



# OPERATIONAL SAFETY INSTRUCTION

Version D Issued 29/04/2024

## Aircrew Access to Stands

Document Owner Airside Operations Manager  
 Issued By Airside Operations Co-ordinator  
 Ref BRS-OSI-MSC-003

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

Airline crews transiting between the Aviation House security search or crew briefing room and an aircraft, will need to either walk or get a bus. This depends on the stand that the aircraft is parked on and whether that stand is a contact stand (close to the terminal) or a remote stand that has no dedicated pedestrian walkway.

### 2. CONTACT OR WALKABLE STANDS

[See drawings in Appendix A, page 4.](#)

The following stands are contact stands adjacent to the terminal building, or remote stands that can be safely accessed by following a marked pedestrian walkway – white and green parallel lines or a zebra crossing.

WESTERN APRON	EASTERN APRON
21	1
22	2
23	3
24	5
25	6
26	7N
29	7
30	12
31	13
35	14 (Spring 2024)
36	15 (Spring 2024)
37	16 (Spring 2024)
38	
39	

### 3. COACHING STANDS

All other stands that are not listed in Section 2 must be accessed using the crew coach service (see pick-up and drop-off points in section 4).

### 4. COACH PICK-UP AND DROP-OFF POINTS

[See drawings below](#)

Pick-up and drop-off points for the crew coach service have been installed airside close to Aviation House. The coaches will stop here regularly during peak periods and on request at other times – there is a phone close to the pick-up point for crew to request.

#### Pick-up Point

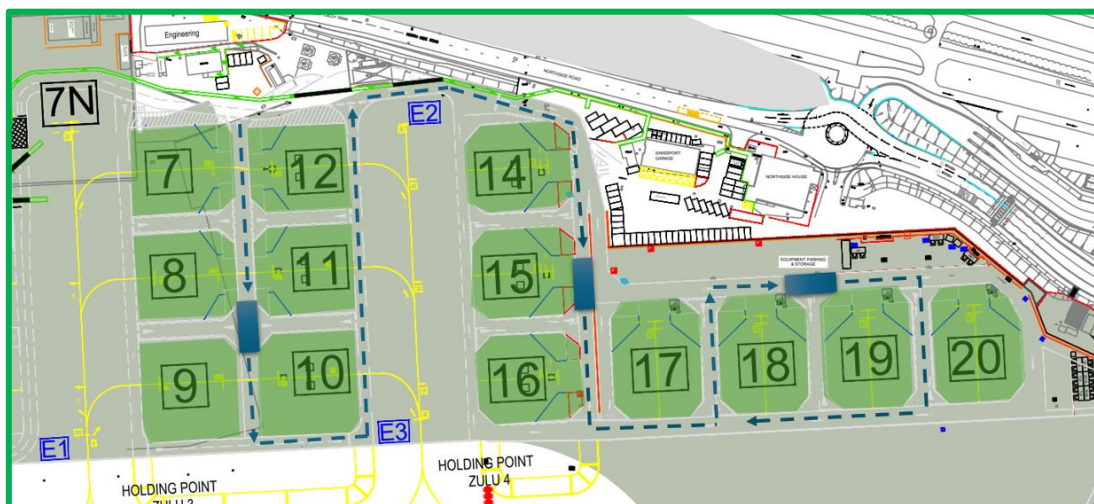
The access route to the pick-up point at the head of stand 21 is via the gate 9 and 10 departure lobby. Coach drivers should park in the marked space off the road, except when another coach is being used for boarding from gate 9, in which case they should use the marked bay on the head of stand road. Coaches should not park here for any purpose other than for crew pick-up.

#### Drop-off Point

The coach drop-off point is at the head of stand 22, outside gate 11. From there crew must follow the pedestrian walkway, under the glass link bridge and exit via the airlock. Coaches should not park here for any purpose other than crew drop-off.

#### Eastern Apron

For stands 7 to 20, crews will be dropped at three designated pick up and drop off points. Crews must wait off the road system and within the stand footprint, exiting/boarding the coach in a timely manner. Should there be any issues with coaching, crews are to escalate via the normal channels to the coaching supervisor.



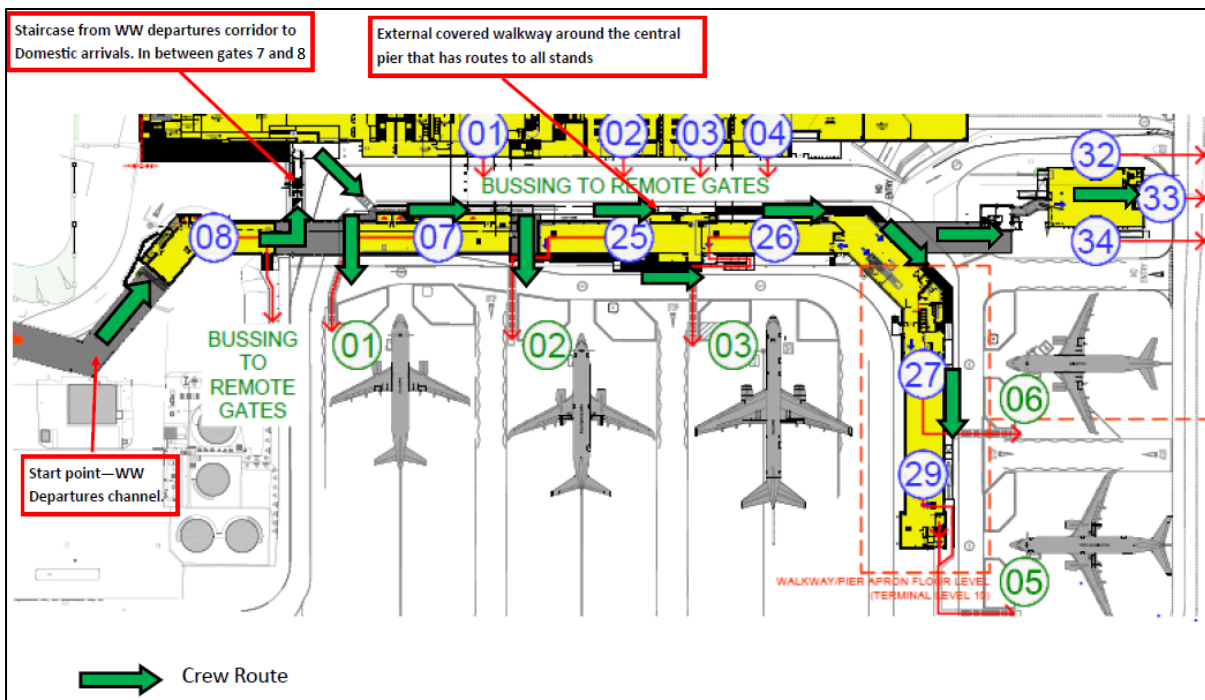
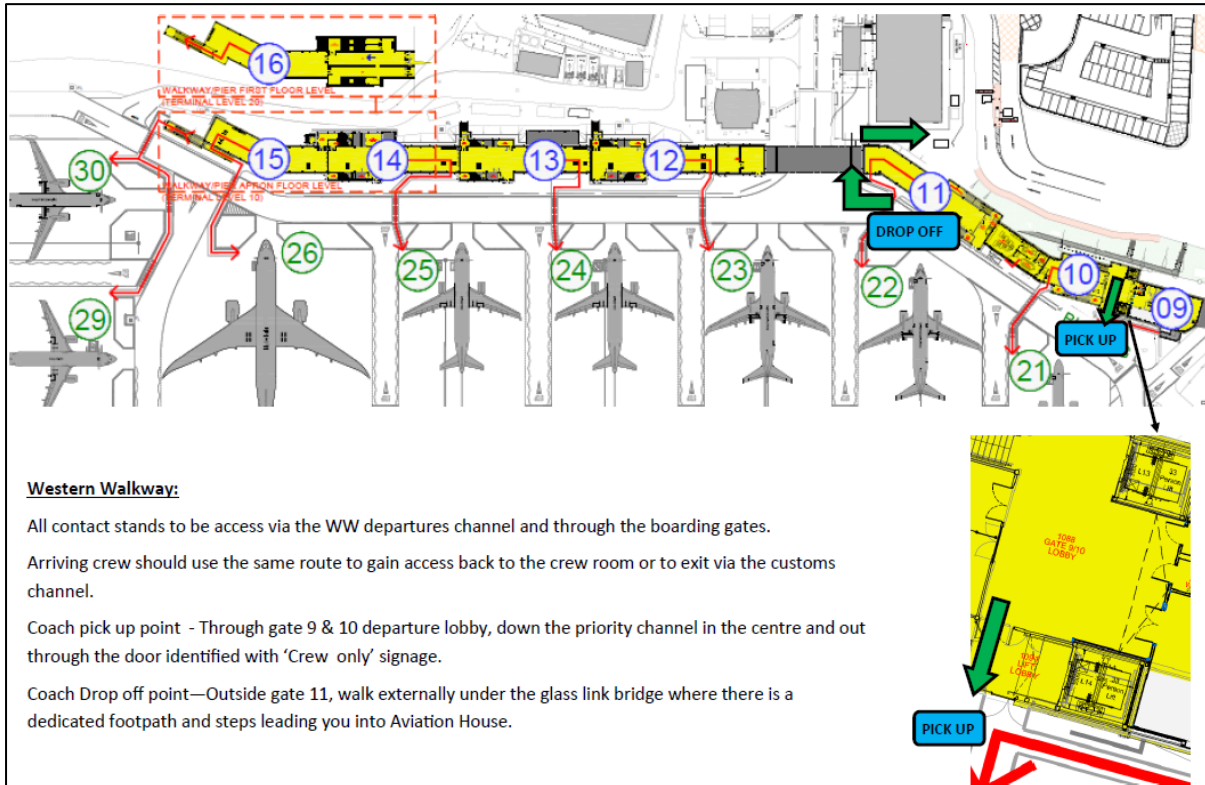
## 5. ADDITIONAL SAFETY REQUIREMENTS

- Crew must wear high visibility clothing when walking between an aircraft and Aviation House or the Terminal Building, regardless of the distance.
- High visibility tabards or jackets must be fastened.
- Crew must follow the surface markings and must not walk in the road system except when using a pedestrian crossing.
- Crew must wear suitable footwear as there are some kerbs and narrow drainage channels which intersect the pedestrian routes.

## 6. GENERAL ENQUIRIES

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

Appendix A



Note: Stand 7N is located just east of gate 33 in the lower diagram and is served by pedestrian walkways from either gate 33 or 34.