

**OPERATIONAL SAFETY INSTRUCTION**

Version A Issued 01/09/2020

Guidance for Airside Pass &amp; Permit Applications

Issued By Airfield Technical and Compliance Manager Ref BRS-OSI-AW-005

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

**1. INTRODUCTION**

This OSI provides guidance on the application processes for Airside Work Permits (AWP), Crane and Tall Equipment Permits (TEP), Engineering Work Permits and Airside Passes.

For more detailed application procedures relating to Airside Operations permit requirements, please review the following documents:

**OSI-AW-001 Airside Work Permits**

**OSI-AW-002 Cranes and Tall Equipment**

**OSI-AW-003 Aerodrome Development and Maintenance**

**OSI-AW-004 On Aerodrome Development Safeguarding**

For more detailed application procedures and associated application forms etc for security passes and Engineering health and safety requirements, relevant documentation issued by the Bristol Airport Security and Engineering Departments should be sought out and reviewed. Contact details are provided in section 5 below.

**2. PERMITS & PROCESSES REQUIRED FOR AIRSIDE WORK****2.1. Airside Work Permit**

This is a permit required for any work in an airside area at Bristol Airport. Detailed instructions on the requirements and procedure for application are contained within OSI-AW-001.

**2.2. Engineering Authorisation to Work**

An Engineering Authorisation To Work (ATW) is required by any contractor completing work at Bristol Airport irrespective of the location.

Your Airport Project Manager or contact should be informing you of the detailed requirements necessary for an ATW application, but for additional guidance please contact the Engineering Department using the contact details provided in section 5 below.

The rules for collection and return of Engineering permits are specific; recipients should ensure they are understood and are complied with. There are penalty charges applied for failure to collect or return permits and the issue of future permits may be jeopardised.

### **2.3. Engineering Control of Contractors**

The Bristol Airport Contractor Induction on-line course is a mandatory requirement at Bristol Airport for any contractors undertaking any kind of works across the airport site, including third party contractors for business partners, etc.

For an airside pass to be issued to a contractor the certificate must be uploaded as evidence of completion during the pass application process, see below.

The on-line induction can be accessed by following the link below and selecting Bristol Airport:

<https://www.airdat.org/choose-system>

The course provides key information needed for all contractors working at Bristol Airport. It also outlines requirements and procedures that need to be followed by contractors and other personnel.

The course is broken down into easy sections and manageable topics, followed by an assessment on the information read. Topics include:

- Planning for Safety
- Airport Site Rules
- Working Procedures
- Emergency Procedures
- Airside Safety

The Contractor Induction training is valid for 12 months from the date of completion. There is a small charge for completing the induction; payment is made by card. The Engineering Department will provide details of the other contractor control mechanisms in place at the airport, including signing in and out procedures applicable, as part of the ATW application process.

### **3. AIRSIDE SECURITY PASS TYPES**

There are two levels of security control within airside areas, within the Critical Part (CP) or outside the CP.

The only non-CP airside areas at the airport are around the General Aviation complex on the southside of the airfield. Local arrangements can be made for access control to these non-CP

areas; details should be discussed and agreed between the contractor and the airport Project Manager during the project planning stages.

However, it may be possible to remove long-term work sites from the CP, or even from airside areas altogether, to simplify access control.

These options should be investigated by the project team, including an Airside Operations representative, during the project planning stages.

For any work requiring access into the CP, a Security Pass is required to be obtained. There are two levels of temporary pass, or a permanent pass. Each level of pass has various requirements for information and differing timescales involved in their application and issuing. Section 4 contains details of how to determine the type of pass required and how applications are made.

The applicability of the two temporary pass levels can be summarised as follows:

#### **TEMPORARY VISITORS PASS**

- Can only be valid for a MAXIMUM of 14 days in a 12-month period
- Can only be valid for a MAXIMUM 7 days in any one application
- There MUST be a minimum 3-day break between adjacent applications
- Application requirements:
  - Name, address, contact details
  - Current valid Identification (Passport / Driving License)
- For the tool pass element, applications also require:
  - Contractors Induction Certificate
  - Specific list of tools to be included

***Allow 5 working days from application, where possible, for pass to be issued***

#### **TEMPORARY EMPLOYMENT PASS**

- Can only be valid for a MAXIMUM period of 60 days or less within a 12-month period
- Requires RE-APPLICATION every 15 days with NO gaps between active passes
- Application requirements:
  - Name, address, and contact details
  - Current valid Identification (Passport / Driving License)
  - UK DBS check (proof of application may be sufficient for short term, initial application only, request details from sponsor)
- For the tool pass element, applications also require:
  - Contractors Induction Certificate
  - Specific list of tools to be included

***Allow 5 working days from application, where possible, for pass to be issued***

If neither of the temporary pass types is suitable, then a full pass application is required. The requirements for issuing a full pass are more onerous and require significant additional time for supporting information to be gathered and training courses to be completed.

**FULL AIRPORT PASS**

- The MAXIMUM duration for non-Airport staff is 3 years
- Application requirements:
  - Name, address and contact details
  - Current valid Identification (Passport / Driving License)
  - Five years of uninterrupted references detailing employment history
  - UK DBS check, less than 10 weeks since date of issue
  - GSAT Security Awareness Training
  - Airside Safety Training
- If tools are required:
  - Contractors Induction Certificate
  - Specific list of tools to be included

***Allow at least one month for training course availability and two weeks from application for pass to be issued***

You will be required to make an appointment via Airport Gateway to attend the pass office in Lulsgate House for the pass to be issued.

**4. SECURITY PASS APPLICATION PROCESS AND INFORMATION REQUIRED**

All staff requiring an airside pass should use the flow chart in appendix A below to determine the level of pass required and allow sufficient time within project programmes for passes to be obtained.

Particular notice should be made the restrictions on allowable duration and repetition of passes outlined above, as these can impact the phasing and programming of works, and the personnel able to be involved.

Pass applications can only be made by an authorised sponsor with access to the Airport Gateway on-line application system (<https://app.idgateway.co.uk/login/>). For one off or short-term pass requirements, applications will be managed on your behalf by your airport Project Manager.

Medium or long-term contractors requiring multiple pass applications may have a representative nominated as an authorised sponsor, to self-manage pass applications using Airport Gateway.

For all temporary security pass applications, we will need:

- The certificate from the contractor induction
- A completed application form (provided by your pass sponsor)
- A head and shoulders photo
- An image of your ID (you must have the same ID with you on access)

Acceptable ID are:

- British Nationals: valid passport or valid British photocard driving licence
- EU nationals: valid full EU Member State passport or a valid national identity card issued by the relevant authority of an EU Member State
- All other nationals: a valid passport together with an original Home Office document confirming the individual's right to work in the UK

It is essential that the full name and address details on the application form match those on the applicant's ID.

If an 'Employment Pass' is required, a DBS certificate is also required (or proof of DBS application if this is for the initial issue).

If a 'Full Pass' is required, then this should be managed between the contractor and the airport Project Manager leading the project.

If any type of pass has been issued to an applicant within the past 12 months, the airport Project Manager should be informed as ID details should still be on Airport Gateway.

NOTE: due to the reactive nature of access control to threat level, requirements for pass applications can change at short notice. The information in this OSI is guidance only and confirmation should be obtained from your airport Project Manager on the current requirements.

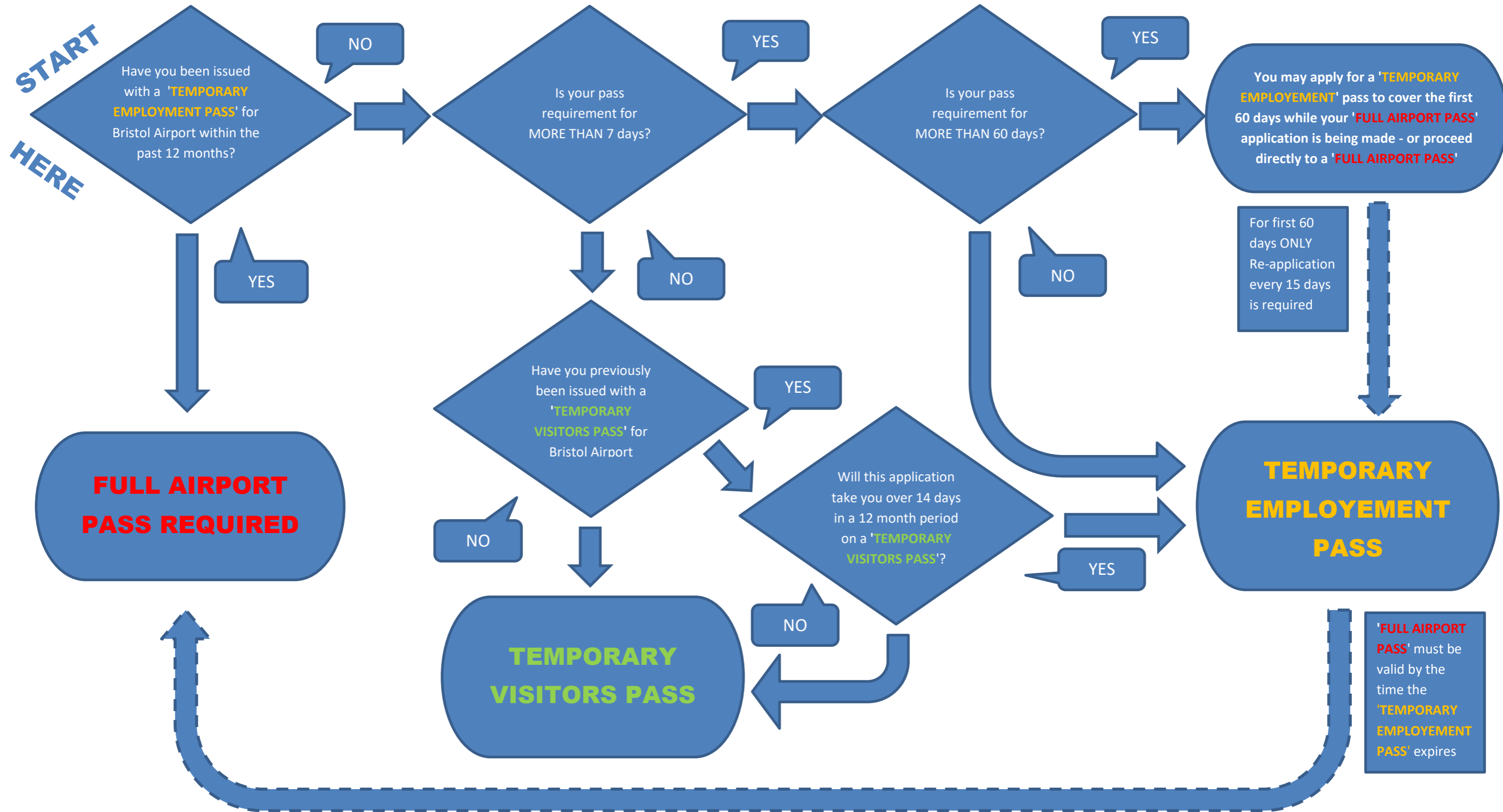
## 5. GENERAL ENQUIRIES

Enquiries in relation to Engineering work permit applications should be made to [engpermits@bristolairport.com](mailto:engpermits@bristolairport.com) or 01275 473730.

Enquiries in relation to Airside Work and / or Crane and Tall Equipment Permits should be made to [airsidewp@bristolairport.com](mailto:airsidewp@bristolairport.com).

Enquires in relation to Security Pass applications should be made to [IDUnit@bristolairport.com](mailto:IDUnit@bristolairport.com) or via your airport Project Manager.

Any general enquiries in relation to this OSI should be addressed to ATCoM on 01275 475448.



Appendix A – Security Pass type identification