

## Gatwick Airport Directive

Title: Airside Discipline		Ref No: GAD/F:16/18
Issue Date: 24/05/2018	Effective Date: 24/05/2018	Expiry Date: 24/05/2020
<p><b>It is the responsibility of all employers to ensure the relevant Airport Notice is 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.</b></p>		
<p><b>Introduction:</b></p> <p>Gatwick Airport Ltd promotes a just culture, a culture that is fair and encourages open reporting of accidents and incidents. However, deliberate harm and wilful damaging behaviour is not tolerated. Everyone is supported in the reporting of accidents and incidents. Gatwick Airport Ltd also seeks to provide a safe airside working environment by ensuring that current legislation is met and control measures are employed to promote full compliance of airside legislation and rules. This Directive and the penalties contained within, encourage safe and responsible behaviour while providing control measures for non-compliance by individuals and companies. Ignorance of this Directive and its content is not an acceptable excuse when an infringement has occurred and it is the responsibility of companies to ensure that staff are aware of the implications. The issue of Penalties does not negate prosecution of individuals or companies under the Air Navigation Order or Airport Byelaws.</p>		
<p><b>Programme:</b></p> <p>This directive is implemented with immediate effect and replaces GAD/F:30/17</p>		
<p><b>Operational Impacts:</b></p> <p><b>Airside Driving Permit and Airside ID Pass Offence Recording</b> An Airside Penalty notice may be issued and recorded against staff members Airside Driving Permit (ADP) or Airside Identity Pass. Specific offences relate to Major and Minor Offence notice codes and Notices of Unsafe Acts are detailed in the associated appendix.</p> <p><b>Advisory</b> – An advisory engagement conversation has taken place and recorded on AirDat.</p> <p><b>Minor Offences</b> – A Minor offence will be recorded on the AirDAT / Airside driving permit and ID centre data base for 12 months from the date of the Minor offence being issued. If four Minor offences have been recorded against an individual's Airside Driving Permit, Airside Identity Pass or Jetty Operators licence collectively, it will be classed as a Major offence and the "Airside Penalty Process" flow chart will be followed to ascertain the direction in which to proceed. (Three Minors of same offence will occur a Major offence, Airside Standards Team will communicate with companies when an individual hits two Minors of same offence to review corrective actions)</p> <p><b>Major Offences</b> - A Major offence will require the immediate attention of the individuals Line Manager. In all cases, this is to enable a full and robust investigation to identify the root cause of the incident; all Major offences will be recorded on the AirDAT / Airside driving permit and ID centre data base for 12 months from the date of the Major offence being issued.</p> <p>Life threatening or possible life threatening incidents would constitute immediate removal of all passes; ADP, Jetty Operator License (skills) and ID pass (security). Removed ID passes (security) will be held for 7 days at Airside Operations Building, after 7 days ID pass will be returned to ID centre. If after 30 days an investigation is not received or completed the ID pass will be cancelled.</p> <p><b>Investigation Process following the issue of a Major Offence notice</b></p> <ul style="list-style-type: none"> <li>For RTC/RTI driver/operator must be suspended from driving/operating immediately pending investigation, investigation will determine return of ADP or length of suspension from driving.</li> <li>For incorrect push or manoeuvring incident a removal of the Manoeuvring area licence with a determined suspension from the skill after full investigation.</li> <li>Statements must be taken from driver/operator and any witnesses present</li> <li>Consideration to send individual home if a welfare issue, Duty of Care.</li> <li>At the earliest convenience a full investigation and interviews which are documented will be carried out.</li> <li>Notification of investigation outcome to be presented to GAL Airside Investigations.</li> <li>Root causes, behaviour factors will be identified and established within the investigation.</li> <li>Remedial measures/actions and sanctions including; retraining, process changes, risk assessments, suspension and disciplinary action to be implemented where appropriate after investigation.</li> <li>Regular review of investigation(s) and outcomes will be completed by the Airside Standards Improvement Lead and Community Stakeholders/3<sup>rd</sup> Party Safety Managers.</li> </ul> <p>If the "Root Cause" investigation highlights concerns relating to conduct or capability, the relevant company policies must be followed including the opportunity to appeal. Companies are required to share learnings with other employees in an effort to prevent such incidents being repeated.</p> <p><b>Accumulation of Offences</b> – All offences will remain on the AirDAT (or other recognised Airside driving licence provider) and / or ID Centre database for twelve months. Three minor offences committed within twelve months of a Major offence will result in the suspension of the Airside Identity card as well as a second Major Offence within a twelve month period. In such cases, Gatwick Airport Ltd may choose not to return the Airside Identity Pass</p> <p>Penalties may be issued by GAL Airside Operations, GAL Environment Health and Safety, GAL Security, Sussex police, GAL Managers of Baggage</p>		

Operations (MBO) and GAL BDM (Baggage Duty Manager).

**Notice of Unsafe Act** - Notice of unsafe act will be issued to an individual and/or company concerned for a task or other activity that is conducted in a manner that may threaten the health and/or safety of workers/passengers.

**Appeals Process** In acknowledgement of considerations listed in CAP790 chapter 2 Section 3 Paragraph 1 Appeals against Offence notices, Notices of Unsafe Acts, fines and restrictions must be made in writing to the Airside Standards Improvement Lead, Airside Operations Building, Gatwick Airport RH6 ONP or [airsidepenaltyappeals@gatwickairport.com](mailto:airsidepenaltyappeals@gatwickairport.com) within 7 days. Appeals submitted to the team will be reviewed and responded to. The appeal manager has the authority to cancel, reduce, re-categorise, maintain or increase the original decision based on any subsequent information provided during the appeal period.

**Reference Material:**

CAP 790 – Airside Driving and Vehicle Operation

Airside Penalty Process Flow Diagram **Appendix 01**

Airside Major / Minor offence Codes Pages 1-6 **Appendix 02**

Safety Incident Investigation **Appendix 03**

This Directive supports the regulation of airside safety standards contained within the Air Navigation Order, Gatwick Airport Byelaws, GAL Aerodrome Manual, Gatwick Airport Directives, Gatwick Airport Notices and Airfield Advice Notices.

**Further Information:**

Contacts:

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**Airside Standards Improvement Lead**: Alan Holmes, 07595 876523, [alan.holmes@gatwickairport.com](mailto:alan.holmes@gatwickairport.com)

**Appeals**, [airsidepenaltyappeals@gatwickairport.com](mailto:airsidepenaltyappeals@gatwickairport.com)

**Signatory**

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**for and on behalf of the Chief Executive Officer of Gatwick Airport Limited**

**Consultation:**

Has consultation on this Directive taken place? Yes - Consultation record held by author

**Distribution:**

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