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

1.1 The Civil Aviation Authority publication ‘Airside Safety Management’ (CAP642) is intended as an acceptable guidance document for the safe operating practices for every one working in the Airside areas of airports and aerodromes.

1.2 In order for every company operating Airside at Heathrow to improve their safety and training regime, they should establish a Safety Management System through the application of the principles that are outlined in CAP642.

1.3 OSI/16/09 is hereby cancelled.

2. Definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAA</td>
<td>Civil Aviation Authority</td>
</tr>
<tr>
<td>CAP</td>
<td>Civil Aviation Publication</td>
</tr>
</tbody>
</table>

3. Safety Procedure

3.1 Contents

3.1.1 CAP642 provides advice, guidance and ‘best practice’ information to all involved in operations that take place on the Airside and apron areas of the airport. The information in this manual has been gathered from a wide cross-section of the industry and contains sound advice based on practical experience. Heathrow strongly recommends that airlines, ground handling agents, and other companies engaged in the turn-round operations, should use the manual to check their current procedures and, if necessary, to amend them.
3.1.1 The parts of the manual area:-

3.1.1.1 General Principles of the Management of Health and Safety Airside
3.1.1.2 Managing the Risk
3.1.1.3 Airside Development and the Management of Airside Works
3.1.1.4 Airside Vehicle Operations and Driving
3.1.1.5 Training for Safety
3.1.1.6 Safety Performance Management and Measurement

3.1.2 Whilst CAP642 is sponsored by the CAA, it was developed by representatives from the wider industry and the Health and Safety Executive.

3.2 How to Order a Copy

3.2.1 Details of this and other CAA publications can be found on the CAA website at www.caa.co.uk/publications or from The Stationary Office on 0870 600 5522.

4. References

Civil Aviation Authority publication ‘Airside Safety Management’ (CAP642)
www.caa.co.uk/publications