



OPERATIONAL SAFETY INSTRUCTION

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Safety Training for Airside Operators

Issued By Airside Operations and Safety Manager Ref BRS-OSI-SMS-003

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 details the minimum airside safety training requirements for all colleagues whose role is undertaken airside or who will have access to airside areas (with blue or red ID passes). Successful completion of airside safety training is a pre-requisite for the issue of an airside ID pass.

2. OBJECTIVES

The objectives of the Airside Safety Training are:

- To help create a safe working environment.
- To reduce the risk of accidents / incidents to personnel.
- To inform staff about the hazards associated with airside activities.
- To provide a basic training in the control of known hazards.
- To heighten the safety awareness of all staff working airside.

3. SAFETY TRAINING SYLLABUS

The airside safety training syllabus has been established by Bristol airside operations, to conform with the latest UK Civil Aviation Authority (CAA) guidance material and European Aviation Safety Agency (EASA) regulations.

The training course /presentation is designed and delivered by Bristol airside operations, except for business partners who have authorised trainers that deliver the same course under license (see section 6 below).

Training will include at a minimum:

- Definition of airside areas
- Signage and surface markings
- Personal protective equipment
- Aircraft arrival and pushback process

- Hazards from aircraft on the ground
- Non-aircraft hazards
- Basic driving rules
- Passenger movement
- Accident, incident and near miss reporting
- The role of airside operations

4. INITIAL TRAINING

Initial training courses last approximately three hours; for information on course dates and bookings contact the Bristol Airport ID Unit – IDUnit@bristolairport.com or 01275 475440. Courses are typically held at least twice per month, however ad-hoc courses can be arranged by contacting airside operations, subject to the operational requirements of the attendees and availability of trainers.

The ID Unit will provide joining instructions including the time and location of the course.

Colleagues who are employed by a company with an airside training license will be informed of their initial safety training by their line manager or company training manager.

On completion of training, an airside safety training certificate will be produced by airside operations and emailed directly to the ID Unit to support ID pass applications.

5. REVALIDATION

To renew an airside pass, colleagues must also revalidate their airside safety training certificate. This can be done by completing an online airside safety quiz and obtaining a score of 85% or higher. The link to the quiz can be obtained by contacting airside operations – airsideops@bristolairport.com or 01275 473705.

On completion of training, an airside safety training certificate will be produced by airside operations and emailed directly to the candidate to support their ID pass renewal application.

6. TRAINING DELIVERY LICENSES

Some ground handling companies have purchased a Training Delivery Licence from the Airport Authority. This allows them to deliver the appropriate training to the standard required by airside operations. Training officers must supply evidence of a training qualification, to be approved by airside operations.

This training is monitored and audited by airside operations at regular intervals. Bristol Airport reserves the right to amend / withdraw a training license at any point if the training fails to meet the standards required by airside operations. A list of all candidates attending courses run by designated companies, including the test results must be sent to airside operations. These

attendance sheets are an important part of the audit process required to ensure that all personnel receive the appropriate airside safety training on commencing employment.

7. GENERAL ENQUIRIES

Any enquiries regarding airside safety training should be addressed to **Airside Operations** on **01275 473705** or **07712 792235**.

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