



AIRSIDE INFORMATION NOTICE

Reference	AIN 2024/07		
Date Issued	27/03/2024		
Issued By	CHRIS DAVIS	Position	AIRSIDE OPERATIONS MANAGER
Subject	REQUEST TO VIEW CCTV – APPOINTMENT ONLY		

An Airside Information Notice (AIN) will be issued to notify airfield 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 streamline the process for viewing CCTV footage following an airside occurrence.

2. INFORMATION

The Airside Operations office isn't occupied 24/7 and therefore ad hoc requests to view CCTV prove difficult to manage and often absorb too much time. To streamline requests and better manage requests to view CCTV footage, it will now be by appointment only.

Appointments 10:00 – 15:00 daily.

To book an appointment you should call the Airside Operations duty mobile on 07712792235, or email airsideops@bristolairport.com with the following information.

- Time/Date of the footage you wish to view.
- Reason for the request including occurrence details if not already reported.
- Person attending (Supervisor or Manager only).

Upon receipt of the request, Airside Operations will confirm your appointment time. Should the request be urgent, please call the Ops duty mobile to discuss. Airside Operations withholds the right to decline requests to view CCTV footage should we be operationally busy.

To request saved footage of CCTV, refer to Airport Notice AN 2024/15 – cctvrequest@bristolairport.com

3. GENERAL ENQUIRIES

Any enquiries should be addressed to AODM via aodm@bristolairport.com.