



OPERATIONAL SAFETY INSTRUCTION

Version A Issued 01/09/2020

Airside Documentation

Issued By Airside Operations and Safety Manager Ref BRS-OSI-SMS-001

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 instruction is issued to advise colleagues and airside partners of the types of documentation which will regularly be issued by airside operations to manage airside processes, procedures and safety, including during normal operations, periods of development or disruption and following serious or reoccurring safety occurrences.

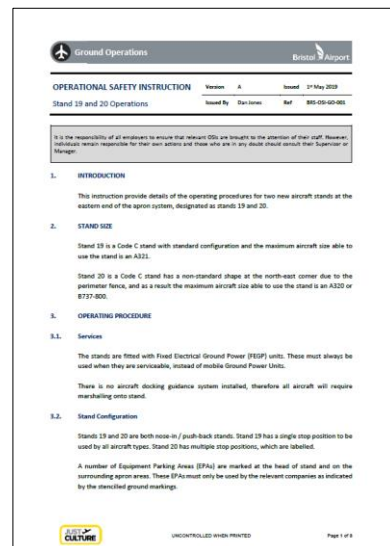
2. DOCUMENTATION TYPES

The airside operations department has reviewed the types of document it issues to the airside community in order to clearly distinguish between instructions, information and safety alerts and to make them more accessible. The new types of document are shown below (please note that some of these have already been distributed prior to this notice being issued).

Operational Safety Instruction (OSI)

An Operational Safety Instruction (OSI) is an instruction that contains information on a key airside process that is applicable to multiple airside operators. OSIs were formerly issued as Airside Operational Procedures (AOPs) – as the AOPs are reviewed, any procedures/instructions that are applicable to the wider airside community will be issued as an OSI.

These instructions are grouped into several categories, including wildlife, environmental, work in progress, weather, ground operations, roads, vehicles and equipment and safety management.



Airside Works Notice (AWN)

An Airside Works Notice (AWN) (formerly issued as a TBS-OPS or TBS-ENG) is used to notify the airside community of forthcoming 'work in progress' in an airside location. This includes work on the runway, taxiways, aprons or any other paved or grass area within the airside boundary. At the discretion of Airside Operations, an AWN may not be issued for works of a very short duration or that have no impact on any stakeholders and will not normally be issued for routine maintenance e.g. grass cutting, AGL maintenance.

Temporary Airside Instruction (TAI)



A Temporary Airside Instruction (TAI) is a notification of a temporary change to an airside operating procedure or instruction, normally associated with either large-scale, long-term work in progress where the effects are too lengthy or complex for an Airside Works Notice, or with the temporary closure of part of the airport movement area due to a defect or unacceptable safety risk.

Airside Safety Alert (ASA)

An Airside Safety Alert (ASA) will be issued to communicate immediate safety concerns relating to airside 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.

Airside Information Notice (AIN)

An Airside Information Notice (AIN) will be issued to notify airfield users of pertinent airside operational or administrative information, such as a general or routine reminder of airfield procedures/instructions, the promotion of safety campaigns and changes to airfield infrastructure, signs or markings. It is the responsibility of all employers to ensure that relevant AINs are brought to the attention of their staff.




Airside Operations, Administrative Building, Bristol Airport, BS48 3DT
"The Airport" Email: ain@bristolairport.co.uk



AIRSIDE INFORMATION NOTICE

Reference:	AIN 2019/01		
Date Issued:	15/02/2019	Position:	Airside Operations and Safety Manager
Issued By:	Don Jones	Position:	Airside Operations and Safety Manager
Subject:	NEW AND REVISED AIRFIELD LINE MARKINGS		

An Airside Information Notice (AIN) can be issued to notify airport users of pertinent operational or administrative information, such as a general or routine reminder of airfield procedures/instructions, the promotion of safety campaigns and changes to airfield infrastructure, signs or markings. It is the responsibility of all employers to ensure that relevant AINs are brought to the attention of their staff.

1. **OBJECTIVE**
To advise airside operators of the installation of new apron markings and adjustments to some existing markings.
2. **SCOPE**
This instruction is relevant to all airside operators that drive or operate vehicles and ground servicing equipment, and to those that follow pedestrian routes to and from the Ryanair/Alitalia Services accommodation.
3. **INFORMATION**
The following airfield line markings have been newly installed, or adjustments made to the existing:

Marking	Change	Photo
Board markings to east and west side of stand 1	The road system at this location previously had a junction when approaching stand 1 from the west. The junction has now been moved to the stand 1 western clearance to provide improved traffic flow.	
Vehicle parking to the west side of stand 2	The vehicle parking for the coaches and aircraft has been updated and split to avoid any confusion over where specific vehicles are to be parked.	


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3. GENERAL ENQUIRIES

Any enquiries regarding this instruction should be addressed to the **Airside Operations and Safety Manager** on **01275 473704** or **07384 834885**.