



## Safety Management System

# Operational Safety Instruction

CAA Publication 'Airside Safety Management'  
CAP642 (revised November 2018)

7<sup>th</sup> Oct 2020

ASSMS\_OSI\_066

V2.0

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 everyone 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** This document has been re-issued and updated with reference to the newest revision of CAP 642.
- 1.4** ASSMS\_OSI\_066 V1.0 is hereby cancelled.

### 2. Definitions

Abbreviation	Description
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication

### 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.

### 3.1.2 The parts of the manual area: -

- 3.1.2.1 Chapter 1 - General Principles of Safety Management
- 3.1.2.2 Chapter 2- Identifying Hazards and Managing Risks
- 3.1.2.3 Chapter 3 - Aircraft Turnaround
- 3.1.2.4 Chapter 4 - Operation of Vehicles
- 3.1.2.5 Chapter 5 - Apron Design
- 3.1.2.6 Chapter 6 - Training and Proficiency
- 3.1.2.7 Chapter 7 - Safety Performance Management and Measurement

3.1.3 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](http://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](http://www.caa.co.uk/publications)

## 5. Enquiries

Any questions regarding this instruction should be addressed to the Airside Standards & Assurance Team [airside\\_safety@heathrow.com](mailto:airside_safety@heathrow.com)

