

**OPERATIONAL SAFETY INSTRUCTION**

Version A Issued 01/09/2020

Airside Cleanliness and FOD Management

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

'Foreign Object Debris', abbreviated to FOD, is a potential source of catastrophic damage to aircraft - particularly engines. FOD can also be a tripping or slipping hazard resulting in injury to staff and passengers.

The purpose of this instruction is to ensure that all airport personnel understand the dangers to flight safety that FOD presents, and the measures that must be taken to reduce the hazard.

Items of FOD most frequently found on the airside areas are plastic bags, empty oil cans, padlocks, suitcase parts, drink cans or bottles, nuts and bolts, tools, baggage tags and abandoned equipment. A CAA study has shown that it is not only items arising from aircraft turnarounds that generate FOD. Tools and other items associated with engineering and servicing of aircraft have been left in wheel bays and other ledges, including engine cowlings, where they can subsequently fall out and create a hazard.

2. FOD PROGRAMME

Bristol airside operations will endeavour to reduce the risk from FOD through a combination of methods, including:

- Prevention
 - Awareness campaigns of the hazard that FOD presents to aircraft safety
 - Training and education for airside colleagues and visitors (airside safety awareness and company-specific training)
 - Maintenance of airside infrastructure through a preventive and reactive maintenance programme

- Detection
 - Regular scheduled inspections by airside operations of the complete airside environment including runway, taxiways, and aprons
 - Airfield and ramp patrols by airside operations vehicles
 - Observations by other trained airside colleagues

- Removal
 - Airside operations operate a FOD sweeping programme
 - Provision of FOD bins across the ramp for easy disposal
 - Periodic FOD walks organised by airside operations
- Evaluation
 - Data collection and analysis
 - Continuous improvement from trending and investigation
 - Identifying FOD 'hot-spots'

3. RESPONSIBILITIES

1. It is the responsibility of all airside users to take adequate measures to ensure the safety of aircraft, vehicles and persons using the airside areas.
2. It is the direct responsibility of all airlines, handling agents, fuellers, cleaners, caterers, engineering operatives / contractors and all other users of the aerodrome to ensure that a FOD-free environment is maintained. All companies must have staff training and procedures that reflect these responsibilities.
3. Colleagues working on the ramp as part of an aircraft turnaround team are responsible for removing and FOD identified on a stand and disposing of it in the nearest FOD bin, located near the head of most stands.
4. Ramp team leaders or lead agents are responsible for ensuring a FOD check is completed prior to marshalling an aircraft onto a stand, and again prior to pushback and vacating the stand.
5. Vehicles and equipment airside should be maintained in a clean and serviceable condition, with clear cabs that do not contain waste that is able to fall out or blow out in strong winds.
6. Any item of FOD seen in an area to which that person is not permitted to access, or is too big to handle, must be reported to airside operations on 01275 473705 or 07712 792235.

4. VEHICLES ON THE MANOEUVRING AREA

Before proceeding from one part of the airport to another via a route that crosses the manoeuvring area, all vehicles must be inspected to ensure that anything carried in or on the vehicle is secured. All doors and tail or side boards must be securely shut and no part of the vehicle or trailer is loose and likely to become detached.

5. AIRCRAFT UNDER TOW

On each occasion that an aircraft is towed along a route which includes the runway, the aircraft must be followed by an additional vehicle to check for any falling FOD. For example, an aircraft being towed from the south-side aprons to a stand on the north-side via the runway, shall have a following vehicle. If the tow operator is unable to provide a following FOD-check vehicle, they must request one from airside operations prior to commencing the tow.

6. SPILLAGES

All spillages must be reported to airside operations, who will ensure that an appropriate clean-up operation is carried out. See BRS-OSI-ENV-004 Spill Response for more detail.

7. ROUTINE AIRSIDE SWEEPING

Airside operations will complete a routine programme of FOD sweeping using either a mechanical sweeper or a towable friction mat (known as a 'FOD Boss'). This will normally be completed at such times that it will not affect aircraft operations or stand planning. However, for reactive sweeping or 'deep cleaning' that may affect aircraft movements or stand operations, airside operations will notify the Airport Control Centre and Air Traffic Control in advance.

8. BAGGAGE HALL (UNDERCROFT)

For cleaning of the undercroft, refer to BRS-OSI-DVO-009 Undercroft Operations.

9. FOD BINS AND LOCATIONS

A number of bright yellow 'FOD bins' have been positioned at key locations airside, including the at the head of all contact stands, for easy FOD disposal. The locations are shown on the plan at Appendix A.

FOD bins must not be used for the disposal of hazardous waste, including oils, lubricants or aircraft waste. Waste should not be left adjacent to any FOD bin. Any company who is found to have disposed of waste incorrectly using a FOD bin will be charged for the disposal by Bristol Airport.

10. FOD WALKS

Airside operations plan regular FOD walks, each generally lasting between 30-60 minutes and focussing on a particular area of the apron or airfield. Dates and times will be sent to airport colleagues and airside business partners in advance and any support is highly appreciated.

11. USE OF SKIPS AIRSIDE

Skips that are used airside must always be covered / enclosed unless an exemption is approved by airside operations. This is to prevent loose items from blowing out of the skip in strong winds or the attraction of hazardous wildlife. Large roll-off skips that are for metal recycling or large heavy items are exempt from this requirement.

12. 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**.

APPENDIX A FOD BIN LOCATIONS

