
Apron Passenger Procedure

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Issued by: Operations

It is the responsibility of all employers to ensure that relevant Airport Notices 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.

INTRODUCTION

This notice is being issued to all operators and tenants, pilots and users of Brighton City Airport Ltd to confirm an apron procedure is available.

The following items are compulsory to all users;

- **Procedures or passenger escorting to and from aircraft airside**
- **Non passenger access and egress restriction information**
- **The understanding and use of Hi Visibility Clothing**

PASSENGER ESCORTING TO AND FROM AIRCRAFT AIRSIDE

Any person providing escorting duties airside must be a 'competent person' experienced in airside procedures and have knowledge and understanding of the aerodrome layout.

All persons providing escorting duties MUST ensure they wear Hi Visibility Clothing.

Operators and pilots are reminded they are responsible for, and must ensure they escort all passengers to and from aircraft at all times whilst airside.

Operators / Pilots must not leave guests or other persons under their control unescorted at any time whilst airside.

- Operators at the aerodrome must confirm procedures are in place to escort all persons at all times without exception.

NON PASSENGER ACCESS AND EGRESS

The taking of persons airside for non-flight purposes, e.g. for publicity or photographic purposes, is strictly prohibited without authority.

- Authority for such purposes will only be granted via ATS or the Operations team via briefing.

HIGH VISIBILITY CLOTHING

ALL operators and tenants are reminded it is compulsory to wear High Visibility Clothing (HVC) whilst airside at Brighton City Airport Ltd.

- The term 'HVC' means an approved vest as a minimum airside.

HVC must conform to BS EN 471 and be CE marked. All HVC must be used as designed, and be fully donned when airside. All operators and pilots are asked to cooperate and ensure their staff and persons under their control are fully aware and compliant before going airside.

When in a group, only one person needs to don HVC as long as the group stays together as one.

Vest example.



Any questions relating to this safety instruction should in the first instance be addressed to the Operations Team on 01273 467395.

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