

**OPERATIONAL SAFETY INSTRUCTION**

Version A Issued 31/01/2022

Airside Operations Defect Tags

Issued By Airside Operations Supervisor Ref BRS-OSI-MSC-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 instruction sets out the use of an Airside Operations vehicle or equipment defect tag.

2. DEFECT TAG REMIT

The defect tags are attached by Airside Operations personnel if a vehicle or equipment condition falls below the required standards as set out in Airside Vehicle Permits BRS-OSI-DVO-005. The tag must only be removed by Airside Operations and must not be tampered with. Once issued, the vehicle or equipment must not be moved or used without prior consent of the Airside Operations department.

3. PROCESS

The following process will be completed by the issuing Airside Operations Officer:

- 1) A Safety Standards Notice (SSN) will be issued to the company involved.
- 2) Should the vehicle or equipment not have a 'red card' or similar, a defect tag (photo below) will be fixed to the vehicle or equipment in a visible place, to prevent it being used.
- 3) The operating company will receive a phone call or email advising them of the defect tag.

The tag will be attached using a numbered cable tie. Once attached to a vehicle or piece of equipment, a log of that number will be recorded on the Airside Operations Defect Board. Prior to the tag being removed, a report will be requested to confirm that appropriate remedial action has been taken.



4. GENERAL ENQUIRIES

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