manufacturer's instructions, adhering to safe method statements, risk assessments and safe working practices, by competent, well trained personnel only. Appropriate Public/ Employers Liability Insurance cover must be held.

16.2 Structural plans and weight loading calculations must be known and adhered to during build and breakdown activities.

16.3 Emergency procedures to be devised and staff trained on them e.g. how and when to close a structure down safely in high winds.

16.4 Competent supervisor to sign-off the structure before it is used by members of the public or MSV staff.

17. No spectating at height

17.1 No spectating from areas at height, e.g. tail lifts, truck roofs or any other roof (unless handrails are in place to prevent falls).

17.2 No spectating from any venue infrastructure, such as fencing, waste bins or generators.

18. Track Regulations and Governing Bodies Regulations

18.1 Participants and Competitors are reminded of their obligations to comply with the requirements of the appropriate Track Regulations or Governing Body's regulations at all times. These Guidance Notes should be read in conjunction with all relevant UK regulations.

27 Pit Wall Personnel Nomination Form

Car Number

PIT WALL PERSONNEL NOMINATION FORM

I- As per the Motorsport UK 2019 Yearbook **(Section [Q] 13.1.5.(a))** *A maximum of one timekeeper and one person detailed by the entrant for the purpose of signalling may be on the pit wall/signalling area at any time unless the Supplementary Regulations stipulate otherwise.*

II- In the event of an Endurance Race defined in **Section [Q] 6.2** as a "*Race scheduled to have a minimum of 90 minutes duration with refuelling permitted and/or Driver stops and/or Driver changes, as an integral part of the race*"; the Motorsport UK Yearbook stipulates that "*there must be no more than 3 people on the pit wall, per car"* (**Section [Q] 6.2.4.1(iii)**).

PLEASE BRING THIS FORM (ALREADY COMPLETED) WITH YOU TO SIGNING ON.

Circuit: …… *Event Date:* …….

Driver Name: ……..

Championship: ……

Team Name (if applicable): ……

Signature: ……

Despite the organisers taking all reasonable precautions, unavoidable accidents can happen. Therefore, by signing this form you agree that the nominated personnel will be present on the pit wall & pit lane at their own risk.

PIT WALL PERSONNEL

Name 1: ……

Name 2: ……

Endurance Events Only *(tick if appropriate)* ☐

Name 3: *(Endurance only)* ……

On receipt of the completed form, the Secretary of the Meeting will issue wristbands for the personnel nominated above.

IMPORTANT NOTE: The Secretary of the Meeting MUST be informed of any changes in pit lane personnel. Individuals not nominated on this form will not be allowed on the pit wall.

A driver or entrant, whose personnel are not on the nomination form and are subsequently found on the pit wall, may be subject to a penalty under C.2.1 of the Motorsport UK Yearbook.