



OPERATIONAL SAFETY INSTRUCTION

Version A Issued 13/04/2023

Northside Operating Requirements for Southside Operators

Issued By Airside Operations Co-ordinator Ref BRS-OSI-GO-022

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 OSI sets out the process in place to enable Centreline to operate private charter flights via Aviation House and the northside apron. These operations are considered non-standard and will take place only when Bristol Airport’s security contractor are unable to facilitate security screening southside, as per standard operating procedures.

Centreline are wholly responsible for ensuring compliance with this Operational Safety Instruction.

2. REQUIREMENTS

2.1. Centreline Responsibilities

In order for all appropriate arrangements to be made, Centreline must notify Bristol Airport of their intention to operate northside, with a minimum of 12 hours’ notice. Prior to notification, Centreline shall ensure that conditions stated within their Ramp Operations Manual section 19, part B are met. This includes confirmation with the operator that they are content to operate northside and ensuring that there are suitable numbers of Centreline staff to support the aircraft handling.

In addition, Centreline shall ensure that the following departments have been consulted, and arrangements have been provisionally confirmed:

RMS	Confirm with RMS (x 3401) the aircraft type and the duration of required parking. RMS will confirm if a suitable self-manoeuvring stand is available.
Marshalling	Confirm marshalling arrangements with Airside Operations by calling 07712 792235.
Security	Confirm with the Security Duty Manager (x 3774) the availability of staff to carry out passenger and hold baggage screening at Aviation House. Passengers: All passengers must be in possession of a valid boarding card and be supervised by Centreline at all times. Crew: All Centreline/other airline crew must be in possession of either:

	<ul style="list-style-type: none"> • A valid BRS ID • A valid airline ID <p>Where an airline ID is being used, crew must be escorted by a BRS ID holder.</p> <p>Aircraft and crew search:</p> <ol style="list-style-type: none"> 1. If the aircraft transits from southside to northside, crew (and any baggage) must disembark the aircraft and be escorted by ICTS out of the Critical Part (CP) via Aviation House and be fully re-screened. ICTS will carry out a minor search of the aircraft to ensure no crew baggage has been left on board. Once re-screened back into the CP, the crew will carry out a search of the aircraft. 2. If the aircraft arrives at BRS and parks northside, Centreline are responsible for ensuring appropriate screening of the aircraft and crew has taken place at the origin airport to avoid the requirement as set out in point one above. <p>In flight supplies:</p> <ul style="list-style-type: none"> • Where the aircraft transits from southside to northside, in flight supplies must not be left on board. Centreline shall transport these landside, and present for screening at Aviation House.
Transport	<p>A suitable vehicle and driver, approved for airside driving, to carry passengers, crew, and screened baggage* to the aircraft.</p> <p><i>*To comply with security regulation, screened hold baggage must be transported separately.</i></p>
Ground Servicing	<p>Centreline shall make arrangements directly with suppliers for any ground servicing required.</p>
Arriving passengers	<p>Any passengers arriving northside must be processed through the appropriate main terminal arrivals channel as determined by the aircraft origin. Centreline must present any international passengers to the passport control point.</p>

Once Centreline have confirmed all available components, form FBO1 will be submitted, by Centreline to the Airport Duty Manager, Airside Operations Duty Manager, Airport Control Centre, Security Duty Manager. The form will be approved by the ADM for the aircraft to be handled northside.

3. GENERAL ENQUIRIES

Any enquiries regarding this instruction should be addressed to the Airport Duty Manager on adm@bristolairport.com