



AIRSIDE SAFETY ALERT

Reference	ASA 2021/06		
Date Issued	04/10/2021		
Issued By	Dan Jones	Position	Airside Operations and Safety Manager
Subject	UNREPORTED AIRSIDE INCIDENTS		

An Airside Safety Alert (ASA) will be issued to communicate immediate safety concerns relating to operations, equipment or environment, and to highlight negative safety trends. It is the responsibility of all employers to ensure that relevant ASAs are brought to the attention of their staff.

1. OBJECTIVE

It is important that all airside incidents and near misses are reported to Airside Operations to enable an investigation to take place and enable us to become an even safer airport. This is a reminder of the incident reporting requirements in Operational Safety Instruction BRS-OSI-SMS-002.

2. SCOPE

This instruction is relevant to all colleagues working airside.

3. INFORMATION

This Safety Alert is in response to a recent trend of incidents that have gone entirely unreported to Airside Operations or that have not been reported within a reasonable timeframe, including:

- A refuelling platform that rolled over whilst being towed in a cul-de-sac
- Damage to an aircraft passenger door due to the incorrect height of the passenger steps
- Aircraft steps positioned onto an aircraft by an unauthorised agent

4. INSTRUCTIONS

1. Incidents must be reported to Airside Operations in person or by phone as soon as possible after the event, which will normally be within ten minutes, or as soon as the person(s) involved have safely finished the task they are involved in, or the scene has been made safe.
2. You are able to report to your supervisor or manager, on the understanding that they will pass the details on to Airside Operations.
3. It is important that vehicles or equipment that are involved in airside incidents are not moved from their positions until authorised to do so by Airside Operations, unless there is an immediate and obvious risk of further damage or injury.

5. GENERAL ENQUIRIES

Enquiries should be submitted to **Airside Operations** on **01275 473705** or **07712 792235**.