



**OPERATIONAL SAFETY INSTRUCTION**

Version	B	Issued	31/07/2023
Document Owner	Head of Airfield Operations	Ref	BRS-OSI-SMS-008

Access to CCTV Recordings

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**

Bristol airport operates a network of CCTV cameras covering airside areas, which are intended to not only keep the site secure and detect any unlawful activity, but also to aid in safety investigations. This instruction details the process to follow for any airside business partner seeking to view or obtain CCTV footage to assist with airside safety investigations and the determination of suitable recommendations or mitigation to prevent a reoccurrence.

This instruction does not cover the use of CCTV for any other purposes such as passenger flow, queue times or flight delays – all other enquiries should be submitted via the Airport Duty Manager.

**2. VIEWING OF CCTV FOOTAGE**

People wishing to view CCTV for airside safety purposes should contact Airside Operations on 01275 473705 or 07712 792235, to agree a suitable time to view the screens in the airside operations office on the east apron.

The only persons normally authorised to view CCTV will be safety investigators, who are normally a Duty Manager or more senior position within their company.

**3. CCTV RECORDINGS**

Saved CCTV recordings can be obtained by submitting a CCTV Image Request Form. This form is available from Airside Operations.

No requests should be made without airside operations first being informed of an airside safety occurrence.

It is preferable for the requester to check with Airside Operations that the date and time period requested does show the desired footage, and on which camera number(s), to make the process more efficient.

**4. COBUS CCTV FOOTAGE**

The majority of the airside coach (cobus) fleet are fitted with CCTV cameras which can be used for use in airside safety investigations. Footage can be obtained from the Airside Operations Manager or an Airside Operations Duty Manager. A CCTV Image Request Form must be submitted in advance.

**5. GENERAL ENQUIRIES**

Any enquiries regarding this instruction should be addressed to the **Airside Operations Duty Manager** on **01275 473705**.