

Airside Safety Regulation Scheme

Airside Operational Instruction (AOI) 14

DOCUMENT REVIEW HISTORY		
AOI 14	CURRENT VERSION:-	V2.0
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VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	November 2019
	2.2	April 2022
	2.3	May 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in **green** text & indicated by a **green** bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

❖ **REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership
Various	Role title change; General Manager now Managing Director

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	NOV 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	Addition of Operations Director

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	APR 22	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
Various	Air Traffic and Operations Manager now Airfield Services Manager
1.3	Airfield Safety & Compliance Officer added to authorised personnel to administer the Scheme

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.3	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	MAY 24	ROLE:-	AIRFIELD SERVICES MANAGER
PARAGRAPH	AMENDMENT		

❖ **CONTENT**

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1. AIRSIDE SAFETY REGULATION SCHEME

1.1 POLICY STATEMENT

The Aerodrome Certificate holder is required under the terms of the Air Navigation Order, to take all reasonable steps to ensure that the Aerodrome is safe for use at all times by aircraft; and that each member of the Aerodrome operating staff undertakes their duties in conformity with the relevant provisions of the Aerodrome Manual.

Following serious breaches of regulations or procedures, BOH retains the right to take such action, as it considers necessary, to ensure safety. The Scheme primarily regulates the procedures and regulations contained within the Aerodrome Manual, Supplementary Instructions, Operational Advice Notices and Airport Bye laws.

1.2 AIMS AND OBJECTIVES

The aim of the Airside Safety Regulation Scheme is to have a system in place, which will ensure that all Airside operators are aware of the safety performance of their company and employees; and that when required, fair and corrective actions are taken to remedy any shortfalls. The Scheme operates as a co-operative and consultative initiative and does not replace any operators existing disciplinary or internal regulatory procedures.

The primary objectives of the Airside Safety Regulation Scheme are to improve Airside safety, minimise personal injuries and minimise damage to aircraft and equipment. The Scheme extends to all Airside operators including employers, employees, sub-contractors, representatives, authorised agents and invitees of Bournemouth Airport (BOH).

1.3 OPERATION OF THE SCHEME

1.3.1 RESPONSIBILITY:-

Responsibilities for Airside safety regulation, outside of the jurisdiction of ATC, are delegated through the Operations Director to the Airside Services Manager (ASM), who is responsible for the administration of the Scheme in association with the Airfield Safeguarding & Compliance Officer (ASCO), RFFS Station Managers and the Airport Duty Operations Managers (ADOMs) This is achieved through active monitoring of all Airside areas.

1.3.2 REQUIRED ACTION:-

On observing or receiving notification of an offence, any of the people noted above may take the following action as deemed appropriate:-

- a) If it is a genuine minor mistake, a verbal warning will be given and the details recorded.
- b) Persistent or serious breaches of regulation will result in the issue of a formal written notification, in the form of a "Non-Compliance Ticket", to the individual involved, which is copied to his/her employer. This will result in points being allocated against the offender in line with Paragraph 1.3.3

- c) In exceptional circumstances, it may be deemed necessary to immediately remove either the Airside ID Pass &/or Airside Driving Permit from an individual concerned. This could be irrespective of the number of points held or the number of previous written notifications for non-compliance.
- d) For each formal Notification of Non-Compliance that is issued, the ASM will notify the offender's employer in writing. The notification letter will include a copy of the Notification of Non-Compliance Form that was issued at the time of the offence, the number of points issued for the offence, the total number of points held by the offender and whether the offender's Airside Driving Permit or Airside ID Pass has been, or is to be withdrawn.
- e) Whenever removal of any Pass / Permit takes place, the offender's employer will be informed verbally as soon as possible after the event and then followed by a formal notification letter.
- f) On receipt of a written Notification of Non-Compliance against an employee, the employer is required to advise of what remedial action has been or will be taken to prevent future re-occurrence. This must be received in writing within 14 days of receipt.
- g) All Notifications of Non-Compliance will remain on record indefinitely. Points from each individual notice remain in force for a period of 12 months or until the individual's Permit / Pass is suspended.

1.3.3 NON-COMPLIANCE NOTICE; PERSONNEL:-

- a) Both the individual and their employer will be notified of all breaches of regulation in accordance with Paragraph 1.3.2.
- b) Points will be allotted for each Notification of Non-Compliance that is received. The number of points for individual offences is shown in the table attached at Appendix A.
- c) The points awarded against each Notification of Non-Compliance will remain in force for a period of 12 months or until the individual's Permit / Pass is withdrawn, following them reaching 12 or more valid penalty points.
- d) Once any person accrues 12 or more valid penalty points against his/her name, their Airside Driving Permit or Airside ID pass will be suspended for a minimum of one calendar month.
- e) If any person accrues 12 or more valid penalty points against his/her name; or has their Permit / Pass withdrawn twice in any 12-month period, their Permit / Pass will be withdrawn for a minimum of three calendar months following the second occasion.

- f) If all the penalty points accrued were for driving related offences, the person's Airside Driving Permit will be suspended. If any of the penalty points were accrued for non-driving related issues, the person's Airside ID pass will be suspended.
- g) Prior to reinstatement of any licence / permit / pass that has been withdrawn or suspended the individual's employer must comply with the requirement of paragraph 3.5 of this AOI and include justification for reinstatement.
- h) When a Permit / Pass is reinstated, the number of penalty points held against a person will return to zero. However, the Non-Compliance Notification(s) will be retained on file indefinitely and are not revoked.
- i) Following reinstatement of a Permit / Pass, there will be a probationary period of one calendar month in which any further non-compliance will result in immediate suspension of the Permit / Pass for a further calendar month.

1.3.4 NON-COMPLIANCE NOTICE; VEHICLES AND EQUIPMENT:-

- a) It will be considered an offence for any Airside vehicle, plant or equipment found to be in such condition that BOH reasonably considers may render it unsafe to operate; or considers could result in injury to personnel or damage to property. If applicable, authorised personnel, as noted in Para 1.3.1, will revoke the Airside Vehicle Permit (AVP) and then inform the operator immediately. A written Notification of Non-Compliance will be issued as soon as is reasonably practicable thereafter.
- b) On receipt of notification of any AVP being revoked, operators are to ensure that they take immediate action to remove the vehicle / equipment from the Airside or public area. Permission must be obtained from the Operations Director or ASM before it may re-enter operational service.
- c) Failure to remove vehicles / equipment in a reasonable time will result in BOH taking direct action at the operator's expense.
- d) Drivers of unsafe vehicles / equipment may be considered to have committed an offence and will be thus be subject to a written Notification of Non-Compliance and penalty points allocated against him/her in line with Paragraph 1.3.3 of this AOI.

1.3.5 NON-COMPLIANCE NOTICE; UNIDENTIFIED OFFENDER:-

- a) In the event of any violation of regulations, where the offender cannot be identified (for example a vehicle parked incorrectly) a Notification of Non-Compliance will be issued to the company's Duty Supervisor or equivalent.
- b) If the company can subsequently identify the person responsible, the Notification will be transferred to them and any penalty points issued against the individual.

1.4 APPEAL PROCESS**1.4.1 NOTIFICATION:-**

Appeals against suspension / withdrawal of a Permit / Pass &/or the issue of any Notification of Non-Compliance must be submitted in writing to the BOH Operations Director or Airfield Services Manager; required within 14 days of the issue of the Notice.

Details to be included in the Appeal notification are:-

- The Name, ID Number and Company of the person lodging the Appeal
- The Non-Compliance Reference Number, as shown on the Non-Compliance Form
- The Date and Time of the incident, as shown on the Non-Compliance Form
- The Grounds on which the Appeal will be based

1.4.2 ASSESSMENT:-

All Appeals will be assessed by the BOH Safety Executive (BSE). The person making the Appeal may be accompanied by a member of management from the company involved.

In relation to an Appeal, in regard to the award of penalty points, the BSE will meet on a mutually agreed date, within 14 days of receipt of the Appeal notification.

In relation to an Appeal, in regard to the suspension or withdrawal of a Permit / Pass, the BSE will meet as soon as is practicable for all parties. This will usually be on the next normal working day following the suspension / withdrawal. If for any reason all evidence is not available at this time, the Appeal will be heard and an interim judgement made. A second full Appeal meeting will then be convened within 14 days to make a final decision.

APPENDIX 1 PENALTY POINTS SCALE

CATEGORY	ID	OCCURRENCE	PENALTY
FAILURE TO GIVE WAY TO AIRCRAFT	A1	Causing aircraft to take Avoiding Action	12
	A2	Driving between aircraft and Marshaller	6
	A3	Approaching aircraft whilst ACW lights flashing	6
	A4	Driving behind aircraft whilst ACW lights flashing	6
EQUIPMENT PARKED INAPPROPRIATELY	B1	Illegal parking	2
	B2	Illegal parking causing disruption to operations	4
	B3	GSE left unattended on Stands	4
	B4	GSE left unattended on Stands causing disruption to operations	6
	B5	Incorrect positioning of Equipment (blocking fuellers exit route etc.)	4
UNAUTHORISED USE OF TAXIWAY	C1	Incorrect use of Uncontrolled Crossing	6
	C2	Entering the Apron Taxilane without permission (except on Uncontrolled Crossing)	6
	C3	Entering the Manoeuvring Area without permission / without the correct Permit	12
PERSONAL PROTECTIVE EQUIPMENT	D1	High Visibility garments not worn / not fastened / unserviceable	4
EQUIPMENT LEFT RUNNING UN-ATTENDED	E1	Engine left running on unattended vehicle	4
VEHICLE FAULT	F1	Operating an unserviceable vehicle	4
INCORRECT USE OF APRON ROAD SYSTEM	G1	Driving an unauthorised vehicle on the Head-of-Stand road	4
	G2	Driving a vehicle in the wrong direction on the Head-of- Stand road	6
	G3	Failure to give way to vehicles exiting the Apron Taxilane	4
BAD DRIVING PRACTICE	H1	Failure to give priority to passengers	6
	H2	Operating equipment when not qualified / authorised to do so	6
	H3	Careless driving	6
	H4	Speeding - over 17.5mph (limit + 10% + 1mph)	4
	H5	Speeding - over 22mph (limit + 40% + 1mph)	8
	H6	Speeding - over 10mph (Head-of-Stand road or inside baggage dock)	8
	H7	Incorrect reversing procedure / No banks man	4
	H8	Driving without lights/beacon	4
	H9	More passengers than seats on GSE (no seat-no ride)	6
	H10	Driving a vehicle with doors open / unsecured	4

Continued

CATEGORY	ID	OCCURRENCE	PENALTY
BAD DRIVING PRACTICE <i>Continued</i>	H11	Dangerous/insecure load	3
	H12	Stepping out of the vehicle whilst moving	6
	H13	Operating equipment containing excessive FOD	4
	H14	Mobile telephone used whilst driving	6
	H15	Driving underneath aircraft wings/fuselage (unless in line with recognised procedure)	6
	H16	Standing up operating/driving equipment (unless in line with recognised procedure)	6
	H17	Failing to exercise due care and attention	4
FAILURE TO CORRECTLY CONTROL PASSENGERS	J1	Passenger(s) allowed to board incorrect aircraft	5
	J2	No control at road crossing	5
	J3	Inbound & outbound passengers allowed to mix	5
	J4	Passenger(s) taken to the incorrect Arrivals Gate	5
	J5	Passenger(s) left unattended on the Apron	5
AIRCRAFT MARSHALLING	K1	Using incorrect signals	4
	K2	Marshalling aircraft onto a contaminated Stand (vehicles or equipment)	6
	K3	Marshalling aircraft onto a contaminated Stand (FOD)	4
	K4	Failure to marshal aircraft	4
OTHER	L1	No tail guide used for aircraft pushback over Rear-of-Stand road	4
	L2	No banks man for positioning vehicles to aircraft	4
	L3	Stepping over tow bars/in between trailers (unless in line with recognised procedure)	3
	L4	No PDI by headset operator or nominated person	4
	L5	Any of the above causing personal injury or damage to an aircraft	12
	L6	Any non-compliance not covered in this list	4
	L7	Operating a vehicle without a valid UK Airside Driving Permit or when ADP is suspended. Including ADP revoked due to suspension of UK DVLA Driving Licence or foreign equivalent	12
	L8	Failing to notify Airfield Operations of an incident occurring within security restricted area (Critical Part and/or Airside area)	6