

AOP 05 –
Airside Safety
Regulation
Enforcement
Scheme

The purpose of this scheme is to establish and maintain a system that 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 shortcomings.

The scheme operates as a co-operative and consultative initiative. It is not intended that the scheme will replace any operator's existing disciplinary or internal regulatory procedures. Enforcement action under the scheme is consequential only and is restricted to reasonable action to ensure the safety of others in the workplace.

1.2 Procedures

AOU has the primary responsibility for airside safety regulation and administration of the scheme. This is achieved through active monitoring of all airside areas by AOU staff.

On observing, or being advised of, a breach of airside safety, AOU will decide which action to take, from a verbal warning to the issuance of a non-compliance. Should a non-compliance be issued the following action will be taken by the AOU.

1.3 Non Compliance

The AOU will complete a 'non-compliance' form.

The top copy (white) will be given to the operative concerned. The second copy (blue) will be forwarded to the recipient's employer / manager with an accompanying covering letter. AOU will conduct an investigation to consider whether the offence is serious enough for penalty points to be awarded. In deciding to allocate points AOU will take account of all factors contributing to the breach, including the immediate dangers of the actions. AOU will bring the matter to the attention of the individuals manager where it may be dealt with in accordance with a company(s) own procedures. The third copy (yellow) will be retained by AOU and endorsement made on the driver's record database held within the unit.

The employer is required to:

- Acknowledge receipt of the letter (within 7 working days).
- Notify AOM and AOU of what action been taken with the employee to ensure the offence is not repeated.
- In the case of 'vehicular non-compliance' (vehicle defect), confirm that the defect has, or will be rectified, before the vehicle is returned to use.
- In the case of driving offences, if penalty points have been awarded, notify the employee of the number of points, and if the total of penalty points is 10 or more, inform the driver that he/she is suspended from airside driving for a period of six months from the date of the latest offence.

In exceptional circumstances, it may be necessary to immediately remove the Airside Pass and / or Airside Driving Permit from an individual, or the Airside Vehicle Permit in the case of 'vehicular non-compliance'. When this takes place, his/her employer, or the vehicle operating company, will be notified as soon as possible. This can be irrespective of the number of written notifications for non-compliance.

When breaches of regulations are deemed to be significant, the AOM may permanently withdraw driving or airside access privileges.

Any person aggrieved by the decision to award penalty points against him/her or suspension of privileges may, through their employer, appeal in writing within 28 days of the award. The written appeal should be sent to the Airfield Operations Manager at LBA for the penalty to be reconsidered.

1.3.1 Non-Compliance Notices – Personnel

Both the individual and the employer will be notified of all breaches of regulation in accordance

Penalty points have a validity of two years from the date of the occurrence, after which time they will be rendered 'void' with respect to the 'totting up' procedure. The record of penalty points awarded however will remain on file indefinitely.

A licence/permit/pass will be suspended for a period of six months when the holder is in possession of 10 or more penalty points.

If a license/permit/pass is withdrawn, the individual's employer will be required to justify its reinstatement. When this is the case, the oldest non-compliance notice is revoked. All remaining non-compliance notices are frozen until reinstatement of the licence/permit/pass.

Following reinstatement of a licence/permit/pass, there will be a 14-day probationary period in which any further non-compliance will result in immediate suspension of the licence/permit/pass.

1.3.2 Non Compliance Notices – Vehicles and Equipment

All airside vehicles and equipment found to be in a condition, which LBA reasonably considers, may render it unsafe for operation, or result in damage to property or personnel, will be considered an offence. The Airside Operations Department will revoke (if applicable) the Airside Vehicle Permit and inform the operator immediately. A written notice of non-compliance will be issued as soon as possible

On receipt of notification, operators are to ensure that they take immediate action to remove the vehicle or equipment from the airside or public areas. Permission must be obtained from the Airside Operations Department before it may return to operational service at LBA.

Failure to remove vehicles or equipment in a reasonable time will result in LBA taking direct action to make the situation safe at the operator's expense. Drivers of unsafe vehicles or equipment may be considered to have committed an offence, and will thereby be subject to written notification of non-compliance.