

- c) Payment for goods is to be made at the time of purchase. NO CREDIT WILL BE GIVEN TO ANYONE.
- d) The canteen is strictly out of bounds to all unauthorised personnel. Authorised personnel are the Duty Cadet, Duty NCO, designated Canteen NCO and Staff.
- e) Genetically Modified Food – See RAF Catering Policy as displayed in Canteen.

10) Energy Conservation

- a) All Squadron personnel are to ensure that unnecessary lighting is switched off.
- b) Heating is controlled centrally and should not be adjusted by any cadet.
- c) All doors are to be kept closed during the winter period. This includes the main front door.

11) Subscriptions

- a) Cadets are to pay their subscriptions promptly for the forthcoming quarter. They must not fall into arrears.
- b) Subscriptions must be paid for periods when leave of absence is granted.
- c) Cadets having difficulties paying their subscriptions due to family problems are to immediately take action to see the Commanding Officer or Second in Command to discuss the issue.

12) Ensign Hoisting and Lowering

- a) The ATC Ensign must never be raised or allowed to fly in the dark or in the rain.
- b) An Officer MUST be present when the Ensign is being hoisted or lowered.
- c) All ranks in the vicinity are to stand to attention and face the Ensign. Officers are to salute.

13) Security

- a) Cadets are not to enter the SHQ premises before a security check is carried out.
- b) If unidentified items of any kind are found on or around the SHQ, cadets must inform a member of Staff immediately. DO NOT ATTEMPT TO INTERFERE WITH THE OBJECT. If a member of staff is not available cadets should not touch or go near the object but should report to the first member of staff on arrival.
- c) Baggage is not to be left unattended outside the Squadron, except in designated areas.
- d) Information must not be passed to the Press or any outside party without the permission of the Commanding Officer. If pressurised by the Press remain polite and refer them to the Commanding Officer – DO NOT GIVE AN OPINION.
- e) Cadets are NOT allowed to bring cars into the compound unless permission is given and a record of the registration number has been made in Admin.
- f) The following places are out of bounds to all Cadets, except as instructed by an authorised member of Squadron Staff:
 - i) Army Cadet Rooms
 - ii) Sea Cadet Corps Headquarters
 - iii) Squadron offices

14) Fire Precautions

- a) All personnel are to acquaint themselves with fire orders as indicated in each room.

15) Weapon Handling

- a) No rifles are to be handled without the express authorisation of the Sqn's Qualified Range Officer(s).

FLT LT E. D. Hemes RAFVR(T)
OFFICER COMMANDING
492 (SOLIHULL) SQUADRON