

Safety Monitoring

Airside Operational Instruction 11

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AOI Owner - Airfield Operations



1. Introduction

- 1.1 Safety monitoring is undertaken on a daily basis by Airfield Operations and is used to ensure that airside operators are implementing operational procedures with competent staff in line with the requirements of the Aerodrome Manual.

2. Aims and Objectives

- 2.1 The objectives of airfield safety monitoring are as follows:
- To monitor the procedures undertaken during aircraft arrival, turn around and departure, to include the off load and on load of passengers and freight.
 - To identify trends and make recommendations for Third Party Audit Theme Items
 - To provide data to produce reports for the department and for relevant safety committees and used to form the content of safety promotional materials, such as the Airside Safety Alert.

3. Monitoring Process

- 3.1 During a twenty-four-hour period, the following activities will be monitored, Marshalling, Control of Passengers, Vehicle Operations and Aircraft Pushbacks with the details recorded on an electronic form.
- 3.2 Each shift, the ASCO will complete as a minimum, 1 of each of the following audit sections:
- Passenger- Arrival
 - Passenger- Ground Servicing
 - Passenger- Onload
 - Passenger- Pushback
 - Freight- Arrival
 - Freight- Ground Servicing
 - Freight- Onload
 - Freight- Pushback
- 3.3 The Airfield Operations Manager or Head of Airfield Operations will specify additional audit sections to be completed each shift to increase monitoring of known safety concerns. For example, monitoring could focus on certain times of day, aprons, operators, stands, audit section.
- 3.4 In the event of ONLY passenger or ONLY freight flights operating during the 12-hour period, 2 audits must be completed on the flight types that are available.
- 3.5 In the event of no aircraft movements during the 12-hour period, audits should still be submitted detailing the reason it is incomplete and stating the actual time of the last aircraft movement and scheduled time of the next movement, if known.
- 3.6 Any safety concerns or unsafe practises will be immediately addressed.

4. Monitoring Oversight

- 4.1 The Head of Airfield Operations is responsible for the oversight of airfield safety monitoring. Any issues will be raised at the weekly meeting with the Handling Agents. Any agreed actions should be recorded, and the record kept with the report. Progress should be checked at the following week's meeting.
- 4.2 The Safety Services Office will undertake random sample checks of monitoring reports as part of the internal auditing process.