







Welcome to **Millbrook**

**Please drive carefully.
Always remember to wear your seatbelt!**

The Users Handbook has been compiled as a result of our extensive operating experience at Millbrook and other Proving Grounds throughout the world. Its objective is the efficient and smooth running of the Proving Ground activities and of prime importance, the safety of you and other users.

Please read this handbook carefully and be sure to observe at all times, the health and safety regulations contained within these pages.

Your comments or suggestions for inclusion in this handbook are welcome and should be submitted to:
Users Handbook, Proving Ground Track Control,
Millbrook, Beds MK45 2JQ.

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1

General Information

1. Admittance to the Proving Ground is by authorised pass only. Passes may be obtained only from designated Proving Ground employees. Visitors may bring their vehicles into the Proving Ground only if authorisation is given on the pass.



2. All visitors' vehicles, except those authorised to enter the Proving Ground, must be parked in the External Car Park at the main entrance.

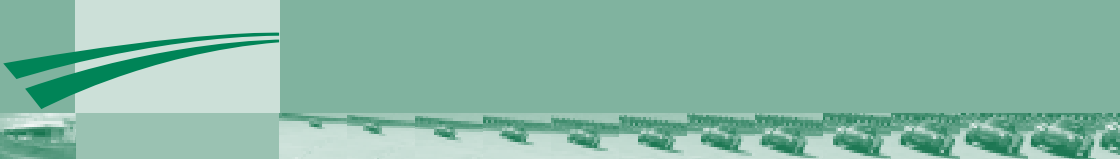
3. Visitors vehicles permitted to enter the Proving Ground must be parked in the internal Visitors Park, adjacent to the Powertrain building, or in another approved location, as directed by Millbrook.

4. The following are not permitted entry onto site:

- Children under 16 yrs
- Alcohol
- Animals
- Bicycles
- Cameras and Video Recording Equipment unless pre-authorised

5. Canteen facilities are available serving hot and cold foods, Monday to Friday, from 08:30 until 10:15, and again from 11:30 until 13:00. The canteen is located within the main office/workshop building. Self-service vending machines, toilet and washroom facilities are also available on-site 24 hours a day.

5. Use of the Track Facilities normally requires the driver of the vehicle to be in possession of a valid Millbrook Driving Permit. (This requirement does not extend to the access roads and car parking areas on site).



6. Garage hire, tyre fitting service, welding and suspension geometry checking equipment, etc. are available by prior arrangement with Track Control or Customer Service Liaison. At least 24 hours notice is normally required for these facilities.

7. Millbrook Proving Ground reserves the right to search parcels, packages, bags, cases, vehicles, etc. when entering or leaving site. Admittance to the Proving Ground is under the condition that you agree to these searches.

8. Photographic/Video equipment is strictly prohibited on site unless authorised. (see page 37 and Appendix ix).

9. Company employees, contractors, temporary workers and visitors to Millbrook are only permitted to smoke outside of buildings, except in posted prohibited areas, e.g. fuel pumps, fuel stores, etc.

10. Unauthorised consumption of alcohol is prohibited at any location within the Proving Ground. The use of illegal substances and gambling is also prohibited.

Please observe the speed limits at all times

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Emergency Procedure

The Emergency Crew, consisting of full time Plant Protection Officers as well as retained Fire/Rescue personnel and retained First Aid personnel, is available to all Proving Ground visitors. There are three rescue vehicles (Rescue 1 & 2 – Fire/Rescue vehicles, Medic 1 – Ambulance) that are always on standby, and are called out as required.

The Millbrook Emergency Crew are very highly skilled and are required to attend frequent training sessions. Consequently they have the ability to deal with most incidents in-house without the need to wait for external emergency services to arrive.

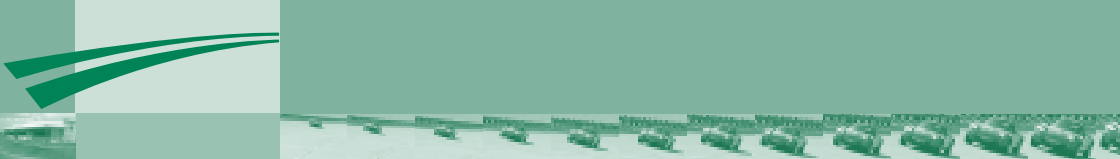
1. **Code Red**

A Code Red is a track, access road, car park or building based incident requiring immediate attention by the on-site Emergency Response Teams.

This message is **ONLY** to be used in emergency situations. If transmitting this message by Pogo radio, it is essential that you clearly state your Pogo number, the words “THIS IS A CODE RED EMERGENCY (and give location)”. This will be answered immediately by Radio Control.

Once the Code Red message has been answered, clearly state the location of the incident and give brief but concise details concerning the type of incident you are reporting. Say how many people or objects are involved, and add any other information that you deem important to the Emergency Response Team.

Drivers will be notified via Pogo radio that a Code Red exists, together with the location of the incident. Also Blue warning beacons located at islands ‘A’, ‘B’ and ‘C’ will activate. If the beacons are active and drivers have not heard a Code Red broadcast they must proceed



with extreme caution until they have completed a full circuit of the required facility to ensure that facility is clear. All vehicles using the affected facility are to proceed with extreme caution until they have exited that facility, and should not re-enter until authorised by Radio Control, or until the blue warning beacons are turned off. In the case of the High Speed Circuit the Red stop lights will be activated and must be observed.

Event Marshals on the affected facility(ies) are to ensure that Event vehicles obey their instructions until advised the Code Red is cancelled by Radio Control, or until the blue warning beacons are turned off. A decision may be taken for all Events vehicles to return to their operating base until the Code Red has been cancelled.

All vehicles using unaffected facilities may continue running as normal unless instructed otherwise, via Radio Control. Caution must be taken on access roads and drivers must be prepared for emergency vehicles.

During a Code Red situation, all Pogo radio users are to maintain radio silence unless they are called by the Radio Controller. Drivers not directly involved must ensure they do not stop or obstruct the incident scene. Drivers must give way to emergency vehicles showing blue flashing lights.

In the event of a second Code Red or at the direction of the incident officer, ALL TRACK FACILITIES may be closed. If this becomes necessary all vehicles will proceed with extreme caution and exit the test facilities. Only the access roads will remain open for use with caution.

2. Alarm Bells

In case of fire emergencies within the building complex break the glass in the nearest fire alarm call point. These call points are located in the vicinity of every fire exit.

3. Telephone

In all emergencies, dial 454, which is the internal Emergency Response Call-out telephone number. This number is only to be used in emergency situations.

4. Pogo Radio

In all cases of emergency requiring immediate attention use the call "THIS IS A CODE RED EMERGENCY (and give location)". ALWAYS give brief but clear information relative to the incident, i.e. number of people involved, type of incident etc.

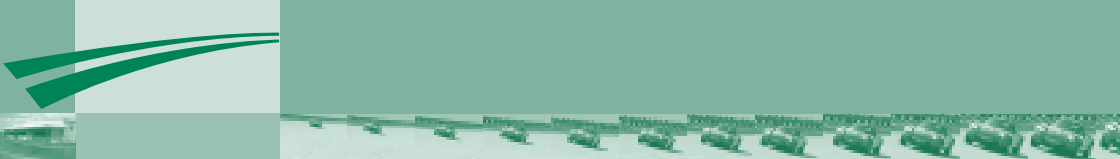
5. Accidents

Use the quickest available method, i.e. radio or telephone (see *Telephone section*) to inform Plant Protection or Radio Control of the exact location and details of the accident, so that they can direct the internal Emergency Response Team to the scene.

If you suspect that your vehicle is on fire:

- a) Immediately stop the vehicle.
- b) If it is safe to do so:
 - i) Turn off the ignition, remove the key and place it in front of the passenger foot-well. (This is standard practice for the UK Emergency Services; everyone will then know where the keys are if the vehicle needs to be moved at a later date etc.)
 - ii) Apply the park/hand brake; and
 - iii) Engage first gear.
- c) Get to a safe distance away from the vehicle and keep away from the smoke. Avoid breathing any fumes from the fire.
- d) Call a CODE RED
- e) Do not return to the vehicle to collect personal items etc and do not lift the bonnet or boot lid.

DO NOT attempt to move injured people or vehicles unless necessary due to fire etc. Keep any injured people calm and comfortable until help arrives. If fire develops, protect victims by removing them from danger, or extinguish the fire by the use of vehicle



fire extinguishers. Whenever possible use a fire extinguisher to minimise the risk of vehicle or plant damage.

Report all accidents or incidents immediately to Radio Control. This includes vehicles that unintentionally leave the roadway, whether an object is struck or not.

Any vehicle damage, however slight, that has resulted from striking another vehicle or object along the roadway or building area, and any vehicle damage caused whilst manoeuvring in garages must be reported.

If you are informed of a Code Red on the facilities follow the set procedure, as detailed in section 1.

Do not move vehicles or objects involved in, or responsible for any accident unless life is endangered.

6. Fire: Buildings

Operate nearest fire alarm point, telephone 454 or use the Pogo radio to inform Radio Control of the situation.

Alert all others in vicinity.

Switch off any electrical equipment involved, if safe to do so. If you are trained in the use of fire fighting equipment, and it is safe to do so attack the fire with the aid of a fire extinguisher or hose reel. Ensure there is a safe retreat for you and others, at all times.

If life is endangered warn others and leave the building by the nearest exit. Immediately inform Plant Protection/Radio Control to sound the evacuation alarm.

7. Fire: Grounds

If fire is suspected on the estate, use a Pogo radio or telephone to inform Plant Protection/Radio Control.

Proceed to the fire with caution to ascertain whether life is endangered or vehicles are involved. Plant Protection/Radio Control should be informed of your findings.

Do not park within 30 metres of the emergency vehicles or fire-fighting apparatus during a fire in order not to hinder operations.



8. Evacuation

If it is found necessary to evacuate the building, a CONTINUOUS bell will sound. If the bell is INTERMITTENT this is a stand-by signal which does not require evacuation.

Upon this signal ALL personnel must leave the building by the nearest exit and when outside keep clear of walls and traffic on approach roadways.

Assemble at the designated areas for roll call. All visitors are to remain with the Millbrook contact they are visiting.

DO NOT re-enter the building until the Incident Officer, or the Proving Ground Director gives clearance.

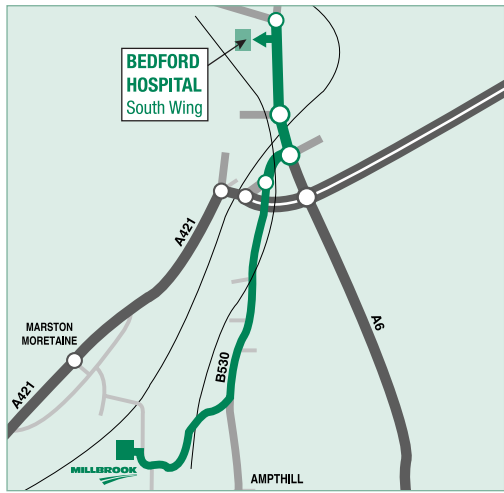
9. Hospital

The hospital to be used in case of emergency is: -

Bedford General Hospital (South Wing)

Kempston Road, Bedford

Telephone: 01234 355122



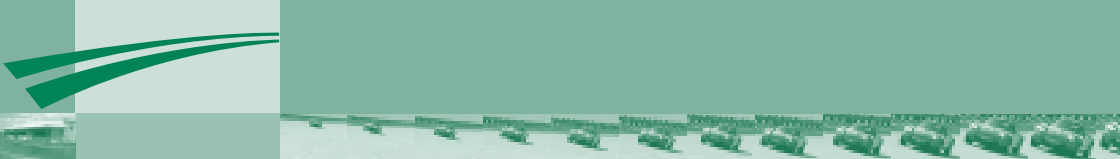
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Driving Regulations

Driving on the Proving Ground is somewhat different to driving on public roads. Many tests require drivers to accelerate or decelerate rapidly, stop or carry out other manoeuvres not usually encountered on public roads. However, as is the case when driving on public roads, drivers are responsible for their own safety and the safety of others using the Proving Ground. Drivers must make their own decisions and have their vehicle under control at all times.

1. Seat belts are required to be worn by all vehicle occupants at all times in all areas of the Proving Ground.
2. Ensure all head restraints are adjusted in accordance with the vehicle handbook.
3. Do not drink and drive.
4. Brakes, lights, steering and tyres must be serviceable on all test vehicles. Defects that compromise vehicle or occupant safety must be rectified before using the Proving Ground.
5. Ensure windshield, backlights, rear view mirror and lights are clean at all times.
6. Learn the control characteristics of unfamiliar vehicles BEFORE entering test roads. If in doubt contact Radio Control.
7. Look out for and obey all traffic regulations including speed regulations, emergency restrictions, double yellow lines, etc.

8. Always use direction indicators when making turns or changing lanes.
9. When carrying out special tests ensure that you adhere to all the rules listed under 'Special Tests' in this booklet.
10. Headlights (dipped beam) are required at all times while on the track facilities. Any vehicle wishing to use the facilities without headlights must obtain clearance from Radio Control.
11. Stopping on any test facility or access road is only permitted in approved/designated locations.
12. If you have stopped due to an emergency, warn other drivers immediately by using the vehicle's hazard warning lights. If possible, placing warning triangles or traffic cones in the road, well behind your vehicle, and inform Radio Control.
13. Eating, drinking, smoking, reading or operating a mobile telephone whilst on the track facilities is not permitted.
14. **Warning: the bridge over the High Speed Circuit**
The bridge over the High Speed Circuit has a maximum weight limit of 100 tonnes. In order to prevent any possible overloading, and especially if unsure of the weight of your vehicle, NEVER follow another large vehicle over the bridge, but wait until it is clear of the bridge before proceeding.
15. Report all hazards, such as large animals, dangerous road or weather conditions, etc. immediately to Radio Control.
16. Unscheduled stops are to be avoided but, if you feel you cannot continue due to illness or tiredness, you should stop in a safe location and contact Radio Control.



17. The recommended maximum continuous period of normal driving is 3 hours. Driving activities outside general durability schedules have break times defined from the risk assessment of that activity.

18. Do not throw litter of any kind from vehicles.

19. ALWAYS give way to Emergency vehicles showing the blue flashing light or sounding a klaxon/siren.

20. Road speeds should always be governed according to road conditions. If this in any way interferes with a test, Radio Control should be informed immediately. Posted speed limits must not be exceeded.

21. If your vehicle requires recovery inform Radio Control. DO NOT attempt to move or recover your vehicle as it may result in further damage to the vehicle or the test facility.

22. Pedestrians are not permitted on the test facilities without clearance from Radio Control. All pedestrians on the facilities or track access roads MUST wear fluorescent clothing at all times while on foot.

23. Vehicles should never be driven over the gravel drains at the sides of the roads as this can cause damage to the pipes beneath. If stones are left on the test roads or facilities Radio Control must be informed immediately.

24. In the event that your vehicle leaves the roadway, strikes another vehicle or object, or is damaged in any way, report the incident immediately to Radio Control, so that the appropriate corrective action can be taken.

25. Any vehicles left unattended within the main workshops or stores must have the ignition keys left conspicuously inside the vehicle so the vehicle can be moved easily if necessary.
26. Do not leave any vehicle unattended with the engine running unless prior authorisation has been gained from Track Control.
27. Limit handling or 'High-g' manoeuvres are not permitted on the access roadways or around the workshop and laboratory areas, unless they are part of a test schedule or special test which has been specifically authorised by Track Control.
28. If a moving vehicle is displaying its hazard warning lights, it should be assumed that the vehicle is about to perform an abnormal manoeuvre. Keep well clear of such vehicles.
29. Risk Assessments for all driving activities must be suitably completed and made available to Millbrook Proving Ground Track Control as requested. Risk Assessment forms are available from Radio Control, if required.
30. All track use should be planned as 'shared use' unless, following the results of a risk assessment, exclusive use deemed to be required. Please note that exclusive use must be specifically authorised by Track Control prior to utilising the track facilities, and will result in an additional charge.
31. You are only permitted to use the tracks that you are booked onto with Radio Control. If additional tracks are required Radio Control must authorise this prior to the use of them.

4

Use of Facilities

1. **Qualification**

Only those people who hold a current Proving Ground Driving Permit are permitted to use the test track facilities (not including access roads). Permits are only issued to persons with a current driving licence for the category of vehicle they wish to drive (see *Appendix iii*).

Permits are valid for 3 (three) years from the date of issue.

Permits may be temporarily suspended or permanently withdrawn as a result of a serious incident. Further information is given in the Driving Violation section (see *Appendix iv*).

Driving Permits can be obtained by contacting the Track Control.

Non-permit holders may drive **ONLY** if express authorisation is given by Track Control.

EITHER the non-permit holder must be accompanied at all times by a Full Permit Holder, and must show their driving licence for the category of vehicle they wish to drive to Track Control before being allowed access to the facilities; OR following advance discussions with Track Control and completion of a suitable and sufficient Risk Assessment, special driving arrangements may be put in place involving, for example: use of Track Marshals; exclusive use of the facility, allowing non-permit holders to drive unaccompanied and/or without a driving licence for the category of vehicles they will be driving.

Special instruction is required before drivers may take vehicles onto the Cross Country or Off-Road courses.

All persons, including visitors, contractors and suppliers who are required to drive on the test facilities may do so only with clearance from Radio Control.

All Proving Ground driving privileges are automatically withdrawn upon the suspension or loss of EU driving privileges.

2. Control Procedure

Anyone wishing to use the test facilities must first report to Radio Control to arrange the necessary clearance. It is advisable for drivers from locations other than Millbrook to telephone Radio Control in advance to ensure the test facilities required are available, in order to avoid a wasted journey.

NOTE: Radio Control may refuse entry to the test facilities to any vehicle that does not meet adequate safety requirements.

Situated in Radio Control is a control board. Any restrictions applying to the roads are posted on this board and it is the duty of all drivers to familiarise themselves with these restrictions before entering the test facilities.

Drivers requiring the sole 'exclusive' use of a facility or wishing to carry out special tests must obtain prior approval from the Track Controller. It is the responsibility of the test crews to ensure that the relevant "Facility in Use" signs are showing when a test road is closed to other traffic.

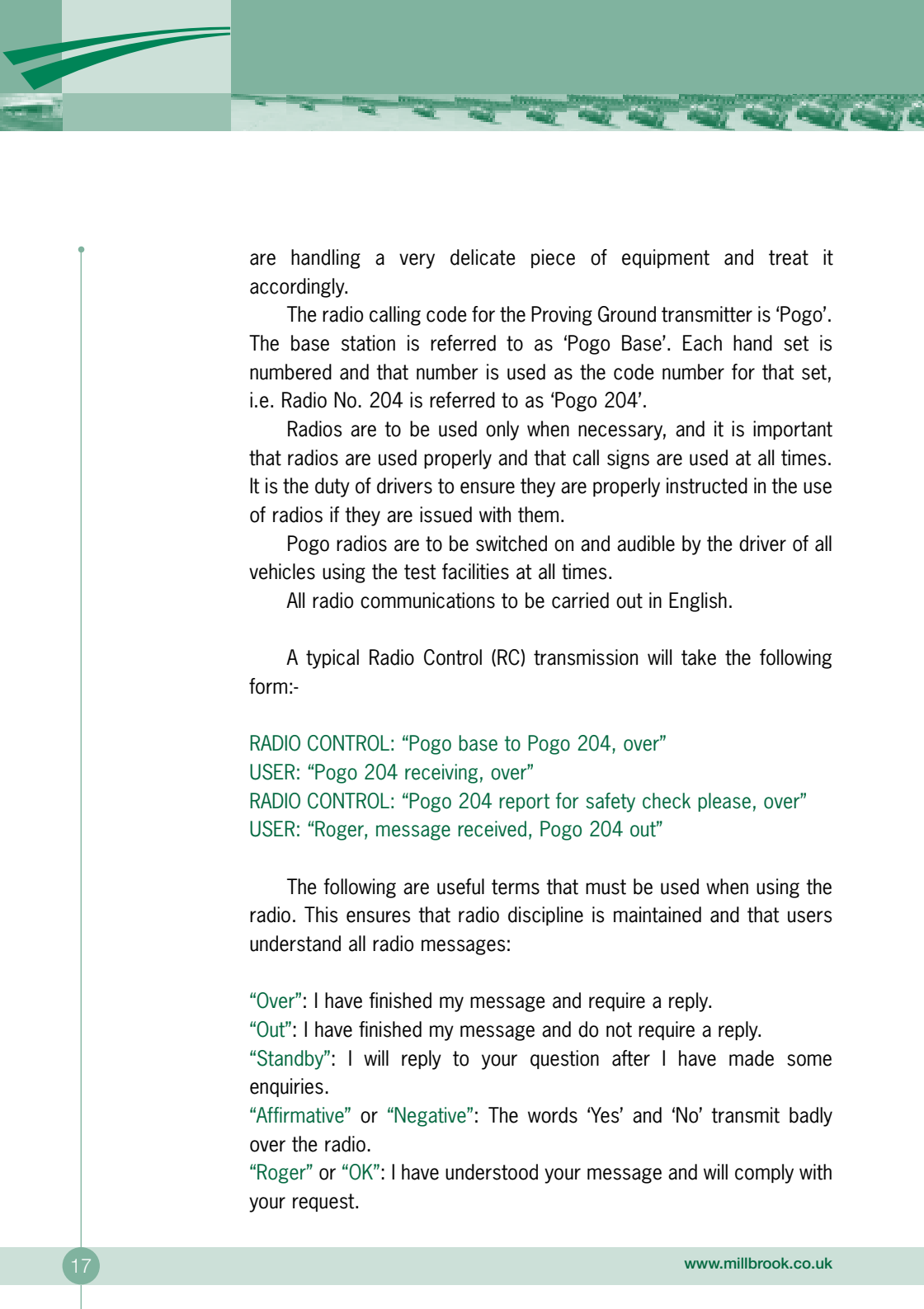
Entry to the test track facilities will not be granted unless the user has first booked onto those facilities with Radio Control. Familiarisation with the day's current restrictions and special features is the responsibility of the driver and is to be undertaken at the time of booking onto the facilities.

When the required track use has been completed the Pogo radio is to be returned to Radio Control and signed back in. Failure to book in and return the Pogo radio will result in the full hourly track hire charge being made until the Pogo radio has been returned.

3. Radios

Two-way VHF radios (see *Appendix i*) are provided from Radio Control, upon completion of form MBK064 (see *Appendix vi*). These radios provide communication between vehicles using the test facilities and Radio Control. If you are issued with a radio, remember that you





are handling a very delicate piece of equipment and treat it accordingly.

The radio calling code for the Proving Ground transmitter is 'Pogo'. The base station is referred to as 'Pogo Base'. Each hand set is numbered and that number is used as the code number for that set, i.e. Radio No. 204 is referred to as 'Pogo 204'.

Radios are to be used only when necessary, and it is important that radios are used properly and that call signs are used at all times. It is the duty of drivers to ensure they are properly instructed in the use of radios if they are issued with them.

Pogo radios are to be switched on and audible by the driver of all vehicles using the test facilities at all times.

All radio communications to be carried out in English.

A typical Radio Control (RC) transmission will take the following form:-

RADIO CONTROL: "Pogo base to Pogo 204, over"

USER: "Pogo 204 receiving, over"

RADIO CONTROL: "Pogo 204 report for safety check please, over"

USER: "Roger, message received, Pogo 204 out"

The following are useful terms that must be used when using the radio. This ensures that radio discipline is maintained and that users understand all radio messages:

"Over": I have finished my message and require a reply.

"Out": I have finished my message and do not require a reply.

"Standby": I will reply to your question after I have made some enquiries.

"Affirmative" or "Negative": The words 'Yes' and 'No' transmit badly over the radio.

"Roger" or "OK": I have understood your message and will comply with your request.

5



Track Facilities



1. High Speed Circuit

This circuit has 5 traffic lanes, plus a 1.5m safety lane at the top for EMERGENCY USE ONLY. The direction of traffic is anti-clockwise at all times. The neutral steer speed for each lane is indicated on that lane at the entrance and again at the one-mile interval.

The guide speeds for each lane are as follows: -

Lane 1: 10 - 40mph (16 - 64km/h)

Lane 2: 30 - 60 mph (48 - 96km/h)

Lane 3: 50 - 70 mph (80 - 113km/h)

Lane 4: 60 - 100 mph (96 - 160km/h)

Lane 5: 90 mph minimum (145km/h)

NOTE: Vehicles may only be driven for long periods over 100 mph with clearance from Radio Control. Frequent checks on vehicle tyres etc. are to be made during these tests.

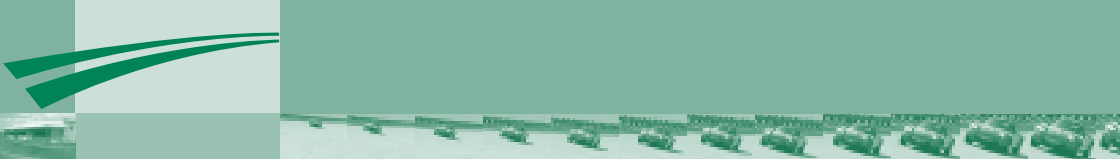
Exercise great care when entering or leaving the circuit, giving way to traffic already using the circuit.

Facility indication lights are situated at the entrance to the circuit. If the amber light shows then you may proceed onto the circuit but look for the state of the lights on the bridge. If the red light shows then the circuit is closed and you must not enter.

Situated on the bridge across the circuit, directly above each of the lanes is a lane number and two warning lights - one amber, one red.

- Amber is a cautionary light;
- Red is prohibitive.

If the amber is illuminated for a particular lane then you may proceed in that lane with caution. If in doubt contact Radio Control for



further advice.

If the red light shows, then that lane is closed and you must move to the nearest available clear lane immediately. You may pass through the closed lanes to access other open lanes, but you must not use the closed lane for testing.

If all the amber lights are on then a hazard exists generally i.e. fog or ice and you may proceed with caution. If all the red lights show then the circuit is closed and you must stop immediately on the hard shoulder and obtain further instructions from Radio Control.

Summary of Bridge Lights

Amber: Caution in that lane.

Red: Lane closed - move to next lane.

All lights showing Amber: General caution - snow etc.

All lights showing Red: Stop on hard shoulder.

Brake test pads are provided at half-mile intervals and should be used for that purpose only. When stopping in the brake pads ensure you are at the end of the pad - not in the middle or at the start so as to leave the pad free for other test traffic.

Stopping on traffic lanes for test purposes is permitted ONLY with prior approval from Radio Control.

No work on a vehicle is permitted on the circuit. Use either the lay-by at the entrance to the circuit or return to the workshop.

Direction indicators MUST be used whenever changing traffic lanes.

Abnormal or high deceleration tests may only be carried out by arrangement with Radio Control.

2. Mile Straight/Mile Straight Apron

The Mile Straight has restricted access, owing to the nature of its layout and the type of tests for which it is used.

The Mile Straight is a one-mile completely flat straight section, marked in both miles and kilometres at major intervals. It also features

a 2.5% cross slope from West to East for water drainage purposes.

Drivers are not permitted to enter this facility without the approval of Radio Control. Authorisation for use will be given for a specified test. Should a driver wish to carry out a different test, then approval must again be obtained.

There are two routes of entry onto the Mile Straight – the LOWER approach and the UPPER approach. Normal entry onto the Mile Straight is via the lower approach.

For normal entry onto the straight follow procedure (a). For entry via the upper approach follow procedure (b).

The Mile Straight Apron is the large triangular shaped section of tarmac at the South end of the Mile Straight. Any testing that requires exclusive use of the Apron should follow procedure (c).

When using the Mile Straight, and parking vehicles on the apron, drivers are asked to keep to the side of the apron as close to the barrier or bank section as is possible.

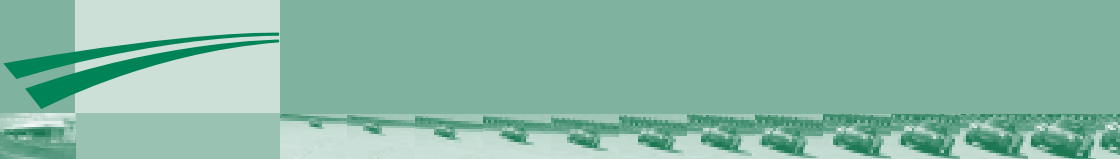
Traffic is normally two-way on the straight, but at times a one-way system is operated. When this happens traffic flows from South to North along the straight and returns along the Special Surfaces bypass road. For one way operation the user must place cones at the South end of the Special Surfaces to prevent drivers entering the Mile Straight in the wrong direction.

When entering the Mile Straight keep to the left-hand side of the 'One Mile Start' board so that you can see all traffic on the straight before you begin a test run.

For braking tests on the Mile Straight hazard indicators and a brake test board must be used to warn other users of your test work.

There is a maximum speed of 40 mph on the spiral approach to the Mile Straight unless authorised by Radio Control. There is also a maximum speed of 40 mph on the North End return loop without exception, imposed for safety purposes.

Any vehicle wishing to travel at in excess of 130 mph on the Straight must inform Radio Control.



No turning, stopping or high lateral force manoeuvres are permitted on the Mile Straight at any time without prior authorisation from Radio Control for each individual manoeuvre.

If more than one person is trying to use the Mile Straight all users of the facility must liaise with each other, in order to prioritise use or to agree to share the facility. However, such sharing is only permissible with the authorisation of Track Control, who will set priorities if there is no agreement.

Situated at both entrances (upper and lower) to the Mile Straight are barriers and restriction signs. Under no circumstances must any person change the condition of the barrier or sign (open a closed barrier/sign or visa-versa) without permission from Radio Control. One barrier is kept locked at all times, and to change entrances to the Mile Straight the key is required, available from Radio Control.

(a) **Mile Straight Normal Usage**

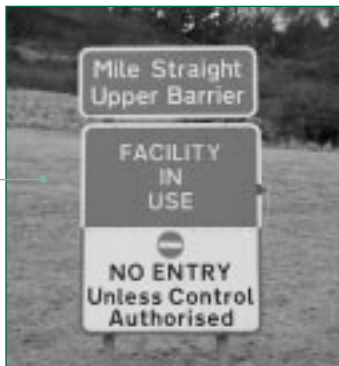
During normal operation of the Mile Straight entry is via the lower approach road.

During normal use the upper barrier will be LOCKED CLOSED and the upper sign should display as below (photo MS1).

The lower entry barrier will be OPEN and the lower sign will be blank (photo MS2).

No entry is permitted via the upper approach.

MS1



MS2



(b) Mile Straight access via the Upper Approach

When access to the Mile straight via the Upper Approach is required the lower barrier must be LOCKED CLOSED and the lower sign should display as below (photo MS3):

Once the lower barrier is LOCKED CLOSED the upper barrier may be opened and the upper sign covered (photo MS4).



MS3



MS4

Once the lower barrier is LOCKED CLOSED all users are to turn around on the roundabout at the top of the Truck Slopes, and NOT on the spiral or Apron area.

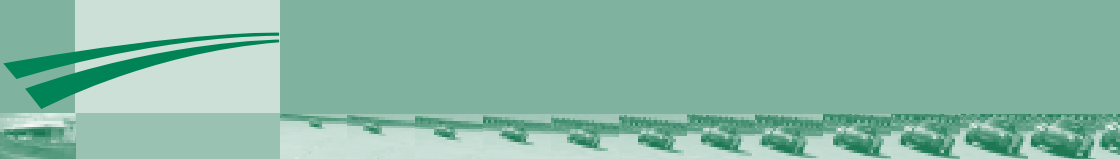
NOTE: Use of the upper approach is by prior authorisation from Radio Control, and all users of the Mile Straight must be personally informed.

(c) Closure of the Mile Straight Apron

At times the Mile Straight Apron is CLOSED the lower barrier must be locked closed and the lower sign should display as above (photo MS3).

Once the lower barrier is locked closed the upper barrier may be opened and the upper sign covered (photo MS4).

The upper approach will then be the only access to the Mile Straight. Once the lower barrier is LOCKED CLOSED all users are to turn around on the roundabout at the top of the Truck Slopes, and NOT



on the spiral or Apron area.

The speed limit on the Mile Straight Spiral is 40 mph unless authorised by Radio Control.

Mile Straight/Apron Summary

Action	Lower Barrier & Sign	Upper Barrier & Sign	Responsibility	Comments
Normal use	Barrier: OPEN Sign: Blank	Barrier: CLOSED Sign: NO ENTRY	All users	All users must liaise with each other to prioritise use of the facility
Access via the Upper Approach	Barrier: CLOSED Sign: NO ENTRY	Barrier: CLOSED Sign: NO ENTRY	Person requesting use of Upper Approach	Vehicles must not be turned around on the Mile Straight Apron or Spiral. Use instead, the roundabout at the top of the Truck Slopes 40mph max on Spiral unless authorised by Radio Control All users must liaise with each other to prioritise use of the facility
Closure of Mile Straight Apron	Barrier: CLOSED Sign: NO ENTRY	Barrier: OPEN Sign: Blank	Person closing Mile Straight Apron	Vehicles must not be turned around on the Mile Straight Apron or Spiral. Use instead, the roundabout at the top of the Truck Slopes 40mph max on Spiral unless authorised by Radio Control All users must liaise with each other to prioritise use of the facility

3. **Special Surfaces**

Because of the types of surfaces on this road, and the possible damage they could cause to a vehicle, ensure you are permitted to take your vehicle on them before entering the road.

The Special Surfaces track runs along side the Mile Straight. The track is a single track, two-way facility and features many special undulations for the use in specified tests. No use is allowed without first contacting Radio Control. If cones are placed at the entrance to

the road, then vehicles using the Mile Straight will be returning along the Special Surfaces and it should not be used for test purposes.

Only one direction is allowed on the Special Surfaces at any time. If someone is using the surfaces or by-pass road coming the other way then you must wait until they have made their pass before you can make your run. This applies to traffic from either direction.

The track surfaces from South to North are as follows:

- 6.5mm Waves (out of phase)
- 12.5mm Waves (out of phase)
- Severe 50.8mm Waves
- Random Waves (out of phase)
- Cats Eyes
- Noise Surface

At times of adverse weather i.e. fog, access to the Special Surfaces will be used under the direction of Radio Control. Drivers must gain clearance to go onto the surfaces in every direction.



4. Hill Route (& 26%)

With the exception of the 26% slope this route is one-way. The maximum permissible speed is 55mph.

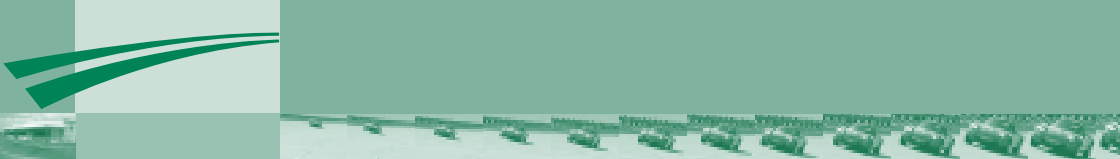
Drivers wishing to use the 26% section of the Hill Route must book on to the facility with Radio Control specifically to use this area and remember that this is a two-way section, so care must be taken.

If drivers using loop 1 of the Hill Route do not wish to use the tramp-ridges they should indicate their intentions to move to the right hand side of the road.

There is a reverse test pad on loop 2 - this is not a lay-by. No stopping is allowed except for reversing purposes. If you are using the reverse pad, be aware of other users at all times, especially during the reversing manoeuvres.

Vehicles making scheduled stops should do so in the left hand lane, and must accelerate away in that lane.

Upon exiting the Hill Route drivers must give way to traffic from



the right, and give priority to vehicles using the Rough Track and Setts area. It should be noted that certain tests require a maximum rate deceleration at the give-way section of the exit to the Hill Route, so care must be taken when following vehicles off the circuit.

5. **Driveway Ramps**

Drivers using the Driveway Ramps must be aware that these facilities can be used either forwards or backwards so care must be exercised when entering this area as vehicles could be stationary at unexpected angles in the roadway.

6. **Truck Slopes**

The Truck Slopes consist of two graded slopes, with inclines of 20% & 25%. When using any of the Truck Slopes it is important to keep to the left-hand side of the roadway as both slopes are two-way.

No turning is allowed on the Truck Slopes without first obtaining clearance from Radio Control.

7. **7% By-pass**

The 7% By-pass is for designated vehicles only. Entry is permitted only after clearance with Radio Control.

This section is primarily a by-pass to the top loop of loop 1 of the Hill Route. If entry is granted, keep left at all times.

8. **Valley Park**

Entrance to this area is only permitted with prior permission from Radio Control. The hard standing area is designed as a show or exhibition type area, and must therefore be treated with due care and attention.

9. **Rough Track & Military Setts**

The direction of traffic on this track is clockwise at all times. Stopping or overtaking is strictly forbidden. The maximum advisable speed on the Rough Track/Setts is 12 mph.

The parallel straight beside the Rough Track is for use by through traffic and recovery vehicles.

Tracked vehicles are not permitted on these facilities.

10. Kerb Strike & Maximum Pot-hole

Situated near the Setts is the maximum Pot Hole as well as several kerb features at various heights, which can be struck at various angles.

In addition, a number of special obstacles can be fitted to the surfaces. Specifications of the features are available from Track Control, and can be made ready for use subject to advance notice.



11. Belgian Pavé

The direction of traffic on this circuit is anti-clockwise. The track is two lanes wide but OVERTAKING is permitted ONLY on the straights. STOPPING is permitted ONLY in the lay-by.

Due to the severe suspension inputs received, the maximum speed on this circuit is normally 30 mph. Clearance from Radio Control is required in order to run at a greater speed.

12. Steering Pad

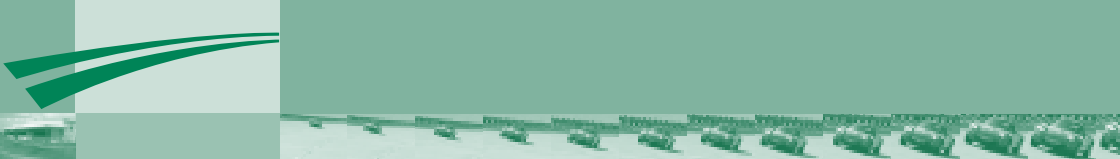
Owing to the nature of the tests carried out on this area, entrance to the facility is forbidden when the 'Facility in Use' sign is displayed. As a specialist facility, entrance is also prohibited unless Radio Control has first been contacted, and express permission given.

Navigation on the Steering Pad area generally is one-way, clockwise. Enter by following the access road past the Bridport Pebble area. Driving in any direction on the steering pad itself is allowed, but exit from the area is one-way via the exit road only.

The Steering Pad itself is 137m (450 feet) in diameter, and has a 2.5% slope from the edge to the centre to allow for surface water drainage. The surface is marked with various circular tracks at differing radii, which can be followed either clockwise or anti-clockwise as desired.

13. High-g Area

Painted on the surface of the Steering Pad is the High-g steering manoeuvre circuit. This circuit utilises most of the Steering Pad's surface area, and consists of two 60° arcs and two 50° arcs interconnected with four straightaway sections. Direction of travel is not fixed, but only one user is allowed on the circuit at any one time.



This facility is for use on Millbrook schedules only. Radio Control must be informed when users are beginning tests, and when tests have finished, so that other users can be warned. The 'Facility in Use' board must be displayed by the user during test work on the High-g steering manoeuvre circuit.

14. **Outer Handling Circuit**

The direction of traffic on this road is strictly CLOCKWISE. The STOP signs at the entrance to the facility MUST be observed.

If vehicles cause stones from gravel drains to be thrown onto the circuit, Radio Control should be informed immediately. These stones may impair control of subsequent vehicles.

Owing to the nature of the bends and the cambers on many of the curves around the circuit, due care must be taken when driving on this track. Extra special care should be taken with the final right hand bend which has a very sharp turn.

Also be aware of severe pot holes which are located in the surface of the track on the right hand side; two before the junction with the entrance to the circuit, and two after.

Crash helmets must be worn when driving on the circuit if speeds of over 55mph are to be achieved when testing a vehicle with unknown handling characteristics. Unscheduled stopping on the circuit is not allowed at any time, unless first authorised by Radio Control.



15. **External Noise Site**

The Noise Site is only available by prior booking with the Vehicle and System Measurement Laboratory. Unauthorised access to the site is not allowed at any time.

When the red lights are displayed on this facility, or the barrier is closed, it indicates that a test is in progress. Noise testing does not affect traffic on the Outer Handling Circuit.

16. **City Course**

The City Course, or Inner Handling Circuit, is normally a one-way

circuit, to be used in the ANTI-CLOCKWISE direction only. These speeds are not compulsory unless on a driving schedule. Keep the yellow line to your left and the white dotted line to your right at all times.

Situated on the City Course are humps and pot holes. These facilities are for special tests and are not part of the normal City Course.

Be aware of traffic using the Outer Handling Circuit or wishing to cross onto the City Course when you make your exit back onto the main access roadways. The STOP signs at the exit to the facility MUST be observed.

The speeds indicated on the City Course are not obligatory, but merely aids to drivers sticking to specific schedules.



17. Troughs

Water, Mud, Grit and Salt troughs are a one-way facility operating West to East. Authorisation must be obtained from Radio Control if the troughs are to be used in the opposite direction to that designated.

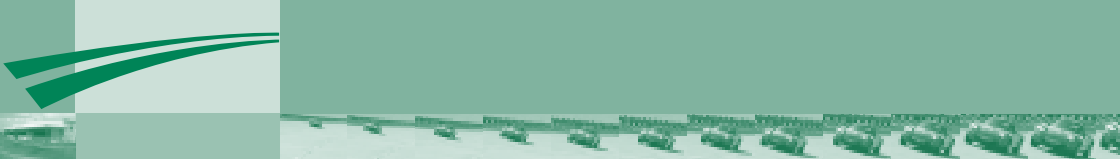
If any of the troughs appear too empty or too full, or have any other problem, contact Radio Control immediately.

18. Trough Road & Twist Humps

Due to the nature of the inputs produced by the Twist Humps a maximum speed of 15mph is suggested. Traffic can flow either way over the Twist Humps, but drivers should give way to vehicles already using the humps.

Trough Road itself is a two way facility, and drivers have priority when travelling towards Island B, but should give way to traffic already on the flat road surface, unless intending to use the Twist Humps section.

Use caution and observe the 25 mph speed limit in force on the by-pass road.



19. **Trailer Park**

Parking is allowed on the Trailer Park only with prior authorisation from Track Control.



20. **Gravel Road**

The Gravel Road is a graded un-surfaced circuit that features various gradients. The maximum permissible speed on this facility is 45 mph. Care should be taken during wet weather or inclement conditions.

If the red lights at the entrance to the Gravel Road are flashing, and/or cones are placed across the entrance the facility is shut and must not be entered.

The facility must not be used by vehicles requiring high levels of lateral surface g or for traction tests.

21. **ABS/TCS Facility**

The ABS/TCS facility has 3 different levels of surface friction. There are water jets at the side to allow continual use. The facility should only be used when the water jets are functioning and is suitable for cars and light vans with straight-line braking.

The ABS/TCS facility is operable at most times during hours of daylight and the maximum permissible speed on this test facility is 30 mph.

22. **Cross Country Course**

This is specialist facility and drivers must receive special instruction before entering.

The Cross Country course is one-way round most of the track. The marker boards around the circuit should be followed in alphabetical order in order to keep to the correct direction circuit. If omitting hills D, E, F & G, remember the priority of the one-way system.

The 'Sand Hills' is a two-way section. Care should be taken to watch for other users. Keep to the left whenever possible.

The Off-Road section is normally closed. Entry is only with clearance from Radio Control.



23. **Off-road & Severe Off-road Courses**

Due to the severity of these test facilities, entry is granted only by express permission from Track Control.

24. **Berm Road**

Traffic using the Berm Road should be aware that this is a two-way facility and must keep to the left. Crash helmets are required at speeds in excess of 45 mph.

25. **North/South Trail**

Drivers using the North/South Trail should be aware that both the South-bound road and the North-bound road are one-way only, but that the middle lane is a two-way section. Priority is given to the vehicle(s) currently on the surface.

26. **Water Holes**

Drivers using the water holes should obey the warning notices and the daily priority given to direction around the facility:

Even Numbered days of the month: CLOCKWISE

Odd Numbered days of the month: ANTICLOCKWISE

27. **Twist Ditches**

The direction of travel around the circuit is CLOCKWISE only.

28. **Reverse Road**

The Reverse Road is straight dirt track, 150m in length and can be used for reverse tests of up to 25 mph.

6

Other Facilities

map

1

map

5

1. Fuel Station

The Fuel Station holds most types of fuel. Reference fuels are also available. The pumps are controlled by “Transflo” Electronic Fuel Management System.

In order to draw fuel from the fuel pumps, a fuel data key must be used. This data key can be obtained from the Fuel System Controller by completing form MBK114 (internal use), or from Radio Control by completing form MBK115 (external use). All fuel dispensed from Millbrook’s fuel pumps is logged electronically on a master computer against each data key.

To obtain fuel, insert the data key into the slot in the relevant head-unit controller and turn 90° clockwise. After a beep sounds to confirm access, key-in the required details and remove the data key when prompted to do so. Fuel will now be available.

If master datakeys (available from Radio Control) are used to obtain fuel, a Fuel Docket MBK118 must be completed. The same docket must also be completed for any oil used (see *Appendix v*).

All completed MBK118 dockets are to be returned to Radio Control, or in the case of Durability Drivers, handed to supervision with the driver’s report. Any refuelling problems encountered with the fuel system should be referred to Radio Control or directly to the Fuel System Controller (see *Appendix vii “Contact Numbers”*).

Mobile telephones or Pogo radios must be switched off in the area of the Fuel Station.

Situated at the Fuel Station is an automatic car wash. Tokens can be obtained from Radio Control for the three types of wash:

Wash 1: Basic wash

Wash 2: Basic wash + wheel wash

Wash 3: Basic wash + wheel wash + underbody wash

map

6

2. Customer Service Building & Customer Hire Garages

The Customer Service Building (CSB) at Millbrook has several garage/office combination units available for short term or long term hire.

Access to the CSB is via the main access roadway. This roadway is two-way therefore it is essential that traffic must keep to the left at all times and be aware of other road users. Please observe the 15 mph speed limit around the access roads.

Car parking for Conference Room users is available at the front of the building, and visitors are asked to leave vehicles in an orderly fashion in this area. Parking for garage users is in the appropriate compound or associated parking area. Non-essential support vehicles that cannot be accommodated within the client's workshop areas are not permitted on site.

Within the CSB, the Plant Room, Void Room and Store Room are for access by Millbrook or designated personnel only. Access to restricted areas is allowed only if accompanied by an authorised Millbrook employee.

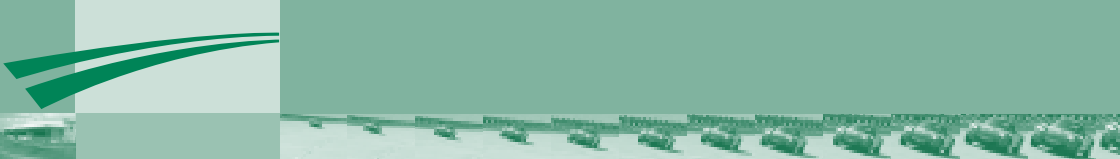
There is a Conference Room within the CSB, which is kept locked at all times when not in use. Access to this area is by prior arrangement with the Customer Services Co-ordinator. The room is for use by both customers and Millbrook personnel, for meetings and presentations. Please ensure the room is left clean and tidy for the next user.

Millbrook has several Customer Hire Garages available for use from one day to long-term hire. These facilities are equipped with either a vehicle inspection pit or a four-post vehicle hoist. Power and air are available in all units.

Advance booking is required for both the CSB units and Customer Hire Garages. Millbrook reserves the right to charge for hire if reasonable cancellation notice is not given.

As these facilities are used by a number of different customers, it is essential that visitors only use their own designated areas and keep away from rooms, workshops and vehicles used by other companies. Customer confidentiality is a very important part of Millbrook's





operation and we require all visitors to respect this. We also expect customers to be familiar with their employer's confidentiality agreement with Millbrook. The use of any camera or other photographic or video equipment, which has not been authorised by Millbrook, is strictly prohibited.

All work carried out within these units must be completed with respect to current Health and Safety procedures and, with due care, adopting safe working practices in order to ensure the safety of yourself and of other people.

Requests for additional services, notification of approval for visitors and general queries, complaints or comments on these facilities are to be directed to the Customer Services Co-ordinator (see *Appendix vi, "Contact Numbers"*)

Personnel working within these facilities, as on the Proving Ground in general, must wear passes at all times.

Contact Radio Control and ensure that you book on and off the facility every time the tracks are used. Customers using the test track are required to be familiar with all emergency procedures and track rules, and to abide by them at all times. No person may drive a vehicle on the Proving Ground tracks unless they have a current driving permit. In exceptional circumstances, and by prior arrangement with Track Control, non-permit holders may be allowed to drive if accompanied by, and supervised by, a permit holder.

Do not fix notices to the walls or do anything to damage the fabric of the building or cause premature deterioration of the decoration of the offices or the workshop areas.

The CSB and Customer Hire Garages are completely non-smoking areas.

Tools and garage equipment are available for daily customer hire. Tools can be drawn from the main Millbrook Stores, by giving your name, company name and Hire Garage number. Please ensure all hired tools are returned and booked back into the Stores or a replacement charge will be made.

Additional related information for long-term occupancy can be found in the "Suppliers Integrated Handbook".



3. **The Concept Centre** (Millbrook Events)

The Concept Centre is one of the most unusual, intriguing and versatile venues in the UK. This venue offers clients a unique combination of indoor and outdoor facilities.

Offering a total of 2700m² of adaptable indoor event space, Millbrook Events' facilities are suited to product launches, hospitality events, conferences, exhibitions, ride and drive events, and themed events.



7

Special Tests & Conditions

1. Brake Tests

All vehicles performing brake testing must first gain authorisation from Radio Control, have hazard flashers operating and display a 'Brake Test' board at the rear of the vehicle.

2. Heater Tests

Radio Control should be consulted to find a suitable location to perform this testing.

3. Extreme Abuse Tests

Extreme abuse testing includes, but is not limited to, the following:

- Ramp jumps
- Kerb/Sleeper strikes
- Deer/Elk strikes
- Driving on two wheels (except motorcycles)

Before any extreme abuse type testing takes place, express authorisation must be given by the Track Controller, and copies of the relevant Risk Assessments viewed.

Extreme abuse testing is usually performed on the Mile Straight and/or Steering Pad. Exclusive use of the test facility is required.

On-scene standby Fire/Rescue and First Aid cover may also be required, dependent on the outcome of a risk assessment.

4. Other Special Tests

If other types of special testing are required, Radio Control should be consulted on the best location and any additional control measures required.

5. **Convertible/Soft-top Vehicles**

Convertible/Soft-top Vehicles must not exceed 130 mph on the High Speed Circuit unless a risk assessment has been carried out and agreed with Track Control.

6. **Crash Helmets**

Crash helmets meeting a minimum standard of BS 6658 type A are to be worn by all vehicle occupants at the following times:

- (a) Over 130 mph on the High Speed Circuit;
- (b) Over 45 mph on the Gravel and Berm Roads, the Cross Country, Off-Road and Severe Off-Road Courses;
- (c) When in a vehicle of unknown handling characteristics while travelling at over 55 mph on the Handling Circuit,;
- (d) During any manoeuvre that involves a significant risk of loss of vehicle control or that presents any other hazard to the vehicle occupants, as identified by a risk assessment.

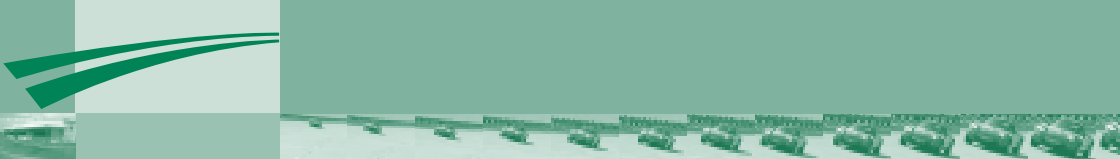
Other protective measures may be required, such as roll-cage, full harness, and fire extinguishing media, etc. dependent on the outcome of the vehicle/test risk assessments.

7. **Maximum Security Vehicles**

When a Maximum Security Vehicle (*Millbrook security rating 3 or 4*) is delivered to Millbrook, it is the responsibility of the person to whom the vehicle is delivered to ensure that:

- (a) The vehicle is safely parked in one of the secure compounds, garages or in the relevant area of the Customer Service Building (CSB)
- (b) Plant Protection and/or Radio Control are informed that the vehicle has arrived, given its exact location and the special restrictions that apply to it
- (c) Plant Protection and/or Radio Control are kept informed of any changes in location

Such vehicles have restricted driving conditions and must be kept away from sensitive areas.



All vehicle movements during daylight hours are to be carried out with the vehicle covered by sheeting or by adequate disguise. No security 4 rated vehicle is to be moved around the workshop, the humidity chamber or CSB area without disguise or sheeting. It is the responsibility of any person at Millbrook receiving visitors to ensure that adequate security and customer confidentiality is maintained at all times.

8. Motorcycles

(a) Standard conditions of use apply.

(b) A suitable and sufficient risk assessment relating to testing activities is required to be submitted to Track Control prior to motorcycles being granted permission to use the track facilities. The risk assessment must cover, as a minimum requirement, the following:

- Rider experience
- Test procedure - manoeuvres and speeds
- Interaction with other Proving Ground traffic
- Any additional clothing/PPE to be utilised
- Weather and environmental limitations.

(c) Only persons who are full motorcycle licence holders will be permitted to ride motorcycles on the Proving Ground. The level of rider experience required will be determined by the suitable and sufficient risk assessment (see (b) above).

(d) The following items of clothing/PPE are required to be worn and fully fastened at all times when on a motorcycle which is in motion:

- One or two-piece “zip-together” suit made of leather or similar certified material/manufacture
- Motorcycle boots
- Motorcycle gloves
- Full face-helmet with visor
- High visibility vest or banding

Additional clothing/PPE may be required depending on the outcome of the suitable and sufficient risk assessment (see (b) above).

(e) All riders are to maintain communication with Radio Control at all

times whilst on the track facilities. Helmet ear pieces and microphones for use with standard Pogo radios are available from Radio Control.

(f) Headlights (dipped beam) are required at all times whilst on all track facilities.

(g) Extreme caution should be taken when using motorcycles in adverse weather conditions, or at night.

(h) No side-by-side riding, racing or pacemaking is permitted.

(i) All posted speed limits must be strictly adhered to.

9. **Photography** (including Film/Video Crews)

All photographers/camera users will be in the charge of a responsible Millbrook employee whilst on site, who will ensure that the photographer/camera user and equipment is accompanied at all times when on the Proving Ground.

The accompanying Millbrook employee will ensure that none of the shots being taken contain any sensitive material or subject matter other than that decided at the time of raising the track/facility booking. Clearance to undertake photography or video work on any track or access road will only be granted after Track Control receives and agrees a suitable and sufficient risk assessment. Any deviation from the operations identified in the risk assessment will require prior authorisation from Track Control.

Photographers/camera users should report to Millbrook Plant Protection upon arrival at the Proving Ground, and sign the required disclaimer (see *Appendix ix*) which permits photographs to be taken on-site.

An ORANGE photographic jacket is to be collected from the Plant Protection Lodge and worn by the photographer/camera user at all times when photography/video work is taking place.

Millbrook Plant Protection will arrange for the Millbrook contact to meet the photographer/camera user.

8

Health & Safety Considerations

Millbrook Proving Ground believes that protecting the health, safety and welfare of its employees and others is of utmost concern in the operation of its business.

In order to protect the health, safety and welfare of everyone on site the requirements of all relevant legislation as well as Millbrook's rules and procedures must be followed by everyone, at all times. Millbrook rules and procedures include, but are not limited to:

- All personal or vehicle accidents or incidents must be reported immediately to your Millbrook contact/supervisor so that an investigation can be started. All accidents and incidents are investigated with the aim of preventing further accidents.
- Everyone is responsible for keeping the areas in which they are working clean, tidy and in a safe condition.
- All gangways, fire exits and routes to fire exits must be kept clear and free from obstructions at all times.
- No Millbrook owned tools or equipment may be used unless prior agreement is obtained from Millbrook and proof of training and competence can be shown.
- No equipment may be operated without the correct guarding. If equipment is, or appears to be unsafe DO NOT USE IT and report it immediately to Millbrook.
- Use all tools and equipment for their designed purpose only.
- All tools and equipment brought on site must be maintained in good working order, inspected and tested as required, and be safe to use as intended.

Millbrook may require the production of relevant records of inspection and test.

- No maintenance work is to be carried out on Millbrook equipment unless prior agreement has been obtained from Millbrook.

- Hot Work (welding, cutting, grinding, etc.) is permitted only in designated areas. If you wish to perform this type of work, your Millbrook contact/supervisor will advise you of the areas where it is permitted, or the steps required to obtain a Hot Work Permit if necessary.
 - Any operation that you wish to perform which may present a hazard to Millbrook personnel or others must be communicated to Millbrook prior to the execution of these operations. The viewing of relevant risk assessments and method statements is also required.
 - Any relevant Personal Protective Equipment (PPE) required for your undertakings must be provided by you for yourself and your personnel.
 - No chemical substances are allowed on site without prior written approval from the Millbrook's Health, Safety and Environmental Department. **Material Safety Data Sheets (MSDS)' are required prior to allowing any chemicals on site.**

Any operation performed that falls under the COSHH Regulations, and that may affect Millbrook employees, others on site or neighbours requires a suitable and sufficient COSHH assessment. Millbrook may request to view the results of the assessment.

- Disposal of waste must be performed only with prior agreement from Millbrook, and performed in accordance with Millbrook procedures and safe systems of work.
- If work is required on equipment containing hazardous energy (electrical, pneumatic, hydraulic, etc.) in a quantity sufficient to cause harm, the equipment must be locked off and all hazardous energy released before work can commence. Millbrook's Health and Safety Procedures give more detail.

We wish to make your visit to Millbrook Proving Ground a safe one, but this is only possible with your co-operation, so please follow these, and any other rules, procedures and legislation laid down to protect the health, safety and welfare of visitors and Millbrook employees alike.

9

Environmental Constraints

1. **Bringing Materials on to Site**

Materials which have been designated as 'hazardous' in any legislation or regulation may not be brought onto the Proving Ground without explicit prior permission having been given by your Millbrook contact or Plant Protection. This includes materials to be kept in Millbrook Stores.

Any material contained in the European Community Directive 74/464/EC "Black List", or in subsequent amendments or extensions, may not be brought onto the Proving Ground at any time.

COSHH information must be supplied with any material for which it is appropriate. Any material, which may cause an adverse environmental impact, must be supplied with an impact statement. Materials not supported with sufficient information will be rejected at entry, and will not be kept in Millbrook Stores.

2. **Storage and Use of Fluids**

No fluid materials are allowed to be brought onto the Proving Ground unless in an impervious, sealed container. Each container must be marked with the contents, and with any applicable hazard or constraint on the use of the contents.

Containers must be kept closed when not in immediate use, and must be banded against spillage.

Any accidental spillage must be cleaned up immediately, and the absorbent material disposed of in accordance with Millbrook procedures. If the spillage is outside buildings, on the tracks or for any reason difficult to deal with, call Plant Protection/Radio Control immediately. A support crew will be dispatched to assist you.

Do not introduce any material or fluid into the drainage system without explicit prior permission having been given by your Millbrook

contact. Domestic cleaning materials may be used, but only if supplied through Millbrook Stores.

Any spillage which enters the drainage system by any means must be notified immediately to your Millbrook contact or Plant Protection /Radio Control.

Non-domestic cleaning by use of fluids can only be undertaken within established Millbrook cleaning facilities. Exceptions may be made, but only when explicit prior permission has been given by your Millbrook contact.

3. **Waste Disposal**

No materials may be burned within the Proving Ground. All waste material must either be removed from the Proving Ground by the client causing the waste to be produced, or disposed of through established Millbrook outlets. Bins are provided and should be used only as marked. Selected materials (tyres, oils and filters, batteries, antifreeze) should be disposed of in the specially provided facilities.

Consult the Manager – Support Services or your Millbrook contact for advice and instructions on correct usage.

10

Miscellaneous Information

1. **Out-of-hours/Public Holidays**

Please note that outside of operational hours and throughout Public Holidays, there is no fire/rescue and first aid cover available on site, and therefore the tracks are closed. If track use is required during these times, the Track Controller must be contacted, giving at least one week's notice of the request.

Millbrook's normal hours of business are:

Monday 06:00 to Saturday 06:00

Saturday 07:00 to 19:00

Sunday 07:00 to 19:00

The Proving Ground will be closed during Public Holidays, with an additional half day (from mid-day) on the Thursday before Easter, and Christmas Eve.

2. **Lost Property**

Any property lost or found should be handed in to, or collected from Plant Protection.

appendix (i)

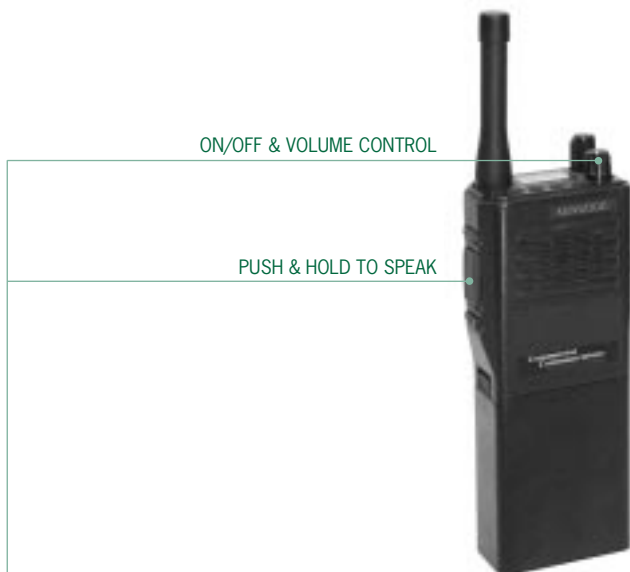
Pogo Radio Layout/Use

If you are issued with a radio remember that you are handling a very delicate piece of equipment and treat it accordingly.

The radio calling code for the Proving Ground transmitter is 'Pogo'. The base station is referred to as 'Pogo Base'. Each hand set is numbered and that number is used as the code number for that set, i.e. Radio No. 204 is referred to as 'Pogo 204'.

Radios are to be used only when necessary, and it is important that radios are used properly and that call signs are used at all times. It is the duty of drivers to ensure they are properly instructed in the use of radios if they are issued with them.

Pogo radios are to be switched on and audible by all drivers of vehicles using the test facilities at all times.



appendix (ii) Track Facility **Abbreviations**

ABS	ABS/TCS
CC	City Course
G	Customer Hire Garage
GR	Gravel Road
GT	Grit Trough
HO	Customer Hire Office
HR	Hill Route
HSC	High Speed Circuit
KS	Kerb Strikes
MS	Mile Straight
MSA	Mile Straight Apron
MT	Mud Trough
NT	Noise Track
OHC	Outer Handling Course
OR	Off-road Course
P	Pavé
PH	Pot Holes
RT	Rough Track
S	Setts
SP	Steering Pad
SS	Special Surfaces
TH	Twist Humps
TS	Truck Slopes
WT	Deep Wade Trough
XC	Cross Country
26%	26% Hill

appendix (iii) Issue of **Driving Permits**

Only those people who hold a current Millbrook Proving Ground Driving Permit are permitted to use the test facilities unaccompanied. Permits are only issued to those with a current driving licence for the category of vehicle they wish to drive.

Non-permit holders may drive ONLY if express authorisation is given by Track Control. The non-permit holder must be accompanied at all times by a Full Permit Holder, and must show their driving licence, for the category of vehicle they wish to drive, to Track Control before being allowed access to the facilities.

The permit procedure consists of a comprehensive orientation tour of the track facilities detailing the relevant rules and regulations, followed by a written multi-choice examination, confirming a basic understanding of Millbrook's track use procedures, as well as certain facility specific questions.

Once the tour and test have been successfully completed, and the individuals driving license has been verified as valid, a driving permit will be issued to that individual, and shall relate to the company for whom they work. If any driving permit holder change companies, the driving permit becomes invalid unless Millbrook receives a letter from an official of the new employer confirming employment and compliance with insurance requirements.

All Proving Ground driving privileges are automatically withdrawn upon the suspension or loss of permission to drive on UK public roads.

Driving Permits are valid for 3 (three) years from the date of issue.

Driving Permits can be obtained by contacting the Track Control (see appendix (vii) "Contact Numbers").

Example Driving Permit:

FRONT

MILLBROOK

DRIVING PERMIT

- Orientation
- On Road Awareness
- Skid Control
- High Speed _____ mph
- Other _____

Restrictions _____

REVERSE

Permit No.

Issued: _____ Expires: _____

Emp. #: _____

I have read and understand Driving Regulations

Signature

Management requires this permit to be in your possession at all times while driving on the track facilities

appendix (iv)

Driving Violations

The following are examples of driving violations, categorised as either MINOR or MAJOR incidents:

Minor Violations:

Negligent Operation

- Speeding: exceed reasonable and prudent
- Improper safety equipment (i.e. head lights, warning lights, magnetic signs)
- Illegal passing (i.e. solid white line)
- Inattention
- Eating, Drinking, Smoking, etc. in vehicle
- Tailgating
- Riding in luggage compartment or truck bed
- Operation of un-roadworthy vehicle

Failure To Obey Signs/Signals

- Violation of regulatory signs
- No Parking/Reserved Parking signs

Illegal Stopping

- Double yellow lines
- On Track Facilities without Radio Control notification

Unauthorised Driving

- Driving on the track facilities without a Proving Ground Permit
- Driving on “special facilities” without Track Control authorisation
- Operation of vehicle without authorisation (i.e. forklift truck, LGV)
- Not wearing a seat belt
- Not wearing a crash helmet if required by test condition
- Using a mobile phone whilst driving
- Not using directional indicators when turning or changing lanes

Major Violations

Reckless Operation

- Overdriving
- Horseplay
- Speeding: well in excess of reasonable and prudent
- Improper safety equipment (i.e. crash helmets, air-bag abuse)
- Deliberate failure to obey safety regulations
- Operation of a vehicle in an unsafe condition

Failure to Obey Signs/Signals

- Entering a closed facility passed a sign or Red lights
- Not obeying a STOP sign or signal

Leaving the scene of an Accident

Unauthorised Driving

- Limit handling or abuse testing by untrained driver
- No risk assessment completed for limit handling/abuse manoeuvre
- Driving vehicle without Proving Ground authorisation or driving licence of relevant category

Major and Minor violations will be held on record and may result in temporary or permanent withdrawal of Millbrook Driving Permit, dependent upon seriousness and number of previous violations.

appendix (v) Fuel & Oil

Fuel and oil of most grades are available at the Proving Ground for Test Vehicle use.

To draw fuel a data key is required. If your company has data keys allocated to them they can be obtained at Radio Control. If there are no data keys allocated, or they are of the wrong fuel type, Radio Control can issue a Master Key.

Radio Control can arrange for the appropriate type of oil to be obtained. Upon issue of a Master Fuel Key, or the use of oil, a "Fuel & Oil Docket", form MBK118, must be completed and returned (along with the Master Key if applicable) to Radio Control.

Example MBK 118:

MILLEROOK FUEL & OIL DOCKET

DATE [] [] [] [] [] [] [] []

LOCATION [] [] [] [] [] [] [] []

COMPANY [] [] [] [] [] [] [] [] MBK 118.1 (See notes)

FUEL

FUEL TYPE	QUANTITY	FUEL NUMBER FROM	REMARKS
[] []	[] [] [] []	[] [] [] []	[] [] [] [] [] [] [] []

See Section 1/2 See Section 1/2

ENGINE OIL

QUANTITY	REMARKS
[] [] [] []	[] [] [] [] [] [] [] []

See Section 1/2

IF NOT FLEET NUMBER

MAKE OF VEHICLE	REGISTRATION No.
[] [] [] [] [] [] [] []	[] [] [] [] [] [] [] []
EMPLOYER	ACCOUNT No.
[] [] [] [] [] [] [] []	[] [] [] [] [] [] [] []

Notes

DISCLAIMER

The person using this form for a vehicle is responsible for completing this docket accurately. The completed docket should be left on the pump or forwarded across to Control.

MBK 118.1 Millbrook Proving Ground Ltd

appendix (vi)

Booking on to a Test Track Facility

All persons requiring use of, or access to the test track facilities, must book on with Radio Control.

To book on, form MBK064 (available from Radio Control) must be completed and returned to Radio Control.

Millbrook reserve the right to refuse admission to the track facilities if form MBK064 is completed inadequately.

Example MBK 064:



MILLBROOK

RADIO/TRACK PASS REQUEST

PLEASE PRINT CLEARLY

Drivers Name : _____

Driving Permit No : _____

Test Vehicle ID : _____

Company Chargeable : _____

Order No : _____

Car or Commercial : _____

Facilities To Be Used : _____

Pogo & Serial No : _____

Time On : _____

Time Off : _____

Hours Used : _____

Signature: _____

Printed Name : _____

To be received by Millbrook on proof of track use. MBK 064/064/01

appendix (vii)

Conditions of Use

The following are the conditions upon which Millbrook Proving Ground Limited (“The Company”) is prepared to allow use of the facilities of Millbrook Proving Ground at Millbrook, Bedfordshire (“Millbrook”) by third party Companies and Clients. The term “Company” and “Client” include their respective employees and representatives.

1. No warranty, expressed or implied, is given by the Company that Millbrook or any part of it will prove adequate for any use contemplated by the Client.
2. The Client shall comply with all reasonable requirements of the Company notified to the Client in connection with the use of Millbrook. The Company expressly reserves the right at any time to refuse access to or order the removal of individual(s) or vehicle(s) from Millbrook upon reasonable grounds and without notice, although reasonable notice will be given wherever possible. Such a refusal or access or exclusion shall be without prejudice to the rights of the Company to charge the client in respect of services already supplied.
3. The Client shall only make use of that part of Millbrook designated by the Company as being available for use by the Client and during such hours and using such procedures as may be specified by the Company.
4. Vehicles used by the Client at Millbrook shall be provided with silencing to such standards as may be required by the Company.
5. The Client shall immediately notify the Company of any incident or matter coming to the attention of the Client during its use of Millbrook

which may be a contravention of these conditions. Such notification may be verbal at first instance but shall be confirmed in writing to the Company giving all relevant details within 48 hours of such incident or matter.

6. The Client shall ensure to the satisfaction of the Company that each individual who is in control of a vehicle using Millbrook on behalf of the Client is in possession of a valid United Kingdom driving licence (or such Overseas driving licence as is recognised in the United Kingdom as being equivalent thereto) in respect of the class of vehicle concerned, is medically fit to drive that vehicle, and shall provide upon demand such reasonable proof of fitness as may be required by the Company.

7. The Client shall ensure that each individual who is in control of the Clients vehicles is familiar with and capable in all respects of driving such vehicles in a safe and controlled fashion.

8. The Company shall not be liable for any failure to make Millbrook available for use by the Client where such failure is deemed by the Company to be due to causes beyond its control.

9. The Company expressly reserves the right to remove any disabled or obstructing vehicle of the Client from Millbrook in whatever reasonable and proper fashion it deems appropriate at the sole cost of the Client.

10. The Client shall fully and effectively indemnify the Company against all costs, claims, expenses and other liability, howsoever arising, whether in respect of damage to property or otherwise and whether suffered by the Company or any third party, so far as the same arises directly or indirectly in consequence of the negligent or improper use of Millbrook by the Client.

11. The Client shall maintain a policy(s) of insurance against all liabilities which may attach to the Client for any death, injury, loss or damage to any person or property arising out of or in connection with the Client's use of Millbrook. This insurance shall be effected in such sums as may be agreed but in any event not less than an indemnity of £1,000,000 in respect of any one accident or series of accidents arising out of one event. Evidence of such insurance cover shall be produced if required.

12. The Client agrees that it shall treat all information (howsoever gained) of which it obtains knowledge concerning activities at Millbrook which are not released to the Client for its use under the terms of the Contract as strictly confidential and shall not release details of the same to any third party for any reason whatsoever without the prior written consent of a Director of the Company.

13. The Client shall be relieved of any of the obligations contained in Clause 12 above if the relevant information:

- (a) was known to them or an associated company (being a company over which they exercise majority control) prior to the provision of services under the Contract;
- (b) becomes known to them or any associated company through another source and there was no knowledge or reason to know on the part of the recipient that the other source had obtained the information under any obligation of secrecy; or
- (c) after disclosure enters the public domain except by breach of any Contract to which these Conditions are applicable; or
- (d) was disclosed pursuant to a requirement of law.

14. A copy of these Conditions of Use signed by the Client shall be returned to the Company prior to access to Millbrook being afforded to the Client by the Company.

appendix (viii)

Additional Conditions of Use: Media

In consideration of Millbrook Proving Ground Limited enabling any representative, employee or agent of any press agency or publication (including magazines, newspapers and websites) or any journalist or similar person to attend and use the facilities at the Proving Ground, you shall agree that:

1. You shall not photograph or attempt to photograph anything within the Millbrook Proving Ground without the express permission of Millbrook Proving Ground Limited.
2. You shall not cause a photograph to be taken within the Millbrook Proving Ground without the express permission of Millbrook Proving Ground Limited.
3. You shall not knowingly publish a photograph, or similar image, taken within the Millbrook Proving Ground without the express permission of Millbrook Proving Ground Limited.
4. You shall not divulge information to outside parties concerning vehicles or equipment or business operation at Millbrook.

appendix (ix)

Photographic Declaration

Considerations of authorisation to bring photographic or video recording or photo-reprographic equipment of any form onto the premises of Millbrook Proving Ground Limited.

1. The right of entry onto the premises with photographic or video recording or photo-reprographic equipment does not give the right to use such equipment.
2. Any such equipment will be used only under the direct supervision of Millbrook Proving Ground personnel.
3. Any such equipment will be used only to record the specific items or activities authorised and supervised as in (2) above.
4. If it is suspected that any such equipment has been used in an unauthorised fashion the film, tape or other recording media will either be destroyed, erased to the satisfaction of Millbrook Proving Ground management or confiscated by Millbrook Proving Ground management and processed at the owner's cost and either destroyed or returned, subject to content.

Failure to comply with these conditions is considered as gross misconduct by employees and will render visitors liable to permanent exclusion from Millbrook Proving Ground.

maps



1



workshop area & car parks

2



island A

3



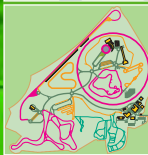
island B

4



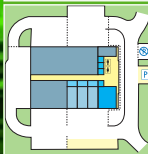
island C

5



facilities & tracks

6



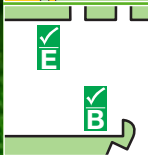
customer service building

7

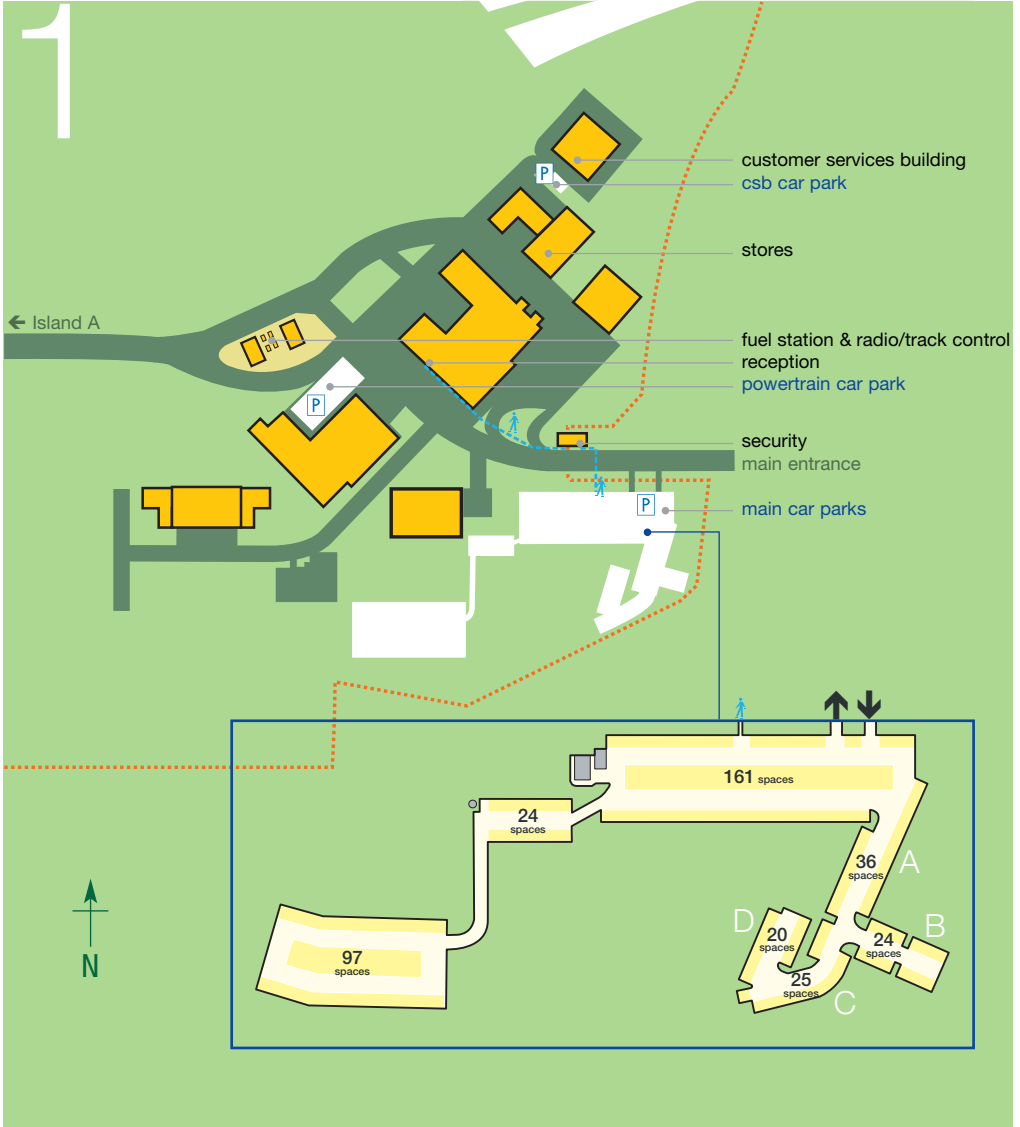


concept centre car park

8

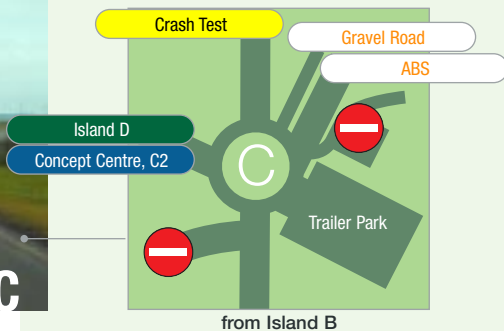
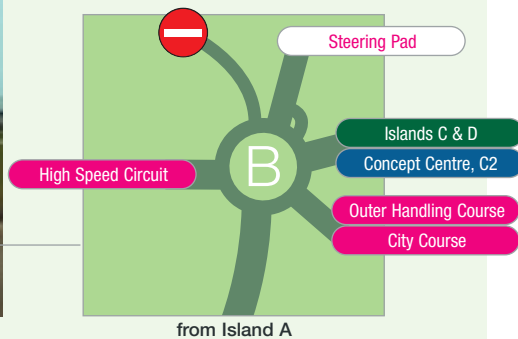
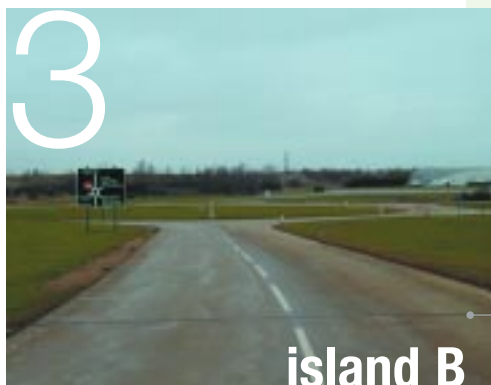
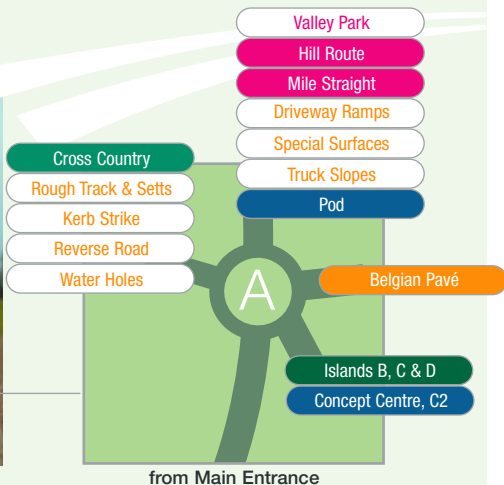


fire assembly points



- entrance to main car park ↓
- exit from main car park ↑
- pedestrian route 👤

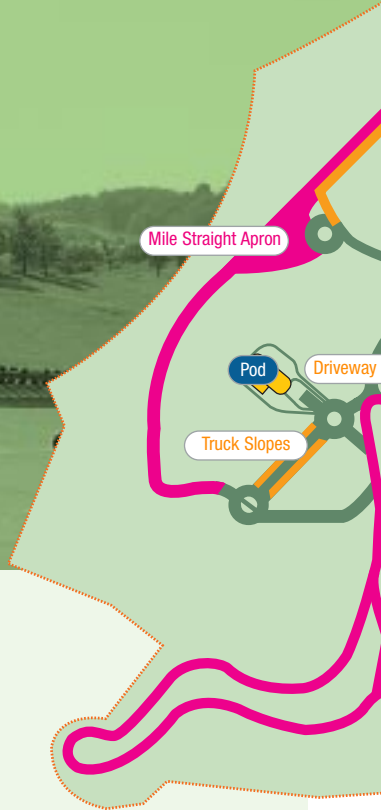
workshop area & car parks





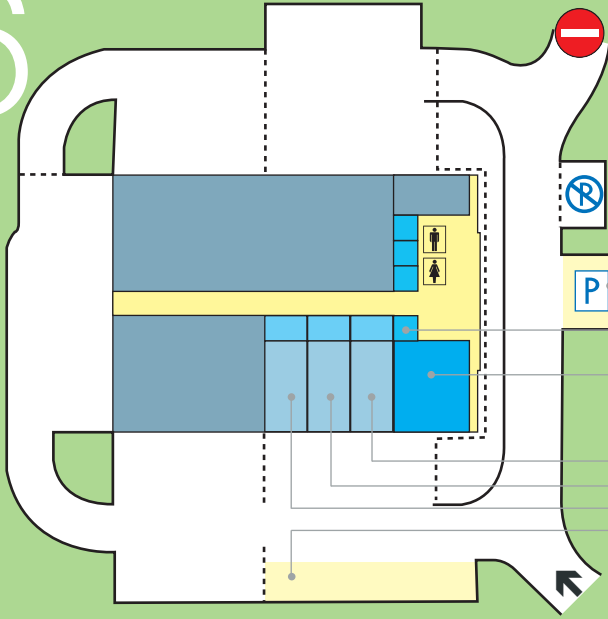
facilities&tracks

5





6



csb car park

shower room

conference room

unit 20

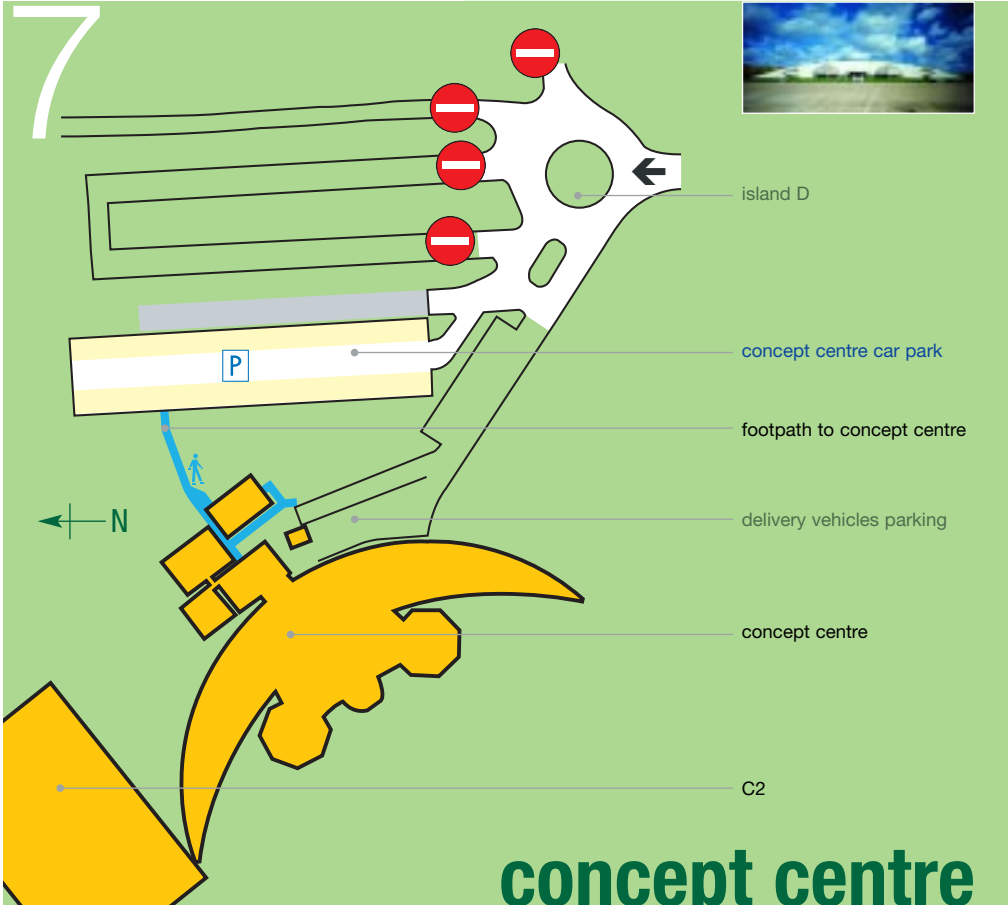
unit 19

unit 18

parking for units

csb

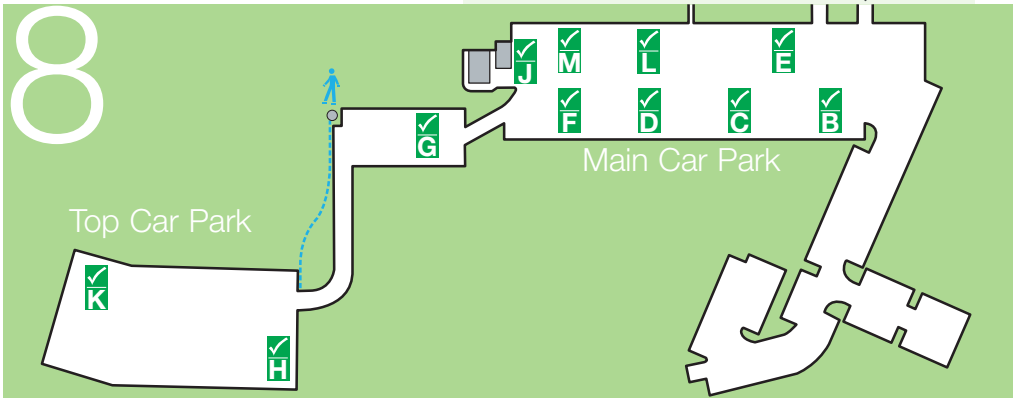
customer
services
building



concept centre car park

- block LA (main workshop) **B**
- block LA (main offices) **C**
- block LA (HyGe sled) **D**
- block LA/LC (VSML) **E**
- block LC (stores) **F**
- block LB (VEL) **G**
- block LG (ETC) **H**
- block LJ (VEC) **J**
- block LK (NTC-E) **K**
- block LF (CSB) **L**
- block LH (MSXi) **M**

fire&evacuation assembly points



- entrance to main car park ↓
- exit from main car park ↑
- pedestrian route
- assembly point

Contact Information

Internal Telephone Numbers only:

All Emergencies **454**

Reception and Office Services **0**

Telephone Numbers & Email addresses:

External callers should dial +44 (0)1525 408XXX
(XXX being the relevant extension number)
i.e. For Radio Control telephone +44 (0)1525 408228)

Contact	Extension	Email
Plant Protection	270	gfitzgibbon@millbrook.co.uk
Radio Control	228	
Track Control	267	nwignall@millbrook.co.uk
Customer Liaison	265	jobrien@millbrook.co.uk
Storage & Waste Disposal	268	mlawrence@millbrook.co.uk
Plant Maintenance	273	sbuck@millbrook.co.uk
Fuel System Control	435	
Track Facility Hire Enquiries	228	
	267	nwignall@millbrook.co.uk
	265	jobrien@millbrook.co.uk
Track Facility Bookings	228	<i>Email all of the following:</i> kpalliser@millbrook.co.uk, ddawson@millbrook.co.uk, nwignall@millbrook.co.uk, jobrien@millbrook.co.uk
CSB/Office/Garage Hire	265	jobrien@millbrook.co.uk
	267	nwignall@millbrook.co.uk
Noise Site Hire	362	bhawkes@millbrook.co.uk
Events/Concept Centre Hire	225	mneale@millbrook.co.uk
Canteen	238	
Health and Safety Dept	440	jfew@millbrook.co.uk
Environmental Dept	241	tshawl@millbrook.co.uk

The above information is subject to change or modification with the minimum of notice.
Every effort will be made to inform facility users.

Location



Millbrook Proving Ground Ltd

Millbrook, Bedford MK45 2JQ

t: +44 (0)1525 404242

f: +44 (0)1525 403420

e: test@millbrook.co.uk