OPERATIONAL SAFETY INSTRUCTION	**Version**	B	**Issued**	17/12/2021
Safety Training for Airside Operators	**Issued By**	Airside Operations and Safety Manager	**Ref**	BRS-OSI-SMS-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

Effective from 4th January 2022

This instruction details the minimum airside safety training requirements for all colleagues whose role is undertaken airside or who will have access to external airside areas (with blue or red ID passes). Successful completion of airside safety training is a pre-requisite for the issue of an airside ID pass.

2.   OBJECTIVES

The objectives of the airside safety training course are to enable colleagues to:

- Identify airside hazards and know how to remain safe whilst working airside
- Understand our key safety procedures and emergency actions.
- Have a greater understanding of the Airside Operations department, our safety culture and airside safety management

3.   SAFETY TRAINING SYLLABUS

The airside safety training course has been designed by Bristol Airside Operations, to conform to the latest UK Civil Aviation Authority (CAA) regulations and best practise.

The training includes the following sections:

- Overview and course objectives
- Airside areas
- Airside regulation and monitoring
- Airside hazards and control measures
- Airside safety management
- Safety communications

4.   TRAINING PROCESS

Colleagues applying for an initial airside ID pass or a renewal must complete the full training course and assessment.

The airside safety course can be accessed via the following link:

Airside Safety Training Course

The course will take approximately 45 minutes to complete. The course does not enable candidates to save progress and continue at a later date, so it will need to be completed in one session.

5.   ASSESSMENT

A link to the theory assessment is at the end of the online airside safety course. The assessment consists of thirty multiple-choice questions. There is one point for each question. Some questions have more than one correct answer - this is stated in the question box where this is the case.

The score required to pass the test is 90% (minimum of 27 correct answers). Candidates will have three attempts to pass the test; if they do not pass after three attempts, they will need to contact Airside Operations on 01275 473705. Airside Operations will speak to the candidate and provide further education on the questions/assessment areas they have answered incorrectly. The candidate will then be expected to re-take the assessment.

On completion of training and successful completion of the theory assessment, an airside safety training certificate will be produced by Airside Operations and emailed directly to the candidate to the email address they have supplied.

6.   CHARGES

Costs for airside safety training are published in the Bristol Airport Fees and Charges booklet, updated every year on the 1st April. The booklet can be obtained from the Bristol Airport finance team: finance@bristolairport.com or 0117 457 5057/5062. Annual credit bundles are available for larger employers which will be more cost effective; station managers should advise dan.jones@bristolairport.com if you want to purchase a bundle.

Airside Operations will submit a list of candidates and their employer to the Finance department at the end of each month for invoicing.

7.   GENERAL ENQUIRIES

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