



OPERATIONAL SAFETY INSTRUCTION

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Airside Parking for Terminal Contractors

Issued By Airside Operations and Safety Manager Ref BRS-OSI-AW-006

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

Contractors working in the terminal building will often need airside vehicle access and parking, particularly when working in the departure lounge or gate areas. This OSI contains the requirements for contractor parking, to ensure minimal impact on other airside operations.

2. REQUIREMENTS

2.1. Parking Areas

The parking areas available for contractor’s vehicles (or storage for waste skips) are shown in **green** on the plan at Appendix A. If none of these areas are suitable, the contractor must contact Airside Operations on **07712 792235**, for authorisation to park on the terminal forecourt or on the western apron. *Attended vehicles may be parked briefly on the terminal forecourt for up to five minutes for loading/unloading without the need for authorisation.*

2.2. Airside Terminal Forecourt

The airside terminal forecourt is used primarily for airside coaching and minibus operations. The coaches and minibuses are used to transport passengers between departure gates, aircraft and the arrivals/immigration halls. If the coach/minibus parking bays are blocked, this can impact on vehicle safety, passenger safety and delays to the customer journey.

It is important that the parking bays for these vehicles remain clear of all other vehicles, except where authorised by Airside Operations after liaison with the operator, OCS.

2.3. General Safety

- Contractors must wear fastened high visibility clothing when operating airside.
- Vehicles must not be parked in bays that are clearly marked for other users.
- Vehicles must not block pedestrian routes or emergency exits.

3. GENERAL ENQUIRIES

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

APPENDIX A CONTRACTOR PARKING AREAS

